

# Droitwich Spa Town Council

MINUTES of the meeting of the **RESOURCES COMMITTEE** held in the Council Chamber at St Richard's House, Victoria Square, Droitwich Spa on Monday 13 April 2015 at 6.40pm.

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

ALSO PRESENT: Councillors J Cook, R E Murphy, Mrs G Noyes, Mrs E A Taft

APOLOGIES FOR ABSENCE – Councillors R G Beale (committee member), also Councillors R J Morris and A M Sinton.

## 289 DECLARATIONS OF INTERESTS

There were none.

## 290 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 9 MARCH 2015

RESOLVED That the Minutes of the Meeting of the Resources Committee held 9 March 2015 be confirmed as a correct record and signed by the Chairman.

## 291 INTERIM REPORT OF THE INTERNAL AUDITOR

The Committee noted that the Council's Internal Auditor, Mr I Fraser, CPFA had undertaken an interim internal audit inspection on 4 March 2015 and received his Interim Annual Report, for information. No areas of concern had been highlighted.

Mr Fraser would next visit on 29 April 2015 for the end of year audit inspection.

On behalf of the Committee, the Chairman thanked the Town Clerk and all staff for their hard work in this regard.

RESOLVED That the report of the Internal Auditor be noted.

## 292 ANNUAL REVIEW OF FINANCIAL ARRANGEMENTS AND INTERNAL AUDIT

Under the Accounts and Audit Regulations 2006 (which amended the Accounts and Audit Regulations 2003) the Resources Committee was obliged to carry out a review of the effectiveness of the Council's internal controls and to report thereon to Council. It was also required to conduct a review of the effectiveness of the Council's system of internal audit and report formally, accordingly.

The Town Clerk had recommended that no amendments were needed to the Financial Regulations or to the Policy on Internal Controls at this time. It was noted that the Town Council reviewed its Standing Orders annually, the last time being in October 2014 (Minute 142, Resources Committee 13 October 2014 refers) and the Policy on Internal Controls (Minute 141, Resources Committee 13 October 2014 refers). Each Councillor has a copy of both of these documents.

With regard to the effectiveness of the system of internal audit, the Council had appointed a qualified local government accountant to act as its independent internal auditor. The Committee noted the Auditor's role and considered the level of internal audit currently required. It was noted that the internal auditor produced a written report for the Council after both stages of the internal audit.

The Committee noted that the Town Clerk, as Responsible Financial Officer, agreed with these arrangements, and was satisfied with the effectiveness of the Council's system of internal audit.

#### RESOLVED

1. That no changes be made to the Financial Regulations but that they be reviewed at this meeting each year.
2. That no changes be made to the Policy on Internal Controls at the present time.
3. That the comments of the Responsible Financial Officer be noted and the Council, having reviewed the effectiveness of the system of internal audit, approves the current arrangements.
4. That the services of Mr Ian Fraser CPFA be retained for 2013/14.

#### 293 IT INFRASTRUCTURE

The Committee was advised of proposals for the Council's IT infrastructure in line with the continuing expansion of the Council's use of IT. An upgrade to the internet connection from ADSL to fibre was recommended to provide a faster external link for internet access and also to assist with offsite cloud storage of the server backups for disaster recovery.

As a separate matter, to improve the facilities available at the Community Hall it was suggested that WiFi be installed and therefore to have a BT link put in place for internet only connection. Upon a question from Councillor Mrs P E Davey it was noted that for instance this installation would assist with the display of the [www.visitdroitwichspa.com](http://www.visitdroitwichspa.com) website at the Town Meeting on 30 March 2015.

The Town Clerk advised that increased expenditure on the IT facilities during 2014/15 had been necessary and that this situation would continue as the use of IT expanded. The costs involved would be commensurate with budget estimates for 2015/16.

It was unlikely that WiFi would be available in the Council Chamber without the expense of a separate BT connection but this would be investigated as part of the ongoing improvements.

RESOLVED

1. That an upgrade to the internet connection from ADSL to fibre be effected to provide a faster external link for internet access and also to assist with offsite cloud storage of the server backups for disaster recovery.
2. That to improve the facilities available at the Community Hall WiFi be installed and therefore a BT link be put in place for internet-only connection.

294 ACCOUNTS FOR PAYMENT

With regard to Cheque No 10579, the Committee paid tribute to the work of the Parish Lengthsman and commended the scheme.

RESOLVED

That the statement of accounts appended be received and the expenditure totalling £20,202.06 be approved and duly passed for payment.

The meeting closed at 6.50pm.

Chairman of Committee  
1 June 2015

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Chairman of Council  
27 April 2015

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**RESOURCES COMMITTEE MEETING 13 APRIL 2015 – MINUTE NO 294 REFERS****Cheques signed 30 March 2015**

10571	GCD Consultancy Renewal of Domain name droitwichspa.gov.uk	£115.20
10572	British Gas Services (Commercial) Limited Renewal of Boiler contact 19.04.15 to 19.04.16 Community Hall - £387.86 St Richard's - £361.51	£749.37
10573	Merlin Office Supplies Limited Stationery	£645.78
10574	TT Commercial Trading Ltd - ecomax-catering.co.uk Dishwasher for Community Hall	£2,790.00
10575	Association of Independent Museums Museum Membership	£45.00
10576	Mint Electrical Services Emergency Light Testing February & March 2015 Supply & install electrical supply for dishwasher - C Hall Upgrade electrical power to high street triangle power pillar	£636.00
10577	Wychavon District Council Salaries - February 2015	£11,236.02
10578	Performing Right Society Limited Music Licence for Community Hall - 06.04.15 to 05.04.16	£840.36

**Cheques signed 13 April 2015**

10579	R T Harrison Lengthsman duties - March 2015 - £393.80 Handyman duties - £315.00	£708.80
10580	P R Support Services Handyman duties - March 2015	£326.71
10581	Top Cut Mowing Services Limited Parks Contract - March 2015	£744.00
10582	Dudley's Coaches Limited TIC ticket sales less commission	£337.95
10583	N Hunt TIC Purchases	£18.00

10584	Rowena Davis TIC Purchases	£4.50
10585	ADT Fire & Security plc Maintenance of Fire Alarm System	£379.37
10586	John Ellis Associates Limited 6 Monthly Health & Safety Consultancy Services	£625.00
	Total	£20,202.06

