

Droitwich Spa Town Council

St Richard's House
Victoria Square
Droitwich Spa
Worcs
WR9 8DS

30 November 2020

Telephone: 01905 774258
www.droitwichspa.gov.uk

You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held using the Zoom Virtual Meeting facility on Monday 7 December 2020 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the later.

The remote meeting format is a special temporary contingency measure due to the Covid 19 Pandemic. As such the log in details will be available & notified to Elected Members by Town Council Officers through a separate email earlier on the day of the meeting. Members of the public wishing to raise questions prior to the meeting from 5.45pm and/or attend the meeting itself should follow the usual protocol (as follows). They must contact the Town Council Office between the times of 9.00am and 1.00pm on the day of the meeting in order to be notified of the log in details for the virtual meeting format and register any questions for consideration.



Mark Keld
Town Clerk

AGENDA

1. Apologies for absence.
2. Declarations of Interests
3. To confirm as a correct record the Minutes of the meeting of the Committee held on 12 October 2020 by the Zoom facility. *[attached]*
4. External Audit Report 2019/2020. The full annual return was submitted to the external auditors maintaining the original timescales despite Covid 19 restrictions and pursuant to Minute reference 34 of Full Council on 15 June 2020 (conference call). The External Auditors report confirming no matters arising was received on 12 October 2020. *[attached for information]*
5. Interim Internal Auditors Visit for Year 2020/2021. The Internal Auditor attended on 24 November 2020 to complete the interim visit ahead of the current Municipal year end. The report and any annotated responses will be provided in due course once received. *[for information]*

6. Town/Parish precepts and Council Tax 2021-2022. Wychavon District Council notified on 6 November 2020 requesting the Town Councils budget requirement for the financial year 2021-2022. The total budget requirement (ie- grant of £36,119.00 + precept) is required by 29 January 2021. It is anticipated that the Council Tax Support Grant and the Council Tax Base calculations will be confirmed during the first week of January from Wychavon. This should enable the draft budget to be prepared for consideration by the Community & Amenities and the Resources Committees on 11 January 2020 before proposal to Full Council on 25 January 2020. In the meantime draft estimates and a further review of current period income and expenditure to budgets is ongoing. Following the interim review of finances undertaken at the Extra Ordinary Meeting of the Resources Committee held on 7 September 2020 (Minute Ref 85) the impact of Covid 19 continues to be closely monitored. To maintain due diligence and a frugal approach, some larger spending and projects may necessitate provision over different Municipal periods. This approach worked well for the budget accumulation to fund the deferred Mayflower Event over 2 years and could be appropriate for other options including the Heritage Centre & St Richards House improvements, the Queens Platinum Jubilee celebrations in June 2022 and the Neighbourhood Plan progress.

[for information]

7. Regular Automated Payments. Following recommendations by the Internal Auditor to be advised of a summary for all regular automated payments including salaries. 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 presented at least six monthly oppose to being reviewed annually. *[list herewith for information purposes]*

8. Annual Insurance Policy Renewal- 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 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 will be available prior to the renewal date of 1 January 2021 as supporting information for reference. There are no anticipated changes to the levels of cover or policy attributes at this stage.

[for information]

9. Accounts for payment. *[lists herewith]*

Distribution:

<p>All Members of Resources Committee Councillors – A Humphries (Chairman) AM Sinton (Vice Chairman) R G Beale E J Bowden G R Brookes</p>	<p>Copy to All Other Town Councillors Agenda For Information to: County & District Councillors for Droitwich Spa Subscribers Press</p>
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Mrs J M Chaudry D M Craigie R P Hopkins W T Moy(Ex- officio)	
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