

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 4 March 2019 at 6.26 pm

PRESENT: Councillor Mrs K Tomalin (Chairman)
Councillor G Beale
Councillor Mrs C Bowden (Ex-officio)
Councillor GR Brookes
Councillor G Duffy
Councillor L Evans
Councillor A Humphries
Councillor A H Laird
Councillor AM Sinton

ALSO PRESENT: Councillors Mrs S Harris WT Moy, RE Murphy, T Noyes & AL Roberts.

APOLOGIES FOR ABSENCE: Councillors S Best, Ms J Bolton, Mrs A Hawkins & RJ Morris.

241. DECLARATIONS OF INTERESTS

Councillor Mrs Tomilain declared a non –pecuniary interest for agenda items 4- Internal Controls Policy , 5- Standing Orders & Financial Regulation and 6 Risk Management Review . This was in the context of the report of regular payments and specifically the standing order for Regional Digital Marketing for website provision. This company also support Councillor Mrs Tomalin with her own business website requirements separately.

242. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 11 FEBRUARY 2019

RESOLVED That the minutes of the meeting of the Resources Committee held on 11 February 2019 be confirmed as a correct record and signed in acceptance by the Chairman.

243. INTERNAL CONTTROL POLICY

The Town Clerk updated that pursuant to Minute reference 37 of the Resources Committee meeting held on 4 June 2018 and Minute reference 191 of the Resources Committee Meeting held on 14 January 2019, it is confirmed that the newly appointed Internal Auditor attended on 7 February 2019 to undertake an initial review of arrangements. A further annual review is scheduled during April to accord with the statutory financial year end procedures including the external auditors return and sign off. A covering letter and report is attached which presents observations with associated professional recommendation and comment from 7 February 2019.[*letter & report attached dated 26 February 2019*]

RESOLVED That the report received from the Internal Auditor dated 7 February 2019 be noted including all recommendations presented and the annotated narrative responses prepared by the Town Clerk. From the various recommendations it was noted that some are for immediate implementation and others are suggested to be deferred for consideration by the next Council Administration after May 2019.

244. STANDING ORDERS AND FINANCIAL REGULATIONS

The Town Clerk explained the commitment to review these annually. From the previous agenda item 243 the Town Clerk made further reference to the Internal Auditors report dated 7 February 2019. The recommendation made for the Town Council to review the Standing Orders and Financial Regulations and consider maintaining these as separate documents was noted. It may be appropriate for the Town Council to adopt the Model Standing Orders and Financial Regulations published by NALC.

RESOLVED That the recommendation by the Internal Auditor on 7 February 2019 to consider separating the Financial Regulations & Standing Orders and to also consider adoption of the NALC published versions be noted and presented to the next Administration of Council after May 2019.

245. RISK MANAGEMENT

The Town Clerk made reference to the report received from the Internal Auditor dated 7 February 2019. The Risk Management Policy document is also reviewed annually and last at 18 December 2017. This latest review therefore accords with annual frequency for the current Municipal year. No changes were recommended at the present time apart from the aforementioned Internal Control Policy points (see Minute reference 243).

RESOLVED That having reviewed the Council's Financial Risk Management Policy no changes be made at the present time apart from the main recommendations outlined in the Internal Auditors report dated 7 February 2019.

246. TOWN COUNCIL ASSETS – VANDALISM REPORT

The Town Clerk updated the following report. During February 2019 several incidents have taken place whereby persons unknown have vandalised various Town Council owned assets mainly street and parkland infrastructure. In all cases the Police have been notified and Contractors instructed after assessment of the damage. Areas have been made safe for the public and repairs either completed or are in course where replacement fittings are necessary. In liaison with the contractors and Police measures are also being taken to help combat repeat incidents including the trial of "CCTV in operation" signage, higher strength materials (e.g closed steel panels for bus shelters rather than Perspex) and increased CSO team vigilance and patrolling. Regrettably the Police have updated that the current pattern appears to be a wider problem in the Town where groups of youths are targeting public open spaces and similar infrastructure after dark. Measures are progressing by the Police to identify the main offenders and serve the appropriate prohibition controls. Members and the general public are asked to report any such incidents of anti- social behaviour using the 101 service in order to

help the intelligence gathering. Various incidents have been widely featured by the local press and through social media. There have also been complaints registered with the Town Council from residents in the vicinity of Copcut Park and Spring Meadow regarding concerns about groups of youths congregating at night in these areas of public open space. Some success had been made towards the costs expended through Civil Recovery options during the past. Such measures are once again being pursued, working in collaboration with the Police should offenders be identified or apprehended. Town Council Assets affected recently are as follows and the information was noted.

1. Spring Meadow / Door Step Green- Aerosol cans set on fire, Signage broken and damage to steel bollards. Discarded alcohol cans and drug taking paraphernalia.
2. Ombersley Street – Bus shelters repeatedly targeted – spray painting and broken perspex panelling.
3. Copcut Park- Litter /Dog waste bins damaged and uprooted , damage to pedestrian bridges hand rails, retaining bolts removed and spray painting, damage to picnic tables , life buoys repeatedly removed from holders and discarded in the lake or undergrowth. Discarded alcohol cans and drug taking paraphernalia.
4. Worcester Road/ Falsome Pits – Bus shelters repeatedly targeted- spray painting and broken Perspex panelling.
5. Queens Street – Bus shelter and benches broken, seat retaining bolts removed.
6. New Chawson Lane – Bus shelter spray painted.

247. COPCUT PARK FOOTPATHS REPAIRS.

The Town Clerk explained the report and accompanying works estimate in respect of essential repair work necessary for the footpaths network inside Copcut Park. It was also noted that this agenda item had been deferred for further site inspection and feedback from the previous Resources Committee Meeting held on 11 February 2019. The Town Clerk also confirmed that Councillor GR Brookes had accompanied him on visiting the site on Thursday 28 February 2019 in order to report back. The recommendation was put forward by the Town Clerk and endorsed by Councillor Brookes to proceed with Option 5 of the estimate report from the Contractor which would address the immediate liability risks to the public using the path way network. The option is to excavate the pathway from the manhole down to the far foot bridge (56 metres by 1.5 metres together with supply and fitting of timber retainers on path sides, lay and compact 50 mm loose stone and remove excess waste material off site. This would suitable mitigate against the emerging risks due to largescale deterioration of this stretch of footway which is further inhibited by the down slope gradient on the section. It was also considered that the remaining 4 items from the contractors schedule should be regularly reviewed and incorporated within the programme of regular maintenance for the park spanning the next 3 to 5 years. It was further updated that the option 5 estimated cost of £ 6962.50 would be reduced due to the economies from using some of the excavated material elsewhere in the park or nearby allotment site access tracks for in- fill surfacing. To accord with protocol two additional estimates will be sourced prior to instructing the work described.

RESOLVED That subject to sourcing two additional quotations the option to excavate.
The pathway from manhole (pond side of the park) to the lower bridge – approximately 56 metres by 1.5 metres width, supply and fit 100mm timber retainers to both sides of the path and lay 50mm loose stone and compact down. Excess waste material to be removed.

248. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £7489.05 and supplementary payments totalling £960.06 were considered for payment.

RESOLVED That the statement of accounts appended be received and the expenditure totalling £7489.05 and the supplementary list of payments totalling £960.06 be approved and duly passed for payment.

The meeting closed at 6.40 pm.

Chairman of Committee
01 April 2019

Chairman of Council
15 April 2019