

Droitwich Spa Town Council

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

28 November 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 4 December 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 9 October 2023 in the Council Chamber, St Richards House *[attached]*.
4. Collison Damage to Bus Shelter – Little Hill / Ombersley Way - Following a road traffic accident in the early hours of Saturday morning 7th October 2023 the shelter has been destroyed .The driver absconded and was later arrested by the Police.

There is no recourse for recovery of costs through the Town Council Insurers apart from the usual public liability protection. The identity of the motorist remains subject to a MOP (Management of Police Information – Appendix D). In these circumstances the advice from the Insurance Company is for the Town Council to now consider any options for recovery proceedings through the Motor Insurance Bureau *[for information]*.

5. Graffiti & Vandalism to Bus Shelters and Street Infrastructure - To update that options and scope are being investigated for coordinated cleaning, repair, renovation and target hardening of bus shelters in some specific and vulnerable locations of the Town which are subject to ongoing high levels of anti- social activity and damage. The Town Council owns and maintains approximately 30 bus shelters and 5 or 6 of these are in heavily affected locations, including parts of Ombersley Way, Worcester Road and Celvestune Way. A test refurbishment including the application of Anti – Graf protective coating of one shelter on Ombersley Way adjacent Little Hill has been completed during late October .This will now enable further informed consideration for other locations in line with estimates & budget setting in December and January. In the same way continuing efforts are being made to remove graffiti in general from road signs and street infrastructure – coordinating with WCC Highways, through the Lengthsman Scheme and Approved Contractors suitably qualified for working on the Highway. The areas most affected by graffiti continue to be around Ombersley Way, Briar Mill, Ledwych and the Railway Station. A meeting took place on Friday 17 November 2023 between Councillor P Clements, Sergeant Cathy Atkinson and the Town Clerk to discuss the graffiti matters and interventions *[for information]*.
6. Salwarpe Road – Solar Vehicle Activated Speed Sign – Similar to agenda item 5 above, to notify that the VAS has been vandalised and spray painted with graffiti during the week commencing 20th November 2023. The damage to the sign is significant and is not repairable. The matter has been reported to the Police under Crime Reference Number 22/109834/23. This sign was originally provided from funding sourced through the Office of the Police and Crime Commissioner (OPCC) in collaboration with Worcestershire County Council Highways. Options and scope for replacement and possible insurance recourse are currently be taken forward *[for information]*.
7. Boiler Replacement – St Richards House – Pursuant to minute references 254/2022-2023 of the Resources Committee meeting held on 16 January 2023, 57/2023-2024 of the meeting on the 12 June 2023 and 112/2023-2024 of the meeting on 24th July 2023, to confirm that the delegated Working Group met on 8th September. Three written quotations were considered all of which fell within the procurement threshold and a recommendation to proceed resolved at the last Resources Committee Meeting in October. To confirm that the works have been fully completed week commencing 13th November 2023*[for information]*.
8. Community Infrastructure Levy Neighbourhood Fund – Pursuant to minute reference 148 of the Resources Committee meeting held on 11th October 2021 to note the accumulated receipts which form part of the Town Council financial reserve position. **To accord with regulatory requirements this money must be spent within 5 years of receipt by the Town Council, or if not, returned the originator – Wychavon District Council.** The accumulated balance breakdown including the two separate payment receipt dates is attached for information

together with the minute reference from October 2021, for the occasion of the last consideration which was not resolved.

9. To consider the exclusion of the Public and Press by passing the following motion:

That the press and public be now excluded from the meeting under the provision of the Public Bodies (Admission to Meetings) Act 1960 by virtue of the confidential nature of the business about to be transacted which involves financial and legal matters.

10. Asset Signage Sponsorship Scheme - To update that continuing difficulties are being encountered with collecting the annual revenue share derived from the asset media sponsorship scheme. The Town Council currently maintains three signage sponsor options on an equal share annual supplementary income arrangement with the Service Provider, in place since 2015/2016.

A final Notice for recovery proceedings was issued to the Company following the last Committee Meeting on 9th October 2023. This was acknowledged by email with still no payment forthcoming to date. The intention to remove the sponsorship signage has now been notified to the Company this week and instructed to DSTC Contractors. To note that this matter will need consideration as part of the supplementary income receipts for the annual estimates and budget setting for the next period and going forwards *[for information]*.

11. Cloud based Phones Solution and Full Fibre Proposals - Following replacement of the Server Unit during August & September 2023, the remaining potential for the Town Council IT Infrastructure is upgrade to fibre connection and integration of the Phone systems. The existing phone system will require a cloud based solution due to the digital switchover programme within 18 months. Three additional options are currently being researched and will be presented for further consideration at a later date.

To note that the overall IT Service provider for the Town Council has recommended an example of a combined broadband and phones solution which will replace two separate existing obligations. It is understood that this option is possible on a 36 months contract basis with no separate capital expenditure, set up fees or leasing agreement- subject to final interpretation. Indicative details are attached for information *[for information]*.

12. HMRC PAYE Anomaly- Pursuant to minute reference 111/2023-2024 of the Resources Committee Meeting held on 24 July 2023 to note that further correspondence has been received on this matter from HMRC. The Payroll Agent (Wychavon District Council) has maintained written communications throughout endeavouring to resolve the anomaly with HMRC, acting on behalf of the Town Council. The Town Clerk has contacted HMRC directly by phone on 31st October & 6th November 2023 to escalate concern that this matter remains unresolved with a request for a full response. The interventions from the Town Clerk has determined that the anomaly most likely originates from a request by WDC to HMRC in period 9- 2022/2023 (January 2023) for reallocation of PAYE to another account. WDC have been updated to coordinate their further responses accordingly and the explanation from HMRC is still awaited *[for information]*.

13. St Richards House – Installation and Maintenance of all Fire Systems and Option for installation of Wireless Fire Alarm System- Pursuant to minute reference 150 of the Full Council Meeting on 25th September 2023 various service delivery issues have been raised with the existing Fire Safety provider. To consider the attached private and confidential report and estimates for a wireless fire alarm system to be fitted which upgrades the existing system for the building and extends the coverage to the unoccupied second floor. It is noted that the current arrangements do comply with Fire Regulations but the matter originates from recommendations made by the existing Service provider during their scheduled maintenance regime. The Heritage Managers have recommended caution with introducing a full wireless system due to issues encountered with other Museum Sector locations with regard to environmental monitoring and special considerations for the safe preservation of the artefacts collection. For these reasons some locations have had to retrospectively revert back to wired in fire systems. **Officer’s recommendation is to delegate options for review of the Fire Systems to a Working Group of the Resources Committee to make recommendations.** Suggested scope to include Costs of changing provider and existing arrangements, Museum environment factors and any anticipated changes to the Museum layout and wider areas of the St Richards House building.

14. Office Tenancies- St Richards House. To be advised that one of the established tenants for the St Richards House building office space has requested consideration for a reduction in their lettable space used as at 28th November 2023. The request has been acknowledged whilst options are looked at. The changes will likely be effective from January 2024. Alternative uses and letting options will be coordinated and linked to the supplementary income aspect of the Town Council estimates and budget setting through December and January [*for information*].

15. 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)

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