

# Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 9 December 2019 at 6.30pm

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

ALSO PRESENT: Councillors Mrs C Bowden, G Duffy, Mrs K Fellows, J Grady, AH Laird and CM Murray.

APOLOGIES FOR ABSENCE: Councillor RP Hopkins, DJ Morris, RJ Morris and AM Sinton

## 196. DECLARATIONS OF INTERESTS

There were none declared.

## 197. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 14 OCTOBER 2019

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 14 October 2019 be confirmed as a correct record and signed by the Chairman.

## 198. COMMUNITY GRANT FUNDING

To note a letter 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.

RESOLVED That the information was noted.

## 199. 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 provided for information.

RESOLVED That the information be noted.

## 200. FAIR TRADE GROUP

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.

The Chairman welcomed Emily Bowsher (Droitwich Spa Fair Trade Group Secretary) and Mrs Jean Auty to the meeting in order to update on the local branch of the Fair Trade Association. The Ladies explained that they are two of the remaining five strong membership of the Droitwich Spa Fair Trade Steering Group which had been established since 2007. In this time the Group have achieved a lot including the Fair Trade Town accredited status for Droitwich Spa. The accreditation is awarded every two years following assessment of various criteria conducive towards the promotion of Fair Trade values and products across all ages in the local Community. Initiatives have included collaborative working on many activities and projects including engagement with different groups and sectors. Examples include working with retailers, schools, sports clubs, Churches & different faiths, voluntary sector contributions and promotional presence during Town Festival days. The work is demanding on time and resources and active membership is unfortunately at a diminished level. Furthermore the accreditation renewal was last due in the summer of 2019 and is now an overdue pressing requirement to maintain Fair Trade Town status. At the Steering Group AGM in November the regrettable decision was reached to close down the local Fair Trade Group due to the shortage of membership position. It was explained that whilst this decision may not prevent retailers from stocking fair trade items going forwards the associated benefits of the Fair Trade status for Droitwich Spa including the branded signage would lapse.

In general discussion the consensus of Elected Members present was that it would be a shame for the Steering Group to fold and for the Town to lose its Fair Trade accreditation and status. The Chairman thanked both Ladies for their diligence and support for the Fair Trade and empathised with the predicament faced of a shortfall in active membership and volunteers locally. By way of assistance the Chairman proposed a request that the Fair Trade Steering Group kindly consider deferring their final decision until after 20 December 2019 to enable the opportunity for Councillors to network with contacts and possibly gain additional support and impetus for the local Group. The Chairman added this could not be interpreted as a guaranteed solution for support but may help generate some interest and resources.

**RESOLVED** That the Fair Trade local Steering Group be asked to defer their decision until after 20 December 2019 to enable Elected Members to network with contacts to help profile and encourage active membership locally.

## 201. FIRE ALARM REMEDIAL WORKS

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.

**RESOLVED** That the information be noted

202. REGULAR AUTOMATED PAYMENTS LIST- INTERIM REPORT

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 2019 at Resources Committee. *[list circulated with agenda for information purposes]*

RESOLVED That the information be noted.

203. ANNUAL INSURANCE POLICY RENEWAL

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 was provided at the meeting as supporting information for reference. There were no questions arising and the arrangements were considered to be suitable and fit for purpose.

RESOLVED That the information be noted

204. ASSET REGISTER

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. There were no questions arising and the arrangements were considered to be suitable and fit for purpose. *[Full Asset List attached for information]*.

RESOLVED That the information be noted

205. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £56,269.08 were considered for payment together with supplementary payments of £1,055.42. *[lists attached]*

RESOLVED That the statement of accounts appended be received and the expenditure totalling £56,269.08+ supplementary payments of £1,055.42 be authorised & passed for payment.

The meeting closed at 7.02.pm.

Chairman of Committee

13 January 2020

Chairman of Council

16 December 2019

