

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held by Conference Call on Monday 8 June 2020 at 6.36 pm

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

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

APOLOGIES FOR ABSENCE: None.

10. DECLARATIONS OF INTERESTS

Councillor GR Brookes declared a pecuniary interest in Agenda Item 11, Accounts for Payment – Cheque number 11732, dated 20 April 2020 £73.01.

11. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 2 MARCH 2020

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 2 March 2020 be confirmed as a correct record and signed by the Chairman.

12. EMERGENCY COMMITTEE

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).

RESOLVED That the information was noted.

13. TOWN COUNCIL ACCOUNTS – YEAR END 31 MARCH 2020.

To receive the Town Council accounts for the year ending 31 March 2020 and recommend their approval to Council [*copy attached with agenda*]. There were no questions arising.

RESOLVED That the information was noted and to recommend approval of the accounts to Full Council on 15 June 2020.

14. STATEMENT OF ASSURANCE ON ANNUAL RETURN – YEAR END 31 MARCH 2020

To receive the statement of assurance on the Annual Return and recommend its approval to Council [*copy attached with agenda*]. There were no questions arising.

RESOLVED That the information was noted and to recommend approval of the Statement of Assurance on Annual Return to Full Council on 15 June 2020.

15. INTERNAL AUDIT OBSERVATIONS

Internal Audit Observations – Financial Year 2019/2020. The Internal Auditor attended on the 4th 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*]

16. COVID 19

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. The consensus reached was that an interim review of finance including all income & expenditure should be carried out once the lock down restrictions have been lifted. [*for information purposes*]

17. SPECIAL GRANTS ANNUAL APPROVAL

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

Councillor’s AM Sinton & GR Brookes expressed appreciation towards the work of the Council for Voluntary Services and their staff during the difficult period of the pandemic crisis to date. Mention was also made of the effective collaborative working with the Town Council.

- RESOLVED That the information was noted and to recommend approval of the following special Resources Committee grants.
- * Citizens Advice Bureau £4000.00
 - * Droitwich Spa Council for Voluntary Services £3000.00 (+1250.00)
 - * St Mary de Witton (churchyard maintenance) £1300.00

18. INVESTMENT POLICY

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 with Agenda].*

19. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £36,515.27 were considered for payment. *[lists attached]*

- RESOLVED That the statement of accounts appended be received and the expenditure totalling £36,515.27 be authorised and duly passed for payment.

The meeting closed at 6.48pm.

Chairman of Committee

6 July 2020

.....

Chairman of Council

15 June 2020

.....