



15th May 2024

The meeting of the **TOWN HALL COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **THURSDAY 30TH MAY 2024** at **6:00PM** when Members are summoned to attend.

Yours sincerely,

Matt Smith
Town Hall Manager

TOWN HALL COMMITTEE AGENDA – THURSDAY 30TH MAY 2024

1. Apologies for absence

2. Declarations of interest

To receive declarations from members regarding the items 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 the Town Hall Committee held on Thursday 22nd February 2024.

5. Terms of Reference (Appendix 2)

To receive the Scheme of delegations and Terms of Reference for the Town Hall Committee, as approved by Full Council 23rd May 2024.

6. Town Hall Vision (Appendix 3)

To consider the Council's vision for the future use and purposes of the Town Hall.

7. Town Hall Transformation Project (Appendix 4)

To receive an update on the Town Hall Construction Programme from the Town Hall Manager.

8. NLHF – A Journey Through Kidderminster’s Town Hall (Appendix 5)

To receive an update on the NLHF – A Journey Through Kidderminster’s Town Hall Project from the Town Hall Manager.

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 confidential financial 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 - financial update (Appendix 5A)

To receive an update on the finances for the Town Hall Transformation Project.

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE**

**Public Minutes of the meeting held on Thursday 22nd February 2024 at 6pm
in the Kidderminster Room, Wyre Forest House**

Present:

Councillors:

David Ross (Chair)

Bill Hopkins

Fran Oborski MBE

In Attendance

Chief Executive

Town Hall Manager

Cllr Doug Hine

Absent:

Councillors:

Edward Stokes (Vice Chair)

7. APOLOGIES FOR ABSENCE

Councillor Helen Dyke

8. DECLARATIONS OF INTEREST

Nil

9. PUBLIC QUESTION TIME

Nil

10. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on 9th August 2023.

11. BUDGET SUMMARY

Members noted the additional insurance costs arising on the Town Hall transformation project. It was further noted that the Council would draw down £24,911.50 from the NHLF for the "Journey through Kidderminster Town Hall" project.

RESOLVED: Members approved the budget summary report at 31st January 2024.

12. TOWN HALL VISION

Members received the report from the Town Hall Manager regarding future uses and purposes of the Town Hall. Members welcomed the work undertaken by the contractors to protect the heritage assets in the Town Hall and were pleased with the overall progress to date.

It was requested that the Council information and progress reports on the hoardings at the Town Hall. Reports and photos should also be sent to the Kidderminster Shuttle.

The meeting also noted the report received from FMG consulting Ltd.: "Options for Food and Beverage Service, Kidderminster Town Hall.

Members agreed to delay decision making regarding the future vision, purposes, and catering provisions of the Town Hall until the newly elected Council is formed after the May elections.

Members also agreed that a new Commercial Manager is recruited as soon as possible, in order to assist the newly elected Council in delivering the Town Hall's business model. It was agreed that the matter would be expedited through the Staffing Committee and this Committee, if required.

13. TOWN HALL TRANSFORMATION PROJECT

Members noted the update report received from the Council's Project Managers, Gleeds and requested a visual of the most recent Podium/ Plinth designs.

14. NLHF – A JOURNEY THROUGH KIDDERMINSTER'S TOWN HALL

Members received the report from the Deputy Town Hall Manager.

Members requested that all primary schools in the parish are contacted regarding the NLHF's school project.

15. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the following item as personal information would be discussed.

16. Town Hall Transformation Project - financial update

The CEO updated the meeting on the current financial position regarding the Project.

Meeting closed 6.54 pm

KIDDERMINSTER TOWN COUNCIL

3. TOWN HALL COMMITTEE

Terms Of Reference

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Town Hall Committee. The Committee will provide an opportunity where Officers and Members can bring together their knowledge, skills, and experience in pursuit of Services excellence. The group will consider and determine how the Town Hall can maximise its value as a major civic, community, cultural and commercial asset for the Council and the Communities we service.

2. Objective

The main objective of the Committee is to support the Council in delivering the Town Hall Transformation project and to work to ensure a safe, thriving and attractive town Hall for all its various uses and functions.

3. Terms of Reference

1. To approve the Council's vision for the future of the Town Hall and the Implementation Plan to deliver the Vision.
2. To oversee the transformation of the Town Hall
3. To receive regular updates from the Town Hall Manager, including risk assessments
4. To make any recommendations required to Full Council arising from these reports
5. To oversee the return of operations to the Town Hall
6. To manage the maintenance and facilities of the Town Hall
7. To receive regular updates from the Town Hall Manager on the return, including risk assessments
8. To make any recommendations required to Full Council arising from these reports
9. To oversee Town hall budgets and inform the budget-making process
10. To vire funds between Council approved Town Hall Committee Cost Centres
11. To approve applications for external funding for any projects which are not already in the Council's budget and monitor their delivery, where successful.

4. Membership

- The Town Hall Committee will comprise of 5 Members of the Town Council. It will be supported by the Town Hall Manager.
- All meetings will be open to the public and Guests may be invited to attend the Services Committee meetings for a specific agenda item or meeting.

5. Review of Terms of Reference

The Town Council will formally review the Terms of Reference annually.

6. Amendments to Terms of Reference

Amendments to the Terms of Reference may only be made by the Town Council.

8. Terms of Reference (meetings)

- The group shall meet at least quarterly
- Minutes will be kept, and a copy supplied to each member of the group as soon as reasonably practicable.
- Every effort will be made to re-arrange cancelled meetings as soon as is reasonably practicable.

9. Meeting Dates

- All representatives should actively participate in the meetings and be committed to following through actions allocated to them.
- Agenda and notice of the time and place of the meeting to be published and circulated to members at least 3 clear days prior to meetings.
- Meeting to last no longer than one hour, unless a longer time is agreed by the committee, within the hour.
- Please arrive in readiness for the meeting to start promptly at the allocated time.

Agreed meeting dates for 2024/25

Date	Time	Location
30 th May 2024	18.00	Kidderminster Room WFH
9 th September 2024	18.00	Kidderminster Room WFH
13 th November 2024	18.00	Kidderminster Room WFH
12 th March 2025	18.00	Kidderminster Room WFH

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE MEETING
30th May 2024**

MS/2024

22/05/2024

REPORT TO TOWN HALL COMMITTEE

AGENDA ITEM 6 – FUTURE VISION FOR THE USE AND PURPOSE OF
KIDDERMINSTER TOWN HALL

AIM

1. The purpose of this report is to present a comprehensive vision for the future use and purposes of Kidderminster Town Hall. This report will outline the transformational changes enhancements and opportunities that aim to maximise the utility and value of this historic venue for the benefit of our community.

BACKGROUND

2. Kidderminster Town Hall has served as a cornerstone of our community since 1855. Previously it hosted a variety of functions, including a county court, police station, fire station, concerts, weddings, meetings and civic events.
3. In March 2015, Kidderminster Town Hall was transferred to the Town Council and in April 2019 the Town Council took over the management of the Town Hall. In May 2019, the Council was awarded a small grant from the National Lottery Heritage Fund to explore possible options to make the Town Hall more sustainable. Market research, usage rates and feedback indicated the need for a transformation change of the building for sustainability and growth for the future.
4. A capital bid totalling 8.67 million (7.25 million for the build phase) to the Levelling Up Fund was submitted on 18th June 2021 which has been successful. The key drivers of the project include making the Town Hall more sustainable in terms of additional income, a reduction in the carbon footprint and provide better access to the community. The deadline for the works to be completed under the LUF funding is March 2025.
5. A planning application and listed building application was made to the District Council for the refurbishment of the town hall building on 30th June 2022 and which was subsequently approved on 7th October 2022. The building was handed over to Speller and Metcalfe, our construction contractors, on 15th January 2024 and we are expecting the Transformational project to be completed in the summer of 2025.

DISCUSSION/ COMMENT

6. Community and Stakeholder Engagement

To inform this vision, we engaged with community members and stakeholders through market research and an audience survey report. Key feedback highlights the desire for more cultural and professional events, improved sound and lighting, improved catering experience and increased accessibility for performances and public.

7. Vision Statement

Our vision is to transform the Town Hall into a dynamic hub providing community and commercial activities that reflects our community's diverse needs and interests, fostering a sense of pride and belonging.

8. Proposed Uses and Purposes

We propose the following future uses for Kidderminster Town Hall:

- Cultural, Heritage and Arts Events: Regular performances, art exhibitions and cultural festivals.
- Community Gatherings: Spaces for public, clubs, associations, charities, community meetings and school/college events.
- Educational Programs: Workshops, lectures, classes and tours.
- Commercial Activities: Hosting private events such as weddings, conferences, corporate events and Christmas parties. Hosting concerts, sporting events, film screenings and live streaming, food and drink festivals, comedy nights, plays and pantomimes, etc. Provide a catering offer through the covered courtyard bar and café.
- Town Council Functions: Maintaining space for civic meetings, functions, and events.

9. Vision of how the functions will to be delivered.

Functions of the Town Hall	How the functions are going to be delivered
KTC Offices	<ul style="list-style-type: none">• The main office for Town Council staff will be an open plan office situated in the Old Library, adjacent to the Music room landing.• A Duty Managers office for Music Room events will be situated in the old kitchen near the front of the building.

	<ul style="list-style-type: none"> • A reception area for Town Council enquiries will be in its current position in the Old Hub entrance. • A small operations room will be available for Town Council staff in the Old Server room this will house the CCTV, access control and alarm systems.
Civic	<ul style="list-style-type: none"> • The Council Chamber will return to the home of Kidderminster Town Council and its meetings. • The Mayors Parlour will be untouched and return to its original purpose. • The Music Room and other Town Hall Rooms will be available for Civic Events such as the Mayors Ball, Mayor Making and Remembrance Sunday.
Registrars	<ul style="list-style-type: none"> • The Registrars will return to the Town Hall in the same offices that were used previously, and they will provide the same service.
Wedding Ceremonies	<ul style="list-style-type: none"> • Wedding Ceremonies will continue to be conducted in the King Charles Room and some of the new areas of the Town Hall. • The current Wedding Licence will be amended to cover the newly created areas of the Town Hall.
Wedding Receptions	<ul style="list-style-type: none"> • The new covered courtyard area lends itself to medium wedding receptions, so this will be a new commercial opportunity.
Commercial Activity	<ul style="list-style-type: none"> • The Transformational project which includes improved lighting and sound, acoustic control, stage curtains and access to stage from changing rooms, will give the Town Hall more flexibility on the type of commercial events that it can provide such as theatre, pantomimes, plays, orchestral concerts and shows. • The venue will become more attractive to commercial promoters. The Town Hall will be able to deliver a wider range of commercial events such as corporate packages, conventions, and Christmas parties.
New Catering provision	<ul style="list-style-type: none"> • The council needs to decide the model and the function of the new catering provision at the Town Hall.
Community Offer	<ul style="list-style-type: none"> • The Town Hall will be available for use by Community Groups, Voluntary Groups, Charity and

	NPF for Events, concerts, meetings and lectures etc.
Schools	<ul style="list-style-type: none"> Schools will enjoy the updated Music Room for performances with new sound and lighting and acoustic control.
Public Toilets	<ul style="list-style-type: none"> The ground level toilets at the Town Hall will have been modernised with improved accessibility. A new Changing Places WC will be created adjacent to the café.

9. Implementation Plan

Key steps include:

- Renovations: Conducting necessary upgrades by summer 2025.
- Recruitment: **Commercial business development manager, for the following:**
 - A. Marketing: Launching a strategy campaign to raise awareness and attract bookings.
 - B. Partnerships: Building relationships with local organisations and businesses to support events.
 - C. Commercial events: Building relationships with local and national promoters.
 - D. Systems: Source relative booking, data collection, point of sale equipment and business management systems, etc

Staffing: Development of volunteer base. Implement an appropriate staffing structure.

SUMMARY

10. This report proposes a multi-faceted approach to reimagining Kidderminster Town Hall as a vibrant centre for community, cultural, educational, and commercial activities. Key recommendations include increasing the frequency and variety of events, after making necessary renovations to accommodate new uses, **recruiting a commercial business development post**. Creating a relevant staffing structure supported by a Town Hall volunteer group and implementing a strategic marketing plan to attract broader community and commercial engagement and usage.

BENEFITS AND IMPACT

11. The proposed vision will:

- Enhance community, cultural and educational engagement.
- Boost Town Hall and local economy through increased events and footfall in the Town Centre
- Drive commercial returns for the future Town Hall
- Preserve the historical significance of the town hall.

RECOMMENDATION(s)

12. It is recommended that the Town Hall Committee RESOLVES:

- A. That our vision is to transform the Town Hall into a dynamic hub providing community and commercial activities that reflects our community's diverse needs and interests, fostering a sense of pride and belonging.
- B. To prepare an implementation plan to deliver this vision.

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE MEETING
30th May 2024**

MS/2024

21/05/2024

REPORT TO TOWN HALL COMMITTEE

AGENDA ITEM 8 – NLHF – A JOURNEY THROUGH KIDDERMINSTER’S TOWN HALL

AIM

1. To update members on the National Lottery Heritage Fund Project.

BACKGROUND

2. The Town Council was awarded a grant in May 2023 of £249,696 from the National Lottery Heritage Fund ‘A Journey Through Kidderminster Town Hall’
3. Stephen Bellion Church Art tendered for Organ Repair works and were awarded the contract.
4. The remainder of the funding from the bid was assigned for 2 x Consultancy Positions, Volunteer training, Conservation to high priority artworks/Charter and Seal, Interpretation boards, Schools and College Projects, Celebration Events, Stone works restorations, etc.

DISCUSSION/ COMMENT

5. Project Manager (Town Hall/Deputy Town Hall Manager) - Update

Task		Status
•	Appointment of Heritage Volunteer Co-ordinator and Evaluation Consultant	Completed
•	Install scaffolding and hoist to Town Hall	Request to National Lottery Heritage Fund on 13/03/2024 to consider amendment to original bid and reassign funding to create a plinth at the front entrance of the Town Hall to make the Town Hall accessible to all and bring the originally two buildings with separate entrances together as one. Approved 14/03/2024.
•	Carry out external stonework repairs at high level, balcony and parapet	
•	Removal of scaffolding	

•	Protect William Hill organ casing and remove pipework prior to conservation work	Completed
•	Carry out decorative works to organ pipework off-site, return and re-install	Ongoing - Decorative works completed and pipes returned to site ready for installation following works currently being undertaken as part of the Transformation Project.
•	Carry out decorative works to organ casing	Ongoing - Awaiting confirmation of historical colour schemes from conservation team prior to obtaining quotes.
•	Remove Town's art collection for safe storage, conservation works and repairs	Completed
•	Remove Town Charter and Seal from premises for safe storage and repairs	Completed
•	Carry out conservation works and structural repairs to paintings	Ongoing - In the process of obtaining quotes for conservation works
•	Carry out repairs to Town Charter and Seal	Ongoing - Researching suitable companies to invite quotations
•	Tuning and regulation of organ following redecoration work and protection during refurbishment	Ongoing - Awaiting installation of pipes
•	Resite art collection in Town Hall and rehang Charles I painting in King Charles Room	Ongoing - Awaiting conservation works and completion of Transformation Project
•	Resite Town Charter and Slate Map in Town Hall	Ongoing - Awaiting conservation works and completion of Transformation Project for resiting of Town Charter. Slate Map is out of scope due to the King Charles Room being taken out of the Transformation Project.

6. Heritage Volunteer Coordinator – Update

Briefing by Heritage Volunteer Coordinator at this meeting.

Task	Status
• Development of Volunteer Policy and Framework to support volunteering activity and Volunteer Training Programme	Completed
• Volunteer Recruitment Programme and Engagement Programme to include thank you events	Ongoing
• Volunteer Heritage Tours - carry out research, training on presentation skills, agree content, pilot test with selected local audiences, e.g. Civic Society, story telling skills training, deliver programme of tours	Ongoing
• Interpretation: review by interpretation consultant; design and print interpretation following branding guidelines, install in situ; install QR codes in building,	Ongoing – awaiting completion of restoration elements of the project prior to interpretation taking place.
• Schools Project - visit two schools to partner, volunteers to deliver information sessions to two schools, drawings of Town Hall to be created by children, creation of self-published book begins	Ongoing – amendment to schools project requested and agreed on 29/02/2024 to open to all Kidderminster Schools as requested by Council Members.
• Kidderminster College Music Project	Ongoing
• Launch of online Art Gallery containing Kidderminster Town Council's art collection	Ongoing

7. Evaluation Consultant – Update

Task	Status
• Mid term project review	In progress
• End of project review	Ongoing

FINANCIALS

8. Kidderminster Town Council have made their first draw down of finances for expenses incurred.
9. See attached document detailing activities and associated costs.

RECOMMENDATION(s)

10. It is recommended that the Town Hall Committee

RESOLVES:

To note the contents of this report.

Matt Smith, Town Hall Manager

22 May 2024

The Project

Based on the Application, this is the Project we have agreed to fund.

What the money is for

When the organisation applied, they described the Project costs as:

Cost	Description	Amount	Vat
Professional fees	Consultancy fees - Heritage Volunteer Co-ordinator Set fee for 30 months worked £140 per day x 42 weeks	£50,400	£0
Professional fees	Evaluation Consultant Set fee for project for 30 months Calculated at 3.5% of total project request	£8,444	£0
Training for volunteers	Volunteer training to include interpretation skills, research skills, etc.	£1,800	
Repair and conservation work	Contribution to stonework repairs to front façade	£55,750	

Cost	Description	Amount	Vat
Publicity and promotion	Volunteer recruitment, good news stories, etc.	£500	
Repair and conservation work	Organ redecoration - this is based on preliminary estimates from Stephen Bellion Church Art Design and noted as a specialist in Pipe Organ Decoration	£95,000	
Repair and conservation work	Conservation works to art collection. Price quoted by Drakon Heritage	£22,952	
Repair and conservation work	Charter and seal remounting	£3,000	
Equipment and materials including learning materials	Interpretation boards - 20 foamex boards plus design and print costs	£5,000	
Expenses for volunteers	T shirts and fleece - 50 x	£1,250	

Cost	Description	Amount	Vat
	£20; gloves for cleaning, etc.		
Travel for volunteers	Travel expenses - 25 x £20	£500	
Equipment and materials including learning materials	Kidderminster College project to include self-confidence sessions, training on customer skills, etc.	£1,250	
Training for volunteers	Interpretation support - 3 days at £200 per day to include review of interpretation, training session, etc.	£600	
Equipment and materials including learning materials	Schools project materials and self published book	£2,750	
Other	Celebration events x 2 - project mid point and at	£500	

Cost	Description	Amount	Vat
	point of reopening		

What the Project will do

The costs they told us about in the Application detailed above were used to create the following Approved Purposes for the Project.

Approved Purposes summarise the Project described in the Application.

Approved purpose

Deliver a volunteer thank you event.

Work with local schools to: -Hold two primary school events to create artwork and produce a booklet. - Provide sound workshops using the William Hill Organ for Kidderminster College students.

Appoint two freelance consultants for 30 months – a part time Heritage Volunteer Coordinator and an Evaluation Consultant.

Work with a range of organisations, individuals and volunteers to deliver the project as detailed in your application.

Restore the William Hill organ casing and pipework, and create film of the process to share online.

High visibility acknowledgement of The National Lottery Heritage Fund on site, online and in all activities, as well as using your project to acknowledge and thank National Lottery players.

Develop a volunteering programme and recruit 30 volunteers across all ages groups and from areas of deprivation. The programme will include professional

Approved purpose

training to: o Research KTH heritage. o Create and pilot a KTH tour script and deliver of 30 tours. o Refurbish and re-display the Town Charter and Seal of King Charles I. o Conserve and remount art collection including portrait of King Charles I. o Produce interpretation in physical and digital formats. o Clean silverware.

Undertake essential stonework repairs, repointing to the window balconies and parapet.

The organisation's contribution

When they applied, the organisation described additional funding and support of:

£0 in cash contributions, sometimes known as match funding

Description	Amount	Secured
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£6,300 in non-cash contributions, sometimes known as in-kind support

2.48 Thousand hours of volunteer time