

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 6 June 2016 at 6.45pm.

PRESENT: Councillor A Humphries (Chairman)
Councillor R Murphy (Ex-officio)
Councillor S Best (Vice-Chairman)
Councillor R G Beale
Councillor A H Laird
Councillor Mrs K Tomalin

ALSO PRESENT: Councillors Ms J Bolton, Mrs C Bowden, Mrs A Hawkins, and A Roberts.

APOLOGIES FOR ABSENCE – Councillors L Evans, T J Noyes, A M Sinton, Committee member and Councillors Mrs S Harris, R J Morris and Mrs M A Lawley.

33 DECLARATIONS OF INTERESTS

Councillor R E Murphy, Mayor, declared an interest in Agenda Item No 13 – Accounts for Payment No 10815 this being the first instalment of the Mayoral Allowance.

34 MEMBERSHIP OF THE COMMITTEE

The Membership, Chairmanship and Vice-Chairmanship of the Committee, as determined at the Annual Meeting of Council held on 16 May 2016, was noted.

35 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 11 APRIL 2016

RESOLVED That the Minutes of the Meeting of the Resources Committee held 11 April 2016 be confirmed as a correct record and signed by the Chairman.

36 MEMBERSHIP OF THE NEW HOMES BONUS WORKING PARTY

The Membership and Chairmanship of the New Homes Bonus Working Party, as determined at the Annual Meeting of Council held on 16 May 2016, were noted as follows:

Councillor T J Noyes – Chairman and Councillors G R Brookes, Mrs S Harris, A Humphries and Mrs K Tomalin.

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 2016

The Town Clerk presented the accounts and accompanying information contained within the supporting notes to the Committee.

RECOMMENDED That the Town Council Accounts for the year ending 31 March 2015, as reported, be approved.

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

RECOMMENDED That the Statement of Assurance (Section 1) and thereafter the Statement of Accounts (Section 2) of the Annual Accounts for the year ending 31 March 2016 be received and approved.

40 BANK RECONCILIATION FOR THE YEAR END 31 MARCH 2016

RESOLVED That the bank reconciliation statement for year ending 31 March 2016 be received and noted.

41 REPORT OF THE INTERNAL AUDITOR

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

The Town Clerk and staff were thanked for their work in this regard.

42 REPORT OF THE NEW HOMES BONUS WORKING PARTY

The report of the New Homes Bonus Working Party was considered. Additional information pertaining to Scheme No 4, St Peter's Fields Sports Association – Community Pavilion had been sent to Councillors and plans and photographs were displayed at the meeting.

RESOLVED That the following recommendations of the New Homes Bonus Working Party pertaining to the allocation of the New Homes Bonus monies to applicants be approved:-

Scheme No	SCHEME	Allocation	Comments
1.	Fortis Living – Westlands Play Area Project	£0	This is an open area to play in with a play area nearby. Local objections to the scheme.
2.	King George V Sports CIC – Salwarpe Pavilion Refurbishment	£33,000	This will enable phased refurbishment of the toilet block and changing facilities
3.	Droitwich Council for Voluntary Services – Community Garden	£4,000	Schedule of maintenance required
4.	Droitwich (St Peters Fields Sports Association – Community Pavilion	£15,000 initially with future monies allocated	Deliverability of the scheme needs to be ascertained. Future allocation of NHB to be committed once scheme in progress.
5.	Droitwich Rugby Football Club (now Multi-Sports Club) – Pitch & Drainage Improvement Works (No 1 Priority).	£0	Would like to see tangible asset eg floodlighting.
6.	Droitwich Rugby Football Club (now Multi-Sports Club) – Upgrading the Training Pitch Floodlighting (No 2 Priority)	£25,000	
7.	Droitwich Rugby Football Club (now Multi-Sports Club) – New Floodlighting (No 3 Priority)	£0	
8.	Town Centre – Events Infrastructure	£40,000	DSTC to make application - upgrade to electricity cabinet in High Street, new electricity cabinet in Vines Lane to service Vines Park, provision of mains water points, possible signage and possible retractable (ie temporary) bollards.
9.	Brine Heritage ‘entrepreneur’	£0	In abeyance
10.	Joint project with Hindlip, Martin Hussingtree & Salwarpe Parish Council – Jetty on west bank of Droitwich Canal Bridge adjacent access point to Salwarpe Village	£0	It is understood that there are technical difficulties with this scheme. <i>[Further information received confirmed this.]</i>
	TOTAL SPEND	£117,000	

43 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

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

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

44 ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £12,318.95 were considered for payment, along with supplementary payments in the sum of £8,686.13 as appended.

RESOLVED That the statement of accounts appended be received and the expenditure totalling £21,005.08 (£12,318.95 + £8,686.13) be approved and duly passed for payment.

45 NOTICE OF VACANCY

[Additional item considered at the meeting]

Following the resignation from the offices of Town and District Councillor by Mrs Catherine Powell a Notice of Vacancy had been published. Subsequently Wychavon District Council had confirmed receipt of the ten requests for the Droitwich West Town election and advised that to combine this with the District Election two requests were awaited for receipt between 9 June and 23 June. The by-election would then be held on 28 July, close of nominations being 1 July therefore after the EU Referendum.

RESOLVED That the report be noted.

46 EXCLUSION OF THE PUBLIC AND 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 and legal matters

CLOSED SESSION

47 INCIDENT – LAND AT KIDDERMINSTER ROAD

[Additional item considered at the meeting]

The Town Clerk reported verbally upon a recent incident that had occurred over the Spring Bank Holiday together with details of the remedial actions both taken and which were due to be taken in this matter. Reports had been made to West Mercia Police. Expenditure had been incurred to secure the site and other security measures were being put in hand.

Mr M Keld, Assistant Town Clerk, was commended for his actions in this regard.

RESOLVED That the report be noted and the necessary expenditure approved.

The meeting closed at 7.10pm.

Chairman of Committee
1 August 2016

Chairman of Council
20 June 2016

RESOURCES COMMITTEE MEETING 6 JUNE 2015 – MINUTE NO 44 REFERS**Creditor Payments List****Cheques already signed 16 May 2016**

10811	Ian Fraser Internal Audit for year ended 31 March 2016	£475.00
10812	PR Support Services Handyman duties - April 2016	£409.77
10813	Merlin Office Supplies Limited Stationery & Office supplies	£384.60
10814	Performing Right Society Limited Community Hall - PRS Licence 6.4.16 to 5.4.17	£467.64

Cheques signed 6 June 2016

10815	Cllr R E Murphy First instalment of Mayoral Allowance	£1,500.00
10816	A Bourne Macebearer Allowance 2016/17	£150.00
10817	S Bennett Macebearer Allowance 2016/17	£150.00
10818	Citizens Advice Bureau Grant	£4,000.00
10819	DCVS Grant	£3,000.00
10820	St Mary de Witton Grant	£1,300.00
10821	Dudley's Coaches Limited TIC ticket sales less commission	£249.30
10822	A J Manton, Hillhampton Honey TIC Purchases	£150.00
10823	Star Editions Limited TIC Purchases	£82.64

Supplementary Cheques signed 6 June 2016

10824	R T Harrison Hedge cutting & Caretaker duties 11 May to 1 June 2016	£525.00
10825	PR Support Services Handyman duties - May 2016	£354.98

10826	Cheltenham Borough Council Grounds Maintenance April to June 2016	£7,551.02
10827	Top Cut Mowing Services Limited Repair broken benches Spring Meadow and Copcut Park Replace broken fence stakes and bollards	£114.00
10828	ADT Fire and Security plc Maintenance of the Access Control System 29 June to 28 September 2016	£141.13
	TOTAL	<u>£21,005.08</u>