

# Droitwich Spa Town Council

MINUTES of the meeting of the COMMUNITY AND AMENITIES COMMITTEE held at the Council Chamber, St Richards House on Monday 16<sup>th</sup> January 2023 at 6.21pm.

PRESENT: Councillor Mrs C Bowden (Chairman)  
Councillor EJ Bowden  
Councillor Mrs K Fellows  
Councillor AH Laird  
Councillor CM Murray  
Councillor GA Duffy (Ex officio)

NON-MEMBERS PRESENT: Councillors G Beale, GR Brookes, Mrs JM Chaudry , J Grady, RP Hopkins, A Humphries , WT Moy & AM Sinton.

APOLOGIES FOR ABSENCE: Councillors DM Craigie, NR Griffiths & RJ Morris. Councillor A Humphries explained that Councillor NR Griffiths was delayed due to traffic congestion.

## PUBLIC QUESTIONS

There were none received.

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## 236. DECLARATIONS OF INTERESTS

There were none received

## 237. TO CONFIRM THE MINUTES OF THE MEETING OF THE COMMUNITY & AMENITIES COMMITTEE HELD ON 7 NOVEMBER 2022.

RESOLVED That the Minutes of the Meeting of the Community & Amenities Committee held on 7 November 2022 be confirmed as a correct record.

## 238. ESTIMATES 2023/2024 AND REVIEW OF CHARGES

Estimates 2023/2024 and Review of Charges - The Committee is invited to consider the Council's Estimates 2023/2024 for services, fees and charges within its remit [*Financial Report enclosed with Agenda papers and also required for Resources Committee meeting*].

The Town Clerk explained the income and expenditure parts of the estimates and budgeting spreadsheets which are the responsibility of the Community & Amenities Committee. The component parts of the total estimated 2023/2024 C & A Income of £79,618 were broken down and explained from the spread sheet. It was confirmed that all fees, charges and commissions had been amended at the last review in January 2022 and for this reason no further increases had been recommended for this year. From the report the rationale for the Community Grants and Sponsorship proposed budget and the service charge review element for tenancies were updated. There were no questions arising.

RESOLVED From the Recommendation that,

- 1. That the Grants Budget (S137 Grants and Sponsorship) be set at £,5000.00 as detailed in the Estimates to enable reasonable financial assistance for Community Groups, Festivals and Events to be referred to the Grants Appraisal Panel for scrutiny and consideration, with onward recommendation to Community & Amenities Committee. That an additional £2500 be made available from operational contingencies should sufficient applications demand arise.**
- 2. That no change is made to Charges, Fees and Commissions for the period 2023/2024.**

- 3. That the recommended Community & Amenities Committee estimates and budgets for the period 2023/2024 be accepted for referral to the Resources Committee on 16th January 2023 and then to Full Council on 23<sup>rd</sup> January 2023 for consideration for final approval.**

**239. CHRISTMAS LIGHTING ARRANGEMENTS**

Christmas Lighting Arrangements- To confirm that 2022 represented the final year of the existing 5 year contract. Preliminary interest for procurement and renewal considerations has been received and noted from the existing Service Provider and one other as at December 2022. The arrangement is subject to procurement and options will be fully collated before commencing with the process. Further information will be updated later in the year and in good time for the 2023 Festive period. Initial Scope and consideration has been made in the draft presented estimates and budgets 2023/2024 for the Community & Amenities Committee [*for information*].

RESOLVED – That the information be noted.

**240. SUNDAY BAND CONCERTS PROGRAMME 2023**

Sunday Band Concerts Programme 2023- Work will commence shortly to collate a programme for the 2023 Season in line with the previous year and spanning the timescale May to September. Due to the additional Bank Holiday weekend over 6<sup>th</sup> - 8<sup>th</sup> May 2023 for the Coronation of King Charles III scope will be included to bring the programme forward to start from early May. As previously reported all arrangements are now made through the Town Council Office following the passing of the formerly appointed Promotions Agent during 2020. It is hoped to publicise the final programme by April this year. Consideration has been made in the draft presented estimates and budgets 2023/2024 for the Community & Amenities Committee [*For information*].

RESOLVED That the information be noted.

**241. DROITWICH SPA UNCOVERED – HERITAGE QR CODES PROPOSAL**

Droitwich Spa Uncovered, Heritage QR Codes Proposal – received from Councillor GR Brookes. To consider the attached proposal and initial pilot exercise for implementation covering up to 10 streets. The arrangement outlined aligns with the Heritage App now fully launched and the Tourism/ Visitor website [www.visitdroitwichspa.com](http://www.visitdroitwichspa.com). Scope and consideration has been made in the draft presented estimates and budgets 2023/2024 for the Community & Amenities Committee [*Proposal attached with Agenda papers*].

Councillor GR Brookes explained the proposal to implement the Heritage QR Codes and information pages on a trial basis covering up to ten streets with an estimated costs outlay of approximately £100 per location. The links to and benefits for the existing Tourism Website and the Heritage Trail App were also highlighted and explained. There were no questions arising.

RESOLVED To implement the Heritage QR Codes and information pages on a trial basis covering up to ten streets with an estimated cost outlay of approximately £100 per location.

**242. PROPOSALS TO EXTEND THE OPERATIONAL LIFE OF THE RADIO ROOM.**

Proposals to extend the Operational Life of the Radio Room Exhibition with the expected closure of the Droitwich Spa Long Wave Transmitter. To consider the attached proposal document received from Councillor GR Brookes on 18 November 2022. Scope and consideration has been made in the draft presented estimated and budgets 2023/2024 for the Community & Amenities Committee [*Proposal attached with Agenda Papers*].

Councillor GR Brookes explained the concept to purchase a low power radio transmitter device for the Heritage Centre Radio Room. This is a contingency to enable the radio exhibits to remain functioning for

broadcast. The BBC have recently announced that the nearby “Droitwich on the Dial” radio transmissions from Wychbold are set to finish. This is due to their reliance on the now obsolete thermionic transmitting valves that receive the 1500m(200KHz) AM (Amplitude modulated ) signal bespoke to the Wychbold transmitter location.

It was agreed in general discussion that the proposal was important to maintain the transmissions and to preserve the functionality of the local radio heritage within the Museum. Councillor CM Murray added that there was an opportunity to consider the acquisition of further BBC artefacts and broadcasting equipment from the Wychbold transmitter station with the closure being announced. In general discussion the suggestion was welcomed towards making the radio exhibition in St Richards House more extensive and of greater interest to the public. The ideas can be included as part of the general strategic plans overview for the building - for the reason that space and the current restricted layout of the radio room are prevailing factors to be considered further.

RESOLVED That the information be noted and to purchase the low power radio transmitter device for the Heritage Centre Radio Room as a working contingency. The estimated purchase cost of the equipment is noted to be £79.95 including postage.

#### 243. COMMUNITY MEMORIAL BENCH FOR COVID 19 PANDEMIC.

Community Memorial Bench for Covid 19 Pandemic- Pursuant to Draft Minute Reference 223 of the Meeting of Full Council which took place on 12 December 2022. Example design and costing information is attached of Memorial benches from a Public Sector supplier for review and consideration. A Press & Media article has been published on Friday 6<sup>th</sup> January 2023 to accord with the Full Council Resolution to invite public feedback as to a preferred location. This runs until 23<sup>rd</sup> January and it is also on the Town Council website as a news item. As of 9<sup>th</sup> January four responses have been received all preferring the St Richards House location. Final arrangements will then need to be made including location, installation, insurance, ongoing maintenance and a suitable Memorial Inscription/ Plaque. Scope and consideration has been made in the draft presented estimated and budgets 2023/2024 for the Community & Amenities Committee [*Example Supplier information attached with Agenda Papers*].

The Town Clerk referenced the information provided with examples of Memorial benches. In general discussion a consensus was reached for a preferred traditional style bench with arm rests and a suitable memorial plaque and inscription. The preferred material was stipulated as hard wood style possibly manufactured from the recycled composite options available.

The Town Clerk suggested that options were now taken forward for final consideration at the C & A Committee meeting next month including the bench specification and a suggested plaque inscription wording. Final details for the preferred installation date, a press/media release and an unveiling ceremony could also be considered at the February Meeting (27<sup>th</sup> Feb 2023).

RESOLVED That the information be noted and options be taken forward for final consideration at the February 2023 Committee Meeting.

#### 244. REQUEST FOR EVENT SPONSORSHIP CONSIDERATION 2023/2024

Request for Event Sponsorship Consideration 2023. A request dated 6<sup>th</sup> November 2022 has been received following the last Community & Amenities Committee Meeting from Mr Patrick Davis requesting consideration towards sponsorship opportunities for the 2023 Droitwich Spa Food & Drink Festival. In previous years Event Sponsorship consideration has been part of the Community & Amenities Grants Scheme provision. It is acknowledged that since the onset of the Covid 19 Pandemic in March 2020, sponsorship requests have markedly reduced which has been reflected in a reduction of the available grants budget. Scope and consideration has been made at this stage in the draft presented estimates and budgets 2023/2024 for the Community & Amenities Committee within Grants [*For information*].

The Town Clerk updated that the position regarding Community Grants and Sponsorship has been confirmed and resolved as part of the consideration for the Community & Amenities Committee estimates and draft budgets 2023/2024 under Agenda Item 4 (draft minute reference 238 refers). The need for openness and consistency in managing all approaches for Event sponsorship was explained – highlighting the St Richards Festival Organising Group which generally submitted a Grant application for financial support in running their event each April. In general discussion the grants and sponsorship through C & A was agreed to be the best, fair and transparent approach for all.

Councillor A Humphries raised the following points and rationale for consideration by the Food Festival Organising Group should they proceed with a Sponsorship Grant application for consideration through the Town Council. It was explained that these points had been put forward on behalf of Councillor NR Griffiths, who was unfortunately delayed and not present at the meeting. The rationale is for the reason that the economic position and challenges currently necessitates that many local families have a dependable reliance on the support and welfare services provided by Community Organisations including the Droitwich Spa Food Bank and the Worcestershire Homeless Appeal – Community Pantry. Food poverty and hardship are real concerns for many people locally and as such the following additional 4 considerations have been put forward with best intention for the 2023 Droitwich Spa Food & Drink Festival Organisers.

1. A stall to be provided for the Foodbank free of charge, to provide more information for attendees on their work and also have a space for donations.
2. Leftover food at the end of each day donated as pre-made meals to the foodbank/pantry
3. Monetary donation points around the site for the foodbank
4. A 'Pass It On' option at each stall - when buying food customers can choose to 'Pass It On' which would essentially be that customer donating the cost of a meal to the foodbank

The Town Clerk confirmed that he would update the information with the Food Festival Organisers for their consideration and as part of the response for them to take forward their Town Council Sponsorship application for the 2023 Festival.

RESOLVED That the information be noted

#### 245. WDC DROITWICH IN BLOOM PROJECT & PROPOSAL

WDC Droitwich In Bloom Project & Proposal - received from Wychavon District Council. The attached proposal covering static floral displays for the Town Centre, collaborative working themes for the Heritage Centre and craft workshops from Gemma Ranford – Wychavon District Council, Place Project Officer for Droitwich Spa has been received on 19<sup>th</sup> December 2022. Scope and consideration has been made in the draft presented estimates and budgets 2023/2024 for the Community & Amenities Committee although this cannot meet the full requested amount at this time [*Proposal attached as part of Agenda Papers*].

The Town Clerk updated that an element of support for the project can be provided through the recommended estimates and budget 203/2024 within the Heritage Centre operational and running costs. This is similar to the arrangement for 2022/2023. Unfortunately this cannot extend to meet the full cost of the proposal received due to the balance of many financial priorities and initiatives. There were no questions arising.

RESOLVED That the information be noted

#### 246. COMMUNITY GRANTS

Community Grants – To note the attached correspondence received from Worcestershire Homeless Appeal – Community Pantry dated 19<sup>th</sup> December 2022. This is in connection with the Grant for the Community Pantry awarded in November [*letter provided as part of Agenda Papers for information*].

RESOLVED That the information be noted

247. WORCESTERSHIRE FARMERS MARKET (WFMG)

Worcestershire Farmers Market - To note the attached correspondence received from the WFMG Committee dated 11<sup>th</sup> November 2022. This was following the last Community & Amenities Committee Meeting held on 7<sup>th</sup> November 2022 [*letter provided as part of Agenda Papers for information*].

RESOLVED That the information be noted

248. WEEKLY CHARTER MARKET

Charter Market – To update that discussions are proceeding with a suitable Operator to resurrect the Friday weekly Charter Market this spring. A further meeting takes place later this month to consider a formal business proposal. Thereafter the item will be scheduled for consideration by the Committee. Referencing and due diligence covering insurance liabilities, trading status and food hygiene compliance will all be taken forward as part of this process. Further updates to be provided in due course [*for information*].

RESOLVED That the information be noted

The meeting concluded at 6.50pm

Chairman of Committee .....  
27 February 2023

Chairman of Council .....  
23 January 2023