

Kidderminster Town Council

Agenda

To all Town Councillors

You are hereby summoned to attend the meeting of Town Council, to be held at **6.00pm** on **Wednesday, 26th May 2021** in the **Corn Exchange, Town Hall, Vicar Street, Kidderminster** for the transaction of the business detailed below:



Tony Beirne
Town Clerk
19/05/2021

Public

Agenda item	Subject	Page
PUBLIC		
1.	Election of the Town Mayor of Kidderminster for 2021/22 Councillor David Ross to propose and Councillor Rose Bishop to second the election of Councillor Juliet Smith as Town Mayor for the municipal year 2021/22.	
2.	Apologies for Absences	
3.	Minutes To approve the minutes of the Council meetings held on 17 th March 2021 (attached)	3
4.	Declarations of Interests	
5.	Public participation 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 townclerk@kidderminstertowncouncil.gov.uk or telephone 01562 732680 to give your name and an indication of the topic you intend to raise.</i>	
6.	Election of the Deputy Town Mayor for 2020/21 Councillor David Ross to propose and Councillor Rose Bishop to second the election of Councillor Kevin Gale as the Deputy Town Mayor of Kidderminster for the municipal year 2020/21.	
7.	Motions <ul style="list-style-type: none"> i. <u>Proposed by Councillor F. Oborski MBE and seconded by Councillor S. Miah</u> "That in recognition of his service to Kidderminster spanning: Kidderminster Borough Council, Wyre Forest District Council, Kidderminster Charter Trustees and Kidderminster Town Council, this Council resolves to confer the status of Honorary Freeman on former Councillor Mike Kelly." ii. <u>Proposed by Councillor J. Smith and seconded by Councillor D Ross</u> "That in recognition of over 16 years' service to Kidderminster this Council resolves to confer the status of Honorary Freeman on former Councillor Jeff Baker" 	
8.	Mayoral Succession Planning (attached)	7
9.	Committee Representation & Appointments (attached)	9
10.	Committee Delegations (attached)	11
11.	Meetings Schedule (attached)	15
12.	Appointments to Outside Bodies (attached)	17

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13.	Water Feature on the Great Wall, Kidderminster - Update (attached)	19
14.	Town Hall Development (attached)	21
15.	Parks Transfer – Update (attached)	25
16.	Finance Report <ul style="list-style-type: none"> i. Budget spend to date (attached) ii. Accounts paid and income received to date (attached) 	27 35
17.	Mayor Making Meeting – Update Town Clerk	

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
Documents referred to in this agenda may be viewed on Town Council’s website

Date of next meeting
Mayor Making
Wednesday 23rd June 2021 at 7.30pm
Town Hall

Kidderminster Town Council

MINUTES of the virtual meeting held on Wednesday 17th March 2021 at 6.10pm

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

C.598 Apology

Councillor L. Hyde

C.599 Minutes of the meeting held on 3rd February 2021

RESOLVED: - that the minutes of the meeting held on 3rd February 2021 be agreed as a correct record.

C.600 Mayor's Engagements & Announcements

The Mayor made the following announcements

i. Former Mayor of Kidderminster, Mr Ken Stokes

The Mayor referred to the recent death of former Mayor Ken Stokes. She stated that Mr. Stokes was a former Councillor and a Kidderminster Charter Trustee. He had served as Mayor from 2002 to 2003.

The Mayor also stated that Mr Stokes was instrumental in setting up the Kidderminster War Memorials Conservation Trust in 2002 to repair, maintain and restore the war memorials in the town; specifically ensuring the war memorial at St Mary's Church was refurbished and expanded. The Mayor also said she was proud to say that the Town Council had worked with Mr Stokes and the Trust to ensure the ongoing maintenance and legacy of our memorials.

Council observed a minute's silence in memory of former Mayor Mr Ken Stokes

ii. Retirements

The Mayor noted that this meeting was the last programmed meeting of Council before the elections in May 2021.

She said she would like to take this opportunity to acknowledge the service of those Town Councillors who have indicated they were retiring at the next election.

She paid individual tribute to their service

a) Councillor Jeff Baker

Councillor Baker was Mayor in 2010. He had served on the Town Council and as a Charter Trustee for 16 years. Always polite and always a gentleman his wisdom will be missed by all of us.

b) Councillor Sally Chambers

Councillor Chambers had served with us for 5 years, always full of enthusiasm and new ideas, Councillor Chambers was instrumental in setting up our Community Awards, an evening where we celebrate what is great about Kidderminster.

c) Councillor Mike Cheeseman

Councillor Cheeseman has served with us for 5 years, a polite and dignified figure in Council, he relaxes as a motor cycle rebel! He was a diligent member of the Planning Committee who always did his homework which helped keep the meetings short! A great asset for any Councillor.

d) Councillor Lynn Hyde

Councillor Hyde was Mayor in 1999 and she has served the town for 20 years. A passionate advocate for the community, who always brings a little mischief and a big smile to our meetings. She will be missed.

e) Councillor Mike Kelly

Councillor Kelly served as Mayor in 1992 and he has 40 years' local service to his name. Councillor Kelly has a good memory for what has gone before and in his recent service

he has contributed greatly to the development of the Town Hall and our plans for its future.

On behalf of all Town Councillors the Mayor thanked all the Councillors who were retiring and she wish them every happiness for their future.

RESOLVED: - that the report of the Mayor be noted

C.601 Declarations of Interests by Members

	Councillor	Declaration	Minute	Reason
1.	H. Dyke	NDI	C.610	Councillor Dyke was the WFDC portfolio holder for the services affected by the Localism agenda

C.602 Public participation

None.

C.603 Town Mayor Succession Planning

Councillors considered the report on the Mayoral Succession Plan. It was

RESOLVED: - that, the Town Council agree

- i. that the order of succession as previously agreed be endorsed
- ii. subject to Covid restrictions the Town Council meet on Wednesday 26th May 2021 to appoint the various roles and the formal Mayor Making meeting take place on Wednesday 23rd June 2021
- iii. that a further report on Succession Planning be presented to the next Town Council meeting

C.604 Schedule of Meetings 2021/22

RESOLVED: - that, the schedule of meetings for the Civic Year 2021/22 be noted.

C.605 Town Twinning Programme

The Town Clerk updated the Committee on the twinning programme. He said that, because of the pandemic, no formal activities were planned for 2021. The intention was to resume the formal programme in 2022

RESOLVED: - that Council

- i. confirms the principle of the four year rolling programme for twinning visits
- ii. notes that the programme will formally recommence in 2022

C.606 Protecting Kidderminster Artefacts – New Meeting House Kidderminster

Council considered the report to put in place a proposal to protect various local historic artefacts. From the discussions it became clear the previous sense of urgency had abated as the artefacts needed to be catalogued and permissions for their removal agreed. As a result, it was

RESOLVED: - that Council

- i. agrees in principle to take ownership and protect the artefacts related to Kidderminster
- ii. seeks a full list of the artefacts to be transferred
- iii. agrees a more detailed report on costings and storage options for the safe keeping of any artefacts be reported back to Council

C.607 Town Hall Development – Partnership Working Museum of Carpet

The Town Clerk reported that the Town Council has successfully delivered over £250K in grant funding during the last year. This funding has helped sustain the Town Hall during the pandemic and allowed us to plan for future activities. During this time the Town Council has also continued to develop its strategic vision, which is a £7.5M redevelopment project for the Town Hall. One of the challenges of this work is to

demonstrate that we are working with partnership with other organisations in Kidderminster for the benefit of our community. Supporting the Museum would show our partnership working and deliver on our business plan priorities.

After discussion it was

RESOLVED: - that Council agree a £5,000 grant being made to Kidderminster Carpet Museum, specifically to help with developing opportunities for young people post pandemic, the funding to be delivered within current budgets as part of the recovery programme.

C.608 Finance Report

a) Budget spend to date

b) Accounts paid and income received to date

The Town Clerk stated that officers continued to monitor budget expenditure and were working to minimise spend and maximise income opportunities including potential grants. The Town Clerk went through the expenditure list. He stated that balances as at 9th March 2021 were £511,755.81. He also stated that the projected yearend balance was estimated to be £470,000 which was an increase on the previous year's balance

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

C.609 Exclusion of the Press & Public

RESOLVED: - that, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of "confidential information" or "exempt information" as defined in the standing orders.

C.610 Parks Transfer – Legal Support

RESOLVED: - that a full detailed specification for the legal work involved in the transfer of the four parks be drawn up, a formal tendering process be undertaken and reported back to Council when complete.

Councillor Dyke had declared an interest and took no part in the voting.

The meeting ended at 7.40pm

Mayor

Date

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Kidderminster Town Council 26th May 2021

Mayoral Succession Planning

1. Purpose

The purpose of this report is to seek confirmation on the agreement of the succession plan for the election of future Town Mayors.

2. Background

Town Council originally agreed to follow the precedent set by the former Kidderminster Trustees, where the office of Mayor was agreed through length of service and those having not been Mayor to head the succession. Some Councillors have equal service.

3. Current Succession Plan

	Councillor	Ward	Party	Mayor	Service years
1.	Juliet Smith	Blakebrook & Habberley South	Conservative	n/a	6
2.	Kevin Gale	Foley Park & Hoobrook	Conservative	n/a	5
3.=	Darren Chambers	Foley Park & Hoobrook	Conservative	n/a	1
	George Connolly	Franch & Habberley North	Conservative	n/a	1
	Doug Hine	Aggborough & Spennells	Independent	n/a	1
	Bill Hopkins	Franch & Habberley North	Conservative	n/a	1
	Edward James	Blakebrook & Habberley South	Conservative	n/a	1
	Tony Muir	Broadwaters	Conservative	n/a	1
	Julian Phillips	Blakebrook & Habberley South	Conservative	n/a	1
	Miah Shazu	Offmore & Comberton	Liberal Democrats	n/a	1
11.	Fran Oborski MBE	Offmore & Comberton	Liberal Democrats	1984	48
12.	Helen Dyke	Aggborough & Spennells	Independent	2003	24
13.	John Aston	Aggborough & Spennells	Independent	2012	17
14.	Rose Bishop	Offmore & Comberton	Conservative	2015	11
15.	Mary Rayner	Broadwaters	Independent	2016	9
16.	Nicky Gale	Foley Park and Hoobrook	Conservative	2017	9
17.	David Ross	Franch & Habberley North	Conservative	2019	5
18.	Sarah Rook	Broadwaters	Labour	2020	5

4. Recommendations

Councillors are asked to agree to the continuation of the current succession plan policy

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Kidderminster Town Council Wednesday 26th May 2021

Report from the Conservative Group Committee Representation & Appointments

1. Purpose

The purpose of this report is to agree the appointments and chairmanships of the Town Council's Committees for the Civic Year 2021/22.

2. Proposed Committee Membership, Chairs and Vice Chairs

	Committee	Membership
a.	Finance & Overview (5 members)	D. Ross (Chairman); K. Gale (Vice Chairman) and D. Chamber PLUS TWO OTHERS
b.	Events & Services (7 members)	N. Gale (Chairman); R. Bishop (Vice-Chairman); G. Connolly; and E. Stokes. PLUS THREE OTHERS
c.	Town Hall (5 members)	D. Ross (Chairman); K. Gale (Vice Chairman); and B. Hopkins PLUS TWO OTHERS
d.	Kidderminster Education Foundation	To be included within the brief of the Town Hall Committee
e.	Staffing (5 members)	J. Smith (Chairman); R. Bishop (Vice Chairman); and J Phillips PLUS TWO OTHERS
f.	Planning (6 members - 1 per ward) <ul style="list-style-type: none"> • Aggborough & Spennells • Blakebrook & Habberley South • Broadwaters • Foley Park & Hoobrook Franche & Habberley • Offmore & Comberton 	<ul style="list-style-type: none"> • D. Hine • E. Stokes • T. Muir (Vice-Chairman) • K. Gale (Chairman) • G. Connolly • F. Oborski MBE

The appointments to include the agreement to appoint a substitute for a meeting if the named councillor is not able to attend a specific meeting.

3. Future Political Structure

The Council consists of 11 Conservative councillors; 4 Independent councillors; 2 Liberal Democrat councillors and 1 Labour councillor. With this political make up it is intended to agree a 'Council Leader' post. The recommendation is the Councillor D. Ross is appointed Leader of the Council. There are no financial or civic powers associated with the post and as such the appointment complies with standing orders and financial regulations.

4. Risk

The risks relating to this report pertain to the consistency of the Town Council's standing orders.

5. Financial Implications

There are no strategic financial implications arising from this report.

6. Legal Implications

The Council is free to change its committee structure, committee membership, and chairmanships at any time, subject to the agreement of the Council.

7. Recommendations

Council to agree

- a. the Committee structure detailed in paragraph 2 of this report
- b. the appointment of the chairmen and vice-chairmen detailed in section 2 of this report
- c. that substitute appointments be allowed
- d. the appointment of Councillor D. Ross as Leader of the Council

Kidderminster Town Council Wednesday 26th May 2021

Council & Committees' Delegations - Terms of Reference 2021/22

1. Overview

Detailed below are the delegations for each of the Council's Committees and details on quorums.

Council are asked to agree the scheme of delegations

2. Delegations

	Committee	Membership <i>(Quorum)</i> <i>Substitutes</i>	Duties	Delegations, Powers & Responsibilities	Frequency of meetings
1.	Council	18 (6) <i>(no substitutes)</i>	Responsible for the policies and delivery of the Town Council services	<ul style="list-style-type: none"> a) Adopting and changing the Council's Standing Orders, Financial Regulations and Powers and Duties of Committees; b) Approving, adopting or making material changes to the Council's policy framework; c) Approving the Council's Budget and the level of the precept levied d) Authorising borrowings; e) Authorising the incurring of expenditure not provided for within the approved Budget or otherwise permitted under the Council's Financial Regulations; f) Appointing Council representatives to outside bodies g) Appointing committees and agreeing their membership and delegations h) Confirming the appointment of the Town Clerk i) Making, amending, revoking, re-enacting or adopting byelaws and promoting or opposing the making of local legislation; j) All other matters which must, by law, be reserved to the full Council. 	7 per year
2.	Finance	5 (3) <i>Substitutes permitted</i>	<ul style="list-style-type: none"> To oversee the financial management of the Council To manage the following budgets 	<ul style="list-style-type: none"> a) To deliver the Finance budget agreed by Council b) To monitor the spending of Council's 	Quarterly

			<p>as agreed by Town Council</p> <ul style="list-style-type: none"> • administration • cost of democracy/ceremonial • grants <p>To oversee and approve</p> <ul style="list-style-type: none"> • the risk management process for the Council • the bank mandate(s) • treasury management and investment strategy 	<p>agreed budget to ensure it is being delivered</p> <ul style="list-style-type: none"> c) To make any necessary recommendations to Council on changes to the planned budget expenditure d) To recommend to Council the Annual Budget and the level of the precept levied e) To undertake the monitoring and management of the civic budget and related protocols f) To oversee the grants budgets g) To oversee the administrative budgets 	
3.	Events & Services	<u>7</u> (3) <i>Substitutes permitted</i>	<p>To manage the following services, within the budgets agreed by Council –</p> <ul style="list-style-type: none"> • Parks • Christmas Events • Christmas Lights • Town Centre Hanging flowers • Kidderminster Arts Promotion <p>To manage the following services within the budgets agreed by Council –</p> <ul style="list-style-type: none"> • St Mary's Churchyard • Baxter Statue • Clock Tower • War Memorials • Cleaning of Street furniture • Maintenance/replacement of Street Furniture • Arts Collections storage • St Georges Paddling Pool • Public toilets 	<ul style="list-style-type: none"> a) To deliver the Events & Services budget agreed by Council b) To oversee the budget spends, related to the services identified as agreed by Council. c) To be responsible for the development and delivery of community events within the agreed budgets d) If necessary, to provide advice and reports to the Council from time to time on matters within the terms of reference. 	Quarterly

4.	Staffing	<p><u>Councillors</u> 5 (3) <i>Substitutes permitted</i></p>	<p>In consultation with the Town Clerk to oversee the management and development of all staff; to ensure the Council is adequately staffed. To ensure appropriate training and support is available for all Town Councillors. To ensure all related policies are reviewed periodically</p> <p>To ensure the Council is adequately</p> <ul style="list-style-type: none"> • staffed • appropriate training and support is available for all Councillors and staff 	<p>a) To be responsible for the delivery of the staffing budgets agreed by Council b) To undertake recruitment of the clerk and responsible financial officer including approving the job description, person specification, advertisement etc. c) To make recommendations to full council on the appointment of the clerk and responsible financial officer; d) To undertake the annual appraisal of the Town Clerk & Responsible Financial Officer e) To review from time to time, and make recommendations to full council on, the terms and conditions of staff. f) To agree the staffing and personnel policies of the Council g) To furnish Town Council with a salary and training budget by the December Council meeting every year h) To oversee the management and spend of the Employee related budgets i) To oversee the management and spend of the Civic Budget j) To furnish Town Council with a Civic Budget by the December Council meeting every year k) To undertake any processes and take any decisions required of the committee by the council's personnel policies and procedures, including the annual appraisal of the clerk and responsible financial officer;</p> <p><i>Town Clerk delegations</i></p> <p>a) <i>The clerk shall have delegated authority to</i></p>	Quarterly
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				<p><i>make other appointments in accordance with the staffing structure approved from time to time by the council, in consultation with the chairman of the Committee; and to deal with other personnel issues not falling within the terms of reference above.</i></p> <p><i>b) To oversee the line management of all staff</i></p> <p><i>c) To ensure annual appraisals are carried out for all staff including a training review</i></p>	
5.	Town Hall	5(3) <i>Substitutes permitted</i>	<p>To oversee the Town Hall budgets as agreed by Town Council</p> <p>To oversee the transfer of the Town Hall to a Charitable Trust</p> <p>To oversee the management and administration of the Kidderminster Education Foundation (KEF) fund</p>	<p>a) To deliver the Town Hall budget agreed by Council</p> <p>b) If necessary, to provide advice and reports to the Council from time to time on matters within the terms of reference.</p>	Quarterly
6.	Planning & Consultations	6(3) 1 per ward <i>Substitutes permitted</i>	To consider and respond to planning applications, highways schemes and consultations from Government, County and District Councils relating to planning, transport, housing, environment and development affecting the parish	<p>To respond, on behalf of the Council, to consultations:</p> <p>a) on planning applications received from local planning authorities;</p> <p>b) about the local development plan or equivalent documents, so far as they relate to Kidderminster;</p> <p>c) by Government, national or regional organisations relating to land use planning, legislation or policy that affects Kidderminster.</p>	Monthly (excluding August)

Kidderminster Town Council 26th May 2021 2021

Meeting Schedule 2021/22

All meetings at 6.00pm unless otherwise stated

Day	Committee	2021							2022				
		May 6 th Elections	June	July	Sept	Oct	Nov budgets	Dec	Jan	Feb	Mar	Apr	May
Tuesday	Planning		29 th	27 th	28 th	26 th	30 th		25 th	22 th	29 th	26 th	31 th
Wednesday	Annual Assembly											13 th	
	Council	26 th	23 rd (Mayor Making) (7.30pm)	28 th	15 th			1 st	26 th (Precept)			13 th	18 th (Mayor Making 7.30pm)
	Finance & Overview			7 th				17 th	12 th		30 th		
	Staffing		16 th			6 th		15 th			9 th		
Thursday	Events & Services		24 th		16 th		4 th				17 th		
	Town Hall			1 st		28 th				3 rd		28 th	

Civic Events

1. Mayor's Sunday – Sunday 4th July 2021*
2. Baxter Lecture – Thursday 11th November 2021
3. Remembrance Sunday – Sunday 14th November 2021*
4. Christmas Lights Switch On – Saturday 20th November 2021
5. Dementia Christmas Concert – Wednesday 24th November 2021
6. Mayor's Carol Service – Friday 10th December 2021
7. Santa in the Town Hall – Saturday 11th December 2021
8. Mayor's Ball 4th March 2022

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Kidderminster Town Council Wednesday 26th July 2021

Membership of Outside Bodies

1. Purpose

The purpose of this report is to appoint Town Council representatives to various outside bodies

2. Outside Bodies

	Organisation	Appointments	Duration
1)	Carpet Museum Trustees (1)		Full term
2)	CALC (1)		Full term
3)	Local Plans Review Panel (2)		Full term
4)	Friends of St Mary's Church Committee (1)	K. Gale	Full term
5)	Historical Societies Group (1)	F. Oborski MBE	Full term
6)	Community Transport in Wyre Forest		Full Term
7)	Fairtrade	R. Bishop	Full term
8)	Wyre Forest Local Children's Trust	S. Rook	Full term

3. Dementia Champion

The Town Council has a dedicated Dementia Budget of £3K to support the promotion of dementia work across the Parish. It is recommended that Councillor R. Bishop is appointed our Dementia Action Champion to chair the Kidderminster Dementia Action Alliance and administer the budget.

4. Recommendations

Town Council are asked to

- i. Identify who they would like appointed to the various outside bodies
- ii. Agree to appoint Councillor Bishop as the Town Council's Dementia Action Champion

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Kidderminster Town Council

Wednesday 26th May 2021

Water Feature on the Great Wall, Kidderminster - Update

1. Purpose

The purpose of this report is to update the Town Council on the reinstallation of the Water Feature on the Great Wall.

2. Background

The Water Feature was commissioned by Kidderminster Borough Council, designed by William Mitchell and opened in 1973. It operated for around 10 years before it ran dry and was then decommissioned. Over the years' foliage had overgrown it and, until September 2020, the water feature section of the wall had disappeared from view. Research has shown that the Water Feature is the only one of its kind in the country. It is now covered by the listing of the Great Wall.

The idea to reinstate the Water Feature came up in the summer of 2020, following the ending of Lockdown 1.0. A number of community-focused residents sought to install a commemoration to show the community spirit of Kidderminster which had come to the fore during the pandemic. A commemoration that would encourage people to continue that spirit. After discussions the idea of reinstating the Water Feature on the Great Wall was agreed as an appropriate memorial. In February 2021 the Town Council agreed to take on the management and running of the Water Feature once it was refurbished.

3. Opening

Those involved in the refurbishment of the Water Feature worked hard to get it completed by 23rd March 2021 to coincide with the COVID Memorial day. This was achieved and the Town received a lot of positive publicity for the Water Fall.

4. Ongoing Developments

Although the Water Feature was opened in March 2021 a few technical issues arose in its early running. Specifically, this included managing the speed of the water flow to ensure the tank did not empty prematurely. (The Water Feature has a water tank and no mains supply so the flow needs to be controlled.)

To reassess this issue and the ability to operate the lights separately further maintenance took place and the Water Feature was open again by the last weekend of April 2021.

Further technical advice has been given and the Water Feature runs over weekends and on special occasions. The lights are now operated separately from the water pump and can be used at any time.

5. Finance

The adoption of the Water Feature has been included in the current maintenance costs as agreed by Council in February 2021

6. Risk

There are no strategic risks arising from this report.

7. Recommendations

Town Council is asked to note the update

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Kidderminster Town Council Wednesday 26th 2021

Town Hall Development Application for 'Levelling Up Fund'

1. Purpose

The purpose of this report is to seek the agreement of Town Council to

- i. Apply to the Government's 'Levelling Up Fund' to deliver the Town Hall Redevelopment Project by April 2024
- ii. To begin the next stage of the Town Hall redevelopment.

2. Background

The Town Council has previously agreed to apply for grant funding to redevelop the Town Hall for the benefit of the community. The Town Council has successfully applied for over £300K in grant funding over the last year. This funding has helped sustain the Town Hall during the pandemic and allowed us to plan for future activities. During this time the Town Council has also continued to develop its strategic vision, which is a £7.5M (at 2019 prices) redevelopment project for the Town Hall. This report focusses on the application for the 'Levelling Up Fund' and the work related to the grant application.

3. 'Levelling Up Fund'

The 'Levelling Up Fund' was only announced in March 2021. The fund is designed to support local infrastructure projects that will have a visible impact on people and their communities. Within the criteria the Wyre Forest area is classed as priority 1 and the Town Hall project complies with all the criteria for the Fund.

First round bids need to be submitted by June 2021, with the intention of decisions on grants being made by September 2021 (and a completion date for any agreed projects by March 2024).

As a result of this new fund becoming available officers have acted quickly to review and plan the Town Hall project to be delivered within that timeframe.

Specifically, working in partnership with the North Worcestershire Economic Development & Regeneration Team, and Wyre Forest District Council a joint bid is being coordinated for the Town.

4. The 'Levelling Up Fund' Bid

The joint bid consists of:

- a) Town Hall Redevelopment Project
- b) The 'Piano Building' being redeveloped as a boutique hotel
- c) Canal side improvements

The bid has the support of our partner organisations. Our local M.P. has visited the Town Hall and expressed his support for the project. The bid would also need a letter of support from the Town Council.

5. Current Costs of the Bid

As part of the application the initial costs have been re-evaluated as they are at 2019 estimate costs. The initial £7.5M pricing of the bid is now nearly two years old. While costs have remained constant over the past two years there is now growing inflation on costs within the building industry as infrastructure projects are now starting to be delivered.

As the detail design work on this project is developing the Town Council also needs to adopt a 'carbon neutral' approach to the project. It is becoming clear that this is a Government expectation

and an approach we should adopt as a Town Council. The detailed design work is being developed to ensure it is carbon neutral.

As a result of projected inflation and ensuring a carbon neutral project, the revised cost of the bid for the project will need to be increased to **£8.7M**

6. The Town Hall Project

The original intention was to pursue a Heritage Lottery Fund (HLF) application. The timescale for this would be in the region of 4 to 5 years for completion (2026). The opportunity to apply for the 'Levelling Up Fund' allows the Town Council to source all the funding through one bid and looks to much earlier completion in 2024.

7. Financial Position

a) Town Council Contribution

The cost of the Town Hall Project is now estimated at £8.7M. Whatever funding route the Town Council pursues potential funders will expect the Town Council to source 10% of the project. For the Town Council this would be £870,000. The Council is in a confident position to deliver on a 10% commitment.

The Town Council has been building its reserves to help fund this project and there is £250,000 earmarked for the project. The Town Council also administers the Kidderminster Educational Foundation which currently has a balance of £275,000. It is hoped that this could be used as match funding to deliver on the Council's commitment. Subject to a successful bid there are also further savings that could be achieved estimated at £75,000.

The Town Council would also continue to apply for other grant funding including through the Local Enterprise Partnership (LEP); the Arts Council and the HLF to deliver on its commitment. An alternative should there be a funding shortfall is the Town Council taking on a loan, which could be repaid over a three to five-year timeframe.

b) The Timeframe for Delivery

In a major project there are eight RIBA stages of delivery. (RIBA is the Royal Institute of British Architects.) The stages are:

RIBA Stage	Definition	KTC Status
0	Strategic definition	Complete
1	Preparation and Briefing	Complete
2	Concept Design	Complete
3	Spatial Coordination	Underway – subject to sign off by Council
4	Technical Design	Upto September 2022
5	Manufacturing & Construction	September 2022
6	Handover & Close Out	March 2024
7	In Use	April 2024

c) RIBA Stage 3 Spatial Coordination

RIBA Stage 3 is the point where the 'Concept Design' (RIBA Stage 2) is turned into the detailed design. The intention is to tender for the various services including architects, builders, legal support etc. and have these services ready to go in September 2021. To do this it is recommended that the Town Council moves £100,000 from reserves to set up the Design Budget. Subject to a successful bid this work would be covered but to deliver to the timescale the work needs to be started now. Whatever route the project takes this is essential works. Starting the work now demonstrates the Town Council's ambition to deliver the project to the Government's timeframe.

8. Risk

There are a number of risks associated with this project which the Town Council is mitigating

	Risk	Mitigation
i.	Failure to achieve 'Levelling Up Fund' bid	Apply again in next stage Still have HLF funding route
ii.	Council delivering its 10% funding contribution	Significant part of fund in place. Potential future grants available. As a debt free authority the Council would be able to get a loan to cover any shortfall
iii.	Speed of delivery	The Town Council has already shortened the delivery timeframe and would appoint contractors etc. with a proven record of delivery
iv.	Planning & development issues	The Town Council is already in dialogue with the Planning Authority and partners to have the permissions to deliver the project within the timeframe
v.	Governance	The Town Council will be responsible for the delivery of the project. The Trust will take over once the project is complete. Shadow Trust Board to be set up in September 2021
vi.	RIBA Stage 3 - Spatial Coordination	Allocate £100K which is project critical, with the intent of covering this cost through a successful bid to the 'Levelling Up Fund'
vii.	Managing costs	The estimated cost of £8.7M has been reviewed to include inflation and delivering a carbon neutral project. The Town Council would appoint a project manager to oversee the (financial) delivery of the project.

9. Summary

The opportunity to deliver the agreed Town Hall project sooner has come about because of the announcement of the 'Levelling Up Fund'. The Town Council has responded quickly to this opportunity and, in agreement with partners, is in the position to submit a bid to the Government in June 2021. The intention is to have a decision by September 2021.

The final delivery of the project would be March 2024. There is significant project planning and risk management to be put in place for successful delivery and this work is currently being coordinated.

10. Recommendation

Town Council is asked to agree

- i. A bid of £8.7M for the 'Levelling Up Fund' being submitted in June 2021
- ii. A letter of support being included with the bid confirming the Town Council will cover the 10% match funding
- iii. That £100,000 for 'Town Hall Development Project' be transferred from reserves to the Town Hall Committee budget to show the Town Council's intent to deliver the project
- iv. The Town Hall Manager be authorised to spend the funds to ensure the contractors are identified for delivery of the building of the project
- v. The Town Hall Committee take oversight and responsibility for managing the bid and its outcomes
- vi. The Town Hall Manager deliver a presentation to the next Town Hall Committee on the proposed details post September 2021 timeline

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Kidderminster Town Council

Wednesday 26th May 2021

Kidderminster Parks Transfer - Update

1. Purpose

The purpose of this report is to seek a way forward to agree the transfer of the parks from Wyre Forest District Council WFDC to Kidderminster Town Council. Specifically, the 4 parks are:

- a) Brinton Park
- b) St George's Park
- c) White Wickets Park and
- d) Springfield Park

2. Background

The Council meeting in February 2021 agreed

C.595 Localism – Kidderminster Parks

Councillors discussed the Town Council taking on 4 of the parks currently run by Wyre Forest District Council (WFDC). Specifically, the transfer of

- a) *Brinton Park*
- b) *St George's Park*
- c) *White Wickets Park and*
- d) *Springfield Park*

The financial implication was a £16.50 increase in the precept managed over 4 years.

After discussion it was

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

- i. the transfer, of the 4 parks*
 - a) *Brinton Park*
 - b) *St George's Park*
 - c) *White Wickets Park and*
 - d) *Springfield Park*
- ii. the ownership and management of the parks transfer being finalised and delivered during the 2021/22 financial year.*
- iii. an increase of £5.50 (Band D equivalent) in the Council Tax for 2021/22 to yield a precept of £734,442.50 (to specifically finance the running of the 4 parks)*
- iv. note that, over the coming years, there will need to be further increases in the precept to manage the parks*

3. Outstanding Issues

Since that agreement negotiations have been ongoing with WFDC to finalise the transfer. There remain a number of issues to be finalised. These can be summarised below

	Park	Issue	Status
a)	Brinton Park	Heritage Lottery Fund (HLF) WFDC to ensure agreement of HLF for continued funding and support once park is transferred	<i>WFDC in consultation with HLF</i>
b)	St George Park	Fields in Trust support	WFDC to ensure agreement of Fields in Trust to the transfer

c)	White Wickets	Shared ownership with WCC WFDC to give clarity that KTC will have ownership and sole responsibility for the park and clarity on leases and responsibilities	<i>WFDC consulting WCC and producing a map showing the differing ownerships.</i>
d)	Springfield	Fields in Trust support Football pitches leases WFDC to give clarity on leases and responsibilities	WFDC to ensure agreement of Fields in Trust to the transfer WFDC liaising with FA, meeting to take place April with FA, WFDC and KTC
e)	All - Advertisement – disposal of public open space	Needs to be programmed <i>WFDC will undertake this work</i> <i>Subject to HLF; WFDC & KTC sign off</i>	WFDC waiting on agreements

The lead on the outstanding issues remains with WFDC

4. The Way Forward

It would seem appropriate to appoint a specific Member Group, with the appropriate delegations, to continue and complete the negotiations

5. Financial Implications

The Town Council has put in place the financing to facilitate the transfer of the four parks. The issue is to ensure the transfer is completed within the current budget agreed by the Town Council

6. Risk

The financial terms have been identified and agreed. Appointing a Member Group will manage the risk of delivering within agreed budgets

7. Recommendations

Town Council are recommended to agree to

- i. Note the work completed in the transfer of the parks
- ii. Set up a Member Group to complete the negotiations on the transfer
- iii. Delegate the authority to the Member Group to complete the negotiations within the finances previously agreed by Council

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2021/22 Actual to 19/05/21	2021/22 Variance Budget to Actual
	£	£	£
COMMITTEE			
1. COUNCIL	(724,440)	(367,221)	(357,219)
2. FINANCE	68,110	10,338	57,772
3. STAFFING & CIVIC	144,790	8,870	135,920
4. EVENTS & SERVICES	207,610	412	207,198
6. TOWN HALL	304,020	49,139	254,881
7. CULTURAL RECOVERY FUND GRANT	0	(25,265)	25,265
TOTAL NET EXPENDITURE/(INCOME)	90	(323,728)	323,818
WORKING BALANCE PROJECTION			
Balance at 1st April	(272,142)		
Less: Deficit/(Surplus) on Year	90		
(Surplus) Working Balance at 31st March	(272,052)	0	0

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2021/22 Actual to 19/05/21	2021/22 Variance Budget to Actual
	£	£	£
1. COUNCIL			
<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 % 20/21)	47,720	0	47,720
GROSS EXPENDITURE	57,720	0	57,720
<u>INCOME</u>			
Precepts	(734,440)	(367,221)	(367,219)
Earmarked Reserve - Election costs	(47,720)	0	(47,720)
GROSS INCOME	(782,160)	(367,221)	(414,939)
TOTAL NET EXPENDITURE / (INCOME)	(724,440)	(367,221)	(357,219)

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2020/21 Actual to 19/05/21	2020/21 Variance Budget to Actual
	£	£	£
2. FINANCE			
<u>EXPENDITURE</u>			
SUPPLIES AND SERVICES			
General Office Expenses	5,000	703	4,297
Audit Fees	1,750	0	1,750
Professional Subscriptions	3,000	3,036	(36)
Insurances	7,500	6,599	901
Discretionary Grants	5,000	0	5,000
Ward Grants	9,000	0	9,000
SUPPORT SERVICES			
WFDC Finance support	21,010	0	0
WFDC ICT	10,200	0	10,200
WFDC Legal	5,650	0	5,650
TOTAL NET EXPENDITURE / (INCOME)	68,110	10,338	36,762

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2021/22 Actual to 12/05/21	2021/22 Variance Budget to Actual
	£	£	£
3. STAFFING AND CIVIC			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	94,050	8,044	86,006
National Insurance	6,860	687	6,173
Pension	6,260	708	5,552
Town Crier	500	0	500
Town Mayor's allowance	6,860	715	6,145
Deputy Mayor's allowance	2,260	0	2,260
Contingency for Tax/NI	2,000	(4,122)	6,122
SUPPLIES AND SERVICES			
Training	2,000	0	2,000
Mayoral Car	4,500	745	3,755
Mayor and Civic Budget	15,000	0	15,000
Twinning	2,500	2,094	406
HR Advice (CALC)	2,000	0	2,000
TOTAL NET EXPENDITURE / (INCOME)	144,790	8,870	135,920

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2020/21 Actual to 19/05/21	2020/21 Variance Budget to Actual
	£	£	£
4. EVENTS AND SERVICES			
<u>EXPENDITURE</u>			
Parks	95,040	0	95,040
St Mary's Churchyard	12,670	0	12,670
Statues and Memorials	4,950	0	4,950
Maintenance of Street Furniture - cleaning and replacement	5,200	0	5,200
St Georges Paddling Pool	4,500	0	4,500
Market Street Public Conveniences	27,000	412	26,588
Grounds Maintenance (Allotments)	4,000	0	4,000
Lengthsman	200	0	200
Dementia Services	3,000	0	3,000
Grit Bins	1,000	0	1,000
Kidderminster Arts Support	5,000	0	5,000
Kidderminster Arts Promotion	0	0	0
Town Centre Hanging flowers and Planting	17,000	0	17,000
Town Centre Planting	0	0	0
Christmas Lights	29,000	0	29,000
Christmas - Santa in the Town Hall	2,500	0	2,500
GROSS EXPENDITURE	211,060	412	210,648
<u>INCOME</u>			
Lengthsman - Income from WCC	0	0	0
Earmarked Reserve - Baxter / Rowland Hill Statue	(500)	0	(500)
Earmarked Reserve - War Memorials	(2,950)	0	(2,950)
GROSS INCOME	(3,450)	0	(3,450)
TOTAL NET EXPENDITURE / (INCOME)	207,610	412	207,198

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2021/22 Actual to 19/05/21	2021/22 Variance Budget to Actual
	£	£	£
6. TOWN HALL			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	129,450	8,177	121,273
National Insurance	7,600	729	6,871
Pension	15,000	1,289	13,711
HLF Project Support	30,000	4,151	25,849
Honorarium - Town Hall Organist	400	0	400
Staff Car Parking Passes	1,000	0	1,000
Training	4,000	0	4,000
RUNNING COSTS			
Mobile Phone Charges	530	(35)	565
Broadband/WIFI	200	0	200
Purchase & Rental of Vending Machines	330	0	330
Clothing and Uniforms	400	0	400
Print Management Recharge	750	(49)	799
General Office Expenses	1,150	(4)	1,154
Bank Charges	500	0	500
Public Performance and Wedding Licence	2,430	0	2,430
OVERHEADS			
Repairs and Maintenance of Buildings	30,000	23,547	6,453
Lift Maintenance	2,000	0	2,000
Maintenance of Town Hall Organ	1,880	0	1,880
Electricity	24,410	0	24,410
Gas	10,560	0	10,560
Non Domestic Rates	24,470	4,941	19,529
Water and Sewerage Rates	11,290	0	11,290
Fire and Burglar Precaution Alarms Maintenance	3,000	0	3,000
Window Cleaning	1,390	0	1,390
Waste Disposal Charges	2,790	0	2,790
Cleaning Contract	25,940	0	25,940
Hygiene and Towel Services	2,950	0	2,950
Insurance	18,600	15,771	2,829
First Aid Support	450	0	450
ICT Contribution	8,400	8,400	0
Support Services - Finance	14,100	0	14,100
Support Services - ICT	19,520	0	19,520
Support Services - Legal	1,430	0	1,430
Support Services - Facilities Management	10,140	0	10,140

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2021/22 Actual to 19/05/21	2021/22 Variance Budget to Actual
	£	£	£
EVENTS AND MARKETING			
Marketing and Design	9,200	0	9,200
Wedding Ceremonies and Receptions Expenditure	100	0	100
Christmas Events	8,000	0	8,000
Town Hall Event Expenditure	14,000	0	14,000
Hirers Ticket Expenditure	10,000	0	10,000
Refreshment Expenditure	1,300	0	1,300
Third Party Hirers PL Insurance	180	0	180
GROSS EXPENDITURE	449,840	66,916	382,924
INCOME			
Grant Income WFDC Transfer	(43,320)	0	(43,320)
Grant Income Arts Council		(10,602)	
Refreshment Sales	(2,500)	0	(2,500)
Wedding Ceremonies and Receptions	(17,000)	(5,660)	(11,340)
Rents	(22,000)	(1,136)	(20,864)
Third Party Hirers Insurance Income	(600)	0	(600)
Hirers Ticket Income	(13,000)	(380)	(12,620)
Sound and Lighting Income	(2,000)	0	(2,000)
Bar Income	(8,000)	0	(8,000)
Town Hall Event Income	(18,000)	0	(18,000)
Registrar Rental Income	(8,000)	0	(8,000)
Duty Manager Recharge (Staffing)	(3,000)	0	(3,000)
Earmarked Reserve - ICT Contribution	(8,400)	0	(8,400)
GROSS INCOME	(145,820)	(17,778)	(138,644)
TOTAL NET EXPENDITURE / (INCOME)	304,020	49,139	244,279

KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2021/22 Actual to 19/05/21	2021/22 Variance Budget to Actual
	£	£	£
7. CULTURAL RECOVERY FUND GRANT			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Redundancy	0	0	0
Training	0	211	(211)
PREMISES RELATED EXPENDITURE			
Repairs and Maintenance of Buildings	0	0	0
SUPPLIES AND SERVICES			
Consultants Fees	0	4,022	(4,022)
Equipment Purchase and Repair	0	1,728	(1,728)
Direct Materials	0	174	(174)
EVENTS AND MARKETING			
Sales Expenditure	0	0	0
Marketing and Design	0	0	0
Event Expenditure	0	60	(60)
Phonographic Performance Licence	0	0	0
GROSS EXPENDITURE	0	6,195	(6,195)
<u>INCOME</u>			
Grant Income Arts Council - Cultural Recovery	0	(31,460)	31,460
Hirers Ticket Income	0	0	0
Event Income	0	0	0
GROSS INCOME	0	(31,460)	31,460
TOTAL NET EXPENDITURE / (INCOME)	0	(25,265)	25,265

Kidderminster Town Council
Wednesday 26th May 2021

Finance Report

1. Accounts Paid 8th March 2021 to 18th May 2021 (also includes some payments relating to December and February 2021)

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT £</u>	<u>A/C No.</u>
<u>FINANCE</u>				
02/03/21	Zoom	Zoom monthly charge	11.99	Debit552 A
04/03/21	Go Cardless – Nettl	Hosting	204.00	Debit553
08/03/21	Barclays Bank	Bank charges	8.60	DD
08/03/21	Amazon	Stationery	13.31	Debit555
11/03/21	Post Office	Postage	32.94	Debit558
17/03/21	Zoom	Zoom monthly charge	11.99	Debit561
18/03/21	Zurich	Insurance	6,599.10	IP660
18/03/21	Carpet Museum Trust	Grant	5,000.00	I{661
19/03/21	The Post Office	Postage	3.87	Debit564
25/03/21	WFDC	Printer, Phones, Broadband, Land charges fee	471.95	IP668
29/03/21	Amazon	Stationery	2.49	Debit566
30/03/21	Zoom	Monthly charge	11.99	Debit567
06/04/21	Amazon	PPE Facemasks	35.68	Debit570
07/04/21	Barclays Bank	Bank charges	6.50	DD
07/04/21	SLCC	SLCC membership 2021/22	317.00	IP670
07/04/21	Branigan Consultants	Installation and training – Ipads	1,780.00	IP669
08/04/21	Go Cardless	Concierge	204.00	Debit571
19/04/21	Zoom	Monthly charges	11.99	Debit575
21/04/21	Worcestershire CALC	CALC 2021/22	2,719.38	IP679
28/04/21	Petty Cash	General office expenses	367.93	104
30/04/21	Zoom	Monthly charges	11.99	Debit587
30/04/21	B&M	Thermometer	12.99	Debit589
04/05/21	ICO	ICO annual membership (Information Commissioners Office)	35.00	DD
04/05/21	Shredding Machines	Shredder	305.95	Debit590
05/05/21	Post Office	Postage	30.60	Debit591
06/05/21	Barclays Bank	Bank Charges	6.50	DD
07/05/21	Go Cardless	Concierge	219.00	Debit593
17/05/21	Zoom	Monthly charges	11.99	Debit598
<u>STAFFING & CIVIC</u>				
09/12/20	Tesco	Postage – Mayoral Christmas cards	62.40	Debit580 5A
15/03/21	Autoserve	Mayoral car – maintenance March	46.84	DD
17/03/21	CIPD	CIPD membership (HR)	187.00	Debit562
18/03/21	Mercedes-Benz Finance	Mayoral car – hire charge	295.23	DD
18/03/21	Boss HR Ltd	HR advice 08/02/21 – 23/02/21	200.00	IP658
18/03/21	Michaels Civic Robes	Mayoral robes	2,170.00	IP659
24/03/21	Michaels Civic Robes	Pin badges	1,032.15	IP665
24/03/21	Humby Photos	Photographs of Covid Memorial Wall	88.00	IP666
24/03/21	WFDC	March salaries	9,958.79	IP667
01/04/21	DPG	CIPD Diploma (HR)	2,094.17	Debit569

09/04/21	The Right Fuelcard	Mayoral car fuel	1.00	DD
15/04/21	Autoserve	Mayoral car – maintenance April	46.84	DD
19/04/21	Mercedes-Benz Finance	Mayoral car – hire charge April	295.23	DD
23/04/21	The Right Fuelcard	Mayoral car fuel	58.88	DD
23/04/21	Daniels Consultancy	A5 Mayors illustration for A Kidderminster Christmas Story 20/21	250.00	Debit580
27/04/21	WFDC	Salaries – April	10,152.74	IP683
07/05/21	The Right Fuelcard	Mayoral car fuel	1.00	DD
17/05/21	Autoserve	Mayoral car – maintenance May	46.84	DD
18/05/21	Mercedes-Benz Finance	Mayoral car – hire charge May	295.23	DD
<u>EVENTS & SERVICES</u>				
29/12/20	Facebook	Santa in the Town Hall Facebook advertising	17.00	Debit521
01/02/21	E.ON	Electricity Horsefair Clock	78.26	DD
26/02/21	Water Plus	Market Street public conveniences 10/11/20 to 11/02/21	329.80	DD
	E.ON	Electricity Horsefair Clock	80.00	DD
12/03/21	WFDC	Water feature	2,500.00	IP656
19/03/21	Npower	Electricity Market Street public conveniences 01/02/21-28/02/21	147.92	DD
25/03/21	WFDC	Cleansing maintenance contract 20/021	3,200.00	IP668
26/03/21	Npower	Electricity Clock Tower 01/02/21-28/02/21	15.96	DD
01/04/21	WFDC	NNDR – Market Street public convenience	205.80	DD
12/04/21	Woodhouse Garden Services	Lengthsman scheme – March 21	325.50	IP672
23/04/21	Npower	Electricity – Market Street public convenience 01/03/21-31/03/21	150.14	DD
30/04/21	Npower	Electricity – Clock Tower 01/03/21-31/03/21	17.44	DD
04/05/21	WFDC	NNDR – Market Street public convenience May	205.80	DD
<u>TOWN HALL MANAGEMENT</u>				
10/03/21	Microsoft	Office 365 Licence – Reception	49.99	Debit556
12/03/21	HMRC	CIS payment (Construction Industry Scheme VAT payment))	16.68	Debit559
17/03/21	Nettl	Marketing and design	522.00	Debit563
18/03/21	Zurich	Town Hall insurance 2021/22	15,770.70	IP660
23/03/21	WFDC	KTC reimbursement 01/01/21 – 31/01/21	5,404.85	IP663
23/03/21	Stonemasons of Worcestershire Ltd	Stone and masonry repair – 35% of total costs	23,402.24	IP664
24/03/21	WFDC	March salaries	9,494.18	IP667
25/03/21	WFDC	Phones, HSBC Submissions Charge, Print Management	160.10	IP668
30/03/21	Beard Tools & Ironmongery	Miscellaneous Items	142.18	Debit568
01/04/21	WFDC	NNDR – Town Hall April	2,470.50	DD
07/04/21	Freshlife Consulting	Project management March 2021	2,687.70	IP671
13/04/21	KD Events and Publishing Ltd	Wedding advertising	100.00	IP673
13/04/21	Novar Systems Ltd	Attend sensor out of specification on 13/01/21 – call out	890.62	IP675
13/04/21	Nicholson & Co Ltd	Organ tuning	412.00	IP677
13/04/21	Anthony Collins Solicitors	Kidderminster Town Hall	6,343.00	IP678

22/04/21	WFDC	Reimbursement of KTC costs 01/02/21-31/03/21 (Utilities)	21,051.22	IP680
27/04/21	WFDC	Salaries – April 21	10,194.68	IP683
28/04/21	City Electrical FA	Lights repairs	86.95	Debit582
30/04/21	Wilko	PPE Sprayer and batteries	6.33	Debit586
30/04/21	Screwfix	Coverall, voltage pen, safety respirator	40.41	Debit588
04/05/21	WFDC	NNDR – Town Hall May	2,470.50	DD
04/05/21	Freshlife Consulting	Project management April 21	3,451.00	IP685
06/05/21	Nettl	7 x Nettl invoices	795.00	Debit592
10/05/21	Police Supplies	ID holder armband	7.06	Debit594
11/05/21	Wolseley UK	Flush valve, diaphragm, pneumatic spares	3.58	Debit595
14/05/21	Faerfiled Ltd	Executive search April	700.00	IP687
<u>CULTURAL RECOVERY FUND GRANT</u>				
08/02/21	Stripe Payments UK	Ticket Sales – Ex Cathedra	44.51	N/A
05/03/21	Be Event Hire	Tables and chairs	646.00	Debit554
09/03/21	Rachel Shepherd	Consultancy for Arts Council cultural recover project - February	1,875.00	IP654
11/03/21	PPL PRS Ltd	Ex Cathedra PRD	115.92	Debit557
12/03/21	Rachel Shepherd	Consultancy for Arts Council cultural recover project – March	1,875.00	IP655
16/03/21	Facebook	Cultural recovery fund advertising	68.50	Debit560
16/03/21	Kendrick Hobbs	Catering consultancy	2,400.00	IP657
19/03/21	N Price	Arts Engagement Officer – March 21	1,896.80	IP662
24/03/21	Sounds electrics	Sound engineer	200.00	Debit565
12/04/21	Amazon	Lights, trees, sunshades & fixtures	482.48	Debit573
13/04/21	Central Theatre Supplies	Materials & labour – installation	1,817.40	IP674
13/04/21	IWSA Chartered Surveyors	KTH reinstatement cost assessment	1,750.00	IP676
16/04/21	Facebook	Miscellaneous advertising	60.19	Debit574
19/04/21	Bewdley Brewery	Onsite visit and consultation	250.00	Debit576
20/04/21	Kidderminster Male Choir	Christmas concert ticket sales	369.52	Debit577
21/04/21	Amazon	Rectangle sunshade and fixtures	49.15	Debit578
21/04/21	Amazon	Rectangle sunshade and fixtures refund	-49.15	N/A
22/04/21	Brightside Training	SIA DS course	211.00	IP681
22/04/21	N Price	Arts Engagement Officer – April 21	1,896.80	IP682
28/04/21	Amazon	Triangle sunshade refund	-41.15	Debit583
28/04/21	Ticket and Labelling Solutions UK Ltd	Support Services	1,238.65	IP684
29/04/21	Amazon	Triangle sunshade	47.82	Debit584
29/04/21	Bamboo Surfaces	PPE Hand and surface spray	174.40	Debit585
13/05/21	R Shepherd	Consultancy for Arts Council Culture Recovery Fund project - April	1,875.00	IP686
TOTAL EXPENDITURE			178,932.00	

IP – Internet Payment
Debit – Debit Card Purchase
DD – Direct Debit

2. Income Received 8th March 2021 to 18th May 2021 (also includes some income relating to February 2021)

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount</u> <u>Excl. VAT</u> £
<u>COUNCIL</u>			
30/04/21	WFDC	Precept	367,221.25
<u>FINANCE</u>			
08/03/21	Barclays Bank	Premium account interest	12.06
10/05/21	WFDC	Investment Interest	4.99
<u>TOWN HALL</u>			
<u>MANAGEMENT</u>			
08/03/21	West Mercia Police	Room hire	55.00
12/03/21	WFDC	Local Restrictions Support grant	3,143.00
15/03/21	IAM Driver Retrain	Room Hire	360.50
19/03/21	HMRC	Job retention scheme grant	832.13
22/03/21	LR Broad	Room Hire	208.33
24/03/21	CN Harris	Wedding Ceremonies	133.33
26/03/21	WFDC	Rents	79.67
16/04/21	WFDC	KTH Income	889.17
20/04/21	HMRC	JRS Grant	820.80
30/04/21	Kidderminster College	Room Hire	1,056.00
<u>CULTURAL</u>			
<u>RECOVERY FUND</u>			
<u>GRANT</u>			
08/02/21	Stripe Payments UK	Ticket sales – Kidderminster Male Voice Choir	378.52
08/02/21	Stripe Payments UK	Ticket sales – Ex Cathedra	2,334.50
<u>OTHER</u>			
29/03/21	HMRC	VAT Repayment	15,547.29
TOTAL INCOME			<u>393,076.54</u>

3. Balances

Bank Balance as at 18th May 2021: **£607,723.04**

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

4. Recommendations

Town Council is asked to: -

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