

KIDDERMINSTER TOWN COUNCIL
Minutes of the Town Hall Committee
Held in the Council Chamber, Kidderminster Town Hall
on Thursday 27th October 2022 at 6:00pm

Present:

Councillors:

D. Ross (Chairman);
E. Stokes (Vice-Chairman)
F. Oborski MBE.

In Attendance:

Mr L. Jakeman, Chief Executive

TH.001 APOLOGIES FOR ABSENCE

Councillor H Dyke.
Councillor B Hopkins.

TH.002 DECLARATIONS OF INTEREST

Nil.

TH.003 PUBLIC QUESTION TIME

Members were informed that no public questions had been received.

TH.004 MINUTES

RESOLVED: That the minutes of the Town Hall Committee meeting held on Wednesday 9th March 2022 were a correct record and duly signed by the Chair.

TH.005 Temporary Office Relocation

Members considered a summary report regarding the temporary office re-location to Wyre Forest House.

Members asked for some clarity regarding a number of points including:

- Ensuring that the Mayor's Car has access to and can be stored at Wyre Forest House.
- Ensuring access to an appropriate civic room for the Mayor.

- Ensuring access to the Wyre Forest House / car park at weekends.
- Ensuring swipe cards currently issued to staff and councillors operate at Wyre Forest House.
- Confirmation of fees for registrar office space.
- Ensuring a proper record of artefacts (including detailed photographs).
- Ensuring that Town Council meeting scheduled dates for the remainder of the current municipal year are deconflicted with District Council meetings (as they will be wanting use of the same space).
- Storage and access to robes.

The CEO agreed to consider the points raised and include them (if not already addressed) in the detailed plan.

TH.006 Town Hall Transformation Project

Members were provided with a report regarding the Town Hall Transformation Project.

Freshlife Consulting provided a presentation

TH. 007 Town Hall Budget

Members considered a budget report for the Town Hall operation up to 30th September 2022 and budget estimates for 2023/24.

Members queried the inclusion of the £85k in the revenue budget estimates for FY 2023/24 for the Town Hall refurbishment project over each of the next 2 years - the Town Council local funding contribution to Levelling Up Fund (LUF) Grant. Members were unsure as to whether £100k of the funding had already been transferred to the LUF or whether £100k had been earmarked as a reserve. The CEO was asked to clarify the point before the Finance & Overview Committee begin producing a final draft budget for FY 2023/24.

RESOLVED: To approve the Town Hall draft budget estimates (total £334,164) for FY 2023/24 and forward them to the Finance & Overview Committee for consideration in preparing a final draft budget for FY 2023/24. (Noting that the £85k for the refurbishment project required clarification).