Droitwich Spa Town Council

MINUTES of the meeting of Droitwich Spa Town Council held in the John Corbett Room of the Community Hall on **Monday 15 December 2025** at 6.00pm.

PRESENT: Councillor Mrs C Bowden (Mayor)
Councillor E Bowden
Councillor M Brook
Councillor GR Brookes
Councillor P Clements
Councillor Mrs JM Chaudry
Councillor DI Davidson
Councillor R Deller
Councillor GA Duffy
Councillor RP Hopkins
Councillor VP Humphries
Councillor RJ Morris
Councillor AM Sinton

County Councillor D Birch

APOLOGIES for absence: Councillors S Brazier, Mrs K Fellows, N Franks, J Grady & D James.

NOTES

(1) Town Council Meetings are recorded for monitoring purposes.

(2) Live streaming of meetings will not be possible during the period of temporary relocation of Council and Committee meetings at the Community Hall. This is for the reason to enable building works at St Richards House and is likely to affect the period July to December 2025.

(3) The start of the Full Council Meeting was preceded by Prayers and Reflection led by the Mayoral Chaplain – Reverend Laura Handy.

To Open the Meeting and start proceedings, The Chairman respectfully asked that all Elected Members present kindly maintain civility and respect – and refrain from political grand standing. She asked that Members cooperate and work together for the benefits of the Community and befitting of their Elected Representative status.

248. DECLARATIONS OF INTERESTS
Councillor GA Duffy declared a non- pecuniary interest in Agenda Items 19 & 21 for Droitwich Place Board for the reason that he is a Member of the overseeing panel for the local Place Boards at Wychavon District Council. Councillor AM Sinton declared a non-pecuniary interest in Agenda Items 19 & 21 for Droitwich Place Board for the reason that he is a Member of the Droitwich Place Board.

249. MINUTES OF THE MEETING OF COUNCIL HELD ON 22 SEPTEMBER 2025 - To confirm as a correct record the Minutes of the Meeting of the Town Council held on 22nd September 2025 at the Community Hall *[attached with Agenda]*.

Councillor VP Humphries raised that she was disappointed that her comments from the September Council Meeting regarding her request for amendments to motions to be provided for her in a legible written format had not been included. The Clerk acknowledged her comments as noted and to be added to this meetings minutes.

RESOLVED That the Minutes of the Meeting of the Full Council held on 22 September 2025 be confirmed as a correct record and signed by the Chairman. There were three abstentions – Councillors M Brook and PD Clements for the reason that they were not in attendance at the September meeting, and Councillor VP Humphries.

250. MAYORS ANNOUNCEMENTS

The Chairman updated ion the following events and functions,

Mayor's Announcements 15th December 2025

From the many recent Mayoral Engagements the Chairman commented on the successes and strong Community attendance for Remembrance Sunday and the Christmas Lights Switch On. Special thanks was conveyed to the DSTC officers for their work on these arrangements. The Edward Winslow Thanksgiving 2025 was also singled out as a successful Event this year.

RESOLVED That the information be noted

251. POLICING IN DROITWICH SPA

The Clerk had circulated the report originated by PCSO Ben Mawby on Wednesday 10th December to all Members. PCSO Mawby introduced newly appointed Local Policing Team Colleague – PCSO John Vincent, and circulated examples of the following for Members additional information

- A counterfeit and a genuine £20 note with a UV light device to help interpret the water marking and detectable differences. It was explained that examples of forged £20 notes had been encountered in the local community recently. Vigilance remains high and the counterfeiting may extend to £10 and £50 notes.
- Public Awareness Poster Campaign details with regard to the Police targeting against Anti- Social Behaviour and possible Exclusion Order warnings for use in retail shops.

Ben covered his report as follows,

The Town Centre Policing Team is still myself. We have a new Police Officer called John Vincent. He will be properly starting 15/12/2025.
Shop lifting is still occurring regularly across the Droitwich Town area. Not all the shops are reporting thefts when they happen including any deterred / attempted thefts. Morrisons still has a gap in security between 0700 and 1000 which the shop lifters are aware of and do target. They aren't producing the evidence for us to progress the investigations. Neither are they phoning 999 to report thefts in action in the early hours of the morning or at any time. They've only done it once on a prolific shop lifter that was causing a disturbance.
DISC the reporting tool for businesses is still work in progress currently.
We are rolling out a new system for the shops in Droitwich. This is whereby that they can have posters on the outside for ASB / Retail Crime. It's a very effective tool and is in Worcester. This is whereby if someone has been banned from one shop, potentially they could be banned from other shops displaying this. They have got a banning letter that goes with it which they can serve on person(s) or we can if we deal with them and issue on their behalf. All the shops are slowly being spoken to if they would like it. Very positive feedback so far.
Operation Christmas Presence is a Police led activity whereby there is increased patrols in town to keep businesses, customers and residents safe. A range of Police Officers across the local policing teams will be in town at certain times of the day.

We have had no reports of graffiti across the Droitwich Town area. If this is happening with new tags or existing tags. Please let us know.
Children have been committing Anti-Social Behaviour in the retail park and both parents have been spoken to and children as well. ASB letters have been requested for these children.
For one of our prolific shoplifters, we are looking to try and get a Criminal Behaviour Order on him, which quite a few shops are supportive of this and are willing to put pen to paper. This will hopefully lead to a harsher sentence once they are in front of the courts.
In November there were some reported attempt burglaries and burglaries in Berry Hill and Hampton Lovett Industrial Estates. CCTV reviewed and not able to identify suspects. High Visibility patrols being carried out. This was in the West side. Further afield there is quite a few reports of lamping / hare coursing going on as well. On 08/12/2025 incident attended and vehicle linked to these was seized for no insurance.
In early December we had reports of Nottingham Knockers in the Droitwich East area on the 4th of December and then we had one in the Wychbold area. A search took place and those responsible were not located or identified. Victims were updated and provided reassurance.
Both East and West Droitwich have been experiencing lamping and hare coursing. A suspected vehicle was stopped and vehicle seized for no insurance. Enquiries continue into the rural crime offences.
There have been some reports of children using a slingshot to shoot at birds.
On 08/12/2025 after a report received stating that a child was using a sling shot at shop windows, a short foot chase later, officers encountered the child in the Lido and were arrested on suspicion of causing criminal damage, but no damage was reported or visible. Child spoken to along with parents and an ASB letter will be issues to the youth.
The report of dogs getting unwell in Spring Meadow, we are aware because I was with Mark and discussed it with him, but we've had no formal reports from residents about this.
Finally, some positive news. I PCSO Mawby, have set up a Community Project between Quality Crust in St Andrews Square to start donating their unused items that would normally be thrown in the bin to the Westlands Community Fridge. This appeared on our Facebook page and also on the Droitwich Standard website. Very good feedback received from the Westlands residents and people eating it too.

For general Policing Questions,

Councillor DI Davidson asked why the reporting of shoplifting offences appears to be inconsistent at the Morrison's supermarket? PCSO Mawby responded that CCTV had now been set up which enabled footage and images to be downloaded to a USB from source as an alternative from taking directly from the Security Staff phones. Some of the other stores including Aldi and Lidl are inconsistent with shop theft reporting. There are various reasons including store resourcing, different systems and the complexity and time involved in the reporting processes. This is anticipated to improve if/when the DISC reporting process is implemented locally. In the meantime Ben reminded that any thefts in progress should be called in through using the 999 service as an immediate response incident.
Councillor GR Brookes commented that he also found some of the stores security arrangements to be frustratingly vulnerable and less proactive against combatting shoplifting.
Ben thanked Councillor D Birch for his support in dealing with graffiti at the location of the Castle Hill underpass. He suggested that any initiative for a public graffiti wall be considered to be rolled out through an informal and neutral forum as oppose to a Council or Agency. This is for the reason of local youth appeal and engagement for such an initiative based on their feedback.

The Chairman thanked PCSO'S Mawby and Vincent for their report and attendance.

RESOLVED That the information be noted

252. <u>HIGH SCHOOL & YOUTH COUNCIL</u> – To receive an update from the Senior Students Team at Droitwich Spa High School and from representatives of the Youth Council *[if appropriate]*. Councillor RJ Morris updated that due to the transition and new term at the High School there would be no representation and only a short update covering High School and Youth Council business for this meeting. The next Youth Council and Schools Pyramid Meeting takes place in January 2026.

Councillor RJ Morris explained that there had been one meeting for the Youth Council and Schools Pyramid in early November following the changes in High School personnel. This meeting had included an initiative for the Students supporting the Charitable Giving aspect of the Winslow Thanksgiving 2025 Program. They had produced posters informing of the charitable enterprise which encouraged the community to support the Droitwich Foodbank. This publicity had featured in the schools newsletters this time oppose to wider posters in the Town Centre. Part of the arrangements had included Sue Jenkins – Trustee from Droitwich Foodbank attending the Schools Pyramid Meeting in November to present and take questions on the community work of the Charity. Looking ahead plans are in place for the Youth Council to play an active part in the Rik Mayall Comedy Festival in May & June 2026. This includes a youth showcase component event as part of the Festival Program.

Councillor Morris thanked the Town Council and Heritage Officer Team for their work in helping to deliver the Winslow Thanksgiving 2025 Events. The following summary of Youth Council matters was also referred to.

Youth Council

Held the first meeting with Chris taking over from Maisie in November. The work concentrated on posters for Edward Winslow Thanksgiving and promoting 'giving' to the foodbank, to support this they had a presentation from Sue Jenkins about the Foodbank activities & support
The next meeting is in January and will be to input into designs for artwork on 9 Openreach cabinets – a Wychavon art project. At the meeting the students will also set out priorities for the year.
The Youth Council has also been invited to support youth initiatives at the Rick Mayall Comedy festival 2026 – if a School is interested, they were to contact the festival group separately.

RESOLVED That the information be noted

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

Councillor Dan Birch updated on the following matters.

The Community Family Fun Day organised on the High Street on the 15th November had been a huge success and well supported. Charitable enterprise funds raised were approximately £300 towards the Raven Heart Beat Group towards the former Raven Hotel listed building part preservation, £200 towards Droitwich Spa Rotary Club that has recently been resurrected and £400 by the Droitwich Lions. Some WCC Divisional funding is to be allocated as a contribution for a collaboration with the Town Council to improve parts of the pathway network at Spring Meadow public open space. In addition a quantity of road planing surplus material has been pledged from WCC Highways to be used as part of this project for sub base on sections of pathway that will be top dressed and finished with permeable Cotswold stone. It is anticipated that this work will be taken forward in early 2026.

Community work including support from the Droitwich Litter Squad has been undertaken this past weekend to remove litter and graffiti from the Castle Hill underpass near Worcester Road. This location and route has previously been identified as an arterial thoroughfare to the Town Centre as part of the connectivity motion originally put forward through Councillor R Deller. These improvements will also include some cutting back of overgrowth vegetation through the Town Council collaboration using the Lengthsman Scheme and repairs to defects on the slabs and a replacement road safety mirror.

Highways matters reported on included updates for the resurfacing of Winslow Avenue scheduled in January, hedge cutting work at Bainbrigge Avenue & Yew Tree Hill and improvements made to mitigate against road surface flooding at the junction of Tagwell Road

and Lyttelton Road. Councillor Birch thanked Councillor GR Brookes for his work in originally taking this latter aspect forward which has now significantly improved. For speed awareness campaigns there will be a new VAS deployed at Hanbury Road adjacent Swan Drive shortly. A recent speed survey has been undertaken at Cockshute Hill and the resultant data falls within the speed limit parameters and is currently below the threshold to support the implementation of an additional VAS for that location.

Other initiatives referred to included measures being undertaken to maintain an existing school transport bus service which supports Newland Road which is an area bereft of street lighting and for which 57 families are dependent ,– and options for a pedestrian crossing at Primsland Way. This latter aspect has been costed at approximately £100K+ and would be a substantial investment and undertaking. Councillor AM Sinton asked how likely it was whether the new crossing can proceed? Councillor Birch explained that cost was a factor for a pedestrian crossing. The location is also challenging for the reason of the carriageway width is not sufficient to implement a cheaper alternative of a central refuge. Nevertheless all options continue to be actively considered.

To finish Councillor Birch mentioned the annual estimates, budget setting and precept preparations being considered at WCC. This has recently included proposals to consider whether to maintain the Lengthsman Scheme subsidy and Divisional Funding aspects. Both have been vehemently opposed at this stage for any changes for the reason that both sources of funding are considered to provide essential services and value in the Communities.

The Chairman welcomed Councillor Morris to the Meeting following his break for recuperation from illness. Councillor RJ Morris updated on the following report,

County update:

Bollards have been sited at Steynors open space to stop illegal encampment
VAS placed on New Chawson lane – recently vandalised unfortunately. Still pushing highways for a better flow of yellow lines and parking on Mew Chawson Lane
Path resurfaced on Westwood rd in front of the school
Path restructured & resurfaced at Wenslydale
VAS under consideration for siting on Stalls Farm rd by the shops
Yellow lines to be placed at Stalls farm and junctions of St Nicholas St and Steynors Way.
No waiting zone outside Witton School and also to be placed on the bridge by Westacre/St Josephs and outside Westacre and the High School.
Double yellow lines to be sited at the entrance to Berry Hill estate
Old Coach rd path resurfacing to start in school holidays in the new year.
Feedback on request for a crossing by the BP garage. The road is too narrow for a central refuge and a crossing would costs 200k, Still pushing for a Central refuge
Path widening still to be completed on Kidderminster Rd by the shops (land being purchased from the shops) and path to be made to the shops (petition from Westlands Residents Association requesting this)
Still waiting to hear on the options for a better solution to the Copcut junction (myself Cllr James and Birch are applying pressure)

Divisional funds:

I have given money to support:
DCVS community showcase in September
We are Men Utd funding to support their Droitwich activities on Westlands and Town Centre for men's mental health
Friends of Droitwich High St and businesses Family Fun Day
Rick Mayall Comedy festival 2026 for youth activity
Edward Winslow thanksgiving first aid and Winslow Awards
Stalls Farm Rd VAS contribution
Support for a new local community first responder scheme.

The Chairman thanked County Councillors Birch and Morris for their reports and input.

RESOLVED That the information be noted.

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

Councillor GA Duffy updated the following matters.

The SWDPR is proceeding with the final Inspectors Report and Recommendations. These are set to be considered by the Full Council at Wychavon on 18th December before progressing to public consultation during early 2026. This is conducive towards likely adoption of the SWDPR in the spring. Attention is being focused towards the bid being put forward by WDC for Unitary North and South in Worcestershire, as well as estimates, budget setting and precept for New Year.

RESOLVED That the information be noted.

255. Annual Governance & Accountability Return for the Year Ended 31 March 2025 - Notice of Conclusion of Audit.

To confirm that the Notice of External Auditors Report & Certificate 2024/25 is anticipated to be received by the final date of 30th September annually. The External Auditor provided an Interim external auditor report (Section 3 of the AGAR Form 3) dated 29th September 2025. The Report and Statutory Notice are attached and have been published on 29th September. This information was emailed to Members simultaneously on 29 September.
On 4th November 2025 the Senior Manager- Engagement Lead from the External Auditor has requested further information on the matter raised of the Mayoral Charity arrangements 2023/2024 in order to complete their Review. This information has been provided by return.

The Clerk updated on email correspondence with the Senior Manager- Engagement Lead from the External Auditor received on Friday 12th December. This notified of the conclusion of Audit - Annual Governance & Accountability Return for the Year Ended 31 March 2025 (Certificate subsequently received by email 17th December 2025 and published).
The Clerk summarised and read out the AGAR Part 3 "Except for Matters "covered by the External Auditor as follows. There were no questions arising.

External auditor's limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The smaller authority has not addressed the 'except for' matters raised by the external auditor when qualifying the prior year annual return. The smaller authority has not restated the prior year figure when readjusting assets in Section 2, Box 9.
Section 1, Box 9 and Section 2 Boxes 11a and 11b of the AGAR have not been completed accurately. The smaller Authority has confirmed that it is not a sole managing trustee, and the responses should be 'N/A', 'No', 'N/A' Respectively. The smaller authority has provided an explanation for its original responses to these boxes which was to recognise weaknesses in the accounting and administration of the Mayor's Charity for 2023/24 and answered 'No' to Assertion 9 in respect of this. The matter was identified and reported by town council officers in late February 2024 and an investigation was then undertaken. Two internal audit reviews were subsequently Commissioned and reports issued by the internal auditor in September and December 2024 including Recommendations that have been taken on board by the smaller authority. The smaller authority has updated its Procedures in respect of the administration and accounting of the Mayor's Charity and has added an additional Clause to the "Protocol for Members/Officer Relations" to address the issues identified.
Other matters not affecting our opinion which we draw to the attention of the authority:
None

RESOLVED That the information be noted and to accept the External Auditors Conclusion of Audit 2024/2025 as presented.

256. BANKING HUB & ATM OPTIONS – To receive a verbal update from the Clerk on the opening of the new Banking Hub for Droitwich Spa, as well as further considerations being made for ATM access.

The Clerk updated the following information having had contact with the Cash Access Manager and Colleague – The Place Board Chairman on Friday 12th December.

The Soft Launch - for general opening of the Banking Hub is likely to take place from Wednesday, Thursday or Friday of the week commencing 15th December 2025. This is nor proactively publicised for the reasons that the initial days will include systems testing and configuration of the Hub facility. The place Board Chairman, Councillor Dan Birch and the Clerk hope to visit the hub later this week.

The Official Launch – This is likely to be on the morning of Friday 9th January 2026 with full details yet to be confirmed. Invitations will be arranged by Cash Access and it is likely that the MP and Deputy Mayor will preside for the Opening Ceremony. It was noted that the Mayor & Consort are not available on the proposed date due to other standing commitments.

ATM Availability and Access – The hub will include an external mounted ATM which has restricted access due to the gated entrances to the Shopping Precinct and the associated opening hours. In response to feedback a business case representation has been submitted during October through Cash Access for the consideration of an additional second stand-alone ATM to be positioned in the area of the Victoria Square. The Clerk has submitted a supplementary business case to support this consideration on behalf of the Town Council and the Chairman of the Place Board had done the same. These additional statements have been arranged in order to emphasise the importance of the ATM service availability and access for all. Cash Access are a not for profit Organisation and the final investment decision will rest with the representative Banks for the local hub. It is likely that this decision making process will take some time and necessitate feedback as part of the considerations gathered from customers using the new hub facility once officially open from January. The place Board Chairman has also initiated a social media campaign to encourage feedback and responses to help support the case for the second ATM.

RESOLVED That the information be noted.

257. INSURANCE POLICY RENEWAL - To be advised of and confirm the Annual Insurance Policy renewal in readiness for 1st January 2026. The policy schedule details are attached. The renewal has been discussed by Teams completed with the Service Provider - Relationship Manager and Clerk on 24th November 2025. The Policy is maintained within the Long Term Agreement (LTA) arrangement which continues to the next renewal in January 2027. The small variance on the 2025 renewal is the index linking element only. There are no significant changes for the Town Council arrangements for 2026 and no amendments are required for the Policy following the St Richards House Museum refurbishment. Policy changes are expected for the 2027 renewal as the arrangements for Unitary Reform move forward *[policy renewal details attached with Agenda for information]*.

The Clerk summarised the information for the Policy Renewal. He explained that due to the LTA arrangement the nominal value policy increase of £287.73 on prior year was for the reason of index linking only. There were no questions arising.

RESOLVED That the Insurance Policy Renewal be approved for 2026 as outlined and the information be noted.

258. UNITARY PROPOSALS - To update that the Chairman of the Resources Committee and the Clerk represented the Town Council at the CALC AGM on 13th November 2025. The meeting included presentations for the proposals for Unitary One and Unitary North & South for Worcestershire. Full details of both options are featured on the District and County Councils websites .A Government decision is expected for the finalised unitary arrangement shortly. Thereafter the impact, opportunities and proposals affecting local Town and Parishes will become clearer. This will enable further informed considerations to be made in the period leading up to the Local Government Reforms through to 2027/2028 *[for information]*.

The Clerk updated on the position as outlined and as mentioned by Councillor GA Duffy as part of his summary under Wychavon District Council matters (minute number 254/2025-26 refers).

RESOLVED That the information be noted.

259. NALC Model Standing Orders (updated 2025). To accord with the Internal Auditors Recommendation to review and consider the latest NALC approved version for adoption. The existing version currently in place originates from 2021 *[copy of latest 2025 version attached]*. The template has been populated with the Town Council details in line with current arrangements.

There were no questions arising.

RESOLVED To adopt the latest 2025 updated version of the recommended NALC Model Standing Orders – as presented. Councillor VP Humphries abstained.

260. NALC Model Financial Regulations for Local Councils (updated 2025). To accord with the Internal Auditors Recommendation to review and consider the latest NALC approved version for adoption. The existing version currently in place originates from 2021 *[copy of latest 2025 version attached]*. The template has been populated with the Town Council details in line with current arrangements.

There were no questions arising.

RESOLVED To adopt the latest 2025 updated version of the recommended NALC Model Financial Regulations for Local Councils – as presented. Councillor VP Humphries abstained.

261. Terms of Reference Resources & Sustainability Committee- Pursuant to draft minute reference 172/2025-2026 of the meeting of Full Council on 22nd September 2025 to ratify the consideration of the attached suggested Sustainability Policy and updated TOR. To note that any changes affecting the Standing Committees does require final ratification through Full Council.
[drafted Sustainability Policy & TOR by way of original suggested amendments attached]. These have been already approved through the Resources Committee on 20th October 2025. Committee Minute number 201/2025-2026 refers below,

201. Terms of Reference Resources & Sustainability Committee- Pursuant to draft minute reference 172/2025-2026 of the meeting of Full Council on 22nd September 2025 to consider the attached suggested Sustainability Policy and updated TOR. **To note that any changes affecting the Standing Committees will**

require final ratification through Full Council *[drafted Sustainability Policy & TOR by way of suggested amendments attached to Agenda papers]*.There were no questions arising.

RESOLVED That the information be noted and updated TOR approved.

RESOLVED To adopt the drafted Terms of Reference for the Resources & Sustainability Committee – as presented.

262. Town Council Social Mobility & Enrichment Fund feasibility**.** To update for information that consideration is currently being provisionally scoped within the drafting of estimates, budgets and precept arrangements for 2026/2027 towards options to support and create a small Enrichment Fund. This is conducive towards subsidising extracurricular clubs and/or, transport to events, or equipment. To possibly Partner with local arts/cultural groups for free "family tickets" to local performances. Poverty often limits children's access to enrichment (music, sports, trips, clubs). Councils can help remove barriers and add value. Members are kindly asked to help provide feedback and suggestions that can be included within this initiative. Subject to fiscal provision it is anticipated to consider any resultant motion with the Budgeting at the January Meeting of Council *[for information]*.
The Clerk explained tha this item was for information at this stage pending full consideration in the New Year as part of the estimates, budget setting and precept arrangements. Councillor R Deller explained the background and circumstances for this suggested proposal as follows.

"Today — we look ahead to an opportunity. Not yet fully realized — but within our grasp.
In January, this Council will consider the Social Mobility & Enrichment Fund. And let us be clear — this is not about numbers on a page. This is about our children. About what we owe them. Because poverty… circumstance… distance — these should never decide whether a child can play in a sports team… learn an instrument… attend a theatre performance… or watch a local match and feel the thrill of belonging. Sport, the Arts & Enrichment. These should be for everyone. They are not luxuries. They are the foundations — the cornerstones — of confidence, creativity, curiosity, and community.
We have drafted an idea — a starting point — a small fund to support clubs, provide transport, supply equipment, and partner with local arts and cultural groups so families can access experiences they might otherwise miss. But this is just the beginning. This Fund will only be as strong as the ideas, energy, and insight we bring to it. And that is why we are asking you — for your thoughts, your suggestions, your vision — to help shape it, to make this motion better, and to make this Fund truly meaningful for every child in Droitwich.
Every child should have the chance to explore their passions… to discover their talents… to feel included in the life of our town. Because when we open doors for our young people — we strengthen not just them — we strengthen all of us.
The barriers are real. The challenges are real. But so is the promise. The promise that every child who can play, create, learn, or perform — every child who can experience sport or the arts — carries a spark that can light up our town. And when we ignite that spark — we ignite a brighter, stronger Droitwich.
As this motion comes before us in January, I urge this Council to see not just the cost, but the difference we can make. The chance to say to every family: your child matters. Your dreams matter. Your potential matters. Let us support this Fund. Let us contribute ideas. Let us act. Because a town is only as strong as the people in it — and the people in it begin with our children.
So let us move forward — with vision… with courage… with heart —and make this Fund a beacon of hope, inclusion, and possibility… for every child, every family, and for the future of our town.
And let us remember — when we give our children the chance to reach higher, to try, to fail, to succeed… we do more than change a life. We change the course of our town. We change the course of Droitwich. This is our moment. This is our responsibility. And together — together — we can rise to it".

Councillor VP Humphries commended Councillor Deller for his work on this suggested proposal. She suggested that the scope of the Enrichment initiative be widened to support Adults as well as younger people. Councillor G Duffy thanked Councillor Deller for his suggestions.

RESOLVED That the information and suggestions be noted for further consideration.

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

1. Planning Committee – 20th October 2025 *[previously circulated]*
2. Resources Committee- 20th October 2025 *[previously circulated]*
3. Planning Committee – 3rd November 2025 *[previously circulated]*
4. Community & Amenities Committee – 3rd November 2025 *[attached with Agenda]*
5. Planning Committee -1st December 2025 *[attached with Agenda]*
6. Resources Committee- 1st December 2025 *[attached with Agenda]*

RESOLVED To approve the listed Committee Meeting minutes on block.

264. WYCHAVON DISTRICT COUNCIL – DROITWICH SPA PLACE BOARD UPDATE – To receive an update on Place Board project work from Councillor AM Sinton *[for information]*.

"The Place Board is made up of local, talented, and successful business people who freely give their time, knowledge, expertise, and effort. They bring genuine thought and insight into improving the town for everyone, developing ideas to move the town forward, increase footfall, and deliver benefits for all.
At a time when many people across the UK feel detached from governing bodies, the Place Board acts as a bridge, connecting decision-makers to the real wants and needs of the community. Through their businesses, board members hear these concerns daily and are well placed to represent the voices of the local area
Examples of the projects undertaken recently include:
Improvements to the High Street including murals, lights, dressing empty shops, Christmas Post Box
Collaborating with local traders and groups such as the Civic Society and Arts Network in the lead up to creating the artwork for the murals.
A large portion of our remaining budget from this financial will be used on improving the wayfinding signage in the town (black pointers). This was following the audit carried out by People & Places.
Phase 1 on the Tower Hill Brine Pump building has been carried out with deep clean and new painting. The 'sliding door' is now operational allowing safer access with town tours.
Organising a series of successful Bike Nights which have brought a high number of visitors to the High Street. The final one for this year will be on Thursday 18th December.
The Place Board worked with the Town Council and others to secure the Banking Hub.
The creation of the health corridor including the Let's Fish events
Heritage banners which are displayed in good weather
Ongoing discussions about the Lido Project".

RESOLVED That the information be noted.

265. **General Motions presented by Elected Members**

To consider the following three Motions provided by Members. Details of the Motions are outlined below as presented.

RESOLVED That the information be noted.

266. Motion 1 – Subject - Droitwich Spa Place Board. Proposer Councillor RP Hopkins & Seconder Councillor N Franks.-

The Clerk Explained that due to the absence of Councillor Franks he had notified tha the motion wouldnow be seconded by Councillor VP Humphries

That Droitwich Spa Town Council formally calls upon Wychavon District Council to require the Place Board to:

1. Provide copies of its meeting minutes to Droitwich Spa Town Council on a regular basis.
2. Attend and engage with Droitwich Spa Town Council at least twice per year, roughly six months apart, at Full Council meetings, to report on its activities and to hear directly from elected representatives and agree consensus on taking forward ideas that will benefit our town.

This motion seeks to establish a transparent, cooperative, and accountable relationship between the Place Board and Droitwich Spa Town Council, for the benefit of the community we serve.

Councillor Hopkins and Councillor Humphries commented in support of their motion. Councillor AM Sinton outlined the following amended wording of the motion which was confirmed to be agreeable with Councillors Hopkins and Humphries.

"**The Town Council acknowledges and is extremely grateful for the excellent work done by the Droitwich Spa Place Board since its inception and thank all those who have been involved. Moving forward we wish to establish a transparent, cooperative and accountable relationship between the Place Board and the Town Council for the benefit of the community we serve. To this end we request that:**

1. **Copies of the Place Board minutes are provided to the Town Councillors.**
2. **An invitation should be extended to the Chairman and other Place Board members to attend two Full Council meetings a year to agree consensus and take forward ideas that will benefit the town.**

RESOLVED That - The Town Council acknowledges and is extremely grateful for the excellent work done by the Droitwich Spa Place Board since its inception and thank all those who have been involved. Moving forward we wish to establish a transparent, cooperative and accountable relationship between the Place Board and the Town Council for the benefit of the community we serve. To this end we request that:

1. Copies of the Place Board minutes are provided to the Town Councillors.
2. An invitation should be extended to the Chairman and other Place Board members to attend two Full Council meetings a year to agree consensus and take forward ideas that will benefit the town.

267. Motion 2 – Subject - proposed Motions Agenda Text and variation of NALC Recommended Standing Orders. Proposer Councillor N Franks & Seconder RP Hopkins. I, Councillor Neil Franks, move that the Droitwich Spa Town Council Standing Orders 2021 be amended to incorporate the two clauses outlined below enhancing procedural transparency and ensuring adequate preparation time for councillors and officers

Inclusion of Original Motions in Meeting Agendas

- Location in Standing Orders: Insert as a new clause under Section 3: Meetings Generally, after clause 3(c).
- Proposed Clause:
- 3(d) The agenda for any Council meeting shall include the full text of any original motions to be considered at that meeting, as submitted in accordance with Standing Order 9.
- Renumber subsequent clauses accordingly.

The Clerk explained that this motion will need to be withdrawn for future consideration, for the reason that Councillor Franks – the proposer, was not in attendance for this meeting.

RESOLVED That the information be noted and the Motion be withdrawn at this time.

268. Motion 3 – Subject - proposed Amendments for Motions and variation of NALC Recommended Standing Orders. Proposer Councillor N Franks & Seconder RP Hopkins
Minimum Notice Period for Motion Amendments

- Location in Standing Orders: Insert as a new clause under Section 1: Rules of Debate at Meetings, after clause 1(g).
- Proposed Clause:
- 1(h) Any proposed amendment to a motion must be submitted to the Proper Officer in writing at least two full working days prior to the meeting at which it is to be considered. Amendments submitted later than this deadline shall not be accepted unless the Chairman determines that exceptional circumstances apply.
- 1(i) Any proposed amendment to a motion must be sent to all Droitwich Spa Town Councillors at least one full working day prior to the meeting at which it is to be considered, and in a format that ensures inclusivity requirements are fulfilled.
- Renumber subsequent clauses accordingly.

The Clerk explained that this motion had been notified as withdrawn by the proposer on 9th December pending further considerations.

RESOLVED That the information be noted and the Motion be withdrawn at this time.

269. 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.

270. MUNICIPAL PLANTING PROCUREMENT & AWARD OF CONTRACT RECOMMENDATION - Pursuant to minute reference 223/2025-2026 of the Community & Amenities Committee meeting of the 3rd November 2025, to confirm that a Procurement Opportunity has been opened for advertisement on the Government Contracts Finder portal on 14 October 2025 *www.contractsfinder.service.gov.uk*

This was open for interest and applications until 25th November through the usual sealed bids submission process. Bids received have been considered for recommendation to Full Council for ratification and the Award of Contract from a meeting of the Procurement Delegation on 28th November. The opportunity posting and specification has been modelled to the existing contractual arrangement for the purpose of fulfilling the renewal. Any additions or changes to the coverage of planting can be considered as variations within the scope of budgets and estimates setting in the New Year.
To consider and ratify the recommendation by the Delegation for the Award of the Municipal Planting Contract to align simultaneously with the expiry of the existing arrangement which is scheduled for 1st January 2026 *[commercially sensitive summary attached with Agenda]*.

The Clerk explained the procurement and evaluation process undertaken, including the feedback prepared for the unsuccessful bidder.

There were no questions arising.

RESOLVED To award the renewal of Municipal Planting to align with the existing arrangements expiry on 1st January 2026 and to cover the next three years period. Award of Contract to the existing Service Provider following full procurement and evaluation as summarised. The Contract terms are to be in line with the current arrangements and as outlined in the accompanying specification.

271. ACCOUNTS FOR PAYMENT *[lists attached with Agenda]*

Creditor Payments were presented to the Council totalling £16,283.39 and supplementary payments listed as £2,506.51. Therefore total expenditure presented = £16,283.39 + £2,506.51= £18,789.90
There were no questions arising.

RESOLVED That the statement of accounts including the supplementary list for payments be received and the expenditure of £16,283.39 + £2,506.51= £18,789.90 be approved and duly passed for payment. (Total expenditure = £18,789.90)

The Meeting Closed at 7.28 pm

Chairman of Council ----------
19 January 2026