

Droitwich Spa Town Council

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

6 October 2020

Telephone: 01905 774258
www.droitwichspa.gov.uk

You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held using the Zoom Virtual Meeting facility on Monday 12 October 2020 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the later.

The remote meeting format is a special temporary contingency measure due to the Covid 19 Pandemic. As such the log in details will be available & notified to Elected Members by Town Council Officers through a separate email earlier on the day of the meeting. Members of the public wishing to raise questions prior to the meeting from 5.45pm and/or attend the meeting itself should follow the usual protocol (as follows). They must contact the Town Council Office between the times of 9.00am and 1.00pm on the day of the meeting in order to be notified of the log in details for the virtual meeting format and register any questions for consideration.



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 July 2020 by Conference Call and the Extra Ordinary Meeting for the purpose of an interim budgets review held by the Zoom facility on 7 September 2020. *[both previously circulated]*
4. Digital Despatch of Council Papers - Pursuant to Minute reference 70 of the Resources Committee meeting held on 28 July 2020 by conference call, it was resolved to proceed with digitalisation of the agendas, minutes and connected papers where ever possible. Some Elected Members have preferred to retain or revert back to receiving paper copies. To advise for those members receiving digital format that difficulties are being encountered with the efficient despatch and circulation. This mainly involves rejection of the emails due to the capacity and/or size of the recipient inboxes for electronic mail. In some cases additional work has

to be undertaken to subdivide papers into additional attachments, particularly for supporting reports and information. Members are respectfully asked to make sure that their inboxes have sufficient capacity available going forwards. This may entail consideration for setting up a separate dedicated mailbox for Town Council business through individual IT providers. *[for information]*

5. Accounts for payment. *[lists herewith]*

Distribution:

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)	Copy to All Other Town Councillors Agenda For Information to: County & District Councillors for Droitwich Spa Subscribers Press
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