

KIDDERMINSTER TOWN COUNCIL  
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5<sup>th</sup> July 2023

The meeting of the **SERVICES COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **WEDNESDAY 12<sup>th</sup> JULY 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

A handwritten signature in blue ink that reads "Lee Jakeman".

Lee Jakeman  
Chief Executive

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Membership: Councillors: R Bishop (Chair), G. Connolly (Vice-Chair), S Miah M. Rayner and J Smith.

## SERVICES COMMITTEE AGENDA – WEDNESDAY 12<sup>TH</sup> JULY 2023

### 1. Apologies

### 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 approve the minutes of the meeting of Services Committee held on Wednesday 10<sup>th</sup> May 2023.  
KTC/S04/22-23

### 5. Budget Summary

To receive a summary budget report in respect of Services as at 30<sup>th</sup> June 2023.  
TC/08/23-24

### 6. Operational Report

To receive a report of recent service activities and ongoing items and consider any recommendations.  
TC/09/23-24

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the Services Committee meeting of Kidderminster Town Council**  
**held in the Stourport Room at Wyre Forest House**  
**on**  
**Wednesday 10<sup>th</sup> May 2023**  
**at 6:00pm**

Present:

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

In Attendance:

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

S031/22-23 **APOLOGIES**

Cllr G. Connolly

S032/22-23 **DECLARATIONS OF INTEREST**

Nil.

S033/22-23 **PUBLIC QUESTION TIME**

Nil.

S034/22-23 **MINUTES**

**RESOLVED:** That the minutes of the Services Committee meeting held on Wednesday 8<sup>th</sup> February 2023 were correct and duly signed by the Chair.

S035/22-23 **WATER FEATURE OPERATION DATES**

Members considered the suggested dates for the operation of the Water Feature.

**RESOLVED:**

a) To approve the following scheduled dates for the operation of the Water Feature:

- 18 June 23 – Father’s Day
- 4 July 23 – Anniversary of the lifting of lockdown restrictions
- 8 September 23 – Death of Queen Elizabeth
- 12 November 23 – Remembrance Sunday

- 27 Jan 24 Holocaust Memorial Day
- 19 March 24 – Mothering Sunday
- 6 May 24 –Coronation Day

**And**

b) To delegate to officers to operate on other notable dates, subject to consultation with the Chair of the Services Committee.

S036/22-23 **LENGTHSMAN SCHEME AND COMMERCIAL WORKS**

Members noted a briefing report from the Public Realm and Operations Manager.

S037/22-23 **MOBILE APPLICATION FOR INSPECTION OF PLAY EQUIPMENT**

Members considered a report from the Public Realm and Operations Manager.

**RESOLVED:**

a) To approve the implementation of an electronic Health and Safety system for public realm assets.

**And**

b) To delegate to the Town Council's Operations Manager the responsibility to award a contract to The Play Inspection Company to provide a comprehensive service, that will support and provide the necessary software to ensure KTC is in line with safety standards and industry best practice.

Meeting ended: 6:30

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Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
		<b>4. SERVICES</b>			
		<u>EXPENDITURE</u>			
		EMPLOYEE COSTS			
K004	11010	Salary Costs	47,573	11,893	47,573
K004	11020	National Insurance	4,757	1,301	5,204
K004	11030	Pension Costs	1,427	351	1,404
		RUNNING COSTS			
K004	21410	Parks - Grounds Maintenance Contractor Charges	35,000	-611	35,000
K004	21010	Repairs and Maintenance	58,500	2,668	58,500
K004	21012	Town Council Parks	88,000	15,014	70,000
K004	41010	Equipment Purchase and Repair	13,200	5,067	13,200
K004	41020	Parks - Furniture Purchase and Repair	1,000	209	1,000
K004	21430	St Mary's Churchyard Contractor Charges	13,310	3,328	13,310
K004	21030	Statues and Memorials	1,500		1,500
K004	42040	Maintenance of Street Furniture - cleaning and replacement	5,200	877	5,200
K004	21031	Clock Tower (Oxford Street & Horsefair) Servicing and Maintenance	600	296	600
K004	22030	Clock Tower (Oxford Street) Electricity (Clock Tower Oxford Street, Horsefair)	1,800		1,800
K004	21032	War Memorials Maintenance	1,000	129	1,000
K004	21034	St Georges Paddling Pool - Pool Servicing	10,000		10,000
K004	27041	Market Street Public Conveniences Contractor Charges	19,500	4,950	19,500
K004	21011	Market Street Public Conveniences Repairs and Maintenance	1,600		1,600
K004	22031	Market Street Public Conveniences Electricity	3,300	221	3,300
K004	25010	Market Street Public Conveniences Water and Sewage Rates	1,400	304	1,400
K004	21411	Lengthsman	4,500	375	4,500
K004	41100	Direct Materials	2,000	587	2,000
K004	31010	Plant and Vehicle Hire	6,000		6,000
K004	31090	Fuel Costs	1,200	18	1,200
K004	23700	Equipment External Storage Unit	4,000		4,000
K004	42041	Grit Bins	1,000		1,000
K004	21421	Town Centre Hanging Flowers and Planting Contractor Charges	13,000	3,243	13,000
K004	49130	Christmas Lights	23,000		23,000
K004	44020	Legal Fees	3,000		3,000
K004	49015	Training	1,000	50	1,000
		<b>GROSS EXPENDITURE</b>	<b>367,367</b>	<b>50,271</b>	<b>349,791</b>
		<u>INCOME</u>			
K004	84410	Lengthsman Income	(4,000)	(240)	(4,000)
K004	84000	Changes to services - WFDC Tapered Funding over 3 years	(85,000)		(28,000)
K004	85090	Earmarked Reserve (S106 Income)	(53,000)		(53,000)
K004	87100	Rents	(9,000)	(10,000)	(11,000)
		<b>GROSS INCOME</b>	<b>(151,000)</b>	<b>(10,240)</b>	<b>(96,000)</b>
		<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>216,367</b>	<b>40,031</b>	<b>253,791</b>

**General Services Report.  
To Services Committee  
Wednesday 12<sup>th</sup> July 2023**

**AIM**

To receive a general overview of activity in relation to services and retrospectively approve the awarding of a contract to resurface the car park on Baxter Gardens Park.

➤ **Parks General**

Parks furniture currently in the process of being deep cleaned and re-painted, work is well underway.

New Park bins installed, all replaced on Broadwaters, partially replaced St Georges and Baxter.

Play area Baxter, renewed play bark to surface.

Introducing new electronic safety app for health and safety inspections, this will be utilised for play, park, and public realm inspections. Training to commence July 13<sup>th</sup>. Implement week commencing 7<sup>th</sup> August.

New signage installed in all 3 x parks.

Re-surfacing Baxter carpark – 10 & 11<sup>th</sup> July. Trinity Surfacing awarded contract through competitive tendering. Total of 13 competitive tenders £21,369

Dog enclosure Baxter – new bins installed, repairs to surface and re-seeded.

Tree survey completed, highlighting needs to undertake works on several trees, with a high/med risk, to be completed end of nesting season, August onwards.

New paths installed at St Georges to link bandstand and play area, minor repairs to surface carried out.

Flood lights repaired at St Georges.

Broadwaters car park drains jetted, to prevent flooding.

Litter picks and bin emptying to be increased during summer holidays.

MGB contractors, 6 months into a 12-month short term grounds maintenance agreement, currently works are being completed to a high standard, formal tendering process will go live towards the end of the summer to formalise longer term agreement.

Vandalism/anti-social behaviour is prominent at both Baxter and St Georges, number of trees damaged which require removing, large gatherings of youths at Baxter pavilion, causing upset for residents, police have been notified and we are working to find a solution.

Events, Family Day Broadwaters 24 June, St Georges Dine and Devour 2-day event 8 & 9 July and Harriers football community days, continuous Mondays during Summer holidays, both successful events.

Paddling Pool, to remain closed 2023 as agreed at Full Council, Town Council Website will have details of closure in coming days.

➤ **Public Realm**

Street furniture cleansed annually, next clean due September.

Directional fingerpost in Comberton Subway has been updated and painted.

Further painting to continue on the remaining finger posts.

Waterfall - Top pool repaired, tested and operational, Operational dates can be found on the Town Council website under services, this will be available to view on KTC website.

Hanging baskets installed 14<sup>th</sup> June, to note no displays at the Town Hall this year due to the development.

Operational SLA – WFDC ends March 2024, discussing extensions and prices, currently this covers St Marys Churchyard grounds maintenance, Market Street toilets cleaning, relevant H&S checks and replacement of fixtures and fittings, floral displays, Allotment tree inspections and maintenance of street furniture to include H&S inspections, bus shelters, boundary signs and monuments.

Outdoor Market - 2-year contract, no current issues to date.

Lengthsman Scheme has been renewed for this financial year, please submit work requests through the agreed process.

Market Street toilets – Extensive vandalism to both male and female, resulting both in closing, seeking estimates for repairs, disabled remains open, only accessible via radar key.

➤ **Kidderminster Town Council Website**

Parks and Public Realm has a designated services page which is now near completion, this can be found under the services tab on the homepage.

➤ **Other Business**

Waterfall – To consider a request for additional dates requested by KTC councillors.

Additional Support – Request for an additional member of staff (Public Realm and Operational services support) has been submitted to the staffing committee.  
I am looking to get the support from the services committee for this request.

Paddling Pool – Consider next steps.

**Recommendation**

That the Services Committee retrospectively approval of the awarding of a contract to resurface the car park on Baxter gardens park to Trinity Surfacing Limited at a cost of £21,369