

KIDDERMINSTER TOWN COUNCIL
Minutes of the meeting of Kidderminster Town Council
Wednesday 13th September 2023 at 6:00pm
Wyre Forest House, Council Chamber

Present:

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

In Attendance:
Mr L. Jakeman, Chief Executive

C.021

Apologies for absence

Councillor Phillips

C.022

Declarations of interest

Nil

C.023

Kidderminster Business Improvement District (BID)

- 1) **RESOLVED:** To adjourn the meeting to receive a presentation from the Manager of the Kidderminster Business Improvement District.

- 2) The Town Mayor on behalf of members thanked the BID Manager for the informative presentation and for allowing members to ask questions on the topic.

- 3) **RESOLVED:** To reconvene the meeting and proceed with the remaining items on the agenda.

C.024 **Public Question Time**

Nil

C.025 **Minutes**

- 1) **RESOLVED:** To approve the minutes of the meetings of Kidderminster Town Council held on Wednesday 21st June 2023, which were duly signed by the Town Mayor.
- 2) Members noted the contents of the minutes listed below:
Planning Committee held on Tuesday 27th June 2023
Planning Committee held on Tuesday 25th July 2023
Planning Committee held on Wednesday 23rd August 2023
Staffing Committee held on Tuesday 11th July 2023
Services Committee held on Wednesday 12th July 2023
Finance and Overview Committee held on Wednesday 26th July 2023
Events Committee held on Thursday 24th August 2023

C.026 **Police & Crime Commissioner (PCC) Survey**

- 1) Members considered a draft response to the PCC Annual Survey prepared by the CEO in consultation with the Town Mayor.
- 2) **RESOLVED:** That the PCC Annual Survey be distributed to all members in order that each member could complete the survey individually and then forward it the CEO to compile an aggregated response that could then be considered by the Town Council at a future meeting:

C.027 **Standing Orders**

- 1) Members considered a report from the CEO in response to comments and observations from the working group formed to review Standing Orders, along with a draft version of Standing Orders recommended for adoption by the working group
- 2) **RESOLVED:** To adopt the revised version of Standing Orders.

C.028 **External Audit**

- 1) Members considered correspondence from the external auditor confirming that
“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.”

- 2) **RESOLVED:** To acknowledge receipt of the limited assurance review for the year ended 31 March 2023 compiled by the appointed external auditor PKF Littlejohn LLP was noted.
- 3) Members noted that the public notice of conclusion of audit will published on the Town Council’s website on 18th September 2023.

C.029 **Public Bodies**

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

C.030 **Town Hall Transformation Project Contract**

- 1) Members considered a report that provided an update on progress regarding, getting into contract for the build phase of the Town Hall Transformation Project. It was noted that a provisional date of 17th October 2023 has been identified as the date for a meeting of the Town Council for the purpose of the final consideration of the award a contract.
- 2) **RESOLVED:** That the Town Council is content with the revised scope of works following the secondary round of value engineering.
- 3) **RESOLVED:** That the Town Council is minded to enter into contract with the approved contractor in line with the draft contract (subject to final confirmation of the cost of the project being in line with the latest cost estimate).
- 4) **RESOLVED:** That the Finance & Overview Committee meeting be deferred from 18th October 2023 (revised date TBC) and that a Full Town Council meeting be scheduled for 18th October 2023 at 6pm primarily for the purpose of considering a final contract for the Town Hall Transformation works.

C.031 **Staffing Matters**

Members noted receipt of the Confidential Report relating to discussions and any decisions made at the Staffing Committee on Tuesday 11th July 2023.

Meeting closed 8:30pm