

KIDDERMINSTER TOWN COUNCIL
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21st March 2023

The meeting of the **FINANCE AND OVERVIEW COMMITTEE** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **WEDNESDAY 29th MARCH 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: D. Ross (Chairman); J. Smith (Vice Chairman); J. Aston, D. Chambers and F. Oborski MBE.

FINANCE & OVERVIEW COMMITTEE AGENDA – WEDNESDAY 29TH MARCH 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.

4. Minutes

To receive and approve the minutes of the meeting of Finance and Overview Committee on held on Tuesday 6th December 2022.

5. Income and Expenditure Report

To receive a report detailing income and expenditure from 1st December 2022 to 17th March 2023 and consider a recommendation to:

Approve payments totalling £736,123.74 From 1st December 2022 to 17th March 2023.

TC/55/22-23

6. Budget Review Report

To receive and consider a summary budget report, as at 17th March 2023.

TC/56/22-23

7. Earmarked Reserves

To receive a report and consider a recommendation:

To approve the transfer of £53,000 S106 monies from earmarked reserves to the general reserve (and increase the appropriate park budgets to fund proposed parks related expenditure).

TC/57/22-23

8. Public Bodies

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.

9. Contracts

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

Present:

Ross
Smith
Chambers
Oborski MBE

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

F006/22-23 **APOLOGIES FOR ABSENCE**

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

F007/22-23 **DECLARATIONS OF INTEREST**

Nil.

F008/22-23 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

F009/22-23 **MINUTES**

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

F010/22-23 **EXTERNAL AUDIT**

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

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

F011/22-23 **INVESTMENTS**

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

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

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

AND

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

AND

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

F012/22-23 **BUDGET AND PRECEPT SETTING**

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

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

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

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

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

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

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

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

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

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

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

**Assumes CTB figure of 17,679.*

AND

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

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

KIDDERMINSTER TOWN COUNCIL
Finance Report – Expenditure and Income

1. Accounts Paid 1st December to 17th March 2023

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT</u>	<u>Ref</u>
<u>COUNCIL</u>				
02/12/2022	Enterprise Rental	Van Rental for Town Council move	316.10	Debit1240
15/12/2022	WFDC	WYRE FOREST HOUSE TENANCY FOR PERIOD 28/11/2022-24/12/2022	1,442.47	IP1176
22/12/2022	Royal Mail Fees	Postal redirection	642.00	Debit1251
05/01/2023	WFDC	RENT OF WYRE FOREST HOUSE OFFICES - PERIOD 25/12/2022-24/03/2023	4,875.00	IP1186
26/01/2023	HB Law (Kidderminster) LLP	PROFESSIONAL CHARGES IN CONNECTIONS WITH TRANSFER OF BROADWATER MILL PARK AND FIELDS IN TRUST AND ANCILLARY MATTERS	929.00	IP1206
26/01/2023	HB Law (Kidderminster) LLP	PROFESSIONAL CHARGES IN CONNECTION WITH TRANSFER OF ST GEORGES PARK AND FIELDS IN TRUST AND ANCILARY MATTERS	928.00	IP1206
26/01/2023	HB Law (Kidderminster) LLP	PROFESSIONAL CHARGES IN CONNECTING WITH TRANSFER OF BAXTER GARDENS AND FIELDS IN TRUST AND ANCILLARY MATTERS	928.00	IP1206
26/01/2023	Caroline Taylor Consulting Ltd	FUNDRAISING COMMISSION 9 DAYS @ £395 PER DAY	3,555.00	IP1211
02/03/2023	Glenn Howells Architects Ltd	KTH - PODIUM LANDSCAPE DESIGN - STAGE 3 COMPLETION	4,950.00	IP1133
			18,565.57	
<u>FINANCE</u>				
01/12/2022	HB Law (Kidderminster) LLP	Parks Transfer Land Registry Fees	450.00	IP1151
01/12/2022	HB Law (Kidderminster) LLP	Letting to WCC at WFH	750.00	IP1151
01/12/2022	HB Law (Kidderminster) LLP	Lease of rooms at WFH	750.00	IP1151
01/12/2022	HB Law (Kidderminster) LLP	Surrender existing lease with WCC	550.00	IP1151

01/12/2022	HB Law (Kidderminster) LLP	Advice - Parks Transfer	900.00	IP1151
05/12/2022	Barclays Bank	Bank Charges	41.70	DD
06/12/2022	Go Cardless - Nettl	Concierge	219.00	Debit1242
06/12/2022	Worcestershire County Council	Ward Grant - Cllr Ross	500.00	IP1159
06/12/2022	WFDC	Ward Grant - Cllr Aston	500.00	IP1160
08/12/2022	Netti Incorporating Pixel Design	WORD PRESS HOSTING FOR KTC - NOVEMBER 2022	15.00	IP1163
09/12/2022	DCC St Georges Church	Ward Grant - Cllr Rayner	200.00	IP1172
09/12/2022	Friends of Broadwaters	Ward Grant - Cllr Rayner	100.00	IP1173
12/12/2022	O2	Town Clerk Mobile Phone	19.82	DD
12/12/2022	O2	Town Clerk Mobile Phone	16.42	DD
15/12/2022	WFDC	SLA'S FOR QUARTER 2 AND QUARTER 3 DECEMBER 2022 FOR MAINTENANCE AND SUPPORT	9,440.62	IP1176
15/12/2022	WFDC	LEGAL FEES FOR PREPARATION AND COMPLETION OF THE LEASE OF WF HOUSE - DECEMBER 2022	700.00	IP1176
15/12/2022	Lyreco uk Ltd	RM500 DISCOVERY A4 PAPER X 5/F/CHART MARKERS/FELLOWES HEAVY DUTY BOX	116.97	IP1180
22/12/2022	Spitfire	Service charges	66.05	Debit1249
03/01/2023	Weavers Wharf Shopping Centre Charity Fund	Grant towards providing a Warm Hub	2,000.00	IP1185
06/01/2023	Go Cardless - Nettl	Concierge	219.00	Debit1254
09/01/2023	Barclays Bank	Bank Charges	30.03	DD
11/01/2023	O2	Town Clerk Mobile Phone	19.82	DD
11/01/2023	O2	Town Clerk Mobile Phone	16.42	DD
12/01/2023	Lyreco uk Ltd	5 X A4 PAPER/30 X ECO A4 PAPER	177.95	IP1196
12/01/2023	Banner Group Ltd	WHITE A4 COPIER PAPER AND CARRIAGE	29.15	IP1197
19/01/2023	Netti Incorporating Pixel Design	KIDDERMINSTER EVENTS WORDPRESS HOSTING 04.01.2023 JOB NO 5416148	15.00	IP1199
25/01/2023	Spitfire	Service charges	66.05	Debit1260
26/01/2023	Weavers Wharf Shopping Centre Charity Fund	Ward Grant - Cllr Rayner	100.00	IP1205
27/01/2023	KDYT	Ward Grant - Cllr Rayner	100.00	IP1212
02/02/2023	WFDC	December Salaries	67.03	IP1214
06/02/2023	Barclays Bank	Bank Charges	31.47	DD
13/02/2023	The Best Copy Shop	4 x A4 Laminates	4.00	Debit1266
13/02/2023	O2	Town Clerk Mobile Phone	19.82	DD
13/02/2023	O2	Town Clerk Mobile Phone	16.42	DD
16/02/2023	Netti Incorporating Pixel Design	KTH WEBSITE HOST FEE - FEBRUARY 2023	15.00	IP1225

22/02/2023	Spitfire	Service Charges	66.05	Debit1267
02/03/2023	WFDC	WFDC - KTC SERVICE LEVEL AGREEMENT QUARTER 4 - FOR SERVICES	9,440.62	IP1132
03/03/2023	Wyre Forest and South Worcestershire Nightstop and Mediation Service	Ward Grant - Cllr Smith	200.00	IP1136
03/03/2023	Age UK Wyre Forest	Ward Grant - Cllr Smith	200.00	IP1137
06/03/2023	Barclays Bank	Bank Charges	13.00	DD
06/03/2023	Go Cardless - Nettl	Concierge	219.00	Debit1270
09/03/2023	Lyreco uk Ltd	25 X LEGAL WALLETS/6 X BOX FILES OF VARIOUS COLOURS	120.18	IP1145
13/03/2023	WFDC	Misc invoice - Mobile Phones, Broadband, Shortel, MFD Rental, Print Management, Smart Pension	1,081.15	IP1149
13/03/2023	The Pickup Artists	Ward Grant - Cllr Hine	150.00	IP1151
13/03/2023	Kidderminster Food Bank	Ward Grant - Cllr Hine	150.00	IP1152
13/03/2023	Worth Unlimited Kidderminster	Ward Grant - Cllr Hine	200.00	IP1153
14/03/2023	O2	Town Clerk Mobile Phone	19.82	DD
14/03/2023	O2	Town Clerk Mobile Phone	16.42	DD
16/03/2023	Netti Incorporating Pixel Design	WEBSITE HOSING - DECEMBER 2022	15.00	IP1155
			30,153.98	
<u>STAFFING & CIVIC</u>				
01/12/2022	Fletcher Associates	Monthly fee for Personnel and Employment Law Scheme	210.00	DD
01/12/2022	Headway Traffic Management (West) Ltd	ST MARYS RINGWAY KIDDERMINSTER - ROAD CLOSURE DIVERSION 5 X TMO'S	1,495.00	IP1158
07/12/2022	WFDC	November Salaries	15,906.67	IP1161
07/12/2022	WFDC	November Salaries	760.00	IP1161
09/12/2022	The Right Fuelcard	Mayoral Car - Fuel	1.50	DD
20/12/2022	Diamond Travel	Bus Pass -	45.00	Debit1248
03/01/2023	Fletcher Associates	Monthly fee for Personnel and Employment Law Scheme	210.00	DD
05/01/2023	Worcestershire CALC	1 CILCA TRAINING - ADAM STOCKHALL	45.00	IP1191
06/01/2023	The Right Fuelcard	Mayoral Car - Fuel	1.50	DD
24/01/2023	Diamond Travel	Bus Pass -	45.00	Debit1259
26/01/2023	Fletcher Associates	SERVICE AGREEMENT - 2 X BUSINESS TO BUSINESS CONTRACTS - INVITOUR LTD AND FRESHLIFE CONSULTING	1,200.00	IP1210
27/01/2023	Enterprise Rental	Mayoral Car Rental	2,672.82	Debit1262
01/02/2023	Fletcher Associates	Monthly fee February	210.00	DD

02/02/2023	WFDC	December Salaries	11,654.54	IP1214
02/02/2023	WFDC	December Salaries	787.00	IP1214
02/02/2023	WFDC	January Salaries	11,920.53	IP1215
02/02/2023	WFDC	January Salaries	760.00	IP1215
03/02/2023	The Right Fuelcard	Mayoral Car - Fuel	54.17	DD
10/02/2023	The Right Fuelcard	Mayoral Car - Fuel	1.50	DD
01/03/2023	Fletcher Associates	Monthly fee March	210.00	DD
06/03/2023	Enterprise Rental	Mayoral Car Rental	482.60	Debit1269
07/03/2023	Enterprise Rental	Mayoral Car Rental	237.57	Debit1271
07/03/2023	Diamond Travel	Relocation Travel Expenses	45.00	Debit1272
08/03/2023	WFDC	February Salaries	11,483.66	IP1140
08/03/2023	WFDC	February Salaries	760.00	IP1140
09/03/2023	Worcestershire CALC	CILCA BRIEFING	50.00	IP1147
10/03/2023	The Right Fuelcard	Mayoral Car – Fuel	1.50	DD
13/03/2023	WFDC	Misc invoice - Remembrance Booklet	37.45	IP1149
15/03/2023	Bunting Warehouse	Union Jack Bunting	255.80	Debit1273
			61,543.81	

EVENTS & SERVICES

01/12/2022	E.On Next	Elect. Horsefair Clock, Kidderminster - 01/10/2022-16/11/2022	48.51	DD
01/12/2022	Kidderminster Roofing Contracts Ltd	REMOVE GUTTERING TO COMPLETE BLOCK. STRAIGHTEN DAMAGED/VANDALISED SECTIONS. REFIT GUTTERING AND REALIGN ALL ROUND ETC	1,100.00	IP1154
01/12/2022	J D Woodhouse	LENGTHSMAN SCHEME FOR NOVEMBER 2022 - 23 HOURS @ £15.50 PER HOUR	356.50	IP1157
07/12/2022	WFDC	November Salaries	5,684.79	IP1161
13/12/2022	John Beard Tools and Ironmongery	Misc Items	31.67	Debit1246
15/12/2022	Npower	LANDLORD WATERFALL SUPPLY 1 OCTOBER 2022 - 31 OCTOBER 2022	89.34	IP1175
15/12/2022	Npower	LANDLORD WATERFALL SUPPLY - 1 NOVEMBER 2022 - 30 NOVEMBER 2022	95.69	IP1175
15/12/2022	WFDC	SLA'S FOR QUARTER 2 AND QUARTER 3 DECEMBER 2022 FOR MAINTENANCE AND SUPPORT	12,647.50	IP1176

21/12/2022	Npower	Electricity Market Street Public Conveniences - 01/11/2022-30/11/2022	218.10	DD
22/12/2022	E.On Next	Elect. Horsefair Clock, Kidderminster - 17/11/2022-30/11/2022	25.73	DD
28/12/2022	Npower	Electricity - Clock Tower 01/11/22 - 30/11/22	41.39	DD
29/12/2022	Waterplus	Market Street Public Conveniences - 10/11/2022-10/12/2022	139.47	DD
04/01/2023	Ornamental Trees	Tree for St Georges Park	68.20	Debit1253
12/01/2023	Npower	LANDLORD WATERFALL SUPPLY 1 NOV 2022 - 30 NOV 2022	33.66	IP1192
12/01/2023	Npower	LANDLORD WATERFALL SUPPLY 1 DEC - 31 DEC 2022	92.71	IP1192
13/01/2023	Worcestershire Country Council	MEWP Licence	60.00	Debit1255
23/01/2023	Npower	Electricity Market Street Public Conveniences - 01/12/2022-31/12/2022	265.23	DD
24/01/2023	E.On Next	Elect. Horsefair Clock, Kidderminster - 01/12/2022-31/12/2022	51.49	DD
25/01/2023	John Beard Tools and Ironmongery	Keys and Ring	17.67	Debit1261
26/01/2023	Waterplus	Market Street Public Conveniences - 10/12/2022-10/01/2023	142.89	DD
30/01/2023	Npower	Electricity - Clock Tower 01/12/22 - 31/12/22	42.74	DD
02/02/2023	WFDC	December Salaries	4,526.95	IP1214
02/02/2023	WFDC	January Salaries	4,526.06	IP1215
03/02/2023	M & BG Ltd	Grounds Maintenance Town Council Parks	13,250.00	IP1216
09/02/2023	J D Woodhouse	LENGTHSMAN SCHEME 2023 - JANUARY 2023 - 18.5 HOURS @ £15.50 PER HOUR	286.70	IP1218
09/02/2023	Tree Wizards Ltd	CROWN RAISE LIME TREE AT JELLEYMAN CLOSE, PRUNE ADJACENT LAUREL, CHIP AND REMOVE ALL ARISINGS	465.00	IP1219
09/02/2023	Simon Shuck	TREAT AND CLEAN KIDDERMINSTER BOUNDARY SIGNS X 10	240.00	IP1221

16/02/2023	Npower	LANDLORD WATERFALL SUPPLY 01 JANUARY 2023 - 31 JANUARY 2023	74.46	IP1226
21/02/2023	Npower	Electricity Market Street Public Conveniences - 01/01/2023- 31/01/2023	207.80	DD
21/02/2023	E.On Next	Elect. Horsefair Clock, Kidderminster - 14/01/2023- 31/01/2023	44.33	DD
27/02/2023	Waterplus	Market Street Public Conveniences - 10/01/2023- 10/02/2023	142.91	DD
28/02/2023	Npower	Electricity - Clock Tower 01/01/23 - 31/01/23	39.70	DD
02/03/2023	WFDC	WFDC - KTC SERVICE LEVEL AGREEMENT QUARTER 4 - FOR SERVICES	12,647.50	IP1132
02/03/2023	Gala Lights Ltd	HIRE AND INSTALLATION OF CHRISTMAS LIGHTING YEAR 4 OF 5	21,050.00	IP1134
02/03/2023	Uk Storage Company (SW) Ltd	Unit Rental Of Unit:B143/120 Prime 30/03/2023 - 26/04/2023	263.18	Debit1268
02/03/2023	Uk Storage Company (SW) Ltd	Late Charge	10.00	Debit1268
02/03/2023	Uk Storage Company (SW) Ltd	Unit Rental Of Unit:B143/120 Prime 08/12/2022 - 04/01/2023	263.18	Debit1268
02/03/2023	Uk Storage Company (SW) Ltd	Unit Rental Of Unit:B143/120 Prime 02/02/2022 - 01/03/2023	263.18	Debit1268
08/03/2023	WFDC	February Salaries	4,543.85	IP1140
09/03/2023	Kidderminster Tennis Club	Payment of Bradleys Invoice	1,020.00	IP1141
09/03/2023	J D Woodhouse	LENGTHSMAN SCHEME 2023 - FEBRUARY 2023 - 26 HOURS @ 315.50 PER HOUR	403.00	IP1144
16/03/2023	Smith of Derby Ltd	WORCESTER CROSS CLOCK SERVICE 13/02/2023	308.00	IP1154

85,829.08

TOWN HALL MANAGEMENT

01/12/2022	WFDC	NNDR - Town Hall December	2,470.00	DD
01/12/2022	LWC Drinks	Bar Supplies	76.23	Debit1239
01/12/2022	PPL PRS Ltd	ROYALTIES DUE FOR THE MUSIC LICENCE FOR PERFORMANCES ON SUMMARY	871.54	IP1152
01/12/2022	PPL PRS Ltd	ROYALTIES FOR THE MUSIC LICENCE FOR MARK BILLY BILLINGHAM PERFORMANCE 1/7/2022	47.04	IP1152

01/12/2022	WFDC	KIDDERMINSTER TOWN HALL INCOME/EXPENDITURE REIMBURSEMENT COSTS FOR PERIOD 01/09/2022-30/09/2022	8,407.05	IP1153
01/12/2022	Rhodes Media Live	The Mersey Beatles 10/09/2022	2,820.00	IP1155
07/12/2022	WFDC	November Salaries	19,386.90	IP1161
08/12/2022	LWC Drinks	Bar Supplies	356.64	Debit1243
08/12/2022	Watkins & Watson Ltd	ANNUAL SERVICE AGREEMENT FOR THE TOWN HALL ORGAN - INSPECTION 22/11/2022	238.12	IP1162
08/12/2022	Netti Incorporating Pixel Design	TOWN HALL WEBSITE CONCIERGE MONTHLY CHARGE - NOVEMBER 2022	360.00	IP1163
08/12/2022	Netti Incorporating Pixel Design	WORDPRESS HOSTING FOR KTH - NOVEMBER 2022	15.00	IP1163
08/12/2022	Kidderminster Jazz Club	DANIEL KARLSSON - 06/10/2022 AND REMI HARRIS 10/11/2022	910.98	IP1164
08/12/2022	Anthony Arnold	CIRCUS SKILLS FOR KIDDERMINSTER TC LIGHTS SWITCH ON - NOVEMBER 2022	170.00	IP1165
08/12/2022	Fresh Life Consulting Ltd	PROJECT MANAGEMENT ROLE BETWEEN 1ST AND 30TH NOVEMBER 2022 PLUS EXPENSES	3,402.30	IP1167
08/12/2022	Bewdley Brewery Ltd	50 LTR LAXFORD LAGER/9 GAL FIRKIN WORCESTERSHIRE WAY/50LTR KEG OLDFIELDS CIDER	505.62	IP1170
08/12/2022	Bewdley Brewery Ltd	2 X CO2	23.00	IP1170
08/12/2022	Bewdley Brewery Ltd	30 LTR KEG WORCESTERSHIRE WAY	116.66	IP1170
08/12/2022	Bewdley Brewery Ltd	3 X 30 LTR KEG WORCESTERSHIRE WAY	174.99	IP1170
08/12/2022	Bewdley Brewery Ltd	50 LTR KEG OLDFIELDS CIDER/30 LTR KEG SEVERNSIDE STOUT/30 LTR KEY WORCESTERSHIRE WAY	682.34	IP1170
08/12/2022	Bewdley Brewery Ltd	1 X 30 LTR KEG LAXFORD LAGER AND 2 X 30 LTR KEG WORCESTERSHIRE WAY	187.50	IP1170
08/12/2022	Bewdley Brewery Ltd	5 X DOZ 500ML WORCESTERSHIRE WAY AND 5 X DOZ 500MIL WORCESTERSHIRE WAY COLLECTED 9 JULY 2022	177.70	IP1170
08/12/2022	Bewdley Brewery Ltd	1 X 30 LR KEG OLDFIELDS CIDER AND 2 X 30 LR KEG WORCESTERSHIRE WAY	181.66	IP1170

08/12/2022	Bewdley Brewery Ltd	2 X 30 LTR KEG LAXFORD LAGER	141.68	IP1170
08/12/2022	Bewdley Brewery Ltd	3X 30 LTR KEG WORCESTERSHIRE WAY/1X 50 LTR KEG OLDFIELDS CIDER/1X 30 LTR KEG LAXFORD LAGER	345.83	IP1170
08/12/2022	Bewdley Brewery Ltd	50LTR KEG OLDFIELDS CIDER ABV4.8%	100.00	IP1170
08/12/2022	Curtis Fudge T/AGene Genie & The Lemon Squeezers	PERFORMANCE AT KTC CHRISTMAS LIGHTS SWITCH ON - NOVEMBER 2022	600.00	IP1171
09/12/2022	Wilko	Batteries	5.42	Debit1245
15/12/2022	LWC Drinks	Bar Supplies	69.28	Debit1247
15/12/2022	Netti Incorporating Pixel Design	DECEMBER 2022 WEBSITE CONCIERGE CHARGE FOR KTH	360.00	IP1174
15/12/2022	Netti Incorporating Pixel Design	DECEMBER 2022 - WEBSITE HOSTING FEE FOR KTH	15.00	IP1174
15/12/2022	WFDC	SLA'S FOR QUARTER 2 AND QUARTER 3 DECEMBER 2022 FOR MAINTENANCE AND SUPPORT	11,288.13	IP1176
15/12/2022	Kidderminster Jazz Club	JULIET ARTHUR - 01/12/2022	198.59	IP1177
15/12/2022	Bewdley Brewery Ltd	CREDIT NOTE - AGAINST INVOICE 18475	-69.50	IP1182
15/12/2022	Bewdley Brewery Ltd	30 LTR KEG LAXFORD LAGER AND 70CL BOTTLE ELEMENT GIN	95.17	IP1182
20/12/2022	WFDC	KIDDERMINSTER TOWN HALL INCOME/EXPENDITURE REIMBURSEMENT FOR PERIOD 01/10/2022-30/11/2022	14,328.44	IP1183
20/12/2022	PTSG Electrical Services Ltd	Repairs to LPS - 16/12/2022	475.22	IP1184
22/12/2022	LWC Drinks	Bar Supplies	81.63	Debit1250
28/12/2022	Greenworks Solutions Ltd	Month Commencing 11/02/22 (invoices have gone out of sink - Feb was missed)	212.92	Debit1252
03/01/2023	WFDC	NNDR - Town Hall January	2,470.00	DD
05/01/2023	Chubb Fire and Security Ltd	KIDDERMINSTER TOWN HALL - ANNUAL CONTRACT 24/11/2022 - 23/11/2023	78.69	IP1187
05/01/2023	Fresh Life Consulting Ltd	KTH PROJECT MANAGEMENT - 1ST TO 31ST DECEMBER 2022	3,624.70	IP1188
12/01/2023	Ticket and Labelling Solutions UK Ltd	1000 X GENERIC TICKETS + SHIPPING - MISSED PAYMENT FROM FEB 2022	45.00	IP1193
12/01/2023	Ticketsolve Ltd	DECEMBER 2022 MONTHLY PRO-RATA AS AGREED WITH NICK	583.33	IP1194
16/01/2023	Screwfix	DeWait Hydrogen Boots	64.99	Debit1256

17/01/2023	Screwfix	DeWalt Hydrogen Boots	64.99	Debit1257
19/01/2023	Amazon	Boxes and wrapping paper	78.25	Debit1258
19/01/2023	Netti Incorporating Pixel Design	WEBSITE SUBS 3 MONTH 05.01.2023 JOB NO 5417058	360.00	IP1199
19/01/2023	Ex Cathedra Ltd	FINAL TICKET SETTLEMENT FOR CHRISTMAS MUSIC BY CANDLELIGHT, KTH 08.12.2022	2,836.00	IP1200
19/01/2023	Rhodes Media Live	THE MERSEY BEATLES SHOW 02/12/2022	5,111.95	IP1201
26/01/2023	Netti Incorporating Pixel Design	Wordpress Hosting - Kidderminster Town Hall	15.00	IP1208
02/02/2023	PPL PRS Ltd	PRS Charges	905.02	IP1213
02/02/2023	WFDC	December Salaries	13,790.57	IP1214
02/02/2023	WFDC	January Salaries	13,886.29	IP1215
07/02/2023	Amazon	Wrapping & Packing paper and Tape	70.21	Debit1264
09/02/2023	A M Productions (northwest)Ltd	We Three Kings - of Rock n Roll (Ticket Sales, Door Staff, PRS,Room Hire) - 16/12/22	3,728.38	IP1217
09/02/2023	Fresh Life Consulting Ltd	KTH PROJECT MANAGEMENT - 1ST - 31ST JANUARY 2023	4,081.00	IP1222
16/02/2023	Netti Incorporating Pixel Design	KTH - WEBSITE CONCIERGE FEE - FEBRUARY 2023	360.00	IP1225
16/02/2023	Netti Incorporating Pixel Design	KTH WEBSITE HOSTING FEE - FEBRUARY 2023	15.00	IP1225
28/02/2023	Lift & Engineering Services Ltd	KTH - ATTEND SITE TO PRODUCE A REPORT ON THE CONDITION OF THE LIFT X 2 HOURS	95.00	IP1130
28/02/2023	WFDC	Kidderminster Town Hall Income/Expenditure Reimbursement 01/12/22 - 31/12/22	3,129.77	IP1131
28/02/2023	WFDC	Credit note against inv 80086470 overcharged for Energy Performance Certificate	-80.00	IP1131
02/03/2023	WFDC	WFDC - KTC SERVICE LEVEL AGREEMENT QUARTER 4 - FOR SERVICES	11,288.12	IP1132
08/03/2023	WFDC	February Salaries	11,772.59	IP1140
09/03/2023	Fresh Life Consulting Ltd	KIDDERMINSTER TOWN HALL PROJECT MANAGEMENT - ADMIN AND MANAGEMENT BETWEEN 1ST AND 28TH FEBRUARY 2023	2,924.50	IP1143

09/03/2023	FMS Integrated Building Services Ltd	KIDDERMINSTER TOWN HALL - ATTEND SITE TO INVESTIGATE LEAKING PIPE IN BASEMENT AREA. REATTEND SITE AT LATER TIME AND REPAIRED ISOLATION TAP TO GIVE THE BUILDING WATER AGAIN	2,492.14	IP1146
13/03/2023	WFDC	Misc invoice - Mobile Phones	103.50	IP1149
13/03/2023	WFDC	Misc invoice - HSBC Submission Fee	5.04	IP1149
13/03/2023	WFDC	Misc invoice - Shortel Phones	248.06	IP1149
13/03/2023	WFDC	Misc invoice - Print Management	38.00	IP1149
16/03/2023	Netti Incorporating Pixel Design	DOMAIN NAME FOR KTH WEBSITE - SEPTEMBER 2022	24.99	IP1155
			154,040.16	
<u><i>Town Hall Transformation Project</i></u>				
01/12/2022	Mann Williams Ltd	CIVIL AND STRUCTURAL ENGINEERING SERVICES - RIBA STAGE 4A(2) FEE	10,089.76	IP1156
02/12/2022	Sandra's Catering	The Exchange Tea Room - Transformation Project Meeting Refreshments	37.50	Debit1241
08/12/2022	Kendrick Hobbs Ltd	BAR AND CATERING CONSULTANCY AS PART OF THE LUF - SECOND 50% OF STAGE 4 - NOVEMBER 2022	2,960.00	IP1166
08/12/2022	Hoare Lea LLP	AS PART OF THE LUF - NOVEMBER ITEM 4 STAGE 4B FOR ACOUSTICS CONSULTANCY	910.00	IP1168
08/12/2022	Anthony Collins Solicitors LLP	FEES FOR PERIOD 1 JULY 2022 TO 11 OCTOBER 2022 - PART OF THE LUF ANNUAL INFORMATION STATEMENT, PSC REGISTER AND ASSOCIATED FORMS	448.00	IP1169
09/12/2022	Sandra's Catering	The Exchange Tea Room - Refreshments for Meeting	34.40	Debit1244
15/12/2022	Glenn Howells Architects Ltd	NOVEMBER 2022 FEE AS PART OF THE LUF - REVISED FEE DRAWDOWN TO REFLECT PROLONGATION OF STAGE 4	11,685.00	IP1178
15/12/2022	Hydrock Consultants Ltd	FIRE ENGINEERING - RIBA STAGE 4 - OCTOBER 2022	6,975.00	IP1179
15/12/2022	Hydrock Consultants Ltd	NOVEMBER INVOICE FOR M&E SUPPORT STAGE 4 ON KIDDERMINSTER TOWN HALL	2,069.00	IP1179

15/12/2022	Speller Metcalfe Malvern Ltd	PCSA VALUATION 2 AS PART OF THE LUF AT KTH	8,083.92	IP1181
05/01/2023	Robinson Low Francis LLP	PRINCIPLE DESIGNER FEES AS PART OF THE LUF AT KIDDR TOWN HALL RIBA STAGE 4A - DECEMBER 2022	2,773.49	IP1189
05/01/2023	Hydrock Consultants Ltd	M&E SUPPORT STAGE 4 ON KIDDERMINSTER TOWN HALL - DECEMBER INVOICE	1,631.00	IP1190
12/01/2023	Glenn Howells Architects Ltd	KTH - DECEMBER 2022 REVISED FEE DRAWDOWN TO REFLECT PROLONGATION OF STAGE 4	2,500.00	IP1195
26/01/2023	Peter Spencer (Cawston) Ltd	Organ Sheeting and Protection	1,215.00	IP1207
26/01/2023	Mann Williams Ltd	Civil and Structural Engineering Services RIBA Stage 4A(3) - 24/01/22	10,147.93	IP1209
09/02/2023	Hire It Kidderminster	Sumner 2015 Material Hoist	130.00	Debit1265
09/02/2023	Adrian Williams	REPAIRS TO LARGE OAK TABLE IN THE KING CHARLES ROOM - FEBRUARY 2023	100.00	IP1220
09/02/2023	Invigour Ltd	KTH PROCUREMENT ADVICE AND PROJECT MANAGEMENT SUPPORT - NOVEMBER 22 - JANUARY 23	3,120.00	IP1223
09/02/2023	Drakon Heritage and Conservation LLP	KTH TRANSFORMATION PROJECT - DOCUMENTATION AND PACKING ON SITE/PHOTOGRAPHY/MATERIALS AND TRAVEL EXPENSES	13,689.15	IP1224
16/02/2023	Birmingham Scaffolding Ltd	TO SUPPLY, ERECT & DISMANTLE SCAFFOLD FOR PICTURE REMOVAL KTH	1,200.00	IP1227
16/02/2023	Hydrock Consultants Ltd	JANUARY INVOICE FOR M&E SUPPORT STAGE 4 ON KTH - 21317-BBIR	1,631.00	IP1228
16/02/2023	Artelia Projects UK Ltd	COST MANAGEMENT SERVICES - JANUARY 2023	3,250.00	IP1129
02/03/2023	Glenn Howells Architects Ltd	KTH - JANUARY 2023 INVOICE - REVISED FEE DRAWDOWN TO REFLECT PROLONGATION OF STAGE 4	2,500.00	IP1133
02/03/2023	Whitemove (Cheltenham) Ltd	PICTURE AND FURNITURE MOVES FROM KTH TO OFFSITE STORAGE	3,350.00	IP1135

09/03/2023	Invigour Ltd	KIDDERMINSTER TOWN HALL - PROCUREMENT ADVICE - TIME SPENT DURING FEBRUARY 2023	1,680.00	IP1142
16/03/2023	Artelia Projects UK Ltd	COST MANAGEMENT SERVICES - FEBRUARY 2023	3,250.00	IP1156
16/03/2023	Glenn Howells Architects Ltd	TRANSFORMATION PROJECT-FEB 2023	2,500.00	IP1157
16/03/2023	Glenn Howells Architects Ltd	FEB 2023 ADDITIONAL-VALUE ENGINEERING	25,050.00	IP1157
16/03/2023	Stage Right Theatre Consultants Ltd	CONSULTANCY SERVICES FOR THEATRE DESIGN AT KIDDERMINSTER TOWN HALL - MARCH 2023	2,065.50	IP1158
16/03/2023	Stephen Bellion	INVESTIGATION AND REPORT OF THE KIDDERMINSTER TOWN HALL ORGAN PIPES	2,500.00	IP1159

127,575.65

GRANT INCOME

01/12/2022	PPL PRS Ltd	ROYALTIES DUE FOR THE MUSIC LICENCE FOR PERFORMANCES ON SUMMARY	43.49	IP1152
08/12/2022	Fresh Life Consulting Ltd	EMPLOYING ARTS DEVELOPMENT OFFICER - HOURS COMPLETED IN NOVEMBER 2022 PLUS EXPENSES	3,372.00	IP1167

3,415.49

OTHER

18/01/2023	CCLA - HSBC AS DEPOSITARY OF THE PUBLIC SECTOR DEPOSIT FUND	£25k Investment	25,000.00	IP1198
23/01/2023	CCLA - HSBC AS DEPOSITARY OF THE PUBLIC SECTOR DEPOSIT FUND	£25k Investment	25,000.00	IP1202
25/01/2023	CCLA - HSBC AS DEPOSITARY OF THE PUBLIC SECTOR DEPOSIT FUND	£50k Investment	50,000.00	IP1203
25/01/2023	CCLA - HSBC AS DEPOSITARY OF THE PUBLIC SECTOR DEPOSIT FUND	£5k Investment	5,000.00	IP1204
07/03/2023	CCLA - HSBC AS DEPOSITARY OF THE PUBLIC SECTOR DEPOSIT FUND	£50k Investment	50,000.00	IP1138

08/03/2023	CCLA - HSBC AS DEPOSITARY OF THE PUBLIC SECTOR DEPOSIT FUND	£45k Investment	45,000.00	IP1139
10/03/2023	CCLA - HSBC AS DEPOSITARY OF THE PUBLIC SECTOR DEPOSIT FUND	£40k Investment	40,000.00	IP1148
13/03/2023	CCLA - HSBC AS DEPOSITARY OF THE PUBLIC SECTOR DEPOSIT FUND	£15k Investment	15,000.00	IP1150
			255,000.00	
TOTAL EXPENDITURE			736,123.74	

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

2. Income Received 1st December to 17th March 2023

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT £</u>
<u>COUNCIL</u>			
02/12/2022	Enterprise Rental	Deposit Refund	200.00
			200.00
<u>FINANCE</u>			
05/12/2022	Barclays Bank	Loyalty Reward	16.60
05/12/2022	Barclays Bank	Premium Account Interest	310.08
09/01/2023	Barclays Bank	Loyalty Reward	10.77
02/02/2023	Public Sector Deposit Fund	Investment Interest	86.54
06/02/2023	Barclays Bank	Loyalty Reward	11.49
03/03/2023	Public Sector Deposit Fund	Investment Interest	295.17
06/03/2023	Barclays Bank	Loyalty Reward	2.25
			732.90
<u>STAFFING & CIVIC</u>			
30/01/2023	WFDC	Return Of Income For Invoice 80018877 and 80018876 for Mayoral Allowances Tax and NI for 2016/17 and 2017/18	7,768.53
03/02/2023	Zurich	Car Refund	198.55
09/03/2023	Enterprise Rental	Refund of Deposit re Mayoral Car Rental	38.50
			8,005.58
<u>EVENTS & SERVICES</u>			
01/12/2022	LSD Promotions	Payment of invoice 100000465 - Debtor 400138	625.00
14/12/2022	Worcestershire CC	Lengthsman Scheme Income	356.50
29/12/2022	Worcestershire CC	Lengthsman Scheme Income	356.50

03/01/2023	LSD Promotions	Payment of invoice 100000465 - Debtor 400138	625.00
06/01/2023	HB Law (Kidderminster)	Parks Transfer Grant from WFDC	180,275.00
13/01/2023	Worcestershire CC	Cllr Grant	706.00
16/01/2023	WFDC	Cllr Dyke - Community Leadership Fund	201.00
20/01/2023	LSD Promotions	Payment of invoice 100000506 - Debtor 400138	485.00
20/01/2023	DLP Platform 7	Payment of invoice 100000507 - Debtor 400144	416.67
25/01/2023	Worcestershire CC	Cllr Grant	500.00
01/02/2023	LSD Promotions	Payment of invoice 100000465 - Debtor 400138	625.00
01/03/2023	LSD Promotions	Payment of invoice 100000465 - Debtor 400138	625.00
03/03/2023	Worcestershire CC	Lengthsman Scheme Income	1,900.00
			187,696.67

TOWN HALL MANAGEMENT

01/12/2022	Optomen TV	Payment of invoice 100000461 - Debtor 400137	1,000.00
01/12/2022	Wyre Forest Historical Society	Payment of invoice 100000481 - Debtor 400026	125.00
02/12/2022	K. Gale	Payment of invoice 100000487 - Debtor 400142	225.00
02/12/2022	Banked Income	Door Sales JAZZ1222 and Bar Income	115.80
02/12/2022	SumUp Payments	Bar Income	64.73
05/12/2022	WFDC	Payment of invoice 100000485 - Debtor 400072	66.67
05/12/2022	Banked Income	Bar Income - BEAT0922 & WFSO1222	618.33
06/12/2022	SumUp Payments	Bar Income	856.04
08/12/2022	SumUp Payments	Bar Income	14.75
09/12/2022	SumUp Payments	Bar Income	99.13
09/12/2022	Barclays Bank	Door Sales and Bar Income	144.00
12/12/2022	WFDC	WFDC Grant Income Q3 2022/23	7,470.00
12/12/2022	Banked Income	Payment of invoice 100000486 - Debtor 400031	125.00
15/12/2022	WFDC	Levelling Up Fund Grant - Claim 3	138,374.42
19/12/2022	WFDC	PAYMENT TO KIDDERMINSTER TOWN COUNCIL FOR FUND 45 AND DEBTORS INCOME FOR THE PERIOD 01/11/2022-30/11/2022	1,565.00
19/12/2022	Banked Income	Bar Income and Bar and Door Sales Float and Donation	1,430.75
20/12/2022	SumUp Payments	Bar Income	674.45
21/12/2022	Banked Income	Float	100.00
23/12/2022	Wyre Forest Camra	Payment of invoice 100000502 - Debtor 400103	858.05
12/01/2023	Wyre Forest Historical Society	Payment of invoice 100000505 - Debtor 400026	41.67
16/01/2023	Severn Arts	Payment of invoice 100000508 - Debtor 400067	453.67
20/01/2023	Banked Income	Payment of invoice 100000503 - Debtor 400011	379.29
20/01/2023	Banked Income	Payment of invoice 100000504 - Debtor 400015	665.43
20/01/2023	Wyre Forest Symphony	Payment of invoice 100000515 - Debtor 400016	180.83
27/01/2023	WCC	Payment of invoice 100000510 - Debtor 400038	283.33
30/01/2023	WFDC	Payment to Kidderminster Town Council for Fund 45 & Debtors Income For The Period 01/12/22-31/12/22	3,777.50
03/02/2023	Banked Income	Payment of invoice 100000513/516 - Debtor 400015	771.84
09/02/2023	Stripe Payments UK	Misc Income	15,512.63

20/02/2023	WFDC	WFDC Grant Income Q4 2022/23	7,470.00
22/02/2023	Worcestershire Hea	Payment of invoice 100000085 - Debtor 400027	550.00
09/03/2023	Music for Sanctuary	Payment of invoice 100000369 - Debtor 400129	189.36
15/03/2023	Ex Cathedra Ltd	Payment of invoice 100000509 - Debtor 400113	691.26
Various	Various	Rents	-125.00
Various	Various	Delivery Fee	2.50
Various	Various	Booking Fee	158.89
Various	Various	Hirers ticket income	3,354.50
Various	Various	Event income	231.00
			<u>188,515.82</u>
<u>OTHER</u>			
13/12/2022	HMRC	VAT repayment	47,354.35
19/01/2023	CCLA	Repayment of investment	5,000.00
			<u>52,354.35</u>
		TOTAL INCOME	<u>437,505.32</u>

3. Balances

Bank Balance as at 17th March 2023: **£350,849.30**

CCLA Investment as at 17th March 2023: **£250,000.00**

BUDGET REVIEW - Finance & Overview Committee Meeting 29th March 2023

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual	2022/23 Actual to 17/03/23	2022/23 Original Budget	2022/23 Revised Budget	2022/23 Predicted Outturn	2023/24 Estimate**
Summary Page	£	£	£	£	£	£
COMMITTEE						
1. COUNCIL	(724,443)	(808,307)	(779,040)	(779,040)	(765,220)	(821,566)
2. FINANCE	76,227	75,049	71,110	75,016	80,783	69,010
3. STAFFING & CIVIC	206,404	179,999	220,250	228,640	212,908	184,633
4. EVENTS & SERVICES	121,606	66,069	197,830	211,853	116,560	225,267
5. TOWN HALL / TOWN COUNCIL	0	545,012	289,850	353,534	417,417	347,071
6. TOWN HALL / TRUST	314,502	0	0	0	0	0
7. GRANT INCOME	0	1,241	0	0	1,241	0
8. PWLB Loan						36,945
TOTAL NET EXPENDITURE/(INCOME)*	(5,705)	59,062	0	90,003	63,689	41,360

Gross Expenditure	1,412,090	1,681,114	911,330	1,019,813	1,651,733	9,529,368
Gross Income	(1,417,795)	(1,622,052)	(911,330)	(929,810)	(1,588,044)	(9,488,008)
Net Expenditure/(Income)	(5,705)	59,062	0	90,003	63,689	41,360
	(0)	(0)	0	0	0	0

* Note: The predicted outturn of net expenditure (£63,839) does not include the difference of £90,048 between the LUF Town Hall expenditure and income. There is a delay between incurring the expenditure and being reimbursed. Over the course of the project the spend will match the grant funding. However as we cannot accrue the expected income to fall into the current years accounts there will be an anomaly on the AGAR which will show a figure of circa £63,689) balance for predicted outturn is the Council will be an underspend against the budget of £26,359.

** KIDDERMINSTER TOWN COUNCIL - 2023 / 24 -Budget Approved by Town Council 14 Dec 2022 - Minute C067 refers

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 17/03/23 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
1. COUNCIL						
<u>EXPENDITURE</u>						
Contribution to future Election costs	0	0	10,000	10,000	10,000	10,000
Contribution to future Election costs (b/f from 17/18, 18/19, 19/20 & 20/21)	31,957	0	57,720	57,720	57,720	0
Contingency for Pay Award	0	0	8,180	8,180	22,000	23,000
Contingency	0	22,853	33,940	33,940	33,940	25,000
Town Hall refurbishment (grant and PWLB funded)		0				8,507,442
Creation of Earmarked Reserve	10,000	200,000	0	0	0	0
GROSS EXPENDITURE	41,957	222,853	109,840	109,840	123,660	8,565,442
<u>INCOME</u>						
Precepts	(734,443)	(831,160)	(831,160)	(831,160)	(831,160)	(879,566)
PWLB receipt		0				(500,000)
Levelling Up Funding Grant		0				(7,807,442)
KEF Grant Funding - Town Hall		(200,000)				(200,000)
Earmarked Reserve - Election costs	(31,957)	0	(57,720)	(57,720)	(57,720)	0
GROSS INCOME	(766,399)	(1,031,160)	(888,880)	(888,880)	(888,880)	(9,387,008)
TOTAL NET EXPENDITURE / (INCOME)	(724,443)	(808,307)	(779,040)	(779,040)	(765,220)	(821,566)

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 17/03/23 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
2. FINANCE						
<u>EXPENDITURE</u>						
SUPPLIES AND SERVICES						
General Office Expenses	11,844	7,601	7,000	7,000	7,000	5,000
Print management re-charge						600
Mobile phones						500
Audit Fees	1,600	2,000	1,750	1,750	2,000	2,000
Professional Subscriptions	3,076	3,074	3,100	3,700	3,074	3,200
Insurances	6,599	7,163	7,500	7,500	7,163	7,500
Purchase of Artefacts	2,000	0	0	0	0	0
Discretionary Grants	3,000	7,000	5,000	5,000	7,000	0
Ward Grants	7,500	4,350	9,000	9,000	9,000	9,000
SUPPORT SERVICES						
WFDC Finance support	21,010	21,540	21,540	21,540	21,540	21,790
WFDC ICT	13,947	13,306	10,430	13,736	13,500	13,500
WFDC Legal	5,650	9,890	5,790	5,790	11,000	5,920
GROSS EXPENDITURE	76,227	75,924	71,110	75,016	81,277	69,010
<u>INCOME</u>						
Interest Received	0	(876)	0	0	(494)	0
GROSS INCOME	0	(876)	0	0	(494)	0
TOTAL NET EXPENDITURE / (INCOME)	76,227	75,049	71,110	75,016	80,783	69,010

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual	2022/23 Actual to 17/03/23	2022/23 Original Budget	2022/23 Revised Budget	2022/23 Predicted Outturn	2023/24 Estimate
	£	£	£	£	£	£
3. STAFFING AND CIVIC						
<u>EXPENDITURE</u>						
EMPLOYEE COSTS						
Salary Costs	109,596	88,143	116,720	116,720	108,000	115,682
National Insurance	8,248	8,312	12,090	12,090	9,200	10,526
Pension Costs	7,960	10,192	12,800	12,800	11,300	9,365
Other Employee Costs	1,920	3,515	0	2,160		
Temporary office accommodation expenses					6,500	19,500
Supplementary staff					0	
Mail redirection					350	600
Relocation costs staff travel					1,600	1,600
Agency Staff	28,608	29,740	40,000	40,000	29,740	0
Town Crier	500	530	500	500	530	500
Town Mayor's allowance	7,713	5,107	6,860	6,860	6,860	6,860
Deputy Mayor's allowance	2,353	2,513	2,260	2,260	2,260	0
Contingency for Tax/NI	(4,122)	0	0	0	0	0
Creation of Earmarked Reserve	4,122	7,769	0	0	0	0
SUPPLIES AND SERVICES						
Training	3,072	1,731	4,500	2,000	1,800	2,000
Mayoral Car	3,979	5,712	4,500	5,000	7,000	4,500
Mayor and Civic Budget	22,763	14,414	15,000	15,000	15,000	10,000
Jubilee Events	0	4,743	0	4,100	4,743	0
Twinning	0	975	2,500	2,500	1,200	500
HR Advice	9,693	6,645	2,520	6,650	8,750	3,000
GROSS EXPENDITURE	206,404	190,041	220,250	228,640	214,833	184,633
<u>INCOME</u>						
Grant Income	0	(500)	0	0	(500)	0
Income Miscellaneous	0	(1,774)	0	0	(1,425)	0
HMRC Liability	0	(7,769)	0	0	0	0
GROSS INCOME	0	(10,042)	0	0	(1,925)	0
TOTAL NET EXPENDITURE / (INCOME)	206,404	179,999	220,250	228,640	212,908	184,633

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual	2022/23 Actual to 17/03/23	2022/23 Original Budget	2022/23 Revised Budget	2022/23 Predicted Outturn	2023/24 Estimate
	£	£	£	£	£	£
4. EVENTS AND SERVICES						
<u>EXPENDITURE</u>						
EMPLOYEE COSTS						
Salary Costs	18,179	43,731	45,650	45,650	47,694	47,573
National Insurance	1,993	5,134	5,500	5,500	5,600	4,757
Pension Costs	0	584	2,280	2,280	720	1,427
RUNNING COSTS						
Town Council Parks	690	16,056	41,610	41,610	20,000	
Parks - Grounds Maintenance Contractor Charges						30,000
Broadwaters Park - Repairs and Maintenance						30,000
Baxter Garden Car Park - Re-Surfacing						40,000
Parks - Play Equipment Purchase and Repair						5,000
Parks - Furniture Purchase and Repair						1,000
Parks - Maintenance of Grounds and Trees						5,000
St Mary's Churchyard Contractor Charges	20,399	12,990	12,990	13,086	12,990	13,310
St Mary's Churchyard - Maintenance of Grounds and Trees						5,000
Statues and Memorials	1,305	6,343	4,950	9,040	6,343	1,500
Maintenance of Street Furniture - cleaning and replacement	6,207	4,126	5,200	5,200	5,200	5,200
Clock Tower (Oxford Street & Horsefair) Servicing and Maintenance						600
Clock Tower (Oxford Street) Electricity						600
Clock Tower (Horsefair) Electricity						600
War Memorials Maintenance			0			1,000
St Georges Paddling Pool - Pool Servicing	7,500	13,803	4,500	13,033	13,803	10,000
St Georges Paddling Pool - Repair and Maintenance						10,000
Market Street Public Conveniences Contractor Charges	19,714	24,217	23,400	24,040	24,900	19,500
Market Street Public Conveniences Repairs and Maintenance						1,600
Market Street Public Conveniences Electricity						3,300
Market Street Public Conveniences Water and Sewage Rates						1,400
Grounds Maintenance (Allotments) Contractor Charges	4,460	3,310	4,000	4,664	3,310	4,000
Grounds Maintenance (Allotments) Repairs and Maintenance						1,000
Lengthsman	4,830	7,115	200	200	7,115	4,500
Equipment Purchase and Repair						8,000
Direct Materials						1,000
Plant and Vehicle Hire						6,000
Fuel Costs						1,200
Equipment External Storage Unit						4,000
Water Feature - Servicing and Maintenance						3,500
Water Feature - Electricity						600
De - Fib - Walternash Road - Sundries						200
Creation of Earmarked Reserve	1,783	0				
Grit Bins	792	0	1,000	1,000	0	1,000
Town Centre Hanging Flowers and Planting Contractor Charges	12,340	12,650	13,000	13,000	12,650	13,000
Christmas Lights	25,274	21,745	29,000	29,000	23,500	23,000
Christmas Lights - Electricity						600
Legal Fees					0	3,000
Training						1,000
Kidderminster Markets - Direct Materials						1,000
Remembrance Sunday						1,000
Christmas Light Switch on event						3,500
Kidderminster Arts Support	0	0	5,000	5,000	0	0
Dementia Services	1,217	2,328	3,000	3,000	2,328	0
Coronation Celebrations						1,800
Christmas - Santa in the Town Hall/ On Tour	2,492	180	0	0	0	2,000
Creation of Earmarked Reserve	0	86,875	0	0	86,875	0
GROSS EXPENDITURE	129,174	261,187	201,280	215,303	273,028	323,267
<u>INCOME</u>						
No Barriers Award Grant Income	(1,000)				0	
Lengthsman Income	(4,318)	(9,668)	0	0	(9,668)	(4,000)
Income - External Works	(2,250)				0	
changes to services - WFDC Tapered Funding over 3 years						(85,000)
changes to services - Estate Income		(4,027)			(4,027)	(9,000)
Grant Income	0	(100)	0	0	(100)	0
Grant Income - Parks	0	(180,275)			(138,675)	
Contribution from External Bodies	0	(750)	0	0	(750)	0
Earmarked Reserve - Dementia	0	(298)	0	0	(298)	0
Earmarked Reserve - Baxter / Rowland Hill Statue	0	0	(500)	(500)	0	0
Earmarked Reserve - War Memorials	0	0	(2,950)	(2,950)	(2,950)	0
GROSS INCOME	(7,568)	(195,118)	(3,450)	(3,450)	(156,468)	(98,000)
TOTAL NET EXPENDITURE / (INCOME)	121,606	66,069	197,830	211,853	116,560	225,267

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 17/03/23 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £
5. TOWN HALL / TOWN COUNCIL						
<u>EXPENDITURE</u>	N/A for 21/22					
EMPLOYEE COSTS						
Salary Costs		128,346	104,960	104,960	137,000	112,334
National Insurance		9,949	9,420	9,420	10,800	11,234
Pension Costs		16,207	17,600	17,600	17,800	18,373
RUNNING COSTS						
Town Hall Net Running Costs		346,555	119,470	177,154	205,667	169,130
Town Hall Project Support		35,554	30,000	36,000	37,750	36,000
ICT Contribution		8,400	8,400	8,400	8,400	0
TOTAL NET EXPENDITURE / (INCOME)	0	545,012	289,850	353,534	417,417	347,071

See 6. Town Hall for detail

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual	2022/23 Actual to 17/03/23	2022/23 Original Budget	2022/23 Revised Budget	2022/23 Predicted Outturn	2023/24 Estimate
	£	£	£	£	£	£
6. TOWN HALL						
<u>EXPENDITURE</u>						
EMPLOYEE COSTS						
Salary Costs	120,355	128,346	104,960	104,960	137,000	112,334
National Insurance	9,107	9,949	9,420	9,420	10,800	11,234
Pension Costs	16,155	16,207	17,600	17,600	17,800	18,373
Town Hall Project Support	44,715	35,554	30,000	36,000	37,750	36,000
Honorarium - Town Hall Organist	400	0	400	400	400	0
Staff Car Parking Passes	0	0	1,000	1,000	0	0
Recruitment						10,000
Training	387	0	4,000	4,000	0	1,200
RUNNING COSTS						
Mobile Phone Charges	527	718	530	530	1,150	530
Broadband/WIFI	0	0	200	200	0	0
Purchase & Rental of Vending Machines	392	332	180	336	332	0
Clothing and Uniforms	568	33	200	200	33	200
Print Management Recharge	743	480	380	380	500	0
General Office Expenses	1,336	396	630	630	600	500
Bank Charges	986	1,067	500	500	1,200	750
Public Performance and Wedding Licence	1,242	461	300	2,000	461	0
Arts Council Expenditure	8,104	250	0	0	250	0
OVERHEADS						
Repairs and Maintenance of Buildings	95,946	16,158	5,000	10,000	16,158	2,000
Maintenance of Town Hall Organ	969	1,096	0	858	1,096	0
Lift Maintenance	0	95	1,000	1,000	95	0
Electricity	13,983	18,170	8,000	14,000	24,000	4,000
Gas	10,582	10,891	7,000	12,000	14,000	3,000
Non Domestic Rates	25,443	25,443	12,200	30,382	25,443	0
Water and Sewerage Rates	9,570	9,299	6,000	9,299	9,299	9,500
Fire and Burglar Precaution Alarms Maintenance	4,282	6,319	1,500	3,239	6,319	500
Window Cleaning	687	92	700	700	190	0
Waste Disposal Charges	2,463	0	1,400	2,590	1,400	0
Cleaning Contract	26,791	18,488	13,000	20,799	20,799	2,000
Hygiene and Towel Services	3,251	1,282	1,500	2,111	1,500	0
Insurance	15,771	16,714	19,600	19,600	16,714	17,000
Town Hall Transformation Project	318,095	412,357	0	0	412,357	85,000
ICT Contribution	8,400	8,400	8,400	8,400	8,400	0
Support Services - Finance	14,100	14,220	14,220	14,220	14,220	15,000
Support Services - ICT	20,902	19,153	19,150	19,150	19,150	17,430
Support Services - Legal	1,430	1,480	1,480	1,480	1,480	1,520
Support Services - Facilities Management	10,140	10,300	10,300	10,300	10,300	1,000
General Contingency	0	12,000	0	0	12,000	0
EVENTS AND MARKETING						
Marketing and Design	7,573	9,820	3,000	7,000	9,820	500
Wedding Ceremonies and Receptions Expenditure	0	0	100	100	0	0
Town Hall Event Expenditure	8,697	29,367	0	0	29,367	500
Hirers Ticket Expenditure	18,496	48,368	5,000	5,000	48,368	0
Refreshment Expenditure	458	1,930	0	1,930	1,930	0
Bar Purchases	19,589	12,009	0	14,000	12,009	0
Donation Expenditure	0	535	0	0	535	0
Christmas Events	2,050	2,324	0	4,000	2,321	0
Sound and Lighting	0	867	0	700	867	0
GROSS EXPENDITURE	844,682	900,968	308,850	391,014	928,413	350,071

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual	2022/23 Actual to 17/03/23	2022/23 Original Budget	2022/23 Revised Budget	2022/23 Predicted Outturn	2023/24 Estimate
	£	£	£	£	£	£
INCOME						
Grant Income WFDC Transfer	(43,320)	(29,880)	0	0	(29,880)	0
Grant Income WFDC Stonework	(49,500)	0	0	0	0	
Grant Income HMRC	(1,930)	0	0	0	0	
Grant Income Architectural Heritage	(47,250)	0	0	0	0	
Grant Income LUF	(273,401)	(167,444)	0	0	(322,309)	
Refreshment Sales	(133)	(615)	0	0	(615)	
Wedding Ceremonies and Receptions	(13,250)	(9,427)	(8,000)	(8,000)	(9,477)	0
Rents	(11,061)	(23,685)	(7,000)	(7,000)	(23,810)	0
Hirers Ticket Income	(37,225)	(55,434)	0	0	(55,434)	
Delivery Fee	(154)	(153)	0	0	(153)	
Booking Fee	(1,692)	(2,282)	0	0	(2,282)	
Sound and Lighting Income	(433)	(2,770)	0	0	(2,770)	
Sales	0	(263)	0	0	(263)	
Bar Income	(24,743)	(28,225)	0	(18,480)	(28,225)	
Town Hall Event Income	(6,639)	(18,536)	0	0	(18,536)	
Registrar Rental Income	(8,000)	(6,000)	(4,000)	(4,000)	(6,000)	(3,000)
Duty Manager Recharge	(2,263)	(4,454)	0	0	(4,454)	
Miscellaneous Income	(1,068)	(5,949)	0	0	(5,949)	
Donation Income	0	(548)	0	0	(548)	
Third Party Hirers Insurance Income	(14)	(290)	0	0	(290)	
Release of Earmarked Reserve	(8,104)	0	0	0	0	
GROSS INCOME	(530,180)	(355,957)	(19,000)	(37,480)	(510,996)	(3,000)
TOTAL NET EXPENDITURE / (INCOME)	314,502	545,012	289,850	353,534	417,417	347,071

KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 17/03/23 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £	2024/25 Estimate £	2025/26 Estimate £
7. GRANT INCOME								
<u>EXPENDITURE</u>								
Cultural Recovery Fund Grant Expenditure (K007)	27,266	450	0	0	450			
Cultural Recovery Fund Grant 2 Expenditure (K008)	50,375	22,228	0	0	22,228			
Sustainability Expenditure (K009)	10,000	0	0	0	0			
Light Up Kidderminster Expenditure (K010)	26,007	8,338	0	0	8,338			
GROSS EXPENDITURE	113,647	31,016	0	0	31,016	0	0	0
<u>INCOME</u>								
Earmarked Reserve Release - Cultural Recovery Fund (K007)	(14,176)	(450)	0	0	(450)			
Earmarked Reserve Release - Cultural Recovery Fund 2 (K008)	0	(19,332)	0	0	(19,332)			
Grant Income Arts Council - Cultural Recovery Grant	(13,090)	0	0	0				
Grant Income Arts Council - Cultural Recovery Grant 2 KEF	(50,375)	0	0	0				
Grant Income - Sustainability	(10,000)	0	0	0				
Grant Income - Light Up Kidderminster (K010)	(26,007)	(9,993)	0	0	(9,993)			
GROSS INCOME	(113,647)	(29,775)	0	0	(29,775)	0	0	0
TOTAL NET EXPENDITURE / (INCOME)	0	1,241	0	0	1,241	0	0	0

**Kidderminster Town Council
Finance & Overview Committee**

29th March 2023

AS/2023

16th March 2023

REPORT TO FINANCE & OVERVIEW COMMITTEE

AGENDA ITEM 7 – TRANSFER OF S106 EARMARKED RESERVES

1. AIM

To consider a recommendation to transfer £53,000 from earmarked reserves to the revenue account (general reserve) to fund enhancements to both St George's and Broadwaters Parks.

2. BACKGROUND

Under S106 of the Town and Country Planning Act 1990, as amended, contributions can be sought from developers towards the costs of providing community and social infrastructure, the need for which has arisen as a result of a new development taking place. This funding is commonly known as 'Section 106'.

As part of the negotiations for the transfer of the 3 x parks, Kidderminster Town Council agreed with Wyre Forest District Council that all remaining S106 monies attached to the allocated parks be transferred as part of the agreement. This will further enable the development and much needed upgrades to be undertaken.

The total sum received was **£87,235** with the following money distributed as below.

- **Broadwaters Park**
 - Upton £18,950
 - Broadwaters £51,714
 - **TOTAL £70,664**

- **St George's Park**
 - Bellway £2,336
 - Castle Road £6,878
 - Kidderminster Market £7,357
 - **TOTAL £16,571**

To note S106 monies can only be spent on items relating to that which they were allocated, they cannot be used to fund other activities or services.

3. COMMENTS

I have identified several improvements to both parks and these are summarised in the attached spreadsheet.

The total cost currently is estimated to be:

- St George's Park £16,571
- Broadwaters Park £35,400

4. FINANCIALS

The proposed spends of £52,471, would reduce the level of S106 monies held in earmarked reserves as follows:

- St George's Park - Zero
- Baxter Gardens - £35,400

Should the Committee agree to the spend from S106 as described it will need to approve the transfer of £53,000 into the general reserve from the earmarked reserves and increase the budgets for the following cost centres/nominal ledgers (by the amount of the spends).

The cost centre the money will be attributed to will be K004 – Services.

5. RECOMMENDATION

It is recommended that the Town Council **RESOLVES:**

To approve the transfer of £53,000 S106 monies from earmarked reserves to the general reserve (and increase the appropriate park budgets to fund proposed parks related expenditure).

Adam Stockhall

Public Realm & Operations Manager

Enclosures:

1. Proposed expenditure report

Costed Section 106 Work Programme

Broadwaters

	Volume/Units	Spent	Cost Centre
Replace all Park Bins	20	£7,000	K004
Cleanse,treat and re-paint all parks furniture		£4,500	K004
Replace all old outdated park signage		£400	K004
Install concrete pads, remove old bins and fix new bins, repair damaged pavements and potholes		£7,000	K004
Remove reeds from Broadwater pool		£6,500	K004
Repair and replace wooden bridge		£10,000	K004

St Georges

	Volume/Units	Spent	Cost Centre
Install new footpaths to bandstand and repair damaged footpath and potholes		£5,500	K004
Install new footpaths to Muga play area		£3,000	K004
30 x Beech Tree Whips	30	£450	K004
Cleanse, treat and re-paint all park furniture		£5,000	K004
Upgrades to bandstand - Awaiting confirmation		£2,621	K004