

# Droitwich Spa Town Council

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WR9 8DS

30 November 2021

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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held at the Community Hall on Monday 6 December 2021 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the later.

## PUBLIC SESSION

Members of the public are invited to attend the 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. Members of the public may not take part in the Council Meeting. Due to ongoing Covid 19 precautions the numbers of attendees may be limited because of space constraints.



Mark Keld  
Town Clerk

## AGENDA

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 11 October 2021 at the Community Hall. *[attached]*
4. Annual Review of Risk 2021/2022– Pursuant to the Interim Internal Auditor Visit which took place on 10 November 2021, the Council is required to review all Risk prior to the end of each Municipal Year. This again now requires formal review and adoption. Important updates have been added for Covid 19 measures (page28) as well as general additions throughout the document (including arboreal, valuations and insurance cover aspects). *[Full Risk Assessment for all Town Council matters and business enclosed for review & consideration]*

5. Annual Insurance Policy Renewal 2021/2022 - Following recommendations by the Internal Auditor the annual renewal of the Zurich Municipal Insurance is required to be presented to Elected Members. To this effect the policy has been checked and discussed in advance of renewal with the provider to ensure that the terms continue to meet the business demands and needs of the Town Council for the next calendar year. A copy of the full policy schedule is provided for supporting information and reference, covering from the renewal date of 1 January 2022 for the next year. There are no anticipated changes to the levels of cover or policy attributes except for the following *[for information]*.
- (a) The value of the Town Councils Fidelity Insurance cover has been increased from £250,000.00 to £1,000,000.00. This covers the Council cash and bank holdings and the increase is necessary due to the increased value fluctuations of turnover through the Account.
  - (b) The Underwriters advise that effective from February 2022 index linking is anticipated to rise possibly between 9% and 10% for buildings cover. This is due to the market increases for materials and is a significant factor should an incident and rebuild scenario arise affecting either of the Town Council public buildings. The recommendation is that a full revaluation is carried out for both premises to coincide with the expected changes (in this case before the next scheduled renewal in December 2022/ January 2023).
6. Asset Review 2021/2022 - 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. The list was last reviewed in February 2021. The previous agenda item 5 point (b) is also relevant to the review of assets and the requirement to arrange up to date valuations for both premises to coincide with the next scheduled Insurance Policy review and renewal – ready for December 2021/ January 2022. *[Full Asset List attached for information]*
7. Payroll Fees from Wychavon District Council – Effective April 2022.  
To note the attached correspondence from Wychavon District Council regarding the arrangements for maintaining Payroll Agency support for the Town Council next Municipal Year forwards *[for information]*.
8. Interim Visit and Report by Internal Auditor- 10 November 2021.  
To confirm that the Internal Auditor visited on 10 November 2021 for their interim checks this Municipal Year. Their covering letter and report is attached and there are no significant findings or recommendations arising. The format of testing has recently changed and the details including sample size information is provided *[for information]*.
9. Central Heating – Town Council Buildings  
To update the attached report on matters from November *[for information]*.

10. Kidderminster Road Land Holding - Development Appraisal, September 2021.

To confirm that the Development Appraisal Report (September 2021) provided by Avon Planning Services Ltd was presented at Council during September. This is the first component of the wider Marketing Prospectus and up to date valuation options being produced for the Town Council through GJS Dillon – Commercial Property Consultants. The Planning Report and Prospectus will enable the Town Council to make further informed consideration for options for the land in due course. A second request for progress towards the active marketing strategy has been made to the Agent on 24 November 2021. Further details will be provided as they become available.

During the interim period a further unconnected and unofficial enquiry with accompanying indicative offer has been received from an interested party for the land. The value is less than the two similar approaches received and respectfully rejected during the summer. To this effect the third more recent offer has also been declined at this time.

11. Climate Change – Reduction of Carbon Footprint in Droitwich Spa

Pursuant to minute reference 152 of the Resources Committee meeting that took place on 11 October 2021 to confirm that registration has been made through Worcestershire County Council for an A1 Peep Energy Assessment (Free Service) on the two Town Council public buildings. Various preparatory work is now required in order to take forward the survey including provision of energy costs consumption and expenditure data. Further progress will be reported in due course when the information is collated and the surveys proceed *[for information]*

12. Heritage Manager Vacancy

To be advised that sadly Miss Emily Porter- Elliot has notified her resignation on 30 November 2021 for the reason that she has been successful with an appointment for a Full Time position at her former University. This is an understandable opportunity and we wish Emily every success in her future career.

With the Christmas and the New Year period fast approaching, arrangements will be taken forward for advertising the resultant Heritage Manager (job share) vacancy during January/ February. Emily's last day in the business for the Heritage Centre will be 23 December 2021.

13. Accounts for payment *[list herewith]*

**Distribution:**

All Members of Resources Committee Councillors – Mrs K Fellows (Chairman) D M Craigie (Vice Chairman)	Copy to All Other Town Councillors  Agenda For Information to:
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