

Droitwich Spa Town Council

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

20 July 2021

Telephone: 01905 774258
www.droitwichspa.gov.uk

You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held at the Community Hall on Monday 26 July 2021 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the later.

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. Members of the public may not take part in the Committee meeting. Due to ongoing Covid 19 precautions the numbers of attendees may be limited because of space constraints. Public requests for attendance will be administered on a strictly first received basis whilst the position regarding public health advice and any restrictions continues to emerge.



Mark Keld
Town Clerk

AGENDA

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 14 June 2021 at the Community Hall. *[previously circulated]*
4. Grant for Grounds Maintenance 2021 at St Marys Churchyard, Droitwich Spa. To note the attached acknowledgement of receipt and statement of appreciation from Droitwich Spa Parochial Church Council *[for information]*.

5. Resources Committee Grants 2022/2023- To note a request from the Council for Voluntary Services, Droitwich Spa that consideration is given towards aligning the special annual grants with inflation rises in the future. It has been mentioned that the Grant value has remained fixed for many years. Any review should be in line with annual estimates, budget setting and precept arrangements for the next Municipal Year. Provision should extend for all three special grants which are currently CVS (£3,000.00), Droitwich Spa Parochial Church Council (£1300.00) & the Citizens Advice Bureau (£4,000.00) *[for information]*.
6. Heritage Centre Staffing – Pursuant to Minute Reference 32 of the Resources Committee Meeting held on 14th June 2021 the recruitment process for the Heritage Manager (Job Share) vacancy has been completed. Eight applications were received and the candidates were all interviewed by the panel comprising Councillor Sinton, Councillor Mrs Bowden and Mrs Catherine Finn – Heritage Manager. The Town Clerk also supported the interview process which was carried out using the Zoom medium on Tuesday and Wednesday 13th & 14th July 2021. The successful candidate is Miss Emily Porter – Elliot and the anticipated contract start date will be 1st August 2021, subject to the referencing. We look forward to welcoming Emily to the Team and her wealth of experience and knowledge should contribute a lot of value for the Heritage proposition and Centre *[for information]*.
7. Hereford & Worcester Fire & Rescue Service – Fire Safety Inspection - Community Hall. The Service carried out a routine inspection of the premises on 18 May 2021. Their covering letter and report are attached. All recommendations referenced have been addressed and include the following main points *[for information]*.
 - Bryland Fire Contractors attending for the Annual Service Review on 30 June and including a refresher training session for the Caretaker. This covered new version call point & control box testing and weekly test recording formats.
 - Whilst the Fire Risk Assessment is included annually in the full review of all risks at Full Council, the requirement to update the Policy originating from 2009 is noted. Arrangements have been made for the Town Councils Health & Safety Consultant (Joe Ellis and Associates) to undertake a full review of the policy and make any necessary changes. Their visit is scheduled for 11 August 2021. There have been no tangible changes to the building layout or use in the intervening period from 2009 to date and the enhanced detection measures fitted in 2019 (additional sensors) have been acknowledged by H & W Fire & Rescue during the Inspection and these have been included within the Annual Review of Risk.
 - The defect referencing fire doors has been resolved and related to adjustment of a single internal door hydraulic pump. This needed slight adjustment so that the door automatically closed flush to the door frame.
8. Lloyds Banking Arrangements- A review meeting has been requested and scheduled with Lloyds Bank for Thursday 22 July 2021. This is with the Accounts Relationship Manager in order to take forward various matters including some service level deficiencies, options for accepting retailer card payments and reduced cash handling for the TIC & Office and the finalisation of the online payments

process for remittances below £25,000.00. Further information will be updated in due course *[for information]*.

9. 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 herewith for information purposes]*
10. Accounts for payment *[list herewith]*

Distribution:

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