

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 8 December 2014 at 6.18pm.

PRESENT: Councillor G R Brookes (Vice-Chairman, Ex-officio) – In the Chair
Councillor R G Beale
Councillor Mrs P E Davey
Councillor E Harwood
Councillor Mrs M A Lawley
Councillor T J Noyes

ALSO PRESENT: Councillors R E Murphy, Mrs G Noyes and Mrs E A Taft,

APOLOGIES FOR ABSENCE – Councillors K Jennings (Chairman) and P Pinfield, committee members, also Councillors R J Morris and A M Sinton.

179 DECLARATIONS OF INTERESTS

At the appropriate point in the meeting Councillor E Harwood declared an interest in Agenda Item 4 – Council's Estimates inasmuch as he was an Allotment Tenant in receipt of the discount for pensioners.

180 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 13 OCTOBER 2014

Councillor Mrs P E Davey advised that Minute 150 – Landholdings referred to the policy on 'Significant Gap' and that it should read 'Strategic Gap' with reference to the Land at Kidderminster Road.

RESOLVED That the Minutes of the Meeting of the Resources Committee held 13 October 2014 be confirmed as a correct record and signed by the Chairman as now amended.

[Subsequent to the meeting it was confirmed that the South Worcestershire Development Plan Policy SWDP2 states 'Significant Gap' for the land, it being previously designated 'Strategic Gap' within the Local Plan.]

181 COUNCIL'S ESTIMATES FOR 2015/2016

The Committee considered the report upon the estimates for year 2015/2016, presented by the Town Clerk. It was noted that:

- For 2015/2016, the Community and Amenities Committee had reviewed its budgets and fees and charges at the meeting on 10 November 2014 and revisions had been proposed for approval.
- The Committee was requested to produce estimates of the Council's Income and Expenditure for the financial year 2015/2016, sufficient to formulate a recommendation to the Town Council meeting to be held on Monday 15

December 2014, as to the amount to be precepted from Wychavon District Council.

- Advice from Wychavon District Council was that the estimated tax base for 2015/16 (to be confirmed by its Executive Board at a meeting on 6 January 2015) was 8,001.53 for Droitwich Spa.

The Town Council was requested to consider having an increase on the precept, but to not exceed 2% that principle councils are being requested to adhere to. It was estimated that the Town Council would be able to precept at £289,881 which with the Community Grant element from Wychavon District Council of £36,119 gave a figure of £326,000 The Band D amount increased from £39.98 to £40.74, a percentage increase of just under 2%.

Members were reminded that the Town Council (the precepting authority) cannot issue supplementary precepts. Also that Wychavon District Council would request a broad breakdown of the Town Council's expenditure over the services it provides, to enable them in turn to provide information to Council Tax payers.

The full Estimates had been reviewed by the Chairman of Resources Committee and his written comments were reported to the Committee by Councillor Brookes as follows:

"I have been through the Council estimates for 2015-16 with the Town Clerk. They have been prepared on the basis of a 2% increase in our precept as agreed at our group meeting. This will result in an increase in cash terms of £9,500 and will raise the Town Council's element of a Band D council tax by just 74p next year. The budgets next year are robust, but tight. The projected budget surplus next year is just £906. Effectively we are budgeting to break even. The Council's projected balances at 31st March 2015 will be £124,000. This is a healthy figure and we are now well on the way to achieving our financial objective of having balances equal to six months expenditure, or 50% of our annual precept. This has been a big achievement during the four year life of this council."

Councillor T J Noyes queried the maintenance of St Mary de Witton churchyard and the differential in charges for plots at Vines Lane Allotment Site as opposed to the others and was advised as to the current maintenance schedule for the churchyard which was currently under review by the new incumbent Revd N Byard, also that there was no water supply located at the Vines Lane site.

RESOLVED

1. That Council requests a precept requirement £326,000 being £289,881 with a community grant element of £36,119.
2. That the attached Estimates for 2015/2016 and the proposed increase in the fees and charges as set out by Community and Amenities Committee and now appended, be approved.

The Town Clerk and her team were thanked for their excellent work in producing the Estimates in such a clear and precise way.

182 ACCOUNTS FOR PAYMENT

RESOLVED That the statement of accounts appended be received and the expenditure totalling £43,655.30 be approved and duly passed for payment.

183 EON – CONTRACT ARRANGEMENTS

The Committee noted that the Town Council’s contract with Eon for the supply of gas at the Community Hall was ending and with the agreement of the Chairman and Vice-Chairman of the Committee, a new contract had been entered into to fix the price for a period of two years.

The details were:

Current Rate	New Rate
Standing Charge: 285.000 p/day Unit Rate: 4.280 Kwh	Standing Charge: 0 p/day Unit Rate: 3.548 Kwh
There was a 4% reduction applicable as payment is made by Direct Debit.	

RESOLVED That the report be noted and the decision upon the Gas Supply Contract for the Community Hall with Eon be endorsed.

The meeting closed at 6.30pm.

Chairman of Committee
9 February 2015

Chairman of Council
15 December 2014

RESOURCES COMMITTEE MEETING 8 DECEMBER 2014 – MINUTE NO 182 REFERS**Cheques already signed 10 November 2014**

10465	Mike Henley Photography Droitwich Spa Town Council/Mayor photographs	£50.00
10466	Smart Office Solutions Cotswold Limited Photocopier use 30 June to 30 September 2014	£371.33
10467	C.J. Hoare Electrical work carried out at Community Hall	£240.00
10468	Droitwich Spa Ladies FC Grant	£1,000.00
10469	Dudley's Coaches Limited TIC Sales for September 2014 less commission	£652.50
10470	Merlin Office Supplies Limited Soap for Community Hall	£9.59
10471	Wychavon District Council Contribution towards target hardening re: travellers on WDC land in Droitwich Spa	£3,000.00
10472	Worcestershire County Council Renewal of Approved Premises Licence for Civil Weddings and Civil Partnerships	£1,600.00
10473	University of Leicester Financial Assistance towards MA in Museum Studies- R Pye	£800.00
10474	Durows, Martin & Co. Re: purchase of land at Cockshute Hill, Droitwich Spa	£240.00
10475	Mrs B Middlemass TIC Purchases	£30.00
10476	MG Signs 5 x Promotional banners for Christmas Switch On Event	£275.00
10477	Reading Borough Council Digital photograph of D/ED/E47 - Copy of James I's Charter	£290.00
10478	PR Support Services Handyman duties - October 2014	£403.60

10479	J.W. Plant & Co. Ltd Commonwealth Flag	£69.60
10480	ADT Fire and Security plc Rental Maintenance & Monitoring Intruder Alarm system 1 November 2014 to 31 October 2015	£1,513.75
10481	Top Cut Mowing Services Limited Parks contract - October 2014	£711.60
10482	Hinton Pest Control Limited Treatment on allotment site	£150.00
10483	Wychavon District Council Recharge for salaries - October 2014	£11,190.21
10484	The Asbestos Group Asbestos removal from Allotment Sites	£2,160.00
10485	Wychavon District Council Road Closure for Christmas Charter Market	£180.00

Cheques signed 8th December 2014

10486	Zurich Management Services LCAS Seminar - 23 September 2014	£36.00
10487	British Gas services (Commercial) Limited Call out re no heat or hotwater from boiler	£168.00
10488	GCD Consultancy Upgrade of office router and servers and off-site backups Investigation of projector setup	£607.00
10489	Merlin Office Supplies Limited Stationery & cleaning sundries	£84.63
10490	Bullivant Media Limited Adverts - Christmas Lights Switch On Event	£168.00
10491	Wychavon District Council Printing the Order of Service for Remembrance Sunday	£28.80
10492	Catering Hygiene Specialists Limited Kitchen Deep Cleaning - Community Hall	£814.80
10493	Zurich Municipal Renewal of Insurance Policy - 1.1.15 to 31.12.15	£13,238.63

10494	Mercian Environmental Services Legionella risk assessment + cleaning & disinfection of two combination water heaters	£330.00
10495	Information Commissioner Renewal of data protection registration	£35.00
10496	The Royal British Legion (Droitwich Branch) TIC - WW1Poem Book	£95.00
10497	Newsquest Media Group Christmas Lights Switch On Event - Adverts	£203.99
10498	Preservation Equipment Limited TIC - Preservation materials	£179.95
10499	Dudley's Coaches Limited TIC Sales for October 2014 less commission	£251.55
10500	E L Pickering TIC Purchases	£14.36
10501	N Hunt TIC Purchases	£26.00
10502	R T Harrison Lengthsman Work	£589.20
10503	P R Support Services Handyman work	£451.21
10504	Wychavon District Council Lottery licence renewal	£20.00
10505	AA Media Ltd Road Closure signage - Xmas Lights Switch-On	£864.00
10506	Mint Electrical Services Emergency Light Testing September & October Relocation of Projector Switch in Community Hall	£264.00
10507	Society of Local Council Clerks Membership Renewal	£284.00
	TOTAL	£43,655.30

APPENDIX (MINUTE NO 181 REFERS)

CHARGES w/e from 1 April 2015

<u>ALLOTMENT RENTAL</u>		
<u>Reduction offered to senior citizens or registered disabled who are Allotment Plot tenants is £5 for all sites.</u>		
<u>Chawson Lane</u>	<u>£30</u>	<u>£20 for a half-plot</u>
<u>Copcut Park</u>	<u>£30</u>	<u>£20 for a half-plot</u>
<u>Westwood Lodge</u>	<u>£30</u>	<u>£20 for a half-plot</u>
<u>Vines Lane</u>	<u>£20</u>	<u>£20 for a half-plot</u>
<u>COMMUNITY HALL</u>		
<u>Main Hall</u>	<u>£18 per hour</u>	<u>£150 full day (inc evening)</u>
<u>John Corbett Room</u>	<u>£15 per hour</u>	<u>£90 full day (inc evening)</u>
<u>Small Meeting Room</u>	<u>£10 per hour</u>	<u>£60 full day (inc evening)</u>
<u>ST RICHARD'S HOUSE</u>		
<u>Council Chamber</u>	<u>£25 per hour</u>	<u>£150 full day (inc evening)</u>
<u>Council Chamber - Weddings</u>	<u>£100 flat rate payable in advance</u>	
<p>Hours of hire are from 9 am until 10.30 pm Monday to Saturday. Any time required outside of these hours is at the Town Clerk's discretion and may incur an additional charge. Hourly rate includes use of kitchen and if there should be any Caretaker call-outs additional to the booking these may be chargeable at £10 (flat rate).</p> <p>A reduction of 20% is applied for Registered Charities.</p>		

