

Droitwich Spa Town Council

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

21 July 2020

Telephone: 01905 774258
www.droitwichspa.gov.uk

You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held using the Conference Call facility on Tuesday 28 July 2020 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the later.

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

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 8 June 2020 by Conference Call [*previously circulated*]
4. To consider the attached motion from Councillor A Humphries, Chairman of the Resources Committee regarding the proposal to change paper copy despatches for Town Council meetings to digital format with immediate effect. [*motion attached*]
5. To consider an invitation received from the Executive Officer of Worcestershire County Association of Local Councils (CALC) for an Elected Member to be nominated as a representative to sit on their Executive Committee. The Committee meets 4 times each year and is currently convened virtually. The main function of the Committee is to set the direction and strategy for the Association.

6. Wychavon District Council - New Homes Bonus - St Peters Field Pavilion Project. Pursuant to Minute reference 260 of the Meeting of Full Council on 27 January 2020, Wychavon District Council approved the application for Droitwich (St Peters Fields) Sports Association Ltd on 5 February 2020. The Management Group have contacted the Town Council on 3 July 2020 to request draw down of the £40K award as soon as possible. Positively despite the Covid 19 lockdown the work has progressed well. The remittance was received from Wychavon on 7th July 2020 and a cheque payment has been prepared for the Sports Association. An update report has been requested for once the project has been fully completed and to prepare for an overview by the WDC Communities Panel on 7th September 2020. Similarly details for any proposals for an opening ceremony and associated publicity will be requested for both the Town Council as the Statutory Body for the project and WDC who provided the funding. *[for information]*
7. Wychavon District Council- Community Legacy Grant- Droitwich Spa High School Cabin Project. Pursuant to Minute reference 260 of the Meeting of Full Council on 27 January 2020, Wychavon District Council approved the application for the Droitwich Spa High School – Cabin Project on 25 March 2020 and the offer was accepted on 2 April 2020. A shortfall in the private sector contribution has been first notified on 29 June 2020 which potentially jeopardises delivery of the project within the original terms of under writing. The Town Council remains the Statutory Body responsible for delivering the project through to completion. See attached project status report, updated financial synopsis and suggested options for a way forward to be considered. *[see attached]*
8. Website Accessibility Regulation changes effective 23 September 2020 and compliance standards. Details enclosed for general information. The Town Council’s appointed Web Manager for www.droitwichspa.gov.uk has reviewed the NALC recommendations and will action any necessary enhancements prior to the regulation compliance start date. Provisionally it is thought that any amendments required will be relatively minor to the existing arrangements.*[for information]*
9. Internal Auditors Year End Report dated. The review was completed remotely on 16 June 2020. Report including responses attached for information. The External Auditors returns including Internal Auditors recommendations and report have been submitted on 2nd July 2020. *[for information]*
10. Covid 19 Restrictions and Business Interruption status updates for Town Council operations at the Community Hall & Heritage Centre. *[for information]*
 - Phased resumption of room hire sessions has commenced at the Community Hall although it is anticipated that full reopening will take time. Dialogue and Risk Assessments are continuing with all regular hirers to ascertain their requirements and preferences for a safe return to activities.
 - The Heritage Centre should provisionally reopen during the first week in August. Final installation of the Perspex counter screening and segregation dividers is expected on 22 July. The diminished number of volunteers available may necessitate temporary reduced opening hours until full service can be resumed. A socially distanced re-opening ceremony has been suggested to welcome back the public and mark the occasion. Further consideration will be given as the opening date is finalised.

11. Covid 19 Restrictions and Business Interruption status updates for Town Council operations covering IT provision and enhancement options to enable virtual meetings. Arrangements are in hand to fit visual webcam and speaker devices to three office PC's during early August. This will provide the facility for virtual meetings, as well as the existing Conference Call option should Covid 19 restrictions prohibit physical meetings from September onwards. Separately an additional desk top PC has been acquired and fitted for the Tourist Information Centre to enable both Heritage Managers to have their own work station.*[for information]*
12. Copcut Park Incident 13 July 2020 and resultant claim for financial contribution. To consider the attached written request from a member of the public. This has arisen following a verbal report whereby the individual has notified that he slipped and fell on silt deposits recently excavated in the course of the periodic dredging operation of the Copcut Park pond. It is understood that the claimant slipped whilst retrieving his dog which was off the lead and had strayed to the perimeter edge of the pond and become stuck in the silt. The excavated silt is left to harden off and for invertebrates & fauna to safely disperse before further landscaping later in the summer. All of the dredging operations and post period work conform to regulation & industry standards for operations, access, safety barriers, signage, ecology and environmental matters. These controls are maintained through RAMS (Risk Assessment and Method Statements) bespoke to the operations and project. To consider whether to make an ex-gratia payment without prejudice or liability.
13. Copcut Park - Lahn Drive Boundary – Ownership, responsibility and liability for mature tree in proximity of adjacent properties. *[report attached for information]*
14. Copcut Park- Ownership, responsibility and liability for unauthorised cut through footpath descending embankment into the park from the A38 and area of Copcut Rise development. *[report attached for information]*
15. Regular Payments List *[list attached for information]*. This accords with the recommendation of the Internal Auditor that the automated payments are evidenced on an interim basis during the Municipal Year.
16. Review of Budget provision, income & expenditure to target for the Municipal Year 2020/2021. A full review is recommended in September 2020 to ascertain progress and gauge the impact of Covid 19 to date. By this mid - stage of the financial year it is also anticipated that the Community Hall and Heritage Centre income streams will have resumed further. An additional meeting of the Resources Committee is required due to the next scheduled meeting not being until mid - October. Suggested date for consideration is Monday 7th September 2020.
17. Accounts for payment including retrospective details of all payments authorised during the Covid 19 lockdown restrictions on 6 July 2020. *[lists herewith]*

Distribution:

All Members of Resources Committee Councillors – A Humphries (Chairman) AM Sinton (Vice Chairman) R G Beale E J Bowden G R Brookes Mrs J M Chaudry D M Craigie R P Hopkins 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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