

Droitwich Spa Town Council

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

4 October 2022

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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held in the Council Chamber, St Richards House, Victoria Square, Droitwich Spa on Monday 10 October 2022 at 6.15pm or at the close of the meeting of the Planning Committee if later.



Mark Keld
Town Clerk

PUBLIC SESSION

Members of the public are invited to attend the Committee meeting. Time is set aside at 5.45pm before the start of the Committee meetings to receive any questions about items on this agenda, or raise issues for future consideration. Notification of any requests should be lodged with the Town Clerk by 1pm that same day at the latest.

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 25th July 2022 in the Council Chamber, St Richards House. *[previously circulated]*
4. Resources Committee Grants 2022- To note the attached acknowledgement correspondence for Grants paid in July 2022 to Citizens Advice (South Worcestershire, The Saltway Team for the Church of England in Droitwich Spa & Salwarpe - Hindlip – Martin Hussingtree and Droitwich Spa & Rural Council for Voluntary Service *[for information]*).

5. Staffing and Recruitment Update – As referenced at the Community & Amenities Committee meeting on 26 September 2022 candidates have now been interviewed for the Deputy Town Clerk (Community & Amenities) vacancy on 28 September. The successful applicant is Miss Katy Prew and the initial job offer has been accepted. Work is now proceeding for the formal referencing, contract and induction arrangements. The anticipated notice period is 4 weeks with an indicative start date into November *[for information]*.
6. Review of Town Council Standing Orders and Financial Regulations. Pursuant to minute reference 150 of the Resources Committee meeting held on 11 October 2021 the Town Council has adopted and reviewed the following version - . NALC recommended Model Standing Orders for England 2018 (revised 2020) & Financial Regulations (2019). This is now subject to the annual review *[Standing Orders and Financial Regulations attached]*.

To note the following Agenda extract (Agenda Item 10 of the Full Meeting of Council held on 26 September 2022 and Draft Minute 113 refers).

The annual review of Town Council Standing Orders & Financial Regulations is scheduled as part of the Resources Committee Meeting on 10 October 2022. This will include a recommendation to include the additional clause for all lists of individual authorised remittance cheques and the regular review of all automated standing order and direct debit payment lists to be attached to the website under a separate tab, following approval of the relevant Council Meeting minutes. Going forwards this will then be effective following acceptance of the next scheduled meeting of Full Council minutes from 12 December 2022.

To consider that to accord with the External Auditors guidance received in July 2022, a separate tab should be put in place on the Town Council web page to upload all remittance cheque listings and details of all of the regular payments (direct debits & standing orders). To note that this will be effective following acceptance of the draft minutes of Full Council (26 September 2022) and all Committees at the next scheduled Full Council on 12 December 2022.

7. Internal Auditors Fees – To be advised that the Internal Auditor has notified a review of their fees and charges in consideration of the economic position. Correspondence dated 17 August 2022 attached *[for information]*.
8. Annual Review of Risk 2022/2023 – Following the guidance of the Internal Auditor the Town Council is required to review all Risk prior to the end of each Municipal Year. The last review was undertaken at Resources Committee on 6th December 2021 (Minute Reference 184). This now requires formal review for the current period. Important updates have been added for Covid 19 measures (page28) as well as general additions throughout the document (including arboreal, valuations and insurance cover aspects). *[Full Risk Assessment for all Town Council matters and business enclosed for review & consideration]*
9. Options to Opt-Out of SAAA Central External Auditor Appointment Arrangements – To note the attached general circulation correspondence received from the existing External Auditors. The details are self- explanatory and coincide with their procurement and renewal arrangements for the next five year appointing period which covers the timeframe 2022/23 until 2026/27. The

Town Council have always maintained the approach to adhere to the recommended guidance and practices from Calc, Internal and External Auditors for these matters. The recommendation is to follow and maintain all current arrangements *[for information]*.

10. Decarbonisation Advice & Review Reports as part of the Public Sector Energy Efficiency Programme (PEEP).

To receive the information provided following completion of a second buildings survey for both of the Town Council owned premises. The original surveys carried out by the Service Provider (Pro Enviro) as at 19 May 2022 (received 22 June 2022) were presented to the Resources Committee on 25th July 2022. A second report was requested through Worcestershire County Council due to the inaccuracies and missing information reported in July. A further and more comprehensive survey took place on 5th September 2022 (received 28 September) and the analysis with full reports are attached covering both buildings. Due to elapsed timescales to reach this position the Service Provider has notified the following – that “the programme is aimed at supporting organisations/businesses across Worcestershire to reduce their greenhouse emissions and help to move towards the net zero carbon target through free specialist advice and assessments. It is a pilot scheme funded by the UK Community Renewal Fund which will end on 30 October 2022”.

An approach will be made to Worcestershire County Council to ascertain whether there is any flexibility with the application process and remaining timescales for PEEP Support Grant funding *[for information]*

11. Interim Review of Budget 2022/2023. The attached reports provide the net position by cost centre for the Municipal Year to date (period of analysis 1ST April 2022 to 13th September 2022) *[lists attached for information]*.

12. “Meeting Owl” Technology – To consider the attached specification, estimate and scoping notes provided by Councillor GR Brookes. This provides details of technology to consider for purchase which will enable recording and live streaming of Council Meetings in the St Richards House - Council Chamber location.

13. Corbett Medical Practice CPAD- To note attached correspondence received from Mr Peter Richards representing Droitwich AED. Minute extract reference 315 of the Meeting of the Community & Amenities Committee held on 11th April 2022 refers to the current resolved position for CPAD support by the Town Council (see below) *[for information]*

Community Public Access Defibrillators (CPAD’s) – To advise that a request has been received through email dated 17 February 2022 by the Town Council from Mr Peter Richards. The enquiry requests consideration in principle towards whether the Town Council will adopt the current provision of approximately 50 operational CPAD’s throughout Droitwich Spa. Pursuant to minute reference 271 of the Community & Amenities Committee meeting held on 28 February 2022 further information has been provided through the Town Councils insurer and Mr Richards.

The annual cost of maintaining 5 prime Town Centre location CPAD’s is estimated to be approximately £300 to cover replacement consumables (pads and batteries) , servicing and maintaining a rescue ready status. Insurance cover is for general asset

acquisition purposes and estimated at approximately £30 to £50 per unit per annum. There is no liability risk attached to the equipment for the reason that emergency use only arises when a casualty is already deceased. A working AED provides the chance that life can be restored without any guarantee of this because time is very much of the essence. A commitment in principle has been relayed to Mr Richards to proceed with the adoption of 5 key location CPAD's for the future. The indicative timescales are within 2 years, to align with the period after which Mr Richards and his Group will begin to step back from supporting all Town Centre CPAD's themselves. Details for the 5 suggested locations for equipment to be adopted by the Town Council can be considered in due course. There were no questions arising.

14. Accounts for payment. *[lists herewith]*

Distribution:

<p>All Members of Resources Committee Councillors – WT Moy (Chairman) Mrs K Fellows (Vice Chairman) R G Beale E J Bowden G R Brookes Mrs J M Chaudry R P Hopkins A Humphries GA Duffy (Ex- officio)</p>	<p>Copy to All Other Town Councillors Agenda For Information to: County & District Councillors for Droitwich Spa Subscribers Press</p>
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