

KIDDERMINSTER TOWN COUNCIL
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23rd January 2023

The meeting of the **TOWN HALL COMMITTEE** will be held in the **STOURPORT ROOM, WYRE FOREST HOUSE** on **THURSDAY 2ND FEBRUARY 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

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

Lee Jakeman
Chief Executive

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

TOWN HALL COMMITTEE AGENDA – THURSDAY 2ND FEBRUARY 2023

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 office@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 the Town Hall Committee held on Thursday 27th October 2022.

5. Town Hall Manager's Report

To note a report (TC35/22-23) providing a facilities management update.

6. Town Hall Commercial Activity

To note a report (TC36/22-23) proving a commercial activity update.

7. Town Hall Budget

To receive a summary budget report (TC37/22-23) for the Town Hall as at 31st December 2022.

8. Town Hall Refurbishment Project

To receive any updates.

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
TOWN HALL COMMITTEE MEETING**

Thursday 2nd February 2023

MS/2023

23rd January 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 5 - TOWN HALL – FACILITIES MANAGEMENT UPDATE

AIM

1. To provide Councillors with an update regarding Town Hall maintenance and the redevelopment project.

BACKGROUND

2. The Town Hall closed to the public for events on Saturday 17th December 2022 because of the pending refurbishment of the building. Staff relocated to Wyre Forest House during December 2022.
3. Councillors received a separate briefing on Wednesday 14th December from the Consultants summarising the ongoing redevelopment project.

TOWN HALL UPDATE

Maintenance

4. The Town Hall Planned Service and Maintenance Schedule has taken place plus Internal testing and checks.
5. The Town Hall has had some minor maintenance since 27th October 2022 which included to following:
 - Repair to lighting conductor.
 - Small slate repair to roof above Green Room and gutters cleaned.
 - Boiler air intake motor was replaced to remain compliant.
 - Water mains leak in Music Room cellar repaired.
 - Access cards for Councillors and Town Council staff updated for Wyre Forest House and the Town Hall.
 - Faulty automatic hot water basin taps have been replaced to save on energy costs and health and safety risk.

Town Hall Move

6. We are in the process of decanting the building in preparation for its handover to the contractor, Drakon Heritage, in the Spring. An inventory of notable and valuable items is currently being undertaken by specialists and these will then be stored off site. An agreement is being drawn up between WFDC and KTC for climate-controlled storage at the Rushock collection store.
7. We are looking to retain/repurpose fixtures and fittings that can be re-used as part of the redevelopment project. Where items are not suitable for re-use, we are looking to sell or donate them to local groups/organisations that have community benefit. We are sourcing quotes for removal and storage from local companies.
8. Furniture, fixtures and fittings have been loaned to the Kidderminster Warm Hub whilst the Town Hall is being redeveloped. An inventory of the loaned items has been created.
9. Scaffolding has also been arranged for the removal of paintings and high-level equipment for storage or disposal.
Over the next few months, we are having regular management meetings with the design and construction teams. We are meeting with potential contractors who are looking to tender works.
10. During the move process, we have noted insignificant artifacts gifted to our collection. We are looking to formulate a robust collection policy.

Insurance

11. We are in discussion with our insurance provider regarding change of risk and the responsibility of building insurance. This includes handing the building over to the contractors, contract of works, security and unoccupied arrangements.
12. We will be visiting the Town Hall on a regular basis as a security measure and to carry out testing on compliant systems.

Contracts

13. The cleaning contract has been terminated from the end of January. We have reduced the current cleaning levels to one day a week opposed to everyday up until the end of the month.
14. Where possible, Town Hall contracts (e.g. hygiene and towel services) have been terminated.

Energy Saving

15. The temperature output has been reduced and programmed to come on at limited times of the day to reduce energy costs until the building is handed over to the contractors.

KEY STRATEGIC PROJECTS

16. Over the next 18/24 months, a commercial strategic approach is needed for a successful relaunch with the completion of the redevelopment project. This will include:

- Bench marking visits and exercise.
- Researching catering/bar models and trends.
- Tickets and data collection systems.
- Booking/programming systems.
- Finance systems.
- IT providers.
- Website providers.
- IPOS systems (intelligent point of sale system).
- Procuring building service provider contracts.
- Business Plan.
- Marketing Plan.
- Recruitment.
- Developing relationships with promoters.
- Programming.

FUTURE FUNDING

17. We have submitted a grant application to the NLHF (National Lottery Heritage Fund) which was presented to the Town Council in December. We envisage we will hear an outcome in April 2023.
18. A grant application has been submitted to the UKSPF (United Kingdom Shared Prosperity Fund) for works including the Town Hall access podium which we are still awaiting an outcome.

FINANCIALS

19. Significant savings will be made with the closure of the building with reduced energy costs and termination of several contracts.

An overview of Town Hall income & expenditure is attached.

SUMMARY

20. We have a busy three-month schedule for the building to be successfully handed over to the building contractors in the Spring. We are using this opportunity for some much-needed housekeeping and to dispose or discard of unwanted items and furniture.
21. Following the handover to the contractor there is a significant amount of strategic work and testing of systems to be carried out for the successful relaunch of the redeveloped Kidderminster Town Hall.

RECOMMENDATION

22. It is recommended that the Town Hall Committee RESOLVES to note the report.

Matt Smith
Town Hall Manager
17 January 2023

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE MEETING**

Thursday 2nd February 2023

LT/2023

23rd January 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 6 – TOWN HALL – COMMERCIAL ACTIVITY

AIM

1. To provide Councillors with an update regarding bookings taken for the Town Hall between 1st September and 17th December 2022.

BACKGROUND

2. Delays with plans and programming of scheduled works led to the original closure date of the Town Hall of 31st August 2022 being moved back to 17th December 2022. We were able to contact customers and inform them of this change which resulted in a variety of room hire bookings and concerts being programmed into the calendar at short notice.

DISCUSSION/ COMMENT

3. Town Hall bookings for the period of 1st September to 17th December are summarised as within categories as listed below:
 - a. Concerts/Spoken Word Performances: Held within the Music Room and/or Corn Exchange Room (20 bookings).
 - b. General Room Hire: Held within the Corn Exchange or King Charles Room (33 bookings).
 - c. Weddings Ceremonies: Held within the King Charles Room or Council Chamber (6 bookings).
 - d. Filming: Held within the Courtroom and Car Park (2 bookings).
 - e. Town Council Meetings/Civic Events: Held within the Council Chamber, Music Room, Corn Exchange Room and King Charles Room (16 bookings).

Note: where an event spans for a period of more than one day, each calendar date entry is noted as an individual booking.

4. A general overview of each category is listed below:
 - a. Concerts/Spoken Word Performances: This type of booking would generally take place between a Thursday and Saturday. The average number of tickets sold during this period for events was 149, but this figure can fluctuate significantly depending on the room used and set up (i.e., theatre style/cabaret style seating).
 - b. General Room Hire: This relates to groups, societies, training, and events which have solely hired a room or rooms and we have not received income from ticket sales.
 - c. Wedding Ceremonies: We hosted a small number of Wedding Ceremonies; however, no Wedding Reception bookings were taken as hirers for these tend to book well in advance and due to the planned original closure date of September 2022, this resulted in no scheduled bookings.
 - d. Filming: The Town Hall attracts interest from film production companies to record for variety of films and television programmes. Hire rates are negotiated at the time of the initial enquiry and depend on the specific requirements including times, number of rooms required, dedicated parking, amount of disruption and staff involvement etc.
 - e. Town Council Meetings/Civic Events: These are internal use bookings of the Town Hall building.
5. Going forward we intend to review past bookings in order to identify which of these are the most commercially viable, so that we might begin contacting acts in readiness for re-opening.

FINANCIALS

6. During the Period 1st September – 31st December 2022 Town Hall income generated amounts to £45,501.09.
7. During the Period 1st September – 31st December 2022 Town Hall expenditure amounts to £33,469.99.

Note: Not all income/expenditure for events/bookings in September to December 2022 were paid or received during this quarter.

RECOMMENDATION(S)

8. To note the contents within this report.

Laura Thomas
Deputy Town Hall Manager
17 January 2023

Town Hall Committee Meeting
2nd Feb 2023
Town Hall Budget Summary

TC/37/22-23

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual	2022/23 Actual to 31/12/22	2022/23 Original Budget	2022/23 Revised Budget	2022/23 Predicted Outturn	2023/24 Estimate
	£	£	£	£	£	£
6. TOWN HALL						
<u>EXPENDITURE</u>						
EMPLOYEE COSTS						
Salary Costs	120,355	79,684	104,960	104,960	115,164	112,334
National Insurance	9,107	6,215	9,420	9,420	11,516	11,234
Pension Costs	16,155	9,770	17,600	17,600	18,500	18,373
Town Hall Project Support	44,715	24,924	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	332	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	939	500	500	500	750
Public Performance and Wedding Licence	1,242	156	300	2,000	2,000	0
Arts Council Expenditure	8,104	250	0	0	2,280	0
OVERHEADS						
Repairs and Maintenance of Buildings	95,946	13,115	5,000	10,000	13,000	2,000
Maintenance of Town Hall Organ	969	1,096	0	858	858	0
Lift Maintenance	0	0	1,000	1,000	1,000	0
Electricity	13,983	18,170	8,000	14,000	9,000	4,000
Gas	10,582	10,891	7,000	12,000	9,000	3,000
Non Domestic Rates	25,443	22,973	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	6,240	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	16,177	13,000	20,799	9,000	2,000
Hygiene and Towel Services	3,251	1,067	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	327,774	0	0	0	85,000
ICT Contribution	8,400	8,400	8,400	8,400	8,400	0
Support Services - Finance	14,100	21,435	14,220	14,220	14,220	15,000
Support Services - ICT	20,902	19,581	19,150	19,150	19,150	17,430
Support Services - Legal	1,430	4,005	1,480	1,480	1,480	1,520
Support Services - Facilities Management	10,140	7,725	10,300	10,300	10,300	1,000
General Contingency	0	12,000	0	0	0	0
EVENTS AND MARKETING						
Marketing and Design	7,573	8,416	3,000	7,000	6,300	500
Wedding Ceremonies and Receptions Expenditure	0	0	100	100	100	0
Town Hall Event Expenditure	8,697	29,367	0	0	26,581	500
Hirers Ticket Expenditure	18,496	32,310	5,000	5,000	21,856	0
Refreshment Expenditure	458	1,505	0	1,930	1,930	0
Bar Purchases	19,589	11,789	0	14,000	10,000	0
Donation Expenditure	0	535	0	0	535	0
Christmas Events	2,050	3,921	0	4,000	1,688	0
Sound and Lighting	0	867	0	700	867	0
GROSS EXPENDITURE	844,682	728,841	308,850	391,014	419,164	350,071

Town Hall Committee Meeting
2nd Feb 2023
Town Hall Budget Summary

TC/37/22-23

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 31/12/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
INCOME						
Grant Income WFDC Transfer	(43,320)	(22,410)	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)	(167,444)	0	0	0	
Refreshment Sales	(133)	(615)	0	0	(507)	
Wedding Ceremonics and Receptions	(13,250)	(9,477)	(8,000)	(8,000)	(9,477)	0
Rents	(11,061)	(20,771)	(7,000)	(7,000)	(12,984)	0
Hirers Ticket Income	(37,225)	(45,674)	0	0	(41,897)	
Delivery Fee	(154)	(153)	0	0	(148)	
Booking Fee	(1,692)	(2,308)	0	0	(2,128)	
Sound and Lighting Income	(433)	(2,670)	0	0	(708)	
Sales	0	(263)	0	0	(263)	
Bar Income	(24,743)	(28,150)	0	(18,480)	(23,996)	
Town Hall Event Income	(6,639)	(12,451)	0	0	(12,092)	
Registrar Rental Income	(8,000)	(6,000)	(4,000)	(4,000)	(6,000)	(3,000)
Duty Manager Recharge	(2,263)	(3,925)	0	0	(1,443)	
Miscellaneous Income	(1,068)	(6,098)	0	0	(4,819)	
Donation Income	0	(548)	0	0	(535)	
Third Party Hirers Insurance Income	(14)	(290)	0	0	(108)	
Release of Earmarked Reserve	(8,104)	0	0	0	(2,280)	
GROSS INCOME	(530,180)	(329,247)	(19,000)	(37,480)	(149,265)	(3,000)
TOTAL NET EXPENDITURE / (INCOME)	314,502	399,594	289,850	353,534	269,899	347,071