

# Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held in the Council Chamber, St Richards House on Monday 24 July 2023 at 6.20 pm

PRESENT: Councillor GR Brookes (Chairman)  
Councillor M Brook  
Councillor SJ Brazier  
Councillor GA Duffy  
Councillor RP Hopkins  
Councillor AM Sinton  
Councillor Mrs K Fellows (Ex- officio)

ALSO PRESENT: Councillor AL Key

APOLOGIES FOR ABSENCE: Councillors Mrs C & EJ Bowden, Mrs JM Chaudry, N Franks, RJ Morris & AM Sinton.

## 107. DECLARATIONS OF INTERESTS

None received.

## 108. MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 12 JUNE 2023.

To confirm as a correct record the Minutes of the Resources Committee meeting held on 12th June 2023 in the Council Chamber, St Richards House [*circulated with Agenda*].

RESOLVED That the Minutes of the Resources Committee held on 12th June 2023 at the Council Chamber , St Richards House, be confirmed as a correct record and signed by the Chairman.

109. Emergency Committee Membership - To note that the Emergency Committee membership, as laid down in the Internal Control Policy, comprises the Chairman and Vice-Chairman of Resources Committee, the Mayor, the Leader of the Majority Party and the relevant Committee Chairman (the Town Clerk also being a member of this Committee). [*for information*]

RESOLVED The information was noted.

110. Special Grants Annual Approval - To approve payment of the Special Grants as per the budget estimates agreed by Council in January 2023, as follows.

- \* Citizens Advice Bureau £4,000.00
- \* Droitwich Spa Council for Voluntary Services £3,000.00
- \* St Mary de Witton (churchyard maintenance) £1300.00

RESOLVED The information was noted.  
To award the Special Grants from the Resources Committee as follows,  
\* Citizens Advice Bureau £4,000.00  
\* Droitwich Spa Council for Voluntary Services £3,000.00  
\* St Mary de Witton (churchyard maintenance) £1300.00

111. HMRC PAYE Anomaly- To be advised of the attached correspondence trail circulated with the Agenda. This matter originates from a previous months overpayment of PAYE by the designated Payroll Agents (Wychavon District Council) for the Town Council. The matter is in hand between the Agent and HMRC and the stated difference has recently reduced to £452.19 (advice dated 7 July 2023). The sequence of all correspondence is summarised on the attached email with the Agenda *[for information]*.  
There were no questions arising.

RESOLVED The information was noted.

112. Boiler Replacement – St Richards House – Pursuant to minute references 254 of the Resources Committee meeting held on 16 January 2023 and 57 of the meeting on the 12 June 2023, quotation options are now being finalised for replacement of the central heating boiler. These are to be considered by the delegated Working Group during August conducive to final options and work proceeding in September *[for information]*.

The Town Clerk updated that 3 estimates were being collated from Local Service Providers for consideration by the delegated Working Group in the next few weeks. These will need to be considered in line with the procurement threshold which may in turn necessitate that a procurement notice and option is advertised on the .gov tendering portal. This consideration will determine the workable timescales for the actual award of contract for the replacement boiler and the works commencing for installation. It is hoped to determine projected costs and procurement options (or not – if estimates based below threshold) during the next few weeks to enable the replacement work to be in course and completed prior to winter. It was also noted that Councillor M Brook had notified that he had contact with a local Company who had expressed interest in quoting for the work. Councillor Brook made reference to the requisite declaration of non- pecuniary interest should the introduced party wish to proceed with providing a costed estimate for consideration.  
There were no questions arising.

RESOLVED The information was noted.

### 113. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £18,200.79 were considered for payment. Total expenditure presented £18,200.79 *[lists attached with Agenda]*.

There were no questions arising.  
Total expenditure authorised = £18,200.79

RESOLVED-. That the statement of accounts appended be received and the expenditure totalling £18,200.79 be authorised and duly passed for payment. Total expenditure authorised = £18,200.79

The meeting closed at 6.25pm.

Chairman of Committee

9 October 2023

Chairman of Council

25 September 2023