

Droitwich Spa Town Council

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

Telephone: 01905 774258

20 September 2022

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held in the Council Chamber at St Richards House, Victoria Square, Droitwich Spa on **Monday 26 September 2022** at 6.15pm or at the conclusion of the preceding Planning Committee and Community & Amenities Committee meetings if later, which begin from 6.00pm. The two Committee Meetings are rearranged from 12th September and the papers have been circulated previously.



Mark Keld
Town Clerk

Members of the public are invited to attend the Town Council meeting. Time is set aside at 5.45 p.m. to receive views or questions on issues on this agenda, or raise issues for future consideration before the start of the Town Council 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 Town Council meeting itself.

AGENDA

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 20 June 2022 at the Community Hall [*enclosed*]
4. To confirm as a correct record the Minutes of the Extra - ordinary Council Meeting held on 18 July 2022 in the Council Chamber at St Richards House, Victoria Square, Droitwich Spa [*enclosed*]
5. Leadership of the Majority Conservative Group and the Leadership of the Town Council. To note that following communication to all Town Councillors issued on 1st July 2022 the Leadership Position has changed from Councillor AM Sinton to Councillor GR Brookes. The effective date was the same as the communication issued – 1st July 2022 [*for information*].

6. MAYOR'S ANNOUNCEMENTS
7. POLICING IN DROITWICH SPA – Update from Sergeant Sarah Kent.
8. HIGH SCHOOL – To receive an update and report from the Head Girl & Head Boy of Droitwich Spa High School *[for information]*.
9. YOUTH COUNCIL – To note that the Youth Council updates will resume in due course. There is no report for 26th September 2022 *[for information]*.
10. GOVERNANCE STATEMENT – Pursuant to Minute References 51/2022 & 52/2022 of the Meeting of Full Council on 20 June 2022 the Governance and Annual Accounts have been submitted to the External Auditors to accord with procedure. The return statement following examination is expected anytime and will be duly reported in due course.

To be advised of the attached AGAR submission amendment dated 7th July and accompanying file note. The actual allegation presented to the Auditor raised that the past 5 years Town Council Accounts did not fully comply. The Auditor dismissed the allegation over the previous 4 years for the reason that those are closed periods following satisfactory year end audits. Only the last period up to 31 March 2022 has been put forward for a recommendation as outlined in the accompanying file note. The auditor has confirmed that following their guidance the amendment for Assertion 2 submitted on the AGAR (dated 7th July 2022) and the connected adopted recommendation will ensure that this matter is not considered to be a finding on the Audit for the period Year Ended 31 March 2022. Details for all of the Town Council's financial transactions are fully transparent and information can be accessed by contacting the Office.

To note that the allegation was raised directly with the External Auditors and has not been presented as an enquiry to the Town Council. The resultant response for dealing with the challenge correspondence is chargeable by the Auditor at the rate of £355.00 per hour.

The annual review of Town Council Standing Orders & Financial Regulations is scheduled as part of the Resources Committee Meeting on 10 October 2022. This will include a recommendation to include the additional clause for all lists of individual authorised remittance cheques and the regular review of all automated standing order and direct debit payment lists to be attached to the website under a separate tab, following approval of the relevant Council Meeting minutes. Going forwards this will then be effective following acceptance of the next scheduled meeting of Full Council minutes from 12 December 2022 *[for information]*.

11. NEIGHBOURHOOD PLAN PROJECT OPTIONS – To receive an update from Councillor GR Brookes in his capacity as the designated Town Council Member with responsibility for the project options, including Communications & Liaison.

Minutes of the Droitwich Spa Neighbourhood Plan Steering Group meeting held on 22 August 2022 and the Minutes of the Preliminary AECOM meeting for Design Code options (Teams format) on 7 September 2022 will be available as supporting papers for the meeting *[for information]*.

12. To receive and consider the Minutes of the under-mentioned meetings:-

1. Planning Committee – 4th July 2022 [*previously circulated*]
2. Community & Amenities Committee – 4th July 2022 [*previously circulated*]
3. Planning Committee – 25th July 2022 [*previously circulated*]
4. Resources Committee -25th July 2022 [*previously circulated*]

13. WYCHAVON DISTRICT COUNCIL COMMUNITY LEGACY FUNDING

To confirm the following project updates.

- (a) Edition Two – Droitwich Spa High School, Community Cabin. To receive an update from the designated Town Council Management Committee Elected Representatives (Councillors DM Craigie & RP Hopkins) covering the wider Community engagement, promotion and use of the facility - which is being taken forward by the Management Committee. This is slightly later than anticipated due to deferment of some of the Management Committee Meeting arrangements during the Pandemic period and the summer recess and High School holidays. The original Community Legacy funding application and associated public consultation process emphasised the benefits of the new resource for the wider Community use. The funding granted has a conditional requirement for shared Community and High School use as part of meeting the Community Legacy Scheme public funding criteria [*for information*].
- (b) Edition Three – Droitwich Spa Augmented Reality Heritage Trail App. See separate update as part of the Community & Amenities Meeting agenda item for 12th September (Item 9) deferred until 26th September 2022 [*for information*].
- (c) Edition Three –Droitwich Spa Community Football Club Pavilion as part of the King George Playing Fields, Ground Fund Project. The Town Clerk visited the new facilities on 4 May and again on 7 September. The second visit was at the Request of the Football Club Management Committee to the Town Council as the Statutory Body for the project funding aspect of the new Pavilion. The reason is to verify and constructively escalate to Wychavon District Council some specific defects and outstanding finishing works associated with the cloakrooms and toilets. These points have been summarised and communicated to Wychavon as at 8th September 2022 for consideration and response. Further progress updates will be provided in due course.

Separately an Open Showcase Evening and Community Launch Event for the new facilities is being arranged by the Football Club for early November. Full details and publicity are anticipated shortly [*for information*].

14. WEST PROJECT AND BEYOND – PEDESTRIAN UNDERPASS IMPROVEMENTS

To note that a further Project Reference Group Meeting took place on 14 September 2022. The next phase begins from 12 October from when the public art mural for the Railway Station commences. Improved Lighting for this location has already been installed and some attention to defects on paving and drainage is being attended to. Cleaning and base coat preparation in advance of the commissioned artist starting work should be during the preceding week. All timescales are subject to changes due to any unforeseen issues arising.

The Steering Group discussed draft design proposals and gave feedback for the final underpass of the project underneath the A38 adjacent King George Playing Fields. An artist is commissioned and final proposals are currently being taken forward for the designs including public consultation and the involvement of local Groups in the process.

A further project reference Group meeting is expected in October with progress updates to follow *[for information]*.

15. COUNTY COUNCIL MATTERS- To receive reports on County Council matters *[if appropriate]*

16. DISTRICT COUNCIL MATTERS – To receive reports on District Council matters *[if appropriate]*

17. REPRESENTATIVE TO THE CALC EXECUTIVE COMMITTEE- To receive an update from Councillor GR Brookes in his capacity as the designated Town Council Representative for the Calc Executive Committee *[if appropriate]*

18. CALC Civility Pledge – To consider the following project for adoption and sign up by Droitwich Spa Town Council. The Civility & Respect Pledge has been introduced nationally through NALC and County Associations (CALC) during August 2022. Full details can be accessed through the NALC web page at,

<https://www.nalc.gov.uk/our-work/civility-and-respect-project>

CIVILITY AND RESPECT PLEDGE BACKGROUND

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

We invite all councils to take the Civility and Respect Pledge.

THE CIVILITY & RESPECT PLEDGE

By signing the Pledge, your council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local [Local Council Award Scheme](#)
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

19. ACCOUNTS FOR PAYMENT *[details attached]*

Distribution:

All Members of the Town Council

Agenda for Information to:

County & District Councillors for Droitwich Spa

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