



MINUTES OF THE ANNUAL MEETING OF EVESHAM TOWN COUNCIL
HELD ON THURSDAY 19 MAY 2022
IN THE EVESHAM TOWN HALL AT 6:30PM

PRESENT: Councillor: Mark Goodge (Chairman)

Councillors: Robert Raphael, Norbert Tucker, Julie Tucker, Peter Knight, Nigel Deacon, Andrew Dyke, Wendy Dyke, Sarah Schaathun, Robert Hale, Marlene Sale, Jenny Johnson, Alan Booth, Frances Smith

OFFICERS PRESENT: Mrs Tracy Predeth Locum (Town Clerk)

15/22 **APOLOGIES:**

Apologies for absence were received from Cllrs Chrissy Smith and Pat Clifford.

16/22 **DECLARATIONS OF INTERESTS**

There were no declarations of Interest received.

17/22 **ANNOUNCEMENTS BY THE TOWN MAYOR**

The Town Mayor thanked everyone for attending the Mayor Making evening on the 9 May 2022.

He stated that the preparations for the Jubilee weekend are going well.

The Mayor reported that has attended a Living well event at the Leisure Centre and the Julie Tucker presentation.

There will be a Mayors Civic Service on the 17 July 2022

18/22 **MINUTES OF THE PREVIOUS MEETINGS**

Minutes of the Meetings held on 11 May 2022 were deferred as they were not available.

19/22 **COMMITTEE MINUTES**

There were no Committee minutes

20/22 **FINANCE – PAYMENTS AND RECEIPTS FOR APRIL 2022**

The Locum Clerk stated that Louise Steele is acting in a capacity as Responsible Finance Officer and is undertaking the financial year end and audit on behalf of the Council.

The schedule of accounts will be circulated to Members.

21/22 . APPOINTMENTS TO COUNCIL COMMITTEES

Resolved: The following appointments to Committees

Planning and Estates (9 plus Mayor and Deputy Mayor, of which at least one and no more than three from each town council ward)

Cllr Jenny Johnson (Avon ward)
Cllr Tim Haines (Avon ward)
Cllr Robert Hale (Bengeworth Ward)
Cllr Alan Booth (Bengeworth ward)
Cllr Wendy Dyke (Great Hampton ward)
Cllr William Kimberley (Great Hampton ward)
Cllr Chrissy Smith (South ward)
Cllr Peter Knight (Tywford ward)
Cllr Mike Arens (Twyford ward)

Cllr Mark Goodge (Mayor) (Bengeworth ward)
Cllr Sarah Schaathun (Deputy Mayor) (Little Hampton ward)

Finance and General Purposes (8 plus Mayor, Deputy Mayor and Outgoing Mayor)

Cllr Robert Raphael
Cllr Frances Smith
Cllr Andrew Dyke
Cllr Marlene Sale
Cllr Beryl Timbrell
Cllr Alan Booth
Cllr Mike Arens
Cllr Tim Haines

Cllr Mark Goodge (Mayor)
Cllr Sarah Schaathun (Deputy Mayor)
Cllr Sue Amor (Outgoing Mayor)

Town Plan (5 plus Mayor and Deputy Mayor and 3 co-opted members)

Cllr John Clatworthy
Cllr Robert Hale
Cllr William Kimberley
Cllr Nigel Deacon
Cllr Julie Tucker

Cllr Mark Goodge (Mayor)
Cllr Sarah Schaathun (Deputy Mayor)

The Town Plan committee has three co-opted members of the local community. The committee is responsible for co-opting these additional members.

Personnel (6 plus Mayor and Deputy Mayor)

Cllr Robert Raphael
Cllr Andrew Dyke
Cllr Robert Hale
Cllr Sue Amor
Cllr Nigel Deacon
Cllr Jenny Johnson

Cllr Mark Goodge (Mayor)
Cllr Sarah Schaathun (Deputy Mayor)

21/22 APPOINTMENTS OF COUNCIL'S REPRESENTATIVES TO OUTSIDE BODIES

Resolved: Appointment of Council's representatives to outside bodies.

VECTA (1)

Cllr Mike Arens

Estate Charity of John Rudge (2)

Cllr William Kimberley
Cllr Norbert Tucker

Evesham Relief in Need (2)

Cllr Robert Raphael
Cllr Julie Haines

Vale Volunteers (2)

Cllr Jenny Johnson
Cllr John Clatworthy

Evesham Arts Association (1)

Cllr Tim Haines

Evesham and District Mental Health Charity (1)

Cllr Nigel Deacon

Vale Public Transport (1)

Cllr Julie Tucker

Cross Parish Cycleways and Pathways (1)

Cllr Robert Hale

22/22 REVIEW OF STAFF/COUNCIL SUBSCRIPTIONS

Resolved: To note staff and Council subscriptions for the forthcoming year.

23/22 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

Resolved: To adopt the Standing Orders and Financial Regulations

24/22 **REPORTS FROM COUNCIL'S REPRESENTATIVES CONFIDENTIAL SESSION**

There were no reports submitted.

25/22 **EXCLUSION OF PRESS AND PUBLIC**

Resolved: To exclude the public and the press as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. (Public Bodies (Admission to Meetings) Act 1960 1

26/22 **STAFF MATTERS**

Members received an update on the current staffing situation. The Locum Clerk was asked to ensure that there were clear job descriptions and accountability and to ensure that staff are aware of the staff handbook and procedures regarding leave and sickness.

Resolved:

To separate the role of the Clerk and Responsible Finance Officer.

To advertise the position of Town Clerk to the Council.

To advertise the role of a Deputy Town Clerk/Responsible Finance Officer once the Clerk is in post and reviews the staffing structure of the Council.

The meeting closed at 8.00 pm.