

KIDDERMINSTER TOWN COUNCIL
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11th December 2023

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **MONDAY 18th DECEMBER 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

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 – MONDAY 18TH DECEMBER 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 18th October 2023. KTC/04/23-24

4.2. To note:

4.2.1. The minutes of the Planning Committee held on Tuesday 24th October 2023. PL/06/23-24

4.2.2. The minutes of the Services Committee held on Wednesday 25th October 2023. KTC/SO2/02/23-24.

4.2.3. The minutes of the Finance Committee held on Tuesday 21st November 2023 (note: the budget and precept recommendations for FY 24/25 are a separate agenda item). F/02/23-24

4.2.4. The minutes of the Staffing Committee held on Wednesday 6th December 2023. SC/03/23-24

(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 at its next meeting).

5. Complying with Biodiversity

To receive a report and consider initial steps to comply with recently published government guidance.

To consider the following recommendations that:

- a. The Town Council acknowledges its Duty in relation to Biodiversity
- b. The Town Council acknowledges that it currently, as a general matter of course, considers biodiversity in relation to much of its activities.
- c. A working group be formed 'Climate and Biodiversity' and to approve the draft terms of reference circulated with the report (subject to any amendments that the Council might wish).
- d. The Council confirms councillor membership of the Climate & Biodiversity Working Group.

TC/38/23-24

6. Budget and Precept Setting

To receive a report and consider the following recommendations (TC/36/23-24):

- a. To approve the summary budget for FY 2024/25 as recommended by the Finance & Overview Committee. (*Precept of £1,024,716.00, General Reserve at £347,942.00; and Band D equivalent of £57.75*)
- b. That a precept be issued, requiring Wyre Forest District Council to pay Kidderminster Town Council £1,024,716.00 (One million, twenty-four thousand, seven hundred and sixteen pounds) to meet its expenditure for the financial year 2024/25.

TC/39/23-24

7. Town Hall Update

8. 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.

9. Staffing

KIDDERMINSTER TOWN COUNCIL
Minutes of the meeting of Kidderminster Town Council
Wednesday 18th October 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
Mr O Paparega, NWEDR

C.032 **Apologies for absence**

Councillor Phillips

C.033 **Declarations of interest**

Nil

C.034 **Public Question Time**

Nil

C.035 **Minutes**

- 1) **RESOLVED:** To approve the minutes of the meetings of Kidderminster Town Council held on Wednesday 13th September 2023, which were duly signed by the Town Mayor.
- 2) Members noted the minutes of the meeting of the Staffing Committee held on Thursday 14th September 2023.

C.036 **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.037 **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, a financial risk analysis, a forward budget estimate, a final tender report and the completion of the documents regarding easement and access.
- 2) **RESOLVED** To seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £1,500,000 over the borrowing term of 20 years for the redevelopment of Kidderminster Town Hall. The annual loan repayments will come to around £123,000.

AND

It is not intended to increase the council tax precept for the purpose of the loan repayments.

- 3) **RESOLVED:** To delegate to the CEO the signing of the Deed of Easement, the Grant of Temporary Rights and the indemnity side letter relating to access to and from Weavers Wharf on behalf of the Town Council (*subject to agreeing the Transformation Project contract*).
- 4) **RESOLVED:** To enter into contract with Speller Metcalfe Malvern Limited for the delivery of the Town Hall Transformation Project as recommended by the Cost Consultant (subject to a successful PWLB application).
- 5) **RESOLVED:** To delegate to the CEO on behalf of Kidderminster Town Council the signing of the formal contract and (if necessary) a letter of intent pending the formal exchange of contracts.

C.038

Staffing Matters

- 1) Members noted receipt of the Confidential Report relating to discussions and any decisions made at the Staffing Committee on Thursday 14th September 2023.
- 2) RESOLVED: to approve the recommendation (B) in the report.

Meeting closed 8:00pm

DRAFT

**KIDDERMINSTER TOWN COUNCIL
PLANNING COMMITTEE**

**Minutes of the meeting held on Tuesday 24th October 2023
Held in the Council Chamber at 6pm**

Present:

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

PL029/23-24 **APOLOGIES**

Cllr T.Muir

PL030/23-24 **DECLARATIONS OF INTEREST**

Councillor G.Connolly 23/0673/HOU (Item 6)

PL031/23-24 **PUBLIC PARTICIPATION**

- 1) Members **RESOLVED** to suspend the meeting to allow for public questions.
- 2) Mr Oliver Swain spoke with regard to planning application 22/0226/EIA (1450 dwellings, Land at Comberton Lane and asked that the Council object to the planning application.
- 3) Members **RESOLVED** to reconvene the meeting.

PL032/23-24 **MINUTES**

RESOLVED: that the minutes of the previous meeting held on Wednesday 26th September 2023 be approved as a true record and that they be signed by the Chair.

PL033/23-24 **PLANNING APPLICATIONS**

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

1. 22/0226/EIA | Hybrid application for up to 1450 dwellings to comprise: Outline application for up to 1,055 dwellings including affordable housing, with all matters reserved, except for access, to include a community hub, including a two-form entry primary school, community and health facilities, retail provision up to 800 sqm, new vehicular access to Husum Way and Comberton Road with link road, new pedestrian access to Tennyson Way, open space incorporating play provision, SUDS, landscaping and ecological enhancement works, and; Full planning application for demolition of no. 78 Comberton Road and agricultural buildings north of Heathy Mill Farm, to facilitate the construction of 395 dwellings including affordable housing; new vehicular access onto Comberton Road; open space and play provision and associated infrastructure, SUDS, landscaping and ground remodelling | Land At Comberton Road Kidderminster Worcestershire

OBJECT

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Minutes: Planning Committee Meeting 24th October 2023

Signed: Date:7.....

2. 23/0334/FUL | Retrospective application for change of use from class B to class E (Dance Studio) | 27 Unit 6 Lisle Avenue Kidderminster Worcestershire DY11 7DF
SUPPORT
3. 23/0661/FUL | Construction of 3No. apartments, replacement of pitched roof with flat roof and associated works | 21-22 Blackwell Street Kidderminster Worcestershire DY10 2DU
23/0675/FUL | Erection of side extension to provide additional retail floor area to existing convenience store. (Approval 22/0850/FUL) Proposed roof to be raised 400mm | 8 Burcher Green Kidderminster Worcestershire DY10 3AZ
SUPPORT
4. 23/0663/LBC | Demolition of later addition/ outbuilding | Former Worcester Cross Factory And Offices, Weaving Sheds And Worcester Cross Worcester Street Kidderminster Worcestershire
23/0685/ADV | Advertisement consent to display 1No. internally illuminated fascia sign to side elevation and replace 1No. internally illuminated fascia sign to corner elevation | Unit F Crossley Retail Park Carpet Trades Way Kidderminster Worcestershire DY11 6DY
SUPPORT
5. 23/0667/HOU | Construction of an outbuilding for use as a meditation room | Flat Above 415-416 Stourport Road Kidderminster Worcestershire DY11 7BG
23/0676/HOU | Construction of a single storey side extension | 44 Linden Avenue Kidderminster Worcestershire DY10 3AA
OBJECT
6. 23/0673/HOU | Single-storey side extension and associated landscaping works | 164 St Johns Avenue Kidderminster Worcestershire DY11 6AT.

(Note: Cllr Connolly declared an interest in this item and departed the meeting until the matter had been decided).
SUPPORT
7. 23/0675/FUL | Construction of a side extension to provide additional retail floor area to existing convenience store (revised scheme) | 8 Burcher Green Kidderminster Worcestershire DY10 3AZ
SUPPORT
8. 23/0676/HOU | Construction of a single storey side extension | 44 Linden Avenue Kidderminster Worcestershire DY10 3AA
SUPPORT
9. 23/0685/ADV | Advertisement consent to display 1No. internally illuminated fascia sign to side elevation and replace 1No. internally illuminated fascia sign to corner elevation | Unit F Crossley Retail Park Carpet Trades Way Kidderminster Worcestershire DY11 6DY
SUPPORT
10. 23/0692/HOU | Construction of a single storey rear extension to create annexed living accommodation | 7 Lorne Street Kidderminster Worcestershire DY10 1SY
SUPPORT
11. 23/0695/FUL | Alterations to windows and doors and internal alterations | 95-95A New Road Kidderminster Worcestershire DY10 1AE
SUPPORT
12. 23/0704/HOU | Construction of a link extension and garage conversion to create annexed living accommodation | 5 Swallow Drive Kidderminster Worcestershire DY10 4DG
SUPPORT

13. 23/0705/FUL | Construction of entrance gates and piers (part retrospective) | The Green Barnetts Lane Kidderminster Worcestershire DY10 3GS
SUPPORT
14. 23/0706/FUL | Provision of 2No. one-bedroom apartments to first floor, replacement of windows, formation of new windows and doors, installation of roof lights, creation of new sunken courtyard and associated works | 19-22 High Street Kidderminster Worcestershire DY10 2DJ
SUPPORT
15. 23/0707/HOU | Construction of a single storey extension | 14 Pineridge Drive Kidderminster Worcestershire DY11 6BG
SUPPORT
16. 23/0710/HOU | Demolition of garage and construction of two storey and single storey extensions and installation of solar panels | 33 St Johns Avenue Kidderminster Worcestershire DY11 6AU
SUPPORT
17. 23/0718/HOU | Demolition of garage and construction of single storey extensions | 34 Magpie Way Kidderminster Worcestershire DY10 4HZ
SUPPORT
18. 23/0725/FUL | External alterations comprising the installation of a new entrance door. | Unit J Crossley Retail Park Carpet Trades Way Kidderminster Worcestershire DY11 6DY
SUPPORT
19. 23/0726/FUL | Construction of a link extension to create office accommodation | Foley House Unit 4 Foley Grove Foley Business Park Kidderminster Worcestershire DY11 7PT
SUPPORT
20. 23/0743/HOU | Two storey and single storey rear and first floor side extensions (resubmitted scheme) | 10 Ludgate Avenue Kidderminster Worcestershire DY11 6JD
SUPPORT
21. 23/0745/FUL | Alterations to shop front | Unit 2 Weavers Wharf Kidderminster Worcestershire DY10 1AA
SUPPORT
22. 23/0747/HOU | Construction of a conservatory | 41 Aggborough Crescent Kidderminster Worcestershire DY10 1LQ
SUPPORT
23. 23/0750/HOU | Formation of a pitched roof across front | 15 Quantock Drive Kidderminster Worcestershire DY10 1RZ
SUPPORT
24. 23/0756/FUL | Construction of a single storey extension and associated works | Holmwood Care Centre 30 Chaddesley Road Kidderminster Worcestershire DY10 3DJ
SUPPORT

25. 23/0757/ADV | Advertisement consent to replace existing signage with 2No. internally illuminated fascia signs, 1No. internally illuminated projecting sign and window signage | Unit 2 Weavers Wharf Kidderminster Worcestershire DY10 1AA

SUPPORT

Meeting ended at 19:43

DRAFT

**KIDDERMINSTER TOWN COUNCIL
SERVICES COMMITTEE**

**Minutes of the meeting held on Wednesday 25th October 2023
Held in the Council Chamber at 6pm**

Present:

Councillors:
R. Bishop (Chair)
G Connolly (Vice Chair)
S. Miah
M. Rayner

Absent:

Councillors:

In attendance:

Mr L Jakeman - CEO
Mr A Stockhall - PROM

S007/23-24 **APOLOGIES**

Cllr J.Smith

S008/23-24 **DECLARATIONS OF INTEREST**

Nil.

S009/23-24 **PUBLIC QUESTION TIME**

Nil

S010/23-24 **MINUTES**

RESOLVED: That the minutes of the previous Services Committee meeting held on Wednesday 12th July 2023 be approved as a true record and that they be signed by the Chair.

S011/23-24 **BUDGET SUMMARY**

Members considered the budget summary report as at 30th September 2023.

RESOLVED to retrospectively approve the emergency repair works to the public toilets (cost £6,062.78 net) and to increase the budget line K004 / 21011 Public Convenience Repairs from £1,600 to £7,800 (to absorb the increased expenditure).

S012/23-24 **BUSINESS PROPOSAL – VEHICLE PURCHASE**

Members considered a report regarding the provision of a dedicated vehicle for operational services.

RESOLVED:

1) To approve hire/lease of a vehicle for operational services over a 4-year period.

And

2) To delegate the authority to the Public Realm and Operations Manager to procure a vehicle which is capable to service the needs of operations.

(TC/32/23-24)

S013/23-24 **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.

S014/23-24 **Ground Maintenance Contract**

Members considered a report in response to a tender for the provision of grounds maintenance for the (3) Town Council owned parks and consider awarding a contract.

RESOLVED

1) To not appoint from current applicants, (financial package to high, and/or quality of applicant, does not meet our needs for delivery of the contract).

And

2) Extend current contract for a further 3 months, March 31st, 2024,

And

3) Agree to re-tender (the same specification) for a contract start date of 1st April 2023 within an agreed price cap (£55,000).

(TC/33/23-24)

S015/23-24 **Operational Services Contracts**

Members received a report and reviewed the KTC and WFDC Service Level Agreements for 'The supply of Town Council Services' within Operational Services (for the allotments, mechanical sweeping, St. Mary's and cleaning of Market Street toilets)' and consider the awarding of a contract.

RESOLVED

- 1) To renew the contract for 'The supply of Town Council Services' (for the allotments, mechanical sweeping, St. Mary's and Market Street toilets) with Wyre Forest District Council in line with the quotes provided.

And

- 2) To delegate authority to the Public Realm and Operations Manager, to seek alternative contractors for the supply and install of the floral hanging baskets and planters and to award a contract subject to obtaining best value.

(TC/34/23-24)

Meeting ended: 7:15pm

DRAFT

**KIDDERMINSTER TOWN COUNCIL
FINANCE AND OVERVIEW COMMITTEE**

**Minutes of the meeting held on Wednesday 21st November 2023 at 6:00pm
In the Council Chamber, Wyre Forest House**

Present: Councillors:
Juliet Smith (Chair)
Darren Chambers (Vice Chair)
Helen Dyke
David Ross
Shazu Miah

Mr L Jakeman, Chief Executive

Absent: Nil

F009/23-24 **APOLOGIES FOR ABSENCE**

Councillors:
Fran Oborski MBE

F010/23-24 **DECLARATIONS OF INTEREST**

Nil

F011/23-24 **PUBLIC QUESTION TIME**

Nil

F012/23-24 **MINUTES**

RESOLVED:

That the minutes of the previous meeting held on Wednesday 26th July 2023 be approved as a true record and that they be signed by the Chair.

F013/23-24 **ACCOUNTS PAID**

Members received a report detailing income and expenditure from 1st July 2023 to 31st October 2023 and **RESOLVED:**

To approve payments totalling £,1,106,442.12 From 1st July 2023 to 31st October 2023.
(TC/35/23-24)

F014/23-24 **ST GEORGES PADDLING POOL**

Members noted that the Council at its meeting on 14th December 2022

“RESOLVED That the (*St George’s Park*) Paddling Pool be mothballed for a year and not dug up to give the community time to find external funding.” (Minute C.059(c)ii refers).

And

Considered a proposal from Cllr Ross:

(for the purpose of securing capital funding to bring the paddling pool at St Georges Park up to a suitable specification, in line with the condition report previously received)

- That the £10,000 allocated for the maintenance of the paddling pool be utilised to provide funds to engage a fundraising consultant to seek external funding.

And

- That in the absence of any grant becoming available before the end of the term of this Council that any decision on the future of the paddling pool is deferred for consideration by the new Town Council after elections in May 2024.

And

- To delegate to the Chief Executive the authority to engage a fundraising consultant.

F015/23-24 **BUDGET AND PRECEPT SETTING**

a. Members received and considered the budget estimated for FY 2023/24. (TC/36/22-23)

b. RESOLVED:

To recommend that the Full Town Council approves the summary budget option B for FY 2023/24.

(Producing a precept of £1,020,998, with an anticipated General Reserve of £344,224)

KIDDERMINSTER TOWN COUNCIL
Minutes of the Staffing Committee of Kidderminster Town Council
held in the Stourport Room, Wyre Forest House
on Wednesday 6th December 2023 at 6:00pm

Present:

Councillors:
Smith (Chair)
Dyke
Rook
Connolly – sub for B.Hopkins
Phillips – sub for R. Bishop

In Attendance:
L. Jakeman, Chief Executive

S.011 **APOLOGIES FOR ABSENCE**

Apologies received from Councillors Hopkins and Bishop noted.

The Committee noted that Councillor Hopkins had asked to step down from the Staffing Committee.

RESOLVED to request that the Town Council should at its next meeting consider appointing a replacement for Councillor Hopkins on the Staffing Committee.

S.012 **DECLARATIONS OF INTEREST**

Nil.

S.013 **MINUTES**

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

S.014 **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. 015 **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 ended 7:30 pm

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING
18th December 2023**

LJ/2023

30th November 2023

REPORT TO TOWN COUNCILLORS
AGENDA ITEM 5 – COMPLYING WITH THE BIODIVERSITY DUTY

AIM

1. To be informed of Government Guidance published in 2023 and to consider initial steps to comply with that guidance.

INTRODUCTION

2. Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.
3. Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must:
 - a. Consider what they can do to conserve and enhance biodiversity.
 - b. Agree policies and specific objectives based on their consideration.
 - c. Act to deliver their policies and achieve their objectives.
 - d. Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.
4. The National Association of Local Councils C has formed a Climate Emergency Network and has provided some further guidance and a draft model biodiversity policy for town and parish Councils (attached)

DISCUSSION / COMMENT

5. Initial steps may include:
 - Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
 - Making contact with local voluntary groups working on nature conservation.
 - Carrying out a biodiversity audit of council landholdings and/or the whole council area

- Gathering expert advice on possible actions in support of biodiversity.
 - Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.
6. Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.
 7. All these steps may inform an agreed biodiversity policy for which a model example is attached.
 8. As a normal course of business officers of the Council consider biodiversity in almost every situation. It will be obvious to many in certain areas that this is the case e.g. in the provision of grounds maintenance for the parks we look to consider the safety of play equipment, the condition of trees, the requirement for pollenating plants along with the provision of dog walking areas. That we already engage with the friends of the parks groups shows that we look to work collaboratively. Other areas where we already undertake this consideration of biodiversity in include the town Hall Transformation project where the Council has been keen for the works to reduce the impact on the climate but considering new / replacement technology for heating and lighting.
 9. Furthermore, members regularly raise bio-diversity related issues in debate and when making decisions, particularly around planning matters but also in the provision of services generally. Most, if not all Members appear to also engage directly with a host of community groups and this engagement is often referred to during debate at Town Council and Committee meetings.
 10. It is highly likely be that the Town Council is already doing much in relation to its 'Biodiversity Duty'. **However, a more formal** method of documenting that would be useful to demonstrate this and allow for a more targeted and joined up approach.
 11. Formal consideration of the draft policy provided by NALC should be undertaken either by a committee (Services being the most suitable) or by the formation of a working group. Draft terms of reference for a working group have been produced and are attached.
 12. KTC Officers have taken advantage of grant funding available through UK Share Prosperity Fund administered by Worcestershire County Council. This has allowed us to engage the Natural Networks Programme to undertake a biodiversity assessment of land that KTC owns or has responsibility for. The site visits have taken place in recent weeks, and we expect the formal assessment document to be with us before the end of the year. The biodiversity assessment which will likely include areas for action/ improvement along with recommendations. Upon receipt the Council could then consider what steps it might wish to undertake. It should be noted that there is likely to be an opportunity to bid for further grant funding that can part finance improvements.

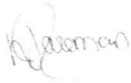
SUMMARY

13. The Council already considers biodiversity instinctively in its day-to-day activity and decision-making processes.
14. Guidance from central government in May 2023 advises on how Kidderminster Town Council might best evidence the consideration of biodiversity, and/or create a more co-ordinated approach, or identify opportunities.
15. Work is currently being undertaken to assess the biodiversity of KTC owned / maintained land.
16. The Council should formally acknowledge that has considered biodiversity before January 2024.

RECOMMENDATION(s)

17. It is recommended that:

- a. The Town Council acknowledges its Duty in relation to Biodiversity
- b. The Town Council acknowledges that it currently as a general matter of course considers biodiversity in relation to much of its activities.
- c. **A working group be formed 'Climate and Biodiversity' and to approve the draft terms of reference circulated with the report (subject to any amendments that the Council might wish).**
- d. The Council confirms membership of the Climate & Biodiversity Working Group.



Lee Jakeman
Chief Exec

Enclosures:

1. NALC (Draft) Response to the Biodiversity Duty (includes draft model policy)
2. Example Policy /NALC Model Policy
3. DRAFT - Climate and Biodiversity Working Group Terms of Reference

**NALC DRAFT RESPONSE TO THE BIODIVERSITY DUTY
October 2023**

Introduction - Statutory Duty

Under the 2021 Environment Act, public authorities (including town and parish councils) who operate in England must consider what they can do to conserve and enhance biodiversity in England.

Government guidance published on 17th May 2023 clarifies that, as a public authority, town and parish councils must:

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver their policies and achieve their objectives.

Town and parish councils, unlike other authorities, are not obliged to publish a report on their actions, but the Government guidance requires all public authorities to complete their first consideration of what action to take for biodiversity by 1 January 2024. They must agree their policies and objectives as soon as possible after this and may reconsider the selected actions within 5 years of completing their previous consideration, or more frequently if they choose.

To comply with the guidance, town and parish councils could as a minimum:

- Have biodiversity as an agenda item for a meeting before the end of 2023.
- Note what action in respect of biodiversity is already taking place locally.
- Agree what further steps to take at this stage.

Such steps may include:

- Reviewing what biodiversity or nature recovery plans are already in place from other local authorities.
- Making contact with local voluntary groups working on nature conservation.
- Carrying out a biodiversity audit of council landholdings and/or the whole council area
- Gathering expert advice on possible actions in support of biodiversity.
- Drafting an action plan that covers action that the council will take itself as well as support for the actions of other local bodies.

Whatever action is agreed, as a minimum local councils could ensure they address biodiversity concerns when commenting on planning applications.

All these steps may inform an agreed biodiversity policy for which a model example is attached.

Guidance for town and parish councils on developing a local nature action plan has been published by South Gloucestershire Council, as well as a field guide for those with little or no ecological background.

EXAMPLE BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **XXX council** will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. **It is the building block of our 'ecosystems'**. **These provide us** with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of **XXX**.

All committees of **XXX** council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, **XXX** council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- It will include policies in support of biodiversity within the neighbourhood plan.

Land and property management

- The council will carry out a biodiversity audit of its landholdings.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regard to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website and newsletters.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- **XXX** council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the **parish/town**.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

EXAMPLE ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	Additional planting Maintain and renew bird boxes as required. Adopt a plan to support wildlife & diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.	Increased diversity of habitats and food sources Increased cover for invertebrates, reptiles, amphibians and small mammals. Encouraging insects particularly butterflies & bees.		
Recreation ground	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources & cover Encourages insects. Sustain & enhance natural habitats.		
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the county council on verge management Encourage residents to adopt areas to look after.	Sustain & enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.		
The Built Landscape	Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan Encourage hedgehog/small animal highways with permeable boundaries	Protecting/enhancing habitats Extending habitats.	Ongoing	

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>	Ongoing	
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>		

DRAFT - Climate and Biodiversity Working Group – Terms of Reference

The Working Group will comprise at least 3 Councillor members:

The Working Group will report to the Kidderminster Town Council.

The Working Group will be supported by the Town Council's Public Realm and Operations Manager.

The working group shall undertake the following roles and functions: -

1. Appoint its own lead/chair.
2. Consider the government guidance issued in May 2023 regarding Biodiversity Duty.
3. Consider the draft model biodiversity policy produced by the National Association of Local Councils and agree a recommendation that can be put to the Full Town Council.
4. Choose to engage with non-working group member councillors, non-councillors and outside bodies on an ad-hoc basis who might provide advice and guidance.
5. Arrange meetings/ workshops/ brainstorming exercises as it deems necessary.
6. Make formal recommendations to the Town Council in relation to biodiversity legislation.
7. Review its terms of reference and make recommendations to Full Town Council on any proposed changes.

(Approved at Town Council meeting dated 18th December 2023 Minute C.??? refers)

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING**

18 December 2023

LJ/2023

11th December 2023

REPORT TO TOWN COUNCIL

AGENDA ITEM 6 - BUDGET AND PRECEPT SETTING FY 2023/24

AIM

1. To consider a draft budget recommended by the Finance & Overview Committee (FOC) and confirm the level of precept for the financial year 2024/25.

BACKGROUND

2. The Town Council is required to confirm the level of precept to the District Council.
3. The Finance & Overview committee considered a number of budget options at its meeting on 21st November 2023. The report provided to the FOC (TC36/23-24) and recommendations considered at that meeting are at Enclosure 1.
4. The recommendation from the FOC is that a band D equivalent increase of £8 is required (which generates a precept of £1,020,998).

DISCUSSION/ COMMENT

5. While members considered at length and in depth and sort clarity in relation to the estimates provided by the CEO. The FOC members were in general agreement with the budget estimates.
6. A further lengthy and informed discussion took place around the appropriate level of the precept and the amount of general reserves the Town Council should hold. FOC members noted that the Council Tax Base (CTB) figures for FY 24/25 had yet to be provided and that this would have a small impact on the Band D or level of the precept.

7. The report to the FOC provided 3 options:

	<u>A</u>	<u>B</u>	<u>C</u>
Precept	£1,144,751	£1,020,998	£967,961
Band D Equivalent	£64.75	£57.75	£54.75
Band D Cash Increase	£15.00	£8.00	£5.00
Band D % Increase	30.15%	16.08%	10.05%
Level of General Reserve	£467,977	£344,224	£291,187

8. The Band D rates and level of the precept were produced using the Council Tax Base figure published on 30 November 2022 (17,679).

9. We have since had conformation from Wyre Forest District Council that the CTB figure for 2024/25 will be 17,774 (an increase of 105), Enclosure 2 refers. The recommended £8 Band D Equivalent will now generate a precept of £1,024,076.

10. The CEO had recommended Option A and advised that while Option C was an option, it was merely provided for indicative purposes and that this would lead to (in his view) an unacceptably low level of general reserve, particularly with the scale of the Town Hall Project.


11. Members were keen to keep any increase to a minimum but acknowledged that services have increased and that draw down funding previously provided by the District Council (e.g. for the Town Hall and Parks) has now ceased. Furthermore, with the levels of inflation experienced over the past 20 months there was clear upward pressure on the precept, unless current services were reduced.

RECOMMENDATION(s)

12. It is recommended that the Kidderminster Town Council:

RESOLVES:

- i. Approves the summary budget for FY 2024/25.
(Precept of £1,024,716.00, General Reserve at £347,942.00; and *i*Band D equivalent of £57.75)
- ii. That a precept be issued, requiring Wyre Forest District Council to pay Kidderminster Town Council £1,024,716.00 (One million, twenty-four thousand, seven hundred and sixteen pounds) to meet its expenditure for the financial year 2024/25.



Lee Jakeman
Chief Executive

Enclosures:

1. TC/36/23-24 – Budget and Precept Setting FY2023/23 (report to Finance & Overview Committee) dated 21 November 2023.
 2. Parish/Town Council Precepts for the Financial Year 2024-25, letter dated 8 December 2023.
 3. Proposed Budget for FY 24/25 (as recommended by the Finance & Overview Committee).
-

**KIDDERMINSTER TOWN COUNCIL
FINANCE & OVERVIEW COMMITTEE MEETING**

21st November 2023

LJ/2023

14th November 2023

REPORT TO FINANCE & OVERVIEW COMMITTEE

AGENDA ITEM 7 - BUDGET AND PRECEPT SETTING FY 2023/24

AIM

1. To consider a draft budget attached with a view to making a recommendation to Full Town Council to the level of precept required for the financial year 2023/24.

BACKGROUND

2. The Town Council is required to confirm the level of precept to the District Council.
3. It is recommended that the Town Council identifies the level of the precept through the production of a formal budget.
4. The Finance and Overview Committee has delegated responsibility 'to recommend to Council the Annual Budget and the level of the precept levied'.
5. A draft budget has been prepared by the RFO/CEO with due regard existing services and relatively well discussed assumptions.

INTRODUCTION

6. The current level of the precept is £879,566 with a Band D Equivalent of £49.75
7. The standard method of demonstrating the impact on individual residents is by producing a 'Band D equivalent' rate (i.e. the amount that will be paid for a resident whose property is classed as Band D for local Council Tax).
8. The Band D Equivalent is calculated by dividing the precept by the Council Tax Base (CTB).
9. The CTB is calculated by District Council each year and is traditionally published in December of each year. In very general terms the CTB is a figure that represents the number of households in a particular precepting authority area if, all the properties were Band D rated properties and paying the full amount. E.g. A band H house might be considered as 2 Band D's and a 2 band B properties might be considered as 1 Band D. The CTB for 2023/24 year (set in December of 2022) was 17,679. The draft budget assumes that there is no change this, albeit this will fluctuate slightly depending on any new builds or increases/decreases in discounts (e.g. single occupier discounts). In early December the District Council will likely

inform us of the agreed CTB for Kidderminster which will allow the Council to understand precisely the charge on residents.

10. The budget codes and cost centres included in the budget estimate document are based on those that currently exist for accounting purposes. Where there are no cost centre numbers then this will indicate new services or where a particular line of the existing budget has been broken down to show more specific cost allocation.
11. The Budget estimates identify levels of revenue funding required for 2023/24. The revenue account for next year can be funded by direct taxation (the precept) or through a combination of the precept and the use of general reserves.

DISCUSSION/ COMMENT

12. Large parts of the budget are relatively fixed, unless there are fundamental changes to services of the Council or unless they are contractually based with built in increases. In preparing future estimates we have considered current inflationary pressures and or contractual obligations (agreed price rises). These will include budget lines for SLAs with contractors.
13. The Town Council has recently taken on 3 parks and while last year we made some best estimates of the actual expenditure this year we have been able to refine the estimates as a result of having some real known expenditure. The draw down funding provided by the District Council will disappear in 2023/24 and the Council will need to precept for the entire expenditure within the services budget.
14. The Town Hall Transformation project and the level of expenditure required does place the Council in position of heightened risk (the unknowns of modernising a grade 2 listed building) and so a healthy general reserve is highly desirable.

- a. Events

There are no significant changes with regards to Events Committee expenditure as it is assumed that with the closure of the Town Hall the Council will likely undertake those standard events that have/will be undertaken in 2023/24.

Additional events would require additional resource.

- c. Services

The Town Council has recently taken on 3 parks and while last year we made some best estimates of the actual expenditure this year we have been able to refine the estimates as a result of having some real known expenditure. The draw down funding provided by the District Council will disappear in 2023/24 and the Council will need to precept for the entire expenditure within the services budget. Upward pressure on the Services budget (excluding inflation) also includes a significant increase in the parks maintenance contract, provision for damages to the public toilets along with

the requirement for an operational vehicle and the anticipation of an increase in the workforce to support the Public Realm and Outdoor Manager.

The draft services budget has been expanded. The 2 nominal ledgers K004/21010 Repairs and Maintenance and K004/21012 have been reduced significantly, but these are largely offset by additional budget lines within services that now breakdown a number of the component parts of these budgets. E.g. we are now showing allotments, the water feature, play equipment inspections and tree works separately.

The Services revenue budget is being partly subsidised by the use of £10,000 from S106 Earmarked Reserves.

d. Town Hall

The impending project to transform the Town Hall over the next 2 years has meant that most historic / routine expenditure (and income) related to the Town Hall will disappear for that period. The appointment of a new project management team to oversee and deliver the project have increased **significantly from £30/40k to £70k. Town Hall direct staffing costs will need to increase if the Council is to have the required resource in place ahead of re-opening of the Town Hall (circa £65k). This will in turn lead to the increase in some indirect costs (additional IT/mobile phone provision)**

FINANCIALS/BUDGET/PRECEPT - General

15. All income and expenditure for the Town Hall is shown as taking place in 2023/24 albeit it will occur across the next 2 years. The income (in the form of grants and a PWLB Loan) should balance with the expenditure to show a net nil spend. However, costs incurred are claimed back retrospectively and we will need to keep significant levels of cash in hand to manage cash flow. Towards the back end of 24/25 the Town Council will be required to pay its contribution to the project and any over budget expenditure.
16. Based on the recent levels of the precept coupled with the scale of the expenditure on the Town Hall (several million pounds), it is recommended that the general reserve should be in the range of £450k to £550k.
17. We have yet to receive the precise CTB levels from WFDC but, we expect them to be published in the first half of December; it is unlikely that there will be any significant change.
18. Should the Committee/Full Council wish to fund additional services, not included in the attached draft budget or expand current services it can:
 - a. Choose to increase the proposed level of the precept to cover the costs.
 - b. Identify current services that might be considered less essentialOr
 - c. A combination of A and B above.

19. The Town Council has obtained approval to borrow up to £2m to support the Town Hall project. However, there are some potential opportunities for additional income in relation to the Town Hall, but these will not be known until well into the new year. Should some or all of these opportunities arise then the Council will not need to draw down the entire loan facility and in turn that would reduce repayments. Furthermore, should interest rates drop during the mid-part of 2024 then the borrowing costs might be reduced.
20. The draft budget proposes a precept of £1,144,751 which equates to a Band D Equivalent of £64.75 and produces an estimated level of the general reserve of £467,977 at 31 March 2025.
21. There is some scope to reduce many budget lines by small figures to achieve a reduction in planned expenditure and there are some budget lines (that are not directly related to services) that might contribute to significant reductions in the revenue budget and in turn the level of precept e.g.:
- Town Hall – Contribution to major repairs EMR - £25,000
 - Council – Cyclical Elections & Contribution to future elections -£10,000
 - Finance – Ward Grants - £9,000

SUMMARY

22. The Draft budget started from a base of delivering like-for-like services in 2023/24. Consideration was then given to major known changes.
23. The draft budget proposes a precept of £1,144,751 which equates to a Band D Equivalent of £64.75 and produces an estimated level of the general reserve of £467,977 at 31 March 2025.

OPTIONS

24. Options Include:

	<u>A</u>	<u>B</u>	<u>C</u>
Precept	£1,144,751	£1,020,998	£967,961
Band D Equivalent	£64.75	£59.25	£54.75
Band D Cash Increase	£15.00	£8.00	£5.00
Band D % Increase	30.15%	16.08%	10.05%
Level of General Reserve	£467,977	£344,224	£291,187

RECOMMENDATION(s)

25. It is recommended that the Finance & Overview:

RESOLVES:

- i. To recommend that the Full Town Council approves the summary budget option A for FY 2023/24.

(Precept of £1,144,751.00, General Reserve at £467,000.00; and ⁱBand D equivalent of £64.75, percentage increase of 30.15%)

- ii. That a precept be issued, requiring Wyre Forest District Council to pay Kidderminster Town Council £1,144,751.00 (One million one hundred and forty four thousand and Seven hundred and fifty one pounds. Eight Hundred and Ninety-six Thousand and Six pounds) to meet its expenditure for the financial year 2023/24.



Lee Jakeman
Chief Executive

ⁱ Band D Equivalent and % Increase based on Dec 2022 Council Tax Base Figures)

Lee Jakeman
Kidderminster Town Council

Helen Ogram
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tel: 01562 732120
email: helen.ogram@wyreforestdc.gov.uk
email: lisa.hutchinson@wyreforestdc.gov.uk
my ref: HO/LMH
date: 8th December 2023

Dear Lee

Parish/Town Council Precepts for the Financial Year 2024-25

I write to advise you that the Kidderminster Town Council Tax Base for 2024-25 is 17,744. This is an increase of 65 from the 2023-24 level. The pre-settlement policy statement issued by DLUHC on 5th December 2023 states that there will be no council tax referendum principles for town and parish councils.

To assist you in your decision-making, some sample modelling specific to your council is shown in the attached table. It illustrates the impact, both in income generated and the percentage increase shown on the face on the Council Tax Bills of some of the options you may be considering. The table shows how the total precept income receivable varies depending on the decision you choose to take when setting your precept for 2024-25. You can of course give either myself or Lisa Hutchinson a call to discuss or email us with any queries.

Taking the above information into account I should be grateful if you would aim to forward your precept request, copied to Lisa Hutchinson, by 5th February 2024 for timely inclusion within our report to February Council.

I hope this information assists you and I look forward to receiving your precept notification shortly.

Yours sincerely,



H Ogram
Head of Resources and S151 Officer

Enclosure: Sample Precept Modelling

Sample Precept Modelling for Kidderminster Town Council

	2023-24	Example 1 No percentage increase in Council Tax 2024-25	Example 2 No increase in Parish Precept 2024-25	Example 3 5% increase in Parish Precept 2024-25	Example 4 10% increase in Parish Precept 2024-25
Kidderminster					
Taxbase	17,679	17,744	17,744	17,744	17,744
Band D Council Tax	£49.75	£49.75	£49.57	£52.05	£54.53
Precept	£879,566.00	£882,764.00	£879,566.00	£923,544.30	£967,522.60
Percentage Increase/(Decrease) in Council Tax as shown on the Council Tax Bill	4.7 %	0.0 %	(0.4) %	4.6 %	9.6 %

KTC - BUDGET / PRECEPT 2024/25 - F&O committee Recommendation 21 Nov 23

KIDDERMINSTER TOWN COUNCIL Summary Page	2023/24 Original Budget £	2023/24 Actual to 31/10/23 £	2023/24 Predicted Outturn £	2024/25 Estimate £
COMMITTEE				
1. COUNCIL	(821,566)	(866,918)	(826,566)	(798,716)
2. FINANCE	69,010	37,960	76,090	145,820
3. STAFFING & CIVIC	184,633	95,942	167,182	200,196
4. SERVICES	222,567	34,522	180,270	357,200
6. TOWN HALL	384,016	21,467	(414,891)	1,118,665
7. GRANT INCOME				
11. EVENTS	8,900	(8,200)	7,400	5,600
TOTAL NET EXPENDITURE/(INCOME) FROM/(TO) GENERAL RESERVE]	47,560	(685,226)	(810,515)	1,028,765
EOY Balance from AGAR (starting Base 1/4/23 £671,345) Made Up Of:	671,345		1,481,860	453,095
EOY Earmarked reserve (starting Base 1/4/23 £140,913)	140,913		140,913	105,153
EOY General Reserve (starting base 1/4/23 £530,432)	530,432		1,340,947	347,942

Note: Budget recommended by Finance and Overview Committee amended following confirmation of Council Tax Base Figure by WFDC on 8 Dec 2023. CTB Increase from 17,679 to 17,744

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24	2023/24	2023/24	2024/25
			Original Budget £	Actual to 31/10/23 £	Predicted Outturn £	Estimate £
		1. COUNCIL				
		EXPENDITURE				
K001	43070	Cyclical Elections & Contribution to future Election	10,000		10,000	45,760
K001	11080	Contingency for Pay Award	23,000		18,000	23,000
K001	41000	Contingency	25,000	12,648	25,000	30,000
		PWLB(1) - £500k				41,000
		PWLB(2) - £1.5m				122,000
		GROSS EXPENDITURE	58,000	12,648	53,000	261,760
		INCOME				
K001	84001	Precepts	(879,566)	(879,566)	(879,566)	(1,024,716)
		Earmarked Reserve transfer				(35,760)
		GROSS INCOME	(879,566)	(879,566)	(879,566)	(1,060,476)
		TOTAL NET EXPENDITURE / (INCOME)	(821,566)	(866,918)	(826,566)	(798,716)

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24	2023/24	2023/24	2024/25
			Original Budget £	Actual to 31/10/23 £	Predicted Outturn £	Estimate £
		2. FINANCE				
		<u>EXPENDITURE</u>				
		SUPPLIES AND SERVICES				
K002	43031	General Office Expenses	2,800	1,467	2,600	2,600
K002	43030	Stationery	1,200	260	600	700
K002	45010	Postage	1,000		1,000	1,000
K002	43014	Print Management Re-charge	600		600	650
K002	45030	Mobile Phones	500		500	1,100
K002	44010	Audit Fees	2,000	2,520	2,520	2,520
K002		Telephones				
K002	48020	Professional Subscriptions	3,200	3,284	3,300	3,400
K002	49030	Insurances	7,500	26,460	26,460	30,000
K002	48041	Ward Grants	9,000	3,074	9,000	9,000
		Legal				5,000
		SUPPORT SERVICES				
K002	44430	Legal Support	5,920	2,965	5,930	8,150
K002	44420	WFDC Finance support	21,790	11,040	22,080	29,000
K002	44410	WFDC ICT	10,500	5,047	28,500	29,200
K002	21510	MS Outlook Licenses	3,000	35	3,000	3,500
		GROSS EXPENDITURE	69,010	56,153	106,090	125,820
		<u>INCOME</u>				
K002	88650	Interest Received		(18,193)	(30,000)	(20,000)
		GROSS INCOME	0	(18,193)	(30,000)	(20,000)
		TOTAL NET EXPENDITURE / (INCOME)	69,010	37,960	76,090	145,820

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24	2023/24	2023/24	2024/25
			Original Budget £	Actual to 31/10/23 £	Predicted Outturn £	Estimate £
		3. STAFFING AND CIVIC				
		<u>EXPENDITURE</u>				
		EMPLOYEE COSTS				
K003	11010	Salary Costs	115,682	60,447	105,000	132,000
K003	11020	National Insurance	10,526	5,308	9,100	11,756
K003	11030	Pension Costs	9,365	2,936	5,100	5,870
K003	23700	Temporary office accommodation expenses	19,500	9,750	19,500	19,500
K003	45010	Postage - (Mail redirection)	600	704	710	710
K003	13080	Relocation costs staff travel	1,600	1,548	2,500	2,500
K003	12810	Town Crier	500	500	500	500
K003	13085	Town Mayor's allowance	6,860	3,227	6,860	6,860
K003	13086	Deputy Mayors Allowance	0	377	377	0
		SUPPLIES AND SERVICES				
K003	49015	Training	2,000	60	500	2,000
K003	31010	Mayoral Car Hire/Travel	4,500	2,228	4,500	4,000
K003	42020	Mayor and Civic Budget	10,000	7,938	10,000	10,000
K003	41545	Twinning	500	165	500	500
K003	44450	HR Advice	3,000	1,720	3,000	4,000
		GROSS EXPENDITURE	184,633	96,907	168,147	200,196
		<u>INCOME</u>				
K003	88300	Income - Miscellaneous		(965)	(965)	0
		GROSS INCOME	0	(965)	(965)	0
		TOTAL NET EXPENDITURE / (INCOME)	184,633	95,942	167,182	200,196

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24	2023/24	2023/24	2024/25
			Original Budget £	Actual to 31/10/23 £	Predicted Outturn £	Estimate £
		4. SERVICES				
		<u>EXPENDITURE</u>				
		EMPLOYEE COSTS				
K004	11010	Salary Costs	47,573	27,751	47,573	82,000
K004	11020	National Insurance	4,757	3,071	5,283	8,800
K004	11030	Pension Costs	1,427	827	1,427	2,500
		RUNNING COSTS				
K004	21410	Parks - Grounds Maintenance Contractor Charges	35,000	237	26,000	60,000
K004	21010	Repairs and Maintenance	58,500	24,771	40,500	25,000
K004	21012	Town Council Parks	88,000	66,668	78,000	40,000
K004	41010	Equipment Purchase and Repair	13,200	5,593	13,200	3,000
K004	41020	Parks - Furniture Purchase and Repair	1,000	438	1,000	1,000
K004	21430	St Mary's Churchyard Contractor Charges	13,310	6,655	13,310	14,000
K004	21030	Statues and Memorials	1,500		500	1,500
K004	42040	Maintenance of Street Furniture - cleaning and replacement	5,200	2,257	5,200	5,200
K004	21031	Clock Tower (Oxford Street & Horsefair) Servicing and Ma	600	578	920	1,000
K004	22030	Clock Tower (Oxford Street) Electricity (Clock Tower Oxfor	1,800	629	1,800	1,900
K004	21032	War Memorials Maintenance	1,000	129	1,000	1,000
K004	21034	St Georges Paddling Pool - Pool Servicing	10,000		10,000	10,000
K004	27041	Public Conveniences Contractor Charges	19,500	9,900	19,800	25,000
K004	21011	Public Conveniences Repairs and Maintenance	7,800	6,175	7,800	6,000
K004	22031	Public Conveniences Electricity	3,300	710	3,000	3,100
K004	25010	Public Conveniences Water and Sewage Rates	1,400	669	1,850	1,950
K004	21411	Lengthsman	4,500	2,930	4,500	4,500
	41042	Community Grant -WFDC 2023	0	0		0
K004	41100	Direct Materials	2,000	839	2,000	2,000
K004	31010	Plant and Vehicle Hire	6,000	2,778	5,500	3,000
K004	31090	Fuel Costs	1,200	18	1,200	0
K004	23700	Equipment External Storage Unit	4,000	2,105	4,000	6,000
K004	42041	Grit Bins	1,000	0	1,000	1,000
K004	21421	Hanging Flowers and Planting Contractor Charges	13,000	6,485	13,000	15,000
K004	49130	Christmas Lights	23,000	693	23,000	23,000
K004	44020	Legal Fees	3,000	0	2,000	
K004	49015	Training	1,000	645	1,000	1,000
	New	Allotments Contractor Charges/ Repairs & mtce				5,000
	New	Defibrillator servicing				500
	New	Water Feature - servicing Maintenance & Utilities				3750
	New	Play Eqpt Safety - App/Operational & Annual Inspections				3500
	New	Town Centre Market				1500
	New	Tree Works				5000
	New	Mechanical Sweeping Contract				6000
	New	Ops Vehicle and operating costs			7,000	9,000
		GROSS EXPENDITURE	373,567	173,551	342,363	382,700
		<u>INCOME</u>				
K004	84410	Lengthsman Income	(4,000)	(1,070)	(4,000)	(4,500)
K004	84000	Changes to services - WFDC Tapered Funding over 3 year	(85,000)	(93,400)	(93,400)	0
	84007	Community Grant - WFDC 2023	0	0		0
K004	85090	Earmarked Reserve (S106 Income)	(53,000)	(33,116)	(53,000)	(10,000)
K004	87100	Rents	(9,000)	(10,750)	(11,000)	(11,000)
K004	88300	Income - Miscellaneous		(693)	(693)	
		GROSS INCOME	(151,000)	(139,029)	(162,093)	(25,500)
		TOTAL NET EXPENDITURE / (INCOME)	222,567	34,522	180,270	357,200

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24	2023/24	2023/24	2024/25
			Original Budget £	Actual to 31/10/23 £	Predicted Outturn £	Estimate £
		6. TOWN HALL				
		<u>EXPENDITURE</u>				
		EMPLOYEE COSTS				
K006	11010	Salary Costs	112,334	58,517	98,000	98,320
K006	11020	National Insurance	11,234	5,352	9,400	9,832
K006	11030	Pension Costs	18,373	7,849	13,700	19,565
K006	44029	Honorarium - Town Hall Organist	0	600	800	400
K006	44074	Town Hall Project Support	36,000	29,929	70,000	80,000
K006	13030	Recruitment	10,000		0	8,000
K006	49015	Training	1,200		500	1,000
		New Staff in prep for Town Hall reopening				62,000
		RUNNING COSTS				
K006	45030	Mobile Phone Charges	530	(35)	530	550
K006	42010	Clothing and Uniforms	200		200	0
K006	43032	General Office Expenses	500	23	500	500
K006	49020	Bank Charges	750	67	500	0
K006	53040	Payments to other Local Authority	0	2,537	0	0
		Contribution to major repairs EMR				25,000
		OVERHEADS				
K006	21010	Repairs and Maintenance of Buildings	2,000	4,608	4,350	10,000
K006	21510	Miscellaneous Licences and Rental		180	180	200
K006	22030	Electricity	4,000	3,943	22,880	22,880
K006	22040	Gas	3,000	4,461	5,210	5,210
K006	24010	Non Domestic Rates		2,997	0	0
K006	25030	Water and Sewerage Rates	9,500	13,528	13,528	13,528
K006	26020	Fire and Burglar Precaution Alarms Maintenance	500	812	812	900
K006	27040	Cleaning Contract	2,000	237	2,000	0
K006	27050	Hygiene and Towel Services		71	285	300
K006	28010	Insurance	17,000		0	0
K006	41510	Purchase & Rental of Vending Machines		4	4	0
K006	44075	Town Hall Transformation Project	8,507,442	123,761	1,000,000	7,507,422
K006	44076	Town Hall Transformation Project - KTC Contribution	85,000		0	45,000
K006	44420	Support Services - Finance	15,000	7,215	14,430	0
K006	44410	Support Services - ICT	17,430	8,950	17,900	0
K006	44430	Support Services - Legal	1,520	755	1,510	0
K006	44440	Support Services - Facilities Management	1,000	5,245	10,490	11,500
K006	New	Town Hall Transformation overspend				1,530,000
K006	New	Podium				400,000
K006	New	NLHF - A journey Through Kidderminster				249,696
		EVENTS AND MARKETING				
K006	43014	Print Management Recharge		(80)	0	
K006	49010	Marketing and Design	500	232	500	2,000
K006	57015	Town Hall Event Expenditure	500		0	0
	75000	Loan Interest	36,945			
		GROSS EXPENDITURE	8,894,458	281,758	1,288,209	10,103,803

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24	2023/24	2023/24	2024/25
			Original Budget £	Actual to 31/10/23 £	Predicted Outturn £	Estimate £
		<u>INCOME</u>				
K006	87110	Registrar Rental Income	(3,000)	(2,500)	(3,000)	(3,000)
K006	88200	PWLB receipt	(500,000)		(500,000)	(1,500,000)
K006	84006	Levelling Up Funding Grant	(7,807,442)	(257,690)	(1,000,000)	(6,807,442)
K006	85090	KEF Grant Funding - Town Hall (Earmarked)	(200,000)		(200,000)	0
K006	88300	Income- Miscellaneous		(100)	(100)	
	New	LUF Board funding additional transfer				(425,000)
	New	NLHF - A journey Through Kidderminster				(249,696)
		<u>OPERATING INCOME</u>				
		GROSS INCOME	(8,510,442)	(260,290)	(1,703,100)	(8,985,138)
		TOTAL NET EXPENDITURE / (INCOME)	384,016	21,467	(414,891)	1,118,665

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24 Original Budget £	2023/24 Actual to 31/10/23 £	2023/24 Predicted Outturn £	2024/25 Estimate £
		11. EVENTS				
		<u>EXPENDITURE</u>				
		RUNNING COSTS				
K011	22030	Christmas Lights - Electricity	600		600	600
K011	41042	Community Grant - WFDC 2023	10,000		10,000	
K011	48023	Remembrance Sunday	1,000		1,000	1,000
K011	48021	Christmas Light Switch on event	3,500		2,000	2,000
K011	48022	Coronation Celebrations	1,800	1,800	1,800	0
K011	48021	Christmas - Santa in the Town Hall/ On Tour	2,000		2,000	2,000
		<u>INCOME</u>				
K011	84007	Community Grant - WFDC 2023	(10,000)	(10,000)	(10,000)	
		TOTAL NET EXPENDITURE / (INCOME)	8,900	(8,200)	7,400	5,600