

# Droitwich Spa Town Council

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

31 January 2023

Telephone: 01905 774258  
[www.droitwichspa.gov.uk](http://www.droitwichspa.gov.uk)

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 6 February 2023 at 6.15pm or at the close of the meeting of the Planning 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 16th January 2023 in the Council Chamber, St Richards House. *[previously circulated]*
4. Decarbonisation Advice & Review Reports as part of the Public Sector Energy Efficiency Programme (PEEP) – Pursuant to draft minute reference 255 of the Resources Committee meeting held on 16 January 2023 to confirm that a funding application has been submitted to Worcestershire County Council under the Peep Scheme for the LED lighting replacement covering both buildings on 23 January

2023. Three full cost estimates have been sourced and appended to support the application to accord with the requirement for all projected costs between £2,500 and £25,000. It is anticipated that the upgrade work should be eligible for the 40 % funding. The Scheme Managers have now stipulated that an element of Smart LED be added to the proposals before funding consideration can proceed. This aspect is currently being integrated through the Service Providers within their cost estimates. A further update will be provided in due course as matters progress, including the funding consideration outcome *[for information]*.

5. St Richards House – Central Heating Boiler Replacement – Pursuant to draft minute reference 254 of the Resources Committee meeting held on 16 January 2023 to confirm that the Service Provider has been approached to collate suitable options. A meeting took place on site during 19 January 2023 with the outlook to receive full options for informed consideration through the Resources Committee to progress during April and May. This timescale will enable the boiler replacement to be taken forward at a time when the building is less reliant on the heating system and in doing so this should minimise disruption for all users of the premises. Further details including costs and specifications will be provided through the Resources Committee in due course and prior to any works commencing *[for information]*.
6. Regular Payments Review - including list of automated direct debits and standing orders. Summary as at end of January 2023 taken from Scribe Accounts System. This accords with the Auditors recommended practice to review the regular automated payments. The last reviews took place in February, June and December 2022 for automated payments and in October 2022 for all payments to align with interim year analysis of income and expenditure. *[All Payments Lists attached for information covering period 1<sup>st</sup> December 2022 to 30<sup>th</sup> January 31st 2023.]*
7. Accounts for payment. *[lists herewith]*

**Distribution:**

<p>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)</p>	<p>Copy to All Other Town Councillors           Agenda For Information to:          County &amp; District Councillors for Droitwich Spa          Subscribers          Press</p>
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