

# Droitwich Spa Town Council

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

1 February 2021

Telephone: 01905 774258  
[www.droitwichspa.gov.uk](http://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 8 February 2021 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 11 January 2021 by the Zoom facility. *[previously circulated]*
4. Asset Register - 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 *[Full Asset List attached for information]*

5. Town Council Standing Orders & Financial Regulations- Pursuant to the Interim Internal Auditor Visit which took place on 4 December 2019, the Council is required to review its Standing Orders & Financial Regulations annually. As previously reported following membership of Worcestershire CALC (County Association of Local Councils) from October 2019 the Model Financial Regulations published by NALC (National Association of Local Councils 2019) were then adopted from January 2020. *[NALC recommended Standing Orders & Financial Regulations enclosed for information]*
  
6. Accounts for payment. *[lists herewith]*

**Distribution:**

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