

Droitwich Spa Town Council

St Richard's House
Victoria Square
Droitwich Spa
Worcs
WR9 8DS

3 December 2019

Telephone: 01905 774258
www.droitwichspa.gov.uk

You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held in the Council Chamber, St Richard's House, Victoria Square, Droitwich Spa on Monday 9 December 2019 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the later.



Mark Keld
Town Clerk

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.

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 14 October 2019 [*circulated previously*]
4. To note a letter a received from Mr Rhys Jones, Treasurer for the Droitwich Arts Network dated 12 November 2019 and which accompanied reimbursement of unused Community Grant monies awarded in June 2018 for the Group's Ceramic Mural restoration project. The financial settlement has been acknowledged and the funds added to the unallocated Community Grants balance for the current Municipal Year.
5. Wychavon District Council – Community Infrastructure Levy – Neighbourhood Fund. To confirm safe receipt of £1939.47 on 28 October 2019 following development of the formerly designated public open space land adjacent 74 Cockshute Hill. Explanatory notification letter from Wychavon District Council dated 11 September 2019 [*attached*].

6. Fair Trade Group – Following the Group AGM which took place on 5 November 2019 to receive an update and presentation from Emily Bowsher. The nominated Town Council representative for the Fair Trade Group is Councillor NR Griffiths supported by Councillor CM Murray.
7. Fire Alarm Remedial Works and replacement panel. Pursuant to Minute reference 105 of the Extra Ordinary Meeting of Council held on 29 July 2019 two estimates have been provided by Bryland Fire Protection to accord with the recommended works for St Richards House & the Community Hall. To confirm that the replacement fire alarm panel was fitted at St Richards House in October 2019 and any outstanding points are scheduled to be addressed on 3 December 2019 including some replacement call points and case housing. The recommended additional fire detection monitors are scheduled to be fitted at the Community Hall on 16 December 2019 and will necessitate use of internal scaffolding for one day. This will complete all of the recommended improvements and the Town Clerk has made tentative arrangements with the Appointed Health & Safety Consultants (Joe Ellis & Associates) to then undertake a fire safety assessment & audit of both premises.
8. Regular Automated payments list –interim report. Following recommendations by the Internal Auditor to be advised of a summary for all regular automated payments including salaries. 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 presented at least six monthly oppose to being reviewed annually. List last reviewed on 14 October at Resources Committee.
[list herewith for information purposes]
9. Annual Insurance Policy Renewal- Following recommendations by the newly appointed Internal Auditor this year the annual renewal of the Zurich Municipal Insurance is required to be presented to Elected Members. To this effect the policy has been checked 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 will be available at the meeting as supporting information for reference.
10. Asset Register - Following recommendations by the newly appointed Internal Auditor this year a complete 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 presented at least annually for Members review. The updated schedule of all assets held was presented at the last Resources Committee meeting which took place on 14 October 2019 and is now updated including insurable monetary values. *[Full Asset List attached for information].*
11. Accounts for payment *[list herewith]*

Distribution:

All Members of Resources Committee Councillors – A Humphries (Chairman) AM Sinton (Vice Chairman)	Copy to All Other Town Councillors Agenda For Information to:
---	--

R G Beale E J Bowden G R Brookes Mrs J M Chaudry D M Craigie R P Hopkins W T Moy(Ex- officio)	County & District Councillors for Droitwich Spa Subscribers Press
--	--