

KIDDERMINSTER TOWN COUNCIL
Minutes of the meeting of Kidderminster Town Council
Wednesday 21st June at 6:00pm
Wyre Forest House, Council Chamber

Present:

- Councillor Chambers (Chair)
- Councillor Aston
- Councillor Bishop
- Councillor Connolly
- Councillor K. Gale
- Councillor N. Gale
- Councillor Hine
- Councillor Hopkins
- Councillor Miah
- Councillor Muir
- Councillor Oborski (MBE)
- Councillor Ross
- Councillor Smith
- Councillor Stokes

In Attendance:
Mr L. Jakeman, Chief Executive

C.004 **APOLOGIES FOR ABSENCE**

- Councillor Dyke
- Councillor Phillips
- Councillor Rayner
- Councillor Rook

C.005 **DECLARATIONS OF INTEREST**

Nil

C.006 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

C.007 **PREVIOUS MINUTES**

- 1) **RESOLVED:** Members approved the minutes of the meetings of Kidderminster Town Council held on Wednesday 12th April 2023 and Tuesday 16th May 2023.
- 2) **RESOLVED:** That when noting committee minutes, the Chairs of those committees can provide a summary of the minutes and be available to answer questions from members.

C.008 **PLANNING COMMITTEE**

Members noted receipt of the minutes of the Planning Committee meetings held on Tuesday 25th April 2023 and Wednesday 30th May 2023.

C.009 **TOWN HALL COMMITTEE**

Members noted receipt of the minutes of the Town Hall Committee meeting held on Thursday 27th April 2023.

C.010 **SERVICES COMMITTEE**

Members noted receipt of the minutes of the Services Committee meeting held on Wednesday 10th May 2023.

C.011 **TERMS OF REFERENCE**

RESOLVED: (subject to some minor amendments generally relating to particular items being referred back to Town Council where they relate to strategy and overall policy) Members approved the terms of reference for the following standing committees:

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

APPOINTMENT OF MEMBERS TO COMMITTEES

RESOLVED: Members confirmed the membership of the following standing committees:

PLANNING:

- Councillor K. Gale (Chair)
- Councillor Connolly (Vice Chair)
- Councillor Stokes
- Councillor Muir
- Councillor Miah
- Councillor Hine

FINANCE & OVERVIEW:

- Councillor Smith (Chair)
- Councillor Chambers (Vice Chair)
- Councillor Ross
- Councillor Dyke
- Councillor Oborski

STAFFING:

- Councillor Smith (Chair)
- Councillor Bishop (Vice Chair)
- Councillor Hopkins
- Councillor Rook
- Councillor Dyke

SERVICES:

- Councillor Bishop (Chair)
- Councillor Connolly (Vice Chair)
- Councillor Smith
- Councillor Miah
- Councillor Rayner

TOWN HALL:

- Councillor Ross (Chair)
- Councillor Stokes (Vice Chair)
- Councillor Hopkins
- Councillor Dyke
- Councillor Oborski

EVENTS:

- Councillor N. Gale (Chair)
- Councillor Bishop (Vice Chair)
- Councillor Muir
- Councillor Hopkins
- Councillor Miah
- Councillor Rayner
- Councillor Hine

C.013 **SCHEDULE OF MEETINGS**

RESOLVED: Members approved the schedule of meetings for the municipal year 2023/24 subject to reconsideration of the meetings scheduled for Tuesday 19th December 2023 and Wednesday 21st February 2024.

C.014 **DELEGATED AUTHORITY**

RESOLVED: Members agreed to a revised scheme of delegation which permits authority of spend for officers within their current budget areas.

C.015 **END OF YEAR ACCOUNTS 2022/23**

RESOLVED: To approve the end of year accounts circulated with the agenda.

C.016 **ANNUAL INTERNAL AUDIT REPORT**

Members received and noted the Annual Internal Audit Report circulated with the agenda.

(CEO Note: Cllrs Connolly, K Gale, N Gale and Ross departed the meeting)

C.017 **ANNUAL GOVERNANCE STATEMENT**

RESOLVED: Members approved the Annual Governance Statement, section 1 of the Annual governance and Accountability Return 2022/23 Form 3.

C.018 **ACCOUNTING STATEMENT**

RESOLVED: Members approved the Accounting Statements 2022/23, section 2 of the Annual governance and Accountability Return 2022/23 Form 3.

C.019 **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.020 **TOWN HALL TRANSFORMATION PROJECT**

Members received a brief from the CEO regarding contract arrangements for the Town Hall transformation project.