

Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held in the Council Chamber, St Richards House on Monday 5 December 2022 at 6.49pm

PRESENT: Councillor WT Moy (Chairman)
Councillor EJ Bowden
Councillor GR Brookes
Councillor Mrs J Chaudry
Councillor Mrs K Fellows
Councillor RP Hopkins

ALSO PRESENT: Councillors, Mrs C Bowden, J Grady, AH Laird & CM Murray & AM Sinton.

APOLOGIES FOR ABSENCE: Councillors DM Craigie, G Duffy, A Humphries & RJ Morris.

198. DECLARATIONS OF INTERESTS

There were none.

199. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 10 OCTOBER 2022.

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 10 October 2022 at the Council Chamber, St Richards House, be confirmed as a correct record and signed by the Chairman.

200. 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.

The Town Clerk updated the following additional information.

That the Service Provider has not provided any further costings over and above the information previously presented (PEEP Reports May and September).

Arrangements have been made for the full LED replacement and the Solar PV estimates which are in course with Specialists because WCC have now requested the information to urgently consider available funding and eligibility for the Scheme. The Solar PV estimate will include data analysis sourced directly from the utility bills in the same way as the Peep Surveys. For both premises the Solar will outline the following details for consideration and also look at the battery storage scope.

1. Generation in Kwh per annum. The forecasts for usage and export back will be presented.
2. Payback covering projected costs and benefits – including application of discounted rates, up front installation and tenure for recoup.
3. Net Present Value of the project/proposal as an indicator for financial viability.
4. Internal Rate of Return percentage to help determine investment return and relative profitability.

The information is taking time to collate and unfortunately this is not all available for today's meeting. The Solar Schematic reports and diagrams covering the solar is anticipated very soon for updating at the next available Meeting.

RESOLVED – That the information be noted.

201. 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 with Agenda papers for information and summary of Annual Review dated 18th August 2022*].

There were no questions arising.

RESOLVED – That the information be noted.

202. REGULAR PAYMENTS REVIEW

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 with Agenda papers for information covering period 1 September 2022 to 29 November 2022.*]

There were no questions arising.

RESOLVED – That the information be noted.

203. ANNUAL INSURANCE POLICY REVIEW 2022/2023

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.

There were no questions arising

RESOLVED – That the information be noted.

204. ASSET REVIEW 2022/2023

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 with Agenda for information*].

Councillor RP Hopkins mentioned that some of the IT equipment listed on the asset register was of a certain age and the values should be reconsidered with depreciation. The suggestion was made for an opportunity to review and consider upgrading for some of the IT equipment, given elapsed timescales and the emergence of new technology. The Town Clerk noted the matter for inclusion as part of the considerations for the 2023/2024 estimates, budget setting and precept calculations next month – specifically within the provision for the IT Cost Centre.

RESOLVED – That the information and the Asset Register Summary reviewed for 2022/23 be noted.

205. TOWN COUNCIL WEBSITE REVIEW AND SCOPE FOR IMPROVEMENTS

Town Council Website Review and Scope for Improvements – To confirm that a meeting took place with the Website provider on 4th 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.

The Town Clerk updated that the proposal had been received from the Website provider earlier in the day and would be presented for consideration as part of next week’s Full Council Meeting. There were no questions arising.

RESOLVED – That the information be noted.

206. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £18,140.41 were considered for payment. Total expenditure presented £ 18,140.41 [*lists attached with Agenda*].

There were no questions arising.

RESOLVED-. That the statement of accounts appended be received and the expenditure totalling £18,140.41 be authorised and duly passed for payment. Total expenditure authorised = 18,140.41

The meeting closed at 7.02pm.

Chairman of Committee

13 January 2023

Chairman of Council

12 December 2022