Droitwich Spa Town Council

MINUTES of the Meeting of the **RESOURCES COMMITTEE** held in the Council Chamber, St Richards House on Monday 26th February 2024 at 6.15 pm

PRESENT: Councillor GR Brookes (Chairman)
Councillor SJ Brazier
Councillor M Brook
Councillor Mrs J Chaudry
Councillor GA Duffy
Councillor AM Sinton

ALSO PRESENT: Councillors Mrs C Bowden, EJ Bowden, P Clements, DI Davidson, V Humphries & RJ Morris.
APOLOGIES FOR ABSENCE: Councillors Mrs K Fellows, N Franks, J Grady & RP Hopkins.

361. DECLARATIONS OF INTERESTS
Councillor GR Brookes declared a non- pecuniary interest in Agenda Item 10 "Cloud and Wireless Broadband" for the reason that he had previously had business contact with one of the Service Providers who had presented one of the option being considered. To this effect Councillor Brookes abstained and did not participate in the decision making vote for this item of the Agenda later in the meeting.

362. MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON 5 EBRUARY 2024.
To confirm as a correct record the Minutes of the Resources Committee meeting held on 5th February 2024 in the Council Chamber, St Richards House *[circulated previously]*.

RESOLVED That the Minutes of the Resources Committee held on 5th February 2024 at the Council Chamber , St Richards House, be confirmed as a correct record and signed by the Chairman.

363. Reports for Reinstatement Valuations – January 2024. To receive the attached reinstatement valuation reports carried out by the Professional Consultant on 25th January 2024 for both public buildings – Community Hall & St Richards House.
These updated reports are required to accord with Auditors and Insurance provider recommendations and for the regular review of Town Council owned assets
[Reinstatement reports attached with Agenda for information].

The Town Clerk explained the reports and there were no questions arising.

RESOLVED That the information be noted.

364. Annual Asset Review 2023/2024. To receive the attached schedule of Town Council assets. Since the last review completed in December 2022 (within period 2022/2023) full reinstatement valuations have been completed by professional consultants for both public building premises. To accord with Auditors best practice recommendations Elected Members are encouraged to look at the owned assets comprising the two buildings,

contents (including Heritage Centre and Museum collection) and various land holdings as they so wish *[Updated register of assets attached with Agenda papers as at February 2024 for information]*.

The Town Clerk explained the reports and there were no questions arising.

RESOLVED That the information be noted.

365. Graffiti & Vandalism to Bus Shelters and Street Infrastructure – To update the attached report covering works undertaken and developments since mid- January 2024. The cost provision and resourcing is through the Resources Committee and the infrastructure itself cross references to the Community & Amenities Committee *[update attached with Agenda papers]*

The Town Clerk explained the reports and there were no questions arising.

RESOLVED That the information be noted.

366. Safer Roads /OPCC Grants – An Edition 2 Grant application has been submitted to the OPCC on 24th January 2024 to request a contribution of funding towards additional and replacement Solar VAS equipment. The outcome decision is expected shortly and will be updated when notified. The equipment specification and costings are for the recommended solar powered version and it is anticipated up to three additional sign units are required to be used throughout the Community at preauthorised licenced locations *[for information]*.

RESOLVED That the information be noted.

367. Regular Payments Review - including list of automated direct debits and standing orders. Summary as at end of January 2024 taken from Scribe Accounts System. This accords with the Auditors recommended practice to review the regular automated payments. The last reviews took place in September 2023 for all payments to align with interim year analysis of income and expenditure. *[All Payments Lists attached with Agenda papers for information covering period 1st April 2023 to 31st December 2023- three quarters of the 2023/2024 period4]*

The Town Clerk explained the reports and there were no questions arising.

RESOLVED That the information be noted.

368. 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.

RESOLVED 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.

369. Cloud and Wireless Broadband – To receive and consider the two options and attached private and confidential summary report (for reasons of commercial sensitivity) regarding Broadband and Telephone Cloud Service Provision.

The Town Clerk explained the report and the options presented. Mention was also cross referenced to the Financial Report presented to Council for estimates, budget setting and precept in January 2024, which outlined the proposals as part of the Town Council Strategic Priorities forward plan for 2024/2025. From instruction after the 1st April 2024 date (next Municipal period), the changeover and new arrangements are anticipated during the period up to June/July 2024 and onwards. There were no questions arising. Councillor GR Brookes abstained and did not participate in the decision making process for the reason of the declared non- pecuniary interest as outlined.

RESOLVED From the options presented to instruct Global 4 as the recommended service provider and proposal for Broadband combined with Office Telephones within Cloud Format.

370. HMRC – Credit on PAYE Account – To be advised of the attached correspondence notifying further HMRC anomalies with the PAYE Account. This follows lengthy efforts to decipher and resolve similar accumulated debit balance anomalies incorrectly allocated at HMRC in the period January to December 2024 *[for information]*.

The Town Clerk explained the position with the HMRC anomalies and there were no questions arising.

RESOLVED That the information be noted.

371. Asset Media Signage –Since last reported in December 2023 there has been no further responses from the Service Provider. Minute Reference 219/2023-2024 of the Resources Committee held on 4th December 2023 refers. The matter of the outstanding invoice is in breach of contract and is diarised for Debt Recovery referral to align with the period end date after 31 March 2024. This last resort action will also confirm cancellation of any continuing or future arrangements with the Company.

The Town Clerk explained the position with the Asset Media Signage Service Provider including the next steps for recovery of the outstanding invoice owing and any future contractual arrangements. There were no questions arising.

RESOLVED That the information be noted.

372. ACCOUNTS FOR PAYMENT

Creditor accounts in the sum of £2,615.96 and two supplementary remittances of £ 5,151.86 were considered for payment. Total expenditure presented **£7,767.82.**

Already factored in the calculation total are the two replacement cheques for lost items as follows (£1,302.26 as already authorised expenditure when first presented on Remittance lists from the 4th and 18th December 2023) *[full list attached with Agenda]*.

- Cheque Serial Number 12515 – payable to St Andrews Town Hotel for £ 1,056.50 in respect of the Heritage Volunteers Christmas Lunch . Replacement for cheque number 12483 dated 18.12.2023 which had been reported lost in the post.
- Cheque Serial Number 12516 - payable to Whittle Coach & Bus Limited in respect of Heritage Coach tickets sales less commission. Replacement for cheque number 12465 dated 4.12.2023 which had been reported lost in the post.

Councillor M Brook commented on the issues where cheques had been reported lost in the post during forwarding to payees especially close to the Christmas period. There were no questions arising.
Total expenditure authorised = £7,767.82

RESOLVED-. That the statement of accounts appended be received and the expenditure totalling £7,767.82 be authorised and duly passed for payment. Total expenditure authorised =£7,767.82

The meeting closed at 7.28pm.

Chairman of Committee .....

08 April 2024

Chairman of Council .....

29 April 2024