

# Droitwich Spa Town Council

St Richard's House  
Victoria Square  
Droitwich Spa  
Worcs  
WR9 8DS

29 November 2022

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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held in the Council Chamber, St Richards House, Victoria Square, Droitwich Spa on Monday 5 December 2022 at 6.15pm or at the close of the meeting of the Planning Committee if later.



Mark Keld  
Town Clerk

## **PUBLIC SESSION**

Members of the public are invited to attend the Committee meeting. Time is set aside at 5.45pm before the start of the Committee meetings to receive any questions about items on this agenda, or raise issues for future consideration. Notification of any requests should be lodged with the Town Clerk by 1pm that same day at the latest. Town Council Meetings are recorded for monitoring purposes.

1. Apologies for absence.
2. Declarations of Interests
3. To confirm as a correct record the Minutes of the meeting of the Committee held on 10th October 2022 in the Council Chamber, St Richards House. *[previously circulated]*
4. Decarbonisation Advice & Review Reports as part of the Public Sector Energy Efficiency Programme (PEEP) – Pursuant to draft minute reference 161 of the Resources Committee meeting held on 10 October 2022 discussions have been taken forward with the Programme Manager for the Worcestershire County Council

- Zero Carbon Ready Initiative, to look at the scope for grant funding availability based on the recommendations from the Buildings surveys and resultant energy efficiency reports produced in May and September 2022. The grant funding is available towards energy efficiency measures including LED lighting, Solar PV and similar. The funding deadline is imminent and the Programme Manager has requested single estimates to be sourced covering LED replacement and solar provision with battery storage for both premises. This will help determine eligibility and scope for funding contributions. To this effect the information is being collated and an LED replacement estimate has been completed on 16 November and arrangements are in course for the solar/ battery storage business proposal with feasibility options. A further update will be provided as matters progress and funding eligibility has been properly confirmed. The funding opportunity is on a sliding scale basis subject to eligibility and indicative costs. This in turn may require full procurement options to be considered as matters proceed *[for information]*.

5. Annual Review of Health and Safety - To confirm that the Annual Review of Health and Safety was carried out with the appointed Consultant – Mr Joe Ellis from John Ellis Associates Limited on 18 August 2022. Following personnel changes and the recruitment of Katy during October, the main policy document has now been reviewed and updated. These amendments relate to reporting and named responsibilities rather than any significant operational or business changes *[updated policy attached for information and summary of Annual Review dated 18<sup>th</sup> August 2022]*.
6. Regular Payments Review - including list of automated direct debits and standing orders. Summary as at end of November 2022 taken from Scribe Accounts System. This accords with the Auditors recommended practice to review the regular automated payments. The last reviews took place in February and June 2022 for automated payments and in October 2022 for all payments to align with interim year analysis of income and expenditure. *[All Payments Lists attached for information covering period 1 September 2022 to 29 November 2022.]*
7. Annual Insurance Policy Review 2022/2024 - Following recommendations by the Internal Auditor the annual review of the Zurich Municipal Insurance is required to be presented to Elected Members. To this effect the policy has been checked and discussed with the provider to ensure that the terms continue to meet the business demands and needs of the Town Council until the next scheduled renewal date of 1 January 2024. The updated Insurance letter dated 17 November 2022, Notice to Policy Holders and Certificate of Employers Liability (covering the period 1 January 2023 to 31 December 2023) are attached for information . The Full Policy Document is available on request from DSTC files .There are no anticipated changes to the levels of cover or policy attributes except for the inclusion of insurance cover for the new solar Evolis VAS equipment and the Meeting OWL3 recording device under asset acquisitions *[for information]*.
8. Asset Review 2022/2023- Following recommendations by the appointed Internal Auditor an annual review of assets has been completed and updated. Pursuant to minute reference number 43 of the Resources Committee meeting held on 10 June 2019, the internal audit report recommended that the report is made available at least annually for Members to review. The updated schedule of all assets is now provided including insurable monetary values. There have been no significant changes, acquisitions or disposals during the current financial year. Arrangements

are being made to include the additional VAS equipment recently acquired with the cover provision. The list was last reviewed in February 2022. *[Full updated Asset List attached for information]*

9. Town Council Website Review and Scope for Improvements – To confirm that a meeting took place with the Website provider on 4<sup>th</sup> November 2022 as previously notified. This covered training induction for Katy and provision to look at various connected matters. These included to archive some historic content (minutes and agendas) in order to help free up working capacity for the web site, create additional tabs for remittance & regular automated payment lists and for the progressing Neighbourhood Development Plan (NDP) project content. Further options to enable some live streaming of Council Meetings (as required) and for introductory narrative and consultation /survey content to be aligned for the NDP work have also been factored in. Given the proposed changes it is considered appropriate to update and review the layout and operating platform aspects of the website so that efficiencies are maximised and updated. This package of recommended work has been requested in the format of a business proposal for full and informed consideration. The details are expected imminently and will be presented at an early opportunity through Resources Committee in 2023 *[for information]*.

10. Accounts for payment. *[lists herewith]*

**Distribution:**

<p>All Members of Resources Committee Councillors – WT Moy ( Chairman) Mrs K Fellows (Vice Chairman) R G Beale E J Bowden G R Brookes Mrs J M Chaudry R P Hopkins A Humphries GA Duffy ( Ex- officio)</p>	<p>Copy to All Other Town Councillors  Agenda For Information to: County &amp; District Councillors for Droitwich Spa Subscribers Press</p>
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