

Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held by Virtual Zoom facility on Monday 8 February 2021 at 6.47 pm

PRESENT: Councillor A Humphries (Chairman)
Councillor AM Sinton (Vice Chairman)
Councillor RG Beale
Councillor E Bowden
Councillor GR Brookes
Councillors Mrs JM Chaudry
Councillor DM Craigie
Councillor RP Hopkins
Councillor WT Moy (Ex officio)

ALSO PRESENT: Councillors Mrs C Bowden, G Duffy, Mrs K Fellows, J Grady, NR Griffiths, DJ Morris, RJ Morris and CM Murray.

The Town Clerk confirmed to the Chairman and to advise all participants that the Zoom Meeting was to be recorded for reference purposes.

APOLOGIES FOR ABSENCE: Non received..

233. DECLARATIONS OF INTERESTS

There were none.

234. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 11 JANUARY 2021.

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 11 January 2021 by Zoom facility be confirmed as a correct record and signed by the Chairman.

235. ASSET REGISTER ANNUAL REVIEW

Asset Register - 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 Town Clerk referenced the additions for Covid 19 measures for the Community Hall & Heritage Centre. *[Full Asset List attached to agenda for information]*

RESOLVED- There were no questions arising. The information was noted.

236. TOWN COUNCIL STANDING ORDERS & FINANCIAL REGULATIONS REVIEW.

Town Council Standing Orders & Financial Regulations- Pursuant to the Interim Internal Auditor Visit which took place on 4 December 2019, the Council is required to review its Standing Orders & Financial Regulations annually. As previously reported following membership of Worcestershire CALC (County Association of Local Councils) from October 2019 the Model Financial Regulations published by NALC (National Association of Local Councils 2019) were then adopted from January 2020. *[NALC recommended Standing Orders & Financial Regulations enclosed with agenda for information]*

Councillor RP Hopkins made reference to the NALC model standing orders and referenced various points that he considered were not complaint for current practice. He stated that he wished to summarise these points to the Leader and Town Clerk for further discussion and to schedule for further review at a future meeting of Full Council .The Chairman asked to be included in any discussions to consider the points being raised. Councillor RP Hopkins mentioned that a three year rolling plan needed to be in place for the Town Council and that the monthly banking reconciliation should be signed off by a non- signatory of the Bank mandate , together with a few other points that he would confirm in writing in due course.

When asked to respond, The Town Clerk thanked Councillor Hopkins for raising the points which would be discussed further as requested. The Town Clerk explained that the NALC recommended Standing Orders and Financial Regulations had been resolved for adoption in January 2020 and would have been effective from the next scheduled meeting of Full Council on acceptance of the minutes, originally anticipated to be April 2020. Regrettably operations had been interrupted by Covid 19 and the associated 3 lock downs- ongoing. Council Meetings had been resurrected after March 2020 beginning from June 2020 by audio and then from August to date using Zoom. The review of the Standing Orders and Financial Regulations for this meeting was the first opportunity to consider the details since adoption and the onset of the pandemic, as well as confirming accordance for the annual scrutiny check. There will also be the opportunity to confirm any points arising with the internal auditor as part of the year- end review which is anticipated in later April or May.

RESOLVED There were no further questions arising. That the information was noted.

237. ACCOUNTS FOR PAYMENT.

Creditor accounts in the sum of £3,898.77 were considered for payment.*[lists attached with Agenda]*

RESOLVED- There were no questions arising. That the statement of accounts appended be received and the expenditure totalling £3,898.77 be authorised and duly passed for payment.

The meeting closed at 7.02 pm.

Chairman of Committee

1 March 2021

Chairman of Council

19 April 2021

