

# Droitwich Spa Town Council

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

22 February 2022

Telephone: 01905 774258  
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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held at the Community Hall on Monday 28 February 2022 at 6.30pm, or at the close of the meeting of the Community & Amenities Committee, whichever is the later.

## PUBLIC SESSION

Members of the public are invited to attend the 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 Council Meeting. Due to ongoing Covid 19 precautions the numbers of attendees may be limited because of space constraints.



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 7 February 2022 at the Community Hall. *[enclosed]*
4. St Richards House – Second floor rooms. Pursuant to minute reference 247 of the Resources Committee Meeting held on 7 February 2022 *[for information]*.
  - To advise that all of essential ceiling repairs (3 rooms) and the replacement emersion heater tanking works identified during January have been completed on 17 & 18 February 2022.

- Tentative options continue to look at the scope and means for conversion of the second floor rooms for additional lettable space office space and associated facilities. This will progress wider conversations to ascertain options with key stake holders including Wychavon District Council, Worcestershire County Council and the Worcestershire Growth Hub. Further information and updates to follow for consideration.
- 5. Buildings Insurance - To be advised of and to consider the attached correspondence received from Zurich Municipal Insurance. The recommendation is timely following recent changes to the insurance provision for 2022 and referencing to this effect at the last annual policy renewal and assets review (Minute references 185 & 186 of Resources Committee meeting held on 6 December 2021). The Officers recommendation is to align a revaluation of the St Richards House premises with the progressing issues, options and scope study for the second floor space. The economies of scale for the commissioning of a suitable commercial and insurable valuation should determine that both premises (St Richards House and the Community Hall) are reviewed simultaneously *[for information]*.
- 6. Heritage Manager Vacancy – Pursuant to minute reference 250 of the Resources Committee meeting held on 7 February 2022. To confirm that the Working Group delegation met on 15 February and resolved to proceed with a Full Time Heritage Manager vacancy maintaining the existing scale range, to work alongside the existing (part time) Heritage Manager. This vacancy is advertised from 21st February until 18 March and the Working Group will shortlist and take interviews forward as soon as possible after the closure date. Simultaneously Wychavon District Council have been asked to assist and support with suitable options for a Full Time Apprenticeship position, working in the Town Council Team. Full details have yet to be confirmed and it is hoped to induct the Apprenticeship position later this spring. The Mayor and the Leader have initiated a local press statement to profile both employment opportunities to coincide with the Heritage vacancy advertisement from week commencing 21 February.
- 7. Public Sector Energy Efficiency Programme (PEEP) – Following previous updates the application processes have continued for the Peep Surveys and the associated funding support for both premises (St Richards House and Community Hall). The process and preparatory work is substantial and necessitates collation of the past three year's utility information and full verification with explanations for all Town Council funding receipts. The latter is to enable assessment for eligibility within the De Minimis State Aid Regulations. Further updates will be provided in due course *[for information]*.
- 8. Year End Internal Auditors Visit- This Financial Year End process will be similar to 2021 and involve a combined remote review and a visit day. The date this year is relatively early and is now confirmed for Tuesday 15 March 2022 *[for information]*.
- 9. To consider the exclusion of the Public & 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

10. Kidderminster Road Land Holding – See attached confidential report due to commercially sensitive matters.

11. 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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