

# Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held at the Community Hall on Monday 28 February 2022 at 7.23 pm

PRESENT: Councillor Mrs K Fellows- Chairman  
Councillor EJ Bowden  
Councillor GR Brookes  
Councillor Mrs J Chaudry  
Councillor RP Hopkins  
Councillor WT Moy (Ex officio)

ALSO PRESENT: Councillors, Mrs C Bowden, G Duffy, J Grady, AH Laird, & CM Murray

APOLOGIES FOR ABSENCE: Councillors RG Beale, DM Craigie, NR Griffiths, A Humphries & AM Sinton.

## 272. DECLARATIONS OF INTERESTS

None received.

## 273. MINUTES OF THE MEETING OF THE RESOURCES COMMITTEE HELD ON 7 FEBRUARY 2022.

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 7 February 2022 at the Community Hall be confirmed as a correct record and signed by the Chairman.

## 274. ST. RICHARDS HOUSE SECOND FLOOR ROOMS

St Richards House – Second floor rooms. Pursuant to minute reference 247 of the Resources Committee Meeting held on 7 February 2022 [*for information*].

1. To advise that all of essential ceiling repairs (3 rooms) and the replacement emersion heater tanking works identified during January have been completed on 17 & 18 February 2022.
2. Tentative options continue to look at the scope and means for conversion of the second floor rooms for additional lettable space office space and associated facilities. This will progress wider conversations to ascertain options with key stake holders including Wychavon District Council, Worcestershire County Council and the Worcestershire Growth Hub. Further information and updates to follow for consideration. There were no questions arising.

RESOLVED – That the information was noted.

## 275. BUILDINGS INSURANCE

To be advised of and to consider the attached correspondence received from Zurich Municipal Insurance. The recommendation is timely following recent changes to the insurance provision for 2022 and referencing to this effect at the last annual policy renewal and assets review (Minute references 185 & 186 of Resources Committee meeting held on 6 December 2021). The Officers recommendation is to align a revaluation of the St Richards House premises with the progressing issues, options and scope study for the second floor space. The economies of

scale for the commissioning of a suitable commercial and insurable valuation should determine that both premises (St Richards House and the Community Hall) are reviewed simultaneously. There were no questions arising.

RESOLVED – That the information was noted.

276. HERITAGE MANAGER VACANCY

Pursuant to minute reference 250 of the Resources Committee meeting held on 7 February 2022. To confirm that the Working Group delegation met on 15 February and resolved to proceed with a Full Time Heritage Manager vacancy maintaining the existing scale range, to work alongside the existing (part time) Heritage Manager. This vacancy is advertised from 21st February until 18 March and the Working Group will shortlist and take interviews forward as soon as possible after the closure date. Simultaneously Wychavon District Council have been asked to assist and support with suitable options for a Full Time Apprenticeship position, working in the Town Council Team. Full details have yet to be confirmed and it is hoped to induct the Apprenticeship position later this spring. The Mayor and the Leader have initiated a local press statement to profile both employment opportunities to coincide with the Heritage vacancy advertisement from week commencing 21 February.

There were no questions arising.

RESOLVED – That the information was noted

277. PUBLIC SECTOR ENERGY EFFICIENCY PROGRAMME (PEEP)

Following previous updates the application processes have continued for the Peep Surveys and the associated funding support for both premises (St Richards House and Community Hall). The process and preparatory work is substantial and necessitates collation of the past three year's utility information and full verification with explanations for all Town Council funding receipts. The latter is to enable assessment for eligibility within the De Minimis State Aid Regulations. Further updates will be provided in due course.

There were no questions arising.

RESOLVED – That the information was noted.

278. YEAR END INTERNAL AUDITORS VISIT.

Year End Internal Auditors Visit- This Financial Year End process will be similar to 2021 and involve a combined remote review and a visit day. The date this year is relatively early and is now confirmed for Tuesday 15 March 2022 *[for information]*.

There were no questions arising.

RESOLVED – That the information was noted.

279. To consider the exclusion of the Public & Press by passing the following motion:

That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

RESOLVED – That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

280. KIDDERMINSTER ROAD LAND HOLDING

Pursuant to minute reference 248 of the Resources Committee meeting that took place on 7 February 2022. The Development Appraisal & Marketing Options for the land adjacent to Berry Hill Industrial Estate, Droitwich Spa. The professional planning report was instructed pursuant to minute reference 130 of Full Council on 27 September 2021 and reported to the Resources Committee on 11 October 2021 (Minute reference 147). Simultaneously the Appraisal has been referred back to the Commercial Agents for an opinion towards any marketing options and scope.

Councillor GR Brookes has requested on 8 February 2022 consideration to be made towards commissioning an informed and professional second opinion for the land use issues, options and scope of the site. The suggestion made is for the Town Council to consider taking forward further planning advice and to engage an architect to draft a plan for the site. This would be conducive towards developing further options for a full planning application for industrial units. Available marketing options could then be consider through the existing Land Agent or an alternative provider.

In general discussion the various suggestions were considered. Councillor Brookes highlighted issues affecting the site and comparisons with similar matters for the Cockshute Hill land, including covenants which had been successfully overcome to enable disposal. Councillor J Grady raised that the suggested course would have additional cost implications for the Town Council and options should therefore be considered on a progressive basis in line with further estimated expenditure. Councillor WT Moy reminded Members that there had been some interest in the site during 2021, although the offers received were below the expected return value for a sale.

RESOLVED – To progress options for a professional second opinion for the land use issues, options and scope for the Kidderminster Road Land holding with an alternative Commercial Agent. Where applicable this should include cost estimates to be progressed for further consideration by the Town Council, towards potential planning application advice and architects work. Further updates to be provided following referral to the alternative Land Agent for their opinion.

281. ACCOUNTS FOR PAYMENT.

Creditor accounts in the sum of £4,321.34 were considered for payment [*lists attached with Agenda*].

RESOLVED- There were no further questions arising. That the statement of accounts appended be received and the expenditure totalling £4,321.34 be authorised and duly passed for payment.

The meeting closed at 7.41 pm.

Chairman of Committee

11 April 2022

Chairman of Council

25 April 2022