

# Droitwich Spa Town Council

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WR9 8DS

30 June 2020

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You are hereby summoned to attend a meeting of the **COMMUNITY AND AMENITIES COMMITTEE** to be held using the conference call facility on Monday 6 July 2020 at 6.15pm or at the close of the meeting of the Planning Committee if later.

The remote meeting format is a special temporary contingency measure due to the Covid 19 Pandemic. BT allocate the conference call dial in numbers on an "as required by date" basis. As such the details will be available & notified to Elected Members by Town Council Officers earlier on the day of the meeting. Members of the public wishing to raise questions prior to the meeting from 5.45pm and/or attend the meeting itself should follow the usual protocol (see below). They must also contact the Town Council Office between the times of 9.00am and 1.00pm on the day of the meeting in order to be notified of the dial in number for the conference call.



Mark Keld  
Town Clerk

## **PUBLIC SESSION**

Members of the public are invited to attend the committee meeting. Time is set aside at 5.45pm to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Committee meeting. Notice of these should be lodged with the Town Clerk by 1pm that same day at the latest. Members of the public may not take part in the committee meeting.

## **A G E N D A**

1. Apologies for absence
2. Declarations of Interest
3. To confirm the Minutes of the meeting of the Community & Amenities Committee held on 8 June 2020 by conference call [*previously circulated*]
4. Grant Application – In the absence of our scheduled Grant Appraisal meeting in June we have had an urgent request from the registered charity SpeakEasy NOW. They are requesting a grant of £2500 for Covid-19 support for all members, staff and volunteers to

ensure essential operational income is maintained and safe working practices are adhered to, within government/public health guidelines. Due to the important registered charity status and associated work in the community, it is important that this application is considered by the C&A Parent Committee for Grants before the next scheduled grants appraisal meeting in September 2020. The total grants fund for the current municipal year available remains the full £7500 with the budget. *[application attached]*

5. Heritage Museum and TIC Update – Provisions are currently being put in place to allow for the re-opening of the Heritage Museum and Tourist Information Centre in early July. These will include:

- Hand Sanitiser points at entrance and information desk
- A one way system for entrance/exit and around the museum
- A perspex screen at information desk to protect staff and volunteers
- Risk assessments for all volunteers before returning to work

A full risk assessment of the museum will also be completed before re-opening to ensure all Government/public health guidelines for Covid-19 are in place to protect all staff and visitors *[information only]*

6. Card Payments – To assist with the Governments advice with regards to using contactless payments wherever possible because of the Covid-19 pandemic. Cash handling is an integral part of the daily operations for the TIC and Town Council office. It is recommended to accord with safe working practices that options to upgrade and enable cashless payments using merchant card facilities are referred for consideration as part of the Resources Committee next agenda.

**Distribution:**

All Members of the Community & Amenities Committee

Councillors: -

Mrs C Bowden (Chairman)

R J Morris (Vice Chairman)

E J Bowden

D M Craigie

Mrs K Fellows

N R Griffiths

A H Laird

C M Murray

W T Moy (Ex-officio)

Copy to All Other Town Councillors

Agenda for Information to:

County & District Councillors for Droitwich Spa, Subscribers, Press