

# Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held at the Community Hall on Monday 11 April 2022 at 6.30pm

PRESENT: Councillor Mrs K Fellows- Chairman  
Councillor EJ Bowden  
Councillor GR Brookes  
Councillor DM Craigie  
Councillor Mrs J Chaudry  
Councillor RP Hopkins  
Councillor WT Moy (Ex officio)

ALSO PRESENT: Councillors, Mrs C Bowden, G Duffy, J Grady, AH Laird, RJ Morris & CM Murray

APOLOGIES FOR ABSENCE: Councillors RG Beale, NR Griffiths, A Humphries & AM Sinton.

## 296. DECLARATIONS OF INTERESTS

None received.

## 297. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 28 FEBRUARY 2022.

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 28 February 2022 at the Community Hall be confirmed as a correct record and signed by the Chairman.

## 298. ST. RICHARDS HOUSE SECOND FLOOR ROOMS

Pursuant to minute reference 247 of the Resources Committee Meeting held on 7 February 2022 to update that a provisional scope meeting took place on site at St Richards House on 16 March 2022, attended by Mr Shawn Riley (Head of Economic Development) and Councillor RJ Morris representing Wychavon District Council. The next stage is for an Architect to draw up professional concept designs in order to provide an informed vision of suggested options for the project. Arrangements have been made by the Town Clerk to meet with an Architect and progress this work on 12<sup>th</sup> April which should enable details to be provided for presentation and further consideration during May and June. Thereafter wider stakeholder involvement for all aspects of the project including funding stream options should also be considered. The suggested wider stakeholders include Wychavon District Council, Worcestershire County Council and the Worcestershire Growth Hub, which follows the same model structure as the Wychavon Pillar facility at Pershore *[for information]*. There were no questions arising.

RESOLVED – That the information was noted.

## 299. HERITAGE MANAGER VACANCY.

Pursuant to minute reference 250 of the Resources Committee meeting held on 7 February 2022. To confirm that the Working Group delegation completed the interview process on 23 March. Five interviews took place shortlisted from a total of 11 applications received. The

successful candidate is Mrs Rebecca Butler and the position offer has been accepted. Subject to referencing the proposed start date is set for May, most likely on a phased basis until Full Time status from the start of June. The agreed start date will be confirmed in due course. There may still be some short term disruption affecting the weekend opening hours of the Heritage Centre until such time as Rebecca is in role due to restrictions prohibiting volunteers working without a supervisor in place *[for information]*.

Councillor RP Hopkins commented that all of the applicants interviewed on 23 March had good potential and it had been fortunate to have had two excellent candidates from these to choose from for the offer of the position.  
There were no questions arising.

RESOLVED – That the information was noted.

### 300. YEAR END AUDITORS VISIT

Year End Internal Auditors Visit - The pre Year End Auditors Visit took place on Tuesday 15 March 2022. There were no recommendations or findings raised and no formal report has been provided. The Auditor has arranged to complete the Year End Accounts verification and sign off process remotely later during April. It is anticipated that the signed off Accounts will then be presented to Full Council on 20<sup>th</sup> June 2022 prior to submission to the External Auditors in the usual manner. As previously reported the Interim Internal Auditors Visit took place on 10<sup>th</sup> November 2021 *[for information]*.

There were no questions arising.

Councillor GR Brookes expressed appreciation to the Officer Team for maintaining high standards.

RESOLVED – That the information was noted

### 301. LLOYDS BANK

Lloyds Bank – Changes to Account Designation and Charging Tariff effective April & May 2022. The Town Council has benefited from a zero charge banking tariff for many years. Lloyds Bank have notified that the attached business charges summary is effective from 10 May 2022 in line with their reclassification of business accounts and the Relationship Manager support platform going forwards. The outlined charging structure is discounted by 50% for the initial 12 months.

Separately Lloyds Bank have notified changes applicable to the Merchant Agreement with effect from 1<sup>st</sup> June 2022. These changes do have additional charges implications associated with the payment card industry data security fees (PCI DSS). Card payment facilities were adopted in 2021 as a consideration towards reducing cash handling for the business operations of the Town Council *[Updated tariff information and business changes summaries attached with Agenda]*.

The Town Clerk explained that many Banks were taking a similar approach to redefine account designations and charging structures, although there was merit in undertaking a review of competitor institutions for potential cost and charges savings. A number of factors determine that changing Banking arrangements would be a major undertaking for the Town Council and cause an element of business disruption, which needs to be considered carefully. Key factors include the high monetary turnover and transactional volumes of the main account and the impending Year End accounting and auditing processes. The necessity for a local branch to support the operational banking needs including regular signatory changes and cash deposit facilities was also stipulated. The suggestion was put forward to consider this item again in due course and at a time better suited to making any change considerations towards

different Banks . The further suggestion was put forward to consider delegation at that time to a working group of Councillors to work with Officers on the cost comparison data exercise for other Financial Institutions in order to support informed further consideration of any options available. There were no questions arising

RESOLVED – That the information was noted. To reconsider the Banking arrangements in due course including the setting up of a Working Group to help source competitor data for further informed consideration.

**302. PUBLIC SECTOR ENERGY EFFICIENCY PROGRAMME.**

Public Sector Energy Efficiency Programme (PEEP) – Following previous updates the current position and information received as at 29 March 2022 from the Project Support Officer at Worcestershire County Council – Economy & Infrastructure is as follows. The application was first raised in October 2021 and all of the collated supporting information submitted by the Town Council on 24 February 2022.

“I can confirm that building(s) have passed our initial eligibility checks and have now been referred to our procured energy advisors, Briar Associates. An advisor will contact you directly to arrange a suitable time to undertake a half-day onsite energy assessment of the building(s) listed.

If you have any further questions or concerns about the energy assessment, please do not hesitate to contact me. The PEEP team will contact you at the end of the energy assessment process. At this point, we will ask you to complete a short satisfaction survey and find out whether you would like to submit an application for PEEP funding.”

There were no questions arising. Councillor GR Brookes thanked Councillor RP Hopkins for suggesting the PEEP Survey option originating in October 2021.

RESOLVED – That the information was noted.

**303. ACCOUNTS FOR PAYMENT.**

Creditor accounts in the sum of £1,746.51 were considered for payment together with a supplementary payment of £192.85. Total expenditure presented £1939.56 [*lists attached with Agenda*].

RESOLVED- There were no further questions arising. That the statement of accounts appended be received and the expenditure totalling £1,746.51 + £192.85 (supplementary payment) be authorised and duly passed for payment. Total expenditure authorised = £1939.36

The meeting closed at 6.48 pm.

Chairman of Committee

13 June 2022

Chairman of Council

25 April 2022