

# Kidderminster Town Council Agenda

To all Town Councillors

You are hereby summoned to attend a virtual meeting of Town Council, to be held on  
**Wednesday, 30<sup>th</sup> September 2020 at 6.00pm** for the transaction of the business detailed below:



Tony Beirne  
Town Clerk  
23/09/2020

## Public

Agenda item	Subject	Page
1.	<b>Apologies for Absence</b>	
2.	<b>Minutes</b> To approve the minutes of the Council meeting held on 29 <sup>th</sup> July 2020 ( <b>attached</b> )	<b>3</b>
3.	<b>Declarations of Interests</b>	
4.	<b>Mayor's Engagements &amp; Announcements (attached)</b> To receive an update on the Mayor's engagements	<b>7</b>
5.	<b>Public participation</b> In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence. <i>Members of the public will be called in order of receipt of notice of their intention to speak. Please email <a href="mailto:townclerk@kidderminstertowncouncil.gov.uk">townclerk@kidderminstertowncouncil.gov.uk</a> or telephone 01562 732680 to give your name and an indication of the topic you intend to raise.</i>	
6.	<b>Report of the Events &amp; Services Committee (attached)</b> Councillor Knowles, Chairman of the Events & Services Committee, to present	<b>9</b>
7.	<b>Report of the Staffing Committee (attached)</b> Councillor Dyke, Chairman of the Staffing Committee, to present	<b>11</b>
8.	<b>Report of the Town Hall Committee (to follow)</b> Councillor Oborski MBE, Chairman of the Town Hall Committee, to present	
9.	<b>Localism/County Government Review – Potential Future Service Provision (attached)</b>	<b>13</b>
10.	<b>Finance Reports</b> a) Budget spend to date ( <b>attached</b> ) b) Accounts paid and income received to date ( <b>attached</b> )	<b>27</b> <b>35</b>

### **Declaration of Interests by Members – interests of members in contracts and other matters**

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.  
In addition, alongside the Register of Interest, the Members Code of Conduct (“the Code”) requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a Disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct for full details.

**Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)**

**DPI's and ODI's are interests defined in the Code of Conduct that will be adopted by the Town Council at this meeting.**

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

**Register of Interests**

As part of managing the risk assessment Councillors are reminded to ensure they keep their register of interests up to date. If you have any questions please contact the Town Clerk

**For further information**

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Tony Beirne, Town Clerk, Kidderminster Town Council, DY11 7WF. Telephone: 01562 732680 or email [townclerk@kiddermistertowncouncil.gov.uk](mailto:townclerk@kiddermistertowncouncil.gov.uk)  
Documents referred to in this agenda may be viewed on Town Council's website

**Date of next meeting**  
**Wednesday 18<sup>th</sup> November 2020 at 6.00pm**  
**Virtual Meeting**

**Kidderminster Town Council**  
**MINUTES of the meeting held on Wednesday 29<sup>th</sup> July 2020 at 6.00pm**  
**in the Music Room, Kidderminster Town Hall, Kidderminster**

Present: The Mayor (Councillor S. Rook)  
 Councillors J. Aston, J. Baker, R. Bishop, S. Chambers, H. Dyke, K. Gale, N. Gale,  
 L. Hyde, M. Kelly, N. Knowles, F. Oborski MBE, M. Rayner, D. Ross, J. Smith,  
 M. Stooke and P. Young

**C.549 Apology**

Councillor M. Cheeseman

**C.550 Minutes of the meeting held on 10th June 2020**

**RESOLVED:** - that the minutes of the meeting held on 10<sup>th</sup> June 2020 be agreed as a correct record.

**C.551 Declarations of Interests by Members**

None

**C.552 Mayor's Announcements**

The Mayor made the following announcements

**1. Covid19**

- a) She expressed her gratitude to the Town Hall team for helping produce a video message from the Mayor to thank everyone who has worked so hard to look after and protect the people of the town during the pandemic. The message is on the Council's Facebook page and Website and has had over 4,000 viewings
- b) She also stated that a 'thank you' card, on behalf of the Town Council, had been produced and she will be sending those out to people who have worked so hard to protect the town. The Mayor specifically referenced all the care homes who were working so hard during the current times to look after vulnerable residents.
- c) Finally, on Covid19 she stated that there is a Town Council 'book of condolence' to allow people to record their personal messages of remembrance and thanks for those impacted by the pandemic, the Mayor stated that she was grateful to all those people who had already left messages

**2. Past Mayor, Councillor David Ross.**

The Mayor stated that, although the Council is planning to have a Mayor Making ceremony with all the formal speeches and presentations as soon as social distancing allows, she wanted to present the previous Mayor, Councillor David Ross, and Mayoress, Mrs. Carol Guest, with their past Mayor and Consort badges. The Mayor thanked them both for their service in 2019/20

**3. Staffing**

On staffing, the Mayor informed Council that Hamish Wood, the Town Hall Project Officer officially leaves at the end of the month. She also said that the Town Hall Committee would be doing a formal thank you at the Town Hall Committee meeting on Thursday 30<sup>th</sup> July 2020

Finally, the Mayor introduced Mr. Richard Stannard who has taken up his role as the new Mayor's Officer. She welcomed him to the Town Council

The Mayors announcements were noted.

**C.553 Public participation**

None.

**C.554 Report of the Internal Auditor**

Councillors noted there were no items of concern raised by the Internal Auditor during the 2019/20 audit.

**RESOLVED:** - that the Internal Auditor's report be referred to the Finance & Overview Committee for detailed scrutiny and the Committee report back to Council with any recommendations.

**C.555 External Audit – Annual Return**

**RESOLVED:** - that Council approves the

- i. Annual Governance Statement for 2019/20
- ii. Accounting Statement for 2019/20

**C.556 Governance Reports**

Council considered the following governance reports

- a) Financial Regulations
- b) Standing Orders
- c) Risk Management Strategy
  - i. Policy Overview
  - ii. Risk Management Policy Matrix
  - iii. Risk Management Policy Framework
- d) Borrowing & Investment Strategy
- e) Anti-Fraud and Corruption Policy
- f) General Data Protection Regulation (GDPR)
- g) Member Officer Protocol

After discussion it was

**RESOLVED:** - that the governance reports, as updated, be agreed

**C.557 Code of Conduct**

The Town Clerk reported that the Model Member Code of Conduct was being reviewed and was currently at the consultation stage.

He said Councillors could respond directly if they had any concerns but he asked Council to note the consultation and to adopt the Code of Conduct once it is finalised

**RESOLVED:** - that the

- i. Consultation on the Code of Conduct be noted
- ii. Council adopts the updated Code of Conduct once the consultation is completed
- iii. Town Clerk look to produce more detailed guidance on the use of social media

**C.558 General Power of Competence**

**RESOLVED:-** that the Town Council (re)adopts 'The General Power of Competence' for the civic year 2020/21

**C.559 Membership of Outside Bodies**

The Town Clerk informed the Council that Councillor Knowles had resigned from his NALC role and Councillor Young as the deputy had taken his place. Councillor Knowles had also resigned as the Town Council's representative on the 'Community Transport in Wyre Forest' group

**RESOLVED:** - that the report be noted

**C.560 St George's Paddling Pool**

The Town Clerk made the following points:

- a) Government guidance on opening outdoor venues came late, when normally plans for opening were well established
- b) He remained concerned at the risk of opening to pool during the current pandemic
  - it is an unsupervised facility

- it is not contained
  - it is not possible to guarantee social distancing
- c) Any opening of the pool was compounded because WFDC, as the Town Council's contractors, did not have the capacity to open the pool this summer as operatives were already involved in maintaining and cleaning other services.
- d) Indicative enquires regarding other contractors showed limited capacity and potentially a significant cost increase to run any pool because of public liability insurance.
- e) The Town Clerk's recommendation was that the pool remained closed for the summer of 2020.

Going forward the Town Clerk said the previous partnership relationship with WFDC had changed. WFDC no longer wished to act as our contractors and were intending to impose new conditions on any future agreement.

The Town Clerk said the agreement was a lease agreement and if the Town Council could not find a cost effective solution to run the pool, the lease should be terminated and the pool returned to WFDC.

He suggested a meeting with WFDC, the Friends of St George's Group and the Town Council to see if this was possible.

The matter would need to be delegated to the Events & Services Committee with an instruction to report back to Council in December 2020 for final decision.

Councillors discussed a number of issues relating to the pool including

- The lease
- The desire to keep the pool open for future years
- That any future plan should protect the interests of the Town Council

**RESOLVED:** - that

- i. the paddling pool remains closed for the summer of 2020 because of the significant Covid19 related risks
- ii. The Events and Services Committee examine if there any possible future arrangements that can be agreed with WFDC and the Friends of St George's Group to continue to run the pool and subject to any agreement having the pool open for longer periods during the summer
- iii. Consultations conclude by November 2020 to allow the Town Council to plan the 2021/22 budget programme at its meeting in December 2020

#### **C.561 Meetings Schedule**

The Town Clerk circulated the latest meetings schedule. He said things were settling down after the initial impact of Covid19 had resulted in some clashed dates. He had revisited the meetings schedule to ensure minimum clashes with WFDC. And where there were clashes substitutions were allowed.

The Town Clerk said he would be consulting with Chairmen on the latest list to ensure they were happy with the dates and the finalised schedule would be circulated to all Councillors in early August 2020

**RESOLVED:** - that the

- i. updated meetings schedule be noted
- ii. Town Clerk consult with all Chairmen on the dates related to their Committee
- iii. The schedule be updated and circulated to all Councillors in early August 2020

#### **C.562 Meetings Protocol and I.T. Provision**

Council considered a report from the Finance & Overview Committee on upgrading the I.T. provision for Councillors to allow all meetings to be held remotely.

After discussion it was

**RESOLVED:** - that

- i. from the end of September 2020 all Councillors be resourced to participate in virtual meetings

- ii. for future meetings each Chairman to have the discretion of whether they conduct their meetings in the Town Hall or remotely
- iii. all future Council meetings to be held remotely
- iv. Zoom be agreed as the preferred virtual service
- v. the Town Clerk and his team
  - a. set up the system
  - b. liaise with all Councillors on their specific needs
  - c. provide kit and training where requested
- vi. a budget of up to £15K, from reserves, be made available to deliver this work

**C.563 Installation of a Defibrillator, Walter Nash Road Kidderminster  
Recommendation from the Events & Services Committee**

The recommendation of the Events & Services Committee (Min ES.28) was supported and it was

**RESOLVED:** - that the Town Council agree to

- i. adopt the phone box in Walter Nash Road to house a defibrillator
- ii. make available £1,500 from reserves to fund the project

**C.564 Finance Report**

- i. **Budget spend to date**
- ii. **Accounts paid and income received to date**

The Town Clerk stated that throughout the pandemic officers had worked to minimise spend and maximise income opportunities including potential grants.

The Town Clerk went through the expenditure list. He stated that balances at 20<sup>th</sup> July 2020 were £429,490.28

**RESOLVED:** - that Council

- i. notes the expenditure to date
- ii. approves the accounts paid to date
- iii. notes the income received to date
- iv. notes the current balances

The meeting ended at 8.00pm

Mayor

Date

**Town Council  
Wednesday 30<sup>th</sup> September 2020**

**Mayoral Engagements**

**AUGUST**

<b>Saturday 15<sup>th</sup></b>	VJ Day – Wreath Laying	Angel of Peace, St Mary’s Church
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**SEPTEMBER**

<b>Saturday 5<sup>th</sup></b>	Veterans Breakfast	Larchwood Public House
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<b>Saturday 5<sup>th</sup></b>	H.E.L.P Presentation of Cheque	Berrington Court
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# Kidderminster Town Council

## Wednesday 29<sup>th</sup> July 2020

### Report of the Events & Services Committee

#### 1. Purpose

The purpose of this report is to update Council on the programme of events the Town Council oversees. Specifically, the Impact of Covid19 on events

#### 2. Update on Social Distancing Guidelines

The guidelines have recently been updated and are now stricter.

As a result, the Town Council cannot organise any outdoor events; cannot organise any event where it cannot control social distancing; can only operate within the 'office work' guidelines which do not allow for any large crowds or events. As a result, we will be organising our events virtually.

#### 3. Events

The events impacted are

- i. Christmas Lights Switch On
- ii. Santa in the Town Hall
- iii. Remembrance Sunday

##### i. Christmas Lights

There will be Christmas Lights in Kidderminster as contractually agreed. However, the usual Christmas Lights Switch on is not taking place.

There will be a virtual switch on which is being organised in consultation with the Mayor

##### ii. Santa in the Town Hall

Santa in the Town Hall will not take place in its usual format. The event is being redesigned. The challenge is to allow as many children to get in touch with Santa and make it an enjoyable event. The team are working on a Christmas Card from Santa and the Mayor, also having a Q&A with Santa from the Town Hall.

##### iii. Remembrance Sunday

There will be no parade this year and no formal outdoor wreath laying. A service is being organised in consultation with St Mary's Church, to take place in the Church and it will be webcast to as many sites as are willing to take it. The Church service is limited to 30 people and invitations are being sent out. The intention is to get a cross section of civic dignitaries, uniformed representation and local groups.

#### 4. Finance

There are no financial implications arising from this report as budgets are in place

#### 5. Risk

The risks associate with Covid 19 are detailed in section 2 of this report. The position is the Town Council cannot take on or organise any events that breach guidelines on social distancing.

#### 6. Recommendation

Council are asked to note the report.

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## Kidderminster Town Council Wednesday 29<sup>th</sup> July 2020

### Report of the Staffing Committee

#### 1. Purpose

The purpose of this report is to update Council on the work of the Staffing Committee  
Specifically: -

- The staffing review
- The pension scheme

### Staffing Review

#### 2. Background

At its meeting on 10<sup>th</sup> June 2020 Town Council delegated the review of staffing to the Staffing Committee. Minute number **C.548 (iv)** below refers:

#### *Town Hall Development*

**RESOLVED:** - that Council

- .....
- iv. delegate the Staffing Committee authority to deliver a full staffing review arising from the work carried out to date*

#### 3. Staffing Review

The three main drivers of the review were

- a) the outcome of the external consultant's business plan work carried out on the future development of the Town Hall
- b) the first year experience of the Town Council directly managing the service
- c) the impact of Covid19

What became clear the clearest driver over the last three months is the ongoing and longer term detrimental impact Covid19 is having on the Council's business.

#### 4. Outcome

The outcome of the review is that three posts have been made redundant. Specifically, because of Covid19 there is no work for these posts.

#### 5. Finance

There are savings arising from this review, the estimates are: -

	Year	Net Saving £
<b>i.</b>	2020/21	<b>9,000</b>
<b>ii.</b>	2021/22	<b>54,000</b>
<b>iii.</b>	2022/23	<b>54,000</b>
<b>iv.</b>	2023/24	<b>71,000</b>

However, the Committee is aware of the need to reinvest some of the savings going forward to deliver on the Town Hall Business Plan recommendation to professionalise the service. A further report will be considered by the Staffing and Town Hall Committees in November 2020.

## **6. Risk**

The significant issue arising from this review is the associated pension costs of such a review. The pension costs have impacted the ongoing savings and an investigation is underway to check the original transfer information. The outcome will be reported back to the Staffing Committee.

## **Pension Review**

### **7. Background**

The Town Council currently offers the Local Government Pension Scheme (LGPS) to new employees as part of its recruitment package.

### **8. Detail**

The current cost of the LGPS is becoming unsustainable to the Town Council as its services and wage bill continues to grow. Currently the pension rate is 25.3% on top of salary and other employer costs. (A significant portion of this figure, approximately 12% is administration costs). This overhead is not expected to reduce in the coming years.

### **9. The Proposal**

The Committee considered the seven major types of pension schemes available and is recommending

- i. protecting all remaining staff (3) on the current LGPS scheme
- ii. closing down the LGPS offer to new staff
- iii. offering the Smart Pension scheme to new employees with a matched contribution up to a maximum of 8%

The main benefits of the Smart Scheme are: -

- Integrates with Payroll
- Automated contribution calculation, assessment & communications.
- Low administration burden
- No set up cost or ongoing employee fees
- Preferred scheme of many councils (94)
- Employee fees - a monthly Assets Under Administration fee of up to 0.75% per annum of funds under administration. Considered to be good value

### **10. Recommendations**

Town Council are asked to

- i. note the outcome of the staffing review
- ii. agree to change its pension offer to the 'Smart Pension' scheme
- iii. agree to close down the LGPS offer
- iv. agree to protect the remaining staff who are currently on the LGPS scheme

## Kidderminster Town Council Wednesday 30<sup>th</sup> September 2020

### Localism/County Government Review – Potential Future Service Provision

#### 1. Purpose

The purpose of this report is to seek the agreement of Town Council to nominate 5 councillors to work with Wyre Forest District Council (WFDC), over the next three months, to explore the possibilities of developing the Town Council services in the light of the future County Government Review

#### 2. Introduction

This report is designed to help Town Councillors with the background information on the possibilities for future service provision by the Town Council.

It follows on from Wyre Forest District Council's (WFDC) briefing paper prepared by their Chief Executive which is attached as **APPENDIX A** to this report. Also attached as **APPENDIX B** is a potential model of what Town Council services might look like post 2024

#### 3. Assumptions

The main assumptions of this report are

- i. the demise of county/district local government in Worcestershire with the replacement of unitary local government for the area
- ii. the opportunity for the Town Council to expand its role to ensure important and values services are delivered at the most local level.
- iii. the demise of the current structure over the next four years

#### 4. Background

WFDC has had an ongoing dialogue with parishes about 'Localism' specifically parishes taking on more services. However, with the Government's intention to restructure, this becomes a far more reaching opportunity for the Town Council.

This report is not about 'Localism' but more so the opportunity for Kidderminster Town Council to fulfil its potential to provide a wider range of services locally.

#### 5. Precepting

It needs to be noted that the demise of county/district government in Worcestershire will mean the future set up for precepting will only be the new unitary council and the town council, as opposed to the current three councils (county/district/town). There would be no WFDC precept.

#### 6. Issues for Discussion

The setting up of a working group would need to cover a range of issues: -

- a) Potential services to be transferred
- b) Financing those services for the next 4 years and beyond
- c) Related asset transfers

- d) Potential staff transfer (SLA's to Town Council staff)
- e) Support services (finance; legal; IT etc.)
- f) Potential longer term office accommodation

**a) Potential services to be transferred**

The replacement unitary authority could either be a county wide entity, a north south county entity or another model . This is not a significant issue for this paper. The question is what should be delivered strategically (unitary) and what should be delivered locally (parish)

The following table gives some suggestions  
n.a. = not applicable: t.b.c. = to be confirmed

	<b>Strategic</b>	<b>Local</b>	<b>Staff numbers</b>	<b>£</b>
	<b>Current WFDC Services</b>			
1.	Planning		n.a.	n.a.
2.	Refuse		n.a.	n.a.
3.	Housing		n.a.	n.a.
4.	Licensing		n.a.	n.a.
5.	Tax Collection		n.a.	n.a.
6.	Environmental Health		n.a.	n.a.
7.		Parks	t.b.c.	t.b.c.
8.		Play areas	t.b.c.	t.b.c.
9.		Community Safety	t.b.c.	t.b.c.
10.		Cemetery	t.b.c.	t.b.c.
11.		Rangers/Nature Reserve	t.b.c.	t.b.c.
12.		Section106	t.b.c.	t.b.c.
13.		Arts Development	t.b.c.	t.b.c.
14.		Car Parks	t.b.c.	t.b.c.
15.		Town Centre Services (cleansing)	t.b.c.	t.b.c.
	For further discussion			
16.		Economic Development	t.b.c.	t.b.c.
17.		Leisure Centre	t.b.c.	t.b.c.

**b) Financing those services for the next 4 years and beyond**

	2021/22	2022/23	2023/24	2024/25
WFDC	Grants to support transferred services	Grants to support transferred services	Grants to support transferred services	Grants to support transferred services Reserves to be transferred
KTC	% precept increase	% precept increase	% precept increase	% precept increase

**c) Related asset transfers**

The transfer of services would also mean the transfer of those assets to the Town Council. Specifically, this would mean a detailed breakdown of all parks, play areas, nature reserves, car parks etc.

**d) Potential staff transfer**

The initial idea would be where there are clear roles to transfer this would be covered under TUPE. Wider services would be delivered through service level agreements (SLA's) with WFDC but there would need to be a plan to transfer those staff in the longer term. This approach would retain the expertise in service delivery, ensures value for money, and allows a path to retain good staff.

**e) Support services**

The potential growth of the Town Council would also have an impact on the level of support services needed going forward

This would include: - Finance; Legal; Facilities Management; I.T. H.R.

There would need to be a plan to ensure there were support services in place to deliver the increase in services for the community

**f) Potential longer term office accommodation**

Depending on the scale of transfer and the number of officers involved negotiations would need to include office space specifically the Town Hall capacity and potentially the Depot.

**7. Other Town Council Considerations**

**a) Governance**

The Town Council was set up to look after services at a local level for the parish of Kidderminster.

Currently there are 18 Councillors and 6 staff with a budget of circa £700,000.

The Town Council has capacity to grow services and budgets within the current Councillor framework.

**b) Worcestershire County Council (WCC)**

The Town Council will also need to consult with WCC on service provision going forward to see if any of their services are best suited to a more local delivery.

Overview

<b>Current WCC services</b>				
	<b>Strategic</b>	<b>Local</b>	<b>Staff numbers</b>	<b>£</b>
1.	Health & Social Care		n.a.	n.a.
2.	Education		n.a.	n.a.
3.	Highways		n.a.	n.a.
4.	Libraries		n.a.	n.a.
5.	Youth Services		t.b.c.	t.b.c.

### **8. Financial Implications**

Should the Town Council increase the number of services it delivers there will be a financial impact on the level of precept the Town Council sets for the future. The opportunity from these negotiations is to plan the potential growth of the Town Council in systematic and agreed way ensuring the Town Council takes on the services it feels are the most important for the local community with appropriate financial planning in place.

### **9. Risk**

The Government has made its intentions clear on delivering the County Government Review. As a result, the Town Council needs to ensure it is in the best position to deliver good local services for its community. This involves what services, assets and reserves should be in place in the future.

The strategic risk is the Town Council missing out on the opportunity to position itself to deliver local services from a strong financial base. Early negotiations will help mitigate this risk.

Agreement to negotiate does not commit the Town Council but does allow early consideration of the opportunities.

### **10. The Next Steps**

**A weekly briefing has been programmed for lunchtime every Wednesday from 7<sup>th</sup> October 2020 to December 2020. Any Town Councillor nominated to serve on the negotiations would need to be able to make that weekly commitment.**

There would also be an interim report to Council on 18<sup>th</sup> November 2020 with a final report in December 2020 recommending a way forward for the Town Council.

It needs to be reiterated this report does not commit the Town Council to any transfers but does give us the opportunity to look at how we might grow to best serve our community.

### **11. Recommendation**

Town Council is asked to agree to appointing 5 councillors to be part of a working group to consider how best to manage the impact of the County Government Review and organise potential Town Council services for the community of Kidderminster post 2024



**Kidderminster Town Council**  
**Wednesday 30<sup>th</sup> September 2020**

**Localism/County Government Review – Potential Future Service Provision**  
**Appendix A**

**Paper from Chief Executive Wyre Forest District Council**

**LOCALISM OFFER – KIDDERMINSTER**

**AUGUST 2020**

1 This paper sets out a proposal from Wyre Forest District Council to move forward the discussion about localism.

2 We welcome Kidderminster Town Council's interest in continuing to seek an agreement under localism. This paper builds on previous discussions by considering afresh what localism could mean for Kidderminster. While WFDC respected the Town Council's wish to delay discussions until after the election that was scheduled for May 2020, for reasons set out below, it is not able to offer a further period of delay because that election has been postponed as a result of COVID-19. We believe a bold, wide-ranging deal is possible with the aspiration of Kidderminster Town Council taking on a wider set of responsibilities for local assets and services than now, enabling them to be taken forward on a sustainable footing. This paper therefore sets out a suggested direction to achieving early agreement. Our aspiration is to agree a deal by 30 September 2020, so that formal decision-making by the two councils can be completed in the autumn.

**The strategic context and why rapid progress is now necessary**

3 The Chief Executive's message of 30 June to the clerks of the three town councils drew attention to the intention to re-energise discussions on the transfer of assets and services to the town councils.

4 At that point, it was not known that there would be **major relevant developments in Government policy relating to potential local government reorganisation** under which it seems likely that the current district and shire county councils will disappear. Speeches by Simon Clarke MP, the local government Minister, at the LGA virtual conference on 3 July and in a Northern Powerhouse conference on 15 July give the strongest indication yet of the direction of Government thinking on devolution and reorganisation. This will be laid out in the Devolution and Local Recovery White Paper which is expected in September or the autumn, depending on which speech you read. Key extracts are:

“Our transformative plan will include a clear, ambitious strategy for strengthening our local institutions...”

With many more elected mayors and more unitary councils....

So that we can remove the complexity of governance and reduce costs to the taxpayer while making space for town and parish councils to be genuinely empowered.

I'm acutely aware of the vital contribution that town and parish councils make to everyday life, whether it's keeping public toilets open, running car parks or maintaining natural spaces"

And

"We want to see responsible and effective mayors representing 100% of the north of England...

I do not believe it is either right or sustainable to have the current asymmetry in our devolution arrangements.

Whereby the gap between those areas that have mayoralties enjoying the resulting funding and freedoms...and those areas that do not...will only widen, unless and until we take action to address it.

With that in mind, we need to provide local authorities with a clear blueprint to take forward their own aspirations for devolution.

This September, the government will therefore be publishing the Devolution and Local Recovery White Paper...which will lay a clear path for levelling up every region of our country.

It will provide a roadmap for establishing a series of new mayors within the next ten years - representing the greatest decentralisation of power in our modern history.

...

The White Paper will also redefine the way in which local government serves its communities by establishing the unitarisation of councils as a vital first step for negotiating these mayoral devolution deals in the future.

...

Unitarising at the right scale can preserve the best of district councils' strong relationship with local communities...with the more strategic geography of the county councils."

<https://www.gov.uk/government/speeches/local-government-association-annual-conference-2020-minister-for-regional-growth-and-local-governments-speech>

5 While the leaders of Worcestershire's principal councils have yet to discuss and form a collective view on the way forward in light of the speeches in July, MHCLG continues to focus on mayoral combined authorities as the model for devolution and

to seek unitary authorities significantly larger than a single district: as “rule of thumb” it expects populations to be substantially in excess of 300-400k and on another occasion 400k-500k is “optimal”. If that is the case, WFDC’s future existence will be thrown into doubt and the need to address how town and parish councils will be “genuinely empowered” will be even more pressing.

6 Another factor is WFDC’s financial position as set out in the Cabinet report on 20 May at page 22 of this link:

[http://www.wyreforest.gov.uk/council/docs/doc55822\\_20200520\\_cabinet\\_agenda.pdf](http://www.wyreforest.gov.uk/council/docs/doc55822_20200520_cabinet_agenda.pdf)

The report said: “It is therefore impossible to predict what steps might be required but it is right that the Council should be candid with local residents and others about what might have to happen. The steps might include:

a) embedding digital and other methods of service delivery that have worked perfectly satisfactorily during the pandemic, particularly if these would reduce operational costs for the District Council;

b) reducing services and jobs, with a focus on discretionary services that are not essential for the district’s economic recovery and re-shaping remaining teams around those services that have proved essential during the pandemic;

**c) Accelerating the localism programme with town councils, so that they fund part or all of the costs of discretionary services much more quickly than previously assumed. They might have to increase their precepts dramatically in 2021 if these services are to be sustained.”** (emphasis added)

7 The intention is that, if it is possible to move forward with agreements that take effect in April 2021 or sooner, WFDC’s Cabinet will be asked for its formal sign off in the autumn – this will be about approval of “high level” decisions and principles, “heads of terms” rather than the fine detail of legal documents.

8 The Chief Executive’s message added “We need to deliver this timetable, so that there is clarity all round on what is agreed and what is not; that we know the position in a timely way including the implications for your budgets (yes, the town councils are still well off the pace on the average parish council tax in England); and so that the implications can be made clear to the public if one or more of the town councils does not wish to play ball (service cuts, asset closures etc). Apologies if this comes across as “firm” but the WFDC financial position means that we cannot keep on delaying a conclusion. Either your members want to see the assets and services continue and they are willing to take bold decisions to enable that, including about council tax in

2021 and planned increases for future years, or they are ready to see those assets and services closed, reduced or ended.”

## **The offer**

9 The remainder of this paper sets out the services and assets that WFDC proposes the town council should take over, with an aspiration to agree a deal by 30 September 2020. The proposal is:

- (1) Transfer of freehold of all parks and public open space owned by WFDC as well as the cemetery but excluding nature reserves. This would include all built structures within those spaces, including (for clarity) toilets, sports and play facilities, the splash pad and the car parks that serve parks including the Broadwaters car park. The transfer would be subject to any leases to third parties which exist at some sites (such as playing pitches which are leased to other organisations). The Town Council would be able to organise or permit events on these parks and retain any net income from them. Discussion will be required on whether the Broadwaters car park should be removed from the car park places order (which would not be appropriate if the Town Council intended to impose charges);
- (2) In the case of Brinton Park, WFDC would want to carry on being responsible for grounds maintenance for a period of at least 3 years and to negotiate an SLA with the town council about that. Also in respect of Brinton Park, for reasons of continuity and to avoid the complexity of the town council having to contract with the Heritage Lottery Fund in the event of a successful grant award, WFDC would expect to be responsible for implementing the improvements that would be funded by the Heritage Lottery Fund bid if confirmed – the town council would be directly involved in the project board and, to reflect transfer of the freehold, the board could be structured to ensure that the town council had the final say on any issue within the overall financial envelope for the project;
- (3) The Town Council to make its own arrangements for grounds maintenance and operation at all sites in (1) other than Brinton Park with effect from April 2021. i.e. no service level agreement under which WFDC undertakes the work. (This is a change from WFDC’s previous position.) While WFDC is not seeking an SLA in respect of parks and public open space other than Brinton Park, it is willing to enter one if the town council does not wish to make its own arrangements with other providers or by directly employing staff itself;
- (4) Car parks (other than those serving parks) can be considered for transfer but subject to no financial detriment for WFDC and excluding those that

are the subject of ongoing and probable/possible redevelopment projects or are part of a wider site. Thus discussions at this stage *could* encompass St Mary's, Pike Mills, Aldi, Batemans Yard and Comberton Place. Others may be capable of transfer on the same basis of no financial detriment for WFDC once redevelopment projects related to them have been completed.

- (5) Town Council to employ community safety project officers from April 2021 and to indicate whether it wishes to enhance civil enforcement activity in the town by funding an additional post or posts;
- (6) Agreed list of assets and services where the Town Council would assume sole financial responsibility from April 2021 at the latest (i.e. no financial contribution from WFDC after March 2021);
- (7) transfer of any relevant staff where TUPE is shown to apply in respect of transferred assets. This is known to be relevant to the cemetery and could be relevant to other assets depending on what is transferred and whether or not WFDC will be providing services under an SLA;
- (8) Significant financial contribution from WFDC to KTC for the transferred assets and services, with WFDC prepared to agree three year grant funding covering the period from April 2021 to March 2024. Any funding arrangements for period beyond March 2024 to be negotiated in 2023. WFDC can give no commitment or guarantee about its ability to make a contribution after March 2024 and therefore the town council *might* face full financial responsibility from that point;
- (9) Section 106 monies generated for public open space, play areas etc in Kidderminster to be allocated to Town Council or used in accordance with Town Council's wishes (note, however, the Government's proposals to replace section 106 contributions with a national infrastructure levy, the operation of which is not yet clear);
- (10) Town Council's financial contribution to the above to total at least £100k in 2021-22, and a stepped increase to reach at least £500k by 2023-24 e.g. £300k in 2022-23.

10 These proposals could represent the first phase of a further significant shift from WFDC to the Town Council, building on the transfers originally made when the Town Council was created and deepened in 2019 when the Town Council assumed full responsibility for the Town Hall. A second phase could be prepared for the point at which it is confirmed that WFDC will cease to exist as a result of reorganisation: such reorganisations are almost always accompanied by controls on certain decisions, including land disposals, by councils in the run up to abolition and a second phase would need to be agreed and implemented before any such controls came into effect.

### **The Town Council's precept**

11 We have to keep in mind the consequence that, if the Town Council is going to play a larger role, with more responsibilities and assets under its control, it will need to plan for further increases in its precept and actively provide for this in its medium-term financial strategy. We believe that the Town Council has scope to increase its precept in the next three years with a suggested target of raising it to £67 for 2023-24. This would yield additional spending power of over £500k. Such an approach would still result in a lower Band D council tax than the English parish council average in 2020-21, which is £69.89 **now**. Based on trends over the last four years, we can expect to see the English average reach probably £75 or more by 2023.

12 We are advocating a similar approach by the other town councils. For information, the table in the appendix shows how much extra council tax each of the town councils would raise if their precepts were the same as the current English average.

### **Summary of proposed financial arrangements**

13 The full cost of the transferred assets and services would fall on the Town Council and the WFDC contribution would be paid to the Town Council as a grant. The actual costs would depend on the Town Council's decisions about how it chose to maintain and operate the assets (with the exception of Brinton Park for which an agreed SLA would be in place). Thus the total cost could be lower than WFDC currently spends or could be higher, again depending on decisions taken by the Town Council. But whatever deal is agreed in respect of a grant contribution from WFDC would be fixed and would not vary if the actual costs turned out to be different – in either direction. WFDC grant support would move in a downward trajectory across the three years, reflecting the growing proportion of costs funded by the Town Council from its increasing precept.

14 The Heritage Lottery Fund project at Brinton Park, if there is a successful grant award, would stand outside these arrangements. The project board's role would be to deliver the project within the agreed financial envelope. If it was necessary to increase the envelope, the final say on this would fall to the Town Council within the project board and additional funding required would fall to the Town Council to address: there can be no presumption that WFDC would be in a position to increase its contribution from its own resources, which already stands at a maximum of £200k.

15 We would welcome discussions today and at pace over the coming couple of months to progress a deal on these lines.

## Appendix Precepts

The town councils have increased their precepts for 2020-21 as follows:

£	Precept, 2019-20	Council tax, Band D, 2019-20	Precept, 2020-21	Council tax, Band D, 2020-21	English average parish council precept, 2020-21
Kidderminster	620,676	36.00	640,988	37.00	69.89
Stourport-on-Severn	217,100	31.40	270,504	39.00	69.89
Bewdley	161,309	44.44	182,350	50.00	69.89

Despite the moves that have been made, it will be seen that all are still well below the English average for 2020-21. If all three towns had precepts for 2020-21 based on a council tax of £69.89, it would raise the following additional sums:

Kidderminster £569,786

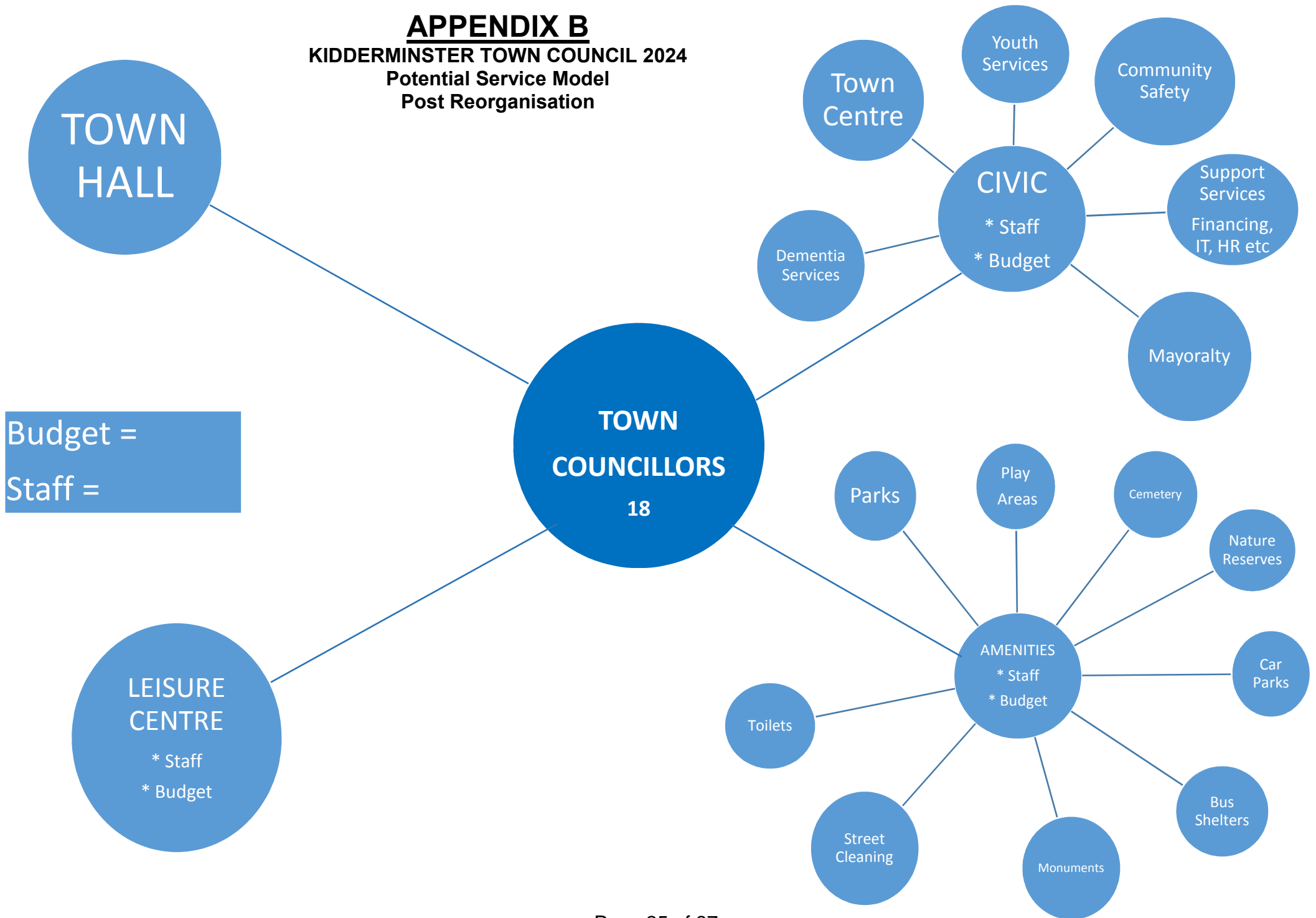
Stourport-on-Severn £214,253

Bewdley £72,536

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**APPENDIX B**  
**KIDDERMINSTER TOWN COUNCIL 2024**  
**Potential Service Model**  
**Post Reorganisation**



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<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2020/21 Original Budget</b>	<b>2020/21 Actual to 22/09/20</b>	<b>2020/21 Variance Budget to Actual</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COMMITTEE</b>			
1. COUNCIL	(630,990)	(320,494)	(310,496)
2. FINANCE	72,290	43,617	28,673
3. STAFFING & CIVIC	146,170	54,150	92,020
4. EVENTS & SERVICES	112,820	33,304	79,516
5. TOWN HALL DEVELOPMENT	63,810	34,447	29,363
6. TOWN HALL MANAGEMENT	279,040	53,828	225,212
<b>TOTAL NET EXPENDITURE/(INCOME)</b>	<b>43,140</b>	<b>(101,148)</b>	<b>144,288</b>
<b>WORKING BALANCE PROJECTION</b>			
<b>Balance at 1st April</b>	<b>(315,282)</b>	<b>(358,479)</b>	
Less: Deficit/(Surplus) on Year	43,140	(101,148)	
<b>(Surplus) Working Balance at 31st March</b>	<b>(272,142)</b>	<b>(459,627)</b>	<b>0</b>

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 22/09/20	2020/21 Variance Budget to Actual
	£	£	£
<b>1. COUNCIL</b>			
<u>EXPENDITURE</u>			
Contribution to future Election costs	10,000	0	10,000
Contribution to future Election costs (b/f from 17/18, 18/19 & 19/20)	38,450	0	38,450
<b>GROSS EXPENDITURE</b>	<b>48,450</b>	<b>0</b>	<b>48,450</b>
<u>INCOME</u>			
Precepts	(640,990)	(320,494)	(320,496)
Earmarked Reserve - Election costs	(38,450)	0	(38,450)
<b>GROSS INCOME</b>	<b>(679,440)</b>	<b>(320,494)</b>	<b>(358,946)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>(630,990)</b>	<b>(320,494)</b>	<b>(310,496)</b>

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 22/09/20	2020/21 Variance Budget to Actual
	£	£	£
<b>2. FINANCE</b>			
<u>EXPENDITURE</u>			
SUPPLIES AND SERVICES			
General Office Expenses	5,000	1,647	3,353
Audit Fees	1,300	0	1,300
Professional Subscriptions	3,000	2,942	58
Insurances	8,000	6,898	1,102
Discretionary Grants	10,000	9,000	1,000
Ward Grants	9,000	5,550	3,450
Covid-19 Grant Expenditure	0	1,585	(1,585)
SUPPORT SERVICES			
WFDC Finance support	20,500	10,250	10,250
WFDC ICT	9,980	4,991	4,989
WFDC Legal	5,510	2,755	2,755
<b>GROSS EXPENDITURE</b>	<b>72,290</b>	<b>45,617</b>	<b>26,673</b>
INCOME			
Grant Income - Covid-19	0	(2,000)	2,000
<b>GROSS INCOME</b>	<b>0</b>	<b>(2,000)</b>	<b>2,000</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>72,290</b>	<b>43,617</b>	<b>28,673</b>

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 22/09/20	2020/21 Variance Budget to Actual
	£	£	£
<b>3. STAFFING AND CIVIC</b>			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	92,340	38,767	53,573
National Insurance	6,990	3,228	3,762
Pension	9,220	3,489	5,731
Town Crier	500	500	0
Town Mayor's allowance	6,860	2,730	4,130
Deputy Mayor's allowance	2,260	2,260	0
Contingency for Tax/NI	2,000	(4,122)	6,122
SUPPLIES AND SERVICES			
Training	2,000	0	2,000
Mayoral Car	5,000	2,054	2,946
Mayor and Civic Budget	15,000	4,368	10,632
Twinning	2,000	0	2,000
HR Advice (CALC)	2,000	878	1,122
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>146,170</b>	<b>54,150</b>	<b>92,020</b>

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 22/09/20	2020/21 Variance Budget to Actual
	£	£	£
<b>4. EVENTS AND SERVICES</b>			
<u>EXPENDITURE</u>			
St Mary's Churchyard	12,360	6,180	6,180
Statues and Memorials	4,950	334	4,616
Maintenance of Street Furniture - cleaning and replacement	5,200	1,100	4,100
St Georges Paddling Pool	4,500	0	4,500
Market Street Public Conveniences	25,000	11,476	13,524
Grounds Maintenance (Allotments)	4,000	1,575	2,425
Lengthsman	200	1,170	(970)
Dementia Services	3,000	100	2,900
Grit Bins	2,000	0	2,000
Kidderminster Arts and Food Festival	5,000	5,000	0
Kidderminster Arts Promotion	1,500	0	1,500
Town Centre Hanging flowers	12,040	6,020	6,020
Town Centre Planting	4,000	0	4,000
Christmas Lights	30,000	0	30,000
Christmas - Santa in the Town Hall	2,520	0	2,520
<b>GROSS EXPENDITURE</b>	<b>116,270</b>	<b>32,955</b>	<b>83,315</b>
<u>INCOME</u>			
Lengthsman - Income from WCC	0	349	(349)
Earmarked Reserve - Baxter / Rowland Hill Statue	(500)	0	(500)
Earmarked Reserve - War Memorials	(2,950)	0	(2,950)
<b>GROSS INCOME</b>	<b>(3,450)</b>	<b>349</b>	<b>(3,799)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>112,820</b>	<b>33,304</b>	<b>79,516</b>

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 22/09/20	2020/21 Variance Budget to Actual
	£	£	£
<b>5. TOWN HALL DEVELOPMENT</b>			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Salary	45,810	17,677	28,133
SUPPLIES AND SERVICES			
Civic Furniture	3,000	0	3,000
Heritage Lottery Fund Consultants	0	9,595	(9,595)
Town Hall Alterations	5,000	265	4,735
ICT Contribution	8,400	8,400	0
Streaming / Webcasting Service	10,000	4,693	5,307
<b>GROSS EXPENDITURE</b>	<b>72,210</b>	<b>40,630</b>	<b>31,580</b>
INCOME			
Grant Income - HLF	0	(6,183)	6,183
Earmarked Reserve - ICT Contribution	(8,400)	0	(8,400)
<b>GROSS INCOME</b>	<b>(8,400)</b>	<b>(6,183)</b>	<b>(2,217)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>63,810</b>	<b>34,447</b>	<b>29,363</b>



KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 22/09/20	2020/21 Variance Budget to Actual
	£	£	£
<b>6. TOWN HALL MANAGEMENT</b>			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	141,170	59,196	81,974
National Insurance	11,460	4,658	6,802
Pension	31,190	11,530	19,660
Honorarium - Town Hall Organist	400	100	300
Staff Car Parking Passes	1,000	0	1,000
RUNNING COSTS			
Mobile Phone Charges	530	138	392
Broadband/WIFI	200	0	200
Purchase & Rental of Vending Machines	330	71	259
Clothing and Uniforms	400	0	400
Print Management Recharge	750	84	666
General Office Expenses	1,150	(12)	1,162
Bank Charges	500	61	439
Phonographic Performance Licence	460	0	460
Arts Council Expenditure	0	10,496	(10,496)
OVERHEADS			
Repairs and Maintenance of Buildings	50,000	4,567	45,433
Lift Maintenance	2,000	0	2,000
Maintenance of Town Hall Organ	1,880	0	1,880
Miscellaneous Licences and Rentals	470	180	290
Electricity	24,410	5,177	19,233
Gas	10,560	847	9,713
Non Domestic Rates	24,470	9,426	15,045
Water and Sewerage Rates	11,290	11,599	(309)
Fire and Burglar Precaution Alarms Maintenance	3,000	0	3,000
Window Cleaning	1,390	0	1,390
Waste Disposal Charges	2,790	2,418	372
Contractor Charges - Cleaning	25,940	1,188	24,752
Hygiene and Towel Services	2,950	522	2,428
Insurance	18,600	16,508	2,092
First Aid Support	450	0	450
Sound and Lighting	3,500	0	3,500
Support Services - Finance	13,950	6,975	6,975
Support Services - ICT	19,230	9,616	9,614
Support Services - Legal	1,360	680	680
Support Services - Facilities Management	9,800	4,900	4,900

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2020/21 Original Budget</b>	<b>2020/21 Actual to 22/09/20</b>	<b>2020/21 Variance Budget to Actual</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>EVENTS AND MARKETING</b>			
Marketing and Design	9,200	1,394	7,806
Wedding Ceremonies and Receptions Expenditure	100	78	22
Christmas Events	8,000	0	8,000
Youth Makes Music Expenditure	2,000	0	2,000
Event Expenditure	14,000	38	13,962
Hirers Ticket Expenditure	10,000	0	10,000
Sales Expenditure	1,300	21	1,279
Third Party Hirers PL Insurance	180	0	180
<b>GROSS EXPENDITURE</b>	<b>462,360</b>	<b>162,456</b>	<b>299,904</b>
<b>INCOME</b>			
Grant Income	(74,220)	(37,110)	(37,110)
Grant Income WFDC Business Rates Grant	0	(25,000)	25,000
Grant Income HMRC	0	(13,654)	13,654
Grant Income Arts Council	0	(23,929)	23,929
Sales	(2,500)	0	(2,500)
Wedding Ceremonies and Receptions	(22,500)	(6,507)	(15,993)
Rents	(25,000)	(1,518)	(23,482)
Booking Fee	0	(4)	4
Third Party Hirers Insurance Income	(600)	(130)	(470)
Hirers Ticket Income	(13,000)	(826)	(12,174)
Sound and Lighting Income	(3,500)	50	(3,550)
Bar Income and Bar Charge	(8,000)	0	(8,000)
Event Income	(18,000)	0	(18,000)
Registrar Rental Income	(8,000)	0	(8,000)
Youth Makes Music Income	(5,000)	0	(5,000)
Duty Manager Recharge	(3,000)	0	(3,000)
<b>GROSS INCOME</b>	<b>(183,320)</b>	<b>(108,628)</b>	<b>(74,692)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>279,040</b>	<b>53,828</b>	<b>225,212</b>

**Kidderminster Town Council**  
**Wednesday 30<sup>th</sup> September 2020**

**Finance Report**

**1. Accounts Paid 1<sup>st</sup> September 2020 to 21<sup>st</sup> September 2020 (also includes some payments relating to June, July and August)**

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u> <u>Excl. VAT</u> £	<u>A/C No.</u>
<b><u>FINANCE</u></b>				
08/06/20	Costcutter	PPE - Hand gel	18.89	Debit404
12/06/20	Petty Cash	Annual Reconciliation	437.90	102
06/07/20	Amazon	Stationery	78.63	Debit421
13/07/20	Amazon	PPE - Thermometer	48.99	Debit424
20/07/20	Amazon	Amazon Prime Subscription	7.99	Debit433
22/07/20	Lloyds Pharmacy	PPE - Masks	139.93	Debit434
06/08/20	The Post Office	Postage	0.58	Debit442
06/08/20	Iceland	Refreshments	6.09	Debit443
20/08/20	Amazon Prime	Amazon Prime Subscription	7.99	Debit447
24/08/20	Zoom	Zoom Monthly Charge	11.99	Debit449
24/08/20	Zoom	Zoom Monthly Charge	14.39	Debit450
01/09/20	WFDC	Mobile Phones, Broadband	78.20	IP522
02/09/20	WH Smith	Postage	36.48	Debit455
03/09/20	The Post Office	Postage	4.60	Debit457
07/09/20	Barclays Bank	Bank Charges	6.50	DD
09/09/20	Amazon	Stationery / PPE Facemasks	54.52	Debit460
09/09/20	WH Smith	Stationery	2.08	Debit461
09/09/20	Iceland	Refreshments	4.50	Debit462
09/09/20	Wilko	Stationery	4.87	Debit463
09/09/20	The Post Office	Postage	18.24	Debit464
10/09/20	The Post Office	Postage	18.24	Debit465
10/09/20	Staples	Stationery	40.42	Debit466
11/09/20	The Post Office	Postage	4.60	Debit460
				A
11/09/20	Armed Forces and Veterans Breakfast Club	Ward Grant	500.00	IP527
11/09/20	Kidderminster Sea Scouts Group	Ward Grant	500.00	IP528
15/09/20	Zoom	Zoom Monthly Charge	14.39	Debit467
17/09/20	Zoom	Zoom Monthly Charge	11.99	Debit472
18/09/20	The Post Office	Postage	52.50	Debit473
21/09/20	The Post Office	Postage	27.60	Debit474
21/09/20	Midlands Air Ambulance Charity	Ward Grant	1,000.00	IP537
<b><u>STAFFING &amp; CIVIC</u></b>				
12/06/20	Petty Cash	Car Washes / Valets	81.00	102
01/09/20	WFDC	Salaries - August	9,722.19	IP522
07/09/20	R. Stannard	Mayors Officer Uniform	156.85	IP525
08/09/20	Hampshire Flag Company	Union Flag	80.39	Debit458
15/09/20	Autoserve	Mayoral car - Maintenance	46.84	DD
16/09/20	Boss HR Ltd	HR Advice 15/07/20	40.00	IP532
18/09/20	Mercedes-Benz	Mayoral car – hire charge	295.00	DD

21/09/20	Finance Boss HR Ltd	HR Advice 6 <sup>th</sup> Aug – 9 <sup>th</sup> Sept	588.00	IP536
<b><u>EVENTS &amp; SERVICES</u></b>				
12/06/20	Petty Cash	Community Awards (accrual)	14.48	102
28/07/20	Npower	Market St Public Conveniences 01/04/20 - 30/06/20	279.96	DD
28/08/20	Npower	Clock Tower, Oxford Street Electricity	29.77	DD
15/09/20	Water Plus	Market St Public Conveniences 10/05/20 – 31/08/20	611.19	DD
<b><u>TOWN HALL DEVELOPMENT</u></b>				
21/08/20	Amazon	IPad x 3	822.48	Debit448
21/08/20	Amazon	IPad x 3	822.48	Debit452
01/09/20	WFDC	Salaries – August	3,535.41	IP522
<b><u>TOWN HALL MANAGEMENT</u></b>				
01/09/20	A T Morris	Summer Arts Project Organ Recital	200.00	IP512
01/09/20	A T Morris	Q1 Honorarium Payment	100.00	IP512
01/09/20	S Worley	(AC) Performance for Summers Arts Project, Music Sessions recording	250.00	IP513
01/09/20	R Groucutt	(AC) Video Filming and Editing	1,000.00	IP514
01/09/20	NT Consulting	(AC) Summer Arts Project Logo Design and Beatlesque Logo Design	290.00	IP515
01/09/20	B Teeling	(AC) Recording and Filming	250.00	IP516
01/09/20	A Edwards	(AC) 4 x Video Filming Sessions and Audio Mix	1,000.00	IP517
01/09/20	Grace Elise Film and Photography	(AC) The Summer Arts Project – Filming and Videos	400.00	IP518
01/09/20	WFDC	Expenditure reimbursement 01/07/20 – 31/07/20	4,531.93	IP519
01/09/20		Salaries – August	15,240.91	IP522
01/09/20	WFDC	Mobile Phones, Broadband	27.25	IP522
08/09/20	J. Bowkett	Wedding Photo Book and Canvas Print	64.00	IP526
14/09/20	R. Shepherd	(AC) 6 Days consultation for Arts Council Project	1,500.00	IP529
14/09/20	M Neri Theatrical	(AC) Summer Arts Project – Payment 3 of 3	700.00	IP530
15/09/20	C Sivill	(AC) Summer Arts Project – Makeup Tutorial Video	200.00	IP531
16/09/20	Amazon	Tea Bags and Paper Bags	21.10	Debit470
16/09/20	WFDC	Refund for room hire invoice 100000251	216.67	IP533
16/09/20	S17 Promotions	Refund for room hire invoice 100000196	120.00	IP534
18/09/20	Birmingham Scaffolding Ltd	Supply, erect and dismantle Scaffolding- Roof repairs	650.00	IP535
21/09/20	Gilberts Blinds	Refurbishment of former office – decorating, curtains and tie backs	802.50	Debit475
<b>TOTAL EXPENDITURE</b>			<b>47,843.50</b>	

IP – Internet Payment

Debit – Debit Card Purchase

DD – Direct Debit

**AC – Arts Council Grant Expenditure**

## 2. Income Received 1<sup>st</sup> September 2020 to 21<sup>st</sup> September 2020

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u> <u>Excl. VAT</u> £
<u>FINANCE</u> 07/09/20	Barclays Bank	Business Premium Account interest	100.59
<u>TOWN HALL</u> <u>MANAGEMENT</u> 14/09/20	WFDC	Business Rates Grant	<u>25,000.00</u>
		<b>TOTAL INCOME</b>	<b><u>25,100.59</u></b>

## 3. Balances

Bank Balance as at 21<sup>st</sup> September 2020: **£306,975.72**

There is also a £100,000 investment with Wyre Forest District Council.