



15th February 2024

The meeting of the **SERVICES COMMITTEE** will be held in the **ROCK ROOM, WYRE FOREST HOUSE** on **TUESDAY 20TH FEBRUARY 2024** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke
Chief Executive

Membership: Councillors: R Bishop (Chair), G. Connolly (Vice-Chair), S Miah, M. Rayner.
J Smith

SERVICES COMMITTEE AGENDA – TUESDAY 20TH FEBRUARY 2024

1. Apologies

2. Declarations of interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

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

3. Public Question Time

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

4. Minutes (Appendix 1)

To approve the minutes of the meeting of Services Committee held on Wednesday 25th October 2023.

5. Budget Summary (Appendix 2)

To receive and consider a summary budget report in respect of the Services as of Wednesday 25th October 2023.

6. Public Bodies

RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to 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.

7. Parks Grounds Maintenance Contract (Appendix 3)

To receive a report and consider a recommendation to approve contractors MB&G to be awarded contract. Included Tender evaluation sheet.

KTC/SO2/02/23-24

**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

APPENDIX 2

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2023/24	2023/24	2023/24	2023/24	2024/25
			Original Budget £	Actual to 23/01/24 £	Predicted Outturn £	Actual vs Original Budget	Estimate £
		4. SERVICES					
		<u>EXPENDITURE</u>					
		EMPLOYEE COSTS					
K004	11010	Salary Costs	47,573	37,124	49,500	78%	82,000
K004	11020	National Insurance	4,757	4,155	5,500	87%	8,800
K004	11030	Pension Costs	1,427	1,109	1,500	78%	2,500
		RUNNING COSTS					
K004	21410	Parks - Grounds Maintenance Contractor Charges	35,000	16,987	26,000	49%	60,000
K004	21010	Repairs and Maintenance	58,500	27,423	40,500	47%	25,000
K004	21012	Town Council Parks	88,000	75,501	78,000	86%	40,000
K004	41010	Equipment Purchase and Repair	13,200	5,710	13,200	43%	3,000
K004	41020	Parks - Furniture Purchase and Repair	1,000	766	1,000	77%	1,000
K004	21430	St Mary's Churchyard Contractor Charges	13,310	6,655	13,310	50%	14,000
K004	21030	Statues and Memorials	1,500	1,306	1,500	87%	1,500
K004	42040	Maintenance of Street Furniture - cleaning and replaceme	5,200	4,224	5,200	81%	5,200
K004	21031	Clock Tower (Oxford Street & Horsefair) Servicing and Ma	600	698	920	116%	1,000
K004	22030	Clock Tower (Oxford Street) Electricity (Clock Tower Oxfo	1,800	979	1,800	54%	1,900
K004	21032	War Memorials Maintenance	1,000	479	1,000	48%	1,000
K004	21034	St Georges Paddling Pool - Pool Servicing	10,000		10,000	0%	10,000
K004	27041	Public Conveniences Contractor Charges	19,500	9,900	19,800	51%	25,000
K004	21011	Public Conveniences Repairs and Maintenance	7,800	6,334	7,800	81%	6,000
K004	22031	Public Conveniences Electricity	3,300	1,299	3,000	39%	3,100
K004	25010	Public Conveniences Water and Sewage Rates	1,400	903	1,850	64%	1,950
K004	21411	Lengthsman	4,500	3,250	4,500	72%	4,500
	41042	Community Grant -WFDC 2023	0	0			0
K004	41100	Direct Materials	2,000	995	2,000	50%	2,000
K004	31010	Plant and Vehicle Hire	6,000	3,458	5,500	58%	3,000
K004	31090	Fuel Costs	1,200	18	1,200	2%	0
K004	23700	Equipment External Storage Unit	4,000	2,105	4,000	53%	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	50%	15,000
K004	49130	Christmas Lights	23,000	720	23,000	3%	23,000
K004	44020	Legal Fees	3,000	0	2,000		
K004	49015	Training	1,000	645	1,000	65%	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	219,228	345,580		382,700
		<u>INCOME</u>					
K004	84410	Lengthsman Income	(4,000)	(3,400)	(4,000)	85%	(4,500)
K004	84000	Changes to services - WFDC Tapered Funding over 3 year	(85,000)	(93,400)	(93,400)	110%	0
	84007	Community Grant - WFDC 2023	0	0			0
K004	85090	Earmarked Reserve (S106 Income)	(53,000)	(33,116)	(53,000)	62%	(10,000)
K004	87100	Rents	(9,000)	(10,875)	(11,000)	121%	(11,000)
K004	88300	Income - Miscellaneous		(693)	(693)		
		GROSS INCOME	(151,000)	(141,484)	(162,093)	94%	(25,500)
		TOTAL NET EXPENDITURE / (INCOME)	222,567	77,744	183,487	35%	357,200