

Droitwich Spa Town Council

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

4 April 2022

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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held at the Community Hall on Monday 11 April 2022 at 6.30pm, or at the close of the meeting of the Planning Committee, whichever is the later.

PUBLIC SESSION

Members of the public are invited to attend the Meeting. Time is set aside at 5.45pm before the start of the Committee meetings to receive any questions about items on this agenda, or raise issues for future consideration. Notification of any requests 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 Council Meeting. Due to ongoing Covid 19 precautions the numbers of attendees may be limited because of space constraints.



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 28 February 2022 at the Community Hall. *[enclosed]*
4. 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 12th 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]*.

5. 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]*.
6. 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 20th June 2022 prior to submission to the External Auditors in the usual manner. As previously reported the Interim Internal Auditors Visit took place on 10th November 2021 *[for information]*.
7. 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 1st 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].

8. 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.”

[for information].

9. Accounts for payment *[list herewith]*

Distribution:

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| All Members of Resources Committee Councillors – Mrs K Fellows (Chairman) D M Craigie (Vice Chairman) R G Beale E J Bowden G R Brookes Mrs J M Chaudry R P Hopkins A Humphries 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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