

Droitwich Spa Town Council

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

Telephone: 01905 774258

7th December 2023

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held at the Council Chamber, St Richards House, Droitwich Spa, WR9 8DS on **Monday 18 December 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 issues on 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 Council meeting. 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.

Prior to the start of proceedings there will be a tribute and moment of reflection in memory of former Councillor AH Laird.

AGENDA

1. Apologies
2. Declarations of interests
3. To confirm as a correct record the Minutes of the Meeting of Council held on 25th September 2023 at the Council Chamber, St Richards House *[attached]*.
4. MAYOR'S ANNOUNCEMENTS

5. MAYOR'S CHOICE ANNUAL AWARD – Pursuant to minute reference 144- 2023/2024 of the Meeting of Full Council held on 25th September 2023 and draft minute reference 190- 2023/2024 of the Community & Amenities Committee meeting held on 6th November 2023, to receive an update on the arrangements and criteria. To note that nominations for the Scheme will require finalisation in time for the January 2024 meeting of Full Council for sufficient timescales to be included for presentations as part of the AGM on 13th May 2024.
6. POLICING IN DROITWICH SPA
To receive a report on policing matters in Droitwich Spa. *[for information]*.
7. HIGH SCHOOL – To receive an update from the Senior Students Team at Droitwich Spa High School *[for information]*.
8. YOUTH COUNCIL – To receive an update on the arrangements for the Youth Council *[for information]*.
9. COMMUNITY LEGACY

(a) To receive a short presentation from representatives of Salwarpe, Martin Hussingtree & Hindlip Parish Council and the WDC, Droitwich Spa - Place Board with regard to a possible collaborative project for Community Legacy.

(b) Pursuant to Draft Minute reference 191-2023/2024 of the Community & Amenities Committee meeting on 6th November 2023 **to consider application options to proceed for the next tranche of funding opportunities.** As updated the Town Council are entitled to submit 2 Stage One (Expressions of Interest) applications for initial consideration by Wychavon District Council in the period open from 8th January 2024 to 19th February 2024. To note that applications are assessed on merit and are subject to competitive bidding. Preference is also given to Councils which have not submitted applications for previous editions of the funding stream. Successful applicants for Stage 1 will then be invited to proceed with full second stage applications with supporting detail and evidence of public consultation in the period up to 30th May 2024.

10. ARMED FORCES COVENANT

Pursuant to minute reference 76/2023-2024 of the Meeting of Full Council on 19 June 2023, the draft Armed Forces Covenant for Droitwich Spa has been submitted to the Ministry of Defence following resolution and signature at Full Council on 25th September 2023. A Senior Representative has confirmed that they will attend at the next Meeting of Full Council on 22 January 2024 to enable a countersignature ceremony by way of affirming their full acceptance.

The Adoption of the Armed Forces Covenant automatically qualifies the Town Council to register for the Bronze Employer Recognition Scheme (ERS). The Registration process has been completed on 26th October 2023 through the Town Clerk. Details are attached and page 17 of the "Making the Most of Your Armed Forces Covenant" brochure refers. The Town Council are now entitled to display the Armed Forces Covenant and the Bronze Award ERS motifs on the Town Council website *[for information]*.

To note that a formal photograph will be included as part of the Ceremony and this will also provide the opportunity for the Official Annual Mayoral and Council photos to be arranged on the same evening.

11. Annual Governance & Accountability Return for the Year Ended 31 March 2023- Notice of Conclusion of Audit.
To confirm that the Notice of External Auditors Report & Certificate 2022/23 was received on 20th September 2023. The Notice of conclusion of audit was posted on the same date including attachment with the statutory documents to the Town Council website [*report and Notice attached for information*].
12. Interim Internal Audit Visit & Report 2023/2024- To confirm that the Internal Auditor visited on Tuesday 7th November 2024 to undertake the Interim Review Visit for the current 2023/2024 period. The report is provided for information [*Report attached for information*].
13. Annual Renewal of Insurance Policy – To confirm that the Town Clerk reviewed the Insurance policy and cover arrangements with the Provider on 1st & 15th November 2023 in advance of the annual renewal scheduled for 1st January 2024. Arrangements have also been made to carry out separate Valuations of both premises for insurance purposes, updating of owned assets and to support index linking. The renewal documentation is attached for information. To consider the Insurance renewal information as presented.
14. Annual Review of Bank Mandate Signature Arrangements – The Internal Auditor has recommended as part of the Interim Review 2023/2024 completed on the 7th November 2023, that the Bank Mandate signing arrangements are reviewed and recorded as a separate minute item by Full Council each year. To note that the established authorised signatories are the Chairmen of the three Standing Committees, the Mayor and the Deputy Mayor, as well as the Town Clerk / RFO. The signing arrangements are any two of the aforementioned Elected Members with the Town Clerk for all payment authorisations - (cheques and regular automated payment arrangements). The authorised signatories for Members are amended with the Bank on the occasions of any changes to the Standing Committees Chairmanship and the annual arrangements for Mayor and Deputy Mayor. These positions are generally reviewed as part of the AGM Agenda each May [*for information*].
15. Wychavon District Council – Tagwell Ward Polling Station Review – To note the attached letter notifying the review of polling station arrangements for Tagwell Ward. Any comments are requested to be submitted direct to Wychavon District Council Electoral Services by 12th January 2024. Information attached and previously circulated to DSTC Elected Members on 16th November 2023 [*for information*].
16. NEIGHBOURHOOD DEVELOPMENT PLAN (NDP) PROJECT REPORT – To receive an update report from Councillor GR Brookes in his capacity as the designated Town Council Member with responsibility for the project, including Communications & Liaison and the Steering Group. The previous report was included as part of Full Council on 25 September 2023 - Minute Number 153/2023-24 refers. The next Steering Group Meeting is expected in January 2024 to interpret and progress the consultation results from October. Key points for the overall NDP project at present include,

- Completion of the Design Guidance & Codes Report working in collaboration with AECOM. This work has been in course from March and has been signed off for final AECOM approval on 2nd November 2023. The final document will be integral to the emerging NDP once conformity has been is finally confirmed by AECOM.
- Circulation of the questionnaires for the Residents Survey and Business & Commerce Consultation both for the duration of October. Response rates and feedback have been very encouraging and the output is currently being analysed and tabulated for detailed interpretation. The Residents Survey has confirmed approximately 800 completed responses as at 6 November 2023. This includes many detailed verbatim comment responses (approximately 400 separate statements) which are currently being formatted as part the review process.
- Site Assessment Work for possible additional housing allocations. Discussions took place between Senior Wychavon Planning Officers, The Consultant, Councillor GR Brookes and the Town Clerk at a meeting on 27 September in Pershore.
- Updating of information on the Town Council website.

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

1. Planning Committee – 9 October 2023 [*previously provided*]
2. Resources Committee- 9 October 2023[*previously provided*]
3. Planning Committee- 6 November 2023 [*previously provided*]
4. Community & Amenities Committee – 6 November 2023 [*attached*]
5. Planning Committee –4 December 2023 [*attached*]
6. Resources Committee- 4 December 2023 [*attached*]

18. VOLUNTEER BARGE SEATING IN VINES PARK

Following discussion at the last “Droitwich Matters” Meeting, Councillor GA Duffy has requested consideration towards a proposal option for temporary removal of the Volunteer Barge Seating at Vines Park, whilst the repairs are undertaken. The suggestion includes removal of the temporary herras safety fencing and installing an interim noticeboard to inform upon the repairs and renovation work currently in course. This is conducive towards improving the ascetics and the environment of the Park whilst the various permissions and repairs progress. It is noted that the historical significance of the Park ground necessitates conditional covenants to be adhered to, which are factors towards the elapsed timescales and the repair work being completed.

19. WYCHAVON DISTRICT COUNCIL – DROITWICH SPA PLACE BOARD UPDATE –

To receive an update on Place Board project work from Councillor AM Sinton [*for information*].

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

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

22. ACCOUNTS FOR PAYMENT – [*Schedule of remittances attached*]

Distribution:

All Members of the Town Council

Agenda for Information to:

County & District Councillors for Droitwich Spa

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