

KIDDERMINSTER TOWN COUNCIL  
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20<sup>TH</sup> April 2023

The meeting of the **TOWN HALL COMMITTEE** will be held in the **STOURPORT-ON-SEVERN ROOM, WYRE FOREST HOUSE** on **THURSDAY 27<sup>th</sup> APRIL 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

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

## TOWN HALL COMMITTEE AGENDA – THURSDAY 27<sup>th</sup> APRIL 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

4.1. To approve the minutes of the meeting of the Town Hall Committee held on Thursday 2<sup>nd</sup> February 2023.  
(TH 02/22-23)

### 5. Town Hall Managers Report

To note the contents of a report that provides an update regarding Town Hall activity.  
(TC/63/22-23)

### 6. Town Hall Budget

To receive a summary budget report for the Town Hall as at 31<sup>st</sup> March 2023.  
(TC/64/22-23)

### 7. Terms of Reference

To consider draft Terms of Reference that can be recommended to Full Town Council for adoption.

(TC/65/22-23)

### 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 Town Hall Committee**  
**Held in the Stourport Room, Wyre Forest House**  
**on Thursday 2<sup>nd</sup> 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 27<sup>th</sup> 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 1<sup>st</sup> 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 23<sup>rd</sup> February 2023.

Meeting closed at 6:55pm

**KIDDERMINSTER TOWN COUNCIL  
TOWN HALL COMMITTEE MEETING**

**Thursday 27<sup>th</sup> April 2023**

MS/2023

17<sup>th</sup> April 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 6 - TOWN HALL MANAGER'S REPORT

AIM

1. To provide Councillors with an update regarding Town Hall activity.

BACKGROUND

2. The Town Hall closed to the public for events on Saturday 17<sup>th</sup> December 2022 because of the pending refurbishment of the building. Staff relocated to Wyre Forest House during December 2022.
3. At the Full Town Council meeting dated 23<sup>rd</sup> February 2023 Council approved the final specification relating to the Town Hall Refurbishment Project. We are awaiting the result of the tender process which is due in May 2023.

TOWN HALL UPDATE

Storage

4. All Town Council artefacts from the Town Hall have been photographed and an inventory compiled. These artefacts have been put into a temperature-controlled storage facility at Wyre Forest District Council's Rushock Store.
5. We are in the process of storing Town Hall equipment and furniture during the two-year refurbishment period and permanent storage for Town Council Public Realm equipment.
  - 5.1 An agreement, at no cost to the Town Council, has been put in place with Kidderminster College for the storage of Town Hall chairs. As part of this agreement, Kidderminster College will be using these chairs for exam purposes over the course of the two-year period.
  - 5.2 We have utilised spare capacity in the storage facility we currently rent from UK Storage at Easter Park, Kidderminster.
  - 5.3 Some items can remain in the Town Hall (e.g. The Court Room) which is not part of the redevelopment project.

5.4 A number of items and have been relocated to Wyre Forest House.

### Planning for Reopening

6. Town Hall Staff have begun the process of capturing relevant information and contacts in preparation for the reopening of the Town Hall.
7. Electronic folders have been set up on the Town Council computer system for strategic projects and spreadsheets to capturing findings.
8. We have begun to identify venues we are benchmarking and intend to make contact to arrange meetings shortly.
9. Companies offering Intelligent Point of Sale (IPOS) systems identified and contacted, awaiting responses to discuss systems in further detail.
10. Over the next 18/24 months, a commercial strategic approach is needed for a successful relaunch with the completion of the redevelopment project. This will include:
  - Bench marking visits and exercise.
  - Researching catering/bar models and trends.
  - Tickets and data collection systems.
  - Booking/programming systems.
  - Finance systems.
  - IT providers.
  - Website providers.
  - IPOS systems (intelligent point of sale system).
  - Procuring building service provider contracts.
  - Business Plan.
  - Marketing Plan.
  - Recruitment.
  - Developing relationships with promoters.
  - Programming.

### Design and Redevelopment

11. The Town Hall redevelopment is currently at Design Stage 4. We continue to regularly be on site to allow design team contractors access to the building and those tendering for aspects of the Town Hall refurbishment contract.

### Coronation Bunting

12. Coronation bunting has been sourced and purchased to decorate the front of the Town Hall. A MEWP has been ordered and will be delivered on Thursday 27<sup>th</sup> April, installation of bunting is due to take place on this date. Bunting will remain in place until the redevelopment works commence and will be removed once the scaffolding is erected to save on costs associated with rehiring a MEWP.

### Insurance

13. Town Council Insurance was renewed on 1 April 2023. We are in the final year of a 3-year contract with Zurich Insurance. Additional services have been added to the

insurance to include Broadwaters, St George's and Baxter Gardens parks and their assets. The cost of the insurance is £26,729.15 which is higher than the budget estimate of £24,000 (FY 2022/23 cost was £23,877.38).

14. Much of the increase in the insurance are as a result of general inflationary pressures. Small savings have been made in respect of the storage of artefacts which are covered under the Wyre Forest District Council's tenancy agreement for the hire of the Rushock Store unit. Once a date has been established for the handover of the Town Hall to the Contractors, we will inform Zurich of this change and they will update and amend the insurance policy accordingly, and we are hopeful of negotiating some further small reduction in insurance costs, which might bring the cost down close to, or below budget.

#### Non-Domestic Business Rates

15. Wyre Forest District Council have confirmed that effective from the 18<sup>th</sup> December 2022, when the premises became vacant, the charges for business rates have been put into an exemption. As the building is listed, empty property rates will not apply and the exemption will continue until the Town Council re-occupies in the future.
16. A credit of £9,295.70 for the period of 18<sup>th</sup> December 2022 to 31<sup>st</sup> March 2023 will be processed during April and returned to the Town Council.

#### Christmas Lights Installation

17. Contact has been made with Gala Lights and they have been notified that the Town Hall building will not require decoration this year. There is a possibility that alternative areas within the Town Centre may be decorated as a result of this.
18. Town Hall officers will need to work with the Switch On Event Working Group to coordinate the associated event.

#### SUMMARY

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

#### RECOMMENDATION

21. There are no recommendations.

Matt Smith  
Town Hall Manager

KIDDERMINSTER TOWN COUNCIL	2021/22	2022/23	2022/23	2022/23	2022/23	2023/24
	Actual	Actual to	Original	Revised	Predicted	
	£	31/03/23	Budget	Budget	Outturn as	Estimate
		£	£	£	at	£
					31.03.2023	
					£	
<b>6. TOWN HALL</b>						
<u>EXPENDITURE</u>						
<b>EMPLOYEE COSTS</b>						
Salary Costs	120,355	127,121	104,960	104,960	127,121	112,334
National Insurance	9,107	10,688	9,420	9,420	10,668	11,234
Pension Costs	16,155	17,634	17,600	17,600	17,634	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
<b>RUNNING COSTS</b>						
Mobile Phone Charges	527	787	530	530	787	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	569	380	380	569	0
General Office Expenses	1,336	400	630	630	400	500
Bank Charges	986	1,105	500	500	1,105	750
Public Performance and Wedding Licence	1,242	461	300	2,000	461	0
Arts Council Expenditure	8,104	250	0	0	250	0
<b>OVERHEADS</b>						
Repairs and Maintenance of Buildings	95,946	16,158	5,000	10,000	16,158	2,000
Maintenance of Town Hall Organ	969	1,272	0	858	1,272	0
Lift Maintenance	0	875	1,000	1,000	875	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	462,615	0	0	462,615	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
<b>EVENTS AND MARKETING</b>						
Marketing and Design	7,573	9,850	3,000	7,000	9,850	500
Wedding Ceremonies and Receptions Expenditure	0	0	100	100	0	0
Town Hall Event Expenditure	8,697	29,367	0	0	29,637	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



Town Hall Summary Budget  
as at 31 Mar 2023

TC/64/22-23

KIDDERMINSTER TOWN COUNCIL	2021/22	2022/23	2022/23	2022/23	2022/23	2023/24
	Actual	Actual to	Original	Revised	Predicted	Estimate
	£	31/03/23	Budget	Budget	Outturn as	£
		£	£	£	at	
					31.03.2023	
					£	
Donation Expenditure	0	535	0	0	535	0
Christmas Events	2,050	2,324	0	4,000	2,324	
Sound and Lighting	0	867	0	700	867	
<b>GROSS EXPENDITURE</b>	<b>844,682</b>	<b>953,354</b>	<b>308,850</b>	<b>391,014</b>	<b>969,164</b>	<b>350,071</b>

KIDDERMINSTER TOWN COUNCIL	2021/22	2022/23	2022/23	2022/23	2022/23	2023/24
	Actual	Actual to	Original	Revised	Predicted	Estimate
	£	31/03/23	Budget	Budget	Outturn as	£
		£	£	£	at	
					31.03.2023	
					£	
<b>INCOME</b>						
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)	(322,309)	0	0	(322,309)	
Refreshment Sales	(133)	(615)	0	0	(615)	
Wedding Ceremonies and Receptions	(13,250)	(9,427)	(8,000)	(8,000)	(9,427)	0
Rents	(11,061)	(23,685)	(7,000)	(7,000)	(23,685)	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	
<b>GROSS INCOME</b>	<b>(530,180)</b>	<b>(510,821)</b>	<b>(19,000)</b>	<b>(37,480)</b>	<b>(510,820)</b>	<b>(3,000)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>314,502</b>	<b>442,533</b>	<b>289,850</b>	<b>353,534</b>	<b>458,344</b>	<b>347,071</b>

## Kidderminster Town Council Town Hall Committee Terms of Reference

Purpose: To oversee the Operation and Maintenance of the Town Hall Buildings

- Maximum 5 Members – Quorum: 3 Members
- Where the Mayor or Deputy Mayor choose not to be a member of the committee, they are non-voting ex-officio members.
- The committee may delegate any or all its functions to an officer of the Town Council.

Function of Committee	Delegation of Functions
<b>General</b>	
To oversee the facilities management of the entire Town Hall (currently 2 buildings).	Committee for strategic overview. CEO and Service Managers for operational management.
To oversee the operation of events /activities in the Town Hall	Committee for strategic overview. CEO and Service Managers for operational management.
To consider and make recommendations to the Council as to policies and initiatives which will contribute to/promote, the Council's strategic objectives. These to include provision, repair, maintenance, development and improvement of The Town Hall.	Committee.
To set and monitor policies in relation to the events management of Town Hall.	Committee.
<b>Finances</b>	
To issue orders for work, goods and services	Committee. CEO and Service Managers in accordance with Financial Regulations.
To approve contracts / tenders relating to Town Hall Committee existing functions that exceed officer delegated authorities.	Committee
To inform the budget planning process.	Committee.
To oversee the budget spends related to the Town Hall as agreed by Council.	Committee.
To vire funds between Council approved Town Hall Committee Cost Centres	Committee.
<b>Other:</b>	
Town Hall Refurbishment Project – To monitor progress of the physical redevelopment of the Town Hall being undertaken through Levelling Up Funding.	Committee.
National Lottery Heritage Fund – To monitor delivery of grant funding expenditure and compliance with NLHF terms and conditions.	Committee.

**Approved: Town Council Minute ?????? dated ??????**

**Recommended: Town Hall Committee Minute ???/22-23 dated 29 Apr 23**