

Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held at the Community Hall on Monday 6 December 2021 at 7.06 pm

PRESENT: Councillor DM Craigie (Vice Chairman)
Councillor EJ Bowden
Councillor GR Brookes
Councillor Mrs J Chaudry
Councillor RP Hopkins

ALSO PRESENT: Councillors Mrs C Bowden, G Duffy, J Grady, AH Laird & CM Murray,

APOLOGIES FOR ABSENCE: Councillors, Mrs K Fellows, RG Beale, A Humphries, RJ Morris, WT Moy (Ex officio) & AM Sinton.

182. DECLARATIONS OF INTERESTS

None received.

183. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 11 OCTOBER 2021.

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 11 October 2021 at the Community Hall be confirmed as a correct record and signed by the Chairman.

184. ANNUAL REVIEW OF RISK 2021/2022

Annual Review of Risk 2021/2022– Pursuant to the Interim Internal Auditor Visit which took place on 10 November 2021, the Council is required to review all Risk prior to the end of each Municipal Year. This again now requires formal review and adoption. Important updates have been added for Covid 19 measures (page28) as well as general additions throughout the document (including arboreal, valuations and insurance cover aspects) *.[Full Risk Assessment Document for all Town Council matters and business enclosed with Agenda for review & consideration].*

The Town Clerk updated on the aforementioned changes – arboreal matters, property valuations for late 2022, insurance cover and Covid 19 precautions. Councillor GR Brookes requested through the Chairman that this item and the remaining agenda items be presented and taken as read from the Agenda going forwards. There were no questions arising.

RESOLVED - The information was noted. That the updated risk assessment report be acknowledged and accepted.

185. ANNUAL INSURANCE POLICY RENEWAL

Annual Insurance Policy Renewal 2021/2022_- Following recommendations by the Internal Auditor the annual renewal of the Zurich Municipal Insurance is required to be presented to Elected Members. To this effect the policy has been checked and discussed

in advance of renewal with the provider to ensure that the terms continue to meet the business demands and needs of the Town Council for the next calendar year. A copy of the full policy schedule is provided for supporting information and reference, covering from the renewal date of 1 January 2022 for the next year. There are no anticipated changes to the levels of cover or policy attributes except for the following *[for information]*.

1. The value of the Town Councils Fidelity Insurance cover has been increased from £250,000.00 to £1,000,000.00. This covers the Council cash and bank holdings and the increase is necessary due to the increased value fluctuations of turnover through the Account.
2. The Underwriters advise that effective from February 2022 index linking is anticipated to rise possibly between 9% and 10% for buildings cover. This is due to the market increases for materials and is a significant factor should an incident and rebuild scenario arise affecting either of the Town Council public buildings. The recommendation is that a full revaluation is carried out for both premises to coincide with the expected changes (in this case before the next scheduled renewal in December 2022/ January 2023).

There were no questions arising.

RESOLVED- The information was noted. That the annual insurance renewal be agreed as presented.

Councillor RP Hopkins commented that he was surprised that the Insurance policy renewal was not considered for price comparisons and subject to tendering. The Town Clerk replied that the policy had been renewed annually for many years through Zurich Municipal which is an industry recommended Insurance Services provider. The provider is also recommended by the enlisted Internal Auditors. This is permitted within the Nalc Standing Orders & Financial Regulations and the premium is also below the requisite tendering threshold. (Nalc Standing Orders & Financial Regulations reference Financial Controls & Procurement).

186. ASSET REVIEW 2021/2022

Asset Review 2021/2022_- Following recommendations by the appointed Internal Auditor an annual review of assets has been completed and updated. Pursuant to minute reference number 43 of the Resources Committee meeting held on 10 June 2019, the internal audit report recommended that the report is made available at least annually for Members to review. The updated schedule of all assets is now provided including insurable monetary values. There have been no significant changes, acquisitions or disposals during the current financial year. The list was last reviewed in February 2021. The previous agenda item 5 point (b) is also relevant to the review of assets and the requirement to arrange up to date valuations for both premises to coincide with the next scheduled Insurance Policy review and renewal – ready for December 2021/ January 2022 *[Full Asset List attached with Agenda for information]*.

The Town Clerk updated that there were two separate insurable value lists presented one as at December 2021 for the review and one effective from January 2022 which details the renewed policy values. There were no questions arising.

RESOLVED – That the information was noted and the annual review of assets be accepted as presented.

187. PAYROLL FEES FROM WYCHAVON DISTRICT COUNCIL – EFFECTIVE FROM APRIL 2022

Payroll Fees from Wychavon District Council – Effective April 2022. To note the correspondence attached with the Agenda received from Wychavon District Council regarding the arrangements for maintaining Payroll Agency support for the Town Council next Municipal Year forwards *[for information]*.

RESOLVED – That the information was noted.

188. INTERIM VIST & REPORT FROM INTERNAL AUDITOR -10 NOVEMBER 2021

Interim Visit and Report by Internal Auditor- 10 November 2021. To confirm that the Internal Auditor visited on 10 November 2021 for their interim checks this Municipal Year. Their covering letter and report is attached with the Agenda and there are no significant findings or recommendations arising. The format of testing has recently changed and the details including sample size information is provided *[for information]*. There were no questions arising.

RESOLVED- That the information was noted and the report accepted.

189. CENTRAL HEATING TOWN COUNCIL BUILDINGS

To update the report attached with the Agenda on matters from November 2021 *[for information]*. There were no questions arising.

RESOLVED – That the information was noted.

190. KIDDERMINSTER ROAD LAND HOLDING

Kidderminster Road Land Holding - Development Appraisal, September 2021. To confirm that the Development Appraisal Report (September 2021) provided by Avon Planning Services Ltd was presented at Council during September. This is the first component of the wider Marketing Prospectus and up to date valuation options being produced for the Town Council through GJS Dillon – Commercial Property Consultants. The Planning Report and Prospectus will enable the Town Council to make further informed consideration for options for the land in due course. A second request for progress towards the active marketing strategy has been made to the Agent on 24 November 2021. Further details will be provided as they become available. There were no questions arising. During the interim period a further unconnected and unofficial enquiry with accompanying indicative offer has been received from an interested party for the land. The value is less than the two similar approaches received and respectfully rejected during the summer. To this effect the third more recent offer has also been declined at this time. There were no questions arising.

RESOLVED – That the information was noted.

191. CLIMATE CHANGE - REDUCTION OF CARBON FOOTPRINT IN DROITWICH SPA

Climate Change – Reduction of Carbon Footprint in Droitwich Spa. Pursuant to minute reference 152 of the Resources Committee meeting that took place on 11 October 2021 to confirm that registration has been made through Worcestershire County Council for an A1 Peep Energy Assessment (Free Service) on the two Town Council public buildings. Various preparatory work is now required in order to take forward the survey including provision of energy costs consumption and expenditure data. Further progress will be reported in due

course when the information is collated and the surveys proceed *[for information]*. There were no questions arising.

RESOLVED – That the information was noted.

192. HERITAGE MANAGER VACANCY

Heritage Manager Vacancy. To be advised that sadly Miss Emily Porter- Elliot has notified her resignation on 30 November 2021 for the reason that she has been successful with an appointment for a Full Time position at her former University. This is an understandable opportunity and we wish Emily every success in her future career.

With the Christmas and the New Year period fast approaching, arrangements will be taken forward for advertising the resultant Heritage Manager (job share) vacancy during January/February. Emily's last day in the business for the Heritage Centre will be 23 December 2021.

The Town Clerk also updated that due to the work pattern of the other existing Heritage Manager (job share) it may be necessary to close the Centre during some Fridays and Saturdays in January and February 2022. This is for operational reasons and to protect against loan working scenarios whilst the steps for advertising the vacancy and recruitment process are completed. It is anticipated that any closures will be minimal and only affect the less busy winter period. The advertisement and recruitment is being deferred until into January due to seasonal matters and the hope to attract greater interest for the position after the Christmas and New Year holiday period. There were no questions arising.

RESOLVED – That the information was noted.

193. ACCOUNTS FOR PAYMENT.

Creditor accounts in the sum of £36,453.61 were considered for payment *[lists attached with Agenda]*.

RESOLVED- There were no further questions arising. That the statement of accounts appended be received and the expenditure totalling £36,453.61 be authorised and duly passed for payment.

The meeting closed at 7.22pm.

Chairman of Committee

17 January 2022

Chairman of Council

13 December 2021