

Droitwich Spa Town Council

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

20 February 2024

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 26 February 2024 at 6.30pm or at the close of the meeting of the Community & Amenities 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 5 February 2024 in the Council Chamber, St Richards House *[attached]*.
4. 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 for information]

5. 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 as at February 2024 for information]*.
6. 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]*
7. 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]*.
8. 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 for information covering period 1st April 2023 to 31st December 2023.- three quarters of the 2023/2024 period]*
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. Cloud and Wireless Broadband –_To receive and consider the two options and attached summary report for Broadband and Telephone Cloud Service Provision.
11. 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]*.

12. 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.

13. 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