

# Droitwich Spa Town Council

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

6 June 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 12 June 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.

### 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 will be webcast and live streamed on the Internet. It is anticipated that all Full Council and Committee Meetings will be live streamed from June 2023 onwards.

1. Apologies for absence.
2. Declarations of Interests
3. To note the Membership and Chairmanship of the Committee, as determined at the Annual Council meeting on 15 May 2023 (details at end of Agenda).
4. To confirm as a correct record the Minutes of the meeting of the Committee held on 3<sup>rd</sup> April 2023 in the Council Chamber, St Richards House *[attached.]*

5. Year End Internal Auditors Visit 2022/2023 – 18<sup>th</sup> May 2023 - To confirm that the visit has taken place as outlined. The Internal Auditors report of observations and recommendations is presented as attached *[for information]*.
  
6. Decarbonisation Advice & Review Reports as part of the Public Sector Energy Efficiency Programme (PEEP)
  - (A) Further to previous updates at the Resources Committee Meetings in January, February and April 2023, to confirm that the LED Lighting conversion and fitting work has been completed for both Town Council buildings during April. The WCC Scheme funding contribution confirmed on 20<sup>th</sup> February 2023 (intervention rate of 26.50% which represents as £3,264.80 of the total project cost of £12,320) has been invoiced for settlement. The works comprised replacement of all remaining lights to LED, including some Smart LED upgrade provision for both premises *[for information]*.
  - (B) A Survey request has been received and response completed for the Peep Scheme on 25 May 2023. The following issues have been highlighted for the Scheme Administrators feedback based on the Town Council experience.
    - Duplication and Complexity of the processes.
    - Timescales from October 2021 to May 2023 to achieve one tangible benefit.
    - The necessity for rework and two separate Peep Surveys to be completed by different Service providers.
    - The disproportionate amount of time and resources expended.
    - The resultant funding was awarded at a reduced rate without prior notification
  
7. Scribe Accounting System option to automate the invoicing process. - To consider the outlined details and cost proposal to include the digital invoicing and room bookings functionality with the existing Scribe Accountancy System. This addition will enable efficiencies and savings to be made for the automated invoicing, collections & settlement and room bookings, covering Town Council business arrangements for Community Hall hirers and Allotment Tenancies. *[Costed proposals attached for consideration]*
  
8. 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 from the Committee in February 2023 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]*.

The Internal Auditor has recommended as part of the Year End Visit Observations completed on 18th May 2023 that consideration for investment provision is included as part of the annual budget setting and precept for 2023/2024 – anticipated

in December 2023 and January 2024. The Year End Recommendation Report in full is Agenda item 5 point D (1) refers.

9. Options for Boiler Replacement – St Richards House. Pursuant to Minute Number 254 of the Resources Committee meeting held on 16<sup>th</sup> January 2023 to update on the options being collated for consideration of the central heating boiler replacement. To note that this work is not within the PEEP scheme or any connected funding scope and will be a cost from Town Council reserves. Details and options are currently being collated with different Service Providers for further informed consideration and to accord with procurement requirements. The Officers recommendation is to delegate analysis and interpretation of the options and specifications to a Working Group of the Resources Committee to take forward. Where practically possible it is advisable to complete the replacement work and installation by late September 2023. It is hoped that the options will be available for further consideration in time for the next scheduled Resources Committee meeting on 24 July 2023 and in August thereafter. To consider the Working Group delegation and membership.
10. Consideration for provision of a new Network Server for Droitwich Spa Town Council – The appointed IT Consultant for the Town Council (TCS Computer Solutions) has notified in early May that the existing business server for the computers is nearing the end of life cycle. Microsoft will cease operational support from October 2023. The professional recommendation outlined is for a replacement new server and back- up unit running the latest Microsoft Windows network operating systems software. Recommended specification and cost estimates are attached.
11. Regular Payments Review - including list of automated direct debits and standing orders. Summary as at end of May 2023 taken from Scribe Accounts System. This accords with the Internal Auditors recommended practice to review the regular automated payments. The last reviews took place in February, June & December 2022 and February 2023 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> April 2023 to 30<sup>th</sup> May 2023]*.
12. Accounts for payment. *[lists herewith]*  
Includes current payments and a separate list of final payments for the previous Administration period which were signed week commencing 2<sup>nd</sup> May 2023 to transact essential business prior to the Local Elections. This is permissible and has been verified by the Internal Auditor.

**Distribution:**

All Members of Resources Committee  
Councillors –

GR Brookes - Chairman
M Brook – Vice-Chairman
SJ Brazier
Mrs J Chaudry

GA Duffy
N Franks
RP Hopkins
AM Sinton
Mrs K Fellows- Mayor (Ex- officio)

Copy to All Other Town Councillors

Agenda for Information to: County & District Councillors for Droitwich Spa,  
Subscribers, Press