

# Droitwich Spa Town Council

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

11 October 2024

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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 21 October 2024 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 Extra-ordinary meeting of the Committee held on 9 September 2024 in the Council Chamber, St Richards House [*previously circulated*].

4. Notice of Vacancy in Office of Councillor – Droitwich Spa Town Council, Chawson Ward - To confirm the Election of Councillor Dales James following the by election results for the 26th September 2024. To welcome Councillor James on joining the Town Council as an Elected Member *[for information]*.
5. Renewable Energy – Solar Power & Carbon Reduction Initiative. Pursuant to minute reference 44/2024-2025 of the Resources Committee Meeting held on 3<sup>rd</sup> June 2024 (below),

RESOLVED To form a Working Group Delegation of Elected Members (with Officers support) towards resurrecting a review of suitable solar panel options for the St Richards House premises. Elected Members putting themselves forward to comprise the Working Group were noted as Councillors S Brazier, M Brook, GA Duffy, N Franks, RP Hopkins & AL Key (subsequently replaced by the Chairman of Resources Committee – Councillor GR Brookes).

To confirm that the Working Group delegation met on 9<sup>th</sup> September 2024 to begin consideration of options and feasibility. The agreement reached was to register for pre – application planning advice through the Local Planning Authority as the first stage. This application was lodged with and acknowledged by the LPA on 23<sup>rd</sup> and 25<sup>th</sup> September 2024. Anticipated timescales for receipt of the professional opinion and guidance are a few weeks. The resultant report will be updated when received and will be conducive towards making informed judgement on the further feasibility stages and costings. So far the pre- application advice process appears to be cost neutral *[for information]*.

6. Bus Shelter maintenance - To confirm that new replacement shelters have now been installed at Trent Close and Bower Hill on Celvestune Way to accord with draft minute reference 159-2024/2025 of the Extra- ordinary Resources Committee Meeting held on 9<sup>th</sup> September 2024. In addition the shelter at Everton Close on Worcester Road has been repaired and refurbished following traffic collision damage. Repairs and replacement panels are currently progressing for the shelters on Westwood Road (near to Parkway) and Falsome Pits / Copcut on Worcester Road *[for information]*.
7. Regular Payments Review - including list of automated direct debits and standing orders. Summary as at end of September 2024 taken from Scribe Accounts System. This accords with the Internal Auditors recommended practice to review the regular automated payments *[lists attached for information]*.

#### 8. Interim Review of Budgets 2024/2025

The reports attached with the Agenda provide the net position overall and by cost centre for the Municipal Year to date (period of analysis 1st April 2024 to 30<sup>th</sup> September 2024). The overall performance to plan is maintained on track at this stage of the financial period *[lists attached for information]*.

9. Community Infrastructure Levy Neighbourhood Fund –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 is currently as outlined in the attached summary report *[details attached for information]*

10. Annual Review of Bank Mandate Signature Arrangements – The Internal Auditor has recommended as part of the Interim Review 2023/2024 completed on the 7<sup>th</sup> November 2023, that the Bank Mandate signing arrangements are reviewed and recorded as a separate minute item annually. 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 reviewed as part of the AGM Agenda each May [*for information*].

11. Kidderminster Road Land – To receive a short update on the position and options for the redundant Town Council owned land holding at Kidderminster Road [*details attached for information*]

12. Accounts for payment [*lists herewith*]

13. 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.*

14. Heritage Centre Community Legacy Project. To consider the Design Procurement evaluation and recommendations arising from the delegation meeting held on 7<sup>th</sup> October 2024.

To note that a similar procurement opportunity exercise with evaluation and recommendations - will follow for the building works part of the project shortly. Final contract awards require ratification by the Full Council and are anticipated to be part of the December 2024 or January 2025 arranged meetings. The project work is on schedule to commence during quarter one of 2025.

15. Insurance Claim – Pursuant to minute reference 158-2024/2025 of the Extra Ordinary Meeting of the Resources Committee held on 9<sup>th</sup> September 2024 to confirm that the Town Councils Insurance Company representative attended on 17<sup>th</sup> September to progress the Investigation Report and prepare statements. Further progress updates will be provided when received in due course.

16. Mayoral Charity Arrangements 2023/2024- Pursuant to draft minute reference 182-2024/2025 of the Full Council meeting held on 23<sup>rd</sup> September 2024. To conform to the recommendations of the Internal Auditors Independent Review and resultant report received on 6<sup>th</sup> September 2024 the attached summary details the actions required for the Town Council. This is conducive towards satisfactorily addressing all of the outstanding matters as identified by Officers and the Internal Auditor over the financial arrangements connected with the Mayoral Charity Fund raising 2023/2024 [*summary report attached detailing necessary actions and timescales*].

**Distribution:**

All Members of Resources Committee  
Councillors –

GR Brookes - Chairman
M Brook – Vice-Chairman
SJ Brazier
Mrs J Chaudry
GA Duffy
RP Hopkins
AM Sinton - Mayor (Ex- officio)

Copy to All Other Town Councillors  
Agenda for Information to: County & District Councillors for Droitwich Spa,  
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