



# EVESHAM TOWN COUNCIL



Notice is hereby given that a **MEETING OF THE TOWN COUNCIL** will be held in the Council Chamber, Town Hall, Evesham, at 6.30pm on **MONDAY 12 FEBRUARY 2024** to which you are hereby summoned for the transaction of the business specified below. The meeting will be preceded by Prayers led by the Mayor's Chaplain, Revd Caroline Green.

*Jo Adams*  
Town Clerk

## AGENDA

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### **Admission of the Public and Media**

Members of the Public and Media are welcome to attend in accordance with the Public Bodies (Admission to Meeting) Act 1960 Section 1.

### **Public Participation**

Public Participation is welcomed and will be in accordance with Standing Order 3(e) to 3(j) on a matter before the Council. It would be helpful if anyone wishing to participate would contact the Town Council on 01386 565700, email [townclerk@eveshamtowncouncil.gov.uk](mailto:townclerk@eveshamtowncouncil.gov.uk), or in person, prior to the meeting.

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**Prior to the commencement of the meeting, there will be a one minute's silence in memory of John Darby.**

- 1. Apologies for Absence**
- 2. Declarations of pecuniary or other interest in accordance with the Town Council's Code of Conduct, including requests for dispensation (if any)** *Dispensation requests must be received in writing by the Town Clerk prior to the meeting*
- 3. Announcements by the Town Mayor**
- 4. Updates from District and County Councillors**
- 5. Clerks Report**  
Verbal report by Town Clerk
- 6. Reports from Outside Bodies**



# EVESHAM TOWN COUNCIL



- 7. Minutes of the Previous Meeting**  
To receive minutes of the meeting held on 8 January 2024 and approve authorisation for recommendations where applicable.
- 8. Committee Minutes**  
To receive the committee minutes and approve authorisation for recommendations where applicable:
  - a) Planning & Estates – 15 January 2024
  - b) Town Plan – 22 January 2024
  - c) Planning & Estates – 5 February 2024
- 9. Finance**
  - a) Payments and Receipts November and December 2023
  - b) Financial report for Quarter 3, 2023/24
  - c) To review fees
- 10. Election of Mayor Elect and Deputy Mayor Elect**
  - a) To elect the Mayor Elect for 2024/25
  - b) To elect the Deputy Mayor Elect for 2024/25
- 11. Community Legacy Grant**  
Report attached
- 12. Boundary Review**  
Report attached
- 13. Flags**  
Report attached
- 14. Policing Priorities**  
Report attached
- 15. To agree the amended Terms of Reference of the Almonry Advisory Panel**  
Report attached



# EVESHAM TOWN COUNCIL



## **Recording of Meetings**

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

Evesham Town Council  
Unit 6 (Ground Floor)  
Abbey Lane Court  
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# EVESHAM TOWN COUNCIL



**MINUTES OF THE MEETING OF EVESHAM TOWN COUNCIL**  
**HELD ON MONDAY 8<sup>TH</sup> JANUARY 2024**  
**IN THE COUNCIL CHAMBER, EVESHAM TOWN HALL AT 6:30PM**

- PRESENT:** Councillor: Mrs S. Schaathun (Deputy Mayor, Acting Chair)
- Councillors: Mrs S. Amor, P. Boyd, S. Brotherton, J. Campbell-Muir, J. Clatworthy, A. Dyke, M. Goodge, Mrs M. Griffiths, Mrs J. Haines, T. Haines, B. Kimberley, Mrs C. Kimberley, Ms A. Lyon, R. Raphael, P. Scurfield and Mrs J. Tucker
- OFFICERS PRESENT:** Mrs J. Adams, Town Clerk
- ALSO PRESENT:** The Mayor's Chaplain Revd C. Green; 5 members of the public

A minute's silence was held before the meeting in memory of Cllr Peter Griffiths who had passed away on the 28<sup>th</sup> December 2023.

Prayers were led by the Mayor's Chaplain.

**90. Apologies for Absence**

Apologies for absence had been received from Cllr A. Booth, A. Dyke, Mrs E. Nishigaki and Mrs C. Smith.

**91. Declarations of pecuniary or other interest**

Cllrs C. and B. Kimberley each declared an interest in item 13 as stallholders at the annual bonfire and fireworks event.

**92. Announcements by the Town Mayor**

The Mayor had sent apologies.

**93. Updates from District and County Councillor**

Cllr Tucker reported from Wychavon District Council.

- The District Council was currently consulting on its new Design Code for rural and urban design.
- The council was working on its pledges for the next four years.
- The budget review would be discussed at the Executive Committee in February.

**94. Clerks Report**



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- Social media training was planned for Monday 29<sup>th</sup> January at 6.30pm.
- An electrical inspection had been carried out at the cemetery buildings.
- A health and safety audit was planned for the Almonry.
- The Almonry Manager had successfully applied for funding from Historic England to assist in detailed roof inspections and paint analysis. This was in addition to the funding from the UKSPF fund and would greatly assist investigations into work required to save the structure of the Almonry building.
- Sunset Way allotments: a response had been received from Taylor Wimpey's solicitor confirming that they would fund groundworks to the site to get it into a suitable condition for use as allotments.
- Avon pedestrian bridge: WCC wished to purchase part of the riverbed from the Town Council.
- A letter had been sent to the leaseholder of the Town Hall detailing works that were required to the exterior including further roof works and restoration of the windows. No reply had yet been received. During the recent wet weather more leaks had been found, at three of the four corners of the clocktower. A further letter would be sent to the leaseholder regarding this.

**95. Reports from Outside Bodies**

There were none.

**96. Minutes of the Previous Meeting**

Minutes of the meeting of the 13<sup>th</sup> November 2023 had been circulated and were agreed and adopted as a true record.

**97. Committee Minutes**

- d) Town Plan – 20 November 2023
- e) Planning & Estates – 27 November 2023
- f) Finance & General Purposes – 4<sup>th</sup> December 2023
- g) Planning & Estates – 18 December 2023
- h) Personnel – 18 December 2023

It was resolved to approve the minutes including the committee's recommendations for the above meetings.

**98. Finance**

- d) Payments and Receipts November 2023  
The item was deferred.



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e) To set the budget and precept for 2024/25

The council discussed the draft budget, its impact on the precept, and the recommendations put forward by the Finance & General Purposes Committee at its meeting of the 4th December. In the meantime the taxbase had been notified.

Two alternative recommendations had been made by the committee, one which included additional funding for Wallace House and the other which did not, leaving the decision on this to Full Council. For the current year, a grant was paid to Wallace House of £20,000 plus an additional grant of £20,000, budgeted from reserves. The trustees had requested financial support of £30,000 for 2024/25, aside from the £20,000 grant.

Some of the budget figures had been amended based on last year's actual spend or indications from the current years spend. There were many costs that were repeatable and fixed, such as the costs of rent and contracts. Other budget headings had been altered because there was a need or desire to carry out certain projects during the financial year.

These included:

- Events: Increased by £3,600 to pay for Bands in the Park. £3,600 for 12 performances.
- Staff Costs: The draft 2024/25 budget reflected the recent pay rise +3%.
- Maintenance, Town Hall: Set to include funds for some internal works.
- Elections: Elections had been called for the last three casual vacancies. A budget of £24,000 was proposed.
- Trees: £5,000 proposed for 2024/25.
- Buildings Maintenance, Cemetery: Repairs needed to cemetery outbuildings.
- Grounds Maintenance: The council had started a programme of maintenance on its tarmac paths. The budget would allow continuation of this work over the next 5 - 10 years to get the paths up to standard.
- Increase to fund repairs to the War Memorial.

It was resolved to go forward with the Finance Committee's recommendation including the additional support for Wallace House. Duly, the following was agreed:



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That the budget be set requiring a precept of £879,208. This would be made up of £42,718 from the Council Tax Support Grant and £836,490 from taxation resulting in an annual charge to a Band D property of £88.77, a monthly increase of £1.10 per month or approximately 25p per week.

**99. Request from the Almonry Advisory Panel**

The panel had requested an increase in numbers. It was agreed to increase membership of the Almonry Advisory Panel to 7, effective from the council meeting in May.

**100. Busking Policy**

The Town Council had been asked to consider the introduction of a busking policy. The Town Council itself was unable to regulate buskers so this would need to be requested of the District Council. It was noted that there were relatively few buskers in Evesham and in general they had not caused any problems.

Two district councils in the county had considered similar schemes; one of these, Worcester City Council had subsequently introduced a voluntary scheme rather than requiring full regulation from street performers. It was noted that young performers may be put off if they had to apply for a licence to perform.

Cllr Kimberley proposed that Wychavon District Council be asked to introduce a regulated scheme for buskers. Cllr Campbell-Muir proposed an amendment that Wychavon District Council be asked to provide a scheme for buskers but that it should be voluntary. This was seconded by Cllr Goodge and Cllr Campbell Muir's amended proposal was duly agreed. A request would therefore be made to the District Council for the introduction of a voluntary scheme for buskers.

**101. Benches in High Street**

Cllr Campbell-Muir had suggested that one of the benches in the High Street be dedicated to councillors that had passed away in office, and plaques added in their memory. The proposal was agreed, subject to support from the families.

**102. Date for Annual Bonfire and Fireworks Display 2024**

Cllrs C. and W. Kimberley left the room. It was resolved to hold the Annual Bonfire and Fireworks Display on the 5<sup>th</sup> November each year going forward. Cllr Tucker asked if an enquiry could be made into quiet fireworks.

There being no further business the meeting was closed at 8.35pm.



## **EVESHAM TOWN COUNCIL**



### **Public Questions**

A resident noted the inadequacy of a traffic survey found in a campaign leaflet which a candidate appeared to rely upon to indicate their suitability for office in the local elections.

Cllr Alan Booth  
Mayor





# EVESHAM TOWN COUNCIL



**MINUTES OF THE MEETING OF PLANNING COMMITTEE**  
**HELD ON MONDAY 15 JANUARY 2024**  
**IN THE COUNCIL CHAMBER, EVESHAM TOWN HALL AT 6:30PM**

Present: Cllrs P. Scurfield (Chair), W. Kimberley (Vice Chair), P. Boyd, Mrs M. Griffiths, Mrs C. Kimberley, Ms A. Lyon, T. Haines, Mrs S. Schaathun.

Also present: Cllr R. Hale

Officers: Mrs J. Adams – Town Clerk

**1. Apologies for Absence**

An apology for absence was received from Cllr A. Booth.

**2. Declarations of pecuniary or other interest.**

None.

**3. Planning Applications**

- a) W/23/02583/LB Associated Ref: W/23/02584/ADV  
Tsb, 1 Bridge Street, Evesham WR11 4SQ  
Display of 2 x fascia signs and 2 x hanging signs. Exterior repainting and minor alterations to internal layout.  
  
It was resolved to recommend approval for the application.
- b) W/23/02584/Adv/ Associated Ref: W/23/02583/LB  
Tsb, 1 Bridge Street Evesham WR11 4SQ  
Display of 2 x fascia signs and 2 x hanging signs. Exterior repainting and minor alterations to internal layout.  
  
It was resolved to recommend approval for the application.
- c) W/23/02558/FUL  
Unit 12A, Briar Close Industrial Estate, Briar Close, Evesham WR11 4JT  
Proposed erection of palisade fence  
  
It was resolved to recommend approval for the application.
- d) W/23/01803/HP  
110 Cheltenham Road Evesham WR11 2LJ



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Two storey extension to rear and additional internal alterations

It was resolved to recommend approval for the application.

e) 2/23/02413/ADV

2 Port Street Evesham WR11 1AN

The illumination of one illuminated top sign and one illuminated logo panel

It was resolved to recommend refusal for the application. There was opposition an illuminated sign in the Conservation Area.

f) W/23/02483/HP

15 Goodalls Grove Evesham WR11 4NN

Remove existing conservatory and build new conservatory with solid roof.

It was resolved to recommend refusal for the application. The application drawings did not make it clear how the boundary to the proposed extension would meet the neighbour's property and as such the committee were not able to support the application as submitted. Additional information would be requested.

#### 4. Minutes of the Previous Meeting

Minutes of the Previous Meeting held on 18<sup>th</sup> December 2023 had been circulated with the agenda. It was resolved that the minutes be adopted as a true record.

#### 5. Planning Decisions

Planning No:	Applicant:	Address:	Brief Description	ETC:	WDC:
23/01668	RR Evesham Restaurant Ltd	30 High Street	Advertisement consent for new illuminated fascia signage (retrospective)	Approve	Approve
23/02252	Mr Peter Heath	9 Lansdowne Court Port Street	Replacement of two French doors and two wooden casement windows to rear of property with new softwood single door and wooden glazed side panel and softwood casement windows. Cottage bars will be retained.	Approve	Pending decision
23/02081	H Elaoudi	2 Philipscote	First floor rear extension	Approve	Pending decision



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23/02318	Mrs Pamela Green	2 Merrybrook	Single storey Rear Extension	Approve	Approval
23/02316		Willow Cottage 2 Brookside	Substitution of house type to include new dormer (replaced like for like)	Approve	Pending decision
23/02386	Mr Reuben Hussein	36-37 The Leys	Proposed change for use from commercial to residential (Retrospective)	Refusal	Pending decision
23/02474	Mr Lad	38 Greenhill	Conversion of former warehouse into residential accommodation and its integration with property (No.38b Greenhill Street) to form a revised dwelling together with associated works	Approve	Pending decision

The report was noted.

## 6. Design Code Consultation

Wychavon District Council had circulated a consultation concerning its draft design codes, which had been created with the support of design consultancy Create Streets. A questionnaire had also been circulated with the documents. The committee resolved to defer the item to the next meeting.

## 7. Redecoration within the Town Hall

At the last meeting Cllr Peter Griffiths kindly offered to assist with drawing up a specification of works regarding the decoration of the hall stairs and landing. He also offered to engage with an interior designer. Sadly this was now unable to happen. It was resolved that the quotation submitted by committee's preferred contractor would be accepted and investigations would be made into the engagement of an interior designer.

## 8. Temporary Road Closures

- a) U44701 School Road, Evesham
- b) Link Footpath F40918 Four Pools Lane (between C2275 Davies Road and Woodlands
- c) U44401 Abbey Lane, Evesham) (Temporary Closure) Order 2024

The road closures were noted.



## **EVESHAM TOWN COUNCIL**



There being no further business the meeting was closed at 8.30pm.

Cllr Peter Scurfield  
Chairman



# EVESHAM TOWN COUNCIL



**MINUTES OF THE MEETING OF PLANNING COMMITTEE**  
**HELD ON MONDAY 5 FEBRUARY 2024**  
**IN THE COUNCIL CHAMBER, EVESHAM TOWN HALL AT 6:30PM**

Councillors: Cllrs P. Scurfield (Chair), W. Kimberley (Vice Chair), Mrs M. Griffiths, Mrs C. Kimberley, Ms A. Lyon, T. Haines, Mrs S. Schaathun and Mrs C. Smith.

Also present: Cllrs R. Hale, J. Campbell Muir, Mrs E. Nishigaki

Officers: Mrs J. Adams – Town Clerk

**1. Apologies for Absence**

An apology for absence had been received from Cllr A. Booth.

**2. Declarations of pecuniary or other interest.**

None.

**3. Minutes of the Previous Meeting**

Minutes of the Previous Meeting held on 15<sup>th</sup> January 2024 had been circulated with the agenda. It was resolved that the minutes be adopted as a true record.

**4. Planning Applications**

1. W/23/02573/HP

18 Anne Crescent, Evesham WR11 1HX

Two-storey side extension and two-storey rear extension with new front porch.

It was resolved to recommend the application for approval.

2. W/24/00020/FUL

Garage, Waterside, Evesham WR11 6JZ

Retrospective planning for decking and storage shed including repairs/alterations to existing wall and erection of wooden sleeper retaining wall.

It was resolved to recommend the application for approval.

3. W/23/02412/FUL

Cardtronics UK Ltd, trading as CASHZONE

2 Port Street Evesham WR11 1AN

The installation of an automated teller machine.



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It was resolved to recommend the application for refusal on the following grounds:

- That the pavement is too narrow to comfortably allow a person to use the proposed cashpoint and still allow sufficient passage for pedestrians passing by, especially wheelchair users or those with prams;
- That it would exacerbate the existing problem of pavement parking in Port Street particularly so close to the junction;
- Harm to the Conservation Area.

4. W/24/00021/HP

The Corner House, 36 Broadway Road Evesham WR11 1BG  
Domestic single storey rear extension.

It was resolved to recommend the application for approval.

5. W/23/02446/FUL

St Andrews Church, Pershore Road, Evesham  
Alterations to lean-to-structures, the addition of rooflights, solar panels and air source heat pump.

It was resolved to recommend the application for approval subject to permissions from other relevant bodies.

6. W/24/0005/ADV

Nationwide Building Society  
37 High Street Evesham WR11 4DB  
Replace 1no. Projecting signage with new 600 mm. Retain existing bracket.  
Existing Projecting sign bracket to be painted blue to match fascia. Replace 1no. Fascia and 1no. Logo with 1no. New blue fascia & 1no. New 490 mm logo height.  
Replace 1no. ATM surround and decals with new. ATM to be bespoke. Replace door safety manifestation with new & remove window safety manifestation.  
Replace statutory signage with new.

The committee endorsed the comments made on the proposals by the Vale of Evesham Civic Society and duly resolved to recommend the application for refusal.

7. W/23/02601/HP

12 Mount Road, Evesham  
Single storey rear extension.



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It was resolved to recommend the application for refusal. There appeared to be confusion regarding the dimensions and scale of the development and what was in place already, so these matters needed be clarified before the application could proceed.

## 5. Planning Decisions

Planning No:	Applicant:	Address:	Brief Description	ETC:	WDC:
W/23/02252/ HP	Peter Heath	9 Lansdowne Court Port Street Evesham WR11 1GJ	Replacement of two wooden French doors and two wooden casement windows to rear of property with new softwood single door and wooden glazed side panel and softwood casement windows. Cottage bars will be retained.	Approve	Approve

The report was noted.

## 6. Application for Street Trading Licence

It was resolved to support the application, subject to the conditions set out by the Valley, specifically the trading period of April – September inclusive.

## 7. Design Code Consultation

Wychavon District Council had circulated a consultation concerning its draft design codes, which had been created with the support of design consultancy Create Streets. A questionnaire had also been circulated with the documents. The committee determined its response to various items on the Design Code, which was submitted.

## 8. Temporary Road Closures

- a) U44527 Northwick Road, Evesham (Temporary Closure) Order 2024
- b) A4184 Cheltenham Road, Evesham (Temporary Closure) Order 2024

The road closures were noted.

There being no further business the meeting was closed at 8.00pm.



# EVESHAM TOWN COUNCIL



## Agenda Item No. 10

### TOWN COUNCIL MEETING 12<sup>TH</sup> FEBRUARY 2024

#### **Item 10: Mayor-Elect and Deputy Mayor-Elect**

Nominations are invited for Mayor-Elect and Deputy Mayor-Elect.

Forms are attached for your use or paper copies can be collected from the office.

Please ensure that there are three signatures on the form, as follows:

- The proposer
- The seconder
- The nominee – to confirm that they are happy to accept the nomination for the role.

**Please return all completed nomination forms to the office by Monday 12<sup>th</sup> February at 2pm at the latest.**

Envelopes will be opened at the meeting and councillors each cast a vote for their preferred candidate. This can take place by paper ballot; if this is wished for it must be proposed and agreed in advance of the item. The item will not take place in private session.

In the event of an equality of votes, the candidate with the fewest votes is withdrawn from the process and a vote taken on the remaining candidates. This will continue until a candidate achieves a majority. If there is an equality of votes between all remaining candidates, the Mayor may use his casting vote.

Decisions are non-binding. Nominations will be formalised at the Mayor-making ceremony in May.

**The Council is asked to consider nominations for Mayor-Elect and Deputy Mayor-Elect.**

Jo Adams  
Town Clerk

Unit 6 Ground Floor  
Abbey Lane Court





# EVESHAM TOWN COUNCIL



## Agenda Item No. 11

### TOWN COUNCIL MEETING 12<sup>TH</sup> FEBRUARY 2024

#### **Item 11. Evesham Adventure playground**

Wychavon's final round of funding for Community Legacy Grants (CLG) is now open for Expressions of Interest, and the deadline for applications is 20<sup>th</sup> February 2024.

The pot is set aside for "ambitious and innovative capital projects that meet local needs and will have a significant and long-lasting community impact".

Applications need to be supported by and submitted through the Town Council. Previously, the Town Council supported a project run by Avon Navigation Trust to renovate the Lock House.

Evesham Adventure Playground wish to submit an application for a Community Legacy Grant. The documents are supplied separately and explain the project and its aims.

A representative from Evesham Adventure Playground will attend the meeting to answer questions.

**The Council is asked if it wishes to support the application**



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## Agenda Item No. 12

### TOWN COUNCIL MEETING 12<sup>TH</sup> FEBRUARY 2024

#### Item 12: Boundary Review

The recent Boundary Review concerns a review of the number of councillors, divisions and division names for Worcestershire County Council. The consultation is being run by the Local Government Boundary Commission for England (LGBCE) and they will make the final decision on any changes.

The major consultee in this process is Worcestershire County Council itself, as the review directly affects its councillors and divisions.

There are currently three county council wards that represent the residents of Evesham parish:

Evesham North-West

Evesham South

Harvington – this councillor (County Cllr Laura Gretton) represents residents living in the Greenhill area of Evesham parish.

A map is supplied.

At Parliamentary level, the ward of Harvington is in the constituency of Redditch and is represented by Rachel McLean MP.

At Parliamentary level, the wards of Evesham North West and Evesham South are in the constituency of Mid-Worcestershire and are represented by Nigel Huddleston MP.

In the current review of its boundaries, Worcestershire County Council has put forward the changes that it wishes for and the Boundary Commission has now indicated that it supports these changes.

These new boundary proposals increase the size of WCC's Harvington ward. The reason for this is because there are comparatively more electors living in Evesham North West and Evesham South and the Boundary Commission wishes to make the number of people living in each ward more equal, specifically within 10% of each other.

If the proposals go ahead, this means that the households in Evesham's Abbey ward will move from the county council's Evesham South ward into its Harvington ward. It will also



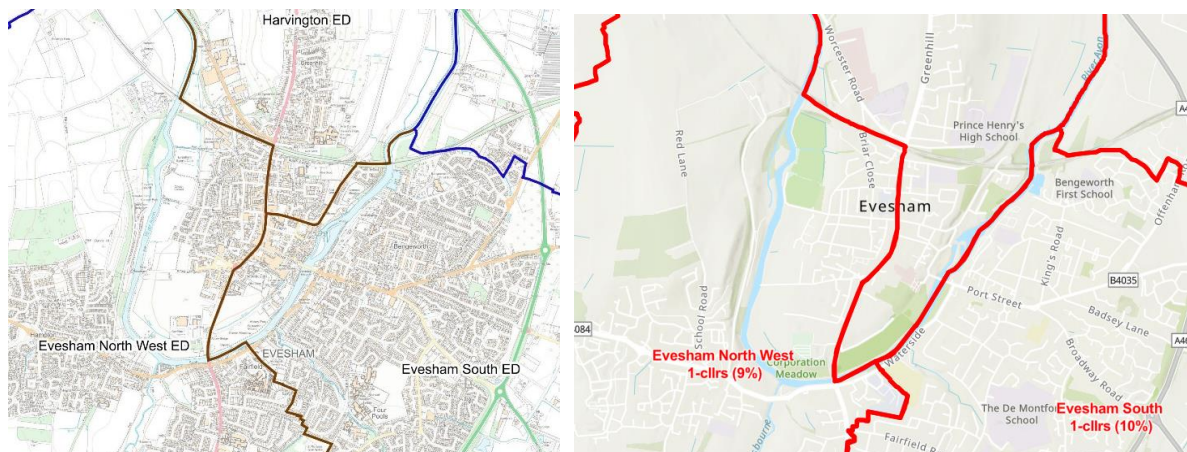
# EVESHAM TOWN COUNCIL



have the effect of moving Abbey ward from Mid-Worcestershire constituency into Redditch constituency.

These households are located in the High Street area of town. Notable locations also in this area which would also become part of the Redditch constituency are: Market Square, the Town Hall, the Almonry, the parish church of All Saints, Abbey Park, the Bell Tower, the War Memorial and the footprint of the former Abbey.

The image on the left below represents the existing boundary of Harvington ward, the image on the right shows the proposed boundary.



On the initial consultation in 2023, the Town Council opposed these changes. This was not supported by the Boundary Commission, and it made the following comments on submissions received from the 2023 consultation:

### ***“Evesham North West, Evesham South and Harvington***

*The [Worcestershire County] Council proposed to use the A491 and River Avon as a boundary. It proposed to move electors from Evesham South division into Harvington division and include Fairfield Road and the surrounding area in Evesham South division. This results in good equality for both Evesham divisions. A submission from Councillor Day suggested that some electors would need to be moved into Harvington division to produce good electoral equality in this area. Harvington Parish Council’s submission noted the close links between the electors in Harvington and Norton district ward with Evesham Town. We received opposing submissions from Councillor Griffiths, the Mid Worcestershire Conservative Association and Evesham Town Council which proposed keeping the entirety of Evesham town within an urban division instead of Harvington which is predominantly rural. The Mid Worcestershire Conservative Association urged us to accept electoral variances of*



## EVESHAM TOWN COUNCIL



*15% and 12% for Evesham North West and Evesham South divisions respectively to reflect community identity. We carefully considered the proposals put forward to us and were not persuaded that sufficient evidence was provided to justify the electoral variances that would result from the Mid Worcestershire Conservative Association's proposals. We were persuaded to base our draft recommendations on the Council's proposals for this area and are content that they provide an effective balance our statutory criteria."*

The Town Council has another opportunity to respond to the proposals. The Boundary Commission will then make its final decision, to which there is no appeal.

Additional information can be found by following the link below:

<https://www.lgbce.org.uk/all-reviews/worcestershire>

**The Council is asked if it wishes to respond to the consultation.**

Jo Adams  
**Town Clerk**

Unit 6 Ground Floor  
Abbey Lane Court  
Evesham, WR11 4BY

01386 565700  
[townclerk@eveshamtowncouncil.gov.uk](mailto:townclerk@eveshamtowncouncil.gov.uk)



# EVESHAM TOWN COUNCIL



## Agenda Item No. 13

### TOWN COUNCIL MEETING 12<sup>TH</sup> FEBRUARY 2024

#### Item 13: Flags

The council's Flag Protocol requires that any flags flown that are not listed on the Protocol need permission from the council. The following have been put forward:

#### 1. The Scout's Flag

A member of the Royal British Legion has asked if the Scout's flag can be flown on Baden Powell's birthday on the 22nd February to celebrate the Scout and Guide movement. This also coincides with World Thinking Day of the Girl Guides and Girl Scouts.

He also asks if it can be flown to commemorate the anniversary of the First Scout Camp, held on Brownsea Island, which took place on the 1<sup>st</sup> August 1907.

The flag has been supplied.



#### 2. St Patrick Saltire

It has been suggested that the council may wish to fly the St Patrick Saltire on St Patrick's Day, as it will be flying the Welsh Flag on St David's Day, the English Flag on St George's Day and the flag of St Andrew on St Andrew's Day.

The flag would cost £50.50.



**The Council is asked if it wishes to agree to one or both of the above requests.**

Jo Adams  
Town Clerk



# EVESHAM TOWN COUNCIL



## Agenda Item No. 14

**TOWN COUNCIL MEETING 12<sup>TH</sup> FEBRUARY 2024**

### **Item 14: Policing Priorities**

As part of its Community Charter, West Mercia Police has asked the council to put forward top three community issues within Evesham Town Council on policing matters.

**The Council is asked to put forward its three priorities.**



# EVESHAM TOWN COUNCIL



## Agenda Item No. 15

**TOWN COUNCIL MEETING 12<sup>TH</sup> FEBRUARY 2024**

**Item 15: To approve and adopt the revised Terms of Reference of the Almonry Advisory Panel**

At the last Town Council meeting, the council resolved to increase the number of members of of the Almonry Advisory Panel to seven. The Terms of Reference have been amended and the council is now asked to approve the revised document.

Appointment of new members will take place in May.

**The Council is asked to adopt the revised Terms of Reference.**

Jo Adams  
**Town Clerk**

Unit 6 Ground Floor  
Abbey Lane Court  
Evesham, WR11 4BY

01386 565700  
[townclerk@eveshamtowncouncil.gov.uk](mailto:townclerk@eveshamtowncouncil.gov.uk)



# EVESHAM TOWN COUNCIL



## **Almonry Museum Advisory Panel – Terms of Reference**

### **1. Members**

- a. The Advisory Panel shall consist of seven (7) councillors
- b. The Mayor and Deputy Mayor will not automatically be members but are entitled to stand for election to the group should they want to
- c. The Panel will be entitled to co-opt non council members to the group with specialist knowledge for specific projects or tasks. These co-optees will be subject to full Almonry Panel approval and will have voting rights. The chair will make any formal invitations.
- d. The quorum of the Committee shall be three
- e. The Almonry Manager and where possible, the Town Clerk, will attend the Advisory Panel meetings
- f. The Advisory Panel will elect its own Chairman
- g. The Chairman of the Advisory Panel assisted by the Manager and Clerk, if required, will present any reports to the Council.

### **2. How Often Meetings Are Held**

- a. Ordinary meetings of the Advisory Group will be held every two months
- b. The Advisory Group may meet to review Museum policies and procedures as and when needed.
- c. The Chairman may summon a meeting of the Panel with the agreement of the Almonry Manager at any time.
- d. An additional meeting shall also be summoned on the requisition in writing of not less than half the members of the Panel. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- e. Meetings will be held during the working day
- f. Meetings are closed to the public. Members of the public may join by invitation from the Almonry Manager, Town Clerk or Panel Chair for specific purposes and for co-option purposes.

### **3. Voting in Committees**

- a. Members who are entitled to vote, shall vote by show of hands
- b. The Chairman of the Advisory Panel shall in the case of an equality of votes have a second or casting vote, regardless of whether he/she gave an original vote.

### **4. What will the Advisory Panel consider**

- a. The Advisory Panel's primary objective is to support the Almonry Manger and staff in their duties
- b. The Advisory Panel will receive an Almonry Manager's Report at each meeting.





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- c. The Advisory Panel will consider recommendations, requests and improvements in respect of the Almonry and Tourist Information Centre as and when required.
- d. The Advisory Panel will consider quotes and specifications relating to the Almonry as and when required
- e. To identify grant funding opportunities to support short, medium and long-term capital works.
- f. The Advisory Panel will work with the Almonry manager to identify and achieve the Almonry’s strategic plan.
  
- g. The Advisory Panel will assist the Almonry Manager in the preparation of the annual budget
- h. To review the performance of the Almonry’s trading against predicted targets and recommend modifications if required.

## 5. Decisions

- a. The Advisory Panel will not have any delegated powers and all decisions/recommendations will be referred to the Council for consideration
- b. Day to day decisions will remain the responsibility of the Almonry Manager and Town Clerk without reference to the Advisory Panel
- c. To be accountable to ETC and provide a quarterly report on progress against agreed measures.

Version	Changes	Proposed	Approved	RO
V1	Document created	2021	2021	SC
V2	1a – increase membership from 5 to 7 members	17.01.2024		AJ
	1c – change approval of co-opted members to full panel instead of full council, Chair to make formal invitation	17.01.2024		AJ
	2f – addition of line to make explicit that they are not public meetings	17.01.2024		AJ