Droitwich Spa Town Council

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

Telephone: 01905 774258

14th September 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 21 September 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 15th June 2026 at the Council Chamber, St Richards House *[attached]*.

4. To confirm as a correct record the Minutes of The Extra – ordinary meeting of Council held on 20th July 2026 at the Council Chamber, St Richards House*[attached]*.

5. To welcome new Elected Members,

   - Councillor Bill Moy co-opted for the Copcut Ward casual vacancy on 20th July 2026.
   - Councillor Paul White elected for the Chawson Ward casual vacancy on 23rd July 2026.

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

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

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

9. YOUTH COUNCIL –To be updated that Heidi Turner will succeed as the new Lead for the Youth Council starting this month. To receive an update from the Youth Council *[if appropriate]*

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

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

12. EXTERNAL AUDITORS' YEAR END REPORT FOR PERIOD ENDED 31ST MARCH 2026.- Annual Governance & Accountability Return for the Year Ended 31 March 2026 - Notice of Conclusion of Audit.
    To confirm that the Notice of External Auditors Report & Certificate 2025/26 has been received on 2nd September 2026. The opinion is full conformity to standards with no questions or points raised. The Report (Section 3 of the AGAR Form 3) dated 2nd September 2026 and Statutory Notice are attached and have been published on 3rd September 2026. *[report attached for information]*.

13. Regular Payments Review - including listed automated direct debits and standing orders. Summary as at September 2026 to date from start of the current Municipal period, taken from the Scribe Accounts System. This accords with the Internal Auditors recommended practice to review the regular automated payments *[lists attached for information]*.

14. Interim Review of Budgets 2026/2027
    The summary report attached with the agenda provides the net position overall and by cost centre for the Municipal Year to date (period of analysis 1st April to 14th September 2026). The overall performance to plan is maintained on track at this stage of the financial period although some variances are anticipated before Year End in March 2027. Further adjustments to reflect expenditure and offset with savings made in other cost centres will be considered as part of the next review to coincide with 2027/2028 Budgeting, estimates and forecasts for precept undertaken during December 2026 and January 2027 *[lists attached for information]*.

15. NEIGHBOURHOOD DEVELOPMENT PLAN – Pursuant to updating of the Examination Stage of the NDP as part of Planning Committee meeting on 7th September 2026. To receive the attached clarification points summary provided by the Examiner from the course of the review. These points are considered relatively straight forward and have been referred to the professional consultant for his guidance in formatting a suitable response on behalf of the Town Council. The updated report including responses is attached *[for information]*.

16. TOWN OF CULTURE EOI DECISION – To confirm the attached final decision letter advising of the Expression of Interest Outcome submitted through the Town Council in collaboration with the Place Board on 30th March 2026. The notification was received on 9th July and emailed to all DSTC Elected Members simultaneously. To note that the EOI process has been subject to a Freedom of Information request on 20th August 2026. A full response in accordance with FOI template guidance has been provided for the enquirer on 21st August by return *[for information]*.

17. OPCC Annual Survey for Towns & Parishes – Following circulation of the annual survey to Elected Members on the 30th July 2026 by email, to remind for individual responses to be returned to the Clerk by 30th September latest. This is to enable a single DSTC Corporate response to be collated and submitted in line with the OPCC preference for all Town & Parish Councils. A copy of the survey is attached *[for information]*.

18. ANNUAL REVIEW OF ALL RISK - To receive the Annual Risk Assessment of all Town Council business and operations. The document is comprehensive and includes several year-on-year updates and actions annotated in green & red type colour as well as highlights of ongoing matters. There is more narrative for this year's Risk Review due to several current strategic projects (e.g Heritage & St Richards House refurbishment and unitary proposals, business contingency arrangements and an outstanding insurance item) *[Risk Assessment report attached for information collated September 2026]*.

19. TOWN CRIER SUCCESSION – Pursuant to notification of the retirement of Mr Edgar Harwood from his position of Droitwich Spa Town Crier during August 2026 and the update as part of the Community & Amenities Committee meeting held on 7th September 2026. To consider suitable arrangements for succession and a befitting recognition for the contribution and tenure of service that Mr Harwood has provided for the Town. To note that the Junior Town Crier showcase has been advertised and profiled for interest as part of the final Bands in the Park listing for 2026 on Sunday 27th September. One formal expression of interest has also been received and acknowledged during August for consideration of succession for Edgar in the Official Town Crier Role.

20. HERITAGE CENTRE ACCREDITATION – To ratify the arrangements for the accreditation renewal as presented at the Community & Amenities Committee meeting on 7th September 2026. C & A Committee minute reference number 154/2026-2027 from 7th September meeting refers.

21. LGR and Unitary – Following the recent Government announcement for the North and South Worcestershire Unitary Councils effective from May 2028. The attached follow up communication has been issued for the South Worcestershire area through the Leaders of the existing composite District Councils (Wychavon, Malvern Hills & Worcester City)

during August. Subsequent communications through CALC received on 7th September 2026 has notified that the Government now intend to announce a pause on the original proposed LGR changes and timetable

The Wychavon Town and Parish Event on the 24th September will still go ahead whereas the Worcestershire Calc Showcase Day on 15th of September 2026 has been cancelled. Calc hope to provide more information and insight into the position reached for Unitary by November and will be scheduling an event to update the outlook. The Mayor, the Leader and DSTC Officers had met with Senior WDC Representatives on 17 June 2026 to begin formal discussions regarding the change impact on a local level. These focused meetings were set to continue as the LGR roll out for Worcestershire became clearer- prior to the latest announcements. More information is expected shortly *[for information]*

22. Wychavon Community Star Award Nomination 2026 – To confirm the outcome notified by Wychavon District Council on 9th September to award the Town Council – Heritage Centre Volunteer Team a Community Star in recognition of their work and support to the Community. The award is expected to be presented by senior Wychavon officials during November at the Heritage Centre. Details for the ceremony will be provided in due course *[for information].*

23. The Kings Award for Voluntary Service- To consider suitable local nominations for the Award through the Lieutenancy Office. Submission dates for 2026 are from 1st September to 1st December. Award and process information is attached.

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

    1. Planning Committee – 7th September 2026 *[attached]*
    2. Community & Amenities Committee – 7th September 2026 *[attached]*
    3. Resources & Sustainability Committee -7th September *[attached]*

25. 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.

26. Insurance Claim November 2023 – To be advised that the Town Councils Insurance provider has notified the attached private and confidential correspondence on 7th September 2026. Further information including details for the instructed Solicitors acting on behalf of the Insurance Company & Town Council will be updated in due course *[for information]*

27. ACCOUNTS FOR PAYMENT *[lists attached]*

Distribution:
All Members of the Town Council

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