

KIDDERMINSTER TOWN COUNCIL
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14th February 2023

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **THURSDAY 23rd FEBRUARY 2023** 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 – THURSDAY 23rd 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 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 14th December 2022.

5. Announcements

5.1. Mayor's Diary – Members to note the mayoral engagements attended during December and January.

Thursday 1st December – Christmas Cocktail Party.

Saturday 3rd December – WFSO Concert.

Saturday 3rd December – Christmas Party at St Peter's Church.

Wednesday 7th December – Mayor of Worcester's Christmas Charity Concert.

Friday 9th December – Mayor's Carol Service.

Saturday 10th December – WFDC Charity Quiz Night.

Sunday 11th December – Christmas Market at the Cavellier.

Wednesday 14th December – Warm Hub Opening.

Wednesday 14th December – Town Council Meeting.

Friday 16th December – Foley Grange 1st Anniversary Open Day.

Saturday 17th December - Christmas Gala Concert.

Tuesday 20th December – High Sheriff of Worcester's Blue Light Carol Service.

Thursday 22nd December – Friends of the Elderly Christmas Party.

Sunday 29th January – Holocaust Memorial Day Service.

6. Planning Committee

6.1. To note receipt of the minutes of the Planning Committee meeting held on 24th January 2023.

7. Services Committee

7.1. Minutes – To note receipt of the minutes of the Services Committee meeting held on 8th February 2023
(KTC/S03/22-23)

7.2 To consider any recommendations.

8. Town Hall Committee

8.1 To note receipt of the minutes of the Town Hall Committee meeting held on 2nd February 2023.
(TH/02/22-23)

9. Staffing Committee

9.1 To note receipt of the minutes of the Staffing Committee meeting held on 15th December 2022.
(SC/03/22-23)

10. Review Standing Orders

10.1 To consider a report and a recommendation to adopt a revised set of Standing Orders.
(TC/44/22-23)

11. Model Publication Scheme

11.1 To consider a report and adopt a Model Publication Scheme.
(TC/45/22-23)

12. Complaints Procedure

12.1 To consider a report and a recommendation to adopt a Complaints Policy Scheme.
(TC/46/22-23)

13. Investment Policy

13.1 To consider a report and a recommendation to adopt an Investment Policy.
(TC/47/22-23)

14. Council Meeting Dates 2023/24

14.1 To consider a draft schedule for meeting dates for the municipal year 2023/24.
(TC/48/22-23)

15. CORONATION OF KING CHARLES III

15.1 To receive a report and consider a recommendation that:

That the Town Council makes available up to £1,800 of grant funding to Kidderminster Community Groups to contribute to activities designed to celebrate the forthcoming Coronation.

And

To approve the grant funding process for community celebrations related to the King's Coronation

And

To delegate the awarding of grants to the Events Committee.

(TC/49/22-23)

16. Town Mayor and Deputy Town Mayor (elect) 2023/24

16.1 Civic Year 2023/24. The civic year will run from May 2023 to May 2024.

Members may wish to consider appointing a Mayor and Deputy Mayor Elect for the civic year 2023/24.

17. Public Bodies

17.1 **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

KIDDERMINSTER TOWN COUNCIL

Minutes of the meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Wednesday 14th December 2022 at 6:00pm

Present:

- Gale (Chair)
- Aston
- Bishop
- Chambers
- Connolly
- Dyke
- N. Gale
- Hine
- Hopkins
- Muir
- Oborski (MBE)
- Rayner
- Rook
- Ross
- Smith

In Attendance:

- Mr L. Jakeman, Chief Executive
- Mr Peter White, Freshlife Consulting
- Mr Daniel Mulligan, Glenn Howells Architects
- 1 x member of the public

C.052 APOLOGIES FOR ABSENCE

Members noted the apologies received from Cllrs Miah, Phillips and Stokes.

C.053 DECLARATIONS OF INTEREST

Nil.

C.054 PUBLIC QUESTION TIME

Members were informed that no public questions had been received.

C.055 **MINUTES**

RESOLVED: Members approved the minutes of the meeting of Kidderminster Town Council held on Wednesday 28th September 2022.

C.056 **ANNOUNCEMENTS**

Members noted the mayoral engagements from September, October and November.

- 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 Different 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
- 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 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 Church

C.057 **MEMBERS QUESTIONS**

Nil received.

C.058 **PLANNING COMMITTEE**

RESOLVED: Members noted the minutes of the Planning Committee meetings held on 27th September, 25th October, and 29th November 2022.

SERVICES COMMITTEE

a. **RESOLVED:** To note receipt of the minutes of the Services Committee meeting held on 8th September and 9th November 2022.

b. Members considered the following recommendations:

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.

Members discussed the purpose of the waterfall and its role as a memorial. It was felt that some detailed and documented consideration about signage and promotion of the feature be provided before any final decision could be made by the Town Council.

b(i) RESOLVED: To defer the matter and ask the Services Committee to reconsider the proposal at its next meeting.

c. St George's Park Paddling Pool.

In light of the recommendation from the Services Committee it was proposed that the St George's Paddling Pool be removed and the ground reinstated.

An amendment was proposed by Cllr Oborski to replace the original motion: that the Paddling Pool be mothballed for a year and not dug up to give the community time to find external funding.

(Note: Cllr Oborski asked that the votes be recorded in the minutes. For: All councillors present, Against: Nil, Abstentions: Nil)

With the amendment being successful it became the substantive motion.

c(i) RESOLVED That the (*St George's Park*) Paddling Pool be mothballed for a year and not dug up to give the community time to find external funding.

EVENTS COMMITTEE

Members noted the minutes of the Events Committee meeting held on 3rd November 2022.

TOWN HALL COMMITTEE

Members noted the minutes of the Town Hall Committee meeting held on 27th October 2022.

C.062 **STAFFING COMMITTEE**

Members noted the minutes of the two Staffing Committee meetings held on 5th October and 26th October 2022.

C.063 **FINANCE AND OVERVIEW COMMITTEE**

Members noted the minutes of the Finance and Overview Committee meeting held on 6th December 2022 (noting that the budget and precept recommendations would be discussed as a separate item later on the agenda).

C.064 **SCHEDULE OF PAYMENTS**

Members noted receipt of the finance report.

RESOLVED: To approve payments totalling £453,830.96 from 1st September to 30th November 2022.

C.065 **HOSPITALITY AND GIFTS POLICY**

Members considered a draft Hospitality and Gifts Policy and a recommendation that the policy be adopted by Kidderminster Town Council

RESOLVED: That the Hospitality and Gifts Policy (*circulated with the agenda*) be adopted by Kidderminster Town Council.

C.066 **MEMBERS GRANT FUNDING REQUEST**

Members considered 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.”

RESOLVED: To donate 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.

C.067 **BUDGET AND PRECEPT SETTING**

Members considered recommendations from the Finance and Overview Committee. That the Full Town Council approves the summary budget recommended by the Finance & Overview Committee.

RESOLVED:

- a. To approve Budget proposal D (A Precept of £879,566.00, General Reserve at £413,560.00; and Band D equivalent of £49.75 percentage increase of 4.74%. With a total income of £9,488,000 and a total expenditure of £9,529,368).

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: members asked that the votes be recorded in the minutes. For: All councillors present, Against: Nil, Abstentions: Nil)

C.068 **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)

C.069 **TOWN HALL REFURBISHMENT**

Members noted a report and received a presentation from the project manager and the architects for the Town Hall Refurbishment Project. Members took the opportunity to clarify understanding round various aspects of the project, spend predictions, timelines and emphasise that the project has a set budget despite wider-world economic uncertainty. Members thanked the two presenters for their time and contribution.

(Note: Cllr Muir departed the meeting during this item).

RESOLVED:

- a. To approve the proposed structure of the £249,695 grant application to the National Lottery Heritage Fund.

AND

- b. To approve the Stage 3 design proposals for the podium.

C.070

STAFFING MATTERS

Members received 2 confidential reports from the Staffing Committee (*relating to the committee meetings held on 5th and 26th October*) and noted the contents.

**KIDDERMINSTER TOWN COUNCIL
PLANNING COMMITTEE**

**Minutes of the meeting held on Tuesday 24th January 2023
Held in the Council Chamber, Wyre Forest House**

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

PL.038 Apologies

Councillor Muir.

PL.039 Minutes

RESOLVED: that, the minutes of the previous the meeting held on Tuesday 29th November 2022 be approved as a true record and that they be signed by the Chair.

PL.040 Declarations of Interests

Nil.

PL.041 Public participation

There were no members of the public in attendance.

PL.042 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: **22/1017/FUL**

Proposal: 5 New windows to the rear elevation

Location: Eploy House, Edwin Avenue, Hoo Farm Industrial Estate, Kidderminster (**SUPPORT**)

Application type: Advertisement Consent

Planning Reference: **22/1023/ADV**

Proposal: Two Internally illuminated fascia's and internally illuminated projection sign

Location: 2 Coventry Street, Kidderminster, DY10 2DG (**SUPPORT**)

Application type: Householder application

Planning Reference: **22/1016/HOU**

Proposal: Retrospective installation of a replacement canopy over side access

Location: 71 Jay Park Crescent, Kidderminster, DY10 4JP (**OBJECT**)

Application type: Prior Notification Householder
Planning Reference: **22/1038/PNH**
Proposal: Kitchen, Utility and Snug Extension
Location: 288 Chester Road North, Kidderminster, DY10 2RR (**SUPPORT**)

Application type: Householder application
Planning Reference: **23/0004/HOU**
Proposal: Proposed entrance porch and single storey rear extension.
Location: 2 Birchwood Close, Kidderminster, DY11 5ND (**SUPPORT**)

Application type: Advertisement Consent
Planning Reference: **22/1024/ADV**
Proposal: Consent to display 3No. Replacement internally illuminated fascia signs and 2No. New internally illuminated fascia signs to front and return elevation.
Location: Crossley Retail Park, Unit F, Carpet Trades Way, Kidderminster (**SUPPORT**)

Application type: Householder application
Planning Reference: **23/0005/HOU**
Proposal: Single story extension to living space.
Location: 20 Mallard Avenue, Kidderminster, DY10 4AE (**OBJECT**)

Application type: Full Application
Planning Reference: **23/0016/FUL**
Proposal: Retrospective erection of a demountable, ancillary storage building on existing hardstanding.
Location: Stourpoint 5, Unit 1 2, Stourport Road, Kidderminster (**SUPPORT**)

Application type: Full Application
Planning Reference: **23/0020/FUL**
Proposal: Erection of single-storey extensions to provide additional elderly and specialist care accommodation (C2)
Location: Offmore Residential Home, Offmore Farm Close, Kidderminster (**NEUTRAL**)

Application type: Full Application
Planning Reference: **22/1035/FUL**
Proposal: Full planning application for the demolition of former plant nursery structures, erection of a 72-bed care home (Use Class C2), vehicular access, car parking, associated amenity space and landscaping and other works, including construction of a pumping station.
Location: Comberton Lodge Nursery, Comberton Road, Kidderminster (**OBJECT**)

Application type: Full Application
Planning Reference: **23/0025/FUL**
Proposal: Proposed use of land as a hand car wash and valeting facility with car wash and car valet bay enclosures to replace existing self service facilities.
Location: Birmingham Road Service Station, 80 Birmingham Road, Kidderminster (**SUPPORT**)

Application type: Full Application
Planning Reference: **23/0035/FUL**
Proposal: Proposed No.1 Bedroom Studio to rear of existing shop
Location: Mercian House, 18 Coventry Street, Kidderminster (**SUPPORT**)

Application type: Full Application
Planning Reference: **23/0033/FUL**
Proposal: Replacement of approximately 46m of existing metal palisade fence [2.4m high] with new metal mesh security fence [5.2m high] along the southern boundary
Location: Spennells Trading Estate, Block F, Spennells Valley Road, Kidderminster (**SUPPORT**)

Meeting ended 7:30pm

DRAFT

KIDDERMINSTER TOWN COUNCIL

Minutes of the Services Committee meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Wednesday 8th February 2023 at 6:00pm

Present:

Cllr J. Smith (Chair)
Cllr R. Bishop (Vice Chair)
Cllr K. Gale
Cllr S. Miah
Cllr M. Rayner

In Attendance:

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

S021/22-23 **APOLOGIES**

Cllr G. Connolly.

S022/22-23 **DECLARATIONS OF INTEREST**

Nil.

S023/22-23 **PUBLIC QUESTION TIME**

Nil.

S024/22-23 **MINUTES**

RESOLVED: That the minutes of the Services Committee meeting held on Wednesday 9th November 2022 were correct and duly signed by the Chair.

S025/22-23 **BUDGET SUMMARY**

Members noted a summary budget report in respect of the Services as at 31st January 2023.

S026/22-23 **PARK TRANSFER UPDATE**

Members received a report and considered a recommendation to extend the temporary grounds maintenance contracts to 31 December 2023.

RESOLVED: To extend the contract with M&BG for the grounds maintenance of the Town Council's three parks to 31st December 2023.

S027/22-23 **KIDDERMINSTER RING ROAD WATER FEATURE**

Members received a report regarding the use and purpose of the Kidderminster Ring Road Water Feature and recommended the following:

RESOLVED: To approve expenditure within the agreed budget (£3,500) in FY 2023/24 to repair and maintain the Water Feature.

And

Delegate to the Town Council's Operations Manager, the responsibility for producing a list of operating dates and times for the Water Feature and advertising, widely in advance of those dates, the significance of the Water Feature operating on those dates, at least annually and for approval by Services Committee.

S028/22-23 **GENERAL OVERVIEW REPORT**

Members received a General Overview report of recent activities and ongoing items. Councillor Rayner asked for some consideration be given to placing Tree Protection Orders on appropriate trees within Baxter Gardens.

RESOLVED: Members noted the report.

(Note: Cllr. Miah departed the meeting)

S029/22-23 **LENGTHSMAN SCHEME REPORT**

Members received a report on the Lengthsman Scheme and recommended the following:

RESOLVED: Members agreed the use of a temporary contractor/s to continue to undertake works under the current Lengthsman agreement

And

Agreed to advertise externally the position of a Lengthsman to commence 1st April 2023.

S030/22-23 **TERMS OF REFERENCE**

Members reviewed the Terms of Reference for the Services Committee for municipal year 2023/24 and that they be recommended to Full Town Council.

19:15 meeting closed

-----END-----

KIDDERMINSTER TOWN COUNCIL
Minutes of the Town Hall Committee
Held in the Stourport Room, Wyre Forest House
on Thursday 2nd February 2023 at 6:00pm

Present:

Councillors:

E. Stokes (Vice-Chairman)
F. Oborski MBE.
H. Dyke.
B. Hopkins.
J. Smith

In Attendance:
Mr L. Jakeman, Chief Executive

TH.008 APOLOGIES FOR ABSENCE

Councillor D. Ross (Chairman)

TH.009 DECLARATIONS OF INTEREST

Nil.

TH.010 PUBLIC QUESTION TIME

Members were informed that no public questions had been received.

TH.011 MINUTES

RESOLVED: That the minutes of the Town Hall Committee meeting held on Thursday 27th October 2022 were a correct record and duly signed by the Chair.

TH.012 TOWN HALL MANAGER'S REPORT

Members noted the Town Hall Manager's report regarding Town Hall maintenance and the redevelopment project. the facilities management. update.

TH.013 TOWN HALL COMMERCIAL ACTIVITY

Members noted the content of the Town Hall Commercial Activity report.

TH. 014 TOWN HALL BUDGET SUMMARY

Members noted the content of the Town Hall Budget Summary. Members noted that there were a number of individual budget lines that were overspent but that these were compensated by other budget lines being underspent and that the overall spend was within budget limits.

TH. 015 TOWN HALL REFURBISHMENT PROJECT

Members were advised that there was little to add than that covered in the Town Hall Managers Report earlier other than that the CEO had attended a final Design Team meeting on Wednesday 1st February to finalise the scope of the project within agreed budgets and timescales. Members were advised that the Full Town Council will be asked to approve the final specification at its meeting scheduled for 23rd February 2023.

Meeting closed at 6:55pm

DRAFT

KIDDERMINSTER TOWN COUNCIL
Minutes of the Staffing Committee of Kidderminster Town Council
held in the Council Chamber, Kidderminster Town Hall
on Thursday 15th December 2022 at 6:00pm

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

In Attendance:
 Mr L. Jakeman, Chief Executive

S.013 **APOLOGIES FOR ABSENCE**

Councillor Hopkins – Personal Commitment.

S.014 **DECLARATIONS OF INTEREST**

Nil.

S.015 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

S.016 **MINUTES**

RESOLVED: That the minutes of the Staffing Committee meeting held on Wednesday 26TH October 2022 were a correct record and duly signed by the Chair.

S.017 **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. 018

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.

DRAFT

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING**

8th February 2023

LJ/2023

8th February 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 10 – REVIEW OF STANDING ORDERS

AIM

1. To consider a recommendation to adopt Standing Orders without amendment.

BACKGROUND

2. Kidderminster Town Council operates generally under its Standing Orders.
3. The current Standing Orders were last reviewed on 21st July 2021.

It is a requirement to review Standing Orders annually and this is scheduled to take place at the Annual Town Council meeting (May of each year). At the annual Town Council meeting on 18th May 2022 it was agreed to review the Standing Order on an alternative dated (Minute C.005 refers). At the Town Council meeting held on 15th June 2022 it was further agreed to defer the adoption of the Standing Orders until the new Chief Executive is in post and a Working Party is formed. To date no working party has been formed.

DISCUSSION/ COMMENT

4. The current Standing Orders are based on the Model Standing Orders suggested by the National Association of Local Councils (NALC).
5. The most recent revision of Model Standing Orders was produced by NALC in April 2018. Within the Model there are some orders that are mandatory and others that are discretionary (either they can be removed or modified to suit individual council's needs).
6. There are some variances and or omissions between our current Standing Orders and the Model provided by NALC.

7. It is considered helpful to keep as close to the Model as reasonably possible. Obtaining advice/clarity from NALC in the future is likely to be more effective if they are commenting upon a document that is in line with the industry wide model. When legislation changes that requires amendments to Standing Orders then updating them is simple. NALC are likely to understand the relationships between different Standing Orders. Auditors and other professionals that we might require in the future will be able to provide more timely advice if they are referencing an industry standard document rather than one that is rather bespoke.
8. In preparing a revised draft I have started with the NALC Model and amended it to fit closely with the current Standing Orders. The NALC model version as amended is attached with comments in the margins reflecting changes or preferences where there are either/or options in the Model. The NALC Model (amended) includes an introduction page produced by NALC which will not be included within the approved version. This will have an effect on the page numbering of the document once approved and published.
9. The current Standing Orders as approved 21st July 2021 are available on the Town Council's website. [Accounts and Policies - Kidderminster Town Council](#)

FINANCIALS

10. Nil financial implications.

SUMMARY

11. Kidderminster Town Council is required to review Standing Orders at the beginning of each civic year. The Council has previously agreed to defer that review as a result of a new CEO arriving in post. A review has been undertaken by the CEO and a recommended draft of Standing Orders is now being presented for consideration.

OPTIONS

12. Options include:
 - a. Retain and approve the current (Jul 21) version of Standing Orders
 - b. Approve (E&OE) the draft Standing Orders prepared by the CEO and circulated with the agenda for the Town Council meeting dated 23rd Feb 2023
 - c. Form a working group comprising a number of councillors to prepare a revised draft of Standing Orders.

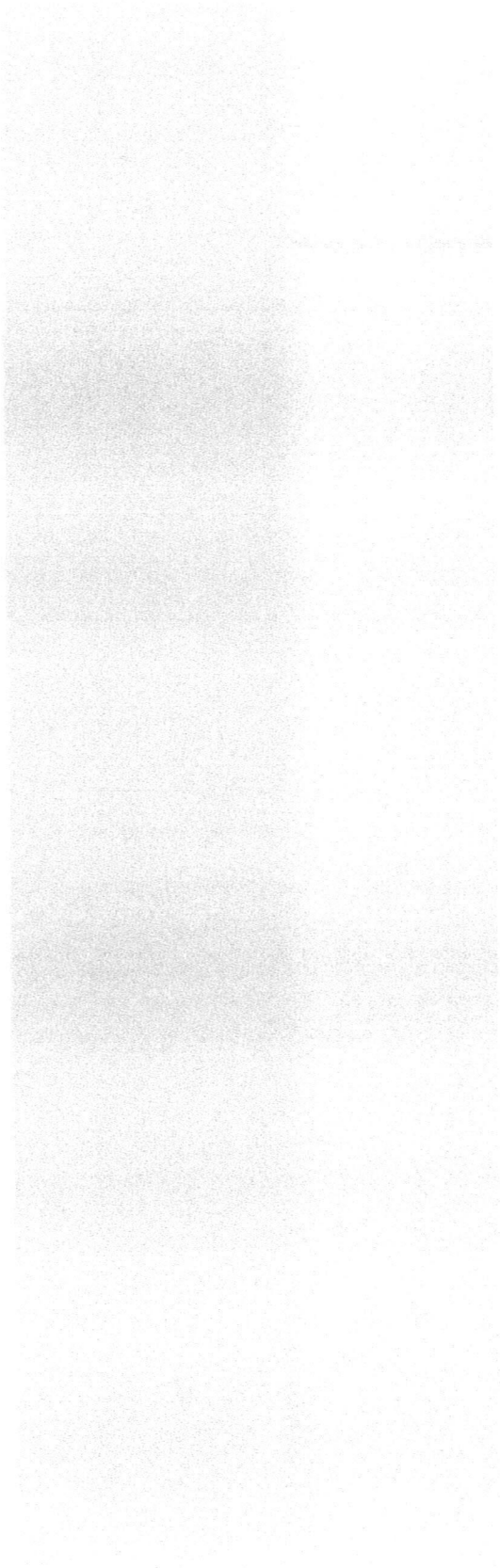
RECOMMENDATION(s)

13. It is recommended that the Town Council RESOLVES:

Approve (E&OE) the draft Standing Orders prepared by the CEO and circulated with the agenda for the Town Council meeting dated 23rd February 2023.

Review of Standing Orders

Kidderminster Town Council January 2023



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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3-) minutes without the consent of the chair of the meeting.

Commented [LJ1]: current SOs allow for 5 minutes and exceptionally 10 minutes - 3 minutes seems more than enough.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings
- Committee meetings
- Sub-committee meetings

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR **[The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

Commented [LJ2]: This paragraph is not in our current standing orders, yet it is a mandatory requirement.

Commented [LJ3]: Current SO's state a minimum of 5 deays – the legal requirement is a 'Minimum' of 3. We can still endeavour to send out agendas a week in advance.

Commented [LJ4]: The rules are slightly different for committee meetings

accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting.

Commented [LJ5]: Current SO's allow for 20 mins. 15 mins should be sufficient in normal circumstances.

g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.

Commented [LJ6]: 3 minutes is a long time to talk and should be sufficient for most and it would therefore allow for upto 5 members of the public to make representation at a meeting.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i ~~A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)~~ OR ~~A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)~~. The chair of the meeting may at any time permit a person to be seated when speaking.

Commented [LJ7]:

j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be**

- decided by a majority of the councillors and non-councillors with voting rights present and voting.

- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- if there was a public participation session; and
- the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.

- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w If a meeting is or becomes inquorate no business shall be transacted

- and the meeting shall be closed. The business on the agenda for the meeting
 - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of (3-) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (—) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

Commented [LJ8]: The first 4 paragraphs are in a slightly different order in the current SOs ie. Para d is first. Keep to the order of the Model suggested

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual**

Commented [LJ9]: Current SO's prescribe monthly meetings other than August to be held on 2nd Wednesday of the month. Revert to Model and Council can decide year on year when and how often to meet other than minimum legal requirement (3 times per year)

meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;

Commented [LJ10]: Current SO's include only 13 of the 21 sub-paragraphs (i to xxi). Revert to model

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within (7-) days of having been requested to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

Commented [LJ11]: Numbers inserted as per current SOs

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6(-) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

Commented [LJ12]: As per current SOs

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

Commented [LJ13]: Current SOs make reference to Except as provided in para 5 h and I, which have no relevance.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ~~(—)7~~ clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ~~(—)7~~ clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

Commented [LJ14]: 7 days allows time for the request to be considered and commented upon by the proper officer before the issuing of the agenda

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of**

Commented [LJ15]: Titled Handling Confidential an Sensitive Information currently -- revert to Model heading

Commented [LJ16]: Curretn SOs have only one paragraph compared to the Model's 4. Revert to model

personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14.13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] **OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required]** and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] **OR [at the beginning of the meeting of the Council, or committee or sub-committee for**

Commented [LJ17]: Current SOs include an additional sentence at the end "Request may not be submitted at a meeting" - recommend to remove and keep as per Model.

Commented [LJ18]: Delegated to Proper officer as per current SOs

which the dispensation is required].

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15.14. CODE OF CONDUCT COMPLAINTS

Commented [LJ19]: Current SOs have only one paragraph compared to the Models 4. Revert to model for completeness

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16.15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk CEO or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his/her/their withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

Commented [LJ20]: Current SOs read 5 days. Legal requirement is 3 days. This does not stop us aiming for a week in advance but allows us to still send a week in advance when there are bank holidays.

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council ~~to the~~ to the [Chair or in his/her/their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in his/her/their absence Vice-Chair (if there is one) of the ~~(Planning)~~ Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of ~~the Council~~ OR ~~the Planning Committee~~ committee);
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

Commented [LJ21]: Delete reference to the Chair of the Council as KTC has a Planning Committee

17.16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18.17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19.18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the

Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of**

those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

20-19. HANDLING STAFF MATTERS

Commented [LJ22]: All options of either Council or Committee deleted to show all staffing matters delegated to committee.

- a A matter personal to a member of staff that is being considered by a meeting of ~~[Council] OR [the () Staffing Committee] committee~~ OR ~~[the () sub-committee]~~ is subject to standing order 11.
 - b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of ~~[the () Staffing committee]~~ OR ~~[the () sub-committee]~~, or, if he/she/they is not available, the vice-chair (if there is one) of ~~[the () Staffing eCommittee]~~ OR ~~[the () sub-committee]~~ of absence occasioned by illness or other reason and that person shall report such absence to ~~[the () Staffing eCommittee]~~ OR ~~[the () sub-committee]~~ at its next meeting.
 - c The chair of ~~[the () Staffing eCommittee]~~ OR ~~[the () sub-committee]~~ or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of ~~[the member of staff's job title]the CEO~~. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by ~~[the () Staffing eCommittee]~~ OR ~~[the () sub-committee]~~.
 - d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of ~~[the () Staffing eCommittee]~~ OR ~~[the () sub-committee]~~ or in his/her/their absence, the vice-chair of ~~[the () Staffing C) committee]~~ OR ~~[the () sub-committee]~~ in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of ~~[the () Staffing Committee committee]~~ OR ~~[the () sub-committee]~~.
 - e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by ~~[the member of staff's job title]CEO~~ relates to the chair or vice-chair of ~~[the () Staffing C committee]~~ OR ~~[the () sub-committee]~~; this shall be communicated to another member of ~~[the () Staffing C committee]~~ OR ~~[the () sub-committee]~~, which shall be reported back and progressed by resolution of ~~[the () Staffing eCommittee]~~ OR ~~[the () sub-committee]~~.
 - f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- hg In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

21.20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

~~— [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.~~

~~— OR~~

- b. ~~[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.~~

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22.21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23.22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24.23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

Commented [LJ23]: Remove the need for 21 councillors to sign to expedite transactions promptly. Noting that the proper officer will need authorisation via resolution to agree such things as contracts

29.24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council ~~OR Unitary Council~~ representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council ~~OR Unitary Council~~ shall be sent to the ward councillor(s) representing the area of the Council.

30.25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

31.26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ~~3~~ councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING**

23rd February 2023

LJ/2023

7th February 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 11– MODEL PUBLICATION SCHEME

AIM

1. To consider adopting a Model Publication Scheme.

BACKGROUND

1. The 'Model Publication Scheme' is based on the principal that all public bodies should publish as much information as possible in an open and accessible manner on a routine basis outside of FOI, having regard to the principles of openness, transparency and accountability as set out in the Freedom of Information Act. The 'Model Publication Scheme' allows for the publication or giving of records outside of FOI provided that such publication or giving of access is not prohibited by law. Each public body's own publication scheme should be easily located on its website.
2. The Information Commissioner's Office provides guidance [model-publication-scheme.pdf \(ico.org.uk\)](https://www.ico.org.uk/for-organisations/guide-to-the-information-commissioner/model-publication-scheme).
3. The Society of Local Council Clerks (SLCC) has produced a template document that satisfies the guidance and legislation and that template is widely used within Town and Parish Councils.

DISCUSSION/ COMMENT

4. A robust publication scheme can help the Council identify that information which it is required to do so legally on its website and or be made available through other means. It can guide those responsible for website content to ensure that information of public and community value is readily available and contribute to transparency across council services.

RECOMMENDATION(S)

5. It is recommended that the Town Council RESOLVES:

To approve the Model Publication Scheme presented to Town Council.

Lee Jakeman
Chief Executive



KIDDERMINSTER TOWN COUNCIL

DRAFT

Information available from Kidderminster Town Council under the model publication scheme

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

(Adopted 23rd February 2023 Minute ??????? refers)

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website Hard Copy	Free 10p a copy
Who's who on the Council and its Committees	Website Hard Copy	Free 10p a copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p a copy
Location of main Council office and accessibility details	Website Hard Copy	Free 10p a copy
Staffing structure	Website Hard Copy	Free 10p a copy
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Outline on website Hard copy-contact Clerk	Free 10p a page

Finalised budget	Outline on website Hard copy-contact Clerk	Free 10p a page
Precept	Outline on website Hard copy-contact Clerk	Free 10p a page
Borrowing Approval letter	Website	
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p a copy
Grants given and received	Website Hard Copy	Free 10p a copy
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p a copy
Members' allowances and expenses	Website Hard Copy	Free 10p a copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p a copy
Agendas of meetings (as above)	Website Hard Copy	Free 10p a copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p a copy
Responses to consultation papers	Website Hard Copy	Free 10p a copy
Responses to planning applications	Website Hard Copy	Free 10p a copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:	Website Hard Copy	Free 10p a copy

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 10p a copy
Information security policy	Website Hard Copy	Free 10p a copy
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p a copy
Data protection policies	Website Hard Copy	Free 10p a copy
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p a copy

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register		
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests		
Register of gifts and hospitality		
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Kidderminster Town Council

Contact details:

Office Manager
Kidderminster Town Council
Tel: 01562 732681
Email: office@kidderminstertowncouncil.gov.uk

Address
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire
DY11 7WF

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING**

23rd February 2023

LJ/2023

7th February 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 12 – COMPLAINTS PROCEDURE

AIM

1. To review the Town Council Complaints Procedure and consider adopting a revised version.

BACKGROUND

2. Standing Orders require the Town Council to review its Complaints Procedure annually.
3. The current Complaints Procedure was adopted on 13th April 2016 (Minute c.66 refers) and appears not to have been reviewed since then.

DISCUSSION COMMENT

4. The 2016 procedure encompasses references to the Code of Conduct and complaints about councillors as well as complaints about the Council (and its services).
5. In reviewing the Complaints Procedure, I have removed all references to councillors' behaviour /code of conduct in order that complaints to the Council can be separated from complaints about members. This produces a single purpose policy that can be published on the Town Council's website.
6. Complaints regarding members behaviour/conduct are managed by the District Council's Monitoring Officer and have their own set of procedures.

RECOMMENDATION(s)

7. It is recommended that the Town Council RESOLVES:

To approve the revised Complaints Procedure presented to Town Council.

Lee Jakeman
Chief Executive

Enclosures:

1. Revised Draft – Kidderminster Town Council Complaints Procedure.
2. Current Kidderminster Town Council Complaints Procedure dated April 2016.

Revised Draft – Kidderminster Town Council Complaints Procedure

Kidderminster Town Council

Complaints Procedure

Document Control		Authority
Adopted on		Town Council Minutes
Last Reviewed		Town Council Minutes
Review Date		

Kidderminster Town Council Complaints Procedure

1. Introduction

The complaints procedure is for all complaints to the Council, whether these are minor, serious, informal or formal and apply to all services provided by the Council.

The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services we provide.

2. Aims

To swiftly investigate all complaints in an impartial manner and to find a solution locally, whenever possible, to the satisfaction of both the complainant and the Council.

To improve the Council's services.

3. Definition of a Complaint

It can indeed be difficult to give a precise definition of a complaint. However, for the purposes of this procedure, a complaint is an expression of dissatisfaction about the policies, procedures, administration, and the standard of service, actions, or lack of action by Kidderminster Town Council, or a person or body acting on behalf of the Council.

4. What to do if you have a complaint?

A complaint must be made by contacting Kidderminster Town Council either by:

Email - office@kidderminstertowncouncil.gov.uk

Telephone - 01562 732680

Letter, addressed to:

Complaints
Kidderminster Town Council
c/o Wyre Forest House
Fine Point Way
Kidderminster
Worcestershire
DY11 7BF

A complaint should include as much detail as possible, with dates where possible and specific explanations.

If your complaint is made orally to a Councillor, the Chief Executive, or another member of staff, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint. The complainant will be asked to put the complaint in writing, giving names and addresses and relevant dates with as much information as possible, with the aim of making it easier to deal with.

We will look to acknowledge your complaint within five working days of receipt. The results of the investigation will be reported to you in writing at the earliest possible opportunity, usually within 21 working days. The Council reserves the right to extend the response period, should it be felt necessary to seek legal or other advice. If this is the case, the Town Council will contact you within the extended working period instead.

(If the complaint involves the Chief Executive Officer personally, the complainant should address the complaint direct to the Chair of the Council, the Town Mayor.)

5. What if you are not satisfied with the response?

If you are not satisfied with the response you should write to the Town Mayor. When writing, you should explain that you are not satisfied with the response, and why after having made your complaint to the Council. Please also attach a copy of the original complaint to the Council and the reply you received.

Current Kidderminster Town Council Complaints Procedure dated April 2016**Kidderminster Town Council****Complaints Procedure****1. Introduction**

1.1 The complaints procedure is for all complaints to the Council, whether these are minor, serious, informal or formal and apply to all services provided by the Council.

1.2 Separate arrangements as prescribed by law are in place in respect of Councillors. These arrangements are referred to at paragraph 7 below.

1.3 The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services provided on behalf of residents, visitors and those working within the town.

2. Aim

2.1 The aim is to swiftly investigate all complaints in an impartial manner and to find a solution locally, whenever possible, to the satisfaction of both the complainant and the Council.

3. Definition Of Complaints

3.1 People's perceptions differ widely. It is therefore very difficult to give a precise definition of a complaint. However, for our purposes, a complaint is an expression of dissatisfaction about a service undertaken by Kidderminster Town Council or any of its employees.

3.2 More specifically, a complaint is where:-

- The Council has not done something it has a duty to do or normally does;
- The Council has done something it has no right to do or does not normally do as a matter of established practice;
- The conduct or behaviour of an employee is unsatisfactory;
- The established levels of service delivery are not reached;
- A person does not understand or is not informed of why or how a situation arose or exists;
- An adopted and known procedure is not followed;
- Maladministration is alleged.

4. What To Do If You Have A Complaint

4.1 The first priority is to raise the issue with the Town Council. To do this, please contact the Town Clerk, who is the officer responsible for dealing with these matters, as quickly as possible.

4.2 Your complaint should be made by telephone, email, in person or in writing, giving names and addresses and relevant dates with as much information as possible. The appropriate details for contacting the Town Clerk are by telephone on 01562 732680; by email townclerk@kidderminstertowncouncil.gov.uk; in person; or by letter to The Town Hall, Vicar Street, Kidderminster, DY10 1DB

4.3 In many cases, it will be possible for an issue to be dealt with straight away and the source of the complaint resolved immediately.

4.4 For more complex issues, it is much better to put these in writing so that a thorough investigation can be undertaken. Investigations will be dealt with as quickly as possible and under normal circumstances you should get a written response within five working days.

4.5 The Town Council maintains a register of complaints showing dates, details of the complaint, complainant and the action taken to resolve the issue. This is available for all members of the Council to inspect. Serious complaints will be reported to Councillors.

4.6 If the complaint involves the Town Clerk personally, the complainant should address the complaint direct to the Town Mayor.

5. Putting Things Right

5.1 If following the investigation into the complaint the Council is found to be at fault, every effort will be made to resolve the complaint to the satisfaction of the complainant.

5.2 Where subsequent actions or simply the passage of time prevents restitution, other actions may be appropriate which may include a local settlement. A local settlement is defined as action taken to restore a complainant to a situation he or she would have been in if the fault had not occurred.

5.3 When considering a local settlement, the remedy will need to be appropriate to the injustice and may be reduced where a complainant has contributed to the injustice suffered.

6. What If You Are Not Satisfied

6.1 Unlike for District or County Councils, there is currently no external agency or government body which can investigate a complaint if you are not satisfied with the initial consideration of your complaint. However, if you are not

satisfied with action taken by the Town Clerk, you should write to the Town Mayor at our address. The Mayor will review the complaint, and all of the paperwork relating thereto, and if The Mayor believes it appropriate will submit the complain to a Committee of the Council for consideration.

6.2 In order to preserve any confidentiality issues, the Committee of the Council will normally deal with any complaint in private session and personal details will not therefore be released publicly.

7. What If I Have a Complaint About the Behaviour of a Particular Councillor (or Councillors)

7.1 Councillors are required to observe a 'Code of Conduct'. If you feel a Councillor has broken any of the rules in the Code of Conduct, you can complain to the Monitoring Officer. This is an independent officer responsible for promoting high ethical standards and also investigating allegations that Councillors' behaviour may have fallen short of the required standards. The Monitoring Officer will consider your complaint and may carry out an investigation (or arrange for someone to do so).

7.2 The contact address is:-

The Monitoring Officer
Wyre Forest District Council
Wyre Forest House
Finepoint Way
Kidderminster
Worcestershire
DY11 7WF

8. What Type Of Behaviour Is Covered By The Code Of Conduct

8.1 Broadly, the Code requires Councillors:-

- Not to discriminate unlawfully;
- To treat others with respect;
- Not to do anything to compromise the impartiality of Council employees;
- Not to disclose confidential information;
- Not to stop anyone gaining access to information they are entitled to;
- Not to conduct themselves so as to bring their office or the Council into disrepute;
- Not to use their position to improperly secure an advantage, or disadvantage, for anyone;
- Not to use the Council's resources for unauthorised political purposes;
- To declare any personal or prejudicial interest in any matter that comes before the Council and, if appropriate, not to take part in the decision. Where the interest declared is deemed to be prejudicial, Councillors are not permitted to take part in the decision on that matter;
- To register certain financial and other interests (a copy of the register is available for public inspection).

8.2 A full copy of the Code of Conduct is available from the Monitoring Officer or via the following link

<http://www.wyreforestdc.gov.uk/the-council/councillors-committees-and-meetings/complaints-against-councillors.aspx>

9. Assistance or Advice relating to procedures or a complaint

9.1 If you need any specific help or general guidance about the Council's procedures or about any specific complaint, contact the Town Clerk at The Town Hall, Vicar Street, Kidderminster, DY10 1DB, or telephone 01562 732680 or email townclerk@kidderminstertowncouncil.gov.uk

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING**

23rd February 2023

LJ/2023

8th February 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 13 – INVESTMENT POLICY

AIM

1. To consider adopting Reserves and Investments Policy.

BACKGROUND

1. Finance & Overview Committee meeting dated 6th December 22 Minute F011/22-23 refers (*presented to Full Council 14th December 22*). It was agreed that the Town Council should invest some of its funds in a simple investment vehicle, the CCLA.
2. During January 2023, £100k was invested in the CCLA Public Sector Deposit Fund. Money was both deposited and withdrawn to test the system and confirm that funds could be withdrawn within one working day.
3. Return on the investment as at 31st January was just above 3%, the rate varies with the daily money market rates.
4. Without a formal Investment Policy, the Council is unable to invest more than £100k. (*Guidance on Local Government Investments (3rd Edition) issued under section 15 (1) (a) of the Governments Act 2003 and effective for financial years commencing on or after 1st April 2018, refers*).
5. When considering whether to and how much to invest the Town Council should be mindful of the level of general reserve that it holds at any given time. It is helpful therefore, if an investment policy includes reference to the level of general reserves to be held. In setting its most recent budget and precept the Council envisaged a general reserve at the end of FY 22/23 to be £413,560.00 (Town Council minute c.067 dated 14 Dec 22 refers).

DISCUSSION COMMENT

6. The Town Council's balances fluctuate significantly during the year. In average/normal years this is largely due to the fact that the precept is paid in two equal lump sums (April and September). In April we have a large balance and that slowly erodes as we pay bills (monthly) through to September when it jumps again before eroding through to March.
7. In the coming year, KTC will be incurring significant expenditure in relation to the Town Hall and significant income to match most of that expenditure. Cash flow will need to be monitored carefully, and where balances are very healthy for short periods of time it would be of great benefit to the Town Council, if significant sums could be held in (relatively) high yield savings than sat in a bank account.
8. While the attached policy should be considered for general use, the main focus of it currently would be to allow the Council to invest large sums (circa several hundred thousand pounds) for a few weeks at a time and provide extremely high levels of liquidity in the coming months, prior to the significant impending expenditure on the Town Hall Transformation Project.
9. Once KTC reaches a steady state (post transformation project) then the Investment Policy should be reviewed to consider the potential for some longer-term investments.
10. The Investment Policy makes reference to the Public Loans Work Board and that the Council has approval to borrow £500k.

RECOMMENDATION(s)

11. It is recommended that the Town Council RESOLVES:
To approve the draft Investment & Reserves Policy.

Lee Jakeman
Chief Executive

Enclosure:

1. Draft Reserves & Investment Policy

Kidderminster Town Council

Reserves & Investment Policy

(Reviewed xxxxxxxx – Town Council Minute xxxx refers)

Background

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are key protocols for their establishment and use.

The Department for Communities and Local Government The Good Councillor's Guide to finance and transparency 2018

RESERVES

Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year.

A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.

Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

The council may have 'earmarked reserves' for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year. This may include reserves to purchase or renovate a building, develop a sports facility or community centre.

If the amount of reserves at the year-end are above a certain level in relation to the annual precept then the Council must advise the external auditor of why this level of reserves is required.

1. Purpose

Kidderminster Town Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of General Reserves. The Council's General Reserves is where all the revenue income and expenditure of the Council is accounted for. It does not include specific funds earmarked for long term projects. Kidderminster Town Council agrees its desired general reserve as part of its annual budget setting process.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are key protocols for their establishment and use.

2. Types of reserves

General Reserves

Reserves can be categorised as general (e.g., held to cushion the impact of uneven cash flows or unexpected events) or earmarked (held for a specific purpose).

Earmarked Reserves

Earmarked reserves are held for five main reasons:

1. **Renewals** – to enable the Council to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
2. **Carry forward of underspend** - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.
3. **Trading accounts** – In some instances surpluses are retained for future investment.
4. **Insurance reserve** – to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance.
5. Other earmarked reserves may be set up from time to time to meet known or **predicted liabilities**.

General reserves or working balances are funds which **do not** have any restrictions as to their use. These reserves can be used to smooth the impact of significant pressures, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked reserves

The Governance and Accountability Practitioners' Guide (2020) sets out guidance and audit considerations for Town & Parish Councils.

Earmarked reserves will be established on a "needs" basis, in line with planned or anticipated requirements.

As outlined in the regulations, any decision to set up a reserve must be given by the Council.

Expenditure from reserves can only be authorised by the Council.

If reserves are used to meet short term funding gaps, they should be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be

replenished, having served the purpose for which they were originally established.

All earmarked reserves will be recorded on a schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

3. Working balances

The level of general reserves or working balances is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building working balances will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of working balances is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

In practice, however, in determining the precise level of reserves about this minimum, the Responsible Financial Officer will consider most if not all of the factors shown in the following table:

Budget assumptions	Financial standing and management
The treatment of inflation and interest rates	The overall financial standing of the authority (e.g. level of borrowing, debt outstanding, council tax collection rates)
The treatment of demand-led pressures	The authority's capacity to manage in-year budget pressures
The treatment of planned efficiency savings	The strength of the financial information and reporting arrangements
The financial risks inherent in any significant new funding partnerships, major contractual arrangements or major capital developments	The authority's virement and end- of-year procedures in relation to budget under/overspends at council and committee level
The availability of other funds to deal with major contingencies and the adequacy of provisions	The adequacy of the authority's insurance arrangements to cover major unforeseen risks

A well-run authority with a prudent approach to setting its budget will each year consider its level of general reserves. These general reserves will also need to be supported by earmarked reserves for specific needs, contingencies and commitments. In assessing the level of the Town Council's reserves, account needs to be taken of the risks facing the Council in terms of any significant unforeseen expenditure requirements. Future transfers of services from Wyre Forest District Council and any capital requirements for the management of the Council's assets and buildings need to be considered.

Further major elements which could impact adversely on future precepts are:-

- Capping of Town Council Precept by HM Government
- Additional transfer of services from Wyre Forest District Council

4. Financial Responsibility

Under its financial regulations the Town Council as a whole is responsible for the overall management and control of the Town Council's finances.

5. Role of Responsible Financial Officer

It is the responsibility of the Responsible Financial Officer to advise the Town Council about the level of reserves that it should hold and ensure that it has clear protocols for their establishment and use.

There is no statutory minimum but there are four significant safeguards in place against the Town Council over committing itself financially:-

- (a) The balanced budget requirement.
- (b) Responsible Financial Officer's S114 Powers.
- (c) The External Auditors responsibility to review and report on financial standing.
- (d) The year-end internal audit report from the Town Council's Auditor.

Kidderminster Town Council, on the advice of their Responsible Financial Officer, are required to make their own judgements on the level of reserves, taking into account all relevant local circumstances which can vary. A well-managed authority with a prudent approach to budgeting should operate with reserves in the Town Council's current range given its emerging service responsibilities.

Finally, the Responsible Financial Officer has a duty to local taxpayers and must be satisfied that the decisions taken on balances and reserves represent proper stewardship of public funds.

Investment Strategy

Relevant Guidance

[Guidance on local government investments.pdf \(publishing.service.gov.uk\)](#)

Statutory Guidance has been issued by the Government on Local Government Investments (3rd Edition) issued under section 15 (1) (a) of the Governments Act 2003 and effective for financial years commencing on or after 1st April 2018. The key principles of the guidance are transparency and democratic accountability. The guidance is statutory for parish councils, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year.

This guidance applies to all local authorities in England.

- I. This guidance applies to parish councils and charter trustees, providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council or charter trustee expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance. KEY PRINCIPLES Transparency and democratic accountability
- II. For each financial year, a local authority should prepare at least one Investment Strategy (“the Strategy”). The Strategy should contain the disclosures and reporting requirements specified in this guidance.
- III. The Strategy should be approved by the full council. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.
- IV. Where a local authority proposes to make a material change to its Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented.
- V. The Strategy should be publicly available on a local authority’s website.
- VI. Where a local authority prepares a Capital Strategy in line with the requirements of the Prudential Code, a Treasury Management Strategy in line with the requirements of the Treasury Management Code, or any other publicly available document, the disclosures required to be included in the Strategy can be published in those documents instead of in the Strategy

Investment Strategy 2023

Kidderminster Town Council acknowledges the importance of prudently investing the surplus funds held on behalf of the community.

The Council defines its treasury management activities as:

The management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks

Kidderminster Town Council holds investments for treasury management purposes. The contribution that these investments make to the objectives of Kidderminster Town Council is to support effective treasury management activities.

Kidderminster Town Council will take the opportunity to invest further in the CCLA Public Sector Deposit Fund for short periods, where significant levels of cash are held during the Town Hall transformation project and subject to cash flow requirements.

Yields that are generated from financial investments will be added to:

- Bank Building Society Savings account yield re-invested into the general reserve on an annual basis to contribute towards future capital needs.
- CCLA Local Authorities Property Fund received within the revenue accounts (£100k invested as at 31/01/2023)

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks.

Indicators

The guidance states that where authorities are holding treasury management investments for more than 12 months, they should include quantitative indicators that allow Councillors and the public to assess a local authority's total risk exposure as a result of its investment decisions.

Investment Policy

Investment objectives

The two primary objectives of a prudent investment policy are:

1. Achieving security (protecting the capital sum from loss)
2. Liquidity (keeping the money readily available for expenditure when needed)

Once proper levels of security and liquidity are determined it will then be reasonable to consider a third objective, what level of yield can be obtained consistent with the first two objectives.

Investment Priorities

Kidderminster Town Council's investment priorities therefore are:

- the security of its reserves, and
- the adequate liquidity of its investments, and
- the return (yield) on investment - the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments of money under the control of the Council shall be in the name of Kidderminster Town Council

The Department for Communities and Local Government maintains that the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

Where external investment managers are used they will be contractually required to comply with the Strategy.

Security

In order to diversify an investment portfolio largely invested in cash, investments will be placed with a range of approved financial institutions to minimise risk.

Financial investments can fall into one of three categories:

1. Specified Investments
2. Loans
3. Other Non-Specified Investments

Specified Investments

- Specified investments are those offering high security and high liquidity.
- All investments will be made in sterling.
- Specified investments are not long term, the local authority has contractual right to repayment within 12 months.
- The investment is made with a body or in an investment scheme described as high quality or will one of the following bodies:

*The United Kingdom Government

*A local authority in England or Wales (as defined in section 23 of the 2003 Act) for a similar body in Scotland or Northern Ireland; or

* A parish council or community council.

The Council will monitor the risk of loss on investments by review of credit ratings on a quarterly basis. Kidderminster Town Council will assess the risk of loss before entering into, and whilst holding, an investment.

Loans

The guidance states that a local authority may choose to make loans to local enterprises, local charities, wholly owned companies and joint ventures as part of a wider strategy for local economic growth even though those loans may not all be seen as prudent if adopting a narrow definition of prioritising security and liquidity.

There are specific conditions that the local authority must be able to demonstrate in order to undertake this type of investment and the guidance contains a detailed explanation.

Kidderminster Town Council currently has an agreement to draw down a PWLB Loan of £500k to contribute to the Town Hall transformation project. It is anticipated that the funding will be drawn down during the summer of 2023 to pay upfront from costs that will then be claimed back through the Levelling Up Fund grant process and be part of the £800k (plus) Town Council's contribution to the project.

Non- Specified Investments

Non-Specified Investments are those which are not a loan, nor does it meet the criteria to be treated as a specified investment.

Examples may be long term investments (longer than 12 months) and investment in stocks and shares.

Given the unpredictability and uncertainty surrounding investments in stocks and shares, Kidderminster Town Council will not participate in such investments.

The Council's policy on liquidity states that only short-term investments will be held.

Liquidity

The Chief Executive /RFO and Chairman of Finance & Overview Committee will determine the maximum period for which funds may prudently be invested, so as not to compromise liquidity.

The Town Council's policy will include short-term investments (no longer than 12 months) and ensure liquidity

Return

No investment shall be held with the council's current bankers. The Town Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd. The Town Council also invests in the CCLA Public Sector Deposit fund subject to it maintaining a credit rating as required above.

Reporting

The Council will report on the return on investments within the annually produced Investment Position Statement as an indicator of investment performance.

Publication

The guidance states that the Council's Investment Strategy should be publicly available on a local authority's website.

Annual Reporting on Investments

At the end of the financial year, the Chief Executive/RFO will provide a report on the performance of the Council's investments and an Investment Position Statement to the Finance Committee at their first meeting of the new financial year.

Within the annually produced Investment Position Statement, the Council will report on:

- Return on investments as an indicator of investment performance
- Debt to net revenue expenditure (gross debt as a percentage of net revenue expenditure, where net revenue expenditure is a proxy for the size and financial strength of a local authority)

Review of Investment Policy

The Investment Policy will be reviewed annually by the Council prior to the start of the financial year.

The Council shall be able to amend or make variations to the Policy at any time following consideration of recommendations from the Chief Executive/RFO.

Setting the Investment Strategy

For each financial year, a local authority should prepare at least one Investment Strategy which needs to contain the disclosures and reporting requirements specified in the guidance.

The Strategy should be approved by the full Council. The Secretary of State recommends that the Strategy should be presented for approval prior to the start of the financial year.

Where a local authority proposes to make a material change to its Investment Strategy during the year a revised Strategy should be presented to full council or equivalent for approval before the change is implemented

Treasury Management Advice

Kidderminster Town Council recognises that neither members or officers are experts in the field of treasury management. As such, the Council should review its level of investment on an annual basis and assess if there is a requirement to obtain independent, external, expert 'Treasury Management' advice in reviewing the Investment Strategy and the allocations of Specified Investments. Treasury Management advice may potentially be sourced from the principal local authority or a specialist treasury management advisory firms who specialises in local authority and local town and parish councils.

"Definition: Treasury Management can be understood as the **planning, organizing and controlling holding, funds and working capital of the enterprise** in order to make the best possible use of the funds, maintain firm's liquidity, reduce the overall cost of funds, and mitigate operational and financial risk".

Banking Arrangements

The Council will periodically review its banking arrangements by a competitive process which balances returns, High Street presence, accessibility of funds, service level, bank charges and ethical credentials.

The banking arrangements of the Council are to be reviewed regularly by the Finance & Overview Committee following which recommendations to Council will be made.

Two bank accounts are held with Barclays Bank

Kidderminster Town Council aims to invest with financially ethically minded principles wherever possible.

Approved date 23rd February 2023 Minute number: xxxxxxx

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING**

23rd February 2023

LT/2023

13th February 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 14 – COUNCIL MEETING DATES 2023/24

AIM

1. To consider a draft set of meeting dates for the civic year 2023/24.

BACKGROUND

2. Town Councils are legally required to hold 4 meetings per year.
3. Kidderminster Town Council holds a number of Full Council meetings each year along with committee meetings.

DISCUSSION COMMENT

4. In producing the draft meeting dates we have considered the following:
 - a. Ensure that Council meetings are arranged to meet some in year statutory requirements e.g., approval of the AGAR/End of year accounts must be before 30th June and set the precept which must occur before the end of January.
 - b. Deconflict Town Council meetings and Full District Council meetings where they are looking to be held in the same location (because of the inability to use our own Town Hall).
 - c. Holding sufficient full Town Council meetings frequently enough so as not to disqualify members who might miss one or two council meetings in a row and disqualify themselves through the six-month rule.
 - d. Hold 3 meetings for each committee other than planning so that they might transact business in a timely fashion.
 - e. Arrange committee meetings in line with their own individual cyclical nature (e.g. Events Committee meet in January to plan year's events and August to address the big ticket items – Christmas Lights and Remembrance Sunday).
 - f. Current practice of holding monthly meetings for Planning.

- g. Trying to avoid times of extreme activity (Christmas Lights and Remembrance Sunday/main holidays periods - August, Easter and Christmas).
 - h. Take into account that the Council will be in a pre-election period from early April 2024.
5. The meeting dates will need to be confirmed as part of the Annual Council Meeting, currently scheduled for 16th May 2023.

RECOMMENDATION(s)

6. It is recommended that the Town Council RESOLVES:

That the Town Council approves the draft meeting schedules for 2023/24, subject to ratification at the Town Council Annual Meeting.

Lee Jakeman
Chief Executive

Enclosure
Draft Meeting Schedule 2023/24

2023

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7			1	2	3	4			1	2	3	4							1		
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	9	10	11	12	13	14	15
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	16	17	18	19	20	21	22
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	23	24	25	26	27	28	29
29	30	31	26	27	28	26	27	28	29	30	31	30	30														

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6			1	2	3			1	2	3			1	2	3	4	5					
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	25	26	27	28	29	30	30	31	27	28	29	30	31	27	28	29	30	31						

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6	7			1	2	3	4						1	2	
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30	31					

- Town Council
- Planning Committee
- Finance & Overview Committee
- Staffing Committee
- Services Committee
- Town Hall Committee
- Events Committee

2024

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6			1	2	3			1	2			1	2	3	4	5	6					
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31	25	26	27	28	29	31	28	29	30	28	29	30												

May							June							July							August							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4			1	2	3	4	5	6			1	2	3	4	5	6					1	2	3
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31	25	26	27	28	29	30	31					

September							October							November							December										
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S				
1	2	3	4	5	6	7			1	2	3	4	5			1	2	3	4	5	6	7			1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14				
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21				
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28				
29	30	27	28	29	30	31	24	25	26	27	28	29	30	29	30	31															

- Town Council
- Planning Committee
- Finance & Overview Committee
- Staffing Committee
- Services Committee
- Town Hall Committee
- Events Committee

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING**

23rd February 2023

LT/2023

9th February 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 15 – CORONATION OF KING CHARLES III

AIM

1. To consider setting up a grant application project for local community groups within the wards of Kidderminster to apply for grant funding for community King's Coronation celebrations.

BACKGROUND

2. A budget of £1800 has been set for the King's Coronation celebrations.
3. Kidderminster Town Council will decorate the Town Hall with bunting, dependent on building works.

DISCUSSION COMMENT

4. It is likely that community groups and communities across the Town will be making their own preparations for Coronation related events. It is proposed the provision of funding to events that are already likely to occur might assist with the delivery of these projects, rather than the Council focus one central event.
5. Following discussions between the Chair of Events and the CEO, we are proposing that the full £1800 budget be allocated directly to community groups.
6. Grant applications are to be made available up to the value of £500 per group.
7. Local community groups within the wards of Kidderminster will be encouraged to apply for a grant application for funding for the King's Coronation celebrations on the Bank Holiday Weekend of Saturday 6th to Monday 8th May 2023.
8. Maximum grant funding will be £500 will be made available through a successful bid application process.

9. It is proposed that applications are to be submitted by Tuesday 14th March 2023 with applicants to receive notification of their application status by Friday 17th March 2023.
10. Criteria of applicants for grant funding include:
- Community groups within Kidderminster area (individuals cannot apply).
 - Confirmation of child protection/safeguarding policies where appropriate.
 - Bank account in the name of the community group/organisation.
 - Copy of constitution.
11. Consideration as part of the decision-making process will likely include:
- Ensuring a spread of events across Kidderminster within different wards/areas.
 - Number of people to benefit from celebration/activity.
 - Variety of activities available to public.
12. A proposed application form has been created and is enclosed.
13. On a wider perspective we will look to liaise with the Business Improvement District (BID) should they be looking to arrange activities within the High Street.

RECOMMENDATION(s)

14. It is recommended that the Town Council RESOLVES:

That the Town Council makes available up to £1,800 of grant funding to Kidderminster community groups to contribute to activities designed to celebrate the forthcoming Coronation.

And

To approve the grant funding process for community celebrations related to the King's Coronation

And

To delegate the awarding of grants to the Events Committee.

Laura Thomas
Deputy Town Hall Manager

Enclosures:

1. Draft Grant Application Form.
2. Timetable.



KIDDERMINSTER TOWN COUNCIL
CORONATION GRANT FUNDING APPLICATION FORM (February 2023)

The Town Council is looking to support community groups through the provision of grant funding up to a maximum of £500 per group for activities planned over the Bank Holiday weekend Saturday 6th to Monday 8th May 2023

Applications will need to be sent to Grant Applications, Kidderminster Town Council, Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF
or emailed to office@kidderminstertowncouncil.gov.uk
to arrive no later than 14th March 2023
or they can be hand delivered to reception at Wyre Forest House

If you have any questions about the application process, please email
office@kidderminstertowncouncil.gov.uk or telephone
the Town Council on 01562 732680

It is our intention to notify applicants of the outcome on 17th March 2023, at which time we will ask you to confirm how you wish to receive payment (e.g. BACS transfer/cheque)

Notes:

- Grants will not normally be awarded to individuals.
- Grants will not be made retrospectively.
- The grant must be used for the purpose for which the application was made.
- Receipts, proof of purchase or clear evidence of expenditure should be provided to the Town Council within three months of the grant being received.
- If the group is unable to use the grant for the stated purpose (within three months of the award), all monies must be returned to Kidderminster Town Council.
Kidderminster Town Council reserves the right to request evidence to confirm that grants are spent in line with the original application. Where it is not satisfied that this is the case monies granted are to be returned.

Check List

- On completion of your application form, please ensure that you have remembered to sign and date the form, and to attach, e-mail, post or present the following:
- A copy of your constitution.
- Quotations, estimates or information on the project/item for which funding sought.
- Any additional information in support of your application.



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1	Name of Group/ Organisation		
2	Correspondence Address		
3	Ward Location within Kiddermminster	Blakebrook & Habberley <input type="checkbox"/>	Franche & Habberley <input type="checkbox"/>
		South	North
		Broadwaters <input type="checkbox"/>	Offmore & Comberton <input type="checkbox"/>
		Aggborough & Spennells <input type="checkbox"/>	Foley Park & Hoobrook <input type="checkbox"/>
4	Meeting Place/Location of Activity		
5	Purpose of Group/ Organisationⁱ		
6	If the group involves young people, do you have a child protection policy?		
7	How often do you meet?		
8	Is the group affiliated to any governing body?		
9	What is the value of the grant funding required?	£	<i>(Maximum £500)</i>
10	What activity is proposed? (e.g. tea party, picnic in the park, talent show, arts and crafts display)		
11	Date of proposed activity		
12	What is the grant funding to be used for? (e.g. hall hire, catering, bunting)		
13	If you are a registered charity, please provide your registered charity no.		



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Additional Commentsⁱⁱ

Other sources of fundingⁱⁱⁱ

Give a brief overview of the proposed activity so that the panel can visualise what you are looking to do e.g. where, when and how many people you hope to involve

I confirm that, I have considered the Kidderminster Town Council criteria for Grant Funding.

I further acknowledge that if the group is unable to use the grant for the stated purpose(s) (within 3 months of the award), all monies must be returned to Kidderminster Town Council.

Kidderminster Town Council reserves the right to request evidence to confirm that grants are spent in line with the original application. Where it is not satisfied that this is the case monies granted are to be returned.

Details of Applicant:

Signature:		Name:	
On behalf of:		Date:	
Email:		Tel No.:	

Applications should be forwarded to the **Grant Applications, Kidderminster Town Council, Wyre Forest House, Finepoint Way, Kidderminster, Worcestershire, DY11 7WF**
 Telephone: **01562 732680**
 e-mail: office@kidderminstertowncouncil.gov.uk

Kidderminster Town Council will only use the information provided for the purpose of the Coronation Grant process.

ⁱ Attach a copy of your constitution or summarise activity/purpose

ⁱⁱ Provide any further comment that will assist the Kidderminster Town Council in reaching a decision

ⁱⁱⁱ Provide any evidence of other methods of funding for the event (e.g. entrance fee being charged or use of your own funds).



KIDDERMINSTER TOWN COUNCIL
CORONATION GRANT FUNDING TIMETABLE

Item	Due Date
Town Council Committee Approval	23 rd February 2023
Advertise Grant Funding Applications Open	24 th February 2023
Closing Date for Applications	14 th March 2023
Decision by Events Committee	16 th March 2023
Notify Applicants	17 th March 2023
Make payment of Grants	23 rd March to 14 th April 2023