

Droitwich Spa Town Council

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

4 October 2021

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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 October 2021 at 6.15pm, 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 26 July 2021 at the Community Hall. *[previously circulated]*
4. Annual Governance Statement & Annual Accounts for Year ended 31 March 2021.

To confirm that pursuant to minute references 41 & 42 of the meeting of Full Council that took place on 21 June 2021 the sign off and approval opinion from the External Auditor has now been received. There were no actions, issues or recommendations arising. The notice and documents are now displayed which includes being appended on the Town Council website. The confirmed AGAR document was attached with the Agenda for Full Council on 27 September for information. Procedures determine that the outcome is referenced through the Resources Committee as well as Full Council *[for information]*.

5. Kidderminster Road Land Holding - Development Appraisal, September 2021.

To confirm the attached Development Appraisal Report (September 2021) provided by Avon Planning Services Ltd. This is the first component of the wider Marketing Prospectus and up to date valuation options being produced for the Town Council through GJS Dillon – Commercial Property Consultants. The Planning Report and Prospectus will enable the Town Council to make further informed consideration for options for the land in due course. Further details will be provided as they become available *[report attached for information]*.

6. Community Infrastructure Levy Neighbourhood Fund

To be advised of confirmation for receipt of £7,614.76 from Wychavon District Council as at 30 September 2021 as part of the above funding initiative. This payment originates from the development of 9 new homes on land at Woodland Way, Droitwich Spa, WR9 7GP. In accordance with regulatory requirements the money must be spent within 5 years of receipt, or if not returned to the District Council. Details of the regulations for use of the funding are outlined in the attached letter.

The current Community Infrastructure Levy receipts are outlined on the attached summary sheets including originating dates. Suitable consideration for use of the funds should be made at an early opportunity *[covering letter, confirmation of 30 September 2021 payment & breakdown of the two separate accumulated CIL fund receipts all attached for information and reference]*.

To note that a suggested suitable project for possible consideration towards funding contribution options is the Westlands Children's Play Ground. This is a collaborative venture in the West Ward and existing lead stakeholders include Wychavon District Council & Platform Housing. The CIL derived from the Woodland Way development is also within the West Ward of the Town.

7. Review of Health & Safety

To confirm that a full review of the Town Council provision for Health & Safety arrangements at St Richards House and the Community Hall premises has been completed on 11th August 2021 with the nominated professional consultant – John Ellis Associates Limited. The interim Fire Risk Audit Visit carried out by Hereford and Worcester Fire & Rescue Service that took place for the Community Hall on 18 May 2021 has previously been reported (minute reference 84 of the Resources Committee held on 26 July 2021). A recommendation arising was to review and update to current the Fire Risk Assessment for the premises.

The opportunity has been taken to review and update all of the following documents, including the full Health & Safety Policy. There were no significant recommendations or interventions highlighted. The relevant documents are all attached. Thereafter the annual Health and Safety review will continue to accord with ongoing due diligence and procedures *[for information]*.

- Consultants Summary of Health and Safety Visit and Discussions – 11th August 2021
- Health and Safety Policy

- Risk Assessments- individual to both premises
- Fire Risk Assessment – Community Hall
- Fire Risk Assessment – St Richards House

8. NALC recommended Model Standing Orders for England 2018 (revised 2020) & Financial Regulations (2019).

The Town Council formally adopted the recommended Nalc Standing Orders and Financial Regulations in 2020 (Meeting of Full Council held on 27th January 2020, Minute reference 253). These are reviewed annually to accord with Auditors procedures and was last undertaken by the Resources Committee during February 2021 (Meeting of 8th February 2021 minute reference 236). The remaining aspect of populating the recommended template version bespoke for Droitwich Spa Town Council has now been finalised for consideration. Subject to approval this version will then be appended to the Town Council web page and data share file. Unfortunately this finalisation for any adjustments has taken longer than anticipated mainly due to the business interruption of the Covid 19 pandemic in the elapsed period from March 2020. The recommendation from Calc and the Auditors is that the template version should be maintained where possible without deviation from standard practice towards local arrangements. This agenda item review can also fulfil the statutory requirement to review the Standing Orders and Financial Regulations for the current Municipal period 2021/2022 [*populated versions attached for consideration for approval*].

9. Lloyds Banking Arrangements

A review meeting took place with Lloyds Bank on Thursday 22 July 2021. This was with the Accounts Relationship Manager in order to take forward various matters including some service level deficiencies, options for accepting retailer card payments , reduced cash handling for the TIC & Office and the finalisation of the online payment process for remittances below £25,000.00. Pursuant to minute reference 85 of the Resources Committee meeting that took place 26 July 2021, further details are now updated.

- Service deficiencies identified include incorrect and obsolete signatories remaining on the Bank Mandate despite confirmed requests for updating after Annual Council each Year. This is a repeat failing and has now been actioned again by way of correction from the Bank. A complaint log has also been raised following similar issues identified in previous years.
- Card Net point of Sale terminals have been arranged and are in place for the Heritage Centre and for the Office. This will enable more flexible payment options and reduce cash handling.
- Automated Stock Control (Clover) System for Heritage Centre retail sales. The introduction of this online system will create capacity and save time for general stock monitoring and control, as well as the year end reconciliations. The process is now live and training is progressing with the Volunteer Team.
- The online remittances option has been progressed by adding an additional Officer to the Digital Banking portal for access. Issues remain whereby clarification is being sought whether Elected Member signatories are able to have “authorisation only” online access without full digital banking access to enable payments to be verified. Elected

Members are prohibited from having individual full digital banking access. This factor may prohibit the online payments if a workable solution is not readily available. Precedent advice is being taken forward with Lloyds Bank as well as through Calc/Nalc. In the meantime remittances are being maintained through cheque payments *[for information]*.

10. Climate Change – Reduction of Carbon Footprint in Droitwich Spa

To consider the attached motion presented and provided by Councillor RP Hopkins. The motion was requested by an email received on 6th September 2021.

11. Accounts for payment *[list herewith]*

Distribution:

<p>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)</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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