

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 4 June 2018 at 6.32 pm

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

ALSO PRESENT: Councillors Mrs S Harris, Mrs A Hawkins, TJ Noyes and AL Roberts.

APOLOGIES FOR ABSENCE: Councillor GR Brookes committee member and Councillors Ms J Bolton, R J Morris, WT Moy & S Best.

29. DECLARATIONS OF INTERESTS

Councillor Mrs C Bowden declared an interest in agenda item number 12 Accounts for Payment, Cheque Number 11260, first instalment – Mayoral Allowance.

30. TO NOTE THE MEMBERSHIP AND CHAIRMANSHIP OF THE COMMITTEE AS DETERMINED AT THE ANNUAL COUNCIL MEETING ON 14 MAY 2018 (details at end of agenda)

RESOLVED That the details of the Membership, Chairmanship and Vice-Chairmanship of the Committee as determined at the Annual Meeting of Council held on 14 May 2018 be noted.

31. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 9 APRIL 2018

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 9 April 2018 be confirmed as a correct record and signed by the Chairman..

32. 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).

33. TOWN COUNCIL ACCOUNTS FOR YEAR ENDING 31 MARCH 2018

The Town Clerk presented the accounts and accompanying information. Councillor L Evans advised that he had a query relating to the page numbering of the external auditors return document and also he had noted the drop in Community Hall room hire revenue on prior year.

The Town Clerk explained that the appointed external auditor had changed from the previous year and the page number was a document formatting issue with no change to the actual financial information presented. The Town Clerk confirmed that the Internal Auditor had signed off the return and this was scheduled to be finally endorsed by the Mayor and Town Clerk after Full Council on 11 June 2018 before submission. The reduced Community Hall room hire revenue was explained as relating to the withdrawal of the Alzheimer's Charity from their three days per week block booking arrangement, mid- way through the 2017- 2018 Municipal Year.

RESOLVED That the Town Council Accounts for the year ending 31 March 2018 as reported ,be approved.

34. STATEMENT OF ASSURANCE ON THE ANNUAL RETURN 2018

RECOMMENDED That the Statement of Accounts (Section 1) of the Annual Accounts for the year ending 31 March 2018 be received and approved.

35. STATEMENT OF ACCOUNTS ON THE ANNUAL RETURN 2018

RECOMMENDED That the Statement of Accounts (Section 2) of the Annual Accounts for the year ending 31 March 2018 be received and approved.

36. BANK RECONCILLIATION FOR THE YEAR END 31 MARCH 2018

RESOLVED That the bank reconciliation statement for the year ending 31 March 2018 be received and noted.

37. REPORT OF THE INTERNAL AUDITOR

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

38. COMMUNITY HALL HEATING SYSTEM

To consider the report and estimate attached from the plumbing and heating engineer normally instructed for such matters. The recommendations will improve operational efficiency of the community hall heating system, update obsolete and worn fittings and simplify future maintenance. The Chairman explained the importance to obtain a specific quotation break down of the work appose to an estimate. The Town Clerk explained some of the reliability and efficiency difficulties and the plans to undertake the improvement work through the summer recess period ready for winter time.

RESOLVED To delegate the matter to the Town Clerk to proceed subject to obtaining two further quotations to accord with protocol.

39. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £ 12,376.49 were considered for payment, along with supplementary payments in the sum of £ 3,133.75.

Councillor TJ Noyes asked for clarification of the £39.00 element of cheque number 11252 and the purpose of cheque number 11254. The Town Clerk explained that 11252 related to the removal of roundabout media sponsorship signs where a sponsor had not renewed their contract and 11254 was the annual hire arrangement for stand pipe equipment required for the irrigation of the summer planting throughout the town centre.

RESOLVED That the statement of accounts appended be received and the expenditure totalling £15,510.24 (£12,375.49 + £3,133.75) be approved and duly passed for payment.

40. TO CONSIDER THE EXCLUSION OF THE PUBLIC AND PRESS BY PASSING THE FOLLOWING MOTION.

RESOLVED That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

41. LAND HOLDINGS

The update report presented by the Town Clerk was noted.

The meeting closed at 6.48pm.

Chairman of Committee
30 July 2018

Chairman of Council
11 June 2018