

KIDDERMINSTER TOWN COUNCIL
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14th June 2023

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **WEDNESDAY 21st JUNE 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 Officer

Membership: Councillors D. Chambers (Mayor), J. Aston, R. Bishop, G. Connolly, H. Dyke, K. Gale, 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 – WEDNESDAY 21st JUNE 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:

4.1.1 The minutes of the meeting of Kidderminster Town Council held on Wednesday 12th April 2023.

4.1.2 The minutes of the meeting of Kidderminster Town Council held on Tuesday 16th May 2023.

4.2 To note:

4.2.1 The minutes of the Planning Committee held on Tuesday 25th April 2023

4.2.2 The minutes of the Town Hall Committee held on Thursday 27th April 2023

4.2.3 The minutes of the Services Committee held on Wednesday 10th May 2023

4.2.4 The minutes of the Planning Committee held on Wednesday 30th May 2023

Annual Reviews

5. Terms of Reference

To consider a recommendation to approve the enclosed terms of reference for the following standing committees:

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

TC Report 01/23-24

6. Appointment of Members to Committees

To confirm the membership of the following standing committees:

- Planning Committee (6 members)
- Finance & Overview Committee (5 members)
- Staffing Committee (5 members)
- Services Committee (5 members)
- Town Hall Committee (5 members)
- Events Committee (5/7 members)

Committee and Current Membership	Nominations
<p>PLANNING</p> <ul style="list-style-type: none"> • E.Stokes (Chair) • G.Connolly (Vice Chair) • D. Chambers • D.Hine • S.Miah • T.Muir 	<ul style="list-style-type: none"> • <i>Kevin Gale (Chair)</i> • <i>George Connolly (Vice Chair)</i> • <i>Ed Stokes</i> • <i>Tony Muir</i> • <i>TBC</i> • <i>TBC</i>
<p>FINANCE & OVERVIEW</p> <ul style="list-style-type: none"> • D.Ross (Chair) • J.Smith (Vice Chair) • J.Aston • D.Chambers • F.Oborski 	<ul style="list-style-type: none"> • <i>Juliet Smith chair</i> • <i>Darren Chambers Vice chair</i> • <i>David Ross</i> • <i>TBC</i> • <i>TBC</i>
<p>STAFFING</p> <ul style="list-style-type: none"> • J.Smith (Chair) • H.Dyke (Vice Chair) • R.Bishop • B.Hopkins • S.Rook 	<ul style="list-style-type: none"> • <i>Juliet Smith chair</i> • <i>Rose Bishop</i> • <i>Bill Hopkins</i> • <i>TBC</i> • <i>TBC</i>
<p>SERVICES</p> <ul style="list-style-type: none"> • R.Bishop • G.Connolly • S.Miah • M.Rayner • J.Smith 	<ul style="list-style-type: none"> • <i>Rose Bishop Chair</i> • <i>George Connolly vice chair</i> • <i>Juliet Smith</i> • <i>TBC</i> • <i>TBC</i>
<p>TOWN HALL</p> <ul style="list-style-type: none"> • D.Ross (Chair) • E.Stokes (Vice Chair) • H.Dyke • B.Hopkins • F.Oborski 	<ul style="list-style-type: none"> • <i>David Ross (Chair)</i> • <i>Ed Stokes (Vice Chair)</i> • <i>Bill Hopkins</i> • <i>TBC</i> • <i>TBC</i>
<p>EVENTS</p> <ul style="list-style-type: none"> • N.Gale (Chair) • R.Bishop (Vice Chair) • G.Connolly • D.Hine • B.Hopkins • S.Miah • M.Rayner 	<ul style="list-style-type: none"> • <i>Nicky Gale (Chair)</i> • <i>Rose Bishop (Vice Chair)</i> • <i>Tony Muir</i> • <i>Bill Hopkins</i> • <i>TBC</i> • <i>TBC</i> • <i>TBC</i>

7. Schedule of Meetings

To approve a schedule of meetings for the municipal year 2023/24

TC Report 02/23-24

8. Delegated Authority

To agree to a revised scheme of delegation which permits authority of spend for officers within their current budget areas.

TC Report 03/23-24

9. End of Year Accounts 2022/23

9.1. To approve the end of year accounts

TC Report 04/23-24

9.2. Annual Governance and Accountability Report 2022/23

9.2.1. To receive and note the Annual Internal Audit Report

TC Report 05/23-24

9.2.2. To consider and approve the following:

9.2.2.1. Annual Governance Statement (Section 1, Page 4 of 6)

9.2.2.2. Accounting Statements 2022/23 (Section 2, page 5 of 6)

TC Report 06/23-24

10. 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.

11. Contracts - Town Hall Refurbishment