



21st October 2022

The meeting of the **TOWN HALL COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** on **THURSDAY 27TH OCTOBER 2022** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Lee Jakeman'.

Lee Jakeman
Chief Executive

Membership: Councillors: D. Ross (Chairman); E. Stokes (Vice-Chairman), B. Hopkins, H. Dyke and F. Oborski MBE.

TOWN HALL COMMITTEE AGENDA – THURSDAY 27TH OCTOBER 2022

- 1. Apologies for absence**
- 2. Declarations of interest**

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

- 3. Public Question Time**

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

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.

- 4. Previous Minutes**

To approve the minutes of the meeting of the Town Hall Committee held on Wednesday 9th March 2022.

5. Temporary Office Relocation

To receive a report providing an update on the transfer of office equipment / relocation of ICT services from the Town Hall to Wyre Forest House.

(TC/20/22-23)

6. Town Hall Transformation Project

To receive a report from the Project Manager for the Town Hall Transformation Project.

(TC/21/22-23)

7. Town Hall Budget

To consider a budget report for the Town Hall operation up to 30 September 2022 and estimates for 2023/24.

**Kidderminster Town Council
Town Hall Committee Meeting
27th October 2022**

AS/2022

12th October 2022

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 5- Temporary Office Re-location

Aim

1. To provide an update for the Town Hall Committee for the temporary office re-location to Wyre Forest House.

Background

2. The Town Council agreed at Full Council to relocate to Wyre Forest House on 13th April 2022, section C.705.

Current Position

3. I have drawn up a plan (copy enclosed) which has been consulted and shared with Wyre Forest District Council ICT and Facilities staff which outlines the proposed plan.
4. Kidderminster Town Council staff have all been informed of and consulted about the outline plan via email and group meeting and asked for comment relating to their own areas of need. These comments will be included, if necessary, within the project plan.
5. It is likely other items will be attached to the plan as we approach moving week, with the attention to transfer over a short period of time, rather than close everything down and move in one day, this will ensure continuity of services.
6. We acknowledge we will have to maintain services related to the Town Hall for example upcoming events, with the last event taking place on the 18th December, therefore we will have a small number of staff present at the Town Hall to oversee remaining services.

Kidderminster Bid

7. It is expected that the Kidderminster BID office staff will vacate to their new premises in line with Kidderminster Town Council, they will be making their own moving arrangements.

Worcestershire County Council Registrars

8. Communication with both the Worcestershire County Council registrars and Senior Management team have been consulted throughout the process, and it has been agreed both from an operational and logistical perspective that the registrars move across to Wyre Forest House at the same time as Kidderminster Town Council.

Summary

9. The temporary office re-location plan is proceeding in line with expectations, although we acknowledge that there will be modifications required as we approach the end date.

Recommendations

10. There are none – members to note.

Adam Stockhall
Public Realm and Operations Manager

[illegible]

[illegible]

**Kidderminster Town Council
Town Hall Committee Meeting
27th October 2022**

October 2022

Purpose of this Report

- To update Councillors on progress to date of the Town Hall Transformation Project since the last report in June this year.

1. Current Progress & Activities

When we last reported, the design team had just completed their Stage 3 report and Councillors confirmed their approval to apply for planning permission and proceed to Stage 4.

Planning Approval and Listed Building Consent has now been received. There are conditions, which had been discussed and agreed prior to the approval notice. The main ones to note are the requirement to relocate the slate map elsewhere in the building and the provision of adequate permanent on-site storage of the railings and lanterns that will be removed from the front of the building. Alternatively, these could be relocated to a new position for them within the re-ordered space. This is a very positive outcome which the design team is looking forward to implementing.

The Stage 4 work is progressing well but taking longer than planned. There are a number of reasons for this. Getting some of the necessary survey work carried out has taken longer than anticipated because of labour shortages and the amount of work available in the marketplace.

The appointed Contractor, Speller Metcalfe is currently progressing on a number of fronts within the RIBA Stage 4 design period and making a valuable contribution, more than justifying our two-stage tender approach. They are helping the design team tackle technically challenging issues presented by the project that need resolving sooner rather than later so that the finally agreed programme and cost plan is deliverable and realistic within the timeframe and budget set.

The current programme anticipates the issue of Stage 4 information broadly by the end of November, and progressively ahead of that.

As recent visitors to the Town Hall may have noticed, there has been a series of opening up works and other site investigation surveys taking place which are informing the process moving forward, particularly concerning builders works in connection with services requirements. Fortunately, none of these surveys have discovered any 'show stoppers' and the asbestos survey has not revealed a need for major remedial works in this respect. However there are logistical reasons why it may be necessary to replace the Music Room Floor which could produce some significant cost pressures as we have currently allowed only for its refurbishment. Whilst we have found some areas for additional savings, nevertheless, Councillors will know how building costs are experiencing considerable inflationary pressures and we are keeping a close eye on ways of economizing whilst not lowering our vision for the transformed Town Hall.

An example of this is in our approach to the mechanical and electrical installation. In some areas clearly a full installation is required (e.g. the new elements for the Café area) but in other areas, particularly where there is minimal work otherwise, the approach will be to retain existing services where possible.

Over the next period, and hopefully by the end of October, we will be able to more clearly ascertain what if any impact this approach will have on the outturn cost of that package.

At least the detailed information forthcoming will aid prioritisation of work should there be a need for any Value Engineering.

Programme

I have already referred to the length of time being taken to complete Stage 4 work being longer than planned. The Design Team and Contractor's realistic estimate to which they are working is for a start on site at the beginning of April '23. I realise that this is later than hoped but in these challenging times it is crucial that KTC only enters into this contract providing we are all satisfied that it is as fully designed and de-risked as possible. The advice is that it will take until then for this to be achieved

The contract period is also under intense scrutiny at present but the aim is still to try and achieve practical completion with the originally proposed 78 weeks meaning completion in October '24. This is still well within the time limit for LUF funding.

Project Cost Plan

At present the existing RIBA 3 Stage Cost Plan forecast (see below) is unchanged but we will update as soon as more detailed sub-contractor works packages are finalised and the issues described that are currently being worked upon are resolved.

	Element			Comments
	Building Works			
a)	Repairs & Conservation	£1,026,400		This is all the external/roof repairs plus window repairs and historic finishes repair/replacement internally.
b)	Upgrading & Adaptation	£1,383,824		Remaining figure after all other lines calculated.
c)	New Build	£1,105,576		Essentially all Café/Courtyard related.
d)	Services	£1,345,000		Electrical & Mechanical e.g. Lifts, heating and hot water, lighting etc
e)	Theatre Fit Out/AV	£715,720		Required to make the Music Room and other spaces top quality and versatile performance venues
f)	Contractor's Preliminaries	£1,072,000		This covers the cost of site establishment and organisation including scaffolding, insurances and the like.
g)	Contingencies	£600,000		Fixed figure
	Building Works Total		£7,248,520	NB. Inflation of 5.6% subsumed within these figures

This figure is within our overall budget forecast, progress against which is as follows:

Expenditure							
	21-22 Q1-Q3	21Q4 - 22Q1	22Q2-22Q3	22Q4- 24Q2	24Q3	24Q4	
	RIBA Stage 2	RIBA Stage 3	RIBA Stage 4a&b	RIBA Stage 5	RIBA Stage 6	RIBA Stage 7	Totals
Design/Consultancy	69,753	178,520	290,037	343,041	72,980	10,047	964,377
Project Management	12,817	16,022	16,022	49,134	7,477	5,341	106,812
Construction Cost			78,668	7,169,852			7,248,520
Other Costs & Fees	37,675	10,500	49,755	35,800	221,498	-	355,227
Totals	120,245	205,041	434,481	7,597,826	301,955	15,387	8,674,936
LUF Budget							8,674,936
Over/Underspend	Actual expenditure to this point						0

Additional Funding

Whilst we are working to maintain costs within budget, this project can always benefit from additional funding and we are currently applying to the following sources:

The Heritage Fund -

An application is currently in development that will support funding some of the heritage elements of the Kidderminster Town Hall transformation project, this includes: conservation of stonework in need to repair and other external works, the slate map dismantling and relocation, conservation and cleaning of the stained glass window, and protection and restoration/redecoration of the William Hill organ housing. The second element to the application will seek to recruit and support a team of Heritage Volunteers who will research, repair (where appropriate and with specialist supervision) and reinterpret the Town Hall's historical artifacts during the build stage. Once the doors reopen to the public, the Heritage Volunteers will deliver tours to engage the wider community in the history of the Town Hall and Kidderminster's rich heritage. The total value of this package can be up to £250,000.

UK Shared Prosperity Fund (UKSPF)

In the past year or more, the town hall has increasingly been used by a variety of community organisations and it is important that the investment that this represents is not lost during the redevelopment period. Town Hall on Tour (THoT) will deliver a diverse, contemporary programme of events based within the heart of Kidderminster Town Centre. It will reach out to peripheral venues, schools, parks and communities and will celebrate the heritage, music and culture of Kidderminster. While Kidderminster Town Hall is undertaking its own transformation, Town Hall on Tour will engage with our community through workshops, creating artwork, events and activities during the 2 years of redevelopment. The legacy of THoT will be that when the doors open again in 2024 we will have built our audience and ensured the Kidderminster community not only welcome the new Town Hall, but feel actively engaged in its journey. THoT will look to change the perception that Kidderminster Town Hall is not just a building in Kidderminster, but a place 'for' Kidderminster.

The Kidderminster Town Centre Partnership has been formed between Kidderminster Town Hall, Kidderminster Town Council and Kidderminster Business Improvement District (BID) to ensure full collaboration and to submit an application to the UK Shared Prosperity Fund for circa £240k over a 3 year period.

UK Shared Prosperity Fund (UKSPF)

Councillors are already aware and supportive of actions to improve Exchange Place and make it a more useable, welcoming, public space. Furthermore, it needs to incorporate at least 2 'blue badge' car parking spaces to replace those currently available within the courtyard. When the Town Hall is transformed, the need for this will be even more acute.

With this in mind, KTC approved the application for a Stopping Up Order, bringing a large area of the space into KTC ownership. This was submitted in June this year and the outcome is awaited. Meanwhile an application for funding for the plinth immediately in front of the Town Hall has been made to the UKSPF. As Councillors will be aware, the cost of this work is outside the scope of the current LUF project because the land on which it will be built is not in KTC ownership. If this application is not successful, we will pursue other possible avenues for funding as there is still some time available in which to do this. However, if additional funding does not appear likely within a reasonable timeframe, we will have to ask the architects to consider a much cheaper alternative that will allow the transformed Town Hall to function as planned. This would be a very disappointing outcome so every effort will be made to try and secure the necessary funds.

Arts Council

An application will be made early next year to Arts Council England (ACE) for a project grant to fund purchase of lighting and audio equipment in the Music Room and the Corn Exchange. We will make this in once we have a list of the equipment that can be included within the main contract package.

Councillors are asked to note the contents of this report.

Peter White
Project Manager

Kidderminster Town Council
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KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 30/09/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
6. TOWN HALL						
<u>EXPENDITURE</u>						
EMPLOYEE COSTS						
Salary Costs	120,355	58,720	104,960	104,960	105,000	105,000
National Insurance	9,107	4,550	9,420	9,420	9,420	9,420
Pension Costs	16,155	7,049	17,600	17,600	17,600	17,600
Town Hall Project Support	44,715	17,782	30,000	36,000	36,000	36,000
Honorarium - Town Hall Organist	400	0	400	400	400	0
Staff Car Parking Passes	0	0	1,000	1,000	0	0
Training	387	0	4,000	4,000	1,000	1,500
RUNNING COSTS						
Mobile Phone Charges	527	442	530	530	530	530
Broadband/WIFI	0	0	200	200	0	0
Purchase & Rental of Vending Machines	392	117	180	336	180	0
Clothing and Uniforms	568	33	200	200	200	200
Print Management Recharge	743	0	380	380	380	0
General Office Expenses	1,336	299	630	630	630	500
Bank Charges	986	183	500	500	500	750
Public Performance and Wedding Licence	1,242	1,483	300	2,000	2,000	0
Arts Council Expenditure	8,104	2,280	0	0	2,280	0
OVERHEADS						
Repairs and Maintenance of Buildings	95,946	6,714	5,000	10,000	9,000	4,000
Maintenance of Town Hall Organ	969	858	0	858	858	0
Lift Maintenance	0	0	1,000	1,000	0	0
Electricity	13,983	3,048	8,000	14,000	8,000	4,000
Gas	10,582	1,407	7,000	12,000	7,000	3,000
Non Domestic Rates	25,443	15,563	12,200	30,382	18,600	0
Water and Sewerage Rates	9,570	9,299	6,000	9,299	9,299	9,500
Fire and Burglar Precaution Alarms Maintenance	4,282	4,445	1,500	3,239	5,000	500
Window Cleaning	687	0	700	700	350	0
Waste Disposal Charges	2,463	0	1,400	2,590	1,400	0
Cleaning Contract	26,791	6,933	13,000	20,799	9,000	2,000
Hygiene and Towel Services	3,251	159	1,500	2,111	1,500	0
Insurance	15,771	16,714	19,600	19,600	16,714	16,714
Town Hall Transformation Project	318,095	167,444	0	0	0	85,000
ICT Contribution	8,400	8,400	8,400	8,400	8,400	0
Support Services - Finance	14,100	3,555	14,220	14,220	14,720	15,000
Support Services - ICT	20,902	4,788	19,150	19,150	19,150	17,430
Support Services - Legal	1,430	370	1,480	1,480	1,480	1,520
Support Services - Facilities Management	10,140	2,575	10,300	10,300	10,300	1,000
EVENTS AND MARKETING						
Marketing and Design	7,573	5,525	3,000	7,000	6,000	500
Wedding Ceremonies and Receptions Expenditure	0	0	100	100	100	0
Town Hall Event Expenditure	8,697	22,670	0	0	23,000	500
Hirers Ticket Expenditure	18,496	12,250	5,000	5,000	12,250	0
Refreshment Expenditure	458	1,292	0	1,930	1,930	0
Bar Purchases	19,589	8,108	0	14,000	10,000	0
Donation Expenditure	0	535	0	0	535	0
Christmas Events	2,050	88	0	4,000	3,000	2,000
Sound and Lighting	0	150	0	700	150	
GROSS EXPENDITURE	844,682	395,827	308,850	391,014	373,856	334,164

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KIDDERMINSTER TOWN COUNCIL	2021/22 Actual	2022/23 Actual to 30/09/22	2022/23 Original Budget	2022/23 Revised Budget	2022/23 Predicted Outturn	2023/24 Estimate
	£	£	£	£	£	£
INCOME						
Grant Income WFDC Transfer	(43,320)	(14,940)	0	0	(29,880)	0
Grant Income WFDC Stonework	(49,500)	0	0	0	0	
Grant Income HMRC	(1,930)	0	0	0	0	
Grant Income Architectural Heritage	(47,250)	0	0	0	0	
Grant Income LUF	(273,401)	28,489	0	0	0	
Refreshment Sales	(133)	(462)	0	0	(462)	
Wedding Ceremonies and Receptions	(13,250)	(9,477)	(8,000)	(8,000)	(9,477)	0
Rents	(11,061)	(11,386)	(7,000)	(7,000)	(11,386)	0
Hirers Ticket Income	(37,225)	(30,438)	0	0	(30,438)	
Delivery Fee	(154)	(117)	0	0	(117)	
Booking Fee	(1,692)	(1,629)	0	0	(1,742)	
Sound and Lighting Income	(433)	(708)	0	0	(708)	
Sales	0	(263)	0	0	(263)	
Bar Income	(24,743)	(21,272)	0	(18,480)	(21,272)	
Town Hall Event Income	(6,639)	(9,816)	0	0	(9,816)	
Registrar Rental Income	(8,000)	(4,000)	(4,000)	(4,000)	(4,000)	(3,000)
Duty Manager Recharge	(2,263)	(1,433)	0	0	(1,443)	
Miscellaneous Income	(1,068)	(807)	0	0	(807)	
Donation Income	0	(535)	0	0	(535)	
Third Party Hirers Insurance Income	(14)	(108)	0	0	(108)	
Release of Earmarked Reserve	(8,104)	(2,280)	0	0	(2,280)	
GROSS INCOME	(530,180)	(81,181)	(19,000)	(37,480)	(124,734)	(3,000)
TOTAL NET EXPENDITURE / (INCOME)	314,502	314,646	289,850	353,534	249,122	331,164