

Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held in the Council Chamber at St Richard's House, Victoria Square, Droitwich Spa on Monday 15 January 2018 at 6.15pm.

PRESENT: Councillor Mrs S Harris (Chairman)
Councillor S Best (Ex-officio)
Councillor A M Sinton (Vice-Chairman)
Councillor Mrs C Bowden
Councillor G Duffy
Councillor A H Laird
Councillor Mrs K Tomalin

ALSO PRESENT: Councillors R G Beale, G R Brookes, L Evans, Mrs A Hawkins, R J Morris, W T Moy, T Noyes, and A Roberts.

APOLOGIES FOR ABSENCE were received from Councillors Ms J H Bolton and A Humphries, committee members, also Councillor R Murphy.

194. DECLARATIONS OF INTERESTS

Declarations of non-pecuniary interest made as follows:

Councillor T J Noyes – Agenda Item 7 Arterial Road Gateway Signage.

Councillor S Best – Agenda Item 7 Arterial Road Gateway Signage

Councillor Mrs A Hawkins- Agenda Item 7 Arterial Road Gateway Signage.

Councillor R J Morris- Agenda Item 7 Arterial Road Gateway Signage

195. MINUTES OF THE MEETING OF THE COMMITTEE HELD ON 13 NOVEMBER 2017

RESOLVED That the Minutes of the Meeting of the Committee held on 13 November 2017 be confirmed as a correct record and signed by the Chairman.

196. CHRISTMAS LIGHTS SWITCH-ON, SATURDAY 24TH NOVEMBER 2018

Following last year's very successful arrangements, details for planning the 2018 event were considered. Councillor Morris reported that several High Street Traders had expressed an interest in putting forward some suggestions to be considered for the 2018 Christmas Lights Switch On day format. The Chairman acknowledged that the traders should provide their suggestions for consideration in due course when the planning stage of the event takes place. It was anticipated that the Chairman, Vice Chairman and Assistant Town Clerk for Community & Amenities would start to make the provisional arrangements during July and August 2018. Councillor Brookes updated that there was a funding surplus of £395.81 remaining from the High Street reopening event organised by the Droitwich Means Business Group on the 2nd December 2017 with the proposal that a request be raised to enquire whether this amount can be put towards a suitable attraction for the High Street area as part of the 2018 Town Christmas Lights Switch On Event.

RESOLVED

1. That the arrangements for the 2018 Christmas Lights Switch On event be delegated to the Chairman, Vice Chairman and Assistant Town Clerk – Community & Amenities, as in previous years.
2. That the Droitwich Means Business Group be requested to donate the surplus funding of £395.81 from their High Street event which took place on Saturday 2nd December 2017 to the Town Council and used for a suitable component feature of the 2018 Christmas Lights Switch On Event pertinent to the High Street area.

197. CHRISTMAS LIGHTS CONTRACT

The Committee noted that 2017 was the final year of the three year contract with Festive Lighting Company and that this company had tendered successfully on four occasions spanning a twelve year term. Given the existing infrastructure in place it was likely that a competitive quotation for the future provision would be forthcoming, with early intimations being in the region of £ 16,887.67 per annum for a three-year contract and £ 15,919.04 per annum for a five-year one. The Assistant Town Clerk explained that both estimates were based on a high end specification and it was anticipated that the final pricing would be reduced for both options presented. It was anticipated to have a site meeting with the contractor in the spring to discuss overall details. Points raised to factor in to the final specification included a contingency for the Christmas trees lighting to help protect against failure, retention of the roofline icicle lighting on the façade of St Richards House and a review of the High Street motif designs and to consider possible enhancements now that the street refurbishment project had been completed.

RESOLVED

That the Christmas Lights Contract is renewed with the Festive Lighting Company for a period of 5 years and accords with the budget and specifications estimate provided by the Company dated 15th January 2018.

198. ESTIMATES 2018/2019 AND REVIEW OF CHARGES

The Committee considered the Council's Estimates 2018/2019 for services, fees and charges within its remit. It was noted that the Committee was invited to make recommendations thereon for consideration by Resources Committee at its meeting later that evening and thereafter by Council on 29 January 2018. The report had been reviewed by the Leader of the Council and Chairmen of the Council's Standing Committees. The Town Clerk advised upon the fees and charges applicable, also the income and expenditure details.

The revised proposals and budget for the operation of the Community Grants were discussed, with an increase proposed from £7,500 to £15,000 and for all requests for sponsorship of Events and Festivals to be applied for and scrutinised by the Panel as per other requests for financial assistance, and accordingly with the threshold for the

allocation of grants to be lifted. The Vice-Chairman emphasised the importance of ensuring that the Grants Appraisal Panel maintained a quorum for all meetings to enable the scrutiny responsibilities to be carried out. It was noted that Councillor Moy had been added as a member of the Grants Appraisal Panel in September 2017 to provide further support and flexibility. Information to date on these Events was:

EVENT	DATE(S)
St Richard's Festival	5 – 7 May 2018
Food & Drink Festival	16 & 17 June 2017
Arts Fest	July/August 2018 for three or four weeks
Youth Fest	Unknown – to be incorporated into Arts Fest?
Salt Fest	8 & 9 September 2018 (WDC event so officer support only)
'Droitwich on Show' Trade Fair	3 & 4 November 2018 – <i>Councillor A H Laird advised that this event was no longer scheduled for 2018, having been deferred to 2019.</i>

The purchase of replacement event equipment especially the damaged gazebos was also considered.

- RECOMMENDED 1. That as from 1 April 2018 the Council's Fees and Charges be unchanged and therefore remain as follows:

ALLOTMENT RENTAL		
£5 Reduction for senior citizens or registered disabled who are Allotment Plot tenants		
Chawson Lane	£35	
Copcut Park	£35	
Westwood Lodge	£35	£25 for a half-plot with full discount applicable
Vines Lane	£25	Nb no water

COMMUNITY HALL HIRE OF ROOM		
20% Discount for Registered Charities		
Main Hall	£20 per hour	£150 full day (inc evening)
John Corbett Room	£15 per hour	£90 full day (inc evening)
Small Meeting Room	£10 per hour	£60 full day (inc evening)
ST RICHARD'S HOUSE HIRE OF CHAMBER		
20% Discount for Registered Charities		
Council Chamber	£25 per hour	£150 full day (inc evening)
Council Chamber Weddings	- £100 flat rate payable in advance	

2. That the 2018/19 Grants Budget for the Grants Appraisal Panel be set at £15,000.
3. That the current arrangements for the Grants Appraisal Panel be amended so that all requests for sponsorship of Events and Festivals to be addressed by application by the Panel as per other requests for financial assistance, with the threshold for the allocation of grants to be lifted.
4. That the budgets pertinent to the Community & Amenities Committee as shown within the Estimates for 2018/19 be approved

199. ARTERIAL ROAD GATEWAY SIGNAGE

[Councillor's T J Noyes, S Best and Mrs A Hawkins and R J Morris all declared an interest in this item as recorded in Minute No 194 above.]

Pursuant to Minute No 106 of the Community & Amenities Committee meeting held on 11 September 2017 and Minute Number 161 of the Community & Amenities Committee meeting held on 13 November 2017 the Assistant Town Clerk reported that two of the three remaining sign boards had now been collected by Mr Alan Davey of the Probus 87 Group. However Mrs Eunice Williams from St Richards Hospice had advised following inspection of the remaining third sign that the dimensions prohibited acceptance. As such the Committee was requested to reconsider a suitable alternative beneficiary from the original list.

RESOLVED

That the remaining sign be offered to the German Twinning Group, this is to be removed from the Town Council's storage by prior arrangement with the Assistant Town Clerk preferably by 1st February 2018. All arrangements and costs incurred being the recipient's responsibility.

200. WORCESTERSHIRE POLLINATORS CONFERENCE 2018

The details were noted.

The meeting concluded at 6. 45pm.

Chairman of Committee
5 March 2018

Chairman of Council
29 January 2018