

Droitwich Spa Town Council

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

Telephone: 01905 774258

20 January 2020

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held in The Council Chamber, St Richard's House, Victoria Square, Droitwich Spa on **Monday 27 January 2020** at 6.00pm.



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 16 December 2019 *[enclosed]*
4. Mayor's Announcements
5. Neighbourhood Plan Group – To receive an update from the Group including a brief presentation by Mr Mike Lambden
6. Heritage Centre & Museum refurbishment proposals. Pursuant to minute reference 107 of the meeting of the Emergency Committee which took place on 2 September 2019 to consider further arrangements and options for the project . To receive an update from the Town Clerk that the anticipated presentation from Mr Richard Marshall- Hardy of Marshall - Hardy & Associates has now been deferred until a later date in 2020, possibly Full Council on 20 April or 15 June 2020. This is to accord with the necessary financial limitations and precept scope for the forthcoming Municipal Year (2020/2021). The current outlook is to make more informed decisions for the Heritage Centre project as the year progresses in order to enable financial consideration as part of the 2021/ 2022 budgets, estimates and precept setting arrangements during November 2020. A connected key consideration is to consolidate and achieve the recruitment, appointment and induction processes for the existing Heritage Manager vacancy. Mr Marshall- Hardy is agreeable with this approach and has already made tentative preparations to present to Full Council at one of the

aforementioned alternative meeting dates. Officers met on a preliminary basis with company representatives on 4 September & 24 October 2019 and the Heritage Managers undertook an accompanied field visit to various other similar projects on 13 November 2019, including Warwick Court House/ Tourism Centre.

7. Council's Estimates 2020/2021 [*budgets attached*]

To receive and consider:

- a) the recommendations of the Community and Amenities Committee upon the estimates pertinent to budgets within the control of that Committee [*see Minute No 233 Community and Amenities Committee 13 January 2020*]
- b) the recommendations of the Resources Committee for the setting of estimates for the financial year 1 April 2020 to 31 March 2021 and to set the preceptual request [*see Minute No's 240 & 241, Resources Committee 13 January 2020*]

8. To receive and consider the Minutes of the under-mentioned meetings:-

1. Planning Committee – 13 January 2020 [*enclosed*]
2. Resources Committee – 13 January 2020 [*enclosed*]
3. Community & Amenities Committee- 13 January 2020 [*enclosed*]

9. Town Council Standing Orders & Financial Regulations- Pursuant to the Interim Internal Auditor Visit which took place on 4 December 2019, the Council is required to review its Standing Orders & Financial Regulations annually. As previously reported following membership of Worcestershire CALC (County Association of Local Councils) from October 2019 the intention is to simultaneously consider adoption of the Model Financial Regulations published by NALC (National Association of Local Councils) prior to the end of the current Municipal Year. [*NALC recommended Standing Orders & Financial Regulations enclosed for review and consideration*]

10. Annual Review of Risk – Pursuant to the Interim Internal Auditor Visit which took place on 4 December 2019, the Council is required to review all Risk prior to the end of each Municipal Year. The newly compiled Risk Register was reviewed by the Resources Committee on 14 October 2019 [*Minute Reference 161*]. This now requires formal review and adoption by Full Council [*Full Risk Assessment for all Town Council matters and business enclosed for review & consideration*]

11. Annual Insurance Renewal and Review –Pursuant to the Interim Internal Auditor Visit which took place on 4 December 2019, the Council is required to review the Insurance provision annually at renewal. The policy schedule and levels of cover were considered by the Resources Committee on 9 December 2019 [*Minute Reference 203*]. This now requires formal review and adoption by Full Council [*Insurance renewal schedule attached for review & consideration*].

12. Investment Policy - Pursuant to the Interim Internal Auditor Visit which took place on 4 December 2019, the Council are recommended to put in place a suitable investment policy. A suggested policy is attached for review & consideration. For connected matters the Council should also review its current arrangements & requirement for two unused and obsolete deposit accounts. [*Recommended investment policy attached for review & consideration*]

13. Elected Members Code of Conduct- To consider adoption of the recommended revised Code to accord with arrangements throughout Worcestershire. This follows the review and report from January 2019 by the Committee on Standards in Public Life (CSPL) into Local Government Ethical Standards. *[Explanatory email correspondence from District Monitoring Officer dated 20 December 2019 & Recommended Code of Conduct template attached]*
14. Mr Edgar Harwood - To consider making arrangements to confer Honorary Alderman status on ex-Councillor Mr Edgar Harwood. *For information: The Council can bestow these honorary titles in recognition of distinguished contribution to Civic Life. On 12 January 2010 the Local Democracy, Economic Development and Construction Act 2009 came into being which amended the provisions of the Local Government Act 1972 thereby enabling all local councils to confer honorary titles. These are conferred in accordance with Section 249 the Local Government Act 1972 (As Amended) and therefore will be by resolution of the Council, supported by two-thirds of those voting. The Council's adopted Protocol for such Appointments advises that these honours are to be given infrequently as many people provide good service both to the town and to the Council, they should be given to reward exceptional service. A suggested Ceremony date for further consideration is as a part of the Annual Council and Mayor Making Meeting scheduled for 11 May 2020.*
15. County Council Matters- To receive reports on County Council matters *[if appropriate]*
16. District Council Matters – To receive reports on District Council matters *[if appropriate]*
17. Accounts for Payment *[details attached]*
18. 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.
19. Heritage Centre & Museum, and Town Council. To receive a further update on staffing arrangements and recruitment options from the Town Clerk.

Distribution:

All Members of the Town Council

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