

Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held at the Community Hall on Monday 26 July 2021 at 18.16 pm

PRESENT: Councillor Mrs K Fellows (Chairman)
Councillor RG Beale
Councillor DM Craigie (Vice Chairman)
Councillor EJ Bowden
Councillor GR Brookes
Councillor RP Hopkins
Councillor A Humphries
Councillor WT Moy (Ex officio)

ALSO PRESENT: Councillors Mrs C Bowden, G Duffy, CM Murray

APOLOGIES FOR ABSENCE: Councillors, Mrs JM Chaudry, J Grady, RJ Morris & AM Sinton.

79. DECLARATIONS OF INTERESTS

Councillor GR Brookes declared a nonpecuniary interest in Agenda Item 7 – Hereford & Worcester Fire & Rescue Service – Fire Safety Inspection for the Community Hall. Councillor Brookes is a Member of the WCC Fire & Rescue Service Committee. Councillor EJ Bowden declared a non- pecuniary interest in Agenda Item 5- Resources Committee Grants for 2022/2023 as a Trustee for Droitwich CVS. Councillor A Humphries declared a non – pecuniary interest in Agenda Item 10- Accounts for Payment under remittance number 11939 for the British Legion Poppy Appeal. Councillor Humphries is the Chairman of the Droitwich Spa branch of the Royal British Legion.

80. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 14 JUNE 2021.

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 14 June 2021 at the Community Hall be confirmed as a correct record and signed by the Chairman.

81. GRANT FOR GROUNDS MAINTENANCE 2021 AT ST MARYS CHURCH YARD

Grant for Grounds Maintenance 2021 at St Marys Churchyard, Droitwich Spa. To note the acknowledgement of receipt and statement of appreciation from Droitwich Spa Parochial Church Council [*for information*].

RESOLVED- The information was noted.

82. RESOURCES COMMITTEE GRANTS 2022/2023

Resources Committee Grants 2022/2023- To note a request from the Council for Voluntary Services, Droitwich Spa that consideration is given towards aligning the special annual grants with inflation rises in the future. It has been mentioned that the Grant value has remained fixed for many years. Any review should be in line with annual estimates, budget setting and precept arrangements for the next Municipal Year.

Provision should extend for all three special grants which are currently CVS (£3,000.00), Droitwich Spa Parochial Church Council (£1300.00) & the Citizens Advice Bureau (£4,000.00) *[for information]*.

Councillor RP Hopkins mentioned that the Inflation Rise and Retail Price Index increases were separate matters to be considered.

RESOLVED- The information was noted.

83. HERITAGE CENTRE STAFFING

Heritage Centre Staffing – Pursuant to Minute Reference 32 of the Resources Committee Meeting held on 14th June 2021 the recruitment process for the Heritage Manager (Job Share) vacancy has been completed. Eight applications were received and the candidates were all interviewed by the panel comprising Councillor Sinton, Councillor Mrs Bowden and Mrs Catherine Finn – Heritage Manager. The Town Clerk also supported the interview process which was carried out using the Zoom medium on Tuesday and Wednesday 13th & 14th July 2021. The successful candidate is Miss Emily Porter – Elliot and the anticipated contract start date will be 1st August 2021, subject to the referencing. We look forward to welcoming Emily to the Team and her wealth of experience and knowledge should contribute a lot of value for the Heritage proposition and Centre *[for information]*.

RESOLVED- The information was noted.

84. HEREFORD & WORCESTER FIRE AND RESCUE SERVICE – FIRE SAFETY INSPECTION OF COMMUNITY HALL

Hereford & Worcester Fire & Rescue Service – Fire Safety Inspection - Community Hall. The Service carried out a routine inspection of the premises on 18 May 2021. Their covering letter and report were provided with the Agenda. All recommendations referenced have been addressed and include the following main points *[for information]*.

1. Bryland Fire Contractors attending for the Annual Service Review on 30 June and including a refresher training session for the Caretaker. This covered new version call point & control box testing and weekly test recording formats.
2. Whilst the Fire Risk Assessment is included annually in the full review of all risks at Full Council, the requirement to update the Policy originating from 2009 is noted. Arrangements have been made for the Town Councils Health & Safety Consultant (Joe Ellis and Associates) to undertake a full review of the policy and make any necessary changes. Their visit is scheduled for 11 August 2021. There have been no tangible changes to the building layout or use in the intervening period from 2009 to date and the enhanced detection measures fitted in 2019 (additional sensors) have been acknowledged by H & W Fire & Rescue during the Inspection and these have been included within the Annual Review of Risk.
3. The defect referencing fire doors has been resolved and related to adjustment of a single internal door hydraulic pump. This needed slight adjustment so that the door automatically closed flush to the door frame.

RESOLVED- The information was noted.

85. LLOYDS BANKING ARRANGEMENTS

Lloyds Banking Arrangements- A review meeting has been requested and scheduled with Lloyds Bank for Thursday 22 July 2021. This is with the Accounts Relationship Manager in order to take forward various matters including some service level deficiencies, options for accepting retailer card payments and reduced cash handling for the TIC & Office and the finalisation of the online payments process for remittances below £25,000.00. Further information will be updated in due course *[for information]*.

Councillor A Humphries mentioned that he was pleased that these measures had been taken forward.

RESOLVED- The information was noted

86. REGULAR AUTOMATED PAYMENTS LIST

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 with Agenda for information purposes]*.

Councillor WT Moy asked about the monthly salary direct debit payment to Wychavon District Council. The Town Clerk explained that this was the monthly salary and pensions payments which WDC undertook as Payroll Agents for the Town Council, even though DSTC were registered separately with HMRC to accord with correct procedure. There were no further questions arising.

RESOLVED- The information was noted.

87. ACCOUNTS FOR PAYMENT.

Creditor accounts in the sum of £16, 525.51 were considered for payment *[lists attached with Agenda]*.

Councillor RP Hopkins asked about the remittance number 11937. The Town Clerk clarified that this was the second payment of three draw down instalments for the Community Legacy funding from Wychavon District Council for the Heritage Augmented Reality App project.

RESOLVED- There were no further questions arising. That the statement of accounts appended be received and the expenditure totalling £16,525.51 be authorised and duly passed for payment.

The meeting closed at 18.30 pm.

Chairman of Committee

11 October 2021

Chairman of Council

27 September 2021

