

KIDDERMINSTER TOWN COUNCIL
Wyre Forest House
Finepoint Way
Kidderminster
DY11 7WF



office@kidderminstertowncouncil.gov.uk
www.kidderminstertowncouncil.gov.uk
01562 732680

19th July 2023

The meeting of the **FINANCE AND OVERVIEW COMMITTEE** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **WEDNESDAY 26th July 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

Membership: Councillors: J.Smith (Chair); D.Chambers (Vice Chairman); H.Dyke;
F.Oborski MBE and D.Ross

FINANCE & OVERVIEW COMMITTEE AGENDA – WEDNESDAY 26th July 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 29th March 2023.

5. Accounts Paid

To receive a report detailing income and expenditure from 1st April 2023 to 30th June 2023 and consider a recommendation to:

Approve payments totalling £271,565.99 From 1st April 2023 to 30th June 2023.

(TC/11/23-24)

6. Budget Review

To receive and consider a summary budget report, as at 30th June 2023.

(TC/12/23-24)

7. Internal Audit

7.1 To consider the Annual Internal Audit Report and recommendations. Previously circulated at the Town Council meeting on 21st June 2023.

(TC 05 23-24)

7.2 To review the effectiveness of the Internal Auditor.

And

7.3 To confirm the appointment of the Town Council's internal auditor for 2023/24.

(TC13 23-24)

8. Risk Management

To consider approving the draft Risk Management Schedule.

(TC14 23-24)

9. 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.

10. Contracts

KIDDERMINSTER TOWN COUNCIL
Minutes of the meeting of the Finance and Overview Committee
held in the Council Chamber, Kidderminster Town Hall
on Wednesday 29th March 2023 at 6:00pm

Present:

Councillors:

D Ross - Chair

D Chambers

K Gale

M Rayner

F Oborski MBE

In Attendance:

Mr L Jakeman, Chief Executive

Mrs D Evans, Finance Officer

F013/22-23 **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Aston and Smith.

F014/22-23 **DECLARATIONS OF INTEREST**

Nil.

F015/22-23 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

F016/22-23 **MINUTES**

RESOLVED:

To approve the minutes of the Finance and Overview meeting held on Tuesday 6th December 2023, which were duly signed by the Chair.

F017/22-23 **INCOME AND EXPENDITURE REPORT**

Members received a report detailing income and expenditure from 1st December 2022 to 17th March 2023

RESOLVED:

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

F018/22-23 **BUDGET REVIEW REPORT**

Members received and considered a summary budget report, as at 17th March 2023.

F019/22-23 **EARMARKED RESERVES**

Members received a report and **RESOLVED:**

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).

F020/22-23 **PUBLIC BODIES**

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)*

F021/22-23 **CONTRACTS – BAXTER GARDENS RESURFACING**

RESOLVED:

That KTC undertake a competitive tendering exercise for the resurfacing of Baxter Gardens car park and to award contract to the successful contractor/s through the scoring matrix specified in the tender documents.

F022/22-23 **CONTRACTS – MAYORAL CAR**

Members considered the provision of a dedicated vehicle for the Mayor.

RESOLVED:

That the Finance and Overview Committee approve the discontinuation of a dedicated Mayoral Car based on the provision that the Mayor would continue to be provided with an appropriate vehicle as when required, and subject to a formal review (by the Staffing Committee) of the Mayor's Officer post to ensure that the Mayor is provided with the appropriate support when undertaking civic duties.

-----End-----

Meeting closed 7:50pm

KIDDERMINSTER TOWN COUNCIL
Finance & Overview Committee Meeting
26th July 2023

AIM: To receive the income and report (1 Apr- 30 Jun) and approve payments of £271,565.99.

Finance Report – Income and Expenditure

1. Accounts Paid 1st April to 30th June 2023

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT</u>
<u>COUNCIL</u>			
28/04/2023	Anthony Collins Solicitors LLP	KTH-REF DSA/051062.0001 FEES	450.00
			450.00
<u>FINANCE</u>			
03/04/2023	Barclays	Barclays Bank 03/04/2023 Bank Charges	8.50
03/04/2023	Worcestershire CALC	KTC-1 CALC FEE CAPPED 1306 ELECTORATE & 1 NALC AFFILIATION FEE CAPPED	860.39
03/04/2023	Worcestershire CALC	KTC-1 CALC FEE CAPPED 1306 ELECTORATE & 1 NALC AFFILIATION FEE CAPPED	1,978.00
06/04/2023	Nettl	Nettl 06/04/2023 Concierge 01/04/2023	219.00
13/04/2023	O2	O2 13/04/2023 Town Clerk Mobile Phone	16.42
13/04/2023	O2	O2 13/04/2023 Town Clerk Mobile Phone	19.82
24/04/2023	Spitfire	Spitfire 24/04/2023 Service Charges	6.05
27/04/2023	Nettl	Nettl 27/04/2023 SSL Certificate	29.00
30/04/2023	Lyreco UK Ltd	KTC-VARIOUS STATIONARY ITEMS & DELIVERY CHARGE	58.68
04/05/2023	ICO	ICO Annual Membership	35.00
05/05/2023	Nettl	Nettl 05/05/2023 01/05/2023 Concierge	219.00
09/05/2023	Barclays	Barclays 09/05/2023 Bank Charges	8.50
12/05/2023	O2	O2 12/05/2023 Mobile Phone Charges	21.52
12/05/2023	O2	O2 12/05/2023 Town Clerk Mobile Phone Charges	16.34
24/05/2023	Spitfire	Spitfire 24/05/2023 Service Charges	6.05
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	1,482.50
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	5,520.00

24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	2,382.50
31/05/2023	Lyreco UK Ltd	KTC-VARIOUS STATIONARY	174.47
06/06/2023	Barclays	Barclays 06/06/2023 Bank Charges	10.06
06/06/2023	Nettl	Nettl 06/06/2023 Concierge	219.00
12/06/2023	Royal Mail	Royal Mail 12/06/2023 Mail Redirection	704.00
12/06/2023	O2	O2 12/06/2023 Town Clerk Mobile Phone	21.52
23/06/2023	Kidderminster & District Youth Trust	Kidderminster & District Youth Trust 23/06/23 Ward Grant- Cllr Bishop	100.00
23/06/2023	WCC Offmore Primary School	WCC Offmore Primary School 23/06/2023 Ward Grant- Cllr Bishop	250.00
23/06/2023	Kidderminster Food Bank	Kidderminster Food Bank 23/06/2023 Ward Grant - Cllr Phillips	200.00
23/06/2023	Greatfield Small Animal Rescue	Greatfield Small Animal Rescue 23/06/23 Ward Grant-Cllr Phillips	150.00
23/06/2023	Holy Innocents District Church	Holy Innocents District Church Council 23/06/2023 Ward Grant- Cllr Phillips	150.00
26/06/2023	Spitfire	Spitfire 26/06/2023 Service Charges Inv SBS1115692	6.05
			<u>14,872.37</u>

STAFFING & CIVIC

03/04/2023	WFDC	WFDC 03/04/2023 Inv 80085924 Rent of WFH Offices 25/12/2022-24/03/2023	4,875.00
03/04/2023	Fletchers Associates	Fletcher Associates 03/04/2023 Inv BSS1477 April fee for the Personnel & Employment Law Scheme	210.00
11/04/2023	The Right Fuel Card	The Right Fuelcard 11/04/2023 - Mayoral car fuel	1.50
13/04/2023	Ryanair	Flights to Husum	1,353.21
14/04/2023	St George's Church	KTC-MAYORAL MAKING CEREMONY-HIRE OF CHURCH FOR 3 SESSIONS- USE OF MICROPHONE, UPLIGHTERS, TEA/COFFEE FACILITIES, GLASSES	578.00
25/04/2023	Worcestershire CALC	KTH-2X CANDIDATES FOR VAT TRAINING COURSE	60.00
28/04/2023	GT Access Ltd	MAYOR & CIVIC EXPEN-KTC HIRE OF CHERRY PICKER	673.20

02/05/2023	Fletchers Associates	Fletcher Associates 02/05/2023 Monthly Fee April	210.00
04/05/2023	Ryanair	Ryanair 04/05/2023 Flights from Stansted to Billund	116.87
05/05/2023	The Right Fuel Card	The Right Fuelcard 05/05/2023 Mayoral Car Fuel	2.50
12/05/2023	The Right Fuel Card	The Right Fuel Card 12/05/2023 - Mayoral car fuel	60.96
16/05/2023	St George's Church	KTC-MAYOR MAKING CEREMONY-CHARGE FOR FLOWERS	60.00
17/05/2023	Siobhan's Kitchen	KTH-MAYORS MAKING BUFFET	600.00
22/05/2023	Miriam Cunliffe	KTC-MAYOR MAKING CEREMONY @ ST. GEORGE'S CHURCH	100.00
25/05/2023	Bouden Travel	Bouden Travel 25/05/2023 Coach Travel 1st & 5th June	900.00
25/05/2023	Enterprise	Enterprise 25/05/2023 Invoice 404006261471	1,627.77
26/05/2023	WFDC	WFDC 26/05/23 - April Salaries	11,892.54
31/05/2023	WFDC	ROOM HIRE AT WFH - STOURPORT & BEWDLEY ROOM - TWINNING MEETING - 06/09/2023 - 6-8PM	49.92
31/05/2023	WFDC	ROOM HIRE AT WFH - STOURPORT & BEWDLEY ROOM - TWINNING MEETING - 21/11/2023 - 6-8PM	49.92
01/06/2023	Fletchers Associates	Fletchers Associates 01/06/2023 Monthly fee May	210.00
02/06/2023	The Right Fuel Card	The Right Fuelcard 02/06/2023 Mayoral Car Fuel	27.35
09/06/2023	The Right Fuel Card	Right Fuel Card 09/06/2023 Invoice 5124683	2.50
13/06/2023	Kidderminster Ticket Office	Kidderminster Ticket Office 13/06/2023 Return Train Ticket Kidderminster to Birmingham	11.30
15/06/2023	WFDC	WFDC 15/06/2023 - May Salaries	12,254.98
27/06/2023	Enterprise	Enterprise 27/06/2023 Mayor Vehicle Hire	1,614.54
30/06/2023	WFDC	WFDC 30/06/2023 June Salaries	10196.72
			<u>47,738.78</u>

SERVICES

12/04/2023	Thomas Woodhouse	LENGTHSMAN-WORKS CARRIED OUT @ BORRINGTON RD, BROOMFIELD RD, CRESSWOOD AVE, PINERIDGE DRIVE, CHAFFINCH DRIVE, WASTE DISPOSAL	375.24
13/04/2023	Signtech (Midlands) Ltd	BAXTER PARK- 4X PUBLIC NOTICES	36.00
17/04/2023	Worcestershire CALC	KTC-1X CiLCA TRAINING UNIT 5	50.00
21/04/2023	Eon	Eon 21/04/2023 Horsefair Clock Electricity 01/03/2023- 31/03/2023	54.33
23/04/2023	Alfabet Corporatewear Ltd	HI VIZ X6, TSHIRTS X2, JACKET X1, BODYWARMER (KTC)	175.65
24/04/2023	Npower	Npower 24/04/23 Electricity Market Street Public Conveniences 01/03/23-31/03/23	183.54
25/04/2023	The Helping Hand Company Ltd	KTC- 11X GEL HANDLE LITTERPICKERS & EXPRESS CARRIAGE	133.26
26/04/2023	Waterplus	Waterplus 26/04/2023 Services at New Public Toilet block, Market St 10/03/2023- 10/04/2023	126.30
28/04/2023	M & BG Ltd	KIDDERMINSTER TOWN COUNCIL-GRASS SEEDING	165.00
28/04/2023	M & BG Ltd	Coding Correction 70000780 M&BG Ltd Daniel Bulk Removal	90.00
28/04/2023	M & BG Ltd	Coding Correction 70000779 M&BG Ltd Fly Tip-Bulk Removal	280.00
02/05/2023	Alexandra Security	Alexandra Security 04/04/23 Tennis Clips	90.48
02/05/2023	Waterplus	12/04/23 -St Georges Park 23/02/23-23/03/23	60.32
02/05/2023	Npower	Npower 02/05/2023 Electricity Clock Tower 01/03/23-31/03/23	39.70
09/05/2023	Nationwide Bark & Play Surfacing LLP	HARWOOD PLAY CHIPS X64 M CUBED	2,888.32
10/05/2023	B&Q	B&Q 10/05/2023 - 2 x Wooden Brooms & 2 x Snow Shovels	54.90
10/05/2023	Tesco	Tesco 10/05/2023 Fuel for Dump Truck	9.95
10/05/2023	Hire It (Kidderminster)	HIRE OF POWER BARROW-ON 10/05/23-DEL. TO BAXTER GARDENS	104.80
11/05/2023	Hire It (Kidderminster)	HIRE OF POWER BARROW- 11/05/23(BAXTER GARDENS)	141.35

11/05/2023	Waterplus	Waterplus 11/05/2023 Water Charges St Georges Park 23/03/23-23/04/23	71.92
12/05/2023	Graffiti Removal Ltd	KTC-5LTRS SPRAY CAN GRAFFITI REMOVER	95.75
15/05/2023	Hire It (Kidderminster)	HIRE OF POWER BARROW-MUCK TRUCK ON 15/05/23-H/DUTY TRACKED SKIP LOADER @ BAXTER GARDENS	169.50
16/05/2023	Signtech (Midlands) Ltd	KTC- 10XSIGNAGE (FINGER POSTS DIRECTIONAL ARROWS)	208.60
16/05/2023	Signtech (Midlands) Ltd	KTC-1X A4 SIGN-DOG ENCLOSURE (BAXTER PARK)	18.00
18/05/2023	Dave's skip hire	Dave's Skip Hire 18/05/2023 Invoice 52189	208.33
18/05/2023	Hire It (Kidderminster)	KTC-HIRE OF H/DUTY TRACKED SKIP LOADER, FUEL & DELIVERY	89.60
19/05/2023	Smith of Derby Ltd	KTC-SERVICE VISIT FOR PILLAR CLOCK@HORSEFAIR ON 19/05/23	243.00
19/05/2023	Wilkos	Wilkos 19/05/2023 Tape & Glue	21.46
22/05/2023	Simon Shuck	KTC-TREATING & CLEANING FIXED FURNITURE & FEATURE BRIDGES TO BROADWATERS PARK	485.00
22/05/2023	John Beard	John Beard 22/05/2023 Invoice 4117 Various Items	180.41
24/05/2023	Thomas Woodhouse	KTC-WORK CARRIED OUT-TIDYING WATERFALL & WASTE DISPOSAL	129.00
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	847.50
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	3,242.50
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	3,327.50
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	4,950.00
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	595.00
25/05/2023	Npower	Npower 25/05/2023 Market St Toilets 01/04/2023-30/04/2023	221.41
26/05/2023	WFDC	WFDC 26/05/23 - April Salaries	4,556.59
26/05/2023	Waterplus	Waterplus 26/05/23 Charges for New Public Toilet Block, Mkt St 10/04/23-10/05/23	130.42
26/05/2023	Signtech (Midlands) Ltd	KTC-6X SIGNAGE FOR PLAY AREAS	750.00
26/05/2023	Signtech (Midlands) Ltd	KTC-3X SIGNS-DOG FOULING WE ARE WATCHING	45.00
30/05/2023	The Helping Hand Company Ltd	KTC-LITTER HOOPS & CARRIAGE	86.18
31/05/2023	Signtech (Midlands) Ltd	KTC-2X WELCOME TO BAXTER GARDENS STICKERS	30.00

01/06/2023	Npower	Npower 01/06/2023 Electricity Charges Clock Tower, Oxford St 01/04/23-30/04/2023	53.22
05/06/2023	Aqua International Landscapes Ltd	KTC-WATERFALL MAINTENANCE-JUNE 2023	1,446.94
06/06/2023	Signtech (Midlands) Ltd	KTC-9X CLIPS FOR PARKS SAFETY NOTICES	22.50
07/06/2023	Tesco	Tesco 07/06/2023 Fuel	8.33
08/06/2023	Waterplus	Waterplus 08/06/2023, Charges for Services at Saint Georges Park 23/04/23-23/05/23	72.28
12/06/2023	Plastic Sheets	Plastic Sheets 12/06/2023 Clear Perspex Acrylic Sheet cut to size	32.09
14/06/2023	Intelect Electrical Contractors Ltd	KTC ST GEORGES PARK- REPLACE ONE STREET LIGHT HEAD	945.74
14/06/2023	Tudor (UK) Ltd T/A Tudor Environmental	2 Steele Pole c/w Base Plate & Cap, 3m x 76mm @£114.73 each	229.46
15/06/2023	WFDC	WFDC 15/06/2023 - May Salaries	4,525.84
16/06/2023	Signtech (Midlands) Ltd	KTC PARKS-PUBLIC NOTICE, TREE INFO ST. GEORGES PARK	16.00
19/06/2023	Wilkos	Wilko 19/06/2023 Gorilla Adhesive	6.46
21/06/2023	Eon	Eon 21/06/2023 Electricity for supply at Horsefair Clock 01/05/23-31/05/23	59.95
23/06/2023	M & BG Ltd	KTC-GROUNDS MAINTENANCE OF ST GEORGES, BROADWATERS PARKS, AND BAXTER GARDENS-JULY -DECEMBER 2023	13,250.00
26/06/2023	Thomas Woodhouse	Work carried out at Conningsby Drive	220.00
27/06/2023	Thomas Woodhouse	Work carried out at Aldmere Road, Sandcliffe Close and Nursery Grove	485.00
27/06/2023	Waterplus	Waterplus 27/06/2023 Charges for services at New Public Toilet Block, Market St 10/05/23-10/06/23	134.15
28/06/2023	Simon Shuck	Maintenance of Fixed Furniture at Baxter Gardens	1,580.00
29/06/2023	Signtech (Midlands) Ltd	KTC-5X MARKET ST TOILET CLOSURE SIGNS WITH CLIP	67.50
30/06/2023	WFDC	WFDC 30/06/2023 June Salaries	4,538.42
			<u>53,456.09</u>

TOWN HALL MANAGEMENT

03/04/2023	Fresh Life Consulting Ltd	KTH-CONSULTING FEES- PROJECT MANAGEMENT 01/03/23-31/03/23	4,350.40
03/04/2023	WFDC	WFDC 03/04/2023 NNDR April 2023	2,257.75
13/04/2023	Netti Incorporating Pixel Design	KTH-WORDPRESS HOSTING FEE-APRIL 2023	15.00
02/05/2023	Wyre Forest District Council	REIMBURSEMENT FOR INCOME MISC. TOWN HALL- 01/03/23-31/03/23	50.00
02/05/2023	Wyre Forest District Council	REIMBURSEMENT FOR INCOME MISC. TOWN HALL- 01/03/23-31/03/23	22,231.64
02/05/2023	Wyre Forest District Council	REIMBURSEMENT FOR INCOME MISC. TOWN HALL- 01/03/23-31/03/23	71.99
02/05/2023	Wyre Forest District Council	REIMBURSEMENT FOR INCOME MISC. TOWN HALL- 01/03/23-31/03/23	84.00
05/05/2023	Fresh Life Consulting Ltd	KTH PROJECT MANAGEMENT- 01/04/23-30/04/23	1,506.40
11/05/2023	Fresh Life Consulting Ltd	KTH-PROJECT MANAGEMENT-UPLIFT IN DAY RATE AGREED OF £40 FROM 1ST TO 30TH APRIL 23	148.75
13/05/2023	Netti Incorporating Pixel Design	WEBSITE HOSTING FEE-MAY 23	15.00
15/05/2023	Netti Incorporating Pixel Design	SSL CERTIFICATE 23-24 FOR KTH WEBSITE	29.00
19/05/2023	Smith of Derby Ltd	KTC-TOWN HALL CLOCK- SERVICE VISIT-19/05/23	301.00
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	4,475.00
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	3,607.50
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	377.50
24/05/2023	Wyre Forest District Council	KTC-SLA QTR 1 SERVICES	2,622.50
26/05/2023	WFDC	WFDC 26/05/23 - April Salaries	11,276.05
02/06/2023	Fresh Life Consulting Ltd	KTH PROJECT MANAGEMENT- 01/05/23-02/06/23	2,484.15
12/06/2023	Wyre Forest District Council	KTC-REIMBURSEMENT OF COSTS FOR TOWN HALL GENERAL-01/04/23-31/05/23	18.00
12/06/2023	Wyre Forest District Council	KTC-REIMBURSEMENT OF COSTS FOR TOWN HALL GENERAL-01/04/23-31/05/23	4,169.36
12/06/2023	Wyre Forest District Council	KTC-REIMBURSEMENT OF COSTS FOR TOWN HALL GENERAL-01/04/23-31/05/23	13,552.72
13/06/2023	Netti Incorporating Pixel Design	KTH-WORDPRESS HOSTING- 13/06/23	15.00

15/06/2023	WFDC	WFDC 15/06/2023 - May Salaries	10,921.83
30/06/2023	WFDC	WFDC 30/06/2023 June Salaries	10,981.21
30/06/2023	Netti Incorporating Pixel Design	Web Banner: Town Hall Heritage	38.00
			<u>95,599.75</u>
		<u>Transformation Project</u>	
03/04/2023	Speller Metcalfe Malvern Ltd	KTH TRANSFORMATION PROJECT-APRIL 2023 PART OF LUF BASED ON VALUATION (NO.4 AS AGREED)	11,540.13
04/04/2023	Invigour Ltd	KTH-PROCUREMENT ADVICE & PROJECT MANAGEMENT AS PART OF LUF @KIDDERMINSTER TOWN HALL-MARCH 23-30.5 HRS (4.07 DAYS) @£600/DAY	2,442.00
27/04/2023	Hydrock Consultants Ltd	KTH-FEB, MAR, APR M&E SUPPORT STAGE 4	6,079.00
28/04/2023	Artelia Projects UK Ltd	KTH- COST MANAGEMENT SERVICES-APRIL 2023	1,909.00
28/04/2023	Kendrick Hobbs Ltd	KTH-CATERING CONSULT-RIBA STAGE 4	1,480.00
02/05/2023	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL TRANSFORMATION PROJECT- VALUATION NUMBER 5 AS AGREED BY GLENN HARDY & ANDREW GILLSON	13,245.72
15/05/2023	Invigour Ltd	KTH-PROCUREMENT ADVICE & PROJECT SUPPORT-APRIL 2023	1,170.00
24/05/2023	Anthony Collins Solicitors LLP	KTC-DEED OF EASEMENT-WEAVERS SERVICE YARD TO REAR OF TOWN HALL- 25/11/22-02/05/23	950.00
24/05/2023	Anthony Collins Solicitors LLP	KTC-DEED OF EASEMENT-WEAVERS SERVICE YARD TO REAR OF TOWN HALL- 25/11/22-02/05/23	3.00
02/06/2023	Mann Williams Ltd	KTH TRANSFORMATION PROJECT-LUF CIVIL & STRUCTURAL ENGINEERING SERVICES FOR VE REDESIGN	7,200.00
02/06/2023	Invigour Ltd	KTH-PROCUREMENT ADVICE & PROJECT SUPPORT-MAY 2023	1,300.00
12/06/2023	Anthony Collins Solicitors LLP	Deed Of Easement - Weavers Service Yard to the Rear of Kidderminster Town Hall - 12/06/23 - 12/06/23 DTC/051062.0002	3,900.00

14/06/2023	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKSNO.6 AS AGREED BETWEEN G. HARDY & P. WHITE	6,430.15
			57,649.00

EVENTS

17/04/2023	Kidderminster Baptist Church	Kidderminster Baptist Church 17/04/2023 Coronation Grant	250.00
17/04/2023	The Gables Rest Home	The Gables Rest Home 17/04/2023 Coronation Grant	75.00
17/04/2023	Friends of Springfield Park	Friends of Springfield Park 17/04/2023 Coronation Grant	325.00
17/04/2023	St Peters Birchen Coppice DCC	St Peters Birchen Coppice DCC 17/04/2023 Coronation Grant	275.00
17/04/2023	Blakebrook Matters	Blakebrook Matters 17/04/2023 Coronation Grants	200.00
17/04/2023	Foley Grange Care Home	Foley Grange Care Home 17/04/2023 Coronation Grant	125.00
17/04/2023	Friends of Brinton Park	Friends of Brinton Park 17/04/2023 Coronation Grant	325.00
09/05/2023	St Johns Club & Institute	St Johns Club & Institute 09/05/2023 Coronation Grant Cheque 103108	225.00
			1,800.00

Total Expenditure £271,565.99

2. Income Received 1st April to 30th June 2023

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT £</u>
<u>COUNCIL</u>			
28/04/2023	WFDC	Precept	439,783.00
			439,783.00
<u>FINANCE</u>			
05/04/2023	Public Sector Deposit Fund	Public Sector Deposit Fund 05/04/2023 - Investment Interest	767.04
03/05/2023	Public Sector Deposit Fund	Bank Income 03/05/2023 Public Sector Deposit Fund Investment Interest	979.65
02/06/2023	Public Sector Deposit Fund	Public Sector Deposit Fund 02/06/2023 Investment Interest	1,989.56

05/06/2023	Barclays	Adjustment to Coding 110215668 Barclays 05/06/2023 Premium Acc Interest	1,002.37
06/06/2023	Barclays	Barclays 06/06/2023 Loyalty Reward	0.78
			4,739.40
<u>STAFFING & CIVIC</u>			
14/04/2023	D Ross	Bank Income 14/04/2023 D Ross – Reimbursement for flights	173.39
14/04/2023	L Jakeman	Bank Income 14/04/23 L Jakeman - Reimbursement of flights	12.00
14/04/2023	K Gale	Bank Income 14/04/2023 K Gale Reimbursement of flights	434.67
			620.06
<u>EVENTS & SERVICES</u>			
19/05/2023	WCC	WCC 19/05/2023 Lengthsman Income	240.00
			240.00
<u>TOWN HALL MANAGEMENT</u>			
20/04/2023	WFDC	Bank Income 20/04/2023 WFDC Kidderminster LUF Grant Claim 5	134,841.80
21/04/2023	WFDC	Bank Income 21/04/2023 WFDC NNDR Refund	9,292.70
24/04/2023	Bar Income	Bank Income 24/04/2023 Bar Income	3.33
			144,137.83
<u>OTHER</u>			
11/04/2023	Handshake	Bank Income 11/04/2023 Handshake Invoice 100000223	780.00
13/04/2023	HMRC	Bank Income 13/04/23 HMRC VAT Repayment	34,587.37
19/04/2023	WCC	Bank Income 19/04/2023 WCC Inv 100000463	2,400.00
02/05/2023	Handshake	Bank Income 02/05/2023 Invoice 100000224	430.21
20/06/2023	HMRC	Bank Income 20/06/2023 HMRC Vat Repayment	52,065.41
30/06/2023	LSD Promotions	Bank Income 30/06/23 LSD Promotions 100000544	1,000.00
			91,262.99
Total Income £680,783.29			

3. Balances

Bank Balance as at 30th June 2023: **£376,851.29**

CCLA Investment as at 30th June 2023: **£600,000.00**

BUDGET MONITORING / REVIEW - FINANCE & OVERVIEW COMMITTEE MEETING 26th JULY 2023

KIDDERMINSTER TOWN COUNCIL Summary Page	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
COMMITTEE			
1. COUNCIL	(821,566)	(439,333)	(821,566)
2. FINANCE	69,010	36,256	63,970
3. STAFFING & CIVIC	184,633	42,662	169,039
4. EVENTS & SERVICES	216,367	40,031	194,991
6. TOWN HALL / TRUST	384,016	(21,173)	383,195
7. GRANT INCOME			
11. EVENTS	8,900	1,800	8,900
TOTAL NET EXPENDITURE/(INCOME)	41,360	(339,757)	(1,471)

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

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
		1. COUNCIL			
		<u>EXPENDITURE</u>			
K001	43070	Contribution to future Election costs	10,000		10,000
K001	11080	Contingency for Pay Award	23,000		23,000
K001	41000	Contingency	25,000	450	25,000
		GROSS EXPENDITURE	58,000	450	58,000
		<u>INCOME</u>			
K001	84001	Precepts	(879,566)	(439,783)	(879,566)
		GROSS INCOME	(879,566)	(439,783)	(879,566)
		TOTAL NET EXPENDITURE / (INCOME)	(821,566)	(439,333)	(821,566)

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
		2. FINANCE			
		<u>EXPENDITURE</u>			
		SUPPLIES AND SERVICES			
K002	43031	General Office Expenses	2,800	470	2,800
K002	43030	Stationery	1,200	233	1,200
K002	15010	Postage	1,000		1,000
K002	43014	Print Management Re-charge	600		600
K002	45030	Mobile Phones	500		500
K002	44010	Audit Fees	2,000		2,000
K002	48020	Professional Subscriptions	3,200	2,838	3,200
K002	49030	Insurances	7,500	26,460	26,460
K002	48041	Ward Grants	9,000	850	9,000
		SUPPORT SERVICES			
K002	44430	Legal Support	5,920	1,483	5,920
K002	44420	WFDC Finance support	21,790	5,520	21,790
K002	44410	WFDC ICT	10,500	2,401	10,500
K002	21510	MS Outlook Licenses	3,000	739	3,000
		GROSS EXPENDITURE	69,010	40,994	87,970
		<u>INCOME</u>			
K002	88650	Interest Received		(4,739)	(24,000)
		GROSS INCOME	0	(4,739)	(24,000)
		TOTAL NET EXPENDITURE / (INCOME)	69,010	36,256	63,970

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
		3. STAFFING AND CIVIC			
		<u>EXPENDITURE</u>			
		EMPLOYEE COSTS			
K003	11010	Salary Costs	115,682	27,119	105,000
K003	11020	National Insurance	10,526	2,383	9,600
K003	11030	Pension Costs	9,365	1,354	6,000
K003	23700	Temporary office accommodation expenses	19,500	1,053	19,500
K003	45010	Postage - (Mail redirection)	600		600
K003	13080	Relocation costs staff travel	1,600	684	1,600
K003	12810	Town Crier	500		500
K003	13085	Town Mayor's allowance	6,860	1,257	6,860
K003	13086	Deputy Mayors Allowance	0	767	
		SUPPLIES AND SERVICES			
K003	49015	Training	2,000	60	2,000
K003	31010	Mayoral Car	4,500	3,337	4,500
K003	42020	Mayor and Civic Budget	10,000	4,819	10,000
K003	41545	Twinning	500	165	500
K003	44450	HR Advice	3,000	630	3,000
		GROSS EXPENDITURE	184,633	43,627	169,660
		<u>INCOME</u>			
K003	88300	Income - Miscellaneous		(965)	(621)
		GROSS INCOME	0	(965)	(621)
		TOTAL NET EXPENDITURE / (INCOME)	184,633	42,662	169,039

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
		4. SERVICES			
		<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	40,500
K004	21012	Town Council Parks	88,000	15,014	88,000
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, Hors	1,800		1,800
K004	21032	War Memorials Maintenance	1,000	129	1,000
K004	21034	St Georges Paddling Pool - Pool Servicing	10,000		2,000
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		7,800
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
		GROSS EXPENDITURE	367,367	50,271	347,991
		<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)		(85,000)
K004	85090	Earmarked Reserve (S106 Income)	(53,000)		(53,000)
K004	87100	Rents	(9,000)	(10,000)	(11,000)
		GROSS INCOME	(151,000)	(10,240)	(153,000)
		TOTAL NET EXPENDITURE / (INCOME)	216,367	40,031	194,991

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
		6. TOWN HALL			
		<u>EXPENDITURE</u>			
		EMPLOYEE COSTS			
K006	11010	Salary Costs	112,334	27,389	101,000
K006	11020	National Insurance	11,234	2,334	9,400
K006	11030	Pension Costs	18,373	3,426	13,700
K006	44074	Town Hall Project Support	36,000	4,169	70,000
K006	13030	Recruitment	10,000		10,000
K006	49015	Training	1,200		1,200
		RUNNING COSTS			
K006	45030	Mobile Phone Charges	530	(35)	530
K006	42010	Clothing and Uniforms	200		200
K006	43032	General Office Expenses	500		500
K006	49020	Bank Charges	750	(19)	750
K006	53040	Payments to other Local Authority	0	17,740	
		OVERHEADS			
K006	21010	Repairs and Maintenance of Buildings	2,000	301	2,000
K006	21510	Miscellaneous Licences and Rental		180	180
K006	22030	Electricity	4,000		4,000
K006	22040	Gas	3,000		3,000
K006	24010	Non Domestic Rates		2,255	0
K006	25030	Water and Sewerage Rates	9,500		9,500
K006	26020	Fire and Burglar Precaution Alarms Maintenance	500		500
K006	27040	Cleaning Contract	2,000		2,000
K006	28010	Insurance	17,000		0
K006	44075	Town Hall Transformation Project	8,592,442	47,452	8,592,442
K006	44420	Support Services - Finance	15,000	3,608	15,000
K006	44410	Support Services - ICT	17,430	4,475	17,430
K006	44430	Support Services - Legal	1,520	378	1,520
K006	44440	Support Services - Facilities Management	1,000	2,623	1,000
K006	75000	PWLB Loan Interest	36,945		36,945
		EVENTS AND MARKETING			
K006	43014	Print Management Recharge		(80)	(80)
K006	49010	Marketing and Design	500	74	500
K006	57015	Town Hall Event Expenditure	500		500
		GROSS EXPENDITURE	8,894,458	116,269	8,893,717

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
		<i>6 - continued</i> <u>INCOME</u>			
K006	87110	Registrar Rental Income	(3,000)	(2,500)	(3,000)
K006	88200	PWLB receipt	(500,000)		(500,000)
K006	84006	Levelling Up Funding Grant	(7,807,442)	(134,842)	(7,807,422)
K006	85090	KEF Grant Funding - Town Hall (Earmarked Reserve Release	(200,000)		(200,000)
K006	88300	Income- Miscellaneous		(100)	(100)
		GROSS INCOME	(8,510,442)	(137,342)	(8,510,522)
		TOTAL NET EXPENDITURE / (INCOME)	384,016	(21,173)	383,195

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 30/06/23 £	2023/24 Predicted Outturn £
		11. EVENTS			
		<u>EXPENDITURE</u>			
		RUNNING COSTS			
K011	22030	Christmas Lights - Electricity	600		600
K011	48023	Remembrance Sunday	1,000		1,000
K011	48021	Christmas Light Switch on event	3,500		3,500
K011	48022	Coronation Celebrations	1,800	1,800	1,800
K011	48021	Christmas - Santa in the Town Hall/ On Tour	2,000		2,000
		TOTAL NET EXPENDITURE / (INCOME)	8,900	1,800	8,900

Notes To Budget Report

Cost Centre K001 – Council

Contingency for the Pay Award budget (11080).

The annual pay award due 1 Apr 23 has yet to be decided by the NJC

An offer of £1,925 for most staff and 3.88% for the most senior staff (quoting to around £15,000 over the course of the year) has been rejected by the unions. There is still some headroom in the Contingency for the Pay Award budget (11080). The Town Council is bound by any NJC agreement.

Contingency (4100)

There are significant risks for additional expenditure around the Town Hall Project and while £25,000 is the current predicted outturn, it is recommended that this sum is left for ad-hoc contingency rather than increased for the Town Hall.

Cost Centre K002 – Finance

Insurances (49020)

For this budget summary I have included all the insurance costs in this one cost centre. In budgeting the costs have been spread across 2 cost centres previously (Finance K002 and Town Hall K006). However, some of the insurance costs should fall into Services and some in Events if we want to distribute the costs appropriately across cost centres. In this budget summary there are no figures in the Town Hall, Services or Events cost centres.

Interest Received (88650)

The recent significant increase in borrowing rates has meant that we are now receiving some significant interest payments, when we had budgeted for nil. This excess income will have demands on it to cover many other budgets that are being stretched due to inflation.

Cost Centre K003 – Staffing

Salary Costs / National Insurance/ Pension Cost (11010/ 11020/ 11030)

With the Council running one post light and assuming a like for like replacement at the moment it is envisaged that there will be a likely underspend of circa £15,000.

Cost Centre K004 – Services

Salary Costs / National Insurance/ Pension Cost (11010/ 11020/ 11030)

A small overspend anticipated (£500) as a result of a miscalculation on NI Employer costs

Repairs and Maintenance (21010)

Predicted Outturn is £18,000 under budget due to the cost of resurfacing the St Georges Park Car park being markedly lower than anticipated.

Market Street Public Conveniences Repairs and Maintenance 21011

The recent extensive vandalism to the public toilet block, forcing its closure, will incur some significant expenditure over and above the current budget. Whether some of that will be covered by insurance is unknown at present. A significant claim puts upward pressure on future insurance premium. We have therefore estimated a predicted outturn of £6,200 above the current budget for this item.

St Georges Paddling Pool - Pool Servicing (21034)

The predicted outturn has been reduced by £8,000 to £2,000 due to the decision to mothball the service provision. There is potential for some costs (to maintain safety despite not being in use).

Rents (87100)

There will be a small amount of extra income as a result of the tender for the Market Licence being above minimal expectations.

Cost Centre K006 – Town Hall

Salary Costs / National Insurance/ Pension Cost (11010/ 11020/ 11030)

The loss of a post here has resulted in a £17,841 reduction in the predicted outturn.

Town Hall Project Support (44074)

The complexity of the Town Hall project management in the current financial climate has resulted in the need to acquire additional PM support which is anticipated to be some £34,000 in excess of that budgeted for.

Payments to other Local Authority (53040)

This is a suspense account for a host of items recharged by WFDC in relation to the Town Hall operation most notably utilities. These are at a later date dropped into the appropriate overheads budgets. The initial quarterly invoice includes the annual cost of water and is £11,681 (significantly above that budgeted for) the utilities budgets within overheads are likely to significantly break budgets (22030/22040/25030). However, some further investigation needs to be done to see if charges can be reduced significantly once the Town Hall is handed over to a contractor.

General Overview

The Summary Budget Sheet shows net income of £1,471 against a budget with a net expenditure of £41,360. The prediction at this very early stage of the financial year is that the Council will underspend by £42,831. However, there are significant financial risks facing the Town Council most notably the Cost of the Town Hall Transformation project, inflation, unresolved pay deal etc.

While there are a number of predicted underspends in a few budgets these can soon be eaten into. It is recommended that any anticipated savings that appear now should be kept to bolster general reserves in light of the current economic climate.

Background

Kidderminster Town Council formed on 1st April 2016 and in accordance with the Accounts and Audit Regulations 2015 has a statutory responsibility to provide an adequate and effective system of Internal Audit of the accounting records and control systems including its risk management and governance processes.

Introduction

The role of the Internal Auditor is to provide an independent and objective review designed to improve the Council's operations and help the Council to accomplish its objectives by bringing a systematic approach to evaluate and improve the effectiveness of risk management, control and governance processes. The outcome of the Internal Audit review is reported to the Town Council as part of the Annual Return to the External Auditors.

Internal Audit Approach

In undertaking this review, the detailed testing undertaken to be able to provide an assurance on the internal control environment has included selective sampling of transactions with detailed checks in some key areas to gain sufficient assurance that the Town Council's financial and regulatory systems and controls are appropriate and fit for purpose. The review has followed the best practice as referenced in the National Association of Local Councils {Practitioners Guide} March 2022.

In addition, the audit has reviewed the governance arrangements to ensure that there are policies in place for the Risk Management Process, Treasury Management to include a Borrowing & Investment Strategy, Anti-Fraud and Corruption Policy, General Data Protection Regulations and all are regularly reviewed along with the Financial Regulations and Standing Orders for the Town Council. Following the retirement of the Town Clerk during 2021~22, the services of a Locum Town Clerk and Responsible Financial Officer {RFO} through the Local Government Resource Centre {LGRC} remained in place during the early part of the 2022~23 financial year. With the Locum Town Clerk and the RFO in post, this ensured that the Town Council continued to have effective management and support and fulfil its role for the residents of Kidderminster until the formal appointment of a new Chief Executive/Responsible Finance Officer in July 2022.

As in previous years, the audit review for the 2022~23 financial year acknowledged the financial processes and procedures in place in respect of the Kidderminster Town Hall. This follows the transfer of the management of the whole Town Hall complex from 1st April 2019 by Wyre Forest District Council to the Town Council. This review considered in detail the arrangements in place in respect of Accounts Receivable {Corporate Debtors} and Income to Bank; Accounts Payable {Corporate Creditors} supported by procurement arrangements in respect of the Kidderminster Town Hall. The audit review acknowledged the work completed to enable the preparation of the 2022~23 financial statements following the completion of the amalgamation/migration process of the manual financial records to the Agresso accounting application to amalgamate both the manual financial records with the database held for transactions in respect of the Kidderminster Town Hall.

Conclusion

In respect of the internal audit review for the financial year 2022~23 the programme of work has included a review of key policies alongside the key financial and accounting systems. The financial records continue to be maintained to a high standard and are supported with detailed documentary evidence. On this basis it can be concluded that Kidderminster Town Council had in place adequate and effective internal control and governance arrangements for the financial year 2022~23

Review of Accounting Arrangements {Records & Bank Reconciliations} {Financial Regulation No5}	
Objective	Outcome
<p>To ensure proper accounting records are maintained; year-end accounts are prepared on an income and expenditure basis and agree with the cash book. Ensure that a cash book/nominal ledger is maintained to reflect the formally approved budget.</p> <p>Ensure that there are regular reconciliations to the Bank Statements.</p> <p>Confirm that there is an audit trail for underlying financial records to the accounts, and that where appropriate debtors and creditors had been appropriately recorded.</p>	<p>→ There is evidence that the year-end accounts are prepared on an income and expenditure basis.</p> <p>→ Entries could be reconciled to the trial balance as at 31st March 2023.</p> <p>→ Reviewed the March 2023 Closing Bank Reconciliation to ensure completed in a timely manner and that cash in transit/unpresented cheque payments were appropriate and evidenced.</p> <p>→ Bank Reconciliations are completed on a monthly basis with evidence held on file.</p>
<p>Conclusion: There were no significant matters arising from this review. The financial records continue to be well managed with the overall financial position detailed within the regular finance reports to the Town Council and the serving Committees.</p>	
<p>Points for Action: None</p>	
<p>Chief Executive Response: 12th June 2023 ~ Final Report Issued</p>	

Review of Corporate Governance	
Objective	Outcome
<p>To ensure that there is a corporate governance framework in place, ensured that the Council has formally adopted Standing Orders & Financial Regulations; there is a Committee Structure in place; a Responsible Officer is in place with specific duties and that appropriate corporate policies and procedures are in place.</p> <p>As part of reviewing the Corporate Governance Arrangements, a review of the recommendations from the 2021/22 Internal and External Audit Reports were reviewed.</p>	<p>The Town Council undertake annual reviews of its Governance Arrangements which include regular reviews of Corporate Policies to include Financial Regulations, Standing Orders and other Corporate Polices by the Town Council.</p> <p>During 2022~23 several Corporate Polices were reviewed, revised and adopted by the Kidderminster Town Council as part of their governance arrangements.</p> <p>→ Town Council agreed to receive and adopted revised model Financial Regulations and Standing Orders at its meeting of 18th May 2022 {C.005} with both being subject of a future meeting following the appointment of a new Chief Executive/Responsible Finance Officer. The arrangements confirmed by the Town Council at its meeting of 15th June 2022 {C.010/C.011 refer}.</p> <p>Town Council confirmed the formal appointment of a new Chief Executive/Responsible Officer at its meeting of 27th July 2022 {C.028}</p> <p>→ At its meeting of 23rd February 2023, the Town Council subsequently adopted several revised policy documents as part of its annual governance review of its suite of corporate documents: -</p> <ul style="list-style-type: none"> ❖ Standing Orders ~ {Adopted 1st December 2015/Updated July 2021} ~ Revised February 2023 {C.080} ❖ Model Publication Scheme {C.081} ❖ Complaints Policy Scheme ~ {Adopted April 2016} ~ Revised February 2023 {C.082} ❖ Investment Policy {C.083} <p>The Town Council had previously adopted a Hospitality and Gifts Policy at its meeting of 14th December 2022. {C.065}</p> <p>The Internal Audit: → The report was presented to the Town Council at its meeting of 27th June 2022. Councillors noted that there were no items of concern raised by the Internal Auditor for 2021~22.</p> <p>-----</p> <p>The External Audit:</p>

	<p>Members received the completed external audit review compiled by PKF Littlejohn LLP and signed off on 29th September 2022 at its meeting of the Finance & Overview on 6th December 2022.</p> <p>{F010/22~23}</p> <p>→The review had identified adjustments necessary in respect of grants received.</p> <p>The Town Council noted the minutes of the Finance & Overview Committee meeting held on 6th December 2022 at its meeting of 14th December 2022 {C.063}</p>
<p>Conclusion: There were no significant matters arising from this review. There is evidence that the suite of corporate policies is kept under review and enhanced to ensure they remain fit for purpose to suit the needs of the Town Council as it continues to develop and grow. The findings of both the Internal and External Auditors are acknowledged and actioned as appropriate.</p>	
<p>Points for Action: Governance arrangements will continue to be reviewed as part of future internal audits to ensure they remain fit for purpose.</p>	
<p>Chief Executive Response: 12th June 2023 ~ Final Report Issued</p>	

Review of Expenditure {Payment Controls} {Financial Regulation No 6}	
Objective	Outcome
<p>To ensure that payments are supported by appropriate documentation, evidence of authorisation.</p> <p>Expenditure has been recorded against approved budgets and referenced in the minutes</p> <p>VAT has been recorded and recovered periodically.</p> <p>As appropriate, services have been competitively procured.</p>	<p>→For 2022~23 the system comprised manual and electronic records with all payments evidenced by an invoice/receipt.</p> <p>→The Wyre Forest District Council Accountant is authorised for on-line banking, and payments via the Banks Automated Clearing System {BACS} and/or the internet.</p> <p>→For 2022~23 the process of electronic banking with payments were made via electronic banking methods {BACS} subject to expenditure having been agreed by Council or the appropriate Committee.</p> <p>→Payments are referenced in the minutes, with regular finance reports to the Town Council to ensure that the whole Council has oversight of the financial position and remain fully informed of any financial implications.</p> <p>→Expenditure is clearly referenced against the approved budgets and reported back to their respective Service Committee on a regular basis to include actual expenditure against approved budget.</p> <p>→VAT on payments had been identified and recorded correctly in the financial records.</p> <p>→Quarterly claims had been submitted. {01.03.22-31.05.22} {01.06.22-31.08.22} {01.09.22-30.11.22} & {01.12.22-28.02.23}</p> <p>→The Kidderminster {Reorganisation of Community Governance} Order 2015 provided for the acquisition of various assets and the provision of certain support services by the Town Council.</p> <p>→From April 2016, the Town Council had Service Level Agreements with WFDC for the provision of services to support assets transferred along with a formal agreement for additional services that do not form part of the services transferred at the commencement of the Town Council.</p> <p>→These arrangements continue {new Service Level Agreements {SLA} formally signed off at the Town Council Meeting of 11th September 2019} and currently provides for support services to include Finance, Legal, ICT and Facilities Management and for operational services to include St Mary's Churchyard, Market Street Toilets, Floral Displays, Allotments, Street Furniture.</p> <p>→The payments under the Service Level Agreements were reconciled in full for the financial year 2022~23</p> <p>→As previously reported the Town Council explored having a more corporate IT system and moving away from the service and support provided by WFDC. Initially notice had been served on WFDC to end the</p>

<p>In respect of the Kidderminster Town Hall ensure that there is a system in place for</p> <ul style="list-style-type: none"> → the raising and authorising of purchase orders for the procurement of goods and services within the Financial Agresso Management System. → that goods and services procured by corporate debit {procurement} card/paid by Direct Debit as approved are accurately recorded in the financial records and formally reported to the Town Council. → All payments are supported by a receipt 	<p>current SLA for ICT with a detailed procurement exercise commenced to allow the Town Council to independently review its future ICT requirements. This exercise had been commenced during 2021~22 with reports back to the Finance & Overview Committee. The move however, away from WFDC ICT provision had been put on hold to be reviewed further during 2022~23. The Chief Executive advised that this option is currently suspended while the Town Hall Transformation Project is underway.</p> <p>Sighted evidence in respect of from the Accounts Payable that purchase orders are raised for goods/services when required, the purchase order is approved against budget as committed expenditure, and prior to payments open orders are goods received.</p> <ul style="list-style-type: none"> → Where a purchase order is raised the workflow for each invoice is evidenced within the Agresso Financial Management System with all purchase orders subject to approval by a nominated approver. → All purchase orders are goods received before payment. → New supplier accounts as created within the Agresso Financial Management System are independently validated to ensure all details are correct prior to the payment of invoices. <p>A sample of transactions were examined across the financial year to ensure there was evidence to support the provision of service/supply delivery, with a valid invoice/receipt provided; VAT had been claimed as appropriate, payments had not been duplicated and detailed narrative to support the payment had been documented in the financial records.</p> <ul style="list-style-type: none"> → From the sample of transactions reviewed, a valid invoice to the Town Council/receipt was sighted, and detailed narrative had been recorded on the Agresso Financial Management System to support the purchase. → Transactions are clearly referenced in the Finance Reports received by the Town Council to include payment type {IP = Internet Payment/Debit = Debit Card Payment/DD = Direct Debit} for ease of reference.
<p>Corporate Projects & Procurement</p>	<p>As previously reported, the Town Council had resolved to bid for £8.7 million from the Levelling Up Fund {C.624} towards the future development of the Town Hall.</p>
<p>Town Hall Transformation Project</p>	<p>One of the big projects for the Town Council during 2022~23 was the commencement of the refurbishment of the Town Hall from the funding provided by the Department for Levelling Up & Communities {DLUFC} in partnership with the District Council {WFDC}. Part of the £14m Levelling Up Grant Funding {LUF} received by WFDC included the upgrading and refurbishment of the Grade II Listed Town Hall [owned and managed by the Kidderminster Town Council {KTC}].</p> <ul style="list-style-type: none"> → Estimated Cost @ £867,494 as KTC 10% contribution of full project cost £8,674,936 <p>Regular updates on the progress of the project for the development of the of the Town Hall were presented to the Town Council with key decisions as follows:</p> <p>13th April 2022 {C.703 [21~22]} → Update on status of LUF Funding</p> <p>15th June 2022 {C.022 [22~23]}</p> <ul style="list-style-type: none"> → Update to include plans and illustrations in respect of the Town Hall Development Stage. → Including consideration of meeting the match funding target with Public Works Loan Board {PWLB} borrowing @ £500,000. <p>28th September 2022 {C.043 [22~23]} → Detailed report to the Town Council for formal approval of the application to the PWLB to top up the £200,000 grant from the Kidderminster Educational Foundation and £100,000 from the Town Council reserves.</p>

Kidderminster Market	<p>{C.051 [22~23]} → Town Council agreement for the Chief Executive Officer to sign on behalf of the Town Council the Memorandum of Understanding {MOU} with WFDC for the LUF grant in respect of the refurbishment of the Town Hall.</p> <p>14th December 2022</p> <p>{C.069 [22~23]} → Town Council updated on progress from the Project Manager and the Architects for the Town Hall Transformation Project.</p> <p>23rd February 2023</p> <p>{C.088 [22~23]} → Town Council received an update on the Town Hall Transformation Project and resolved to commit to the second stage of the tender process.</p> <p>In addition to formal updates to Members at the full Town Council meetings the Town Hall Service Committee also receive for consideration and noting updated detailed reports regarding the transformation of the Town Hall</p> <p>→ {27th October 2022~TH.006} the minutes of which are noted at the full council meetings {14th December 2022 ~ C.061}.</p> <p>→ {2nd February 2022 ~ TH.015} = Town Hall Committee received an update on the project regarding final designs, budgets and timescales for formal approval by the Town Council at its meeting of 23rd February {C.088}</p>
Transfer Of 3 Community Parks from WFDC	<p>At its meeting of 15th June 2022, the Town Council considered the transfer of the Kidderminster Market {C.021}</p> <p>→ The Services Committee at its meeting of 8th September 2022 formally agreed that the Town Council take on the licence to operate a market in Kidderminster and authorised the Chief Executive to sign the Licencing Agreement with WFDC. The negotiation of a temporary arrangement with a suitable operator from 1st October 2022 was also delegated to the Chief Executive. {S.011/22~23} ~ C.059a</p> <p>→ The Services Committee at its meeting of 9th November 2022 noted that the outdoor market licence had been completed, and that the Town Council had appointed a contractor to manage the market for the balance of the 2022~23 financial year, with a formal process to be completed for the delivery of the market for two additional years. {S.018/22~23} ~ C.059a</p> <ul style="list-style-type: none"> ❖ For completeness, the Licensee Market Operations Licence for the period 15th October 2022 to 31st March 2023 was sighted, with the formal contract relating to the market operations in Kidderminster in place for a period of two years commencing 1st April 2023. <p>As previously acknowledged, the Town Council were in negotiations with the District Council to transfer some of the community parks. At its meeting of 28th September 2022, the Town Council formally accepted the transfer of 3 parks: -</p> <ul style="list-style-type: none"> ❖ Baxter Gardens, ❖ Broadwaters, ❖ St Georges Park <p>the Chief Executive in consultation with the member of the Finance & Overview Committee to progress with official acceptance of Heads of Terms. {C.049}</p> <p>→ The Services Committee at its meeting of 9th November 2022 noted that the Heads of Terms had been agreed {S.019/22~23}, as noted by the full Town Council {C.059a}</p> <ul style="list-style-type: none"> ➢ As part of the transfer, grant funding would be received from WFDC to help support the maintenance and operation of the parks. <p>→ At its meeting of 8th February 2023, the Services Committee resolved to extend the current contract for the grounds maintenance of the 3 [parks until 31st December 2023 {S.026/22~23} as noted by the full Town Council {C.078}</p>

Office Accommodation	While the Town Hall Transformation Project is underway, the Town Council have relocated to temporary office accommodation at Wyre Forest House {rental agreement in place with WFDC} for which an initial detailed plan/proposal was considered by the Town Hall Committee at its meeting of 27 th October 2022 {TH.006/22~23} ~ {C.061}
<p>Conclusion: There were no significant matters arising from this review. Major items of expenditure are subject to the formal agreements being in place with evidence of Town Council approval as referenced in the minutes of meetings.</p> <p>→The audit review acknowledged that as opportunities for growth of Kidderminster Town Council arise, there is good governance in place to ensure that processes and procedures are reviewed by the Town Council with detailed reports presented to the Town Council and its sub-committees as appropriate.</p>	
<p>Points for Action:</p> <p>→As opportunities for growth of Kidderminster Town Council continue to arise requiring processes and procedures to be reviewed by the Town Council/Chief Executive, the changes and the effects will be considered as part of future internal audits to ensure the Council can deliver its vision and priorities.</p> <p>→It is acknowledged that the option to explore a more corporate IT system, is currently suspended pending the completion of the Town Hall Transformation Project, scheduled for completion April 2024. The Town Council have continued with the SLA for the provision of ICT services from the District Council. However, as previously recommended, when tendering for any future corporate ICT system/solution, the Town Council consider the requirements for the transfer/migration of data between old and new systems; the process should be seamless with dedicated end user testing to ensure any new corporate ICT system fully meets the needs of the Town Council. The technical complexities of separation from the current ICT infrastructure should also be carefully considered together with the management of any associated risk. Cyber security should be carefully specified as part of the tender process along with consideration to the delivery of remote meetings and alternative methods of communication should the Town Council move to on-line methods of future service delivery.</p> <p>→The 2023~24 Internal Audit will include a detailed review of the Town Hall Development as the project continues to ensure that the Town Council's obligation to meet the Levelling Up Funding deadline of April 2024 is achieved.</p>	
<p>Chief Executive Response: 12th June 2023 ~ Final Report Issued</p>	

Assessment and Management of Risk {Financial Regulation No 15}	
Objective	Outcome
<p>To ensure that the Town Council has assessed the significant risks to achieving its objectives and that it has in place arrangements to identify potential risks financial and non-financial to include review and minutes of any unusual financial activity.</p> <p>To ensure that insurance cover is appropriate and adequate.</p>	<p>→The Council's governance arrangements do include the Risk Management Policy, Framework and Matrix. It is noted that the Risk Management Policy Matrix and Framework were reviewed by the Town Council at its meeting of the Finance & Overview Committee on 7th July 2021 as one of a suite of Governance Reports.</p> <p>→At its meeting of 8th September, the Services Committee adopted the Public Realm and Operations Risk Assessment in accordance with the legal duty of care in line with Health & Safety as the Council services expand into outdoor open spaces. {S.009/22~23} ~ {C059a}</p> <p>→Regular finance reports are presented to the Town Council and their respective service committees to update Members on the budget performance and the plans for future spending ensuring they are fully informed of any financial implications.</p> <p>→Zurich Municipal remained the Town Council's Insurance provider for the 2022~23 financial year. As previously advised the contract remained with Zurich with the Town Council having been able to take advantage of the procurement via Wychavon DC on behalf of the Worcestershire District Councils when procuring insurance. The current arrangements are in place until 30th June 2024. The extension of the contract enabled the Town Council to maximise the benefits of the procurement exercise.</p>
<p>Conclusion: The overall conclusion is that the Council have in place a risk assessment policy, framework and matrix to acknowledge the current and future risks faced by the Town Council and these corporate documents are kept under review and updated with the implementation of new projects.</p>	

Points for Action: Risk Management will be reviewed as a standing item as part of all future internal audits. The 2023~24 audit review will acknowledge identified risks and mitigating actions in respect of the spend of allocated Levelling Up Funding for the redevelopment of the Town Hall. The review will ensure any identified risks are managed, and that public expectation of the levelling up plans are met with funding provided spent by the due deadline.

Chief Executive Response:

12th June 2023 ~ Final Report Issued

Review of Budgetary Controls {Financial Regulation No 4}

Objective	Outcome
To ensure that the Town Council has procedures in place to identify future financial requirements and/or commitments; supported by an approved budget and formal determination of the required precept.	<p>→ Draft budget for the financial year of the Town Council 2022~23 was formally approved at its meeting of 26th January 2022 to include the precept for 2022~23 and the potential future of Town Council service provision, with a precept @ £831,160. Paid in 2 instalments: - @ 29.04.22 ~ £415,580.00 & @ 30.09.21 ~ £415,580.00</p> <p>→ Estimated Budget for 2022~23 approved {C.681}</p>
To ensure that there is budgetary control and monitoring of performance with explanations for any variances, that Members receive regular financial reports, and the budget is matched to the year-end out-turn.	<p>→ Regular finance reports are presented to the Town Council to update all Members on the budget performance and the plans for future spending ensuring they are fully informed of any financial implications.</p> <p>→ There is evidence of detailed budget monitoring. Detailed budget overviews by Service Committees of actual spend against the approved budget to include variances.</p> <p>→ A detailed financial performance overview of actual spend to date is considered by its respective committee for discussion and noting.</p> <p>→ The minutes of all service committees are also referred back to and noted/minuted by the Full Town Council at its full meetings.</p>

Conclusion: There were no specific matters arising.

As a going concern, the Town Council approve a precept to ensure it meets its commitments in service delivery. The overall conclusion is that there is evidence of detailed budget monitoring by the Town Council at its meetings and this is supported by scrutiny of their respective budgets and actual spend at each sub-committee meeting, with the discussions formally referenced in the minutes.

The WFDC Accountant continues as part of the SLA in place with the District Council to provide support to the Chief Executive with detailed summaries of actual spend by each service committee.

Points for Action:

None

Chief Executive Comments:

12th June 2023 ~ Final Report Issued

Review of Income {Financial Regulation No 9}

Objective	Outcome										
In considering the Town Council's income streams ensure that systems are in place to enable identification of all income due, that the income is recorded correctly and promptly banked.	<p>→ For 2022~23 the Town Council had sources of income other than the precept. Other main sources of income were in respect of:-</p> <p>~ Grant support from WFDC, for which quarterly payments were sighted as part of this review.</p> <p>~ Support from the Greater Birmingham LEP for the Light Up Kidderminster project to promote the economic activity of the Town.</p> <p>~ Grants from the Architectural Heritage.</p> <p>~ Central Government Levelling Up Grant Funding in partnership with WFDC @ £595,702.22.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Amount £</th> </tr> </thead> <tbody> <tr> <td>13.05.22</td> <td>244,911.54</td> </tr> <tr> <td>01.11.22</td> <td>57,558.68</td> </tr> <tr> <td>15.12.22</td> <td>138,374.42</td> </tr> <tr> <td>22.03.23</td> <td>154,864.58</td> </tr> </tbody> </table> <p>~ Grant Support from WFDC in respect of the transfer of 3 community parks.</p>	Date	Amount £	13.05.22	244,911.54	01.11.22	57,558.68	15.12.22	138,374.42	22.03.23	154,864.58
Date	Amount £										
13.05.22	244,911.54										
01.11.22	57,558.68										
15.12.22	138,374.42										
22.03.23	154,864.58										

<p>In respect of the Kidderminster Town Hall ensure that there is a system in place for the raising of Debtor Accounts {Sales Orders for Accounts Receivable}</p> <ul style="list-style-type: none"> →accounts are raised correctly and in a timely manner, →payments banked and recorded accurately within the financial records. →effective procedures are in place to pursue recovery of outstanding monies. <p>→the system in place for the receiving and receipting of income by WFDC via their corporate cash receipting application on behalf of the Town Council ensures that monies are promptly transferred to the bank account of Kidderminster Town Council, and income detailed correctly within Agresso Financial Management System.</p> <p>Ensure that the precept due to the Town Council agrees to the formal Committee approval.</p>	<p>~Grant support from the Kidderminster Educational Foundation as a contribution to the match funding for the LUF transformation of Kidderminster Town Hall.</p> <p>~Other income to include, third party hirers and room bookings in line with approved fees and charges; bar sales for events; the service of the lengthsman and the licence for the delivery of the Kidderminster Market.</p> <ul style="list-style-type: none"> →Additional income had been received in respect of VAT and bank interest on investments and the working balance held in the Business Premium Bank Account. →The system in place provides for Sales Orders {Debtor Invoices} to be raised and recorded in the financial ledger as appropriate for events and room hire. →Where payment is received the monies are allocated within the financial records. →Recovery action for any outstanding invoices is undertaken by the Town Hall Support Officer {NB: Reminder notices for any unpaid debtor accounts are system generated from Agresso, collated by the WFDC Debt Recovery Officer prior to forwarding to the Town Hall Support Officer} to ensure that arrears are effectively pursued. →The WFDC Accountant confirmed that any outstanding invoices as of 31st March 2023 are evidenced in the Debtors entry on the Balance sheet. →Following the transfer of the Town Hall complex to the Town Council, the daily income {cash/cheques/card transactions} continue to be processed through the WFDC Cash Receipting application directly into the WFDC Bank Account, and the monies reconciled and transferred to the Town Council Bank Account. →By sample selection, Income banked was reviewed to ensure that there was supporting documentation for each transaction. → All PDQ entries had been uploaded accurately and promptly, with the corresponding entries correctly entering the WFDC Collectors Account. →Income received is paid across to the Town Council monthly to cover income received in respect of event sales and payment of Debtor accounts raised. →The precept for 2022~23 had been reported to Kidderminster Town Council Committee 26th January 2022 for the formal budget approval. →Precept agreed @ £831,160. →Formal notification to WFDC by email 31st January 2022. Paid in 2 instalments, April and September 2022 @ £415,580 and were sighted in the financial records. {C.681}
<p>Conclusion: There are no significant matters arising from this review. Income had been recorded within the financial records to include the cash book and final accounts. There is evidence of a system in place for the raising of sales orders {Accounts Receivable} for events at the Kidderminster Town Hall with payments recorded for income promptly banked and any outstanding unpaid invoices actively pursued.</p>	
<p>Points for Action:</p> <ul style="list-style-type: none"> →A watching brief is maintained over outstanding Sales Orders {Debtor Accounts} with the knowledge that there are accounts that remain unpaid, the debt recovery procedures should be kept under review and enhanced to ensure that robust arrangements are in place and once a reminder is system generated and issued, arrears are followed up promptly to maximise on income due to the Town Council. →It is acknowledged that the option to explore alternative cash receipting systems as previously recommended is suspended while the Town Hall Transformation Project is underway. However, the Chief Executive has advised a detailed process review will commence following the reopening of the Kidderminster Town Hall scheduled for early 2025. 	

→ Any change in process will be considered as part of future internal audit reviews.

Chief Executive Response:

12th June 2023 ~ Final Report Issued

Review of Petty Cash Imprest {Financial Regulation 6.13}

Objective	Outcome
<p>To ensure that appropriate controls are in place for the recording of petty cash spend; that all expenditure incurred is supported by either a business invoice or till receipt, that the expenditure is appropriate, that VAT has been identified separately for periodic recovery, and that the cheque encashment from the main cash book is recorded correctly.</p> <p>To ensure that petty cash expenditure is reported to each Council meeting.</p>	<p>→ Examination of the financial records indicate that expenditure in this area is small and used for minor/emergency purchases covering stationery items, refreshments for events, and postage.</p> <p>→ The petty cash imprest is managed by the Office Manager.</p> <p>→ Councillors are advised of petty cash spend, via the finance reports to their respective Service Committee/Town Council Meetings.</p> <p>→ The general use of the petty cash imprest is very much reduced, used mainly to cover several small items of sundry expenditure as appropriate and classified as general office expenditure within the cash book, amounts are considered not to be material to affect the detailed spend for the Kidderminster Town Council.</p> <p>→ For the financial year 2022~23 it was noted that due to the infrequent use of the imprest account, it was only necessary to seek full reimbursement of the petty imprest account on one occasion at year end.</p>

Conclusion: There are no significant matters arising from this review.

Points for Action:

As previously recommended, in view of the general use of the petty cash imprest being very much reduced a watching brief is maintained with consideration being given to reducing the petty cash imprest from £500 to £300.

Chief Executive Response:

12th June 2023 ~ Final Report Issued

Review of Salaries {Payroll Controls} {Financial Regulation No 7}

Objective	Outcome
<p>To ensure that employees of the Town Council have contracts of employment; and those salaries are paid as approved by the Council.</p> <p>To ensure that deductions for National Insurance, Income Tax, National Employment Savings Trust {NEST} and Local Government Pension {LGPS} are correctly recorded and paid over to HMRC and Worcestershire County Council on a timely basis.</p>	<p>→ Transactional Payroll Services are provided by WFDC as part of the external arrangements with Redditch BC and Bromsgrove DC. The payments for Kidderminster Town Council fall under the Service Provision to External Bodies as defined by the Service Level Agreement {SLA} between WFDC and RBC/BDC to provide a full payroll service including the calculation of Employers Pension and NI for submission to Worcestershire County Council and the HMRC as part of the Real Time Processing respectively.</p> <p>→ Salary payments are transmitted by WFDC via the Banks Automated Clearing Service {BACS} and at month end to Worcestershire County Council for pension contributions from both employee and employer and to the HMRC for NI and Tax to support the Real Time Information provided at the time of salary payments.</p> <p>→ HR advice including staff contracts of employment is provided by the County Association of Local Councils {CALC}.</p> <p>→ The Staffing Committee oversee the Staffing Budget with regular salary overview reports presented to members to cover recruitment, employment contracts and restructures.</p> <p>→ Detailed records of the monthly salary payroll are maintained as part of the suite of budgetary records and reconciled to invoices raised and paid by/to WFDC following month end for payroll records processed by the RBC Payroll Team: -</p> <p>The payroll summaries for each month were reviewed and reconciled back to the finance reports presented to Members to ensure regular reporting to their respective service committees and full Town Council.</p>

	<p>→ Detailed records are maintained in respect of gross salary and employer on-costs for Pension and National Insurance. Monthly payroll records detailed any additional expenses claimed and paid to employees for mileage and attendance at training.</p> <p>→ Detailed testing of payroll payments included</p> <ul style="list-style-type: none"> ⇒ The commencement of the appointed CEO from 25th July 2022. ⇒ The reduction in hours from 1st December 2022 for the Office Manager <p>→ Payments to {Local Government Resource Centre} LGRC Associates for the 2022~23 financial year were also noted to cover the Responsible Finance Officer and Locum Town Clerk roles {excluding additional expenses} prior to the appointment of the new Chief Executive/Responsible Finance Officer on 25th July 2022 with additional admin support provided by the Lousie Hewett Recruitment Agency.</p>
Conclusion: There are no significant matters arising from the review of payroll controls.	
Points for Action: None	
Chief Executive Response: 12 th June 2023 ~ Final Report Issued	

Review of Asset Register {Financial Regulation No 12}

Objective	Outcome
All Councils are required to maintain a register of all material assets owned or in its care, and ensure the register is regularly reviewed and insurance valuations agree with those in the register.	<p>→ Following the formal creation of Kidderminster Town Council on 1st April 2016 certain land, property, rights and liabilities were transferred from WFDC to the Kidderminster Town Council.</p> <p>→ As previously reported, the Town Council has since taken on responsibility for</p> <ul style="list-style-type: none"> ❖ the management of the whole of the Kidderminster Town Hall complex {Buildings and Contents} as well as the Horsefair Clock as referenced in the insurance policy. ❖ the management of the Water Feature on the Great Wall in Kidderminster {NB: The Great Wall remains the property of Worcestershire County Council}. <p>→ During 2022~23, following negotiations with the District Council {WFDC} three community parks were transferred to the Town Council and are referenced on the Asset Register portfolio and recognised in the financial statements for 2022~23.</p> <p>→ For completeness, the insurance policy schedule was sighted for inclusion of the three parks and associated buildings.</p>
Conclusion: There are no significant matters arising from this review. It is noted that following the extension with the Councils insurers procured by Wychavon on behalf of the Worcestershire District Councils in 2020 when the Town Hall was transferred to the Town Council, the current contractual arrangements run until 31 st June 2024.	
Points for Action: The Chief Executive ensures that the insurance arrangements for the Town Council are regularly reviewed, and any future new long-term arrangements provide value for money for the Town Council.	
Chief Executive Response: 12 th June 2023 ~ Final Report Issued	

Review of Investments {Financial Regulation No 8}

Objective	Outcome
To ensure that the Town Council is managing reserves, reviewed the arrangements for investing surplus funds, to ensure that they are in accordance with an approved Treasury Management Policy.	<p>During 2022~23 the Town Council considered alternative investment arrangements {having previously held an investment with WFDC}.</p> <p>For the financial year 2022~23 the Town Council had £300,000 invested with CCLA Public Sector Deposit Fund at a return of just over 2%.</p>

	<p>At the meeting of the Finance & Overview Committee on 6th December 2022, following a report from the Chief Executive and representation from the CCLA Public Sector Deposit Fund, the Committee resolved {F011/22~23} to:</p> <ul style="list-style-type: none"> → Invest an initial £25,000 with the CCLA Public Sector Deposit Fund. → Delegate Responsibility to the Responsible Finance Officer {in consultation with the Chair of the Finance & Overview Committee} to increase the investment to a maximum of £100,000. → The Chief Executive Officer to produce a draft Treasury Management Policy. → Full Council noted the minutes of the Finance & Overview Committee meeting of 6th December at its meeting of 14th December {C.063} → A Reserves and Investment Policy was presented to and approved by the Full Council at its meeting of 23rd February 2023 {C.083} and is available on the Town Council Website. This allowed for further investment with the Public Sector Deposit Fund. → A review of the investment arrangements was undertaken, and investments sums placed during 2022~23 reconciled accordingly with supporting evidence sighted. All transactions had been correctly authorised and a Purchase Contract Note provided by the Public Sector Deposit Fund.
<p>Conclusion: it is acknowledged that alternative investment options for the Town Council had been considered during 2022~23 with the Town Council looking to maximise investment opportunities as the Town Council continues to develop and grow. This investment programme also allows for an increase in investment income for the Town Council.</p>	
<p>Points for Action/Noting: None</p>	
<p>Chief Executive Response: 12th June 2023 ~ Final Report Issued</p>	

Consultees:

Helen Ogram, CPFA
Head of Resources, S151 Officer
Wyre Forest District Council

Diana Evans, CPFA
Accountant,
Wyre Forest District Council

Lee Jakeman, PSLCC
Chief Executive,
Kidderminster Town Council

Report Prepared By:

Cheryl Ellerton, MAAT,
Audit Manager,
Wyre Forest District Council

Date: 12th June 2023

Background Papers:

Financial Records maintained by the nominated Accountant
Committee Reports {Agendas and Minutes}

**KIDDERMINSTER TOWN COUNCIL
FINANCE & OVERVIEW COMMITTEE MEETING
26th July 2023**

LJ/2023/Fin

18th July 2023

REPORT TO FINANCE AND OVERVIEW COMMITTEE

AGENDA ITEM 7 – EFFECTIVENESS OF INTERNAL AUDIT

AIM

To review the effectiveness of the internal audit and consider a recommendation to appoint Wyre Forest District Council as Kidderminster Town Council's Internal Auditor for the Financial Year 2023/24.

BACKGROUND

The Accounts and Audit (England) Regulations 2015 require there to be an annual review of the effectiveness of Internal Audit, the findings of which to be considered by a committee (the Finance and General Purposes Committee) of that Council.

The Joint Panel on Accountability and Governance (Practitioners' Guide) (section 4) provides best practice guidance for internal audit

The process is also regarded as part of the wider annual review of the council's governance arrangements and production of the Annual Governance Statement
The Town Council entered in to a 5-year contract with Wyre Forest District Council in 2019 for the provision of Internal Audit Services (and associated financial services). Town Council Minute C.500 dated 11 Sep 2018 refers. This contract expires on 31 Mar 2024.

DISCUSSION/ COMMENT

Regulation 6 of the Accounts and Audit (England) Regulations 2011 imposes a duty on local councils to maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control.

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit testing of controls will be sufficient for the proper completion of the annual internal audit report (page 5 of the annual return). This will then provide an adequate level of assistance for the council to complete assertions 2, 6 and 7 in its annual governance statement (section 1 of the annual return).

The minimum approach to the testing of key internal controls are:

- Proper book-keeping
- Financial Regulations, Standing orders and payment controls
- Risk management
- Budgetary controls
- Income controls
- Petty cash procedure
- Payroll controls
- Asset control
- Bank reconciliation
- Year-end procedures
-

If the review identifies any areas for development or change in internal audit an action plan should be produced for the council to manage the remedial process. The action plan should set out the areas of improvement required, any proposed remedial actions and the deadlines for completions of the actions.

The review is attached.

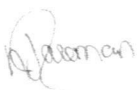
RECOMMENDATION(s)

It is recommended that the Town Council RESOLVES:

- a. To confirm that a review of the effectiveness of the internal audit has been undertaken

And

- b. To appoint Wyre Forest District Council as Kidderminster Town Council's Internal Auditor for the Financial Year 2023/24



Lee Jakeman
Chief Exec

Meeting Standards

Expected Standard	Evidence of Achievement	Areas for Development
Scope of internal Audit	Scope of Audit was approved by the Finance & Overview Committee (Schedule 1 of the SLA with Wyre Fores District Council) on 11 Sep 2019.	New Plan to be reviewed during 23/24 for implementation in 24/25
Independence	Internal Audit has direct access to those charged with governance – Reports are submitted to the Full Town Council and the Finance & Overview Committee. The Town Council has some contracts with WFDC for the provision of services and this does not meet the standard for 'Best Practice' as described in section 4 of the JPAG, albeit there are separations of duties and powers within WFDC that might be considered adequate.	Tender/ obtain quotes for services of an Internal Auditor during 2023/24 ahead of budgeting to secure a more clearly independent internal auditor for FY 2024/25.
Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity. Knowledgeable in the accounting practices of local government. The most recent Internal Audit was comprehensive.	Nil
Relationships	The CEO (aka RFO) is consulted on the internal audit report.	Nil

Characteristics of Effectiveness

Characteristics of Effectiveness	Evidence	Areas for Development
1. Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the body's governance assurance needs	No development necessary
2. Understanding the whole organisation its needs and objectives	The annual plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement	No development necessary
3. Be seen as a catalyst for change	Supportive role of audit for corporate developments such as corporate governance review, risk management and ethics.	No development necessary
4. Add value and assist in achieving its objectives	Demonstrated through positive management responses recommendations and follow up action where called for.	No development necessary
5. Be forward looking	When identifying risks and in formulating the annual audit plan, changes on national agenda are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.	No development necessary
6. Be Challenging	Internal audit focuses on risks and encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations. The aim of this is to encourage greater ownership of the control environment.	No development necessary
7. Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal auditor understands the body and the legal and corporate framework in which it operates.	No development necessary

Finance & Overview Committee
Wednesday 26th July 2023

Risk Management Policy Overview

1. Purpose

The purpose of this report is to seek the Committee's agreement to confirming the risk management system for the Town Council which was last reviewed on 7th July 2021.

2. Background

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify any and all potential inherent risks. The Town Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Kidderminster Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

3. The Policy

Attached to this schedule are: -

- i. the policy overview which helps categorise risks and
 - ii. the framework which gives details of actions and reporting procedures
- The management of risk is also included in each report presented to Council/Committees to assist Councillors in their decision making

4. Current Corporate Risk Schedule

Detailed below are the current identified risks for the Town Council. Its purpose is designed to give Councillors confidence the risk management process is being actively managed.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
1. Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	L (3)	To determine the precept amount required, the Council regularly receives budget update information at every meeting. At the precept meeting Council receives a budget report, including actual position and projected position to the end of year and indicative figures or costings from the RFO/CEO. With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from WFDC. The figure is submitted by the CEO in writing.	Existing procedure adequate.
2. Financial Records	Inadequate records Fin irregularities	L (2)	The Council has Financial Regulations in place which sets out the requirements.	Review the Financial regulations annually.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
3. Bank and banking	Inadequate checks Banks mistakes	L (2)	The Council has Financial Regulations which set out banking requirements. Monthly reconciliation.	Existing procedure adequate.
4. Reporting and auditing	Information communication	L (2)	Financial information is reported to Town Council and committee meetings.	Existing procedure adequate
5 Budget	Unexpected significant expenditure	L (4)	Town Council to maintain sufficient general reserve balances - 3 to 9 months precept (£220K to £660K). Consider enhancing significantly during Town Hall Transformation project. Balances to be reviewed as part of the annual budget process.	Existing procedure adequate
6 Grant Funding	Loss of Grant Funding (Levelling Up Funding) Town Hall Transformation Project. Failure to complete project on time and comply with other grant obligations embedded within MOU.	M (7)	Town Council have appointed a Project Management Team to provide expertise.	Town Council to review risk thoroughly before entering in to contract and create/ ensure sufficient contingency fund
7 Out of (Levelling Up Funding) scope works associated with the Town Hall Transformation project	The Town Hall Transformation project requires building works to the front/on the highway that are not currently budgeted for or had sign off	M (8)	Create significant contingency funds through cost savings in other areas, apply for grant funding and/or raise precept.	Town Council to review risk prior to entering into contract for (in scope works).
8 Minutes/Agendas/ Statutory documents	Accuracy and legality	L (1)	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting Minutes and agendas are displayed according to legal requirements.	Members and staff to undertake adequate training.
9 Minutes/Agendas/ Statutory documents	Non-compliance with statutory requirements	L (1)	Business conducted at Council meetings should be managed by the Chairman. Members to adhere to code of conduct and encouraged to undertake sector specific training	Existing procedures adequate.
10 Freedom of Information Act	Policy Provision	L (1)	The Council has a model publication scheme for Local Councils in place. The CEO is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take over 15 hours. However, the request can be resubmitted, broken down into sections, thus negating the payment of a fee.	Existing procedures adequate.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/revise
11	Public Liability	L (2)	Insurance in place. Staff trained in wide range of safety issues: Legionella / Fire Risk / Machine operation/ Play equipment Checks.	Existing procedures adequate.
12	Employer Liability	L (4)	Non-compliance with employment law	Existing procedures adequate.
13	Legal Liability	L (4)	Legality of activities	Existing procedures adequate.
14.	Devolution of Services from principal authority	M (5)	Increase in services required by the Town Council – upward pressure on level of precept	Formal agreements to be in place before taking on or funding additional services.
15.	Members interests	L (1)	Conflict of interest	Existing procedures adequate.
16	Members interests	L (1)	Register of members interests	Existing procedures adequate.
17.	Data Protection	L(2)	(Mis)management of data	Existing procedures adequate .
18.	Direct Costs	L (2)	Goods not supplied but billed Incorrect invoicing Cheque Incorrect	Existing procedures adequate.
19.	Best value accountability	L (2)	Work awarded Incorrectly. Overspend on services.	Existing procedures adequate.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
20. Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to Inland Revenue.	L (2)	Payroll contracted out through WFDC. Internal Audit check Monitored by Staffing Committee/CEO	Existing procedures adequate.
21. CEO	Improper Conduct	L (2)	Clerk's performance (and review) overseen by Staffing and Committee (includes annual appraisal). Monitored by Staffing Committee	Existing procedures adequate.
22. CEO	Loss of CEO	M (5)	Shared responsibilities for some activities but not all. Locum services available through SALC and others	Review - No deputy CEO in place
23. CEO	Actions undertaken	L (4)	CEO should be provided with relevant training, reference books and membership of SLCC. Provision to be incorporated in annual budget	Existing procedures adequate.
24. Employees	Fraud by staff	L (2)	Fidelity Guarantee insurance in place.	Existing procedures adequate.
25. Employees	Health and safety	L (2)	All employees have been provided adequate direction and safety equipment needed to undertake their roles Services Committee acts as Health & Safety Committee	Existing procedures adequate.
26. Election Costs	Risk of election cost other than 4 yearly elections	L (2)	There are no measures, which can be adopted to reduce the risk of having a contested election. A contingency fund exists to accrue costs for cyclical elections and can be used for casual vacancies.	Existing procedures adequate.
27. Town Hall	Running of the complex	M (5)	Town Hall Committee delegated to oversee management.	Existing procedures adequate.
28. Town Hall	Not preparing for Martyn's Law a duty to protect / compliance	L (4)	New legislation (yet to be passed) will put additional responsibility on venues to protect its users. The Bill will impose a duty on the owners and operators of certain locations to increase their preparedness for and protection from a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place there.	The Town Hall will need to adopt procedures and train staff in accordance with the 'tier' that it will fall into prior to reopening.
29. Town Hall	Damage to property	L (2)	Building and contents insurance taken out and index linked.	Existing procedures adequate.

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
30. Public Toilets	Damage to property	M (6)	Fire Risk Assessment conducted, daily inspections by contractor. Some acceptance required that Public Toilets are prone to vandalism.	Existing procedures adequate.
31. Baxter Gardens Park	Personal Injury	L (2)	Regular equipment and ground checks undertaken by staff.	Existing procedures adequate.
32. Broadwaters Park	Personal Injury	L (2)	Regular equipment and ground checks undertaken by staff.	Existing procedures adequate.
33. St Georges Park	Personal Injury	L (2)	Regular equipment and ground checks undertaken by staff.	Existing procedures adequate.
34. Play Park areas	Damage to equipment	L (2)	Regular checks undertaken during daylight hours / Annual RoSPA Inspection	Existing procedures adequate.
35. Allotments	Damage to Property	L (1)	Property leased to allotment holders on full repairing lease	Existing procedures adequate.

5. Recommendation - To endorse the current Risk Management Policy

Kidderminster Town Council

Risk Management Reviewing Framework

Net Risk Level	Options	Management Action Required	Review/Reporting Required
Red 9	<ul style="list-style-type: none"> i. Reduce ii. Avoid 	<p>This level of risk is not acceptable and immediate management action must be taken to assess how this risk can be reduced to an acceptable level</p> <p>Where the impact might be avoidable death, abuse, life threatening or permanent disability, wherever possible the activity should cease until the risk is effectively managed</p>	<p>Finance & Overview (F&O) Committee must be made aware immediately (And, if needed, the appropriate Committee)</p> <p>Progress to manage the risk must be reviewed by Committee at each meeting and by the Chairman weekly</p>
Amber 8 Amber 6 Amber 5	<ul style="list-style-type: none"> i. Transfer ii. Accept iii. Reduce 	<p>While this level of risk can be accepted, management must first consider all reasonable steps that could be taken to reduce this risk in terms of both likelihood and potential impact</p>	<p>The Town Clerk must be (made) aware Report to F&O Committee (And, if needed, the appropriate Committee)</p> <p>Update report to each Committee meeting</p>
Amber 7	<ul style="list-style-type: none"> i. Transfer ii. Accept iii. Reduce 	<p>In view of the low likelihood of this risk occurring, this level of risk can be accepted. However, management must first consider all reasonable steps that could be taken to reduce this risk in terms of the potential impact</p>	<p>The Town Clerk must be (made) aware Report to F&O Committee (And, if needed, the appropriate Committee)</p> <p>Update report to each Committee meeting</p>
Green 4 Green 3 Green 2 Green 1	<ul style="list-style-type: none"> i. Transfer ii. Accept iii. Reduce 	<p>Whilst this level of risk is generally acceptable, management should consider whether this risk could be reduced in terms of either likelihood or impact. If the likelihood of this risk occurring reduces further, management may consider closing the risk</p>	<p>The Town Clerk to oversee the risks</p> <p>Reviewed each committee cycle and changes reported to committee</p>

Kidderminster Town Council

Risk Management Policy Matrix

Likelihood			
	Red/High	Medium/Amber	Low/Green
Probability	Highly likely to happen	Likely to happen	Possible to happen
Consider	Has incident occurred in the past year or is it highly likely to happen in the next year	Has the incident occurred in the last 1 to 2 years or is it likely to occur in the next 1 to 2 years	Has the incident occurred in the past 2 to 3 years or is it possible in the next 2 to 3 years
Impact			
	Red/High	Medium/Amber	Low/Green
Safeguarding/Safety	Avoidable death, abuse, life-threatening or permanent disability	Avoidable serious injury	Avoidable minor injury
Cost	More than £100k	£10K to £50K	Less than £10K
Legal impact	Criminal offence, imprisonment, judicial review	Legal action likely, substantial costs	Legal action/ fines unlikely
Intervention required	Statutory body, partner or enforcement agency intervention	Member intervention	Town Clerk intervention
Service Impact	Serious service failure directly affecting vulnerable groups	Serious service failure directly affecting customer/council operations	Significant service disruption
Project Delivery	Project failure impacting on Council's performance	Project failure impacting on service performance	Significant impact on unit performance
Reputation Impact	National Media Attention (print/broadcast/social) highly damaging or potential Public Interest Report	Sustained local media interest	Short term media interest

I M P A C T	High	Amber 7	Amber 8	Red 9
	Medium	Green 4	Amber 5	Amber 6
	Low	Green 1	Green 2	Green 3
		Low	Medium	High
	LIKELIHOOD			