

Droitwich Spa Town Council

MINUTES of the **RESOURCES COMMITTEE** held at St Richard's House, Victoria Square, Droitwich Spa on Monday 10 June 2019 at 7.35 pm

PRESENT: Councillor A Humphries (Chairman)
Councillor AM Sinton (Vice Chairman)
Councillor RG Beale
Councillor E Bowden
Councillor GR Brookes
Councillor 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, NR Griffiths, AH Laird, DJ Morris, RJ Morris and CM Murray.

APOLOGIES FOR ABSENCE: none.

35. DECLARATIONS OF INTERESTS

None.

36. TO NOTE THE MEMBERSHIP AND CHAIRMANSHIP OF THE COMMITTEE AS DETERMINED AT THE ANNUAL COUNCIL MEETING ON 13 MAY 2019 (details at end of agenda)

RESOLVED That the details of the Membership, Chairmanship and Vice-Chairmanship of the Committee as determined at the Annual Meeting of Council held on 13 May 2019 be noted.

37 MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 1 APRIL 2019

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 1 April 2019 be confirmed as a correct record and signed by the Chairman..

38 EMERGENCY COMMITTEE

The Resources Committee noted that the Emergency Committee membership, as laid down in the Internal Control Policy, comprises the Chairman and Vice Chairman of Resources Committee, the Mayor, the Leader of the Majority Party and the relevant Committee Chairman (the Town Clerk also being a member of this committee).

39 TOWN COUNCIL ACCOUNTS FOR YEAR ENDING 31 MARCH 2018

The Town Clerk presented the accounts and accompanying information.

The Town Clerk confirmed that the Internal Auditor had signed off the return. The process was further explained as scheduled to be recommended to Full Council with regard to the Statement of Assurance for the Annual Return (Section 1) and Statement of Accounts on the Annual Return (Section 2). Outlined in Minute references 40 & 41 as below. Following acceptance the document will be endorsed by the Mayor and Town Clerk also at Full Council on 17 June 2019 before submission quoting the relevant minute reference.

Councillor RP Hopkins advised that he had extensive Accountancy experience and background and suggested that the production of interim financial performance data against budgets set would be helpful during the Municipal Year going forward. Councillor Hopkins explained that he had knowledge of various cost effective accounting systems which would be useful to assist production of such reports. The Town Clerk explained that the Scribe Accounting system was established in place for the Town Council and Councillor Hopkins suggestions could be looked into further through the Resources Committee in due course. The Town Clerk also explained that the budgets and estimates were considered in November and December annually before being ratified at Full Council in late January, in order to accord with the precept requirements for Wychavon District Council. The Chairman and Councillor GR Brookes both advised caution with regard to increasing the work load of Town Council Officers which could be to the detriment of other strategic projects and emerging priorities. The Chairman added that the existing Town Council arrangements in place for the Accounting System and Internal Auditor process were satisfactory but welcomed the suggestion for future consideration by the Resources Committee.

RESOLVED That the Town Council Accounts for the year ending 31 March 2019 as reported ,be approved.

40 STATEMENT OF ASSURANCE ON THE ANNUAL RETURN 2019

RECOMMENDED That the Statement of Accounts (Section 1) of the Annual Accounts for the year ending 31 March 2019 be received and approved.

41 STATEMENT OF ACCOUNTS ON THE ANNUAL RETURN 2019

RECOMMENDED That the Statement of Accounts (Section 2) of the Annual Accounts for the year ending 31 March 2019 be received and approved.

42 BANK RECONCILIATION FOR THE YEAR END 31 MARCH 2019

RESOLVED That the bank reconciliation statement for the year ending 31 March 2019 be received and noted.

43 REPORT OF THE INTERNAL AUDITOR

The Town Clerk explained that pursuant to minute reference number 243 of the Resources Committee meeting held on 4 March 2019 which records presentation of the Interim Internal Audit report dating from 7 February 2019 .[copies of interim Internal Audit Report and letter

dated 26 February 2019 and Annual Internal Audit Report & letter dated 22nd April 2019 had been circulated with the Agenda dated 4 June 2019]. Members were also advised and reminded that the appointment of Mr Kevin Rose of IAC Audit & Consultancy Ltd earlier this year followed the unfortunate passing of Mr Ian Fraser , the long standing established Internal Auditor of many years tenure. To this effect the interim and annual reports provided by Mr Rose do recommend various changes which are being and will continue to be considered through the Resources Committee this Municipal Year.

RESOLVED That the reports from the Internal Auditor be received and noted.

44 ROTARY HOUSE

To consider that a tentative approach has been received from Mr Laurie Evans representing the Rotary Club of Droitwich Spa regarding possible options for the Rotary House operation to be transferred to the Town Council as a Community Asset for future ownership and management. A list of the associated current managerial tasks has been compiled and received [*list circulated as part of the Agenda dated 4 June 2019*]. Officer's recommendation is to formally thank the Rotary Club before consideration towards a feasibility study and report for future presentation. The report should consider all aspects including insurance liability, transfer of ownership and premises registration processes, a professional buildings survey ,operational costs and revenue streams analysis , contracts transferability or inclusion with other DSTC arrangements and available resources. Through the Chairman, the Town Clerk further reported that Mr Evans had notified on 10 June 2019 that the Rotary Club may wish to maintain full ownership of the asset as part of the proposals.

The Town Clerk explained that this preference may change things and be a prohibitive factor and suggested a meeting is arranged for a delegation of the Rotary Club with the Chairman and Vice Chairman of the Resources Committee. This would enable a full understanding of the proposal details and the opportunity to report back through the Resources Committee for further consideration at a later date.

Councillor AH Laird added that the Rotary Club wished for the Town Council to undertake an administrative function for the Rotary House operations. The Chairman and Councillor GR Brookes both expressed concern that this would have liability constraints and Town Council resources could not support operations with no benefit or advantages to the Authority. The Chairman recommended that the meeting with a delegation of the Rotary Club is arranged as the next stage of further consideration.

RESOLVED That a meeting be arranged for representatives of the Rotary Club, Droitwich Spa to discuss their proposal for Rotary House with the Chairman & Vice Chairman of the Resources Committee supported by DSTC officers.

45 ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £ 24,210.27 were considered for payment.

Councillor GR Brookes asked for clarification of the cheque number 11503 for the music licence for St Richards House .The Town Clerk explained that the licence was required to cover the Radio Room artefacts collection which included operation of some of the broadcasting exhibits. Councillor AM Sinton remarked at the high cost of provision for the music licences at both the St Richards House and the Community

Hall. The Town Clerk acknowledged this and also explained that the licences were charged on a rolling two yearly invoice basis which was a contributory factor.

RESOLVED That the statement of accounts appended be received and the expenditure totalling £24,210.27 be approved and duly passed for payment.

The meeting closed at 8.05 pm.

Chairman of Committee

29 July 2019

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Chairman of Council

17 June 2019

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