

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 1 June 2015 at 7.12pm.

PRESENT: Councillor G R Brookes (Chairman)
Councillor R G Beale (Ex-officio)
Councillor A Humphries
Councillor A H Laird
Councillor Mrs M A Lawley
Councillor R E Murphy
Councillor T J Noyes
Councillor A M Sinton

ALSO PRESENT: Councillors S Best, Ms J Bolton, Mrs C Bowden, Mrs A Hawkins, R J Morris, Mrs C A Powell and A Roberts.

APOLOGIES FOR ABSENCE – Councillor L Evans, Committee member and Councillor Mrs S Harris.

32 DECLARATIONS OF INTERESTS

There were no declarations of interest.

33 MEMBERSHIP OF THE COMMITTEE

The Membership and Chairmanship of the Committee, as determined at the Annual Meeting of Council held on 19 May 2014, was noted.

34 APPOINTMENT OF VICE-CHAIRMAN OF THE COMMITTEE

It was proposed by Councillor A M Sinton and seconded by Councillor R G Beale that Councillor A Humphries be appointed as Vice-Chairman of the Resources Committee for the ensuing municipal year.

There being no other nominations, it was

RESOLVED That Councillor A Humphries be appointed as Vice-Chairman of the Committee for the ensuing municipal year

35 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 13 APRIL 2015

RESOLVED That the Minutes of the Meeting of the Resources Committee held 13 April 2015 be confirmed as a correct record and signed by the Chairman.

36 EMERGENCY COMMITTEE

The Resources Committee noted that the Emergency Committee membership, as laid down in the Internal Control Policy, comprises the Chairman and Vice-Chairman of Resources Committee, the Mayor, the Leader of the Majority Party and the relevant Committee Chairman (the Town Clerk also being a member of this committee).

37 DROITWICH SPA FOOD FESTIVAL 2015

The Committee considered as a matter of expediency the recommendation [*Minute No 26 refers*] from the meeting of the Community and Amenities Committee earlier that evening and pertinent to financial assistance.

It was therefore

RESOLVED That Minute No 26 of the Community and Amenities Committee meeting held 1 June 2015 be approved and that therefore as a matter of expediency the sum of £2,500 be granted to the Droitwich Spa Food & Drink Festival for the 2015 event, this to be from reserves and balances.

38 TOWN COUNCIL ACCOUNTS FOR YEAR ENDING 31 MARCH 2015

The Town Clerk presented the accounts and accompanying information contained within the supporting notes to the Committee.

RECOMMENDED That the Town Council Accounts for the year ending 31 March 2015, as reported, be approved.

39 STATEMENT OF ACCOUNTS AND STATEMENTS OF ASSURANCE ON THE ANNUAL RETURN

RECOMMENDED That the Statement of Accounts for the year ending 31 March 2015 and section 1 of the Annual Return, together with the Statement of Assurance, as reported, be received and approved.

40 BANK RECONCILIATION FOR THE YEAR END 31 MARCH 2015

RESOLVED That the bank reconciliation statement for year ending 31 March 2015 be received and noted.

41 REPORT OF THE INTERNAL AUDITOR

RESOLVED That the report from the Internal Auditor be received and noted.

The Town Clerk and staff were thanked for their work in this regard.

42 SPECIAL GRANTS – PAYMENT

The Committee considered the payment of budgeted grants to the following:

- a. Citizens' Advice Bureau - £4,000
- b. Droitwich Council for Voluntary Service - £3,000
- c. St Mary de Witton (maintenance of churchyard) - £1,300

RESOLVED That the following grants be made, as per the budget allocations:

- Citizens' Advice Bureau - £4,000, the Town Clerk to agree a schedule of payments with Mrs R Davies, Bureau Manager;
- Droitwich Council for Voluntary Service - £3,000;
- St Mary de Witton (maintenance of churchyard) - £1,300.

43 ACCOUNTS FOR PAYMENT

The Town Clerk advised of supplementary payments in the sum of £1,323.66 as appended, together with the additional payment as authorised above to the Droitwich Food & Drink Festival in the sum of £2,500 [Minutes 26 and 37 refer].

RESOLVED That the statement of accounts appended be received and the expenditure totalling £28,655.67 (£24,832.01 + £1,323.66 + £2,500) be approved and duly passed for payment.

The meeting closed at 7.20pm.

Chairman of Committee
3 August 2015

Chairman of Council
22 June 2015

RESOURCES COMMITTEE MEETING 1 JUNE 2015 – MINUTE NO 45 REFERS**Creditor Payments List**

10594	Citizens Advice Bureau Grant	£4,000.00
10595	DCVS Grant	£3,000.00
10596	St Mary de Witton Church Grant	£1,300.00
10597	A J Bourne Macebearer Allowance	£150.00
10598	S Bennett Macebearer Allowance	£150.00
10599	Cllr R G Beale Mayoral Allowance - First payment	£1,500.00
10600	Ian Fraser CPFA Internal Audit for year ended 31 March 2015	£475.00
10601	PR Support Services Handyman duties - April 2015	£356.54
10602	TSB Commercial Finance (The Asbestos Group) Removal of asbestos sheet from Chawson Lane Allotments	£300.00
10603	Dudley's Coaches Limited TIC ticket sales less commission	£515.40
10604	British Gas Services (Commercial) Limited Parts fitted to boiler during annual service - St Richard's	£18.00
10605	Westair Reproductions Limited TIC Purchases	£117.78
10606	Cora Weaver TIC Purchases	£20.00
10607	A J Hampton, Hillhampton Honey TIC Purchases	£150.00
10608	Tea Cups Tea Room Buffet - Annual Council/Mayor Making	£414.00
10609	Petty Cash Reclaim Voucher Nos. 1360-1371	£110.46

10610	Westcotec Limited Batteries for VAS	£384.00
10611	Merlin Office Supplies Limited Stationery	£70.82
10612	Wychavon District Council Recharge for salaries paid through WDC - April 2015	£11,800.01
	SUB TOTAL	£24,832.01
	Supplementary Creditor Payments List	
10613	R T Harrison Lengthsman & Caretaker duties	£960.00
10614	P R Support Services Maintenance duties	£363.66
	SUB TOTAL	£1,323.66
	Additional Payment [Minute 37 refers]	
10615	Droitwich Spa Food & Drink Festival 2015 Event – Financial Assistance	£2,500
	GRAND TOTAL	£28,655.67