

Droitwich Spa Town Council

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

3 February 2020

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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held in the Council Chamber, St Richard's House, Victoria Square, Droitwich Spa on Monday 10 February 2020 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the later.



Mark Keld
Town Clerk

Members of the public are invited to attend the committee meeting. Time is set aside at 5.45pm to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Committee meeting. Notice of these should be lodged with the Town Clerk by 1pm that same day at the latest. Members of the public may not take part in the committee meeting.

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 13 January 2020 *[previously circulated]*
4. Fair Trade Group – Pursuant to minute reference 242 of the Resources Committee meeting held on 13 January 2020. Following the Group AGM which took place on 5 November 2019 and a further meeting on 22 January 2020 to take forward an amended Constitution for the Group. To receive a further update from Councillor NR Griffiths the nominated Town Council Representative for the Fair Trade Group.
5. Fire Alarm Remedial Works and replacement panel. Pursuant to Minute reference 105 of the Extra Ordinary Meeting of Council held on 29 July 2019 two estimates have been provided by Bryland Fire Protection to accord with the recommended works for St Richards House & the Community Hall. To confirm that the outstanding recommended additional fire detection monitors are scheduled to be fitted at the Community Hall on 19 February 2020. This will

complete all of the recommended improvements. The Town Clerk has made tentative arrangements with the Appointed Health & Safety Consultants (Joe Ellis & Associates) to then undertake a fire safety assessment & audit of both premises. This will complete all of the fire safety review arrangements which commenced in July 2019. *[for information purposes]*

6. Regular Automated payments list –interim report. 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 last reviewed on 13 January at Resources Committee. *[list herewith for information purposes]*

7. Accounts for payment *[list herewith]*

Distribution:

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| <p>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)</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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