

Droitwich Spa Town Council

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

Telephone: 01905 774258

17 April 2023

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held in the Council Chamber at St Richards House, Victoria Square, Droitwich Spa on **Monday 24 April 2023** at 6.00pm.



Mark Keld
Town Clerk

Members of the public are invited to attend the Town Council meeting. Time is set aside at 5.45 p.m. to receive views or questions on matters for this agenda, or raise issues for future consideration before the start of the Town Council meeting. Notice of these should be lodged with the Town Clerk by 1pm that same day at the latest. Members of the public may not take part in the Town Council meeting itself. Town Council Meetings are recorded for monitoring purposes.

NOTES

(1) 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.

(2) This Meeting is a trial webcast **only** and **will not** be live streamed on the Internet. Thereafter it is anticipated that all Full Council and Committee Meetings will be live streamed from June 2023, as previously resolved.

(3) **This being the final scheduled meeting of the current Administration- The photographer will attend at approximately 6.30pm for the official annual photographs for the Mayor and the Full Council.**

A G E N D A

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 23 January 2023 [*enclosed*]
4. MAYOR'S ANNOUNCEMENTS - [*for information*].

5. POLICING IN DROITWICH SPA - *[for information]*.
 - To welcome Sergeant Jason Maiden following the recent retirement of Sergeant Sarah Kent.
 - To receive an update and report on Police matters in Droitwich Spa.
6. HIGH SCHOOL – To receive an update and report from the Senior Students Team of Droitwich Spa High School *[for information]*.
7. YOUTH COUNCIL – To note that the Youth Council updates will resume in due course. There is no report for 24th April 2023 *[for information]*.
8. Final External Auditor Report and Certificate 2021/22 in respect of Droitwich Spa Town Council (WO0047) *[attached for information]*.
 - a) To note and receive the External Auditors annual report *[attached]* for the period ended 31st March 2022. The report has been received on 13th March 2023 and concludes the process for the previous year's accounting period.
 - b) To note that the originator of the challenge correspondence from June 2022 met with Councillors GR Brookes and AM Sinton on 24th January 2023. The originator reminded of and requested that it be noted - for their entitlement to approach the External Auditor without first contacting the Town Council if they prefer to do so.
9. Internal Auditors Report and Observations from Scheduled Interim Visit – 14th February 2023
 - a) To note and receive the Internal Auditors interim visit report *[attached for information]* for the Financial Year 2022/2023.
 - b) From the observations report point C1- To ratify Minute Reference 159/2022-2023 from the Resources Committee meeting of 10th October 2022 to record the review of All Risk completed at that time.
 - c) From the observations report point B2- To ratify Minute Reference 186/2022-2023 from the Community & Amenities Committee meeting of 7th November 2022 to record the confirmation of award for the renewed Municipal Planting Contract following the procurement exercise carried out at that time.
 - d) To confirm that the Year End visit is arranged for 18th May 2023 and the Annual accounts will be presented at the next scheduled Full Council (19th June 2023) in accordance with normal practice. The final deadline for this year's Accounts submission to the External Auditor is 3rd July 2023.
10. CORONATION WEEKEND CELEBRATION – 6th & 7th May 2023.
 - (a) To confirm the arrangements and activities for the Community Celebration afternoon in Lido Park on Sunday 7th May 2023 *[publicity details attached for information]*.
 - (b) To confirm the attached schedule of Special Coronation Funding payments for the Community celebrations. This follows publicity and resultant expressions of interest received. The funding is provided through Wychavon District Council, and the Town Council have taken forward the engagement and allocation for the payments throughout the Community. The approach is the same as similar arrangements for the Late Queen's Platinum Jubilee Celebrations in June 2022.

11. NEIGHBOURHOOD DEVELOPMENT PLAN PROGRESS UPDATE – To receive an update from Councillor GR Brookes in his capacity as the designated Town Council Member with responsibility for the project, including Communications & Liaison. Councillor Brooke’s summary report covering the period 23 January 2023 to date with accompanying details is attached for information. This includes the End of Grant Report NPG- 13037 with regard to the expenditure of the Locality funding for the period ended 31st March 2023 *[for information]*.

12. To receive and consider the Minutes of the under-mentioned Committee meetings:-

1. Planning Committee – 6th February 2023 *[previously circulated]*
2. Resources Committee – 6th February 2023 *[previously circulated]*
3. Planning Committee – 27th February 2023 *[previously circulated]*
4. Community & Amenities Committee – 27th February 2023 *[previously circulated]*
5. Resources Committee - 27th February 2023 *[previously circulated]*
6. Resources Committee – Extra-ordinary meeting 20th March 2023 *[previously circulated]*
7. Planning Committee- 3rd April 2023 *[enclosed]*
8. Resources Committee – 3rd April 2023 *[enclosed]*

13. COUNTY COUNCIL MATTERS- To receive reports on County Council matters *[if appropriate]*

14. DISTRICT COUNCIL MATTERS – To receive reports on District Council matters *[if appropriate]*

15. ACCOUNTS FOR PAYMENT *[details attached]*

Distribution:

All Members of the Town Council

Agenda for Information to:

County & District Councillors for Droitwich Spa

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