

# Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held at the Community Hall on Monday 14 June 2021 at 19.01 pm

PRESENT: Councillor Mrs K Fellows (Chairman)  
Councillor DM Craigie (Vice Chairman)  
Councillor E Bowden  
Councillor GR Brookes  
Councillor RP Hopkins  
Councillor WT Moy (Ex officio)

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

APOLOGIES FOR ABSENCE: Councillors RG Beale, Mrs JM Chaudry, A Humphries and DJ Morris.

## 21. DECLARATIONS OF INTERESTS

None received.

22. To note the Membership and Chairmanship of the Committee, as determined at the Annual Council meeting on 4 May 2021 (details at end of Agenda).

RESOLVED- The information was noted.

23. 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- The information was noted

## 24. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 12 APRIL 2021.

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 12 April 2021 by Zoom facility be confirmed as a correct record and signed by the Chairman.

25. To receive the Town Council Accounts for the year ending 31 March 2021 and recommend their approval to Council [*copy attached with Agenda*]. The Town Clerk explained the different attributes of the attachments presented with the agenda and the requirement to consider each separately following agenda items 6,7,8,9 &10. There were no questions arising.

RESOLVED- The information was noted. That the Town Council Accounts for the year ending 31 March 2021 be recommended for their approval to Full Council on 21 June 2021.

26. To receive the Statement of Assurance on the Annual Return and recommend its approval to Council [*copy attached with Agenda*]. The Town Clerk explained the different attributes of the attachments presented with the agenda and the requirement to consider each separately following agenda items 6,7,8,9 &10. There were no questions arising.

RESOLVED- The information was noted. That the Town Council Statement of Assurance for the year ending 31 March 2021 be recommended for approval to Full Council on 21 June 2021.

27. To receive the Statement of Accounts on the Annual Return and recommend its approval to Council [*copy attached with Agenda*]. The Town Clerk explained the different attributes of the attachments presented with the agenda and the requirement to consider each separately following agenda items 6,7,8,9 &10. There were no questions arising.

RESOLVED- The information was noted. That the Town Council Statement of Accounts on the Annual Return for the year ending 31 March 2021 be recommended for approval to Full Council on 21 June 2021.

28. To receive and note the Bank Reconciliation Statement for the year ending 31 March 2021. The Town Clerk explained the different attributes of the attachments presented with the agenda and the requirement to consider each separately following agenda items 6,7,8,9 &10. There were no questions arising.

RESOLVED- The information was noted. That the Town Council Bank Reconciliation Statement for the year ending 31 March 2021 be recommended for approval to Full Council on 21 June 2021.

29. To receive the Annual report dated 22<sup>nd</sup> April 2021 of the Internal Auditor. [*copy attached with Agenda* ]. The Interim report dated 24 November 2020 has been presented previously.

RESOLVED- The information was noted

30. 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

RESOLVED- The information was noted. That the following three special Resources Committee annual grant awards be approved.

- Citizens Advice Bureau £4000.00
- Droitwich Spa Council for Voluntary Services £3000.00
- St Mary de Witton (churchyard maintenance) £1300.00

31. 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.*

RESOLVED - 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.

32. Heritage Centre & Museum – Staffing Arrangements. Confidential report attached to Agenda [*for information*]. The Town Clerk updated that the Heritage Manager (job share vacancy) was now being advertised in the public domain and the item no longer remained sensitive or confidential. Interest had already been received for the vacancy since recruitment advertising began on 8<sup>th</sup> June 2021. It is anticipated to short list applicants for interview during July. The final date for applications is 2<sup>nd</sup> July 2021.

RESOLVED- The information was noted

33. ACCOUNTS FOR PAYMENT.

Creditor accounts in the sum of £23,340.54 were considered for payment [*lists attached with Agenda*].

RESOLVED- There were no further questions arising. That the statement of accounts appended be received and the expenditure totalling £23,340.54 be authorised and duly passed for payment.

The meeting closed at 19.15 pm.

Chairman of Committee

26 July 2021

Chairman of Council

21 June 2021