

Droitwich Spa Town Council

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

18 July 2023

Telephone: 01905 774258
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 24 July 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.

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 confirm as a correct record the Minutes of the meeting of the Committee held on 12th June 2023 in the Council Chamber, St Richards House *[previously circulated.]*
4. 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]*

5. 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 £4000.00
 - * Droitwich Spa Council for Voluntary Services £3000.00
 - * St Mary de Witton (churchyard maintenance) £1300.00
6. HMRC PAYE Anomaly- To be advised of the attached correspondence trail. 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 *[for information]*.
7. 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]*.
8. Accounts for payment. *[lists herewith]*

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