

KIDDERMINSTER TOWN COUNCIL
Vicar Street
Kidderminster
Worcestershire
DY10 1DA



office@kidderminstertowncouncil.gov.uk
www.kidderminstertowncouncil.gov.uk
01562 732680

7th December 2022

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** on **WEDNESDAY 14TH DECEMBER 2022** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

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

Lee Jakeman
Chief Executive & Responsible Financial Officer

Membership: Councillors K. Gale (Mayor), J. Aston, R. Bishop, D. Chambers, G. Connolly, H. Dyke, N. Gale, D. Hine, B. Hopkins, S. Miah, T. Muir, F. Oborski (MBE), J. Phillips, M. Rayner, S. Rook, D. Ross, J. Smith, E. Stokes.

KIDDERMINSTER TOWN COUNCIL AGENDA – WEDNESDAY 14TH DECEMBER 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. Minutes

4.1. To approve the minutes of the meeting of Kidderminster Town Council held on Wednesday 28th September 2022.

(KTC/01/22-23)

5. Announcements

5.1. Mayor's Diary – September, October, and November engagements.

(TC/30/22-23)

6. Members Question Time

6.1 Members are asked to receive questions, if any, in accordance with Standing Order 27 and to take no more than 15 minutes in total.

7. Planning Committee

7.1. To receive the minutes (3) of the Planning Committee meetings held on:
27th September,
25th October,
and 29th November 2022.

8. Services Committee

8.1. Minutes – To note receipt of the minutes of the Services Committee (2) meetings held on 8th September 2022 and 9th November 2022

(KTC/S01/22-23)

(KTC/S02/22-23)

8.2. To consider the following recommendations:

8.2.1. Kidderminster Ring Road Water Feature. To approve the recommendation (option 2) made by the Services Committee at its meeting on 8th September 2022 relating to the Kidderminster Ring Road Water Feature.

(i.e. To raise the height of the top water supply pond with a new brick edging with a fibreglass pool lining. Repair leak on the supply pipe. To recommend that the bottom sump be emptied and cleaned out of all debris to increase its water holding capacity.)

8.2.2. St George's Park Paddling Pool. To approve the recommendation of the Services Committee at its meeting on 9th November 2022 regarding the St George's Paddling Pool.

(i.e. that the St George's Paddling Pool be removed and the ground reinstated).

9. Events Committee

9.1 To note receipt of the minutes of the Events Committee meeting held on 3rd November.

(KTCE/01/22-23)

10. Town Hall Committee

10.1 To note receipt of the minutes of the Town Hall Committee meeting held on 27th October 2022.

(TH/01/22-23)

11. Staffing Committee

11.1 To note receipt of the minutes of the two Staffing Committee meetings held on 5th October 2022 and 26th October 2022

(SC/01/22-23 and SC/02/22-23)

12. Finance and Overview Committee

12.1 To note receipt of the minutes of the Finance and Overview Committee meeting held on 6th December 2022.

(KTCF/02/22-23)

13. Payments 1st September 2022 to 30th November 2022

13.1 To retrospectively approve payments from 1st September 2022 date to 30th November 2022.

(TC/31/22-23)

14. Hospitality and Gifts Policy

14.1 To consider a draft Hospitality and Gifts Policy and a recommendation that the policy be adopted by Kidderminster Town Council

(TC/32/22-23)

15. Member Grant Funding Request

15.1 To consider a proposal from Councillor David Ross that:

Kidderminster Town Council donates a sum of £2,000 to the Weavers Wharf Shopping Centre Charity Fund to support its efforts in providing a Warm Hub in one of its unoccupied retail units until the end of March 2023.

16. Budget and Precept Setting

To consider recommendations from the Finance and Overview Committee:

16.1 That the Full Town Council approves the summary budget from the Finance & Overview Committee.

(TC/33/22-23)

*(A Precept of £879,566.00, General Reserve at £413,560.00; and Band D equivalent of £49.75 percentage increase of 4.74%. *Assumes CTB figure of 17,679.*

AND

16.2 That a precept be issued, requiring Wyre Forest District Council to pay Kidderminster Town Council £879,566.00 (Eight Hundred and Seventy-nine Thousand Five Hundred and Sixty-six pounds) to meet its expenditure for the financial year 2023/24

17. Public Bodies

18.1 RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

18. Town Hall Refurbishment Project

19. Staffing Matters

KIDDERMINSTER TOWN COUNCIL

Minutes of the meeting of Kidderminster Town Council held in the Council Chamber,
Kidderminster Town Hall on Wednesday 28th September 2022 at 6:00pm

Present:

Councillors:

Gale (Chair)
Aston
Bishop
Chambers
Connolly
Dyke
N. Gale
Hopkins
Miah
Oborski (MBE)
Rayner
Rook
Ross
Smith
Stokes

In Attendance:

Mr L. Jakeman, Chief Executive

C. 036

APOLOGIES FOR ABSENCE

Apologies received from Councillor D. Hine.

Absent, Councillors: T. Muir and J. Phillips

C.037

ANNOUNCEMENTS

Tributes to Her Late Majesty Queen Elizabeth the Second were made by the
Councillors: K. Gale, D. Ross, F. Oborski, H. Dyke and S. Rook.

Members noted the mayoral engagements between 27th July and 31st August 2022.

Thursday 28th July – Kidderminster College Careers Fair.

Friday 29th July – Reveal of Covid Memorial Art Installation at Kidderminster hospital.

Saturday 20th August – Garden Party at Holmwood Care Home (*Deputy*).

Monday 22nd August – River Boat Trip along River Severn.

C. 038 **DECLARATIONS OF INTEREST**

Nil.

C.039 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

C. 040 **MINUTES**

RESOLVED: To approve the minutes of the meeting of Kidderminster Town Council held on Wednesday 27th July 2022.

C. 041 **SCHEDULE OF PAYMENTS**

RESOLVED: Members approved payments from 21st July 2022 to 31st August 2022.

C. 042 **BUDGET MONITORING**

Members noted a summary budget report as at 31st August 2022.

C.043 **TOWN HALL – PUBLIC WORKS LOAN BOARD**

Members received a report regarding an application for a loan from the Public Works Loan Board.

RESOLVED: To seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £500,000 over the borrowing term of 20 years for the redevelopment of Kidderminster Town Hall. The annual loan repayments will come to around £37,000.

It is not intended to increase the council tax precept for the purpose of the loan repayments.

C.044 **TOWN HALL EXCHANGE CAFÉ**

Members received a report from the Exchange Café from the Chief Executive, to include a summary of finances and consider if the Town Council would want to extend the current arrangements beyond 30th September 2022.

Members asked that appropriate measures be taken to ensure that any Town Council property being utilised by the venture remain with the Town Council.

RESOLVED: To extend the existing agreement with the Exchange Café (to operate a café) to continue up to 17th December 2022.

C.045 **ASSETS OF COMMUNITY VALUE – FORMER RAINBOW CHILDREN’S CENTRE**

Members received correspondence from Wyre Forest District Council (WFDC) and formed a view as to whether the Town Council wishes to be considered as a potential bidder for the former Rainbow Children’s Centre.

RESOLVED: To decline, the invitation to register an interest (under the right to buy under the Assets of Community Value Scheme) to bid for the former Rainbow Children’s Centre.

C. 046 **LOCAL POLICING**

Members received a response to questions raised following a policing report at the Town Council meeting on Wednesday 27th July.

RESOLVED: To note the responses from the Local Policing Team.

C. 047 **KIDDERMINSTER EDUCATIONAL FUND**

Members received a report to confirm representatives on the Management Committee of the Kidderminster Educational Foundation (Charity No: 527537).

RESOLVED: To appoint 3 councillors (Oborski, Smith and Stokes) to the management committee of the Kidderminster Educational Foundation for the purpose of carrying out and overseeing the day-to-day management of the Charity (on behalf of the Town Council) in line with the charities aims (including the awarding of grants) and providing regular (at least annually) reports to the Full Town Council

AND

That a fourth member could be nominated by Councillor Dyke following discussion with her political group.

(CEO Note: Cllr Dyke confirmed herself as the 4th member of the KEF management committee following the meeting)

C.048 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

PUBLIC PARKS

Members considered a recommendation to agree for the transfer of Baxter Gardens, Broadwaters and St George's Park from Wyre Forest District Council to Kidderminster Town Council during the financial year 2022/2023.

RESOLVED: To accept the transfer of Baxter Gardens, Broadwaters and St George's Park on the basis of the meeting held on 2nd August 2022 and summarised in the offer from WFDC dated 24th August 2022 and, that the official acceptance of Heads of Terms be delegated to the Chief Executive (in consultation with members of the Finance & Overview Committee through the Committee Chair) and, subject to obtaining legal advice, provided that they are line with expectations expressed in the summary offer from WFDC.

TOWN HALL

Members reviewed arrangements regarding the formation of a Trust to operate the Town Hall following its planned re-development during 2023 and 2024.

RESOLVED: That the Town Council approved Option A proposed in the report.

LEVELLING UP FUND – AGREEMENT WITH WYRE FOREST DISTRICT COUNCIL

Members considered the Levelling Up Fund agreement with Wyre Forest District Council.

RESOLVED: Kidderminster Town Council instructs the Chief Executive Officer to sign [on behalf of Kidderminster Town Council] the formal agreement (Memorandum of Understanding) with Wyre Forest in relation to Levelling Up Grant Funding for the refurbishment of the Town Hall, regarding the terms and conditions on which the Grant is made by the Funder to the Recipient.

Mayoral Engagements – September, October, November 2022

Friday 2nd September – Flag Flying Ceremony at Wyre Forest House

Friday 2nd September – Kidderminster Choral Society Concert

Sunday 18th September – King’s Proclamation

Thursday 22nd September – BBC Hereford & Worcester Make a Difference Awards

Friday 23rd September – Mayor of Bewdley’s Quiz Night (*Deputy*)

Thursday 29th September – Mayor’s Bingo Night

Friday 7th October – Husum Twinning Meal at Bistro Pierre

Sunday 16th October – Redditch Civic Service

Thursday 20th October – Dementia Action Alliance Event

Friday 21st October – Mayor’s Quiz Night

Saturday 22nd October – 10th Anniversary of Opening of Museum of Carpet

Sunday 23rd October – Droitwich Spa Civic Service

Saturday 29th October – Summer Reading Challenge Medal Ceremony

Friday 11th November – Armistice Day Ceremony

Saturday 12th November – Tour of Town Hall

Sunday 13th November- Remembrance Sunday sw

Wednesday 16th November – Chairman’s Autumn Civic Soiree

Friday 18th November – Wyre Forest Young Voices Concert

Saturday 19th November – Christmas Lights Switch On

Saturday 19th November – Old Carolians Association Dinner

Thursday 24th November – Mayor of Ludlow’s Chairty Winter Warmer Supper (*Deputy*)

Friday 25th November – Three Kings Parade

Saturday 26th November – Kidderminster Choral Society Concert

Saturday 26th November – Presentation of Photography Competition

Saturday 26th November – Christmas Bake Competition at Franche Community Church

**KIDDERMINSTER TOWN COUNCIL
PLANNING COMMITTEE**
Minutes of the meeting held on Tuesday 27th September 2022
Held in the Town Hall

Present: Councillors E. Stokes (Chairman), G. Connolly (Vice Chairman), S. Miah and B. Hopkins (substitute for D Chambers).

PL.022 Apologies

Apologies received from D. Chambers, T. Muir and D. Hine.

PL.023 Minutes

RESOLVED: that, the minutes of the previous the meeting held on 26 July 2022 be approved as a true record and that they be signed by the Chair.

PL.024 Declarations of Interests

Nil.

PL.025 Public participation

There were no members of the public in attendance.

PL.026 Consideration of responses to planning applications

Members noted the list of planning applications within the agenda.

RESOLVED: to submit comments on behalf of Kidderminster Town Council in relation to the following planning applications:

a) Application type: Full Application

Planning Reference: **22/0607/FUL**

Proposal: Proposed erection of 1 no. new dormer bungalow dwelling with detached double garage to the rear land of 20 Road Avenue (resubmission of withdrawn application)

Location: 20 Roden Avenue, Kidderminster, DY10 2RF (**OBJECT**)

b) Application type: Full Application

Planning Reference: **22/0339/FUL**

Proposal: Change of use of hotel (C2) to 30no. self-contained flats (C3) comprising 30 x 1-bed, 2 x 2-bed and 1 x 3-bed, including associated works

Location: Gainsborough House Hotel, 23 Bewdley Hill, Kidderminster (**SUPPORT**)

c) Application type: Advertisement Consent

Planning Reference: **22/0687/ADV**

Proposal: Installation of an internally illuminated 48-sheet D-Poster (digital) display.

Location: Unit 2B, Foley Grove, Foley Business Park, Kidderminster (**OBJECT**)

And

With regard to all Tree Preservation Order related applications that, the Town Council is content to support the comments provided by the District Council's Arboricultural Officer.

Meeting ended 6.45pm

**KIDDERMINSTER TOWN COUNCIL
PLANNING COMMITTEE**
Minutes of the meeting held on Tuesday 25th October 2022
Held in the Town Hall

Present: Councillors E. Stokes (Chairman), G. Connolly (Vice Chairman), D. Chambers, D. Hine, S. Miah

Absent: Councillor T, Muir.

PL.027 Apologies

Nil.

PL.028 Minutes

RESOLVED: that, the minutes of the previous the meeting held on 27th September 2022 be approved as a true record and that they be signed by the Chair.

PL.029 Declarations of Interests
Nil.

PL.030 Public participation
There were no members of the public in attendance.

PL.031 Consideration of responses to planning applications
Members noted the list of planning applications within the agenda.

RESOLVED: to submit comments on behalf of Kidderminster Town Council in relation to the following planning applications:

- a. Application type: Full Application
Planning Reference: **22/0814/FUL**
Proposal: Change of use of shop (Class E) to Hot Food Takeaway (sui generis) and installation of external flue.
Location: 4 Burcher Green, Kidderminster, DY10 3AZ **(SUPPORT)**
- b. Application type: Outline Application
Planning Reference: 22/0666/OUT
Proposal: Demolition of existing garages and construction of new two bedroom bungalow with private access drive and parking
Location: 59 Ludlow Road, Kidderminster, DY10 1NW **(SUPPORT)**
- c. Application type: Householder application
Planning Reference: 22/0796/HOU
Proposal: Retrospective erection of outbuilding to rear of garden
Location: 38 Whittall Drive East, Kidderminster, DY11 7EQ **(SUPPORT)**

- d. Application type: Advertisement Consent
Planning Reference: 22/0767/ADV
Proposal: Refurbishment of existing signs on site and repainting them black and white and adding in a sign written station clock to the redecorated front elevation
Location: Station Inn, 7 Farfield, Kidderminster **(SUPPORT)**
- e. Application type: Householder application
Planning Reference: 22/0837/HOU
Proposal: Removal of an existing detached garage/shed and construction of a single-storey, side extension to facilitate additional living accommodation to support 'dependents living'.
Location: 2 Sion Hill, Kidderminster, DY10 2XS **(SUPPORT)**
- f. Application type: Householder application
Planning Reference: 22/0796/HOU
Proposal: Retrospective erection of outbuilding to rear of garden
Location: 38 Whittall Drive East, Kidderminster, DY11 7EQ **(SUPPORT)**
- g. Application type: App for Non-Material Amendments
Planning Reference: **22/0827/NMA**
Proposal: Changes to roof design
Location: 26 Whitehill Road, Kidderminster, DY11 6JJ **(SUPPORT)**
- h. Application type: Householder application
Planning Reference: 22/0839/HOU
Proposal: 3 metres single storey rear extension
Location: 7 Leswell Street, Kidderminster, DY10 1RP **(SUPPORT)**
- i. Application type: Full Application
Planning Reference: 22/0853/FUL
Proposal: New vehicle workshop with associated staff facilities and parts stores.
Location: Clarks Of Kidderminster, Chester Road South, Kidderminster **(SUPPORT)**

PL.032 Defer Comment

Members **RESOLVED**

To defer consideration of planning application 22/0850/FUL until the next scheduled meeting of the Planning Committee (on the basis that members had not had sufficient opportunity to fully consider that application, having only received notification of the application on the day of the Committee meeting) **and request that LPA be asked to extend the consultation period to 30th November 2022.**

Meeting ended 6.50pm

**KIDDERMINSTER TOWN COUNCIL
PLANNING COMMITTEE**
Minutes of the meeting held on Tuesday 29th November 2022
Held in the Town Hall

Present: Councillors E. Stokes (Chairman), G. Connolly (Vice Chairman), D. Chambers, D. Hine and S. Miah.

Absent:

PL.033 Apologies

Councillor Muir – Personal commitment.

PL.034 Minutes

RESOLVED: that, the minutes of the previous the meeting held on 25th October 2022 be approved as a true record and that they be signed by the Chair.

PL.035 Declarations of Interests
Nil.

PL.036 Public participation
There were no members of the public in attendance.

PL.037 Consideration of responses to planning applications
Members noted the list of planning applications within the agenda.

RESOLVED: to submit comments on behalf of Kidderminster Town Council in relation to the following planning applications:

Application type: Full Application
Planning Reference: **22/0850/FUL**
Proposal: Proposed side extension to provide additional retail floor area
To existing convenience store.
Location: 8 Burcher Green, Kidderminster, DY10 3AZ (**Support**)

Application type: Full Application
Planning Reference: **22/0821/FUL**
Proposal: New security fencing including paladin mesh, paladin mesh
with timber slat infills fencing and new gates to suit
Location: St Ambrose Primary School, Creche, Leswell Street,
Kidderminster (**Support**)

Application type: App for Non-Material Amendments

Planning Reference: **22/0828/NMA**

Proposal: Layout changes including: Retention of elements of the existing building previously proposed for demolition, omission of extensions previously proposed to the existing building, retention of existing internal walls of the existing building previously proposed for removal.

Location: Woodfield House, 104 Bewdley Road, Kidderminster (**Support**)

Application type: Full Application

Planning Reference: **22/0840/FUL**

Proposal: Demolition of existing buildings (The Grange and 164 Sutton Park Road) and construction of 18 dwellings, provision of open space and landscaping, surface water attenuation and associated enabling works

Location: 162, 64 And Land Rear 165, Sutton Park Road, Kidderminster (**Support**)

Application type: Full Application

Planning Reference: **22/0836/FUL**

Proposal: Conversion of existing building to create 8no. Apartments with associated car parking

Location: 17 Birmingham Road, Kidderminster, DY10 2BX (**Object**)

Town and Country Planning Act 1990 (as amended)

Planning (Listed Buildings and Conservation Areas) Act 1990

Application Reference: **22/0226/EIA**

Description: Hybrid application for up to 1450 dwellings to comprise: Outline application for up to 1,055 dwellings including affordable housing, with all matters reserved, except for access, to include a community hub, including a two-form entry primary school, community and health facilities, retail provision up to 800 sqm, new vehicular access to Husum Way and Comberton Road with link road, new pedestrian access to Tennyson Way, open space incorporating play provision, SUDS, landscaping and ecological enhancement works, and; Full planning application for demolition of no. 78 Comberton Road and agricultural buildings north of Heathy Mill Farm, to facilitate the construction of 395 dwellings including affordable housing; new vehicular access onto Comberton Road; open space and play provision and associated infrastructure, SUDS, landscaping and ground remodelling
Site Location: Land At Comberton Road, Worcestershire (**Object**)

Application type: Advertisement Consent

Planning Reference: **22/0859/ADV**

Proposal: Retrospective internally illuminated Cash sign above the ATM and Green LED halo illumination to the surround

Location: Service Station, Worcester Road, Kidderminster (**Support**)

Application type: Full Application

Planning Reference: **22/0890/FUL**

Proposal: Erection Of One Detached Dwelling.

Location: 32 Baskerville Road, Kidderminster, DY10 2YE (**Support**)

Application type: Householder application
Planning Reference: **22/0889/HOU**
Proposal: Two story side extension
Location: 8 Yeoman Close, Kidderminster, DY10 1NU **(Support)**

Application type: Householder application
Planning Reference: **22/0906/HOU**
Proposal: Proposed single storey side extension
Location: 48 Lea Bank Avenue, Kidderminster, DY11 6PD **(Support)**

Application type: Householder application
Planning Reference: **22/0915/HOU**
Proposal: Single storey rear extension & garage conversion & extension
Location: 10 Lea Bank Avenue, Kidderminster, DY11 6PD **(Support)**

Application type: App for Non-Material Amendments
Planning Reference: **22/0898/NMA**
Proposal: DORMER ADDED TO ROOF ALLOWING BETTER HEAD HEIGHT, REAR EXTERNAL DECKING LOWERED.
Location: 27 Imperial Avenue, Kidderminster, DY10 2RA **(Support)**

Application type: Householder application
Planning Reference: **22/0914/HOU**
Proposal: Single storey side/rear extension
Location: 216 Marlpool Lane, Kidderminster, DY11 5DL **(Support)**

Application type: Householder application
Planning Reference: **22/0922/HOU**
Proposal: Rear, front and 2 storey side extension with addition of loft Conversion
Location: 68 Beaufort Avenue, Kidderminster, DY11 5NJ **(Support)**

Application type: Full Application
Planning Reference: **22/0917/FUL**
Proposal: Removal of billboards, demolition of garage and the erection of 6 no. apartments and a ground floor commercial unit (Use Class E)
Location: Land Adjacent, 18 Comberton Hill, Kidderminster **(Support)**

Application type: Householder application
Planning Reference: **22/0920/HOU**
Proposal: Works to and modernisation of existing dwelling
Location: 55 Lea Bank Avenue, Kidderminster, DY11 6PD **(Support)**

Application type: Householder application
Planning Reference: **22/0905/HOU**
Proposal: Re-locate garden boundary fence
Location: 69 Lea Wood Grove, Kidderminster, DY11 6JT **(Neutral)**

Application type: Prior Notification Householder
Planning Reference: **22/0932/PNH**
Proposal: Rear flat roofed single storey extension
Location: 10 Coronation Way, Kidderminster, DY10n 3BA **(Support)**

Application type: Householder application
Planning Reference: **22/0951/HOU**
Proposal: Proposed balcony over existing entrance porch
Location: 22 The Lea, Kidderminster, DY11 6JY **(Object)**

Application type: Full Application
Planning Reference: **22/0953/FUL**
Proposal: Change Of Use Of Existing Stores And Alterations To Form 2
Bedroom Apartment
Location: 96 Canterbury Road, Kidderminster, DY11 6DH **(Support)**

Application type: Advertisement Consent
Planning Reference: **22/0952/ADV**
Proposal: Proposed new signage scheme for new property occupier.
Location: 21 Vicar Street, Kidderminster, DY10 1DA **(Support)**

Meeting ended 7:15 pm

KIDDERMINSTER TOWN COUNCIL

Minutes of the Services Committee meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Thursday 8th September 2022 at 6:00pm

Present:

Cllr J. Smith (Chair)
Cllr R. Bishop
Cllr G. Connolly
Cllr F. Oborski (substitute)

In Attendance:

Mr L. Jakeman, Chief Executive
Mr A. Stockhall, Public Realms & Operations Manager

S001/22-23 **ELECTION OF CHAIRMAN**

RESOLVED: That Councillor Juliet Smith be Chairman of the Services Committee for 2022/2023.

S002/22-23 **ELECTION OF VICE CHAIRMAN**

RESOLVED: That Councillor Rose Bishop be Vice Chairman of the Services Committee for 2022/2023.

S003/22-23 **APOLOGIES**

S. Miah – Other Commitment.
M. Rayner – Other Commitment.

S004/22-23 **DECLARATIONS OF INTEREST**

Nil

S005/22-23 **TERMS OF REFERENCE**

Members considered draft Terms of Reference and recommendations for consideration by the Full Town Council.

RESOLVED: To operate under the draft Terms of Reference presented at the meeting (subject to the inclusion of the water feature) and recommend to Full Town Council the draft Terms of Reference at its next full council meeting.

S006/22-23 **PUBLIC QUESTION TIME**

Nil.

S007/22-23 **REPORT ON KIDDERMINSTER RING ROAD WATER FEATURE**

Members considered a report from the Public Realm and Operations Manager on for the future provision of the Water Feature.

RESOLVED: That UK Dive Works Ltd undertake an inspection to confirm the current condition of the pool and fully cost any potential defects. (Cost £1,125 via budget K004 21022).

S008/22-23 **REPORT ON ST GEORGE'S PADDLING POOL**

Members considered a report from the Public Realm and Operations Manager to agree to a full inspection of the pool to identify the current condition and potential defects.

RESOLVED: To recommend Option 2 presented in the report (extract below).

Proposal Option Two:

To raise the height of the top water supply pond with a new brick edging with a fibreglass pool lining.

Repair leak on the supply pipe.

To recommend that the bottom sump be emptied and cleaned out of all debris to increase its water holding capacity. Recommended this to be done every other year (it can be checked for any potential leaks at the same time)

Objective

These works in conjunction with the reduction in the waterfall flow rates (to reduce splashing and over all water loss) and the slightly adjusted on / off times, will help the feature to remain working in its full capacity for longer periods of time before a top up of the lower sump is required.

Cost of repairs

Raise the height of the top water supply pond, fibreglass, and repair £1,736.33

Clean debris from bottom of sump pool

£1000 (Every other year)

Service and fill tank 5 x visits

Estimated £1000

Estimated Total

23/24 - £3,736.33

24/25 - £1000

S009/22-23 **RISK ASSESSMENTS REPORT**

Members considered a report to adopt Public Realm and Operations Risk Assessments in accordance with Kidderminster Town Council Health and Safety Policy.

RESOLVED: To adopt the Public Realm and Operations Risk Assessments presented.

S010/22-23 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

S011/22-23 **MARKET OPERATIONS LICENCE**

Members considered a report recommending to formally agree that Kidderminster Town Council takes on the licence to operate a market in the town Centre and authorises the Chief Executive to sign the licencing agreement produced by Wyre Forest District Council.

RESOLVED: To authorise the Chief Executive to sign the Licence for the Town Council to operate the Kidderminster Town Centre Market from 1 October 2022 for a period of 3 years

AND

Authorise the Chief Executive to negotiate a temporary arrangement with a suitable operator to operate the Market from 1 October 2022 (for a period not exceeding 12 months and noting that financial regulations will need to be waived to ensure a continuity of service in the immediate future.)

-----END-----

KIDDERMINSTER TOWN COUNCIL

Minutes of the Services Committee meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Wednesday 9th November 2022 at 6:00pm

Present:

Cllr R. Bishop (Vice Chair)
Cllr G. Connolly
Cllr H. Dyke
Cllr K. Gale
Cllr S. Miah

In Attendance:

Mr L. Jakeman, Chief Executive
Mr A. Stockhall, Public Realms & Operations Manager
Cllr F. Oborski

S012/22-23 APOLOGIES

Cllr J. Smith
Cllr M. Rayner

S013/22-23 DECLARATIONS OF INTEREST

Nil.

S014/22-23 PUBLIC QUESTION TIME

Nil.

S015/22-23 MINUTES

RESOLVED: That the minutes of the Services Committee meeting held on Thursday 8th September were correct and duly signed by the Chair.

S016/22-23 REPORT ON ST GEORGE'S PADDLING POOL

Members received a report regarding the future provision of St George's Paddling Pool. A lengthy discussion occurred which included:

- The requirement to ensure that the facility was safe for users and did not pose an unacceptable risk to the Town Council. (Current mitigation is not considered adequate).

- A review of the condition survey commissioned by the Town Council, which led to the recommendation by the contractor for a complete upgrade/complete refurbishment.
- An analysis of the quote for refurbishment (circa £91k).
- Future running operation costs (circa £10k).
- Noting that the refurbishment costs were envisaged to be solely borne by the Town Council.
- The possibility of exploring opportunities for external funding to cover the capital costs.
- The community benefit of the facility against the significant indicative costs of a full upgrade.

RESOLVED: To recommend to Full Town Council that the St George's Paddling Pool be removed and the ground reinstated.

S017/22-23 **GRIT BIN POLICY**

Members considered a report to adopt a Grit Bin Policy and suggested a few subtle changes for clarity.

RESOLVED: To adopt the Grit Bin Policy.

S018/22-23 **OUTDOOR MARKETS**

Members noted that the Outdoor Markets Licence has been completed on an initial three-year period. The Town Council has appointed a contractor to manage the Market for the remainder of the current financial year, pending a formal tendering process.

S019/22-23 **PARK TRANSFERS FROM WYRE FOREST DISTRICT COUNCIL (BAXTER GARDENS, BROADWATERS AND ST GEORGE'S PARKS)**

Members noted that the Heads of Terms had been agreed, that WFDC legal team have drafted documentation and that the CPSE (Commercial Property Standard Enquiries) 121 Solicitors (KTC Legal representation) had received documentation week commencing 31st October 2022.

S020/22-23 **BUDGET REVIEW/ESTIMATE 2023/24**

Members considered in-year budgets and estimates for FY 2023/24.

RESOLVED: To confirm that the budget estimate recommendations in the report (forwarded with the agenda for FY 2023/24) and for them to be considered by the Finance and Overview Committee as part of the annual budget process.

-----END-----

KIDDERMINSTER TOWN COUNCIL

Minutes of the Events meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Thursday 3rd November 2022 at 6:00pm

Present:

Gale (Chair)

Bishop

Connolly

Hine

Hopkins

Oborski (substituting for Cllr Miah)

Dyke (substituting for Cllr Rayner)

In Attendance:

Mr L. Jakeman, Chief Executive

E001/22-23 APOLOGIES FOR ABSENCE

Apologies received from Councillor Miah and Cllr Rayner, noted.

E002/22-23 DECLARATIONS OF INTEREST

Nil.

E003/22-23 PUBLIC QUESTION TIME

Members were informed that no public questions had been received.

E004/22-23 MINUTES

Members approved the minutes of the Events & Services Committee meeting held on Thursday 21st April 2022.

E005/22-23 REMEMBRANCE SUNDAY

Members considered an update regarding the programme for and the preparations being made in respect of the Remembrance Parade and Service scheduled for Sunday 13th November 2022.

RESOLVED: To noted that suitable arrangements are being made by the Town Council with support from partner organisations to deliver an event that marks Remembrance Sunday in a traditional fashion.

E006/22-23 CHRISTMAS LIGHTS SWITCH ON

Members considered a report that provides an overview of arrangements being made for the switching on of the Town's Christmas Lights on Saturday 19th November 2022.

RESOLVED: To note that suitable arrangements are being made for a Christmas Lights Switch On event on Saturday 19th November and further delegates to CEO to finalise arrangements for the delivery of a suitable event.

E007/22-23 EVENTS 2023/24

Members discussed events at length. They noted that the Town Hall would be closed during 2023 and 2024 and that this would limit the opportunity for the Town Council to host events. It was further noted that there was a grant application pending with the UK Shared Prosperity Fund which seeks to fund up to 80 'Town Hall on Tour' activities and events over 2-years from 1 April 2023. Any planning for 'Town Hall on Tour' events would be subject to the grant application outcome. Notwithstanding that members were of the view that a small number of 'regular' events should still be planned for 2023, regardless of external grant funding.

RESOLVED: A draft events programme for the FY 2023/24 should include the following:

- a. A Coronation Celebration event.
- b. Remembrance Sunday parade and civic reception.
- c. Christmas Lights Switch On.
- d. Santa on Tour.

In discussing the draft events programme members were of the general view that a revised draft Terms of Reference for the Events Committee should be considered before the end the current civic year.

E008/22-23 BUDGET

Members received a budget summary (as at 30th September 2022). It was noted that the budget summary included largely Services Committee information. This was a consequence of the split of the Events & Services Committee into 2 separate committees in July 2022.

RESOLVED:

- a. To note the budget summary

AND

- b. To recommend to the Finance & Overview that the Events budget be set at £8,300 for FY 2023/24 to support the following events:

- Coronation Celebrations -	£1,800
- Remembrance Sunday -	£1,000
- Christmas Light Switch On -	£3,500
- Santa on Tour -	£2,000

E009/22-23 Photography Competition

Members received a report following the 'Celebrate Kidderminster' Photography Competition.

Members were informed that the competition had received several entries. The three winning entries would receive Amazon vouchers ranging from £75 to £25. The winners would be invited to a presentation by the Mayor on Saturday 26th November in the Mayor's Parlour and be invited to a tour of DT Studios.

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).

KIDDERMINSTER TOWN COUNCIL

Minutes of the Staffing Committee of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Wednesday 5th October 2022 at 6:00pm

Present:

Councillors:

Smith (Chair)
Dyke
Bishop
Phillips (substituting for Hopkins)
Rook

In Attendance:
Mr L. Jakeman, Chief Executive

Absent:

Councillor

S.001 **APOLOGIES FOR ABSENCE**

Nil. (noting that Cllr Phillips is present, substituting for Cllr Hopkins)

S.002 **DECLARATIONS OF INTEREST**

Nil.

S.003 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

S.004 **MINUTES**

RESOLVED: That the minutes of the Staffing Committee meeting held on Wednesday 11th August 2021 and Wednesday 6th October 2021 were a correct record and duly signed by the Chair.

S.005

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

S. 006

STAFFING

Members received a summary report from the Town Clerk on general staffing matters/ terms of service and associated personnel issues.

Members discussed and considered a number of workforce related matters including:

- Staff departures / retirements
- Recruitment
- Employment contracts
- Staffing Structure

RESOLVED: to forward a confidential report to the next meeting of the Full Town Council that provides a summary of: the discussions; any delegated decisions made and any recommendations that require approval by the Town Council.

KIDDERMINSTER TOWN COUNCIL
Minutes of the Staffing Committee of Kidderminster Town Council
held in the Council Chamber, Kidderminster Town Hall
on Wednesday 26th October 2022 at 6:00pm

Present:
 Councillors:
 Smith (Chair)
 Dyke
 Bishop
 Hopkins
 Rook

In Attendance:
 Mr L. Jakeman, Chief Executive

S.007 **APOLOGIES FOR ABSENCE**

Nil.

S.008 **DECLARATIONS OF INTEREST**

Nil.

S.009 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

S.010 **MINUTES**

RESOLVED: That the minutes of the Staffing Committee meeting held on Wednesday 5th October 2022 were a correct record and duly signed by the Chair.

S.011 **EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

STAFFING

Members received a summary report from the Town Clerk on general staffing matters/ terms of service and associated personnel issues.

Members discussed and considered a number of workforce related matters including:

- Staff departures / retirements
- Recruitment
- Employment contracts
- Staffing Structure

RESOLVED: to forward a confidential report to the next meeting of the Full Town Council that provides a summary of the discussions; any delegated decisions made and any recommendations that require approval by the Town Council.

KIDDERMINSTER TOWN COUNCIL
Minutes of the meeting of the Finance and Overview Committee
held in the Council Chamber, Kidderminster Town Hall
on Tuesday 6th December 2022 at 6:00pm

Present:

Ross
Smith
Chambers
Oborski MBE

In Attendance:
Mr L. Jakeman, Chief Executive
Cllr Phillips

F006/22-23 APOLOGIES FOR ABSENCE

Cllr Aston – Personal reasons.
Cllr Dyke – Personal reasons.

F007/22-23 DECLARATIONS OF INTEREST

Nil.

F008/22-23 PUBLIC QUESTION TIME

Members were informed that no public questions had been received.

F009/22-23 MINUTES

Members approved the minutes of the Finance and Overview meeting held on Wednesday 7th September 2022, which were duly signed by the Chair.

F010/22-23 EXTERNAL AUDIT

Members received the completion of the limited assurance review (enclosed) for the year ended 31 March 2022 compiled by PKF Littlejohn LLP (attached) which included 'except for' comments.

Members further noted that the public notice of conclusion of audit was published on the Town Council's website on 30th September 2022.

F011/22-23 INVESTMENTS

Members welcomed a representative from the CCLA who provided a brief on the opportunities available to invest (primarily in the CCLA Public Sector Deposit Fund). Members sort clarity on how the fund operated and its liquidity and were reassured that any funds deposited with the CCLA would be available on the same day that any request to withdraw was submitted.

Members considered a report from the CEO which and **RESOLVED:**

- a. To invest £25k at the earliest practicable opportunity with the CCLA Public Sector Deposit Fund.

AND

- b. To delegate to the RFO (*in consultation with the Chair of the Finance & Overview Committee*) the authority to increase the investment to a maximum total of £100k and withdraw funds to maintain sufficient funds to facilitate cashflow projections.

AND

- c. To request that the CEO produces a draft Treasury Management/ Investment Policy for consideration.

F012/22-23 BUDGET AND PRECEPT SETTING

Members received a report and considered budget estimates for FY 2023/24.

Members queried a number of budget lines for clarity of purpose however, they accepted the estimates for 2023/24 as per the draft budget,

In considering the options presented to them Members were of the view that in the current period of transition with the Town Hall that a general reserve of close to £500k was preferable. Notwithstanding that, Members were acutely aware of the cost-of-living crisis that many households face currently, and that any increase in the Town Council element of Council Tax should not exceed 5%.

Members also noted that the response to Public Works Loan Board application had not yet been received and that in setting a recommended precept they were currently assuming that this would be granted.

In addition, it was noted that the options distributed with the original agenda by officers were based on a Council Tax Base figure of 17,498. At this time however it was anticipated that the Council Tax Base figure was likely to rise from 17,498 to 17,679 (an increase of 181). This has altered the calculations on the 3 options provided for the precept and the subsequent calculations for the cash and percentage increases (reducing them slightly). As a result the CEO had produced an additional option (D) for the meeting to consider, which keeps the percentage increase in the Band D equivalent to just below 5% yet increased the anticipated general reserve by several thousand pounds.

Members considered the 4 options below (based on the revised Band D Calculations following increase of CTB from 17,498 to 17,679):

Options	A	B	C	D
Budget	£ 923,566.00	£ 923,566.00	£ 923,566.00	£ 923,566.00
use of Reserves	£ -	£ 27,560.00	£ 53,566.00	£ 44,000.00
Precept	£ 923,566.00	£ 896,006.00	£ 870,000.00	£ 879,566.00
Band D	£52.24	£50.68	£49.21	£49.75
Band D Cash Increase	£4.74	£3.18	£1.71	£2.25
Band D % Increase	9.98	6.70	3.60	4.74
Anticipated General Reserve	£457,560.00	£430,000.00	£403,994.00	£413,560.00

Councillor Oborski was in general agreement with the budget presented but stated that she could not support a budget that does not include provision (to upgrade significantly) the St Georges Paddling pool and therefore retain it.

There being no other proposals members **RESOLVED:**

- a. To recommend that the Full Town Council approves the summary budget attached to the report for FY 2023/24 subject to the amendments made.

(A Precept of £879,566.00, General Reserve at £413,560.00; and Band D equivalent of £49.751.20, percentage increase of 4.74%*)*

**Assumes CTB figure of 17,679.*

AND

- b. That a precept be issued, requiring Wyre Forest District Council to pay Kidderminster Town Council £879,566.00 (Eight Hundred and Seventy-nine Thousand Five Hundred and Sixty-six pounds) to meet its expenditure for the financial year 2023/24.

(Note: Cllr Oborski asked that a record of the votes cast be minuted. For: Cllr Ross, Cllr Smith, Cllr Chambers; Against: Cllr Oborski).

KIDDERMINSTER TOWN COUNCIL
Finance Report – Expenditure and Income

1. Accounts Paid 1st September to 30th November 2022 (includes some earlier dates)

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT</u>	<u>Ref</u>
<u>COUNCIL</u>				
27/04/2022	WH Smith	STATIONERY	45.60	Debit1026
06/05/2022	Iceland	BAR DRY GOODS	16.20	Debit1038
10/05/2022	Iceland	BAR – SUNDRIES	59.84	Debit1042
25/05/2022	Morrisons	JUBLIEE - SUNDRIES	20.00	Debit1076
27/05/2022	Poundland	JUBLIEE - SUNDRIES	10.00	Debit1088
01/06/2022	Wilko	JUBLIEE - SUNDRIES	14.60	Debit1094
06/06/2022	Cash Withdrawal	JUBLIEE - SUNDRIES	50.00	Debit1100
19/07/2022	Wilko	STATIONERY	5.40	Debit1164
06/10/2022	Surrey Hills Solicitors LLP	PROFESSIONAL CHARGES FOR THE PROVISION OF SERVICES IN CONNECTION WITH LICENCE BY WFDC TO KTC FOR CHARTER MARKET	385.00	IP1087
06/10/2022	Surrey Hills Solicitors LLP	PROFESSIONAL CHARGES FOR PROVISION OF SERVICES IN CONNECTION WITH LICENCE BY WFDC TO KTC FOR CHARTER MARKET INCLUDING REVIEWING FURTHER AMENDMENTS AND PROVIDING ONGOING ADVICE	400.00	IP1087
13/10/2022	Surrey Hills Solicitors LLP	PROFESSIONAL CHARGES FOR PROVISION OF SERVICES IN CONNECTION WITH LICENCE BY WFDC TO KTC FOR CHARTER MARKET	330.00	IP1099
			<u>1,336.64</u>	
<u>FINANCE</u>				
01/04/2022	Petty Cash	Petty Cash	392.83	103,105
23/08/2022	Amazon Prime	Prime Business Basic Plan Membership Fee	80.00	Debit1194
06/09/2022	Go Cardless - Nettl	Concierge	219.00	Debit1200
06/09/2022	Barclays Bank	Bank Charges	20.08	DD
12/09/2022	O2	Town Clerk Mobile Phone	19.82	DD

12/09/2022	O2	Town Clerk Mobile Phone	16.42	DD
20/09/2022	Zoom	Monthly Charge - 29/09/2022 - 28/10/2022	11.99	Debit1206A
26/09/2022	Spitfire	Monthly call charges	67.05	Debit1207
30/09/2022	Zoom	Monthly Charge	11.99	Debit1213
05/10/2022	Barclays Bank	Bank Charges	21.46	DD
05/10/2022	WFDC	Misc invoice - Mobile Phones, Broadband, Shortel, MFD Rental, Print Management	1,090.48	IP1075
06/10/2022	WFDC	SLA QUARTER 2 JULY - SEPTEMBER 2022 - VARIOUS SITES AS PER PO	9,440.62	IP1088
06/10/2022	Go Cardless - Nettle	Concierge	219.00	Debit1214
06/10/2022	Hampshire Flags	Union Jack Flag	325.07	Debit1215
12/10/2022	O2	Town Clerk Mobile Phone	19.82	DD
12/10/2022	O2	Town Clerk Mobile Phone	16.42	DD
13/10/2022	Lyreco uk Ltd	Lyreco Ruled Manuscript Book A4 and A5 Lyreco Paper and Envelopes	28.87	IP1098
13/10/2022	PKF Littlejohn LLP	Limited Assurance review of Annual Governance & Accountability Return for year ended as at 31/03/2022	2,000.00	IP1100
13/10/2022	Barclays Bank	Loyalty Reward correction	3.89	DD
17/10/2022	Zoom	Monthly Charge	11.99	Debit1221
25/10/2022	Spitfire	Service Charges	67.05	Debit1224
31/10/2022	Zoom	Monthly charge	11.99	Debit1226
04/11/2022	Go Cardless - Nettle	Concierge	219.00	Debit1227
04/11/2022	Barclays Bank	Bank Charges	46.17	DD
10/11/2022	Lyreco uk Ltd	1 X PK6 LYRECO STICKY NOTE 75X75 ASSTED BRIL, 12 X LYRECO STICKY NOTE YELLOW	7.07	IP1122
11/11/2022	O2	Town Clerk Mobile Phone	19.82	DD
11/11/2022	O2	Town Clerk Mobile Phone	16.42	DD
17/11/2022	Lyreco uk Ltd	10 X RAM500 DISCOVERY PAPER A4	47.20	IP1137
17/11/2022	Bannner Group Ltd	BLICK COMPANY SEAL DISPENSER PACK 50MM DIA RED	17.27	IP1139
17/11/2022	Bannner Group Ltd	A4 LIGHTWEIGHT LAMINATING POUCH/DESK DIARIES WEEK TO VIEW	20.42	IP1139
24/11/2022	Spitfire	Service charges	66.05	Debit1138
29/11/2022	WFDC	Ward Grant - Cllr Dyke	500.00	IP1148
29/11/2022	Kidderminster Food Bank	Ward Grant - Cllr Phillips	300.00	IP1149
29/11/2022	Greatfield Small Animal Rescue	Ward Grant - Cllr Phillips	200.00	IP1150
			15,555.26	

STAFFING & CIVIC

01/09/2022	Fletcher Associates	Monthly fee for Personnel and Employment Law Scheme	210.00	DD
07/09/2022	WFDC	July Salaries	6,269.31	IP1053
07/09/2022	WFDC	July Salaries	1,567.04	IP1053
09/09/2022	The Right Fuelcard	Mayoral Car - Fuel	1.50	DD
15/09/2022	WFDC	August Salaries	12,503.34	IP1062
15/09/2022	WFDC	August Salaries	760.00	IP1062
20/09/2022	MBFS UK Ltd	Mayoral Car - Hire Charge September	217.45	DD
23/09/2022	M. A. Middleton T/A Hudson's Florist	3 POSIES @ £50 EACH IN RESPECT OF QEII FUNERAL AND CONDOLENCES BOOK	125.00	IP1070
23/09/2022	Stephen Carrigan T/A Load Street Studios	LIGHTING ARCHITECTURAL	150.00	IP1073
03/10/2022	Fletcher Associates	Monthly fee for Personnel and Employment Law Scheme	210.00	DD
05/10/2022	WFDC	September Salaries	11,529.61	IP1075
05/10/2022	WFDC	September Salaries	760.00	IP1075
06/10/2022	LGRC Associates Ltd	TRACY PREDETH LOCUM CLERK SERVICES JULY 2022	5,623.65	IP1085
06/10/2022	LGRC Associates Ltd	TRACY PREDETH LOCUM CLERK SERVICES AUGUST 22 - HANDOVER TO INCOMING CLERK	473.57	IP1085
07/10/2022	The Right Fuelcard	Mayoral Car - Fuel	1.50	DD
07/10/2022	Veldonn Printers Ltd	JUBILEE A1 POSTERS AND A2 PHOTO PRINT	135.00	IP1090
07/10/2022	The Poppy Shop	Medium Poppy Wreath	141.60	Debit1216
13/10/2022	Mr K Gale	Expenses for Husum visit	386.90	IP1101
17/10/2022	Miriam Cunliffe	Photos of Husum Visit	80.00	IP1102
18/10/2022	MBFS UK Ltd	Mayoral Car - Hire Charge October	217.45	DD
28/10/2022	The Right Fuelcard	Mayoral Car - Fuel	54.54	DD
01/11/2022	Church Stretton Town Centre	INVOICE FOR PLAY INSPECTION TRAINING ON 27TH AND 28TH SEPTEMBER 2022	361.50	IP1111
01/11/2022	Stephen Day (Town Crier)	TOWN CRIER HONORARIUM	500.00	IP1113
01/11/2022	Fletcher Associates	Monthly fee for Personnel and Employment Law Scheme	210.00	DD
10/11/2022	WFDC	October Salaries	11,342.68	IP1123
10/11/2022	WFDC	October Salaries	760.00	IP1123
11/11/2022	The Right Fuelcard	Mayoral Car - Fuel	1.50	DD
14/11/2022	CIPD Membership Fee	Membership for Malia Baten - Yr ending 30/06/2023	99.00	Debit1134

14/11/2022	Museum of Carpet	Room Hire and 8 Visitors @ Concessionary Rate	70.00	IP1129
18/11/2022	MBFS UK Ltd	Mayoral Car - Hire Charge November	217.45	DD
24/11/2022	Stephen Carrigan T/A Load Street Studios	Remembrance 22 - Photography	80.00	IP1143
24/11/2022	Stephen Carrigan T/A Load Street Studios	Remembrance 22 - Relay sound to and from the church building	450.00	IP1143
			55,509.59	
<u>EVENTS & SERVICES</u>				
17/08/2022	WFDC	Road closure for Christmas Lights Switch On	162.00	Debit1189
26/08/2022	Waterplus	Market Street Public Conveniences 10/05/22-10/08/22	309.25	DD
07/09/2022	WFDC	July Salaries	4,262.42	IP1053
08/09/2022	UK Storage Company	BAXTER STATUE MAINTENANCE - AUGUST STORAGE - 18/08/2022-14/09/2022	263.18	IP1061
15/09/2022	WFDC	August Salaries	4,262.42	IP1062
16/09/2022	Gala Lights Ltd	CALL OUT FOR CABLE REPAIR IN WORCESTER STREET	575.00	IP1063
16/09/2022	J D Woodhouse	LENGTHSMAN SCHEME 2022 - 32 HOURS @ £15.50 PER HOUR	496.00	IP1064
21/09/2022	E.On Next	Elect. Horsefair Clock, Kidderminster - 01/08/2022-31/08/2022	34.00	DD
23/09/2022	Npower	Electricity Market Street Public Conveniences - 01/08/2022-31/08/2022	228.53	DD
27/09/2022	Waterplus	Market Street Public Conveniences 10/08/22-10/09/22	142.89	Debit1210
29/09/2022	Npower	Electricity - Clock Tower 01/08/22 - 31/08/22	45.42	DD
05/10/2022	WFDC	September Salaries	4,262.42	IP1075
06/10/2022	Npower	Electricity - Waterfall Credit Note relates to IN04077032	-111.30	IP1076
06/10/2022	Npower	Electricity - Waterfall Credit Note relates to IN04338205	-114.02	IP1076
06/10/2022	Npower	Electricity - Waterfall 01/06/22 - 30/06/22	36.45	IP1076
06/10/2022	Npower	Electricity - Waterfall 01/07/22 - 30/07/22	37.65	IP1076

06/10/2022	Npower	Electricity - Waterfall 01/07/22 - 30/07/22	114.02	IP1076
06/10/2022	Npower	Electricity - Waterfall Credit Note relates to IN04614705	-98.48	IP1076
06/10/2022	Npower	Electricity - Waterfall 01/08/22 - 30/08/22	98.48	IP1076
06/10/2022	Npower	Electricity - Waterfall 01/08/22 - 30/08/22	84.62	IP1076
06/10/2022	RS Taylor Service Ltd	Strim Out Footpath and Lay Wood Chip Collected from Brintons Park	930.00	IP1079
06/10/2022	Garden Wizards	Crown Raise at Summerhill Avenue chipping all arisings and taking away	375.00	IP1080
06/10/2022	Garden Wizards	Tree Removal at Conningsby and Strimming at Nursery Grove Sandiccliffe Aldermere Birmingham Rd Cairndu	1,515.00	IP1080
06/10/2022	WFDC	SLA QUARTER 2 JULY - SEPTEMBER 2022 - VARIOUS SITES AS PER PO	12,647.50	IP1088
06/10/2022	UK Diveworks Ltd	CONDITIONAL SURVEY TO THE PADDLING POOL AT ST GEORGES PARK. SUPPLY A WRITTEN REPORT	770.00	IP1089
13/10/2022	Uk Storage Company (SW) Ltd	STORAGE 15/09/2022-12/10/2022	263.18	IP1095
13/10/2022	GT Access Ltd	SkyJack SJ6832RTE Tracking and Access Control Machine Key White Diesel Delivery and Collection	360.00	IP1096
13/10/2022	J D Woodhouse	Lengthman Scheme 2022 27 Hours @ £15.50	418.50	IP1097
20/10/2022	Npower	LANDLORD WATERFALL SUPPLY, COMMBERTON HILL, KIDDERMINSTER - 1 SEPT 2022 - 30 SEPT 2022	95.48	IP1103
21/10/2022	Npower	Electricity Market Street Public Conveniences - 01/09/2022-30/09/2022	258.53	DD
21/10/2022	E.On Next	Elect. Horsefair Clock, Kidderminster - 01/09/2022-30/09/2022	34.01	DD
26/10/2022	Waterplus	Market Street Public Conveniences - 10/09/2022-10/10/2022	139.47	DD

28/10/2022	Npower	Electricity - Clock Tower 01/09/22 - 30/09/22	43.89	DD
01/11/2022	Uk Storage Company (SW) Ltd	24 HOUR ACCESS/NON DD FEE AND UNIT RENTAL OF B143/120 PRIME - 13/10/2022-09/11/2022	263.18	IP1110
01/11/2022	Uk Storage Company (SW) Ltd	Unit Rental of Unit: B143/120 Prime 10/11/2022 - 07/12/2022	263.18	IP1110
01/11/2022	Uk Storage Company (SW) Ltd	Unit Rental of Unit: B143/120 Prime 05/01/2023 - 01/02/2023	263.18	IP1110
01/11/2022	Uk Storage Company (SW) Ltd	Unit Rental Of Unit:B143/120 Prime 02/03/2022 - 29/03/2023	263.18	IP1110
09/11/2022	www.solopress.com	Posters	18.47	Debit1128
10/11/2022	John Woodhouse Garden Services	Lengthman Scheme 2022 - 23 Hours at £15.50/Hour	356.50	IP1121
10/11/2022	WFDC	October Salaries	4,262.42	IP1123
17/11/2022	WFDC	WORKS TO REFILL HOLDING TANK ON WATERFALL	1,523.00	IP1130
18/11/2022	Worcestershire County Council	Hoarding, Fencing, Scaffolding, Crane, Mobile Platform Licence	60.00	Debit1137
22/11/2022	Npower	Electricity Market Street Public Conveniences - 01/10/2022- 31/10/2022	208.78	DD
25/11/2022	Martyn Jones Engineering Services	ST MARYS - FIT BOLT TO SUPPORT WOODEN BEAM ON CRANE	210.00	IP1144
28/11/2022	Npower	Electricity - Clock Twr, Oxford Street - 01/10/22-31/10/22	42.82	DD
28/11/2022	Waterplus	Market Street Public Conveniences - 10/10/2022- 10/11/2022	142.89	Debit1141

40,819.11

TOWN HALL MANAGEMENT

01/04/2022	Petty Cash	Petty Cash	70.20	103,105
15/08/2022	Facebook	KTH - 10/08/2022-14/08/2022	40.00	Debit1184
17/08/2022	Facebook	KTH 13/08/2022-16/08/2022	40.00	Debit1188
22/08/2022	Facebook	KTH - 16/08/22-21/08/22	60.00	Debit1193A
24/08/2022	Facebook	KTH - 21/08/22-21/08/22	1.58	Debit1196
01/09/2022	Npower Commercial Gas Ltd	ANNUAL CHARGES FOR METER - 01 APRIL 2022 - 31 MARCH 2023	450.00	IP1046
01/09/2022	The Ancient & Honourable Guild of Town Criers (AHGTC)	AHGTC MEMBERSHIP 2022-2023	30.00	IP1049
01/09/2022	Ticketsolve Ltd	WEBSITE - MONTHLY PRO-RATE AS AGREED WITH NICK	583.33	IP1050
01/09/2022	Ticketsolve Ltd	WEBSITE - MONTHLY PRO-RATE AS AGREED WITH NICK	583.33	IP1050

01/09/2022	Ticketsolve Ltd	WEBSITE - MONTHLY PRO-RATE AS AGREED WITH NICK	583.33	IP1050
01/09/2022	Nettl Incorporating Pixel Design	WORDPRESS HOSTING	15.00	IP1051
01/09/2022	Nettl Incorporating Pixel Design	WEBSITE SUBSCRIPTION	360.00	IP1051
01/09/2022	Nettl Incorporating Pixel Design	WORDPRESS HOSTING	15.00	IP1051
01/09/2022	Big Print Shop	250X4 PAGE FLYERS A5 AND STUDIO TIME	120.14	IP1052
01/09/2022	WFDC	NNDR - Town Hall September	2,470.00	DD
05/09/2022	Wolseley UK	Pneu out VLV 180 O/F No Cage	33.48	Debit1199
07/09/2022	WFDC	July Salaries	14,569.50	IP1053
08/09/2022	Novar Systems Ltd	ATTEND CORN EXCHAN GE FAULTY ALARM DETECTOR AND REPAIRS	480.30	IP1054
08/09/2022	Fresh Life Consulting Ltd	KTH PROJECT MANAGEMENT BETWEEN 1ST AND 31ST AUGUST	1,778.70	IP1057
09/09/2022	Iceland	Ice cubes / Lemon & Lime Slices	32.50	Debit1201
13/09/2022	Tesco	Drinks for Event - Dr John Cooper Clark	40.40	Debit1202
15/09/2022	LWC Drinks	Bar Purchases	296.59	Debit1203
15/09/2022	WFDC	August Salaries	13,188.62	IP1062
16/09/2022	Tesco	Refreshments for event Dr John Cooper Clark	45.94	Debit1204
16/09/2022	B&M	Nuts/Crisps etc for event Dr John Cooper Clark	8.01	Debit1205
16/09/2022	Poundland	Crisps for event Dr John Cooper Clark	4.75	Debit1206
16/09/2022	Caroline Taylor Consulting Ltd	FUNDRAISING COMMISSION - 8 DAYS @ £395 PER DAY	3,160.00	IP1067
23/09/2022	Ticket and Labelling Solutions UK Ltd	GENERIC TICKETS INCLUDING SHIPPING	45.00	IP1069
23/09/2022	Nettl Incorporating Pixel Design	SEPTEMBER 2022 TOWN HALL WEBSITE	360.00	IP1071
23/09/2022	Nettl Incorporating Pixel Design	SEPTEMBER WEBSITE HOSTING	15.00	IP1071
23/09/2022	Nettl Incorporating Pixel Design	SEPTEMBER 2022 WEBSITE HOSTING	15.00	IP1071
23/09/2022	Smith of Derby Ltd	KIDDERMINSTER TOWN HALL CLOCK - SERVICE VISIT	287.00	IP1072
23/09/2022	Stephen Carrigan T/A Load Street Studios	SOUND ENGINEER AND PROJECTOR	260.00	IP1073
26/09/2022	Post Office	Postage	47.50	Debit1208
27/09/2022	Greenworks Solutions Ltd	Lavazza LB4702 Barista 2 Head, Auto Steam Wand	212.92	Debit1209
28/09/2022	Wilko	5M Cable	9.17	Debit1211

29/09/2022	WFDC	KIDDERMINSTER TOWN HALL INCOME/EXPENDITURE REIMBURSEMENT OF COSTS FOR THE PERIOD 01/08/2022- 31/08/2022	16,885.17	IP1074
30/09/2022	Wilko	Batteries / Mortior Light	17.29	Debit1212
03/10/2022	WFDC	NNDR - Town Hall October	2,470.00	DD
05/10/2022	WFDC	Misc invoice - Mobile Phones	172.50	IP1075
05/10/2022	WFDC	Misc invoice - HSBC Global Payments	102.00	IP1075
05/10/2022	WFDC	Misc invoice - Shortel Phones	21.90	IP1075
05/10/2022	WFDC	Misc invoice - Print Management	232.04	IP1075
05/10/2022	WFDC	September Salaries	12,188.88	IP1075
06/10/2022	Fresh Life Consulting Ltd	KIDDERMINSTER TOWN HALL PROJECT MANAGEMENT - HOURS BETWEEN 1ST AND 30TH SEPTEMBER	4,664.80	IP1078
06/10/2022	FMS Integrated Building Services Ltd	Works done on fan motor for replacement of old faulty	2,266.25	IP1081
06/10/2022	Kidderminster Jazz Club	BRUCE ADAMS PERFORMANCE - 08/09/2022	248.57	IP1086
06/10/2022	WFDC	SLA QUARTER 2 JULY - SEPTEMBER 2022 - VARIOUS SITES AS PER PO	11,288.13	IP1088
07/10/2022	Iceland	Ice Cubes - Lemon Slices	13.20	Debit1217
12/10/2022	Screwfix	Basin Taps Chrome, Basin Wrench	218.14	Debit1218
13/10/2022	LWC Drinks Ltd	Bar Supplies	369.46	Debit1219
13/10/2022	Nettl	Nettl SSL Certificate	29.00	IP1091
13/10/2022	Nettl	Wordpress Hosting - Kidderminster Events	15.00	IP1091
13/10/2022	Nettl	Website Subscription - Town Hall Nettl Concierge	360.00	IP1091
13/10/2022	Barry Hughes T/A Bewdley Bar Snacks	3 X ASSORTED CRISPS 20 X 40G EACH	30.45	IP1093
13/10/2022	Stephen Carrigan T/A Load Street Studios	STAGE LIGHTING	166.67	IP1094
17/10/2022	Iceland	Bar Supplies	2.00	Debit1220
19/10/2022	Wilko	Batteries	5.42	Debit1222
20/10/2022	LWC Drinks	Bar Supplies	155.18	Debit1223
20/10/2022	Massimo UK Ltd T/A Phase One	SOUND ENGINEER AND EQUIPMENT FOR THE CARPENTERS LEGACY SHOW ON 07/10/2022	550.00	IP1104

21/10/2022	ASP Events Ltd. T/AS Edge Street Live	JCC KIDDERMINSTER SETTLEMENT	3,662.26	IP1109
26/10/2022	Greenworks Solutions Ltd	Lavazza LB4702 Barista 2 Head, Auto Steam Wand	212.92	Debit1225
01/11/2022	S17 Promotions	The Carpenters Legacy Hire - 07/10/2022	5,944.18	IP1112
01/11/2022	DPR Productions	Performance of What The Floyd - 14/10/2022	3,662.17	IP1115
01/11/2022	WFDC	NNDR - Town Hall November	2,470.00	DD
03/11/2022	JT Roofing	CLEAN OUT GUTTERING, PUT I LEAD SOAKER AND SLATE REPAIR	270.00	IP1117
03/11/2022	Novar Systems Ltd	ISOLATE MAIN FIRE SYSTEM FRO THE GAS SUPPRESSION SYSTEM - REPLACE FAULTY DETECTOR IN THE EXCHANGE CAFE	464.14	IP1118
10/11/2022	Iceland	Ice Cubes / Carrier Bag	14.83	Debit1129
10/11/2022	WFDC	October Salaries	13,161.17	IP1123
11/11/2022	B&Q	Suction Pads/Masonry Bits/Gloves/Overalls/Dust Mask	126.08	Debit1130
14/11/2022	WFDC	KIDDERMINSTER TOWN HALL INCOME/EXPENDITURE FOR PERIOD 01/04/2022-30/04/2022	10,953.53	IP1124
14/11/2022	WFDC	KIDDERMINSTER TOWN HALL INCOME/EXPENDITURE FOR PERIOD 01/06/2022-31/07/2022	7,086.63	IP1124
16/11/2022	Facebook	Promoting KTH Tickets - 20/10/22-30/10/22	49.82	Debit1135
17/11/2022	PTSG Electrical Services Ltd	CARRY OUT THE INSPECTION OF THE LIGHTNING PROTECTION SYSTEM(S)	215.00	IP1131
17/11/2022	Ticketsolve Ltd	OCTOBER 2022 MONTHLY PRO-RATA AS AGREED WITH NICK	583.33	IP1132
17/11/2022	John Watkins	BALANCE OF TICKET SALES ON CHARITY CONCERT SATURDAY 29TH OCTOBER 2022	30.00	IP1140
18/11/2022	John Beard Tools and Ironmongery	Miscellaneous Items	127.09	Debit1136
24/11/2022	Ticketsolve Ltd	September 2022 Monthly Pro-Rata	583.33	IP1142
24/11/2022	Ticketsolve Ltd	November 2022 Monthly Pro-Rata	583.33	IP1142
24/11/2022	Stephen Carrigan T/A Load Street Studios	Christmas Lights: Supply, Stage, Sound, Lighting	1,200.00	IP1143
28/11/2022	Hire It Kidderminster	Crowd Control Barriers	69.90	Debit1139

28/11/2022	Greenworks Solutions Ltd	Lavazza LB4702 Barista 2 Head, Auto Steam Wand	255.50	Debit1140
29/11/2022	Anthony Collins Solicitors	Solicitor Deposit for Easement	12,000.00	IP1147
30/11/2022	Stage Depot Ltd	Gaffer Tape	29.64	Debit1142
			156,539.19	
<u><i>Town Hall Transformation Project</i></u>				
01/09/2022	Hoare Lea LLP	KTH REDEVELOPMENT - ITEM 3 STAGE 4a TECHNICAL DESIGN - REMAINDER OF ITEM	1,730.00	IP1047
01/09/2022	Worcestershire County Council	ARCHAEOLOGICAL DESK BASED ASSESSMENT AS ATTACHED BREAKDOWN	2,650.00	IP1048
08/09/2022	Artelia Projects UK Ltd	COST MANAGEMENT SERVICES - AUGUST 2022	4,104.00	IP1055
08/09/2022	Kendrick Hobbs Ltd	KTC - CATERING CONSULTANCY - RIBA STAGE 4	2,960.00	IP1056
08/09/2022	Stage Right Theatre Consultants Ltd	CONSULTANCY SERVICES FOR THEATRE DESIGN AT KIDDERMINSTER TOWN HALL	4,246.00	IP1058
08/09/2022	Hydrock Consultants Ltd	JULY INVOICE FOR M&E SUPPORT STAGE 3/4 ON KIDDERMINSTER TOWN HALL/APRIL M&E SUPPORT STAGE 3	5,000.00	IP1059
08/09/2022	Helen Kane - Access Included	ACCESS CONSULTANCY SERVICES STAGE 2 AND STAGE 3	4,950.00	IP1060
16/09/2022	Invigour Ltd	KTH PROCUREMENT ADVICE FOR KTH TRANSFORMATION PROJECT	3,720.00	IP1065
16/09/2022	Robinson Low Francis LLP	KTH TRANSFORMATION PROJECT - PRINCIPAL DESIGNER SERVICES	1,205.82	IP1066
16/09/2022	Glenn Howells Architects Ltd	TOWN HALL TRANSFORMATION PROJECT - REVISED DRAWDOWN FEE TO REFLECT CURRENT CONSTRUCTION ESTIMATE	25,533.00	IP1068
06/10/2022	Hydrock Consultants Ltd	August invoice for M&E support Stage 4 on Kidderminster Town Hall	10,250.00	IP1078
06/10/2022	Hydrock Consultants Ltd	SEPTEMBER INVOICE FOR M7E SUPPORT STAGE 4 ON KIDDERMINSTER TOWN HALL	10,000.00	IP1078
06/10/2022	Artelia Projects UK Ltd	COST MANAGEMENT SERVICES - SEPTEMBER 2022	2,000.00	IP1082

06/10/2022	Hoare Lea LLP	KTH REDEVELOPMENT - FEES DUE IN RESPECT OF PROJECT - STAGE 4b TECHNICAL DESIGN	910.00	IP1083
06/10/2022	Midland Survey Ltd	KTH MEASURED BUILDING SURVEY	2,000.00	IP1084
13/10/2022	Environmental Essentials Limited	Kidderminster Town Hall (TR Survey) P-428426	2,300.00	IP1092
20/10/2022	Midland Survey Ltd	KTH CCTV, TOPOGRAPHICAL SURVEY AND UTILITY MAPPING	4,350.00	IP1105
20/10/2022	Stage Right Theatre Consultants Ltd	CONSULTANCY SERVICES FOR THEATRE DESIGN AT KIDDERMINSTER TOWN HALL	4,246.00	IP1106
20/10/2022	Speller Metcalfe Malvern Ltd	OPENING UP WORKS AT KIDDERMINSTER TOWN HALL AS PART OF THE LUF	23,061.32	IP1107
21/10/2022	Lang Conservation Ltd	OPENING UP WORKS AT KTH AS PART OF THE LUF	4,890.58	IP1108
01/11/2022	Invigour Ltd	LUF AT KIDDERMINSTER TOWN HALL - PROJECT MANAGEMENT SUPPORT DURING SEPTEMBER 2022	2,322.00	IP1114
03/11/2022	Glenn Howells Architects Ltd	Stage 4a - Technical Design September 2022 - Revised	11,685.00	IP1116
03/11/2022	Artelia Projects UK Ltd	COST MANAGEMENT SERVICES - OCTOBER 2022	2,000.00	IP1119
03/11/2022	Robinson Low Francis LLP	KTH TRANSFORMATION PROJECT - FEE DRAWDOWN OCTOBER 2022	1,094.65	IP1120
14/11/2022	Midland Survey Ltd	Kidderminster Town Hall - Utility Mapping 16/07/2022	600.00	IP1125
14/11/2022	Hoare Lea LLP	Kidderminster Town Hall Redevelopment Item 4 Stage 4b - Technical Design (Post Tender)	910.00	IP1126
14/11/2022	Stage Right Theatre Consultants Ltd	Kidderminster Town Hall - Consultancy Services for Theatre Design	2,065.50	IP1127
17/11/2022	Glenn Howells Architects Ltd	TRANSFORMATION PROJECT - LUF OCTOBER 2022 DESIGN FEES	11,685.00	IP1133
17/11/2022	Fresh Life Consulting Ltd	KTH PROJECT MANAGEMENT ADMINISTRATION AND MANAGEMENT BETWEEN 1ST AND 31ST OCTOBER 2022	3,739.80	IP1134
17/11/2022	Mann Williams Ltd	PROVISION OF CIVIL AND STRUCTURAL ENGINEERING SERVICES RIBA STAGE 4A(1) FEE	11,117.47	IP1135

17/11/2022	Hydrock Consultants Ltd	OCTOBER INVOICE FOR M&E SUPPORT STAGE 4 ON KIDDERMINSTER TOWN HALL	3,025.00	IP1136
17/11/2022	Ogilvie Vaile Conservation (Mrs S L Vaile)	CONSERVATION AUDIT OF PAPER, PARCHMENTS AND PHOTOGRAPHS AT KTH FOR TRANSFORMATION PROJECT	1,945.00	IP1138
17/11/2022	Peter Spencer (Cawston) Ltd	SITE VISIT AND REPORT SUPPLIED FOR HILL ORGAN	200.00	IP1141
24/11/2022	Invigour Ltd	KIDDERMINSTER TOWN AHL - PROCUREMENT ADVICE - MARK HOLDER TIME SPENT DURING OCTOBER 2022	1,680.00	IP1145
24/11/2022	Drakon Heritage and Conservation LLP	TOWN HALL TRANSFORMATION PROJECT OBJECT ASSESSMENT/TRAVEL EXPENSES/PAINTINGS ASSESSMENT/OVERHEADS	2,661.98	IP1146
			176,838.12	
<u>GRANT INCOME</u>				
06/10/2022	Fresh Life Consulting Ltd	Employing Arts Development Officer on behalf of KTC - 76.25 Hours = 10.17 days at £200/day	2,028.00	IP1077
06/10/2022	Fresh Life Consulting Ltd	EMPLOYMENT OF ARTS DEVELOPMENT OFFICER - HOURS COMPLETED IN SEPTEMBER 2022	2,593.50	IP1077
14/11/2022	Fresh Life Consulting Ltd	Employment of Arts Development Officer 96.5 hours = 12.86@£200/day	2,573.55	IP1128
23/09/2022	Sandras Catering	Refreshments at The Exchange Tearoom	38.00	Debit1206A
			7,233.05	
TOTAL EXPENDITURE			453,830.96	

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

2. Income Received 1st September to 30th November 2022

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT £</u>
<u>COUNCIL</u>			
11/04/2022	Premier Inn	MISSING RECEIPT	9.50
30/09/2022	WFDC	Precept	415,580.00
14/11/2022	WFDC	Grant from KEF to KTC	200,000.00
			<u>615,589.50</u>
<u>FINANCE</u>			
05/09/2022	Barclays Bank	Premium Account Interest	152.87
07/09/2022	Barclays	Loyalty Reward	3.48
07/10/2022	Barclays	Loyalty Reward	3.89
07/10/2022	Barclays	Loyalty Reward	3.89
04/11/2022	Barclays	Loyalty Reward	11.31
			<u>175.44</u>
<u>STAFFING & CIVIC</u>			
11/11/2022	K Gale	Husum	50.00
14/11/2022	LGRC Associates Ltd	Refund of deposit	7,320.00
			<u>7,370.00</u>
<u>EVENTS & SERVICES</u>			
31/08/2022	Worcestershire CC	Lengthsman Income	697.00
06/09/2022	Worcestershire CC	Lengthsman Income	248.00
09/09/2022	Worcestershire CC	Lengthsman Income	162.75
14/10/2022	Worcestershire CC	Lengthsman Income	1,890.00
18/10/2022	Worcestershire CC	Lengthsman Income	496.00
28/10/2022	Worcestershire CC	Lengthsman Income	418.15
28/10/2022	Worcestershire CC	WCC Cllr Grant	2,000.00
			<u>5,911.90</u>
<u>TOWN HALL MANAGEMENT</u>			
09/09/2022	SumUp Payments	Bar Income	118.38
12/09/2022	Banked Income	Door Sales Jazz Club / Bar Income Jazz Club	107.37
16/09/2022	Banked Income	Ticket Sales - What The Floyd	23.00
16/09/2022	Banked Income	Bar Income - Dr John Cooper Clark	223.75
16/09/2022	SumUp Payments	Bar Income	602.92
21/09/2022	SumUp Payments	Bar Income	1,249.24
22/09/2022	SumUp Payments	Bar Income	2.87
22/09/2022	Banked Income	Ticket Sales - What The Floyd	46.00
22/09/2022	Banked Income	Tickets Sales Carpenters & Bar Income Ultimate Coldplay	602.67
23/09/2022	SumUp Payments	Bar Income	5.73
27/09/2022	Worcestershire CC	Payment of invoice 100000423 - Debtor 400003	125.00
07/10/2022	Banked Income	Door Sales & Bar Income	57.47
07/10/2022	SumUp Payments	Bar Income	90.92

10/10/2022	Banked Income	Ticket Sales & Bar Income	473.59
11/10/2022	SumUp Payments	Bar Income	647.62
17/10/2022	Banked Income	Ticket Sales	98.50
17/10/2022	Banked Income	Bar Income - What The Floyd	365.58
18/10/2022	SumUp Payments	Bar Income	451.77
19/10/2022	SumUp Payments	Bar Income	24.58
20/10/2022	Banked Income	Bar Income	103.33
24/10/2022	Bank Income	Mayors Quiz	117.50
25/10/2022	SumUp Payments	Bar Income	212.18
27/10/2022	SumUp Payments	Bar Income	9.43
28/10/2022	Mayors Accounts	Mayors Expenditure 2021-22	4,011.84
31/10/2022	SumUp Payments	Bar Income	257.81
31/10/2022	Banked Income	Bar Income	304.58
01/11/2022	WFDC	Levelling Up Fund Grant - Claim 2	57,558.68
11/11/2022	Banked Income	Door Sales JAZZ1122 / Bar Income JAZZ1122	165.53
11/11/2022	SumUp Payments	Bar Income	169.58
25/11/2022	Kidderminster College	Apprentice Incentive	500.00
29/11/2022	SumUp Payments	Bar Income	137.61
01/09/2022	Banked Income	Payment of invoice 100000408 - Debtor 400031	125.00
01/09/2022	Banked Income	Payment of invoice 100000409 - Debtor 400031	125.00
05/09/2022	Mr C Page	Payment of invoice 100000395 (2 Cr notes also contribute)	50.33
05/09/2022	R Ltd T/As R J Productions	Payment of invoice 100000424 - Debtor 400119	200.00
05/09/2022	Wyre Forest Historical Society	Payment of invoice 100000415 - Debtor 400026	37.50
05/09/2022	Wyre Forest Historical Society	Payment of invoice 100000418 - Debtor 400026	37.50
05/09/2022	Wyre Forest Historical Society	Payment of invoice 100000419 - Debtor 400026	37.50
20/09/2022	WFDC	PAYMENT TO KTC FOR FUND 45 & DEBTORS INCOME 01.08.2022 TO 31.08.2022	9,722.56
21/09/2022	Worcestershire CC	Payment of invoice 100000422 - Debtor 400002	450.00
22/09/2022	Kidderminster Choral Society	Payment of invoice 100000446 - Debtor 400015	78.24
22/09/2022	Sam Pagett	Payment of invoice 100000449 - Debtor 400107	125.00
22/09/2022	Kidderminster Choral Society	Payment of invoice 100000407 - Debtor 400015	550.00
22/09/2022	R Ltd T/As R J Productions	Payment of invoice 100000450 - Debtor 400119	800.00
23/09/2022	Wyre Forest Young Voices	Payment of invoice 100000405 - Debtor 400011	362.53
28/09/2022	Central England Ensemble	Payment of invoice 100000445 - Debtor 400135	95.04
30/09/2022	Holy Trinity School	Payment of invoice 100000448 - Debtor 400000	350.00
07/10/2022	Wyre Forest Symphony	Payment of invoice 100000447 - Debtor 400016	215.33
14/10/2022	Kidderminster College	Payment of invoice 100000455 - Debtor 400046	250.00
18/10/2022	Worcestershire CC	Payment of invoice 100000444 - Debtor 400075	4,000.00
21/10/2022	GBS / Natural England	Payment of invoice 100000460 - Debtor 400136	320.00
01/11/2022	LSD Promotions	Payment of invoice 100000465 - Debtor 400138	625.00

01/11/2022	MFG Legal Services	Payment of invoice 100000356 - Debtor 400125	100.00
07/11/2022	WFDC	Payment of invoice 100000392 - Debtor 400072	333.33
07/11/2022	WFDC	PAYMENT TO KTC FOR FUND 45 & DEBTORS INCOME 01.09.2022 TO 30.09.2022	3,963.01
14/11/2022	WFDC	PAYMENT TO KTC FOR FUND 45 & DEBTORS INCOME 01.10.2022 TO 31.10.2022	13,671.00
14/11/2022	Wyre Forest Symphony	Payment of invoice 100000205 - Debtor 400098	300.00
15/11/2022	WCC	Payment of invoice 100000172 - Debtor 400001	50.00
18/11/2022	Victoria Academies	Payment of invoice 100000325 - Debtor 400123	75.00
21/11/2022	Kidderminster BID	Payment of invoice 100000467 - Debtor 400131	4.00
29/11/2022	Music Industry Group Ltd	Payment of invoice 100000466 - Debtor 400139	672.23
30/11/2022	Worcestershire CC	Payment of invoice 100000370 - Debtor 400038	166.67
Various	Various	Wedding Income	583.34
Various	Various	Delivery Fee	38.75
Various	Various	Booking Fee	386.61
Various	Various	Hirers ticket income	13,461.47
Various	Various	Event income	3,330.99
			124,557.96
OTHER			
15/09/2022	HMRC	VAT repayment	31,943.33
			31,943.33
TOTAL INCOME			785,548.13

3. Balances

Bank Balance as at 30th November 2022: **£709,309.98**

KIDDERMINSTER TOWN COUNCIL

GIFTS AND HOSPITALITY POLICY

(Approved TC Minute ???? dated dd/mm/yyyy)

1. Introduction

This policy provides guidance for members of the Town Council on accepting gifts and hospitality in their roles as Councillors. It also provides guidance for employees of the Town Council.

2. General Caution

Treat with extreme caution any offer of a gift, favour or hospitality that is made to you personally, which may possibly be perceived to be in connection with your position as a Town Councillor.

Your personal reputation and that of the Town Council can be seriously jeopardised by the inappropriate acceptance by you of a gift or hospitality.

The acceptance of favours, gifts and hospitality that might be offered to you, is not always unlawful or inappropriate, but you must have regard to how it might be perceived.

3. Criminal Law

It is a criminal offence corruptly to solicit or receive any gift, reward or advantage as an inducement of doing, or forbearing to do anything, in respect of any transaction involving the Town Council.

The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from the Town Council.

4. Limits of Guidance

This policy does not apply to the acceptance of facilities or hospitality provided to the Town Council, or gifts given to the Town Council that you accept on behalf of the Town Council and are retained by the Town Council.

5. Meaning of Gifts and Hospitality

Gifts and hospitality include but are not limited to: -

- a. the free gift of any goods or service;
- b. the opportunity to acquire any goods at a discount or terms not available to the general public;
- c. the offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- d. Offer of favours, or the promise or implied promise of future favours, gifts or hospitality;

- e. Use of a free car.

Common gifts include pens, diaries, calendars and other business stationery; articles of clothing; books; flowers and bouquets. You should, however, be cautious when purchasing anything, when additional services, privileges or advantages are offered, which might be related to your position as a member of the Town Council.

6. Appropriate Gifts and Hospitality

There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a member, for example: -

- a. small low value gifts (below £50 in value);
- b. drinks and modest refreshment in connection with a meeting or socialising in the course of your work as a Town Council member;
- c. civic hospitality provided by another public authority;
- d. normal and modest refreshments in connection with any meeting in the course of your work as a Town Council member (e.g. tea, coffee, and other normal beverages and biscuits);
- e. tickets for sporting, cultural and entertainment events which are sponsored or promoted by the Town Council or bodies to which you have been appointed by the Town Council, and the tickets are offered in relation to that sponsorship or promotion;
- f. modest meals provided as a matter of courtesy in the office or meeting place of a person with whom the Town Council has a business connection;
- g. souvenirs and gifts from other public bodies intended as personal gifts (e.g., arising from twin-town and other civic events).

7. Principles to apply in relation to Gifts and Hospitality

Do not accept a gift or hospitality as an inducement or reward for anything you do as a Town Council member.

Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.

Do not accept a gift or hospitality if acceptance might be open to interpretation, e.g. from applicants for planning permission; from parties involved in competitive tendering; from applicants for grants; or from parties in legal proceedings with the Council.

Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.

Do not solicit any gift or hospitality and avoid giving any perception of so doing.

8. Registration of Gifts and Hospitality

Any member of the Town Council must, within 28 days of receiving any gift or hospitality over the value of £50, provide written notice to the Monitoring Officer via the Chief Executive, of the existence and nature of that gift or hospitality.

Whilst the notification requirement is limited to goods over £50 in value, Councillors are encouraged to give notification of any significant gift or hospitality they receive. Councillors must complete the *Notification of Gifts and Hospitality Form* for all receipts.

9. Reporting of Inappropriate Gifts and Hospitality Offered

It is a criminal offence for a person to offer any gift, reward or advantage as an inducement or reward to you as a Town Council member.

You must immediately report to the Monitoring Officer, via the Chief Executive, any circumstances where an inappropriate gift or hospitality has been offered to you.

Kidderminster Town Council

Gifts and Hospitality Notification Form



Councillor Name:

Date of Gift/Hospitality:

Description:

.....

.....

Value:

Name of donator:

Person / Company/

organisation:

Disposal:

KIDDERMISTER TOWN COUNCIL - Budget Proposal Recommended by Finance and Overview Committee

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual	2022/23 Actual to 31/10/22	2022/23 Original Budget	2022/23 Revised Budget	2022/23 Predicted Outturn	2023/24 Estimate
Summary Page	£	£	£	£	£	£
COMMITTEE						
1. COUNCIL	(724,443)	(826,673)	(779,040)	(779,040)	(765,220)	(821,566)
2. FINANCE	76,227	34,692	71,110	75,016	74,530	69,010
3. STAFFING & CIVIC	206,404	112,217	220,250	228,640	246,899	184,034
4. EVENTS & SERVICES	121,606	73,017	197,830	211,853	165,275	225,267
5. TOWN HALL / TOWN COUNCIL	0	372,123	289,850	353,534	269,899	350,310
6. TOWN HALL / TRUST	314,502	0	0	0	0	0
7. GRANT INCOME	0	(1,655)	0	0	0	0
8. PWLB Loan						36,945
TOTAL NET EXPENDITURE/(INCOME)	(5,705)	(236,279)	0	90,003	(8,617)	44,000

Gross Expenditure	1,412,090	790,786	911,330	1,019,813	1,098,328	9,532,008
Gross Income	(1,417,795)	(1,027,065)	(911,330)	(929,810)	(1,106,945)	(9,488,008)
Net Expenditure/(Income)	(5,705)	(236,279)	0	90,003	(8,617)	44,000
	(0)	0	0	0	0	0

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/10/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
1. COUNCIL						
EXPENDITURE						
Contribution to future Election costs	0	0	10,000	10,000	10,000	10,000
Contribution to future Election costs (b/f from 17/18, 18/19, 19/20 & 20/21)	31,957	0	57,720	57,720	57,720	0
Contingency for Pay Award	0	0	8,180	8,180	22,000	23,000
Contingency	0	4,487	33,940	33,940	33,940	25,000
Town Hall refurbishment (grant and PWLB funded)						8,507,442
Creation of Earmarked Reserve	10,000		0	0	0	0
GROSS EXPENDITURE	41,957	4,487	109,840	109,840	123,660	8,565,442
INCOME						
Precepts	(734,443)	(831,160)	(831,160)	(831,160)	(831,160)	(879,566)
PWLB receipt						(500,000)
Levelling Up Funding Grant						(7,807,442)
KEF Grant Funding - Town Hall						(200,000)
Earmarked Reserve - Election costs	(31,957)	0	(57,720)	(57,720)	(57,720)	0
GROSS INCOME	(766,399)	(831,160)	(888,880)	(888,880)	(888,880)	(9,387,008)
TOTAL NET EXPENDITURE / (INCOME)	(724,443)	(826,673)	(779,040)	(779,040)	(765,220)	(821,566)

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/10/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
2. FINANCE						
<u>EXPENDITURE</u>						
SUPPLIES AND SERVICES						
General Office Expenses	11,844	4,455	7,000	7,000	7,000	5,000
print management re-charge						600
mobile phones						500
Audit Fees	1,600	2,000	1,750	1,750	2,000	2,000
Professional Subscriptions	3,076	3,074	3,100	3,700	3,200	3,200
Insurances	6,599	7,163	7,500	7,500	7,500	7,500
Purchase of Artefacts	2,000	0	0	0	0	0
Discretionary Grants	3,000	5,000	5,000	5,000	5,000	0
Ward Grants	7,500	950	9,000	9,000	9,000	9,000
SUPPORT SERVICES						
WFDC Finance support	21,010	5,385	21,540	21,540	21,540	21,790
WFDC ICT	13,947	5,217	10,430	13,736	13,500	13,500
WFDC Legal	5,650	1,448	5,790	5,790	5,790	5,920
TOTAL NET EXPENDITURE / (INCOME)	76,227	34,692	71,110	75,016	74,530	69,010

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/10/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
3. STAFFING AND CIVIC						
<u>EXPENDITURE</u>						
EMPLOYEE COSTS						
Salary Costs	109,596	37,768	116,720	116,720	116,720	115,184
National Insurance	8,248	3,367	12,090	12,090	12,090	9,265
Pension Costs	7,960	5,085	12,800	12,800	12,800	10,525
Other Employee Costs	1,920	7,167	0	2,160		
Temporary office accommodation expenses					6,500	19,500
Supplementary staff					10,164	
Mail redirection					350	600
Relocation costs staff travel					1,600	1,600
Agency Staff	28,608	30,963	40,000	40,000	40,000	0
Town Crier	500	530	500	500	530	500
Town Mayor's allowance	7,713	2,249	6,860	6,860	6,860	6,860
Deputy Mayor's allowance	2,353	1,544	2,260	2,260	2,260	0
Contingency for Tax/NI	(4,122)	0	0	0	0	0
Creation of Earmarked Reserve	4,122	0	0	0	0	0
SUPPLIES AND SERVICES						
Training	3,072	1,501	4,500	2,000	4,500	2,000
Mayoral Car	3,979	2,057	4,500	5,000	4,500	4,500
Mayor and Civic Budget	22,763	11,189	15,000	15,000	15,000	10,000
Jubilee Events	0	4,700	0	4,100	4,700	0
Twinning	0	218	2,500	2,500	1,500	500
HR Advice	9,693	5,805	2,520	6,650	8,750	3,000
GROSS EXPENDITURE	206,404	114,142	220,250	228,640	248,824	184,034
INCOME						
Grant Income	0	(500)	0	0	(500)	0
Income Miscellaneous	0	(1,425)	0	0	(1,425)	0
GROSS INCOME	0	(1,925)	0	0	(1,925)	0
TOTAL NET EXPENDITURE / (INCOME)	206,404	112,217	220,250	228,640	246,899	184,034

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/10/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
4. EVENTS AND SERVICES						
EXPENDITURE						
EMPLOYEE COSTS						
Salary Costs	18,179	22,946	45,650	45,650	45,650	47,573
National Insurance	1,993	2,751	5,500	5,500	5,500	4,757
Pension Costs	0	226	2,280	2,280	2,280	1,427
RUNNING COSTS						
Town Council Parks	690	1,700	41,610	41,610	25,000	
Parks - Grounds Maintenance Contractor Charges						30,000
Broadwaters Park - Repairs and Maintenance						30,000
Baxter Garden Car Park - Re-Surfacing						40,000
Parks - Play Equipment Purchase and Repair						5,000
Parks - Furniture Purchase and Repair						1,000
Parks - Maintenance of Grounds and Trees						5,000
St Mary's Churchyard Contractor Charges	20,399	6,495	12,990	13,086	12,990	13,310
St Mary's Churchyard - Maintenance of Grounds and Trees						5,000
Statues and Memorials	1,305	3,335	4,950	9,040	4,950	1,500
Maintenance of Street Furniture - cleaning and replacement	6,207	2,223	5,200	5,200	5,200	5,200
Clock Tower (Oxford Street & Horsefair) Servicing and Maintenance						600
Clock Tower (Oxford Street) Electricity						600
Clock Tower (Horsefair) Electricity						600
War Memorials Maintenance			0			1,000
St Georges Paddling Pool - Pool Servicing	7,500	13,803	4,500	13,033	13,803	10,000
St Georges Paddling Pool - Repair and Maintenance						10,000
Market Street Public Conveniences Contractor Charges	19,714	11,988	23,400	24,040	24,000	19,500
Market Street Public Conveniences Repairs and Maintenance			0			1,600
Market Street Public Conveniences Electricity						3,300
Market Street Public Conveniences Water and Sewage Rates						1,400
Grounds Maintenance (Allotments) Contractor Charges	4,460	1,655	4,000	4,664	4,000	4,000
Grounds Maintenance (Allotments) Repairs and Maintenance						1,000
Lengthsman	4,830	5,604	200	200	6,500	4,500
Equipment Purchase and Repair						8,000
Direct Materials						1,000
Plant and Vehicle Hire						6,000
Fuel Costs						1,200
Equipment External Storage Unit						4,000
Water Feature - Servicing and Maintenance						3,500
Water Feature - Electricity						600
De - Fib - Walternash Road - Sundries						200
Creation of Earmarked Reserve	1,783	0				
Grit Bins	792	0	1,000	1,000	1,000	1,000
Town Centre Hanging Flowers and Planting Contractor Charges	12,340	6,325	13,000	13,000	13,000	13,000
Christmas Lights	25,274	575	29,000	29,000	26,000	23,000
Christmas Lights - Electricity						600
Legal Fees					6,000	3,000
Training						1,000
Kidderminster Markets - Direct Materials						1,000
Remembrance Sunday						1,000
Christmas Light Switch on event						3,500
Kidderminster Arts Support	0	0	5,000	5,000	2,000	0
Dementia Services	1,217	1,271	3,000	3,000	3,000	0
Coronation Celebrations						1,800
Christmas - Santa in the Town Hall/ On Tour	2,492	162	0	0	0	2,000
GROSS EXPENDITURE	129,174	81,060	201,280	215,303	200,873	323,267
INCOME						
No Barriers Award Grant Income	(1,000)				0	
Lengthsman Income	(4,318)	(3,770)	0	0	(3,700)	(4,000)
Income - External Works	(2,250)				0	
changes to services - WFDC Tapered Funding over 3 years					(27,000)	(85,000)
changes to services - Estate Income		(3,125)			(300)	(9,000)
Grant Income	0	(100)	0	0	(100)	0
Contribution from External Bodies	0	(750)	0	0	(750)	0
Earmarked Reserve - Dementia	0	(298)	0	0	(298)	0
Earmarked Reserve - Baxter / Rowland Hill Statue	0	0	(500)	(500)	(500)	0
Earmarked Reserve - War Memorials	0	0	(2,950)	(2,950)	(2,950)	0
GROSS INCOME	(7,568)	(8,043)	(3,450)	(3,450)	(35,598)	(98,000)
TOTAL NET EXPENDITURE / (INCOME)	121,606	73,017	197,830	211,853	165,275	225,267

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/10/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
5. TOWN HALL / TOWN COUNCIL	N/A for 21/22					
<u>EXPENDITURE</u>						
EMPLOYEE COSTS						
Salary Costs		68,730	104,960	104,960	125,328	115,164
National Insurance		5,361	9,420	9,420	11,516	11,516
Pension Costs		8,416	17,600	17,600	18,500	18,500
RUNNING COSTS						
Town Hall Net Running Costs		263,433	119,470	177,154	70,155	169,130
Town Hall Project Support		17,782	30,000	36,000	36,000	36,000
ICT Contribution		8,400	8,400	8,400	8,400	0
TOTAL NET EXPENDITURE / (INCOME)	0	372,123	289,850	353,534	269,899	350,310

See 6. Town Hall for detail

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/10/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
6. TOWN HALL						
EXPENDITURE						
EMPLOYEE COSTS						
Salary Costs	120,355	68,730	104,960	104,960	115,164	115,164
National Insurance	9,107	5,361	9,420	9,420	11,516	11,516
Pension Costs	16,155	8,416	17,600	17,600	18,500	18,500
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
Recruitment						10,000
Training	387	0	4,000	4,000	3,000	1,200
RUNNING COSTS						
Mobile Phone Charges	527	615	530	530	1,150	530
Broadband/WIFI	0	0	200	200	200	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	232	380	380	380	0
General Office Expenses	1,336	321	630	630	630	500
Bank Charges	986	285	500	500	500	750
Public Performance and Wedding Licence	1,242	1,353	300	2,000	2,000	0
Arts Council Expenditure	8,104	0	0	0	2,280	0
OVERHEADS						
Repairs and Maintenance of Buildings	95,946	9,474	5,000	10,000	13,000	2,000
Maintenance of Town Hall Organ	969	858	0	858	858	0
Lift Maintenance	0	0	1,000	1,000	1,000	0
Electricity	13,983	3,048	8,000	14,000	9,000	4,000
Gas	10,582	1,407	7,000	12,000	9,000	3,000
Non Domestic Rates	25,443	20,503	12,200	30,382	25,000	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	4,909	1,500	3,239	5,000	500
Window Cleaning	687	0	700	700	0	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	19,600	17,000
Town Hall Transformation Project	318,095	248,554	0	0	0	85,000
ICT Contribution	8,400	8,400	8,400	8,400	8,400	0
Support Services - Finance	14,100	12,495	14,220	14,220	14,220	15,000
Support Services - ICT	20,902	12,184	19,150	19,150	19,150	17,430
Support Services - Legal	1,430	2,188	1,480	1,480	1,480	1,520
Support Services - Facilities Management	10,140	5,150	10,300	10,300	10,300	1,000
EVENTS AND MARKETING						
Marketing and Design	7,573	5,929	3,000	7,000	6,300	500
Wedding Ceremonies and Receptions Expenditure	0	0	100	100	100	0
Town Hall Event Expenditure	8,697	26,581	0	0	26,581	500
Hirers Ticket Expenditure	18,496	21,856	5,000	5,000	21,856	0
Refreshment Expenditure	458	1,505	0	1,930	1,930	0
Bar Purchases	19,589	8,748	0	14,000	10,000	0
Donation Expenditure	0	535	0	0	535	0
Christmas Events	2,050	1,688	0	4,000	1,688	
Sound and Lighting	0	867	0	700	867	
GROSS EXPENDITURE	844,682	533,227	308,850	391,014	419,164	353,310

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/10/22 £	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)	(29,070)	0	0	0	
Refreshment Sales	(133)	(507)	0	0	(507)	
Wedding Ceremonies and Receptions	(13,250)	(9,477)	(8,000)	(8,000)	(9,477)	0
Rents	(11,061)	(12,984)	(7,000)	(7,000)	(12,984)	0
Hirers Ticket Income	(37,225)	(41,897)	0	0	(41,897)	
Delivery Fee	(154)	(148)	0	0	(148)	
Booking Fee	(1,692)	(2,128)	0	0	(2,128)	
Sound and Lighting Income	(433)	(708)	0	0	(708)	
Sales	0	(263)	0	0	(263)	
Bar Income	(24,743)	(23,996)	0	(18,480)	(23,996)	
Town Hall Event Income	(6,639)	(12,092)	0	0	(12,092)	
Registrar Rental Income	(8,000)	(6,000)	(4,000)	(4,000)	(6,000)	(3,000)
Duty Manager Recharge	(2,263)	(1,433)	0	0	(1,443)	
Miscellaneous Income	(1,068)	(4,819)	0	0	(4,819)	
Donation Income	0	(535)	0	0	(535)	
Third Party Hirers Insurance Income	(14)	(108)	0	0	(108)	
Release of Earmarked Reserve	(8,104)	0	0	0	(2,280)	
GROSS INCOME	(530,180)	(161,104)	(19,000)	(37,480)	(149,265)	(3,000)
TOTAL NET EXPENDITURE / (INCOME)	314,502	372,123	289,850	353,534	269,899	350,310

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/10/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £	2024/25 Estimate £	2025/26 Estimate £
7. GRANT INCOME								
<u>EXPENDITURE</u>								
Cultural Recovery Fund Grant Expenditure (K007)	27,266	200	0	0	200			
Cultural Recovery Fund Grant 2 Expenditure (K008)	50,375	14,639	0	0	17,084			
Sustainability Expenditure (K009)	10,000	0	0	0	0			
Light Up Kidderminster Expenditure (K010)	26,007	8,338	0	0	13,993			
GROSS EXPENDITURE	113,647	23,177	0	0	31,277	0	0	0
<u>INCOME</u>								
Earmarked Reserve Release - Cultural Recovery Fund (K007)	(14,176)	(200)	0	0	(200)			
Earmarked Reserve Release - Cultural Recovery Fund 2 (K008)	0	(14,639)	0	0	(17,084)			
Grant Income Arts Council - Cultural Recovery Grant	(13,090)	0	0	0				
Grant Income Arts Council - Cultural Recovery Grant 2	(50,375)	0	0	0				
KEF								
Grant Income - Sustainability	(10,000)	0	0	0				
Grant Income - Light Up Kidderminster (K010)	(26,007)	(9,993)	0	0	(13,993)			
GROSS INCOME	(113,647)	(24,833)	0	0	(31,277)	0	0	0
TOTAL NET EXPENDITURE / (INCOME)	0	(1,655)	0	0	0	0	0	0