

# Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 18 December 2017 at 6.20pm (meeting postponed from 11 December 2017).

PRESENT: Councillor Mrs K Tomalin (Chairman)  
Councillor A Humphries (Vice-Chairman)  
Councillor S Best (Mayor) Ex Officio  
Councillor G R Brookes  
Councillor G Duffy  
Councillor L Evans  
Councillor A H Laird  
Councillor T J Noyes

ALSO PRESENT: Councillors Ms J Bolton, Mrs C Bowden, Mrs S Harris, Mrs A Hawkins, R J Morris, W T Moy and R E Murphy.

APOLOGIES FOR ABSENCE – Councillor R G Beale, committee member, also Councillors A Roberts and A M Sinton.

## 174. DECLARATIONS OF INTERESTS

Mr M Keld, Assistant Town Clerk Community & Amenities declared a prejudicial interest in Agenda Item 11 – Succession Planning and vacated the Chamber during the consideration thereof.

## 175. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 16 OCTOBER 2017

RESOLVED That the Minutes of the Meeting of the Resources Committee held 16 October 2017 be confirmed as a correct record and signed by the Chairman.

## 176. EXTERNAL AUDITOR'S REPORT

Grant Thornton UK LLP had given the Council an unqualified (ie clear) report and confirmed that the information in the Annual Return was in accordance with proper practices and that no matters have come to their attention giving cause for concern that the relevant legislation and regulatory requirements had not been met. The formal notice had therefore been displayed. The Audit Opinion was received under letter dated 16 November 2017 and therefore Grant Thornton has not complied with the accounts and audit regulations regarding the date for the audit being signed off, however this was the final year of their contract.

Notification had been received of the External Auditor Appointments for the five year period commencing with the financial year 2017/18.

RESOLVED That the report be noted.

177. INTERNAL CONTROL POLICY

Each year the Council reviewed its Internal Controls Policy, the latest changes had been to improve the Heritage Centre's procedures and to increase the number of Councillor Signatories. These changes had been successful. There were no further changes to the Internal Control Policy recommended at present.

RESOLVED                      That the report be noted and no changes be made to the Council's Internal Control Policy at the present time.

178. STANDING ORDERS AND FINANCIAL REGULATIONS

There was a commitment to review these annually. With regard to the Standing Orders, the most recent changes related to, inter alia, the Openness of Local Government Bodies Regulations 2014, which gave the public new rights to film and report council meetings, including meetings of committees and sub committees, using digital and social media, together with the recording of significant decisions.

With regard to the Financial Regulations, the Town Council did not utilise internet banking at the present time other than to allow for the account(s) to be reviewed. Should this be a banking arrangement that the Committee wished to adopt then at that time specific Financial Regulations that accord with the NALC model will be presented for approval.

No changes were recommended at the present time.

RESOLVED                      That, having reviewed the Council's Standing Orders and Financial Regulations, no changes be made at the present time.

179. RISK MANAGEMENT POLICY

This document was also reviewed annually, the last amendment having related to the inclusion of Business Interruption Insurance. The reference to the Corporate Homicide and Corporate Manslaughter Act 2007 included within the enhanced insurance cover was noted and that identification of the financial risks facing the Council should inform and enable councillors to have regard to such matters when considering future expenditure and setting its budgets.

RESOLVED                      That having reviewed the Council's Financial Risk Management Policy no changes be made at the present time.

180. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £24,151.00 were considered for payment, together with supplementary creditor accounts in the sum of £1,916.70.

RESOLVED                      That the statement of accounts appended be received and the expenditure totalling £26,067.70 (£24,151.00 + £1,916.70) be approved and duly passed for payment.

181. EXCLUSION OF THE PUBLIC AND THE PRESS

RESOLVED 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 involved financial, legal and personnel matters.

**CLOSED SESSION**

182. LANDHOLDINGS

[Mr M Nicoll of Nicol & Co Estate Agents in attendance]

Pursuant to Minute No 207, Resources Committee meetings 16 January 2017, Nicol & Co Estate Agents were appointed to market the two parcels of land, namely the disused allotment site at Kidderminster Road and an area of land at Cockshute Hill the subject of planning approval W/13/01614 and now 17/00884. These sites had been identified by the Town Council for disposal prior to the current administration.

The Committee received an update on the two sites.

- RECOMMENDED
1. That the action taken to date pertinent to the sale of land at Cockshute Hill be endorsed, including matters relating to the indemnity policy and Buyer's Unacceptable Condition, and that therefore the agreement in relation to the land at Cockshute Hill be signed.
  2. That the land at Kidderminster Road be sold to Messrs P & N Major at a sum of £50,000 being amenity land, with the benefit of an overage, this to be negotiated by a delegation to the Town Clerk and the Chairman and Vice-Chairman of the Resources Committee.

183. SUCCESSION PLANNING

*[Mr M Keld, Assistant Town Clerk Community & Amenities had declared a prejudicial interest and vacated the Chamber during the consideration thereof.]*

The Committee reviewed the arrangements suggested following the retirement of the Town Clerk and the Caretaker on 31 March 2018.

The Committee wished to facilitate succession planning to ensure stability and continuity of service in the small but skilled and effective team of Town Council officers, and to maintain the present structure and responsibilities. There were excellent candidates internally to recruit to the position of Town Clerk, namely the two Assistant Town Clerks. Mrs Greenfield had confirmed that she did not wish to apply for the position.

RECOMMENDED

1. That the retirement of the Town Clerk and Caretaker on 31 March 2018 be confirmed.
2. That Mr Mark Keld, Assistant Town Clerk Community & Amenities be promoted to the office of Town Clerk and Responsible Finance Officer as from 1 April 2018, starting at the lowest grading with incremental changes from Spinal Column Points 40 to 45.
3. That Mr R Harrison be appointed to the position of Caretaker as from 1 April 2018 at the current National Living Wage rate as per the current postholder.
4. That the position of Assistant Town Clerk Community & Amenities be advertised.

The meeting closed at 6.43pm with seasonal greetings from the Chairman.

Chairman of Committee  
15 January 2018

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Chairman of Council  
29 January 2018

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**RESOURCES COMMITTEE MEETING 18 DECEMBER 2017 – MINUTE NO 180****REFERS****Creditor Payments List**

11141	Wychavon District Council Small Lottery Registration - Mayor's Charity Account	£20.00
11142	Petty Cash Reclaim Voucher Nos. 1440 to 1454	£172.49
11143	British Gas Services (Commercial) Limited Part fitted during Service of Boiler - 18 October 2017	£18.00
11144	Justin Bowen, Wychbold Fudge TIC Purchases	£133.20
11145	Merlin Office Supplies Limited Stationery	£209.05
11146	A J Manton Hillhampton Honey TIC Purchases	£209.00
11147	Preservation Equipment Limited Equipment for TIC	£452.66
11148	Churchfields Farmhouse Ice Cream TIC Purchases	£336.00
11149	Aquam Water Services Standpipe - water usage	£3.48
11150	Weldon Heating & Plumbing Work carried out on radiators and hot water tap	£90.00
11151	Jane Blundel, Funky Faces face painting Christmas Lights Switch On Event	£432.50
11152	Wychavon District Council Temporary Road Closure - Christmas Market	£90.00
11153	R T Harrison Handyman, VAS & Caretaker Duties	£495.00
11154	Cllr S Best Travel expenses - Civic invitations September & October 2017	£64.40
11155	Dudley's Coaches Limited TIC Booking sales September and October less commission	£467.55

11156	Mrs B Middlemass TIC Purchases	£77.94
11157	Paul Jones TIC Purchases	£12.95
11158	GCD Consultancy ESET 12 months Protection - License Renewal	£552.00
11159	The Bromsgrove Society TIC Purchases	£10.00
11160	ADT Fire and Security plc Rental Maintenance and Monitoring Intruder Alarm System 1 November 2017 to 31 October 2018	£1,705.34
11161	Sarah Inglis, Sing & Tonic Christmas Lights Switch On Event	£75.00
11162	Hardings Coaches Limited TIC Ticket sales less commission	£47.25
11163	Mrs P Pinfield Refund for payment made for Hardings trip cancelled	£55.00
11164	AA Media Limited AA Signs - Christmas Lights Switch On Event	£856.80
11165	Catering Hygiene Specialists Limited Kitchen Deep Cleaning - Community Hall	£838.80
11166	Mrs B Middlemass TIC Purchases	£50.00
11167	Age Concern Droitwich Spa & District Grant	£950.00
11168	Star Editions Limited TIC Purchases	£161.69
11169	Zurich Municipal Insurance Premium 1/1/2018 to 31/12/2018	£13,489.33
11170	Justin Bowen Wychbold Fudge TIC Purchases	£266.40
11171	Preservation Equipment Limited TIC Purchases	£85.92
11172	Orca Book Services TIC Purchases	£48.72

11173	Hedgerow Publishing Limited Mayoral/TIC Christmas Cards & Additional Purchases	£391.18
11174	Amplified Sound Limited Stage and sound for Christmas Lights Switch On Event	£520.00
11175	R T Harrison Handyman & Caretaker duties - £570.00 Lengthsman Duties - £121.35	£691.35
11176	Top Cut Mowing Services Limited Repair to bench at Copcut Park	£72.00

SUB-TOTAL £24,151.00

### Supplementary Creditor Payments List

11177	ADT Fire and Security plc Maintenance of Access Control System 29.12.17 to 28.03.18	£146.06
11178	R T Harrison Tree work carried out - Celvestune Way	£1,130.00
11179	A.J. Manton, Hillhampton Honey TIC Purchases	£174.20
11180	St John Ambulance First Aid provision - Christmas Lights Switch On Event	£406.56
11181	Merlin Office Supplies Limited Rock Salt for grit bins - St Richard's House & Community Hall	£59.88

SUB-TOTAL £1,916.70

**TOTAL £26,067.70**