

Droitwich Spa Town Council

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

21 February 2023

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You are hereby summoned to attend a meeting of the **RESOURCES COMMITTEE** to be held in the Council Chamber, St Richards House, Victoria Square, Droitwich Spa on Monday 27 February 2023 at 6.30pm or at the close of the meeting of the Community & Amenities Committee if later.



Mark Keld
Town Clerk

PUBLIC SESSION

Members of the public are invited to attend the Committee meeting. Time is set aside at 5.45pm before the start of the Committee meetings to receive any questions about items on this agenda, or raise issues for future consideration. Notification of any requests should be lodged with the Town Clerk by 1pm that same day at the latest. Town Council Meetings are recorded for monitoring purposes.

1. Apologies for absence.
2. Declarations of Interests
3. 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. *[enclosed]*
4. Interim Internal Audit Visit – 14th February 2023 - To confirm that the visit has taken place following rearrangement from 13th 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.

5. Decarbonisation Advice & Review Reports as part of the Public Sector Energy Efficiency Programme (PEEP) – Further to previous updates at the Resources Committee Meetings on 16th January 2023 & 6th February 2023, to confirm that the Scheme funding contribution has now been approved and confirmed on 20th 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]*.
6. 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]*.

7. 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.

8. 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 24th 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 12th and Full Council on the 19th.

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

9. Town Council Website Review and Upgrade – To confirm that pursuant to Minute Reference 218 of the meeting of Full Council held on 12th 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 20th February 2023 *[for information]*.

10. Accounts for payment. *[lists herewith]*

Distribution:

All Members of Resources Committee Councillors – WT Moy (Chairman) Mrs K Fellows (Vice Chairman) R G Beale E J Bowden G R Brookes Mrs J M Chaudry R P Hopkins A Humphries GA Duffy (Ex- officio)	Copy to All Other Town Councillors Agenda For Information to: County & District Councillors for Droitwich Spa Subscribers Press
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