Droitwich Spa Town Council

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

Telephone: 01905 774258

21st April 2026

You are hereby summoned to a Meeting of Droitwich Spa Town Council to be held at the Council Chamber, St Richards House, Victoria Square, Droitwich Spa on **Monday 27 April 2026** 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) 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 as is the usual practice for Council and Committee Meetings held at the St Richards House Council Chamber.
(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 19th January 2026 at the Council Chamber, St Richards House *[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. WORCESTERSHIRE WILDLIFE TRUST - To receive a short presentation with the opportunity for questions and answers from Julie Grainger- Projects Manager for Wilder Worcestershire. Item arranged by Councillor DI Davidson.

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

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

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

12. NEIGHBOURHOOD DEVELOPMENT PLAN – To consider and ratify approval for the following 3 documents prepared by the Consultant and conducive towards final submission to Wychavon District Council of the prepared final amended version of the NDP. All finalised documents provided to Elected Members on 31st March for early review ahead of this meeting. The anticipation is to submit the final versions to WDC on 28th April 2026.

   - Basic Conditions Statement
   - Revised updated NDP (against the new SWDPR and to reflect the Regulation 14 consultation changes from feedback).
   - Consultation Statement

13. ASSERTION 10 - Assertion 10 is a new 2025/26 Annual Governance and Accountability Return (AGAR) requirement for English parish and town councils, focusing on digital/data compliance. It mandates secure, council-owned email domains, strict GDPR adherence, website accessibility compliance, and robust IT policies. Councils must prove they manage digital risks effectively.

   - To consider the following supporting information and two attached drafted documents for adoption, (Template Guide to Information provided by Parish / Community Councils under the model publication scheme & Information Technology Policy *(both attached)*

Road Map **WHY THIS ROADMAP?**

This roadmap breaks down data protection into four clear stages:

1. Mapping what data you hold and why
2. Identifying the lawful basis for each purpose
3. Assessing risks and protecting people's rights
4. Creating policies and embedding good practice

Each stage provides plain English explanations of key concepts, supported by checklists, reflective questions, and worked examples to help you apply the steps in your own council.

Where more detail is needed, we signpost you to authoritative resources from the Information Commissioner's Office (ICO), so you can explore further with confidence.

KEY PRINCIPLES TO KEEP IN MIND

At its heart, data protection is about respecting people's right to privacy. It ensures that individuals' personal data is handled with care, fairness, and transparency. The law is based on seven key principles, which guide everything you do with personal data. Achieving compliance should be seen as a journey, and not a one-off task. The journey is most effective when each stage is approached methodically, rather than trying to complete everything at once. By working through the stages in order, your council will build a strong foundation and sustainable framework.

It is also important to remember that every council is unique. This roadmap is designed to help you make decisions that fit your council's size, functions, and resources, rather than follow a one-size-fits-all template.

Finally, good data protection builds trust. It reassures residents and stakeholders that their information is safe, reduces the risk of complaints, and gives councillors and staff confidence that they are acting responsibly.

HOW TO USE THIS ROADMAP

Work through each stage in order, and resist the urge to jump to the final stage. Refer to the checklists and questions to guide your thinking. Use the examples to spark ideas, and adapt them to your council's circumstances. Record your decisions as you go - your documentation will become the central reference point for all your data protection work.

By the end, your council will have:

- A clear picture of what personal data you process and why.
- Considered data protection principles, and documented lawful bases and risk decisions.
- Policies and a notice that explains your approach.
- Embedded practices that make compliance part of everyday council business.

This roadmap is not about perfection or legal jargon. It is about giving parish and town councils the confidence, structure, and tools to make data protection manageable and meaningful.

(a) Template Guide to Information provided by Parish / Community Councils under the model publication scheme

(b) Information Technology Policy

In addition, the Town Council have to demonstrate the following two requirements-

(c) When the Council last conducted a web site accessibility test. *Verified with Website Administrator that current accessibility statement dates from March 2023 coinciding with last build update of main website, Refreshed version initiated through Provider – March 2026 to align with new Assertion 10 requirements. Cost quotation is £350.00. Instructed with Website Administrator 30th March 2026.*

(d) <u>When the Council last conducted a data audit in accordance with GDPR practices</u>
Summary requirements attached for review with Transparency Code explanation – within the criteria and threshold for Councils with annual turnover exceeding £200K

14. <u>ASSET REVIEW Annual Asset Review 2025/2026</u>. To update the attached schedule of Town Council assets. The previous annual review was completed in March 2025. Full reinstatement valuations have been completed by professional consultants for both public building premises in January 2024 which are referenced for information. 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. There is anticipated to be some changes to owned assets as the proposed LGR Changes proceed towards 2028. From the latest Insurance renewal, the works to improve the St Richards House Heritage Centre have not made any tangible difference to the insurable value of the premises or contents. This is for the reason that the improvements fall within internal reconfiguration. The nominal changes to the prior year asset total are due to insurance value market fluctuations and acquisition of some renewal IT items (March 2026). The Register cross references to the updated insurable values from the latest Policy Renewal as at 1st January 2026 and already covered through Full Council in December 2025. The Town Council maintains the policy of valuation at historic purchase price and insurable value *[Updated register of assets attached with Agenda papers as at March 2026 for information].*

15. <u>INTERNAL AUDIT ENGAGEMENT LETTER 2025/2026.</u> Pursuant to minute number 310/2025-2026 of the meeting of Full Council on 19th January 2026 for the acceptance of the Interim Report 2025/2026 (as noted below),

310. <u>INTERNAL AUDITORS INTERIM REPORT FOR PERIOD 2025/2026</u> - To receive and approve the Internal Auditors Interim Report and Recommendations as presented. The Interim Review Visit was undertaken on Monday 24th November 2025 and the Report was received on 8th December 2025

To reaffirm the Internal Audit Engagement letter provided at that time (dated 22nd September 2025 (attached again). To adhere with the External Auditors requirement to evidence that the Smaller Authority has reviewed and confirmed the independence of the Internal Auditor for the current period 2025/2026 *[Internal Auditors Engagement Letter attached for review and information].*

16. <u>TOWN OF CULTURE 2028-</u> To confirm submission of the Partnership led Expression of Interest (EOI) application in collaboration with the Droitwich Spa Place Board as at 30th March 2026. This accords with the mandate for the Town Council to undertake and fulfil the accountable and deliverable body responsibilities for the Bid. A copy of the EOI is attached for information. Outcomes and progress for the bid are anticipated to be notified over the next few weeks *[EOI attached for information].*

17. <u>ARMED FORCES DAY – SATURDAY 27TH JUNE 2026</u>- Early notification for the flag raising ceremony. The annual date is very important to the Town Council and the Community for the reason of the Armed Forces Covenant. The Covenant was adopted by DSTC on 25th September 2023 and formally accepted by the MOD on 24th January 2024.

We are delighted that the Droitwich Air Cadets will participate in the Ceremony including a band performance again this year.

At this forward stage it is envisaged that the ceremony will be very similar to last year as described below. The Army Cadets & RBL Standards are anticipated to attend and participate in the ceremony as well.

10.45 am –Assemble at St Richards House frontage garden – adjacent Flag Pole
10.55am - Announcement by Town Crier
11.00 am –

- Welcome Remarks from Town Mayor and Councillor Richard Morris (Lead Elected Member for Armed Forces Covenant).
- Moment of Prayer and reflection led by Mayoral Chaplain.
- Raising of the Special Armed Forces Day Flag
- Band Performance by ATC Droitwich 2516 Squadron.

18. To receive and consider the Minutes of the under-mentioned Committee meetings,

1. Planning Committee 2nd February 2026 *[previously provided]*
2. Resources & Sustainability Committee 2nd February 2026 *[previously provided]*
3. Community & Amenities Committee 23rd February 2026 *[previously provided]*
4. Resources & Sustainability Committee 23rd February 2026 - *[previously provided]*
5. Planning Committee 23rd March 2026- *[previously provided]*
6. Resources & Sustainability Committee 23rd March 2026– *[previously provided]*
7. Planning Committee 13th April 2026 -– *[previously provided]*
8. Community & Amenities Committee 13th April 2026 – *[previously provided]*
9. Resources & Sustainability Committee 13th April 2026 – *[previously provided]*

19. GERMAN TWINNING ASSOCIATION VISIT & CIVIC RECEPTION – Friday evening 5th June 2026. To receive an update from Councillor AM Sinton.

20. HOMELESSNESS & ROUGH SLEEPING STRATEGY CONSULTATION- Further to the general notification to Elected Members dated 14th April 2026 to advise of the WDC consultation open for responses until 24th May. The Town Council welcomes partnership working for Community Initiatives. To maintain this approach – to consider a corporate response opinion for the consultation from DSTC.

Consultation link details as follows,

Homelessness and Rough Sleeping Strategy -https://www.wychavon.gov.uk/about-wychavon-district-council/consultations/draft-homelessness-and-rough-sleeping-strategy-quick-guide

21. MOTION FOR CONSIDERATION – "SUPPORT FOR THE FRIENDS OF RIVER SALWARPE GROUP". To consider the motion as presented by Councillor N Franks *[details below & attached]*

Motion: Support for the 'Friends of River Salwarpe' Group

This Council notes:

- The ecological, cultural, and historical importance of the River Salwarpe to Droitwich, including its rare brine-influenced habitats and biodiversity.

- The increasing national concern regarding river pollution, sewage discharges, nutrient loading, and declining freshwater biodiversity.

- The proven success of river-guardian and citizen-science monitoring groups across the UK, whose work, supported by The Rivers Trust and local catchment partnerships, has helped identify pollution sources, improve water-quality data, and strengthen community engagement.

- The establishment of the **Friends of River Salwarpe**, a new volunteer group working with The Rivers Trust and Severn Trent Water to undertake river walks, map all inlets and outfalls, monitor biodiversity, test water quality, and help identify potential pollution sources along the Salwarpe.

This Council believes:

- That community-led monitoring and stewardship are essential tools in protecting the health of our river.

- That early detection of pollution events, misconnected drains, and ecological changes is vital to safeguarding the Salwarpe's unique saline environment.

- That supporting the **Friends of River Salwarpe** aligns with Droitwich Town Council's commitments to environmental protection, community wellbeing, and local heritage.

This Council resolves to:

1. **Formally express its support** for the work of the **Friends of River Salwarpe** and recognise the value that their contribution will make to the town.

2. **Invite the group to present updates** to the Town Council annually (or more frequently if required) on their findings, activities, and any emerging concerns.

3. **Promote the group's volunteer opportunities** through Council communication channels to encourage wider community participation.

4. **Work collaboratively** with the **Friends of River Salwarpe**, The Rivers Trust, Severn Trent Water, and relevant authorities to help address any issues identified through monitoring.

22. ACCOUNTS FOR PAYMENT *[lists attached]*

Distribution:

All Members of the Town Council

Agenda for Information to:
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