

KIDDERMINSTER TOWN COUNCIL  
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11<sup>th</sup> October 2023

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **WEDNESDAY 18<sup>TH</sup> OCTOBER 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Lee Jakeman'.

Lee Jakeman  
Chief Executive Officer

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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 18<sup>TH</sup> OCTOBER 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. Public Question Time

3.1. 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.

## 4. Minutes

4.1. To approve:

4.1.1. The minutes of the meeting of Kidderminster Town Council held on Wednesday 13<sup>th</sup> September 2023.

KTC/03/23-24

4.2. To note:

4.2.1. The minutes of the meeting of the Staffing Committee held on Thursday 14<sup>th</sup> September 2023.

SC/02/23-24

(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.)

## 5. 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.

## 6. Town Hall Transformation Project Contract

## 7. Staffing

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the meeting of Kidderminster Town Council**  
**Wednesday 13<sup>th</sup> 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 21<sup>st</sup> 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 27<sup>th</sup> June 2023  
Planning Committee held on Tuesday 25<sup>th</sup> July 2023  
Planning Committee held on Wednesday 23<sup>rd</sup> August 2023  
Staffing Committee held on Tuesday 11<sup>th</sup> July 2023  
Services Committee held on Wednesday 12<sup>th</sup> July 2023  
Finance and Overview Committee held on Wednesday 26<sup>th</sup> July 2023  
Events Committee held on Thursday 24<sup>th</sup> 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 18<sup>th</sup> 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 17<sup>th</sup> 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 18<sup>th</sup> October 2023 (revised date TBC) and that a Full Town Council meeting be scheduled for 18<sup>th</sup> 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 11<sup>th</sup> July 2023.

Meeting closed 8:30pm

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the Staffing Committee of Kidderminster Town Council**  
**held in the Stourport Room, Wyre Forest House**  
**on Thursday 14<sup>th</sup> September 2023 at 6:00pm**

Present:

Councillors:  
Smith (Chair)  
Bishop  
Dyke  
Phillips (sub Hopkins)  
Rook

In Attendance:  
L. Jakeman, Chief Executive

S.006 **APOLOGIES FOR ABSENCE**

Cllr Hopkins

S.007 **DECLARATIONS OF INTEREST**

Nil.

S.008 **MINUTES**

**RESOLVED:** That the minutes of the Staffing Committee meeting held on Tuesday 11<sup>th</sup> July 2023 were a correct record and duly signed by the Chair.

S.009 **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. 010 **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:

- Recruitment
- Employment contracts
- Staffing Structure
- Operations Capacity

**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 7:15 pm

DRAFT