

Droitwich Spa Town Council

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

7 June 2022

Telephone: 01905 774258
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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held in the Community Hall, Heritage Way, Droitwich Spa on Monday 13 June 2022 at 6.30pm or at the close of the meeting of the Community & Amenities 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 11th April 2022 at the Community Hall. *[previously circulated]*
4. To note the Membership and Chairmanship of the Committee, as determined at the Annual Council meeting on 9 May 2022 (details at end of Agenda)
5. 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).
[for information]

6. To receive the Town Council accounts for the year ending 31 March 2022 and recommend their approval to Council [*copy attached*].
7. To receive the statement of assurance on the Annual Return for the year ending 31 March 2022 and recommend its approval to Council [*copy attached*]
8. To receive the statement of accounts on the Annual Return for the Year ending 31 March 2022 and recommend its approval to Council [*copy attached*]
9. To receive and note the Bank Reconciliation statement for the year ending 31 March 2022 [*copy attached*]
10. To receive the Annual report dated 28th April 2022 of the Internal Auditor [*copy attached*]. The Interim report dated 10 November 2021 has been presented previously.
11. Special Grants Annual Approval - To approve payment of the Special Grants as per the budget estimates agreed by Council in January 2021, as follows.
 - * Citizens Advice Bureau £4000.00
 - * Droitwich Spa Council for Voluntary Services £3000.00
 - * St Mary de Witton (churchyard maintenance) £1300.00

12. British Gas /Centrica plc – Commercial Boiler and Heating Care Plans.

To update that British gas notified on 7 April 2022 that all Business Care arrangements will cease with effect from 19 April [*see attached*]. This does impact on the care plans in place for the Community Hall & St Richards House. An instruction was raised to complete an annual service ahead of the final date and this was achieved in early April for both premises.

To consider a replacement care plan arrangement through a suitable alternative Service Provider. The Officers recommendation is to take forward an enquiry with the local provider engaged in autumn 2021 for the emergency replacement of the Boiler main feed pump for St Richards House. This work was completed very efficiently and economically, without any business disruption. Initial enquiries have confirmed that the same Company do offer a competitive business premises care plan arrangement, subject to verifying full details.

13. EON – Heritage Account communication.

To update the attached copy correspondence first notified and received from EON on 20th May 2022, together with the acknowledgement response issued. A further response has been requested and is currently awaited from EON. Manual meter reading were taken and submitted to EON again on 24th May 2022 and it was further noted that EON fitted Smart Meters for the premises in August 2021, from which time they have ceased taking any manual readings. A further update will be provided once a full response and explanation has been received from EON. Copy Quarterly statements have been obtained from EON at the end of May and determine the following,

- (a) The best available fixed business plan (2 year) is currently applied rather than standard variable.

- (b) The statements show a marked increase in charging accumulation as follows,
11th October-£1697.76
7th January -£3429.77
6th April £4786.51
31st May -£5904.33
- (c) The statements all confirm that the direct debit arrangement is correctly aligned and payments do not need to be adjusted. This assurance contradicts with the accumulated outstanding balance position.
- (d) The accumulation is not in line with any previous year's consumption or charging trends.
- (e) The statements were not originally posted or emailed to the Town Council. This has now been corrected and both the online and registered postal addresses have been reaffirmed to EON.

[email correspondence & copy statements attached for information].

14. To consider the exclusion of the Public and Press by passing the following motion:

That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

15. Staffing Arrangements. Confidential report attached *[for information]*

16. 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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