

# Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 2 June 2014 at 9.15pm.

PRESENT: Councillor K J Jennings (Chairman)  
Councillor G R Brookes (Vice-Chairman, Ex-officio)  
Councillor R G Beale  
Councillor Mrs P E Davey  
Councillor E Harwood  
Councillor T J Noyes

ALSO PRESENT: Councillors R E Murphy, Mrs G Noyes, A M Sinton, P Stevens and Mrs E A Taft.

APOLOGIES FOR ABSENCE – Councillors M C J Barratt and Mrs M A Lawley, committee members, also Councillors R J Morris and R G Seabourne (*Councillor Seabourne having left at the close of the meeting of the Community & Amenities Committee held immediately prior*).

## 34 DECLARATIONS OF INTERESTS

There were no declarations of interest.

## 35 MEMBERSHIP OF THE COMMITTEE

The Membership and Chairmanship of the Committee, as determined at the Annual Meeting of Council held on 19 May 2014, was noted.

## 36 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 14 APRIL 2014

RESOLVED That the Minutes of the Meeting of the Resources Committee held 11 March 2013 be confirmed as a correct record and signed by the Chairman.

## 37 EMERGENCY COMMITTEE

The Resources Committee noted that the Emergency Committee membership, as laid down in the Internal Control Policy, comprises the Chairman and Vice-Chairman of Resources Committee, the Mayor, the Leader of the Majority Party and the relevant Committee Chairman (the Town Clerk also being a member of this committee).

## 38 TOWN COUNCIL ACCOUNTS FOR YEAR ENDING 31 MARCH 2014

The Town Clerk presented the accounts and accompanying information contained within the supporting notes to the Committee. The increase in reserves was noted and individual queries were answered relating to the Lengthsman budget.

RECOMMENDED That the Town Council Accounts for the year ending 31 March 2014, as reported, be approved.

39 STATEMENT OF ACCOUNTS AND STATEMENTS OF ASSURANCE ON THE ANNUAL RETURN

RECOMMENDED That the Statement of Accounts for the year ending 31 March 2014 and section 1 of the Annual Return, together with the Statement of Assurance, as reported, be received and approved.

40 REPORT OF THE INTERNAL AUDITOR

RESOLVED That the report from the Internal Auditor be received and noted.

41 BANK RECONCILIATION FOR THE YEAR END 31 MARCH 2014

RESOLVED That the bank reconciliation statement for year ending 31 March 2014 be received and noted.

42 SPECIAL GRANTS – PAYMENT

The Committee considered the payment of budgeted grants to the following:

- a. Citizens' Advice Bureau - £4,000
- b. Droitwich Council for Voluntary Service - £3,000
- c. St Mary de Witton (maintenance of churchyard) - £1,300

Councillor Mrs G Noyes advised that the Manager position was vacant at the Droitwich Council for Voluntary Service and the Town Clerk advised that this did not affect the payment of the Special Grant.

RESOLVED That the following grants be made, as per the budget allocations:

- Citizens' Advice Bureau - £4,000, the Town Clerk to agree a schedule of payments with Mrs R Davies, Bureau Manager;
- Droitwich Council for Voluntary Service - £3,000;
- St Mary de Witton (maintenance of churchyard) - £1,300.

43 ACCOUNTS FOR PAYMENT

The Town Clerk advised that Nos 10350 and 10356 had been withdrawn.

RESOLVED That the statement of accounts appended be received and the expenditure totalling £12,605.64 be approved and duly passed for payment.

The Chairman advised that in view of the lateness of the hour the item relating to Land at Kidderminster Road was deferred to the next meeting. As there was no need to Exclude the Public and Press he therefore declared the meeting closed.

The meeting closed at 9.30pm.

Chairman of Committee \_\_\_\_\_  
4 August 2014

Chairman of Council \_\_\_\_\_  
23 June 2014

**RESOURCES COMMITTEE MEETING 2 JUNE 2014 – MINUTE NO 43 REFERS****Creditor Payments List**

10345	GCD Consultancy New office database server	£965.00
10346	PR Support Services Handyman duties - April 2014	£304.68
10347	Dudley's Coaches Ltd Bookings taken in April 2014	£228.60
10348	Ian Fraser, CIPFA Internal Audit 2013/2014	£475.00
10349	County Security Limited Alarm Call-Out	£22.20
10351	Citizens' Advice Bureau Grant	£4,000.00
10352	Droitwich Council for Voluntary Services Grant	£3,000.00
10353	St Mary de Witton Churchyard Maintenance (The Parish of Droitwich Spa) Grant	£1,300.00
10354	Paperstation Ltd Stationery	£21.56
10355	Hillhampton Honey (A J Manton) TIC purchases	£170.00
10357	Top Cut' Mowing Services Parks Contract April 2014	£711.60
10358	Mike Henley Photography Council Photograph	£50.00
10359	Tagwells - Tea Room & Cupcakes Refreshments for Mayormaking 19 May 2014	£357.00
10360	CT:D Spa Foodbank Account Grant to Churches Together for Foodbank	£1,000.00
	<b>TOTAL</b>	<b>£12,605.64</b>