

# Droitwich Spa Town Council

MINUTES of the meeting of the **RESOURCES COMMITTEE** held in the Council Chamber at St Richard's House, Victoria Square, Droitwich Spa on Monday 9 February 2015 at 6.40pm.

PRESENT: Councillor G R Brookes (Vice-Chairman, Ex-officio) – In the Chair  
Councillor R G Beale  
Councillor Mrs P E Davey  
Councillor P J Pinfield

ALSO PRESENT: Councillors J Cook, R E Murphy and Mrs E A Taft.

APOLOGIES FOR ABSENCE – Councillors K Jennings (Chairman), M C J Barratt, E Harwood, Mrs M A Lawley and T J Noyes (committee members), also Councillors Mrs L Hobson, R J Morris and A M Sinton.

## 231 DECLARATIONS OF INTERESTS

There were none.

## 232 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 8 DECEMBER 2014

RESOLVED That the Minutes of the Meeting of the Resources Committee held 8 December 2014 be confirmed as a correct record and signed by the Chairman.

## 233 PUBLIC CLOCK – ANNUAL SERVICE PLAN

The Public Clock had been maintained for many years by Smith of Derby Ltd. They were offering options on a servicing contract based on 3 – 5 years which also had the benefit of no price increases during the selected time period.

In response to a question from Councillor G R Brookes, it was noted that Smith of Derby Ltd had been in existence some 156 years.

In view of the age of the clock, the specialised nature of the work plus the need to maintain it to a high standard, it was therefore

RESOLVED That Smith of Derby Ltd's offer of a five year contract for the maintenance of the public clock at a cost of £1,220 payable in advance, giving a 15% discount of £215, be taken up.

## 234 IT INFRASTRUCTURE – MAINTENANCE CONTRACT

The Council's current provider plus two other local IT support companies had been asked to quote for the Council's monthly IT support contract based upon the provision of 8 hours support per month for office hours 9am to 5pm Monday to Friday for the

Council's IT infrastructure (two office servers, network, laptop client, 5 PC workstation clients, backup server, email support, desktop support and out of hours server monitoring).

The Town Clerk advised verbally of two further quotations\* had been received.

Quotes received were:-

Integratech Limited - £410 per month

Smart Computers - £370 per month

\*Compass Computers - £320 per month

\*Lucid Computer Systems Ltd - £330 per month

GCD Consultancy (current provider) - £300 per month

In response to a question from the Chairman the Town Clerk confirmed that she was very pleased with the current IT support and was happy to continue with GCD Consultancy.

The Committee noted that GCD Consultancy also provided out-of-hours emergency cover.

RESOLVED                      That the use of GCD Consultancy to provide Council's IT Infrastructure Maintenance Contract be approved.

## 235    BUILDING MAINTENANCE WORKS

The Town Clerk reported upon works that had been identified to be undertaken as a matter of urgency, and of necessity under Health & Safety legislation and new legal requirements. The Committee noted that the Council's contractors had been instructed to undertake these works as soon as practicable. The matters identified are:

- a. Upgrade to Regulations Standard of emergency lighting signage and switches – St Richard's House £680.00 and Community Hall £605.00.
- b. Remedial works - £1,200.00
  - replace loose tile front aspect of St Richard's House
  - reinstate vent pipe displaced in gales on rear aspect St Richard's House
  - replace felt and weatherproof dormer window roof section - rear aspect St Richard's House
  - replace short length of flashing from section of Community Hall roof - missing lead
  - grind out three tree stumps from tenants section of the St Richard's House car park, excavate tree roots and repair damage to the parking surface. Reinststate affected parking bays, patch with rolled tarmac surface and reappoint white lining.

The Town Clerk advised that the final figure for the remedial works would be in the region of £1,900 there being additional excavation required in the car park and the repair to the Saltworkers' Statue to be included within the necessary works.

In response to a question from Councillor Mrs E A Taft the Town Clerk advised that it was only a short length of lead flashing to be replaced and therefore it was not cost effective at this time to replace with lead-free anti-theft flashing as this would require a complete replacement of all the flashing.

RESOLVED                      That the report be noted and the action taken be endorsed.

236    COUNCIL'S WEBSITE

The Committee was pleased to note that the official website was now live [www.droitwichspa.gov.uk](http://www.droitwichspa.gov.uk)

237    PAY AWARD 2014-15

The Committee was advised that national agreement had now been reached on rates of pay applicable from 1 April 2014. This was a two year pay award to be implemented from 1 January 2015 and would run until 31 March 2016. Full details were available in NJC Circular dated 14 November 2014.

RESOLVED                      That the report be noted.

238    ACCOUNTS FOR PAYMENT

RESOLVED                      That the statement of accounts appended be received and the expenditure totalling £74,585.98 be approved and duly passed for payment.

The meeting closed at 6.49pm.

Chairman of Committee    .....

9 March 2015

Chairman of Council       .....

15 December 2014

**RESOURCES COMMITTEE MEETING 8 DECEMBER 2014 – MINUTE NO 238 REFERS****Cheques already signed 12 January 2015**

10519	Worcestershire County Council Fit & Supply Isolator connection to VAS	£42.00
10520	A J Manton, Hillhampton Honey TIC Purchases	£125.00
10521	David Whyman Map Sales TIC Purchases	£50.32
10522	Orca Book Services TIC Purchases	£97.44
10523	Bryland Fire Protection Limited 6 Monthly Fire Alarm Service - CH & St Richard's	£265.20
10524	Paul Jones LRPS TIC Purchases	£25.00
10525	Wychavon District Council Recharge for salaries paid through WDC - November 2014	£11,198.33
10526	Top Cut Mowing Services Limited Parks contract - December 2014	£711.60
10527	PR Support Services Handyman duties - December 2014	£186.98
10528	R T Harrison Lengthsman duties - December 2014	£653.60
10529	T.O.Y. Trading (Tool Factors) Limited 4 x combination padlocks for Allotment site	£72.77
10530	Speakeasy NOW Grant	£670.70
10531	Dudley's Coaches Limited TIC ticket sales for December 2014 less commission	£90.00
10532	N Hunt TIC Purchases	£52.50
10533	Droitwich Spa History & Archaeology Society TIC Purchases	£28.00
10534	Droitwich Spa Civic Society TIC Purchases	£28.00

10535	R T Harrison Handyman duties - Copcut Park Allotments	£562.00
10536	Mr M Fish, Activ Web Design Worcester Droitwich Spa Town Council - New Website Launch	£300.00
10537	Mr M Fish, Activ Web Design Worcester Droitwich Spa Town Council - New Website Launch	£9.25

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**Cheque already signed 15 January 2015**

10538	Western Power Distribution Power supply - Victoria Square	£1,923.55
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**Cheques signed 9 February 2015**

10539	Mint Electrical Services Emergency light testing - December & January - £150.00 Electrical fault in kitchen at Community Hall - £25.00 Restore power in Mayor's Parlour/kitchen - £50.00 Installation of RJ45 for projector screen & pc £40.00 Electrical Installation Condition Report - £450.00	£858.00
10540	Smart Office Solutions Photocopier use - 30.09.14 to 31.12.14	£491.34
10541	Petty Cash Reclaim Voucher Nos. 1346 - 1359	£140.22
10542	Wychavon District Council Recharge for salaries paid-December 2014 & January 2015	£23,138.79
10543	Cheltenham Borough Council Grounds contract - April 2014 - March 2015	£29,946.44
10544	Merlin Office Supplies Limited Stationery & cleaning sundries	£294.91
10545	GCD Consultancy IT work carried out	£265.00
10546	Hindlip, Martin Hussingtree & Salwarpe Parish Council Contribution towards hire of Chawson Barns for Public Meeting regarding Planning Application W/14/0289/OU	£20.00
10547	Herefordshire & Worcestershire Chamber of Commerce Membership Renewal - Heritage Centre	£113.40
10548	Paul Jones TIC Purchases	£50.00

10549	R T Harrison Lengthsman work - January 2015 - £738.80 Handyman duties - January 2015 - £82.50	£821.30
10550	P R Support Services Handyman duties - January 2015	£297.74
10551	A J Manton, Hillhampton Honey TIC Purchases	£135.00
10552	Top Cut Mowing Services Limited Parks contract - January 2015	£744.00
10553	Novatron Scientific Limited TIC - Calibration of Eltek monitor	£177.60
	<b>TOTAL</b>	<b>£74,585.98</b>

