

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 16 October 2017 at 6.15pm.

PRESENT: Councillor A Humphries (Vice-Chairman) – IN THE CHAIR
Councillor R G Beale
Councillor G R Brookes
Councillor L Evans
Councillor A H Laird
Councillor T J Noyes

ALSO PRESENT: Councillors Ms J Bolton Mrs C Bowden, Mrs A Hawkins, W T Moy and A Roberts.

APOLOGIES FOR ABSENCE – Councillors Mrs K Tomalin (Chairman) and S Best (Ex-officio), committee members, also Councillors Mrs S Harris, R J Morris, R E Murphy and A M Sinton

140. DECLARATIONS OF INTERESTS

There were no declarations of interest made.

141. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 31 JULY 2017

RESOLVED That the Minutes of the Meeting of the Resources Committee held 31 July 2017 be confirmed as a correct record and signed by the Chairman.

142. DROITWICH WEST PROJECT – TO RECEIVE A PRESENTATION FROM MR DAVID MANNING, COMMUNITY PROGRAMMES MANAGER, STRATEGY AND COMMUNICATIONS, WYCHAVON DISTRICT COUNCIL

Pursuant to Minute 293, Council meeting 24 April 2017 District Councillor Mrs L Duffy reminded the Committee of the findings included in the national statistics for social deprivation and also data within the Wychavon Ward Profile Information Sheet for Droitwich West Ward (circulated to all Councillors previously and available on the District Council's website). Wychavon District Council had agreed to invest £230,000 over the next three years to 31 March 2020 in running a programme in the Droitwich West ward aimed at improving aspirations, health and life chances. Although Droitwich was one of the top areas to live, it fared poorly in the area of social mobility and there were pockets of social deprivation, particularly concerning where children were involved. She invited Mr D Manning to advise upon the progress to date.

Mr Manning confirmed that for the first year the sum of money available was in the region of £100,000. A multi-agency meeting for the Droitwich West Aspirations Programme had taken place on 19 July, it had been well-attended and all stakeholders were committed to the project. He advised upon the several improvements had already been implemented within the six key areas identified, which related to community development, consultation, financial inclusion, skills and education, health

and the physical environment. Action to date included, inter alia, an increased police presence on the estate, regular litter picks, bollard and underpass painting, a revamped footbridge and general improvements aimed at cleaning up. Wychavon District Council's Executive Board had visited the area at the beginning of October to review the project and to see some of the visual elements in practice. Liaison with schools, including the identification of a Police Schools Liaison Officer and sports-related opportunities, was in progress for children in need of additional support and intervention to develop life chances. Work with local youth group DAFFY was underway for regular litter picks and to connect with young people. A community fun day was held in the summer and recently there had been a week of activities to highlight illegal money-lending.

Mr Manning and District Councillor Mrs Duffy responded to questions from individual councillors as to population statistics, highways improvements, key trends, political representation, the Right to Buy housing legislation and the identification of possible future stakeholders eg boxing club. Reference was made to the identification of future funding via New Homes Bonus. The Chairman thanked both Mr Manning and District Councillor Mrs Duffy for their commitment to this impressive scheme and requested that the Town Council be kept apprised of the project.

143. DROITWICH SPA TRADE FAIR 2018 - TO RECEIVE A PRESENTATION FROM COUNCILLOR A H LAIRD AND MEMBERS OF ROTARY PROBUS 87

Mr Jan Bryce and Mr David Morrison from Probus 87 were introduced to the Committee by Councillor A H Laird (also a Probus 87 member) and made the presentation now appended to the Minutes. In response to questions it was noted that Bromsgrove held an annual a trade fair. Also that funding by way of donations, grants and sponsorship was being sought. The Chairman thanked Councillor Laird, Mr Bryce and Mr Morrison for their informative presentation upon the ambitious project.

144. WYCHAVON DISTRICT COUNCIL – DIAMOND JUBILEE COMMUNITY RECOGNITION AWARD 2017/18 – TO NOTE THAT THE NOMINATION AGREED WAS PATRICK DAVIS, FOOD & DRINK FESTIVAL – MINUTE NO 152, RESOURCES COMMITTEE MEETING 17 OCTOBER 2016 REFERS

The details were noted.

145. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £2,337.52 were considered for payment, together with supplementary creditor accounts in the sum of £7,978.53.

RESOLVED That the statement of accounts appended be received and the expenditure totalling £10,316.05 (£2,337.52 + £7,978.53) be approved and duly passed for payment.

146. URGENT ITEM – LICENCE RENEWAL – WEDDINGS AND CIVIL PARTNERSHIPS

[This item was considered at the meeting as a matter of urgency]

The Town Clerk advised that St Richard's House was licensed under The Marriage Act 1994, The Marriages (Approved Premises) Regulations 1995, Register of Approved Premises for Worcestershire Registration District until 17 May 2018. An

application to renew had been submitted and subsequently the County Registrar's inspection had highlighted concerns. This had been a successful service for the past few years however it was difficult to comply with the ever more stringent requirements now imposed by the County Council's Registration Service owing to limited resources.

The Committee considered that the rooms were primarily for the conducting of council business and the delivery of the adjoining Tourist Information/Heritage service. It was noted that the level of staffing and resources to ensure complete compliance with the conditions of the Approved Premises Licence for Weddings and Civil Partnerships, together with the logistics of the internal furnishings etc meant that it could no longer be considered a viable concern.

The Town Clerk confirmed that there had been some weddings booked that fell outside the scope of the current licence and that a level of compensation should be set should the licence be revoked.

RESOLVED

1. That the County Registrar be advised that as the Town Council cannot guarantee complete compliance with the conditions of the Approved Premises Licence for Weddings and Civil Partnerships owing to the level of staffing and resources now required the renewal of the licence be not proceeded with.
2. That as some weddings had been booked that fell outside the scope of the current licence a level of compensation be set at the return of the room hire fee of £100 plus a further £100.

[Subsequently the Town Clerk confirmed with the County Registrar that there were three weddings up to Christmas and a further five weddings listed post-licence. Having reviewed the options available she had requested an extension of the licence up to and including 1 September to cover these bookings only, on the proviso that a named member of staff co-ordinated and attended each for an hour previous, during the service and until all have departed afterwards. The County Registrar had agreed therefore that the renewal process would continue, but that the licence would cease on Sunday 2nd September 2018 which took into account all the ceremonies booked currently. It was further confirmed that there would not be any further bookings with immediate effect. The Town Clerk had therefore removed all references to weddings and civil ceremonies from the website and no more bookings were being taken.]

The meeting closed at 7.16pm.

Chairman of Committee
11 December 2017

Chairman of Council
29 January 2018

RESOURCES COMMITTEE MEETING 16 OCTOBER 2017 – MINUTE NO 143 REFERS

DROITWICH SPA TRADE FAIR 2018 - PRESENTATION FROM COUNCILLOR A H LAIRD AND MEMBERS OF PROBUS 87

“My name is Jan Bryce and my colleague is David Morrison. We, together with Councillor Sandy Laird are a sub-committee of the Probus 87 Club of Droitwich Spa. PROBUS is an acronym of the words “Professional and Business”. It is a club for retired people who have made their living in and around Droitwich during their working lives and who now wish to put something back into the community. Most of our members have lived and worked in the town for as long as they can remember. During the past few years we have seen the trading environment in Droitwich challenged in many ways. The exit from the European Union; the drop in the value of the pound; the credit restrictions imposed by government during the recession and many local factors have all played a part in the increased difficulty faced by all types of businesses. Many of us in Probus feel that the time has now come to do something positive in order to reverse these trends and to make a meaningful contribution towards the future prosperity of our town. There are many new residents living in the community. Many will be unaware of the facilities available to them which make Droitwich one of the best places in the country to live and work. We need to make an effort to let them know. In order to do this, Probus wish to create and promote a concept whose aims are fourfold:

1. *To institute a new annual event designed to showcase local trades and services.*
2. *To promote the growth of business activity within the township.*
3. *To inform the local population of the diversity of products, skills and services available to them within the locality.*
4. *To enhance the standing of the Probus 87 Club of Droitwich Spa within the community and to demonstrate our continuing commitment to the commercial and economic development of our growing town.*

The event

We are proposing to establish an annual trade and business exhibition. This will be called ‘Droitwich on Show’ and is intended to encourage all businesses, of whatever size to provide innovative examples of their trading skills. The exhibition will not merely be an indoor market. It is hoped that exhibitors will use flair and imagination to produce displays which entertain and inform the general public about the many aspects of our community, its opportunities for work, leisure and lifestyle which platform their specific businesses in the best possible way within the constraints of the exhibition space. We have arranged with the management of the Chateau Impney Hotel for the use of two of their three exhibition halls, The Royal and The Elizabethan suites. These purpose-built exhibition spaces will be dedicated to ‘Droitwich on Show’, whilst the remaining Regency suite will be holding an antiques fair on the same weekend. Entry to ‘Droitwich on Show’ will be free, unlike entry to the antiques fair. We should therefore benefit from the footfall attending this already established event and would expect people visiting the antiques fair to also view the trade exhibition and vice-versa. This guarantees a viewing public for the inaugural year. The date has been set for Saturday and Sunday 3 & 4 November 2018. This indoor event is deliberately timed to help boost the slow trading period before Christmas. There is a potential for 140 standard exhibition spaces, each of six feet frontage and four feet depth. Each space will be provided with a four foot table if required. Some exhibitors may require double or triple spaces, some half or merely notice board space, but total revenue from exhibitors could, in theory, achieve an income in the region of £40,000. We would expect a take up rate and visitor attendance level for the first year to fall short of this figure. We would however anticipate an increasing demand for space in future years and see a

consequent increase in revenues. As the show gains recognition we will also plan to diversify and enhance the scope and variety of the exhibits featured in future events.

The Organisation

Our committee have spoken with a solicitor with a view to forming a Community Interest Company to act on behalf of the Probus 87 Club of Droitwich Spa. This is a non-profit making entity which will act as the shell for the enterprise and as such will bring us under the regulatory supervision of Companies House. We have also made tentative arrangements with accountants who will oversee money dealings and submit annual returns to Companies House on our behalf. A bank has been approached with a view to providing its services and we are in negotiations with a website provider. The website will act as the booking mechanism for exhibitors as well as providing an information resource for enquiries. It should also allow for money transfers into the company bank account as exhibitors confirm their participation. Discussions are in hand with businesses who are able to construct the internal screening which separate each exhibition space and we are seeking solutions to the need for suitable sound and lighting systems. We are able to access the details of over 1000 businesses trading within the WR9 postcode area. These details include executive names, business and email addresses, postcodes and telephone numbers. As a committee we are also prepared to hoof it around the business estates and retail outlets in order to explain ourselves in person. A budget has been produced showing the anticipated overall costs and income levels for the event. This budget makes allowance for the printing and advertising needs in order to publicise the show, the payment for staffing levels during the event and takes account of any additional income we might expect, say, from the sale of programmes etc.

Finance

Our budget makes it apparent that the overall cost of putting on the event will be about £35,000. We intend to keep the cost to exhibitors as low as possible in order to encourage participation by as many small businesses as we can. The cost for each standard-sized exhibition space will be a total of £250 for the duration of the show. Our purpose in making this presentation to you is to request local authority support and funding in order to make this happen.

Conclusion

Our choice of venue for this event will attract very positive attention. The kudos of holding such a high profile show at the Chateau Impney will, in itself, act as an enabler both in terms of recruiting businesses to take part and in attracting the general public to see the show. We in Probus are well aware that many people can foresee problems for traders in the coming years. Some can also see solutions. We believe that this show is one such solution. We are in this to generate optimism. Optimism is the engine powering the wellspring of ideas which create prosperity. In all our lifetimes we might only have one or two opportunities to do something special which will make a real difference to the lives of many people. This is one such opportunity. Do something AMAZING!! Thank you.“

RESOURCES COMMITTEE MEETING 16 OCTOBER 2017 – MINUTE NO 145 REFERS**Creditor Payments List**

11119	Bryland Fire Protection Limited Fire Extinguisher Service St Richard's House - £244.90 Fire Extinguisher Service Community Hall - £133.57	£378.47
11120	Scribe 2000 Limited Scribe Accounts Licence Renewal 1.12.17 to 30.11.18	£584.40
11121	John Ellis Associates Limited 6 Monthly Health & Safety Consultancy Services	£625.00
11122	Aquam Water Services Standpipe Water Usage 24.08.17 to 25.09.17	£10.45
11123	Wychavon District Council Road Closure Order - Christmas Lights Switch On Event	£90.00
11124	Herefordshire & Worcestershire Chamber of Commerce Visit Worcestershire membership October 2017 to Sept 2018	£175.20
11125	Mint Electrical Services Emergency light test August to October 2017 - £270.00 Electrical work carried out at Community Hall - £204.00	£474.00

Supplementary Creditor Payments List

11126	GCD Consultancy Office 2016 Pro licence & Replacement WiFi for Chamber	£246.00
11127	Westcotec Limited 30MPH Speed Sign - SLOW DOWN - Lyttelton Avenue	£2,820.00
11128	Mrs B Middlemass TIC Purchases	£12.00
11129	Paul Jones TIC Purchases	£52.50
11130	D-Tech Systems Calibration of Eltek monitoring system	£177.60
11131	Wychavon District Council Removal of Fridge freezer from access to allotment site	£67.78
11132	[cancelled]	
11133	Link Mailing Systems 3 x Cartridges for Franking Machine	£292.30

11134	D H Gittins Limited Supply & installation CCTV at Copcut Allotment Site Compound	£4,230.48
11135	PPL Public Performance Licence	£79.87
	TOTAL	£10,316.05