

Droitwich Spa Town Council

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

Telephone: 01905 774258

8 June 2020

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held using the Conference Call facility on Monday 15 June 2020 at 6.00pm.

The remote meeting format is a special temporary contingency measure due to the Covid 19 Pandemic. BT allocate the conference call dial in numbers on an "as required by date" basis. As such the details will be available & notified to Elected Members by Town Council Officers earlier on the day of the meeting. Members of the public wishing to raise questions prior to the meeting from 5.45pm and/or attend the meeting itself should follow the usual protocol (see below). They must also contact the Town Council Office between the times of 9.00am and 1.00pm on the day of the meeting in order to be notified of the dial in number for the conference call



Mark Keld
Town Clerk

Members of the public are invited to attend the Town Council meeting. Time is set aside at 5.45 p.m. to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Town Council 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 Town Council meeting itself.

AGENDA

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 27 January 2020 *[enclosed]*
4. Mayor's Announcements
5. Policing In Droitwich – Update. To be provided from a summary report produced by Sergeant Sarah Kent for the Town Clerk.
6. To receive and consider the Minutes of the under-mentioned meetings:-
 1. Planning Committee – 10 February 2020 *[circulated previously]*
 2. Resources Committee – 10 February 2020 *[circulated previously]*

3. Planning Committee -2 March 2020 [*circulated previously*]
 4. Community & Amenities Committee- 2 March 2020 [*circulated previously*]
 5. Resources Committee – 2 March 2020 [*circulated previously*]
 6. Planning Committee -8 June 2020 [*to follow*]
 7. Resources Committee – 8 June 2020 [*to follow*]
 8. Community & Amenities Committee-8 June 2020 [*to follow*]
7. To receive and approve the recommendations of the Resources Committee [*Minutes of the meeting held on 8 June 2020 refers*] pertinent to the Town Council’s Annual Governance Statement made as part of the Annual Return report for year ended 31 March 2020
 8. To receive and approve the recommendations of the Resources Committee [*Minutes of the meeting held on 8 June 2020 refers*] pertinent to the Town Council’s Accounts and Annual Return report for year ended 31 March 2020.
 9. To adopt a Programme of Council and Committee meetings for 2020/2021 (*attached*)
 10. To confirm the Council’s arrangements for the Mayor and Deputy Mayor for the ensuing year. During the onset of Covid 19 and the lockdown restrictions in April 2020 a consensus was reached through the Leader that these would remain unchanged for now.
 11. To appoint the Council’s Standing Committees for the ensuing year together with the Chairmanship of each and their Working Parties and Panels. During the onset of Covid 19 and the lockdown restrictions in April 2020 a consensus was reached through the Leader that these would remain unchanged for now.
 12. To appoint Town Council representatives onto other bodies. During the onset of Covid 19 and the lockdown restrictions in April 2020 a consensus was reached through the Leader that these would remain unchanged for now.
 13. To be advised of the Leadership of each political party on the Town Council
 14. Neighbourhood Planning Options – To advise that Councillor AM Sinton and the Town Clerk represented the Town Council to host the CALC- Larger Councils Forum at St Richards House on 12th March 2020. Councillor Sinton chaired the meeting including an agenda item on Neighbourhood Plans.

Interesting and relevant contributions were put forward from peers representing various local Councils. The Malvern Town Officer helped explain the work and attributes connected with their project including community involvement, delivery, timescales, logistics, consultation engagement, professional input and costs. Malvern shares many dynamics and similarities with Droitwich Spa including infrastructure, population size and growth, green spaces, heritage, rural proximity, business and commerce. Their appointed Consultant is the same as engaged for the unsuccessful Droitwich Spa project during 2018, and positive complimentary feedback was expressed as to his professionalism & pivotal role for success.

The recommendation is put forward to take a further collaborative approach and invite representatives from the Malvern Town team to a forthcoming meeting of Full Council in order to help provide a comprehensive and informed picture of their Neighbourhood Plan project experiences and the requirements for effective delivery. *[for information]*

15. COVID 19 - Heritage Centre & Museum. To report that the Centre remains closed whilst further Government advice and guidelines are expected. Preliminary risk assessments are being carried out following Government, CALC and the Town Council's Insurance provider's professional advice to consider options for social distancing and safe future operations when reopening is permissible. This will require some reconfiguration of layout and enhanced technology measures to be considered as well as wider provision of PPE for staff and volunteers. This is an emerging situation and in the meantime options and cost implications will be collated for future informed consideration. *[for information]*
16. Mr Edgar Harwood - To progress making arrangements to confer Honorary Alderman status on ex-Councillor Mr Edgar Harwood. Arrangements will proceed once the Covid 19 restrictions are relaxed and guidance issued to convey physical meetings and ceremonies. Following resolution to proceed tentative plans had been made to proceed as part of the Annual Mayor Making Meeting agenda originally scheduled for 11 May 2020. A revised date will be notified in due course. *[for information]*
17. County Council Matters- To receive reports on County Council matters *[if appropriate]*
18. District Council Matters – To receive reports on District Council matters *[if appropriate]*
19. Accounts for Payment *[details attached]*

Distribution:

All Members of the Town Council

Agenda for Information to:
County & District Councillors for Droitwich Spa
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