

# Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held in the Council Chamber, St Richards House on Monday 27 February 2023 at 6.50 pm

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

ALSO PRESENT: Councillors, Mrs C Bowden, J Grady, CM Murray & AM Sinton.

APOLOGIES FOR ABSENCE: Councillors RG Beale, DM Craigie, G Duffy, A Humphries, AH Laird & RJ Morris.

## 307. DECLARATIONS OF INTERESTS

None received.

## 308. MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 6TH FEBRUARY 2023.

To confirm as a correct record the Minutes of the meeting of the Committee held on 6th February 2023 in the Council Chamber, St Richards House [*previously circulated*].

RESOLVED That the Minutes of the Meeting of the Resources Committee held on 6 February 2023 at the Council Chamber, St Richards House, be confirmed as a correct record and signed by the Chairman.

## 309. Interim Internal Audit Visit – 14 February 2023.

To confirm that the visit has taken place following rearrangement from 13<sup>th</sup> December 2022. The Internal Auditors report will be presented at a forthcoming meeting once received for consideration. The interim review was completed satisfactorily with no significant matters arising. To note that the challenge correspondence matter from June & July 2022 and two further emails received during January 2023 by Councillors Brookes & Sinton from the same Originator, have been discussed with the Auditor in the course of the visit this month.

There were no questions arising.

RESOLVED – That the information be noted.

310. Decarbonisation Advice & Review Reports as part of the Public Sector Energy Efficiency Programme (PEEP) – Further to previous updates at the Resources Committee Meetings on 16<sup>th</sup> January 2023 & 6<sup>th</sup> February 2023, to confirm that the Scheme funding contribution has now been approved and confirmed on 20<sup>th</sup> February 2023. The actual granted contribution is lower than the anticipated 40% and is an intervention rate of 26.50% which represents as £3,264.80 of the total project cost of £12,320. The purpose description is for replacement of all remaining lights to LED, including some Smart LED upgrade provision for both premises. The offer has been accepted to enable the works to be instructed, scheduled and proceed. Payment of the grant is on completion of all of the work

and must be before May 2023. Works are anticipated to be carried out through April 2023 *[for information]*.

There were no questions arising.

RESOLVED – That the information be noted.

311. Investment Policy Review and Options – To coincide with the new Administration in May 2023 and consideration of the ongoing strategic priorities outlined within the Financial Report produced to support the estimates, budget setting and precept calculations in January 2023, it is important to review investment and reserve position options. The following linked information has been recommended for consideration of suitable options by Worcestershire CALC in February 2023.

[The Public Sector Deposit Fund | CCLA](#)

Recent Bank Base Rate increases have started to improve savings rate potential which is relevant for reviewing the investment policy and options. The recommendation is that this item is referred to an early Resources Committee Meeting of the New Administration after May 2023 as an Agenda item for further & informed consideration *[for information]*.

There were no questions arising.

RESOLVED – That the information be noted.

312. Adoption of Policies to support Live Streaming of Full Council and Committee Meetings from St Richards House - To confirm that guidance and recommendations have been taken forward through CALC and Worcestershire County Council to adopt the requisite governance to enable live streaming of meetings to commence. Permission has been granted to consider straight adoption of the policy text already in place & maintained by WCC which is fully transferable for the scope and business requirements of the Town Council.

There are no copy right restrictions and the WCC Agenda's template wording is as follows,

“NOTES • Webcasting Members of the Council are reminded that meetings of the Council are Webcast on the Internet and will be stored electronically and accessible through the Council's Website. Members of the public are informed that if they attend this meeting their images and speech may be captured by the recording equipment used for the Webcast and may also be stored electronically and accessible through the Council's Website”.

To consider adoption of the same wording for inclusion as part of Town Council agendas.

RESOLVED To adopt the recommended Worcestershire County Council wording as outlined below to enable the live stream broadcast option of Town Council and Committee Meetings from the Council Chamber. This will be included within the Agenda / Meeting Summons paper to coincide with the start of the live stream option being available - “NOTES • Webcasting Members of the Council are reminded that meetings of the Council are Webcast on the Internet and will be stored electronically and accessible through the Council's Website. Members of the public are informed that if they attend this meeting their images and speech may be captured by the recording equipment used for the Webcast and may also be stored electronically and accessible through the Council's Website”.

313. Live Streaming option for Town Council Meetings from St Richards House Council Chamber location – Subject to adoption of the recommended policy wording an initial live stream option is suggested for the Meeting of Full Council on 24<sup>th</sup> April 2023 which is the last full meeting of the current Administration. This is recommended to be a live trial within a closed environment, without full You Tube Channel public broadcast. Following the test date it is anticipated that all Full Council and Committee Meetings will include the full live stream option available through You Tube. Dates already scheduled for June 2023 are the three Committees on 12<sup>th</sup> and Full Council on the 19<sup>th</sup>.

To consider the outlined course for Live Streaming of Council Meetings.

RESOLVED To proceed with the outlined course for the introduction of the live stream option for Town Council and Committee Meetings in 2023.

314. Town Council Website Review and Upgrade – To confirm that pursuant to Minute Reference 218 of the meeting of Full Council held on 12<sup>th</sup> December 2022 work has progressed to realign the Town Council website during January and February.

This includes an updated layout, revised content & wording and additional sections. Content for the Neighbourhood Development Plan (NDP) will follow from the Town Meeting day launch next month. Details of the NDP Survey Link are prominently embedded on the Home Page in anticipation of the launch and will remain open for digital feedback until the end of March.

The Website Service Provider has developed and managed these changes in a restricted soft launch format to enable the amendments and enhancements to be proof checked and edited by Officers prior to full online release. The new format is expected to be ready for full launch by the beginning of March 2023. Guidance on the updated self -management for content processes is scheduled to be provided for officers later in the week of the 20<sup>th</sup> February 2023 [for information]. There were no questions arising.

RESOLVED – That the information be noted.

### 315. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £1,931.82 + supplementary payments of £5,969.89 were considered for payment. Total expenditure presented £ 7,901.71 [lists attached with Agenda].

There were no questions arising. To note that the total expenditure is £1,931.82 in respect of one replacement cheque previously presented for authorisation totalling £67.77 and detailed on the schedule. £1931.82 less £67.77 = £1,864.05.

Total expenditure authorised including adjustment and supplementary payments = £1931.82 less £67.77 = £1,864.05 + £5,969.89 = £7,833.94

RESOLVED-. That the statement of accounts appended be received and the expenditure totalling £7,833.94 be authorised and duly passed for payment. Total expenditure authorised = £7,833.94

The meeting closed at 7.02 pm.

Chairman of Committee

3 April 2023

Chairman of Council

24 April 2023

