

# Droitwich Spa Town Council

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

Telephone: 01905 774258

21 September 2020

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held using the Zoom Virtual Meeting facility on Monday 28 September 2020 at 6.00pm.

The remote meeting format is a special temporary contingency measure due to the Covid 19 Pandemic. As such the log in details will be available & notified to Elected Members by Town Council Officers through a separate email 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 (as follows). They must 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 log in details for the virtual meeting format and register any questions for consideration.



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 15 June 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. High School Update- To be provided from a summary report produced by the Head Boy & Head Girl
7. Youth Council Update- To be provided from a summary report.

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

1. Planning Committee – 6 July 2020 by conference call [*circulated previously*]
2. Community & Amenities Committee – 6 July 2020 by conference call [*circulated previously*]
3. Resources Committee -28 July 2020 by conference call [*enclosed*]
4. Extra Ordinary Resources Committee- for Review of Finances -7 September 2020 by Zoom facility [*enclosed*]
5. Planning Committee -14 September 2020 by Zoom facility [*enclosed*]
6. Community & Amenities Committee by Zoom facility-14 September [*enclosed*]

9. TO CONFIRM THE TOWN COUNCIL'S ARRANGEMENTS FOR MAYOR & DEPUTY MAYOR FOR THE REMAINDER OF THE CURRENT MUNICIPAL YEAR

Pursuant to Minute reference 36 of the Full Meeting of Council from 15 June 2020 convened by Conference Call. To review and resolve the arrangements in consideration of the ongoing Pandemic restrictions.

10. REMEMBRANCE SUNDAY ARRANGEMENTS 2020.

Due to the continuing Pandemic restrictions a virtual meeting took place on 11 September 2020 to collaboratively review the guidelines and consider permissible options. The Meeting was chaired by Councillor Humphries in his capacity as the Chairman of the Droitwich Spa Branch of the Royal British Legion and was facilitated by the Town Clerk. Delegates included Elected Members representing the Town, District and County Councils, the Police and RBL Secretary. To receive an update from Councillor Humphries and the Town Clerk from the meetings output. [*For information*]

11. CHRISTMAS LIGHTS SWITCH-ON ARRANGEMENTS 2020

Due to the continuing Pandemic restrictions the usual Community Event to celebrate the Christmas Lights being switched on by the Mayor will not be possible this year. Tentative arrangements are being considered for the Mayor to Switch- on the Lights without a formal public gathering but to at least mark the occasion. A small socially distanced ceremony is being arranged for possibly Friday 27 November 2020 in the garden frontage of St Richards House. Further details to be confirmed through the Community & Amenities Committee Meeting on 9 November 2020. [*For information*]

12. ACCESSIBILITY STATEMENT DROITWICH SPA TOWN COUNCIL WEBSITE.

Pursuant to minute reference 74 of the Resources Committee meeting held on 28 July 2020 by conference call to receive the enclosed Accessibility Statement and related Website Accessibility Requirements prepared by Mrs Jennifer Fish on behalf of the Town Council. The changes are effective from 23 September 2020 and accord with the Government

recommendations. All new content and archived material spanning the timeframe 2018 to date is required to be compliant for government domain websites. A timescale of 31 March 2020 has been suggested to check and amend the archived content back as far as 2018 for the Town Council website. Any content provided externally for use on the website going forward will also be subject to the amended accessibility standards before acceptance. *[For information]*

### 13. ANNUAL REVIEW OF RISK

To accord with the recommendations of the Internal Auditor to review all risk attributed to the business of the Town Council annually. Fully updated Risk Assessment attached including details of the Covid 19 safety precautions implemented this year during the emergence of the pandemic. *[For information]*

### 14. NEIGHBOURHOOD PLANNING & PROPOSED PLANNING REFORMS

To note that pursuant to minute reference 96 of the Planning Committee meeting held by Zoom on 14 September 2020, the proposed meeting with Wychavon District Council to discuss these matters has been postponed due to the availability of some of the delegates. A further meeting will be arranged in October and notified.

To receive any relevant information or update from Councillor Humphries in the capacity as Town Council representative for the Neighbourhood Planning Group. *[if appropriate]*

### 15. MUNICIPAL PLANTING

To consider an additional option to the existing contract which suggests planting approximately 33 containers throughout the town centre with spring flowering bulbs to include tulips, crocus, daffodils & hyacinth. Costs for the next spring provision would be £1400.00 inclusive of plants, maintenance and re-composting. Normally the summer plants and winter bedding run back to back May to November with no spring flowers. The quotation is considered very competitive and in line with the usual high standards maintained by the contractors and growers who provide the Town planting.

16. COUNTY COUNCIL MATTERS- To receive reports on County Council matters *[if appropriate]*

17. DISTRICT COUNCIL MATTERS – To receive reports on District Council matters *[if appropriate]*

18. ACCOUNTS FOR PAYMENT *[details attached]*

#### **Distribution:**

All Members of the Town Council

Agenda for Information to:

County & District Councillors for Droitwich Spa  
Subscribers, Press

