

# Droitwich Spa Town Council

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1 June 2020

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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held using the Conference Call facility on Monday 8 June 2020 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the 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

## 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 2 March 2020 *[enclosed]*
4. To note that the Emergency Committee membership, as laid down in the Internal Control Policy, comprises the Chairman and Vice-Chairman of Resources Committee, the Mayor, the Leader of the Majority Party and the relevant Committee Chairman (the Town Clerk also being a member of this Committee).
5. To receive the Town Council accounts for the year ending 31 March 2020 and recommend their approval to Council *[copy attached]*.

6. To receive the statement of assurance on the Annual Return and recommend its approval to Council [*copy attached*]
7. Internal Audit Observations – Financial Year 2019/2020. The Internal Auditor attended on the 4<sup>th</sup> December 2019 for their interim annual visit and their summary report was reported at the Resources Committee on 2 March 2020. A further copy is attached including the annotated response comments. Most recommendations accord with the change of Internal Auditor in March 2019 and the requirement to progress various matters during the previous financial year to 31 March 2020. The comments section substantiates that several of the main recommendations have now been presented and resolved at Full Council on 27 January 2020. The Year End processes Internal Audit visit was scheduled for 20 April 2020 and has been deferred by the Internal Auditor due to Covid 19 until 11 June 2020. This will take the form of a remote review with the relevant documents being forwarded electronically. [*for information purposes*]
8. Covid 19- The Town Council budgets agreed in January 2020 for the new Municipal Year have been impacted by the pandemic and lock down situation. Some income has been disrupted, notably the Community Hall and Heritage Centre although other streams remain unaffected to date. Some anticipated expenditure has not proceeded so far, for example the Band Concerts programme provision, events in general and Community & Amenities grants. As further Government guidance becomes available and the lifting of restrictions clearer it is recommended that a full interim review of the budgets set for this remaining Municipal Year is carried out covering both the Resources Committee & the Community & Amenities Committee aspects.
9. Special Grants Annual Approval - To approve payment of the Special Grants as per the budget estimates agreed by Council in January 2020, as follows.

To note that the Droitwich Spa Council for Voluntary Services award was paid at the start of the Pandemic Crisis in March 2020 to support essential operations . This decision followed a consensus reached from Elected Members and consultation led by Councillor Sinton – Leader of the Town Council. The decision was also made to award an additional £1250.00 (total £4250.00) from unallocated Community & Amenities Committee grant fund monies remaining from the Municipal Year budget 2019/2020. It is likely that further consideration may be necessary to support the Droitwich Spa Council for Voluntary Services later in the year, given the impact of Covid 19 in the Community (see previous item 8 on agenda for future review).

- \* Citizens Advice Bureau £4000.00
- \* Droitwich Spa Council for Voluntary Services £3000.00
- \* St Mary de Witton (churchyard maintenance) £1300.00

10. Investment Policy – Pursuant to Minute reference 256 of the meeting of Full Council on 27 January 2020 ,that following the Interim Internal Auditor visit which took place on 4 December 2019, the Council are recommended to put in place a suitable investment policy. A suggested policy was circulated for review & consideration before resolution as adopted. For connected matters the attached fixed term deposit interest options available from the Town Council's current financial provider are attached. Wider scope options can also be sourced

for consideration from alternative financial institutions. It is recommended that the position is reviewed in due course and before placing any reserves on notice because of the financial impact of the Covid 19 crisis (see previous item 8 on agenda for future review). *[Lloyds Bank interest options attached]*.

11. Accounts for payment including retrospective details of all payments authorised during the Covid 19 lockdown on 1 April, 20 April and 28 April 2020. *[lists herewith]*

**Distribution:**

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