

KIDDERMINSTER TOWN COUNCIL  
Wyre Forest House  
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6<sup>th</sup> September 2023

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **WEDNESDAY 13<sup>TH</sup> SEPTEMBER 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

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

Lee Jakeman  
Chief Executive Officer

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Membership: Councillors D. Chambers (Mayor), J. Aston, R. Bishop, G. Connolly, H. Dyke, K. Gale, N. Gale, D. Hine, B. Hopkins, S. Miah, T. Muir, F. Oborski (MBE), J. Phillips, M. Rayner, S. Rook, D. Ross, J. Smith, E. Stokes.

# KIDDERMINSTER TOWN COUNCIL AGENDA – WEDNESDAY 13<sup>TH</sup> SEPTEMBER 2023

## 1. Apologies for absence

- 1.1. To receive any apologies.

## 2. Declarations of interest

- 2.1. 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.
- 2.2. Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

## 3. Kidderminster Business Improvement District (BID)

- 3.1. Members will be asked to RESOLVE to adjourn the meeting to receive a presentation from representatives of the Kidderminster BID. Following the presentation members will be asked to RESOLVE to resume the meeting of the Council

## 4. Public Question Time

- 4.1. 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.

## 5. Minutes

- 5.1. To approve:

- 5.1.1. The minutes of the meeting of Kidderminster Town Council held on Wednesday 21<sup>st</sup> June 2023.

- 5.2. To note:

- 5.2.1. The minutes of the Planning Committee held on Tuesday 27<sup>th</sup> June 2023
- 5.2.2. The minutes of the Planning Committee held on Tuesday 25<sup>th</sup> July 2023
- 5.2.3. The minutes of the Planning Committee held on Wednesday 23<sup>rd</sup> August 2023
- 5.2.4. The minutes of the Staffing Committee held on Tuesday 11<sup>th</sup> July 2023
- 5.2.5. The minutes of the Services Committee held on Wednesday 12<sup>th</sup> July 2023
- 5.2.6. The minutes of the Finance and Overview Committee held on Wednesday 26<sup>th</sup> July 2023
- 5.2.7. The minutes of the Events Committee held on Thursday 24<sup>th</sup> August 2023

(Note: the Chairs of each committee will be asked to introduce each set of committee minutes and may choose to give a brief overview of notable matters from the meeting, for information. It is the responsibility of each committee to approve its own minutes.)

## 6. Police & Crime Commissioner (PCC) Survey

6.1. To consider a draft response to the Annual PCC Survey.

(TC/19/23-24)

## 7. Standing Orders

7.1. To consider a recommendation to adopt a revised version of Standing Orders

(TC/20/23-24)

## 8. External Audit

To receive the completion of the limited assurance review (enclosed) for the year ended 31 March 2023 compiled by the appointed external auditor PKF Littlejohn LLP which states:

*“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information on Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”*

And

To note that the public notice of conclusion of audit will be published on the Town Council's website on 18<sup>th</sup> September 2022.

(TC/21/23-24)

## 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. Town Hall Transformation Project Contact

## 11. Staffing Matters

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the meeting of Kidderminster Town Council**  
**Wednesday 21<sup>st</sup> June 2023 at 6:00pm**  
**Wyre Forest House, Council Chamber**

Present:

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

In Attendance:  
Mr L. Jakeman, Chief Executive

C.004 **APOLOGIES FOR ABSENCE**

Councillor Dyke  
Councillor Phillips  
Councillor Rayner  
Councillor Rook

C.005 **DECLARATIONS OF INTEREST**

Nil

C.006 **PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.



C.007 **PREVIOUS MINUTES**

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

C.008 **PLANNING COMMITTEE**

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

C.009 **TOWN HALL COMMITTEE**

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

C.010 **SERVICES COMMITTEE**

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

C.011 **TERMS OF REFERENCE**

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

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

**APPOINTMENT OF MEMBERS TO COMMITTEES**

**RESOLVED:** Members confirmed the membership of the following standing Committees:

**PLANNING:**

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

**FINANCE & OVERVIEW:**

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

**STAFFING:**

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

**SERVICES:**

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

**TOWN HALL:**

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

**EVENTS:**

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

C.013 **SCHEDULE OF MEETINGS**

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

C.014 **DELEGATED AUTHORITY**

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

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

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

C.016 **ANNUAL INTERNAL AUDIT REPORT**

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

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

C.017 **ANNUAL GOVERNANCE STATEMENT**

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

C.018 **ACCOUNTING STATEMENT**

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

C.019 **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

C.020 **TOWN HALL TRANSFORMATION PROJECT**

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

**KIDDERMINSTER TOWN COUNCIL  
PLANNING COMMITTEE**  
Minutes of the meeting held on Tuesday 27<sup>th</sup> June 2023  
Held in the Stourport/Bewdley Room

**Present:** Councillors, G. Connolly (Chair), D.Hine, S.Miah, T.Muir, E.Stokes.

**Absent:** Councillor T.Muir

**PL.006**     **Apologies**

Councillor K.Gale

**PL.007**     **Declarations of Interests**

Nil.

**PL.008**     **Public participation**

There were no members of the public in attendance.

**PL.009**     **Minutes**

**RESOLVED:** that the minutes of the previous meeting held on Tuesday 30<sup>th</sup> May 2023 be approved as a true record and that they be signed by the Chair.

**PL.010**     **Consideration of responses to planning applications**

Members considered the following planning applications and **RESOLVED** to provide comment as follows:

**Application type:** Full Application

**Planning Reference:** 23/0395/FUL

**Proposal:** Erection Of Two Detached Dwellings (Resubmission of 22/0544/FUL)

**Location:** 71 Ludlow Road, Kidderminster, Worcestershire, DY10 1NW,

**SUPPORT**

**Application type:** Full Application

**Planning Reference:** 23/0380/FUL

**Proposal:** Proposed demolition of redundant workshop and stores and erection of 4 no. 1 bed apartments within single building.

Construction of 2 no. boundary walls with railings over and construction of communal bin store and bicycle shelter

**Location:** 62 Hemming Street, Kidderminster, Worcestershire, DY11 6NB,

**OBJECT**

**Application type:** Works to a tree with a TPO

**Planning Reference:** 23/0416/TPO

**Proposal:** Chester Road Tree works - Sweet Chestnut - cut back canopy to approx. 0.3m beyond wall/fence line up to lamppost height & cut back to give approx 1m clearance to lamppost; Sweet Chestnut - remove 2 lowest branches roadside; 2 no. sweet chestnut - raise canopies over highway to approx 5.5m; Sweet Chestnut - remove low limb; Prominent Elm branch - cut back by approx. 2m; Row of Leylandii - cut back side growth roadside as much as possible without exposed dead foliage; Dead Cherry - Fell; Sycamore - Remove low branch; Oak adjacent to wall - fell & poison;

Comberton Road Tree works - Sycamore - remove 5/6 epicormic branches roadside from low limb; Sycamore - remove 2 low pendular branches roadside; Elm - cut back prominent branch by approx 2-2.5m; Understorey shrubs & lower canopies of trees between 2 drives - cut back to a vertical line approx 3m out from footpath up to a height of approx 5m; Sycamore - Raise canopy roadside to approx 5m; 2 no. Lime - remove basal growth & raise canopy to approx. 4m; Lime regrowth - reduce & reshape at approx 2m Sweet Chestnut - remove basal growth & clean stem or cut back basal growth this side of fence by approx 1.5-2m Leaning Elm - Fell & poison Limes between pedestrian entrance & old school gates on corner - cut back to a vertical line approx 1m out from wall up to a height of approx 5m; Sycamore - Remove low pendular branch;

**Location:** King Charles High School , Comberton Road, Kidderminster, Worcestershire,

**NO COMMENT**

**Application type:** Works to a tree with a TPO

**Planning Reference:** 23/0415/TPO

**Proposal:** Sycamore (T12) - Reduce top by 2.5m and western side by 2.5m, shape the remainder of the crown accordingly. Remove any deadwood and squirrel damaged branches within the crown.

**Location:** Chaddesley House , 1B The Lea, Kidderminster, Worcestershire,

**NO COMMENT**

**Application type:** Works to a tree with a TPO

**Planning Reference:** 23/0412/TPO

**Proposal:** Common Lime - Repollard at previous pollard points.

**Location:** Leawood House , 3 The Lea, Kidderminster, Worcestershire,

**NO COMMENT**

**Application type:** Telecommunications Notification

**Planning Reference:** 23/0407/TEL

**Proposal:** Installation of 15m high slim-line phase 9 monopole, supporting 6 no. antennas, 3 no. equipment cabinets and ancillary development thereto including 1 no. GPS module.

**Location:** Land At Os 384366 274653, Heronswood Road, Kidderminster, Worcestershire,

**OBJECT**

**Application type:** Householder application

**Planning Reference:** 23/0409/HOU

**Proposal:** Construction of first floor extension.

**Location:** 3 Apple Tree Close, Kidderminster, Worcestershire, DY10 2SZ,

**SUPPORT**

**Application type:** Householder application

**Planning Reference:** 23/0417/HOU

**Proposal:** Replacement entrance porch

**Location:** 80 Salisbury Drive, Kidderminster, Worcestershire, DY11 6HE,

**SUPPORT**

**Application type:** Householder application

**Planning Reference:** 23/0428/HOU

**Proposal:** Ground floor extension to rear and first floor side extension

**Location:** 13 Grosvenor Avenue, Kidderminster, Worcestershire, DY10 1SS.

**SUPPORT**

**Application type:** Full Application

**Planning Reference:** 23/0399/FUL

**Proposal:** Temporary Classrooms

**Location:** St Johns C Of E First School, Blakebrook, Kidderminster, Worcestershire

**SUPPORT**

**Application type:** Full Application

**Planning Reference:** 23/0426/FUL

**Proposal:** Demolition of existing car wash and jet wash machine and the creation of an EV charging zone, erection of EV chargers, erection of canopy, two jet wash bays, erection of sub-station enclosure, LV panel, meter cabinet and associated forecourt works.

**Location:** Fairview Service Station, Worcester Road, Kidderminster, Worcestershire,

**SUPPORT**

**Application type:** Householder application  
**Planning Reference:** 23/0431/HOU  
**Proposal:** PROPOSED TWO STOREY SIDE EXTENSION  
**Location:** 66 Birchfield Road, Kidderminster, Worcestershire, DY11 6PG,

**SUPPORT**

**Application type:** Works to a tree in a Conservation Area  
**Planning Reference:** 23/0433/TCA  
**Proposal:** Birch - Fell  
**Location:** 30 Blakebrook, Kidderminster, Worcestershire, DY11 6RG,

**NO COMMENT**

**Application type:** Full Application  
**Planning Reference:** 23/0402/FUL  
**Proposal:** Change of use from ground floor commercial unit into residential apartment, with the retention of a separate residential apartment on first floor. Complimented by the erection of a single storey extension to the rear.  
**Location:** 112 Flat Over, Lea Street, Kidderminster, Worcestershire

**SUPPORT**

**PL.011 Additional Planning Applications**

To consider any other planning applications received that may be received from the Local Planning Authority after the issuing of the agenda and up to the day before the meeting.

**Application type:** Householder application  
**Planning Reference:** 23/0461/HOU  
**Proposal:** Single storey side/rear extension for disability bedroom and wetroom  
**Location:** 31 Siskin Way, Kidderminster, Worcestershire, DY10 4TD,

**SUPPORT**

**Application type:** Works to a tree with a TPO  
**Planning Reference:** 23/0443/TPO  
**Proposal:** Beech - Crown raise/Branches remove growing towards house to suitable growth points. Crown thin 20% quadrant over garden.  
**Location:** 20 Goldcrest Drive, Kidderminster, Worcestershire, DY10 4HQ,

**NO COMMENT**

Meeting ended at 6.50pm

**KIDDERMINSTER TOWN COUNCIL  
PLANNING COMMITTEE**

**Minutes of the meeting held on Tuesday 25<sup>th</sup> July 2023 at 6:00pm  
In the Council Chamber, Wyre Forest House**

**Present:** Councillors:  
Kevin Gale (Chair)  
George Connolly (Vice Chair)  
Doug Hine  
Shazu Miah  
Edward Stokes.

**Absent:** Councillors:  
Tony Muir

PL012/23-24 **APOLOGIES FOR ABSENCE**

Nil

PL013/23-24 **DECLARATIONS OF INTEREST**

Nil

PL014/23-24 **PUBLIC QUESTION TIME**

Nil

PL015/23-24 **MINUTES**

**RESOLVED:**

That the minutes of the previous meeting held on Tuesday 27<sup>th</sup> June 2023 be approved as a true record and that they be signed by the Chair.

PL016/23-24 **PLANNING APPLICATIONS**

Members considered the following planning applications and **RESOLVED** to respond as follows:

**1. Application type:** Householder application

**Planning Reference:** 23/0462/HOU

**Proposal:** Single Storey Side Extension

**Location:** 46 Franche Road, Kidderminster, Worcestershire, DY11 5AL,

**SUPPORT**

**2. Application type:** Householder application

**Planning Reference:** 23/0393/HOU

**Proposal:** Proposed single storey side extension

**Location:** 48 Franche Road, Kidderminster, Worcestershire, DY11 5AL,

**SUPPORT**



**3. Application type:** Full Application  
**Planning Reference:** 23/0489/FUL  
**Proposal:** Change of use from Sui Generis to Class E for Bathroom Showroom  
**Location:** 71 Coventry Street, Kidderminster, Worcestershire, DY10 2BS,

**SUPPORT**

**4. Application type:** Full Application  
**Planning Reference:** 23/0516/FUL  
**Proposal:** Change of use to Hot Food Takeway (sui generis) and associated works to include new shop front and flue.  
**Location:** 294 Hurcott Road, Kidderminster, Worcestershire, DY10 2RQ,

**OBJECT**

**5. Application type:** Householder application  
**Planning Reference:** 23/0522/HOU  
**Proposal:** Replacement of flat kitchen roof with pitched roof.  
**Location:** 137 Offmore Road, Kidderminster, Worcestershire, DY10 1SD,

**SUPPORT**

**6. Application type:** Householder application  
**Planning Reference:** 23/0518/HOU  
**Proposal:** Proposed two-storey rear extension, and first floor side extension.  
**Location:** 34 Broad Street, Kidderminster, Worcestershire, DY10 2LZ,

**SUPPORT**

**7. Application type:** Telecommunications Notification  
**Planning Reference:** 23/0525/TEL  
**Proposal:** Proposed 15m 5G telecoms installation: H3G street pole and additional equipment cabinets.  
**Location:** Land At Os 382070 274022, The Towers, Foley Avenue, Foley Business Park,

**SUPPORT**

**8. Application type:** Full Application  
**Planning Reference:** 23/0508/FUL  
**Proposal:** Construction of new residential flat over existing garage building  
**Location:** 33 Imperial Avenue, Kidderminster, Worcestershire, DY10 2RA,

**OBJECT**

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Meeting ended at 6.50pm

**KIDDERMINSTER TOWN COUNCIL  
PLANNING COMMITTEE**

**Minutes of the meeting held on Wednesday 23<sup>rd</sup> August 2023  
Held in the Council Chamber**

Present:

Councillors: K.Gale (Chair)  
G.Connolly (Vice Chair)  
S.Miah  
D.Hine  
E.Stokes.

In Attendance:

Mr L.Jakeman, Chief Executive

Absent:

Councillor: T.Muir

**PL.017      Apologies**

Nil.

**PL.018      Declarations of Interests**

Nil.

**PL.019      Public Participation**

There were no members of the public in attendance.

**PL.020      Minutes**

**RESOLVED:** that the minutes of the previous meeting held on Tuesday 25<sup>th</sup> July 2023 be approved as a true record and that they be signed by the Chair.

**PL.021      Planning Applications**

Members considered the following planning applications and **RESOLVED** to respond as follows:

23/0544/ADV | Proposed 1No. illuminated Kia totem sign, 2No internally illuminated Kia logo signs, 1No. internally illuminated fascia sign, 1No. entrance gate sign and 1No. directional sign | Kia Motors Worcester Road Kidderminster Worcestershire DY10 1HY

**SUPPORT**

23/0361/FUL | Extension to increase size of reception class facilities | St Oswalds C Of E First School Sion Avenue Kidderminster Worcestershire DY10 2YL

**SUPPORT**

23/0545/HOU | Single storey rear extension | 3 Marsh Grove Kidderminster Worcestershire DY10 2HS

**SUPPORT**

23/0550/LBC | Replacement of existing external ATM and the aperture altered to accommodate new ATM. | 66 Oxford Street Kidderminster Worcestershire DY10 1BL

23/0549/FUL | Replacement of existing external ATM and the aperture altered to accommodate new ATM. | 66 Oxford Street Kidderminster Worcestershire DY10 1BL

**SUPPORT**

23/0552/HOU | Two storey side extension and detached garage | 128 Chester Road South Kidderminster Worcestershire DY10 1XE

**SUPPORT**

23/0566/FUL | Proposed No.1 Bedroom Studio to rear of existing shop (resubmission) | Mercian House 18 Coventry Street Kidderminster Worcestershire DY10 2BG

**SUPPORT**

23/0572/FUL | Extension to existing primary school to provide 4No. classrooms plus associated toilets and group space | St Johns C Of E First School Blakebrook Kidderminster Worcestershire DY11 6AP

**SUPPORT**

23/0568/HOU | Demolition of existing garage and construction of a two storey side extension | 5 Partridge Grove Kidderminster Worcestershire DY10 4HH

**SUPPORT**

23/0571/HOU | Construction of a single storey garage extension | 39 Larkhill Kidderminster Worcestershire DY10 2NN

**SUPPORT**

23/0579/HOU | Two storey and single storey rear and first floor side extensions. | 10 Ludgate Avenue Kidderminster Worcestershire DY11 6JD

**SUPPORT**

23/0594/FUL | Change of use from Class E to Sui Generis for the purposes of a Canine Hydropool, Canine Day Care, Grooming and associated services | Kopernikus House 118 Worcester Road Kidderminster Worcestershire DY10 1JR

**SUPPORT**

PL.021

**Additional Planning Applications**

Members considered the following planning applications and **RESOLVED** to respond as follows:

23/0020/FUL | Erection of single-storey extensions to provide additional elderly and specialist care accommodation (C2) | Offmore Residential Home Offmore Farm Close Kidderminster Worcestershire DY10 3HB

Members reconsidered the Town Council's comments in relation to 23/0020/FUL - Erection of single-storey extensions to provide additional elderly and specialist care accommodation (C2) Offmore Residential Home Offmore Farm Close Kidderminster Worcestershire DY10 3HB - (submitted on 24<sup>th</sup> January 2023) following further correspondence from the LPA regarding a revised site plan having now been submitted by the developer and additional comment by the Highways department.

*(CEO Note: The The Planning Committee has previously stated that it was 'neutral' when responding to the application and offered the following comment "We note the Highways comments regarding parking provision and we share that concern. ")*

**SUPPORT**

23/0597/FUL | Conversion of existing offices to two residential flats including cycle storage, bin storage and parking | 9A Church Street Kidderminster Worcestershire DY10 2AH

23/0595/LBC | Conversion of existing offices to two residential flats including cycle storage, bin storage and parking | 9A Church Street Kidderminster Worcestershire DY10 2AH

**SUPPORT**

23/0599/FUL | Change of use from Sui Generis (Beauty Salon & Teaching Aesthetic & Beauty Academy) to Class E (Hairdressers) | 41 Oxford Street Kidderminster Worcestershire DY10 1AR

**SUPPORT**

23/0613/HOU | New garage | 24 Baldwin Road Kidderminster Worcestershire DY10 2UA

**SUPPORT**

23/0614/RG3 | New public open space on site of Nos. 1 to 6 Worcester Street, consisting of sloping grass terraces, trees, planting, seating, brick retaining walls, lighting, footpath, children's play area and a pavilion building | 1 To 6 Worcester Street Kidderminster Worcestershire DY10 1EA

**SUPPORT**

23/0467/HOU | Extensions and alterations to garage | 26 Roden Avenue Kidderminster Worcestershire DY10 2RF

**SUPPORT**

**PL.022 Appeal Ref: APP/R1845/W/22/3309021 - Land at Habberley Road (21/0421/OUT)**

Members considered correspondence from the LPA inviting comment on the planning application in respect of Land at Habberley Road.

**RESOLVED:** To delegate authority for CEO to respond in line with the comments made at the meeting, (being extremely sympathetic with residents' opposition to the application but acknowledging that the application had been approved at appeal by the planning inspector), subject to consultation with members and approval by the Chair.

Meeting ended at 19:21

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the Staffing Committee of Kidderminster Town Council**  
**held in the Rock Room, Wyre Forest House**  
**on Tuesday 11<sup>th</sup> July 2023 at 6:00pm**

Present:

Councillors:  
Smith (Chair)  
Bishop  
Dyke  
Hopkins

In Attendance:  
L. Jakeman, Chief Executive  
C Moseley, Fletcher Associates

S.001 **APOLOGIES FOR ABSENCE**

Cllr Rook.

S.002 **DECLARATIONS OF INTEREST**

Nil.

S.003 **MINUTES**

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

S.004 **EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** In terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, **RESOLVED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

(Note: While the discussions are confidential the decisions made are documented for the public record)

S. 005 **STAFFING**

Members received a summary report from the CEO on general staffing matters/ terms of service and associated personnel issues.

Members discussed and considered a number of workforce related matters including:

- Staff departures / retirements
- Recruitment
- Employment contracts
- Staffing Structure

**RESOLVED:** to forward a confidential report to the next meeting of the Full Town Council that provides a summary of the discussions; any delegated decisions made and any recommendations that require approval by the Town Council.

Meeting closed 8pm

DRAFT

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the Services Committee meeting of Kidderminster Town Council**  
**held in the Kidderminster Room at Wyre Forest House**  
**on**  
**Wednesday 12<sup>th</sup> July 2023**  
**at 6:00pm**

Present:

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

In Attendance:

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

S001/23-24 **APOLOGIES**

Nil

S002/23-24 **DECLARATIONS OF INTEREST**

Nil.

S003/23-24 **PUBLIC QUESTION TIME**

Nil

S004/23-24 **MINUTES**

**RESOLVED:** That the minutes of the Services Committee meeting held on Wednesday 10<sup>th</sup> May 2023 were correct and duly signed by the Chair.

S005/22-23 **BUDGET SUMMARY**

Members considered the budget summary report as at 30 June 2023.

S006/22-23 **OPERATIONAL REPORT**

Members noted the General Service Report and:

**RESOLVED** To retrospectively approve the awarding of a contract to resurface car park on Baxter Gardens Park to Trinity Surfacing Limited at a cost of £21,369.

Meeting ended: 7:05pm

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**KIDDERMINSTER TOWN COUNCIL  
FINANCE AND OVERVIEW COMMITTEE**

**Minutes of the meeting held on Wednesday 26<sup>th</sup> July 2023 at 6:00pm  
In the Kidderminster Room, Wyre Forest House**

**Present:** Councillors:  
Juliet Smith (Chair)  
Darren Chambers (Vice Chair)  
Fran Oborski  
Bill Hopkins (substituting for Cllr Ross)  
Mr L Jakeman, Chief Executive

**Absent:** Nil

**F001/23-24 APOLOGIES FOR ABSENCE**

Councillors:  
David Ross  
Helen Dyke

**F002/23-24 DECLARATIONS OF INTEREST**

Nil.

**F003/23-24 PUBLIC QUESTION TIME**

Nil

**F004/23-24 MINUTES**

**RESOLVED:**

That the minutes of the previous meeting held on Wednesday 29<sup>th</sup> March 2023 be approved as a true record and that they be signed by the Chair.

**F005/23-24 ACCOUNTS PAID**

Members received a report detailing income and expenditure from 1<sup>st</sup> April 2023 to 30<sup>th</sup> June 2023 and **RESOLVED:**

To approve payments totalling £271,565.99 From 1<sup>st</sup> April 2023 to 30<sup>th</sup> June 2023.  
(TC/11/23-24)

**F006/23-24 BUDGET REVIEW REPORT**

Members received and considered a summary budget report, as at 30<sup>th</sup> June 2023.  
(TC/12/23-24)

F007/23-24 **INTERNAL AUDIT**

a. Members received and considered The Annual Internal Audit Report and any recommendations that was previously circulated at the Town Council meeting on 21<sup>st</sup> June 2023.  
(TC 05 23-24)

b. Members received and considered a report on the effectiveness of the Internal Audit and **RESOLVED:**

i) To confirm that a satisfactory review the effectiveness of the Internal Audit had been undertaken.

And

ii) To confirm the appointment of Wyre Forest District Council as the Town Council's internal auditor for 2023/24.

(TC13 23-24)

F008/23-24 **RISK MANAGEMENT**

Members considered a report and a draft Risk Management Schedule.  
(TC14 23-24)

**RESOLVED:**

To approve the draft Risk Management Schedule.

-----End-----

Meeting ended at 6.30pm

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the Events meeting of Kidderminster Town Council**  
**held in the Council Chamber, Wyre Forest House**  
**on Thursday 24<sup>th</sup> August 2023 at 6:00pm**

Present:

Councillors: N.Gale (Chair)  
R.Bishop (Vice Chair)  
D.Hine  
B.Hopkins  
S.Miah  
M.Rayner

Absent:

Councillors: T.Muir

In Attendance:

Mr L. Jakeman, Chief Executive

E001/23-24 **APOLOGIES FOR ABSENCE**

Nil.

E002/23-24 **DECLARATIONS OF INTEREST**

Nil.

E003/23-24 **PUBLIC QUESTION TIME**

Nil.

E004/23-24 **MINUTES**

**RESOLVED** to approve the minutes of the Events & Services Committee meeting held on Thursday 16<sup>th</sup> March 2023.

E005/23-24 **CHRISTMAS LIGHTS SWITCH-ON**

Members received an update regarding the arrangements for Kidderminster Town Council's Christmas Lights Switch On event.

**RESOLVED**

- a. That the Christmas Lights Switch-on Event will be held on Saturday 18<sup>th</sup> November 2023.
- b. To delegate the organisation and delivery of a suitable event to Town Council officers, in consultation with Kidderminster BID and Events Committee Members.

E006/23-24 **REMEMBRANCE SUNDAY**

Members considered arrangements for Kidderminster's Remembrance Sunday Parade on 12<sup>th</sup> November 2023.

And

Noted that a final planning meeting for Remembrance Sunday will take place at St Mary's Church at 11 am on Tuesday 12<sup>th</sup> September to which all committee members are invited.

E007/23-24 **COMMUNITY EVENTS GRANT FUNDING FROM WFDC**

Members considered correspondence from Wyre Forest District Council and its proposed grant funding of £10k to Kidderminster Town Council in respect of Community Events in the current Financial Year.

And

**RESOLVED** to form a working group comprising all committee members with the intention of defining and delivering some or all of the following activities using the £10k of grant funding:

- Santas Grotto event
- Food Festival
- Sheep Trail
- Music Festival
- Celebration of Cultures

Meeting ended 7:30pm

KIDDERMINSTER TOWN COUNCIL  
TOWN COUNCIL MEETING

13<sup>th</sup> September 2023

LJ/2023

29<sup>th</sup> August 2023

REPORT TO TOWN COUNCILLORS

**AGENDA ITEM 6 – POLICE & CRIME COMMISSIONER TOWN AND PARISH COUNCIL  
SURVEY**

AIM

1. To consider a draft response to the Police & Crime Commissioner (PCC) Town and Parish Council Survey

INTRODUCTION

2. Kidderminster Town Council has been invited by the PCC to complete a questionnaire so that councils can have their say on police visibility, accessibility, and crime and disorder in their areas.

DISCUSSION / COMMENT

3. The Town Mayor and the CEO have considered the questionnaire and prepared a draft response to each of the questions. Noting that there will invariably be differences of opinion about individual police actions, the responses given are based on a general but objective overview of policing as a whole.
4. Members are asked to consider the draft responses.

RECOMMENDATION(s)

5. To approve the draft responses to the PCC Town and Parish Council Survey:

*Lee Jakeman*

Lee Jakeman  
Chief Exec

# Town and Parish Council Survey 2023

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## Local Policing

**1) In the Council's opinion, how good a job do you think the police are doing in your town / parish?\***

- Excellent
- Good
- Fair
- Poor
- Very Poor
- Don't know

**2) In the Council's opinion, how would you rate the visibility of police in your town parish?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know

**How much does the Council agree or disagree with the following statements:**

**3) The police work well with the Council to identify and address local crime and disorder issues\***

- Strongly agree
- Tend to agree

- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

**4) The Council has confidence in the police to resolve crime and disorder issues raised within the local community\***

- Strongly agree
- Tend to agree
- Neither agree nor disagree
- Tend to disagree
- Strongly disagree
- Don't know

**5) On average, how often does the Council contact the police to raise concerns about crimes or incidents?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know

**6) Overall, how would you rate the police response to crime and disorder issues or incidents raised by the Council?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

---

## Contact and Engagement

**7) Are you aware of the Local Policing Charter?**

Yes

No

**8) Have the police been in touch to identify your priorities as a Town/Parish Council?**

Yes

No

**9) If answered yes in question 8. In the Councils opinion have the police acted upon the priorities you set out?**

Yes

No

**10) In the Councils opinion have you seen an reduction in crime and increased feeling of safety as a result of the launch of the Local Policing Charter in March 2021?**

Yes

No

**11) In the Council's opinion, how easy and convenient is it to access your local policing teams? (This may be in any form - face to face, email, telephone etc)\***

Very easy

Fairly easy

Fairly difficult



- Very difficult
- Don't know / N/A

**12) In the Council's opinion, how easy and convenient is it to access relevant information for the local community from the police?\***

- Very easy
- Fairly easy
- Fairly difficult
- Very difficult
- Don't know / N/A

**13) In the Council's opinion, how would you rate the level of contact you have with the police?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

**14) How does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes).  
*Please tick all that apply\****

- Phone (land line)
- Phone (mobile)
- Email
- Letter
- Social media
- In person (at a police station etc)
- Website
- Other
- Don't contact the police

**15) How often does the Council contact the police to discuss local issues, seek information or invite to meetings / community events? (Not including reporting crimes)\***

- Weekly
- Monthly
- Every 2- 6 months
- Once a year
- Never
- Don't know

**16) How would the Council rate the police response to requests for information / meetings etc?\***

- Excellent
- Good
- Fair
- Poor
- Very poor
- Don't know / N/A

**17) How often do the police attend Council meetings or other community events in your town or parish area?\***

- Weekly
- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know / not invited

**18) How often do the police proactively contact the Council to raise awareness of local issues, share information etc?\***

- Weekly

- Monthly
- Every 2 - 6 months
- Once a year
- Never
- Don't know

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**19) Does the Council know the members of the police's local Safer Neighbourhood Team? These teams include Inspectors, Sergeants, PCs and PCSOs\***

- Very familiar
- Somewhat familiar
- Not well known
- Totally unknown
- N/A

---

## **Crime and anti social behaviour issues**

**20) In the Council's opinion, how much of a problem, if at all, would you say that crime and anti social behaviour is in your town / parish area?\***

- Not a problem at all
- Not a very big problem
- Fairly big problem
- Very big problem
- Don't know

**21) Which if any of the following issues would you say are currently a problem in and around your council area?**

**Please tick one box in each row**

	<b>Not a problem at all</b>	<b>Not a very big problem</b>	<b>Fairly big problem</b>	<b>Very big problem</b>	<b>Don't know</b>
Domestic burglary	( )	( )	( )	( )	(✓)
Violent crime	( )	( )	( )	( )	(✓)
Anti social behaviour	( )	( )	(✓)	( )	( )
Online crime	( )	( )	( )	( )	(✓)
Vehicle crime	( )	( )	( )	( )	(✓)
Criminal damage / vandalism	( )	(✓)	( )	( )	( )
Crimes against businesses	( )	( )	(✓)	( )	( )
Rural crime	( )	( )	( )	( )	(✓)
Offence of a sexual nature	( )	( )	( )	( )	(✓)
Crime committed against people due to their age, race, ethnicity, disability or sexuality	( )	( )	( )	( )	(✓)

Road safety	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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## About your council

**What is the name of your council (or councils if it is a combined parish council group)?\***

Kidderminster Town Council

**22) Please confirm which Borough / District / City / Unitary area your council is in\***

- Herefordshire
- Shropshire
- Telford & Wrekin
- Redditch
- Wyre Forest
- Worcester City
- Malvern Hills
- Wychavon
- Bromsgrove

**23) Approximately how many people live in your town / parish area?**

- Less than 500
- 501 - 1000
- 1001 - 5000
- 5001 - 10,000
- Over 10,000

Please provide an appropriate current email address which the Commissioner and his staff may use to contact the Council when necessary. Your email will be held securely in web-based databases. It will not be shared with any other third party.

\_\_\_\_\_office@kidderminstertowncouncil.gov.uk\_\_\_\_\_

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24) Would you like to receive the Commissioner's monthly newsletter to this email address?

Yes

No

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**Thank You!**

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KIDDERMINSTER TOWN COUNCIL  
TOWN COUNCIL MEETING

13<sup>th</sup> September 2023

LJ/2023

29<sup>th</sup> August 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 7 – REVIEW OF STANDING ORDERS

AIM

1. To consider a recommendation from a working group to adopt a revised set of Standing Orders.

BACKGROUND

2. Standing Orders are required to be reviewed annually. Kidderminster Town Council's Current Standing Orders are based on the Model document recommended by the National Association of Local Councils.
3. A revised draft set of Standing Orders was put before the Town Council at a meeting held on February 2023. (TC/44/22-23 refers).
4. The draft was not adopted as members had questions around the appropriateness of some of the existing Standing Orders and the some of the changes recommended. Members agreed to form a working group comprising councillors F Oborski, D Ross and S Rook. (Town Council minute C.080 dated 23 February 2023 refers).

DISCUSSION/ COMMENT

5. Members of the Working Group were invited to document their comments relating to Standing Orders and these were captured on a 'summary of review' document. The comments related to the relevance of some Standing Orders and /or the interpretation of them.
6. The initial comments (7) raised by members were considered by the CEO who, then provided members of the working group with an updated 'summary of review' document to include an 'initial suggested outcome' for each comment raised.
7. The 'summary of review' document was then redistributed to members of the working group for their 'supplementary comment/ suggested outcome'. Once

completed the CEO reviewed the 'summary of review' document who made a 'Final suggested outcome' with regard to each comment.

8. Finally, each members were asked if they could agree to the 'Final Suggested Outcomes'; which they did.
9. A copy of the Summary Review Document is enclosed (Enclosure 1).
10. The draft Standing Orders that were put before the Town Council have been amended to reflect the final agreed outcomes' (Enclosure 2).

## FINANCIALS

11. Nil financial implications

## SUMMARY

12. A Working Group set up by the Town Council has reviewed the draft Standing orders presented to Town Council in February 2023.
13. The Working Group raised 7 comments regarding the draft Standing Orders.
14. Following debate members agreed to some amendments to the previous draft being made

## RECOMMENDATION(s)

15. It is recommended that the Town Council RESOLVES:

Adopts the draft Standing Orders as amended by and recommended by the Review Working Group.

Lee Jakeman  
Chief Exec

Enclosures:

1. Review of Working Group Comments – Summary
2. Draft Standing Orders, recommended for adoption.



## KIDDERMINSTER TOWN COUNCIL – STANDING ORDERS REVIEW 2023 – WORKING GROUP COMMENTS AND PROPOSED OUTCOMES

Initial Councillor Comment	CEO Response	CEO Initial Suggested Outcome	Councillor supplementary / Suggested Outcome	Final Suggested Outcome by CEO
Rule 1 (g) what does the word early constitute?	This is intended to ensure that last minute amendments that are not well thought through are dropped on the Council following a lengthy debate that is heading in a different direction - so no point in talking for half an hour on an item about approving the colour of that the doors are painted, only to then have at the end a proposal that the doors don't get painted. If we had early notification of 'let's not paint the doors' then there might not need to be a discussion on what colour to paint them. In general, it is helpful that those proposing amendments do so at the beginning of the topic (so that if there are a couple of competing amendments being proposed then the Chairman can decide in which order to her them to be tabled (see rule 1 (i))	Retain as is.	Not sure I agree, sometimes during the course of debate opinions may vary	Remove para 1 g in toto  (All other sub paragraphs to be amended by coming forward one letter)
Rule 1 (l and m) both should be stuck out in my opinion  37	<b>Rule 1 (l)</b> – seeks to prevent scatter gun style amendments where there might constant toing and froing e.g. if there is a grant application for say £10k and a member proposes £5k as an amendment and that is not passed they cannot then say 'oh can I proposed £4k' or propose £7k and keep 'negotiating'. In this scenario it is not known if the proposer of the amendment thinks that £10k won't get the support of the majority of the Council, so they are looking to get 'at least something' or whether they feel that they are wholly opposed to the £10k. Part of the intention here is to have councillors think about amendments in some depth and get the meeting moving and not stuck going round in circles. If you remove this paragraph, then In the worst case scenario you could have a 16 councillors making an amendment and then each of these getting defeated and then each councillor proposing another 16 amendments. The circle never ends. I appreciate that this would be an extreme circumstance.	Retain as is	I agree if you wish to propose an amendment then it should be clear and unambiguous and not become a matter for haggling over	Retain as is
	<b>Rule 1(m)</b> . This is designed to help move business along. The mover of an amendment should state their position with some clarity in the lead up to /whilst moving the amendment. If the amendment is carried then it would become the substantive motion and require a further vote, and at that stage the mover of the amendment becomes the mover of the Substantive motion which does entitle them to have a right of reply. See Rule 1(m)	Retain as is	agreed	
Rule 3 (x) assume the meeting can be extended by councillors agreeing to do so	The assumption is correct.  Note Rule 10 (a) xv which allows the Council to suspend its standing orders (subject to a majority approval). If we get to a stage of being 2hrs 50 mins into a meeting, then all that is needed is a proposal to suspend standing order 3(x)1 to allow the meeting to continue. This rule can also be used to override the restrictions in Rule 1 (l) and 1(m)	Retain as is	agreed	Retain as drafted

Initial Councillor Comment	CEO Response	CEO Initial Suggested Outcome	Councillor supplementary / Suggested Outcome	Final Suggested Outcome by CEO
<p>Rule 15 (b) this allows the Proper Officer to send out the agenda etc three clear days before the meeting which I don't think give councillors sufficient time to read and consider it</p>	<p>At least 3 clear days is the statutory minimum and does not include Sundays or bank holidays. Best Practice is to also not include Saturdays.</p> <p>As an example, a meeting the week after Easter would need to be sent out on the Wednesday with the Thursday counting as a clear day, the Friday as Bank Holiday the Saturday as the 2<sup>nd</sup> clear day the Sunday as non-qualifying day along with the Bank Holiday Monday and the Tuesday as the 3<sup>rd</sup> Clear Day and with a meeting date of the Wednesday.</p> <p>Other single day bank holidays will be similar but one day shorter – Agenda out on a Thursday for a meeting the Following Wednesday.</p> <p>A move to 5 clear days over for example the easter period would mean an agenda going out on the Monday for a meeting the following Wednesday.</p> <p>The rule says 'at least' 3 clear days which looks to cover the variables of bank holidays. That would not prevent the convention of sending out agendas a week in advance. (sometimes that week would be 3 clear days and sometimes 4 or 5)</p>	<p>Retain as drafted</p>	<p>So to be clear, if a meeting is on a Wednesday then three clear days is Not counting the day of the meeting then 3 Clear days is the previous Thursday The clear days being Friday Monday Tuesday If I have that correct, then yes 3 clear days would be OK</p>	<p>Retain as drafted</p>
<p>38 Rule 24 (a) As far as I am aware no invitation is ever sent to District or County councillors to attend our meetings</p>	<p>The intention here is that copies of agendas should be sent to District and County Councillors so that they can be aware of our business. The invitation is not to for these non-Town Council councillors to be able to sit around the table and debate matters. They should sit in the public gallery along with members of the public when attending. This and the subsequent paragraph (Rule 24 (b) could be omitted if it is not current convention.</p>	<p>Delete Rule 24 (a) and 24(b)</p>	<p>I am not concerned with this</p>	<p>Delete Rule 24</p>



# Kidderminster Town Council

## Standing Orders

DRAFT

(Reviews:  
7<sup>th</sup> July 2021 – Town Council Minute F170 refers  
13<sup>th</sup> September 2023 – Town Council Minute ???? refers)

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# 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- i Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- j One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- o During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- p A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort) The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting



- vote whether or not he/she/they gave an original vote.

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.

- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x A meeting shall not exceed a period of 3 hours.

## 4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless

- the Council resolves for this to be done at a later date;
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - xviii. Review of the Council's policy for dealing with the press/media;
  - xix. Review of the Council's employment policies and procedures;
  - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;

- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal

data without legal justification.

- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## 12. DRAFT MINUTES

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e If the Council's gross annual income or expenditure (whichever is higher)
- does not exceed £25,000, it shall publish draft minutes on a website which is
- publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.



### 13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

- ii. granting the dispensation is in the interests of persons living in the Council's area; or
- iii. it is otherwise appropriate to grant a dispensation.

## **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

## **15. PROPER OFFICER**

- a The Proper Officer shall be either (i) the CEO or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. at least three clear days before a meeting of the council, a committee or a sub-committee,
    - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her/their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;
- iv. facilitate inspection of the minute book by local government electors;
- v. receive and retain copies of byelaws made by other local authorities;
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.  
(see also standing order 23).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- d The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least

- one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
  - e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
  - f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee or, if he/she/they is not available, the vice-chair (if there is one) of the Staffing Committee] absence occasioned by illness or other reason and that person shall report such absence to [the Staffing Committee at its next meeting.
- c The chair of the Staffing Committee] or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the CEO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee] or in his/her/their absence, the vice-chair of [the Staffing Committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by CEO relates to the chair or vice-chair of the Staffing Committee; this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as

confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- i. [[The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

## 22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## 23. EXECUTION AND SEALING OF LEGAL DEEDS

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer**

## 24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## 25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



### Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

**Kidderminster Town Council – WO0162**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor's limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

#### 3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

**30/08/2023**

## Section 2 – Accounting Statements 2022/23 for

### Kidderminster Town Council

	Year ending		Notes and guidance
	31 March 2022 £ (restated)	31 March 2023 £	
1. Balances brought forward	481,569	161,374	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	734,443	831,160	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	341,002	1,215,818	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	326,644	376,005	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)
6. (-) All other payments	1,068,996	1,161,032	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	161,374	671,315	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	130,263	655,908	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	350,890	350,893	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date: 14/06/2023

I confirm that these Accounting Statements were approved by this authority on this date

21/06/2023

as recorded in minute reference

C-018 23/24

Signed by Chairman of the meeting where the Accounting Statements were approved



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of

**Kidderminster Town Council**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems	✓		arranged for a competent person independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets including financial reporting and, if required, independent examination or audit	Yes ✓	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on

21/06/2023

and recorded as minute reference

C.O.F 23/24

Signed by the Chairman and Clerk of the meeting where approval was given

Chairman

Clerk

[www.kidderminstertowncouncil.gov.uk](http://www.kidderminstertowncouncil.gov.uk)

## Kidderminster Town Council

## Notice of conclusion of audit

## Annual Governance &amp; Accountability Return for the year ended 31 March 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Kidderminster Town Council</b> for the year ended 31 March 2023 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for: the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of <b>Kidderminster Town Council</b> on application to:	
(a) <u>Chief Executive Officer</u> <u>Kidderminster Town Council</u> <u>Wyre Forest House</u> <u>Fine Point Way, Kidderminster DY11 7WF</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>10am and 4pm</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any person on payment of <del>£1.00</del> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>K S JAKEMAN</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>18<sup>th</sup> September 2023</u>	(e) Insert the date of placing of the notice