

Droitwich Spa Town Council

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

8 October 2019

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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held in the Council Chamber, St Richard's House, Victoria Square, Droitwich Spa on Monday 14 October 2019 at 6.15pm, or at the close of the meeting of the Planning Committee, whichever is the later.



Mark Keld
Town Clerk

Members of the public are invited to attend the committee meeting. Time is set aside at 5.45pm to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Committee meeting. Notice of these 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 committee meeting.

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 29 July 2019 [*circulated previously*]
4. To note letters and emails of appreciation received for the following 3 Special Grants approved at the last meeting of the Resources Committee which took place on 29 July 2019.
 - Grounds Maintenance – St Marys Churchyard, Droitwich Spa. The Church of England Saltway Team.
 - South Worcestershire -Citizens Advice. Marie Henry, Chief Executive Officer.
 - Council for Voluntary Services, Droitwich Spa. Tonia Enderbury, Chief Officer.
5. Worcestershire CALC (County Association of Local Councils). Following an approach and introductory meeting to the Town Clerk which took place on 17

September 2019 , to receive a brief presentation from Mr Christopher Wayman-Executive Officer. Historically the Town Council have not been a signed up member of Worcestershire CALC which covers elements for the County Association (CALC) & National Association (NALC). The presentation will outline the benefits of membership for the Town Council including Elected Members and Officers.

6. Fire Alarm Remedial Works and replacement panel. Pursuant to Minute reference 105 of the Extra Ordinary Meeting of Council held on 29 July 2019 two estimates have been provided by Bryland Fire Protection to accord with the recommended works for St Richards House & the Community Hall. *[Estimates attached for consideration and approval].*
7. Regular Automated payments list –interim report. Following recommendations by the Internal Auditor to be advised of a summary for all regular automated payments including salaries. Pursuant to minute reference number 43 of the Resources Committee meeting held on 10 June 2019, the internal audit report recommended that the report is presented at least six monthly oppose to being reviewed annually. List last reviewed on 29 July at Resources Committee. *[list herewith for information purposes]*
8. Review of Risk. Following recommendations by the newly appointed Internal Auditor this year a complete review of risk has been undertaken for all Town Council assets, business and operations. Pursuant to minute reference number 43 of the Resources Committee meeting held on 10 June 2019, the internal audit report recommended that the report is presented at least annually for Members review *[Full Risk Assessment Report attached for information].*
9. Town Council Accounts for Year End 31 March 2019. Pursuant to minute reference number 39 of the Resources Committee meeting held on 10 June 2019 and minute reference number 55 of the Full Council meeting held on 17 June 2019, to note completion of the limited assurance review by the external auditor – PKF Littlejohn LLP. The statutory notices are confirmed as being updated on the Town Council website with effect from 10 September 2019. The “other matters” referenced as arising from the new Internal Auditors recommendations in March 2019 have been taken forward and further reported pursuant to minute reference number 43 of the Resources Committee meeting held on 10 June 2019. *[External Auditor report & Certificate –Section 3 and Notice of Conclusion of Audit for year ended 31 March 2019 attached for information]*
10. Asset Register - Following recommendations by the newly appointed Internal Auditor this year a complete review of assets has been completed and updated. Pursuant to minute reference number 43 of the Resources Committee meeting held on 10 June 2019, the internal audit report recommended that the report is presented at least annually for Members review. The updated schedule of all assets held is presented and measures are in course to progress verification of the current insurable values for annotation and full completion. *[Full Asset List attached for information].*

11. Japanese Knotweed Westwood Lodge Allotments – Pursuant to minute reference number 77 of the Community & Amenities Committee Meeting held on 1 July 2019 to report that options were considered further at a Meeting of the Emergency Committee held on 11 July 2019 and Full Council on 23 September 2019. To update the current position and progress.

12. Accounts for payment *[list 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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