

Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held by Virtual Zoom facility on Monday 7 December 2020 at 6.26 pm

PRESENT: Councillor A Humphries (Chairman)
Councillor AM Sinton (Vice Chairman)
Councillor RG Beale
Councillor E Bowden
Councillor GR Brookes
Councillors Mrs JM Chaudry
Councillor DM Craigie
Councillor RP Hopkins
Councillor WT Moy (Ex officio)

ALSO PRESENT: Councillors Mrs C Bowden, G Duffy, Mrs K Fellows, J Grady, AH Laird, DJ Morris, RJ Morris and CM Murray.

APOLOGIES FOR ABSENCE: Non received.

167. DECLARATIONS OF INTERESTS

There were none.

168. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 12 OCTOBER 2020.

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 12 October 2020 by Zoom facility be confirmed as a correct record and signed by the Chairman.

169. 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 with Agenda and on website for information]*

RESOLVED There were no questions arising. That the information was noted.

170. 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]*

RESOLVED There were no questions arising. That the information was noted.

171. 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]

RESOLVED There were no questions arising. That the information was noted.

172. REGULAR AUTOMATED PAYMENTS LIST.

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 provided with Agenda for information purposes]*

RESOLVED There were no questions arising. That the information was noted

173. ANNUAL INSURANCE POLICY RENEWAL 2021.

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]

RESOLVED There were no questions arising. That the information was noted.

174. ACCOUNTS FOR PAYMENT.

Creditor accounts in the sum of £106,020.76 were considered for payment. *[lists attached with Agenda]*

RESOLVED- There were no questions arising. That the statement of accounts appended be received and the expenditure totalling £106,020.76 be authorised and duly passed for payment.

The meeting closed at 6.38 pm.

Chairman of Committee

11 January 2021

Chairman of Council

14 December 2020