Droitwich Spa Town Council

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

Telephone: 01905 774258

9th December 2025

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held at the Community Hall (John Corbett Room), Heritage Way, Droitwich Spa on **Monday 15 December 2025** 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.

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 2025 to January 2026.

(3) Prior to the commencement of the Meeting there will be Prayers led by the Mayoral Chaplain – Reverend Laura Handy.

A G E N D A

1. Apologies

2. Declarations of interests

3. To confirm as a correct record the Minutes of the Meeting of Council held on 22nd September 2025 at the Community Hall (John Corbett Room) *[attached]*.

4. MAYOR'S ANNOUNCEMENTS *[for information]*.

5. POLICING IN DROITWICH SPA
   To receive a report on policing matters in Droitwich Spa *[for information]*.

6. HIGH SCHOOL – To receive an update from the Senior Students Team at Droitwich Spa High School *[if appropriate]*

7. YOUTH COUNCIL – To receive an update from the Youth Council *[if appropriate]*

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

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

10. 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 *[for information]*.

11. 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.

12. 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 for information]*.

13. 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]*.

14. 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.

15. 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.

16. 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]*

There were no questions arising.

RESOLVED That the information be noted and updated TOR approved.

17. 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]*.

18. 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]*
    5. Planning Committee -1st December 2025 *[attached]*
    6. Resources Committee- 1st December 2025 *[attached]*

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. **General Motions presented by Elected Members**

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

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

22. 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.

23. 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.

To note that for Items 21 and 22 above , due consideration is tabled as Agenda Item 14 for updating the NALC recommended Standing Orders 2021 with the latest 2025 version.

24. 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.

25. 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]*.

26. ACCOUNTS FOR PAYMENT -*[lists attached]*

Distribution:
All Members of the Town Council

Agenda for Information to:
County & District Councillors for Droitwich Spa
Subscribers
Press

The Mayor & Consort wish you all a very Merry Christmas.
Following the Close of the meeting those attending are invited to partake of seasonal refreshments with them in the John Corbett Room.