



16th May 2024

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **THURSDAY 23rd MAY** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

Hugh Peacocke
Chief Executive Officer

Membership: Councillors G. Connolly (Mayor), J. Aston, J. Beckingham, B. Brookes, D. Chambers, L. Carroll, V. Caulfield, B. Connor, H. Dyke, N. Gale, D. Hine, S. Hollands, M. McDonnell, S. Miah, F. Oborski (MBE), M. Rayner, D. Round and M. Smith.

AGENDA

1. Apologies for absence

2. Declarations of interest (Appendix 1)

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.

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

2.2 Dispensations: To approve dispensations regarding the setting of the Council's Annual Precept and membership of Wyre Forest District Council and/or Worcestershire County Council.

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 2a and 2b)

4.1 To approve:

4.1.1 The minutes of the meeting of Kidderminster Town Council held on 18th March 2024

4.1.2 The minutes of the Annual Meeting of Kidderminster Town Council held on Thursday 16th May 2024.

4.2 To note:

4.2.1 The minutes of the meeting of the Finance & Overview Committee held on 10th April 2024

4.2.2 The minutes of the Planning Committee held on 2nd April 2024

4.2.3 The minutes of the Planning Committee held on 25th April 2024

5. Notice of Motion:

Submitted by Councillors Fran Oborski and Shazu Miah

“1. Council resolves to reinstate the much-loved St. George’s Park Paddling Pool with the aim of reopening it for the summer 2025 season.

2. Council further resolves that, once reopened the Paddling Pool should operate for the same period (May to September) as the Stourport Paddling Pool and Brinton Park Splash Pad.

3. Council therefore instructs the Services Committee to work with Officers and our external funding consultant to achieve the reinstatement and reopening.”

(A petition “Save the paddling pool” will be handed in to the Council)

6. Scheme of Delegations to Committees and Officers (Appendix 3)

To approve the Scheme of delegations and Terms of Reference for Standing Committees of the Council

7. Appointment of Members to Committees (Appendix 4)

To confirm the membership of the Council’s Standing Committees.

8. Schedule of Meetings (Appendix 5)

To receive the schedule of meetings for the municipal year 2024/25

9. Standing Orders (Appendix 6)

To review the Council’s Standing Orders

10. Member-Officer Protocol (Appendix 7)

To approve a Member-Officer protocol for Kidderminster Town Council

11. Strategy and Vision for Kidderminster Town Council (Appendix 8)

To consider a Strategy and Vision for the Council from 2025 to 2029

12. Strategic Risk Register (Appendix 9)

To Consider the Council’s Strategic Risk Register

13. The Forward Work Programme (Appendix 10)

To note the Forward Work Programme for Full Council for 2024/25 and consider any additions.

APPENDIX 1.

Public Report

Kidderminster Town Council meeting 23rd May 2024

Agenda Item: 1. 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.

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

2.2 Dispensations: To approve dispensations regarding the setting of the Council's Annual Precept and membership of Wyre Forest District Council and/or Worcestershire County Council.

I. Introduction

Parish Councils are responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of Localism Act 2011. This is because they are a "relevant authority" under Section 27(6) of the Act.

This guide explains:

- a) The purpose and effect of dispensations
- b) The procedure for requesting dispensations
- c) The criteria which are applied in determining dispensation requests
- d) The terms of dispensations

2. When Dispensations may be granted

A dispensation may be granted in according with standing orders if having regards to all relevant circumstances the following applies:

- I. Without dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
- II. Granting the dispensation is in the interests of persons living in the council's area or it is otherwise appropriate to grant a dispensation

3. Purpose and effect of Dispensations

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest.

Provided Councillors act within the terms of their dispensations there is deemed to be no breach of the Code of Conduct or the law. Section 31(4) of the Localism Act states that dispensations may allow the Councillor:

- a) To participate, or participate further, in any discussion of the matter at the meeting(s); and or
- b) To participate in any vote, or further vote, taken on the matter at the meeting(s). If a dispensation is granted, the Councillor remain in the room where the meeting considering the business is being held.

Please note: If a Town Councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 localism Act 2011.

3. Process for granting dispensations

Where the matter arises at a meeting, a decision as to whether to grant a dispensation shall be made by a majority vote of the Council or relevant committee for which the dispensation is required and that decision is final.

Having regard to the reasons why a dispensation might be granted, as set out at 2 above, two General dispensations are proposed:

- A. A Dispensation for all members of the Council to discuss matters relating to the Council's annual budget and the setting of the Council's precept.
- B. A Dispensation for all Town Council members who are also members of Wyre Forest District Council, and/or Worcestershire County Council, to participate in matters relating to those Councils which arise at this Council. This dispensation is granted on condition that they are doing so regarding the Town Council's position in the matter; when it is raised at the other Councils, they will at that time consider all the evidence before them.

Any Councillor who wishes to apply for an individual dispensation must fully complete a Dispensation Request form (attached) and submit it to the CEO as early as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

A dispensation request shall confirm:

- a) The description and nature of the disclosable pecuniary interest or other interest to which the request for dispensation relates;
- b) Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- c) The date of the meeting or period (not exceeding four years) for which the dispensation is sought; and
- d) An explanation as to why the dispensation is sought

Subject to the above, dispensations requests shall be considered by the Council or Committee at the start of meeting under the appropriate Agenda Item for which the dispensation is required.

4 Terms of Dispensations

Dispensations may be granted:

- a) For one meeting; or
- b) For a period not exceeding 4 years

5 Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors' Interests.

KIDDERMINSTER TOWN COUNCIL- DISPENSATION REQUEST FORM

Please give full details of the following in support of your application for a dispensation. If you need any help completing this form please contact the CEO

Your name	
The council business/matter for which you require a dispensation (refer to agenda item number if appropriate)	
Details of your interest in that council business/matter	
Date of meeting or time period (up to 4 years) for which dispensation is sought	
Dispensation requested to participate, or participate further, in any discussion of that council business/matter by that body	Yes/ No
Dispensation requested to participate in any vote, or further vote, taken on that council business/matter by that body	Yes/ No
REASON(S) FOR DISPENSATION 3.1) without the dispensation the number of persons unable to participate in the transaction of council business/matter would be so great as to impede the transaction of the council business/matter	
3.ii) the dispensation is in the interests of persons living in the authority's area	

Signed: _____ Date: _____

DECISION:	
Dispensation Given: YES / NO	LENGTH OF DISPENSATION:
Date:	Minute Number:
Signed:..... CEO	

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL**

**Minutes of the meeting held at 6pm on Monday 18th March 2024
In the Council Chamber, Wyre Forest House**

Present:

Councillor D. Chambers (Town Mayor), Councillors, R. Bishop, G. Connolly, H. Dyke, K. Gale, N. Gale, D. Hine, B. Hopkins, F. Oborski (MBE), J. Philips, M. Rayner, D. Ross and E. Stokes.

Hugh Peacocke, Chief Executive
HR/ Office Assistant

Absent:

Councillor J. Aston
Councillor S. Rook
Councillor T. Muir

60. APOLOGIES FOR ABSENCE

Councillor J. Smith
Councillor S. Miah

61. DECLARATIONS OF INTEREST
Nil

62. PUBLIC QUESTION TIME
Nil

63. MINUTES

RESOLVED: To approve the minutes of the meeting of Kidderminster Town Council held on Wednesday 24 January 2024.

Members noted the draft minutes of the Planning Committee held on 27th February 2024, The Services Committee held on 20th February 2024, the Town Hall Committee held on 22nd February 2024 and The Staffing Committee held on 28th February 2024.

64. MAYOR'S ANNOUNCEMENTS/ REPORTS

The Mayor announced that this was the last scheduled meeting of the current council and he thanked all the councillors for giving their time completely voluntarily, on behalf of the community. He said that this included more than 120 meetings over the 3 years between the Council and various committees.

The Mayor wished well to the Councillors not seeking re-election, and to those running again in the forthcoming Town Council elections.

65. WEST MERCIA POLICE PRESENTATION

The Mayor welcomed to the meeting PC Derya Mustafa and Charlotte Gunn of West Mercia Police.

PC Mustafa updated the Council with data on shoplifting, anti-social behaviour in the Town Centre, action on E-scooters and graffiti. She also told the Council for plans to add another PC to the Town Centre and to re-introduce the Town Centre Team from September.

The meeting heard of the force's partnership work with the BID, with the Shopwatch scheme and with the Council on the BID through the Cleaner, Safer Kidderminster meetings.

She spoke of the Force's Community engagement programme and encouraged residents to report crime in their area.

Regarding an issue raised by a member of parents taking children to schools with E-Scooters, she said that WMP would take these matters up with the schools concerned.

Members welcomed the return of the Town Centre Team, while pointing out that the Force needed to monitor all the wards in the parish, not just the Town Centre.

The meeting thanked PC Mustafa and West Mercia Police for their attendance and update.

66. TOWN HALL TRANSFORMATION UPDATE

66.1 Members noted the update from the project managers on progress on the Town Hall transformation Project.

66.2 The Mayor welcomed Mr. Dan Mulligan and Mr. Ross Brearley from Howells architects to the meeting.

They gave a presentation on 3 different options for a proposed podium/ plinth at the front of the Town Hall. The plinth was designed to provide disabled access to the front entrances to the Town Hall and enhance the public realm at exchange Square. Option 2, which met the accessibility and aesthetic requirements for the brief was recommended to the meeting. It also could potentially save the Council £150,000 on the costs of the original proposal.

Members generally welcomed the revised option 2 but expressed concerns that the heritage assets to the front of the Town Hall (lanterns, balustrades and railings) should be conserved, as far as possible.

Resolved: To approve option 2 as presented, subject to the architects working to conserve, as far as possible, the heritage assets at the front of the Town Hall and to have these works integrated into the overall Speller Metcalfe contract at the Town Hall, subject to acceptable pricing approved by Council's project managers and cost surveyors.

66.3 The CEO told the meeting that officers were working to attract external funding towards the costs of the plinth.

Resolved: To approve an application for funds of £95,000 from the UK Shared Prosperity Fund towards the costs of the proposed podium/ plinth.

67. OUTSIDE BODIES

The meeting received reports from Members appointed to represent the Council on outside bodies.

68. 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 confidential financial information would be discussed.

69. BANKING ARRANGEMENTS

The CEO presented a report recommending that the Council switches its banking arrangements from Barclays Bank to Handelsbanken. The report covered criteria such as security of funds, customer service, security of transactions, interest rates and bank charges.

Resolved: That the Council changes banking providers from Barclays to Handelsbanken.

70. APPOINTMENT OF INTERNAL AUDITORS FOR THE COUNCIL

The CEO told the meeting that the District Council no longer provided internal audit services for the town council. It was therefore an urgent matter for the town council to appoint a new internal auditor. Four providers had been invited to quote and the meeting considered these proposals.

Resolved: To appoint John Henry as Internal Auditors for 23/24 and onwards.

This concluded the official business of the meeting.

The CEO, on behalf of the Staff of the Council, thanked all the members of the Council for their support for staff and their work for the community over the past 3 years.

The meeting concluded at 7.40 pm.

**KIDDERMINSTER TOWN COUNCIL
Minutes of the Annual Meeting
16th May 2024 at 7.30pm
In St George's Church, Kidderminster**

Present:

Councillor Beckingham
Councillor Brookes
Councillor Carroll
Councillor Chambers
Councillor Connolly
Councillor Caulfield
Councillor Connor
Councillor Gale
Councillor Hine
Councillor Hollands
Councillor McDonnell
Councillor Miah
Councillor Oborski (MBE)
Councillor Round
Councillor Rayner

In Attendance:

Mr H. Peacocke, Chief Executive

Apologies:

Councillors Dyke and Smith

Absent:

Councillor Aston

1. ELECTION OF THE TOWN MAYOR

RESOLVED:

That Councillor George Connolly be elected as the Town Mayor for the municipal year 2024/2025

(Proposed by Councillor Brooks, Seconded Councillor Gale, all in favour)

2. ELECTION OF THE DEPUTY TOWN MAYOR

RESOLVED:

That Councillor Doug Hine be elected as the Deputy Town Mayor for the municipal year 2024/2025

(Proposed by Councillor Rayner, Seconded Councillor Carroll, all in favour)

3. The General Power of Competence

Proposed: Councillor Carroll

Seconded: Councillor Oborski

RESOLVED: that the Council meets the conditions required to exercise the General Power of Competence.

**KIDDERMINSTER TOWN COUNCIL
FINANCE AND OVERVIEW COMMITTEE**

**Minutes of the meeting held on Wednesday 10th April 2024 at 6:00pm
In the Stourport-on-Severn Room, Wyre Forest House**

Present: Councillors:

Darren Chambers (Vice Chair)

Helen Dyke

David Ross

Fran Oborski

Mr H Peacocke, Chief Executive

Absent: Nil

25. APOLOGIES FOR ABSENCE

Councillor Juliet Smith

26. DECLARATIONS OF INTEREST

Nil

27. PUBLIC QUESTION TIME

Nil

28. MINUTES

RESOLVED:

That the minutes of the previous meeting held on Wednesday 21st November 2023 be approved as a true record and that they be signed by the Chair.

29. ACCOUNTS PAID

Members received a report detailing payments and receipts from 1st October 2023 to 31st March 2024. The CE pointed out that £754,198 of the total was for the Town Hall Project and Transfers to the Council's Investment fund with CCLA were £414,000, leaving a balance of £546,769.

RESOLVED: To approve payments totalling £1,741,996 From 1st July 2023 to 31st March 2024.

30. Budget Monitoring for Financial year ended 31st March 2024.

Members received a report on the Council's Income and Expenditure Account to 31 March 2024.

RESOLVED: To approve over expenditures against budget as detailed on the attached table, Appendix 1.

The meeting reviewed the earmarked reserves at 31st March 2024. Regarding the proposed EMR for biodiversity works, members acknowledged the valuable work carried out by Friends Groups in the Council's parks.

RESOLVED: To approve earmarked reserves at the end of the financial year ending 31 March 2024 as shown on Appendix 2.

31. St Georges Bandstand

The meeting considered a report from the Council's Public Realm and Operations Manager setting out funding arrangements for the works required to repair the Bandstand in St. George's Park.

RESOLVED: To approve a recommendation for Leander Architectural (Original builders) to carry out the necessary final stages of works to the St Georges bandstand.

KIDDERMINSTER TOWN COUNCIL PLANNING COMMITTEE

Minutes of the meeting held on Tuesday 2nd April 2024 at 6pm
in the Stourport Room, Wyre Forest House

Present:

Councillor K.Gale (Chair)
Councillor G.Connolly (Vice Chair)
Councillor D.Hine
Councillor F. Oborski (Substitute for Councillor S.Miah)

Chief Executive
HR/Office Assistant

Absent:

Councillor T.Muir
Councillor E.Stokes

50. APOLOGIES FOR ABSENCE

Councillor S.Miah

51. DECLARATIONS OF INTEREST

24/0145/RG3

Cllr Fran Oborski declared her interest in this matter due to being a member of WFDC's Planning Committee. She declared that any view she took on the matter at this meeting would be only in relation to the Town Council's response. Should the application come before WFDC's Planning Committee she would at that time consider all the evidence before her.

Cllr Kevin Gale and Cllr George Connolly declared their interest as both are Wyre Forest District Councillors.

52. PUBLIC QUESTION TIME

Nil

53. MINUTES (APPENDIX 1)

RESOLVED: To approve the minutes of the Planning Committee held on Tuesday 27th February 2024.

54. PLANNING APPLICATIONS

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

1. 23/0765/FUL|Construction of 2No. dwellings and associated works (revised plans)|Woodfield House 104 Bewdley Road Kidderminster Worcestershire DY11 6RX
2. 23/0766/LBC|Listed building consent for the construction of 2No. dwellings and associated works (revised plans)|Woodfield House 104 Bewdley Road Kidderminster Worcestershire DY11 6RX

SUPPORT

SUPPORT

3. 23/0835/FUL|Rebuilding of warehouses previously destroyed by fire|Former Unit 6A And 7A And 8 To 11 Park Street Industrial Estate Hill Street Kidderminster
Worcestershire
SUPPORT
4. 23/0932/TEL|Installation of 25m monopole supporting 6No. antenna and 4No. dishes, 5No. unilateral cabinets and associated ancillary works including mesh panel fencing and gates|B And Q Diy Superstore Green Street Kidderminster
Worcestershire DY10 1AX
NO OBJECTION
5. 24/0025/FUL|Construction of extensions and associated works including removal of mobile classroom and relocation of car parking area|Deerhurst Day Nursery 182 Franche Road Kidderminster Worcestershire DY11 5AD
SUPPORT
6. 24/0049/HOU|Extension to dropped kerb|359 Stourbridge Road Kidderminster
Worcestershire DY10 2QE
SUPPORT
7. 24/0063/HOU|Construction of a motorcycle store to front (retrospective)|201 Stourbridge Road Kidderminster Worcestershire DY10 2UY
NO OBJECTION
8. 24/0070/PNC|Prior notification for the change of use of premises from Commercial, Business and Service (Use Class E) to Residential (Use Class C3)|98 Mill Street Kidderminster Worcestershire DY11 6XG
SUPPORT
9. 24/0078/FUL|Conversion and external work to upper floors to create 4No. flats (retrospective)|18 Coventry Street Kidderminster Worcestershire DY10 2BG
NO COMMENT
10. 24/0080/HOU|Construction of a single storey rear extension and associated works|14 Ludlow Road Kidderminster Worcestershire DY10 1NW
SUPPORT
11. 24/0081/S73|Removal of condition 5 (travel plan) attached to planning permission: 23/0321/FUL|Viaduct Service Station 138 Worcester Road Kidderminster
Worcestershire DY10 1JR
SUPPORT
12. 24/0106/HOU|Construction of a residential annex|7 Lorne Street Kidderminster
Worcestershire DY10 1SY
SUPPORT

13. 24/0108/FUL|Change of use of land to residential garden together with the erection of a new boundary fence|22 Spring Grove Road Kidderminster Worcestershire DY11 7JA

OBJECT

Due to:

- **Potential risk of public safety**
- **Loss of public space**
- **Loss of green space**

14. 24/0109/HOU|Demolition and replacement of single storey rear extension, construction of side extension and addition of front canopy and associated works|42 Oakfield Road Kidderminster Worcestershire DY11 6PL

SUPPORT

15. 24/0114/FUL|Change use of 71C Coventry Street to Use Class E, including amalgamation of 71 Coventry Street (showroom) and 71C Coventry Street to create a larger showroom with storage space|71C Coventry Street Kidderminster Worcestershire DY10 2BS

SUPPORT

16. 24/0115/HOU|Construction of a first floor side extension and single storey rear extension|20 Dotterel Place Kidderminster Worcestershire DY10 4UD

SUPPORT

17. 24/0119/HOU|Construction of a first floor extension over existing carport|218 Sutton Park Road Kidderminster Worcestershire DY11 6LD

SUPPORT

18. 24/0129/HOU|Construction of single storey extensions and garage conversion|34 Magpie Way Kidderminster Worcestershire DY10 4HZ

SUPPORT

19. 24/0131/HOU|Garage conversion to include construction of single storey rear extension and construction of a front porch|45 St Johns Avenue Kidderminster Worcestershire DY11 6AU

SUPPORT

20. 24/0137/HOU|Construction of a first floor side extension over existing garage|6 Chaffinch Drive Kidderminster Worcestershire DY10 4SZ

SUPPORT

21. 24/0142/HOU|Two storey side and single storey front extension including alterations to fenestration|13 Franche Court Drive Kidderminster Worcestershire DY11 5RL

SUPPORT

22. 24/0145/RG3|Refurbishment and improvement works to Brintons Park, to include change of use and extension to Sons of Rest Pavilion to facilitate cafe with terrace and activity space (Use Classes F.2 and E)|Brintons Park Sutton Road Kidderminster Worcestershire DY11 6QT

SUPPORT

23. 24/0146/HOU|Construction of a single storey side and rear extension.
(Resubmission of 23/0840/HOU)|46 Franchise Street Kidderminster Worcestershire
DY11 6QX
SUPPORT
24. 24/0150/FUL|Change of use of premises from retail to veterinary practice|Ground
Floor The Prospect Lion Square Kidderminster Worcestershire DY10 1PD
SUPPORT
25. 24/0158/ADV|Display of 1No. non-illuminated fascia sign|Unit 8 Haynes Point
Stourport Road Service Road Kidderminster Worcestershire DY11 7QP
SUPPORT
26. 24/0162/PNS|Change of use from Commercial, Business and Service (Use Class E)
to Two Flats (Use Class C3)|109 - 111 Coventry Street Kidderminster
Worcestershire DY10 2BH
SUPPORT
27. 24/0165/HOU|Proposed single storey front extension and new mono roof to
frontage|114 Coningsby Drive Kidderminster Worcestershire DY11 5LY
SUPPORT
28. 24/0174/HOU|Proposed Garage Extension|4 The Knoll Kidderminster
Worcestershire DY11 6EA
SUPPORT
29. 24/0175/HOU|Single storey rear extension, conversion of garage with front
extension with roof over|72 Holmcroft Road Kidderminster Worcestershire DY10
3AG
SUPPORT

55. NEXT PLANNING COMMITTEE MEETING

Members confirmed that the next Planning committee meeting shall take place on Thursday
25th April 2024.

Meeting closed 7.12pm

KIDDERMINSTER TOWN COUNCIL PLANNING COMMITTEE

Minutes of the meeting held on Tuesday 25th April 2024 at 6pm
in the Kidderminster Room, Wyre Forest House

Present:

Councillor K.Gale (Chair)
Councillor G.Connolly (Vice Chair)
Councillor D.Hine
Councillor S. Miah

HR/Office Assistant

Absent:

Councillor T.Muir

55. APOLOGIES FOR ABSENCE

Councillor E.Stokes

56. DECLARATIONS OF INTEREST

Nil

57. PUBLIC QUESTION TIME

Nil

58. MINUTES (APPENDIX 1)

RESOLVED: To approve the minutes of the Planning Committee held on Tuesday 2nd April 2024.

59. WYRE FOREST DISTRICT COUNCIL DESIGN, AMENITY AND SHOPFRONTS SUPPLEMENTARY PLANNING DOCUMENT (SPD) CONSULTATION (APPENDIX 2)

Members considered the consultation on Wyre Forest District Council's Supplementary Planning Document.

The committee **RESOLVED** to not comment. The Chair advised that if members wish to comment as an individual they may do so.

60. PLANNING APPLICATIONS

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

1. **23/0618/FUL**|Conversion to 8 residential apartments, including replacement extensions and provision of car parking|Land And Buildings At 382200 276415 Kidderminster General Hospital Bewdley Road Kidderminster Worcestershire

OBJECT

Due to inadequate and lack of parking, which may lead to anti-social behaviour and neighbour disputes.

2. **23/0923/FUL**|Subdivision of commercial premises into 2No. units comprising 1No. tanning salon and 1No. restaurant/hot food takeaway and associated alterations including new shop fronts and alterations to internal layouts

NO OBJECTION

3. **23/0924/LBC**|Listed building consent for the subdivision of commercial premises into 2No. units comprising 1No. tanning salon and 1No. restaurant/hot food takeaway and associated alterations including new shop fronts and alterations to internal layouts|The Pump House Weavers Wharf Kidderminster Worcestershire DY10 1AA

NO OBJECTION

4. **24/0133/HOU**|Proposed dropped kerb and creation of new driveway (part retrospective)|152 Stourbridge Road Kidderminster Worcestershire DY10 2UL

NO COMMENT

5. **24/0152/HOU**|Construction of a detached annex|2 Linden Grove Kidderminster Worcestershire DY10 1TF

SUPPORT

6. **24/0178/ADV**|Display of external and internal advertisements|Slingfield Mill Weavers Wharf Kidderminster Worcestershire DY10 1AA

NO COMMENT

7. **24/0192/HOU**|Alterations to existing extensions to include new roof and rendering|17 Baldwin Road Kidderminster Worcestershire DY10 2UB

NO OBJECTION

8. **24/0200/LBC**|Display of external and internal advertisements|Slingfield Mill Weavers Wharf Kidderminster Worcestershire DY10 1AA

NO COMMENT

9. **24/0201/HOU**|Single storey side extension|17 Silver Birch Drive Kidderminster Worcestershire DY10 3XD

OBJECT

Due to restricted access to neighbouring property driveway and garage

10. **24/0207/HOU**|Proposed two storey and single storey rear extensions|12 Russell Road Kidderminster Worcestershire DY10 3HT

SUPPORT

11. **24/0215/HOU**|Single storey rear extension and first floor extension above existing garage.|49 The Foxholes Kidderminster Worcestershire DY10 2QR

SUPPORT

12. **24/0221/FUL**|Erection of 27 single-storey buildings to replace those proposed for demolition under Prior Approval W/23/02047/DEM, together with associated external works, including removal of earth mounds|Part Site Roxel Rocket Motors Worcester Road Kidderminster Worcestershire DY11 7RE

DEFERRED

To be deferred until the next scheduled meeting of the Planning Committee (on the basis that members felt they needed longer to respond in order to fully consider the application).

13. **24/0233/HOU**|Proposed Single Storey Rear Kitchen Extension|22 Booton Court
Kidderminster Worcestershire DY10 2YZ

OBJECT

Due to lack of information and plans.

14. **24/0236/HOU**|Single storey ground floor Orangery extension to replace existing
conservatory|21 Vine Street Kidderminster Worcestershire DY10 2TS

SUPPORT

Meeting closed 7.05pm

DRAFT

Public Report

Kidderminster Town Council meeting 23rd May 2024

Agenda Item: 6. Scheme of Delegations to Committees and Officers

To approve the Scheme of delegations and Terms of Reference for Standing Committees of the Council.

Introduction

All authority of the council is vested in Full Council. However, the Council may delegate powers and functions to Committees, subcommittees and/or officers as it sees fit. (Local Government Act 1972, S. 101.)

This is reflected in the Council's Standing orders dealing with Committees. (Standing Order 4: Committees and subcommittees). The Standing Order sets out that the Council shall determine terms of reference for committees, as well as appointing members to each Committee.

Standing Committees

In order to facilitate the more efficient conduct and delivery of the Council's business and services, the following Committees are proposed:

1. Finance and Overview
2. Operational Services
3. Town Hall
4. Staffing
5. Planning
6. Civic and Events

The terms of Reference for each of the above committees are attached.

No Committee has the authority to change its own Terms of reference, however, they may make recommendations in that regard to the Full Council, where Terms of Reference will be reviewed annually.

Delegations to the Council's Proper Officer

1. The Chief Executive Officer has delegated authority to deliver the agreed policies and objectives of the Council, within agreed budgets.
2. The Chief Executive Officer has delegated authority to carry out such tasks as are necessary to ensure the efficient day to day management of the Council's affairs, including staff matters not covered by the Staffing Committee, so far as is consistent with the requirements of any job description, instruction of the Council or its Committees.

3. The Chief Executive Officer may delegate authority to the Council's Managers for any of the tasks for which they are responsible.
4. The limits of expenditure under this Standing Order shall be determined by the Council's Financial Regulations.

Recommendation

The Council is recommended to approve the terms of Reference for the Council's Standing Committees and the delegations to the Council's Chief Executive Officer.

Hugh Peacocke

Chief Executive Officer

9th May 2024.

KIDDERMINSTER TOWN COUNCIL

1. FINANCE & OVERVIEW COMMITTEE

Terms Of Reference

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Finance & Overview 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 the Council's financial wellbeing and overall governance, and any items raised from this service area.

2. Objective

The main objective of the Committee is to ensure that the Council maintains a healthy financial position, while at the same time complying with its legal and governance obligations.

3. Terms of Reference

1. To deliver the Finance budget agreed by Council
2. To monitor the spending of Council's agreed budget to ensure it is being delivered
3. To make any necessary recommendations to Council on changes to the planned budget expenditure
4. To recommend to Council the Annual Budget and the level of the precept levied
5. To monitor and review the Council's Service Level Agreements with the District Council to ensure value for money
6. To consider at the appropriate time whether the Service Level agreements are in the best interests of the Town Council.
7. To oversee the grants budgets
8. To oversee the administrative budgets
9. To oversee and approve the governance policies – including
 - The risk management process for the Council
 - The bank mandate(s)
 - Treasury management and investment strategy

4. Membership

- The Finance & Overview Committee will comprise of 5 Members of the Town Council. It will be supported by the Chief Executive Officer. All meetings will be open to the public and Guests may be invited to attend the 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 Committee 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
13 th June 2024	18.00	Kidderminster Room WFH
10 th October 2024	18.00	Kidderminster Room WFH
16 th January 2025	18.00	Kidderminster Room WFH
9 th April 2025	18.00	Kidderminster Room WFH

KIDDERMINSTER TOWN COUNCIL
2. OPERATIONAL SERVICES COMMITTEE

Terms Of Reference

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Operational Services 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 Operational and Health and Safety of Public Realm amenities relevant to the Town Council and any items raised from this service area.

2. Objective

The main objective of the Committee is to develop and promote controls and initiatives, and to improve standards of service performance throughout the workplace.

3. Terms of Reference

1. To manage and control Allotments, Markets, Parks, Toilets, Open Spaces, Street Furniture to include Benches, Bus Shelters, Finger Posts, Monuments and Clocks, Boundary Signs, Floral Displays, Grit bins, Christmas Lights, Water Feature and Paddling Pool in the ownership of Kidderminster Town Council
2. To consider and make recommendations to the Council as to policies and initiatives which will contribute to, promote, the Council's strategic operational objectives. These to include provision, repair, renewal, maintenance, development and improvement of operational assets and services.
3. To set and monitor policies in relation to the management of the Town Council's Parks
4. To set and monitor policies in relation to the management of Street Furniture including Benches, Bus Shelters, Finger Posts, Monuments and Clocks, Boundary Signs and Grit Bins.
5. To monitor the effectiveness of operational activities, making recommendations to Full Council for improvements as required.
6. To ensure that all operational activities support and inform the budget planning process.
7. To approve applications for external funding for any projects which are not already in the Council's budget and monitor their delivery, where successful.
8. To monitor the effectiveness of the Kidderminster Town Council Lengthsman.
9. To function as the Council's operational Health and Safety Committee.
10. To approve any applications for external funding for projects within the Committee's remit, which are not included in the Town Council's budget.
11. To set and monitor policies in relation to the management of Town Council's organised and/or sponsored events, including community events and events organised by other parties for the benefit of the communities in Kidderminster.
12. To approve formation and issue Terms of Reference to working or advisory groups supporting delivery of Town Council events.
13. Where necessary, to provide recommendations to the Council from time to time on matters within the Terms of Reference.

4. Membership

- The Operational Services Committee will comprise of 5 Members of the Town Council. It will be supported by the Kidderminster Town Council Public Realm and Operations Manager and Public Realm and Operations Officer.
- 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
5 th June 2024	18.00	Kidderminster Room WFH
26 th September 2024	18.00	Kidderminster Room WFH
10 th December 2024	18.00	Kidderminster Room WFH
27 th February 2025	18.00	Kidderminster Room WFH

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 oversee the transformation of the Town Hall
2. To receive regular updates from the Town Hall Manager, including risk assessments
3. To make any recommendations required to Full Council arising from these reports
4. To oversee the return of operations to the Town Hall
5. To receive regular updates from the Town Hall Manager on the return, including risk assessments
6. To make any recommendations required to Full Council arising from these reports
7. To oversee Town hall budgets and inform the budget-making process
8. To vire funds between Council approved Town Hall Committee Cost Centres
9. 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

4. STAFFING COMMITTEE

Terms Of Reference

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Staffing 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 Committee will ensure the Council is adequately staffed and appropriate training and support is available for all Councillors and staff. The Committee will approve staffing levels, performance management and staff terms and conditions.

2. Objective

The main objective of the Committee is to determine the best staffing arrangements for the effective delivery of the Town Council's services.

3. Terms of Reference

1. The Staffing Committee has authority to approve appointment, recruitment and terms and conditions for all employees for the Council, excluding the Council's CEO.
2. The Staff Committee reviews all employment policies for Council Staff and makes appropriate recommendations to the Finance & Overview Committee.
3. In respect of the Chief Executive Officer to appoint a panel of 3 members of the Committee, including the Chairperson, to carry out the CEO's annual appraisal and report back to the Committee with any relevant recommendations.
4. In respect of the Chief Executive Officer & Responsible Finance Officer, to:
 - i. recommend to the Full Council appropriate staffing arrangements for the posts and relevant salary scales and conditions;
 - ii. provide the Town Council with recommended Job Description and Person Specification; and
 - iii. propose to the Town Council such recruitment and selection processes as are required for appointment to the post
5. In respect of all other staff, to:
 - i. determine terms and conditions for posts established by the Town Council;
 - ii. agree and implement appropriate recruitment and selections processes for each post; and
 - iii. formally confirm appointments
6. The Chief Executive Officer may consult with the Committee in connection with any staffing related matter.
7. To oversee the Council's appraisal process and to approve any recommendations arising from the annual appraisals, including training and development needs, salary progressions and merit awards.
8. To approve salary scales, terms and conditions and to make any relevant recommendations to the Finance and Overview Committee on salary scale reviews.
9. To review and address staff training and development needs

10. Termination of employment of staff and in the case of the Chief Executive Officer to make recommendations to the Full Council
11. To review and make recommendations to the Finance and Overview Committee with regard to the appointed Personnel consultancy services
12. To review the Council's staffing budget each year, prior to the annual budget-setting process
13. To approve applications for external funding for any projects which are not already in the Council's budget and monitor their delivery, where successful.
14. To establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.

Grievance and Disciplinary matters

15. To act as the Council's Grievance and Disciplinary Panel with the necessary delegated decision-making powers in relation to grievance and disciplinary issues for members of the Council's Management Team.

Meetings of the Panel will be called on an ad hoc basis as required, called by the Chief Executive Officer and with notice given to the relevant employee. A minute taker will be present throughout the proceedings.

When carrying out this role the Committee will follow the procedure set out in the Town Council's Grievance and Disciplinary Procedures.

16. To act as the Appeals Panel in relation to any appeal against the decision of the Disciplinary Panel or the outcome of a Grievance.
17. Any Member who has been involved in the original Grievance or Disciplinary Panel shall not form part of the Appeals Panel. Additional Members may be appointed to the Appeals Panel by the Sub-Committee, in the event of a conflict of interests.
18. The Appeals Panel will consider any appeals against dismissal, grading, disciplinary proceedings and grievances by employees of the Council.
19. The Chief Executive Officer will call the meeting and notice will be given to the employee.
20. A minute taker will be present throughout the proceedings.
21. The Panel will follow the procedure set out in the Town Council's Disciplinary Procedure.

4. Membership

- The Committee will comprise of 5 Members of the Town Council. It will be supported by the Chief Executive Officer.
- 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.

7. 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.

8. 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
3 rd June 2024	18.00	Kidderminster Room WFH
16 th October 2024	18.00	Kidderminster Room WFH
3 rd December 2024	18.00	Kidderminster Room WFH
5 th March 2025	18.00	Kidderminster Room WFH

KIDDERMINSTER TOWN COUNCIL

5. PLANNING COMMITTEE

Terms Of Reference

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Planning 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 Committee will consider and respond to planning applications, highways schemes and consultations from Government, County and District Councils relating to planning, transport and development affecting the Town.

2. Objective

The main objective of the Committee is to fulfil the role of statutory consultee for the Council and to respond in the best interests of the people and communities of Kidderminster.

3. Terms of Reference

1. To respond, on behalf of the Council, to consultations on planning applications received from local planning authorities.
2. To respond, on behalf of the Council, to consultations about the local development plan or equivalent documents, so far as they relate to Kidderminster.
3. To respond, on behalf of the Council, to consultations by Government, national or regional organisations relating to land use, planning, legislation or policy that affects Kidderminster.
4. To make any recommendations required to Full Council arising from these reports
5. To oversee the Committee's budgets and inform the budget-making process
6. To vire funds between Council approved Committee Cost Centres
7. 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 Committee will comprise of 7 Members of the Town Council. This should include 1 member from each of the Town Council's electoral wards. It will be supported by an officer appointed by the CEO.
- 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 Committee shall meet as often as required to meet consultation deadlines.
- 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
28 th May 2024	18.00	Kidderminster Room WFH
27 th June 2024	18.00	Kidderminster Room WFH
30 th July 2024	18.00	Kidderminster Room WFH
27 th August 2024	18.00	Kidderminster Room WFH
24 th September 2024	18.00	Kidderminster Room WFH
29 th October 2024	18.00	Kidderminster Room WFH
26 th November 2024	18.00	Kidderminster Room WFH
16 th December 2024	18.00	Kidderminster Room WFH
23 rd January 2025	18.00	Kidderminster Room WFH
25 th February 2025	18.00	Kidderminster Room WFH
25 th March 2025	18.00	Kidderminster Room WFH
29 th April 2025	18.00	Kidderminster Room WFH

KIDDERMINSTER TOWN COUNCIL

6. CIVIC AND EVENTS COMMITTEE

Terms Of Reference

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Civic and Events 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 deliver Civic and Mayoral events, as required by Full Council. It will set out protocols for Mayoral processes and engagements, respecting the heritage and civic role of the position of Town Mayor.

2. Objective

The main objective of the Committee is to promote civic pride and engagement with all the communities in Kidderminster.

3. Terms of Reference

A. Civic

1. To approve the protocols, arrangements and support that the Town Council provides for the Mayor of Kidderminster
2. To agree arrangements for the delivery of any Civic events approved by the Full Council and the protocol for these events
3. To promote the civic and heritage aspects of the Council and the mayoralty of Kidderminster
4. To allocate any Community grants provided by the Council
5. To liaise with any other partners or stakeholders promoting civic pride, culture or heritage in Kidderminster.

B. Events

1. To agree any community events that the Council wishes to organise
2. To agree any support that the Council provides to other persons, bodies or organisations providing community, not for profit, events for the benefit of the communities in Kidderminster
3. To set and monitor policies in relation to the management of Town Council's organised and/or sponsored events, including community events and events organised by other parties for the benefit of the communities in Kidderminster.
4. To approve the formation and Terms of Reference to working or advisory groups supporting delivery of Town Council events.
5. Where necessary, to provide recommendations to the Council from time to time on matters within the Terms of Reference.

C. Finance

1. To approve any applications for external funding for projects not included in the Town Council's budget
2. To inform the budget planning process for civic and Events
3. To oversee the budget spends, related to the events activities as agreed by Council.

4. Membership

- The Committee will comprise of 7 Members of the Town Council. It will be supported by an officer appointed by the CEO.
- 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.

7. 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.

8. 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
11 th September 2024	18.00	Kidderminster Room WFH
14 th January 2025	18.00	Kidderminster Room WFH

.APPENDIX 4

Kidderminster Town Council									
Committee memberships 2024-25									
	Full Council	Political Groupings						Totals	
		Labour		Conservative		Independent/Green		Lib-Dem	
Number of members	18.0	6.0		5.0		5.0		2.0	18.0
%	100.0	33.3		27.8		27.8		11.1	100.0
Number of places	34.0	11.3		9.4		9.4		3.8	34.0
Committee		Names		Names		Names		Name	
Finance and Overview	5			Steve Hollands				Fran Oborski	
Operational Services	5			Nicki Gayle				Shazu Miah	
Town Hall	5			Ben Brookes				Fran Oborski	
Staffing	5			George Connolly				Fran Oborski	
Civic and Events	7			Nicki Gayle	Darren Chambers			Shazu Miah	
Planning	7			Darren Chambers	Steve Hollands			Shazu Miah	
Total	34	12		8		8		6	34

DATE	COMMITTEE	ROOM	BOOKED
Thursday 16 th May 2024	Annual Meeting	St George's Church	
Thursday 23 rd May 2024	Town Council	Council Chamber	☒
Tuesday 28 th May 2024	Planning	Kidderminster	☒
Thursday 30 th May 2024	Town Hall	Kidderminster	☒
Monday 3 rd June 2024	Staffing	Kidderminster	☒
Wednesday 5 th June 2024	Services	Kidderminster	☒
Thursday 13 th June 2024	Finance & Overview	Kidderminster	☒
Wednesday 26 th June 2024	Town Council	Council Chamber	☒
Thursday 27 th June 2024	Planning	Kidderminster	☒
Tuesday 30 th July 2024	Planning	Kidderminster	☒
Tuesday 27 th August 2024	Planning	Kidderminster	☒
Monday 9 th September 2024	Town Hall	Kidderminster	☒
Wednesday 11 th September	Events	Kidderminster	☒
Tuesday 24 th September 2024	Planning	Kidderminster	☒
Thursday 26 th September 2024	Services	Kidderminster	☒
Thursday 10 th October 2024	Finance & Overview	Kidderminster	☒
Wednesday 16 th October 2024	Staffing	Kidderminster	☒
Wednesday 23 rd October 2024	Town Council	Council Chamber	☒
Tuesday 29 th October 2024	Planning	Kidderminster	☒
Wednesday 13 th November 2024	Town Hall	Kidderminster	☒
Tuesday 26 th November 2024	Planning	Kidderminster	☒
Tuesday 3 rd December 2024	Staffing	Kidderminster	☒
Tuesday 10 th December 2024	Services	Kidderminster	☒
Monday 16 th December 2024	Planning	Kidderminster	☒
Tuesday 14 th January 2025	Events	Kidderminster	☒
Thursday 16 th January 2025	Finance & Overview	Kidderminster	☒
Wednesday 22 nd January 2025	Town Council	Council Chamber	☒
Thursday 23 rd January 2025	Planning	Kidderminster	☒
Tuesday 25 th February 2025	Planning	Kidderminster	☒
Thursday 27 th February 2025	Services	Kidderminster	☒
Wednesday 5 th March 2025	Staffing	Kidderminster	☒
Wednesday 12 th March 2025	Town Hall	Kidderminster	☒
Tuesday 25 th March 2025	Planning	Kidderminster	☒
Wednesday 9 th April 2025	Finance & Overview	Kidderminster	☒
Wednesday 16 th April 2025	Town Council	Council Chamber	☒
Tuesday 29 th April 2025	Planning	Kidderminster	☒



Kidderminster Town Council

Standing Orders

(Review: Full Council 23rd May 2024.)

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed by a resolution proposed by~~at the discretion of~~ the chair and agreed by~~of~~ the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- i Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- j One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- o During the debate on a motion, a councillor may, with the permission of the chair, interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- p A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

~~Full Council meetings~~ ●
~~Committee meetings~~ ●
~~Sub-committee meetings~~ ●

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting ~~unless the meeting is convened at shorter notice~~
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i ~~At Full Council, all A~~ persons shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort). ~~The Mayor chair of the meeting~~ may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting

- vote whether or not ~~he/she/~~they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.

- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 3 hours, unless the meeting resolves before the expiration of 3 hours to extend the meeting by a maximum of 30 minutes.-

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. ~~shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice~~

~~requirements, if any, required for the meetings of a sub-committee;~~

~~xi-x.~~ shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

~~xii-xi.~~ may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- ~~i~~ In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

~~In an election year, the Council shall make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;~~

~~ii~~

~~k The Work Programme for meetings of Full Council shall include the following:~~

~~j. — Following the election of the Chair of the Council and Vice Chair (if there is one) of the Council at the annual meeting, the business shall include:~~

~~i. — In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;~~

ii.i. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii.ii. Receipt of the minutes of the last meeting of a committee;

iv.iii. Consideration of the recommendations made by a committee;

v.iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi.v. Review of the terms of reference for committees;

vii.vi. Appointment of members to existing committees;

viii.vii. Appointment of any new committees in accordance with standing order 4;

ix.viii. Review and adoption of appropriate standing orders and financial regulations;

x.ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi.x. Review of representation on or work with external bodies and arrangements for reporting back;

~~xii.i. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;~~

xiii.xi. Review of inventory of land and other assets including buildings and office equipment;

xiv.xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv.xiii. Review of the Council's and/or staff subscriptions to other bodies;

xvi.xiv. Review of the Council's complaints procedure;

xvii.xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

- ~~xviii-xvi.~~ Review of the Council's policy for dealing with the press/media;
- ~~xix-xvii.~~ Review of the Council's employment policies and procedures;
- ~~xx-xviii.~~ Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. (See i above)
- ~~xxi.~~ Determining the time and place of ordinary meetings of the Council for the rest of the Mayoral year up to and including the next annual meeting of the Council.

~~xxii-xix.~~ EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

6. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

7. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data)

which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

11. DRAFT MINUTES

~~Full Council meetings~~ ●

~~Committee meetings~~ ●

~~Sub-committee meetings~~ ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

~~d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:~~

~~"The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."~~

- ed If the Council's gross annual income or expenditure (whichever is higher)
- does not exceed £25,000, it shall publish draft minutes on a website which is

- publicly accessible and free of charge not later than one month after the meeting has taken place.
- fe Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings, or any other notes of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be

considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

13. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

14. PROPER OFFICER

- a The Proper Officer shall be either (i) the CEO or (ii) other staff member(s) delegated by the proper Officer. ~~nominated by the Council to undertake the~~

~~work of the Proper Officer when the Proper Officer is absent.~~

- b The Proper Officer shall:
- i. at least three clear days before a meeting of the council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her/their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;
 - iv. facilitate inspection of the minute book by local government electors;
 - v. receive and retain copies of byelaws made by other local authorities;
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its

financial regulations;

- xiv. record every planning application notified to the Council and the Council's response to the local planning authority ~~in a book for such purpose;~~
- xv. refer notice of a planning application received by the Council to the Chair or in his/her/their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(see also standing order 23).

15. RESPONSIBLE FINANCIAL OFFICER

- a The Council ~~mayshall~~ appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

16. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- d The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March.
- ~~A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council.~~ The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;

- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

18. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee or, if he/she/they is not available, the vice-chair (if there is one) of the Staffing Committee] absence occasioned by illness or other reason and that person shall report such absence to [the Staffing Committee at its next meeting.
- c The ~~chair of the~~ Staffing Committee] shall appoint a panel of 3 of its members to or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the CEO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee] or in his/her/their absence, the vice-chair of [the Staffing Committee] in respect of any ~~y informal or~~ formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if ~~a an informal or~~ formal grievance matter raised by CEO relates to the chair or vice-chair of the Staffing Committee; this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f ~~Any persons responsible for all or part of the management of staff shall treat as confidential-~~ the written records of all meetings relating to ~~staff their~~ performance, capabilities, grievance or disciplinary matters shall be treated as confidential.-
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- i. [[The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.

- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

21. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer**

23. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; ~~or~~
 - ii. ~~issue orders, instructions or directions.~~

24. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to

the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

KIDDERMINSTER TOWN COUNCIL MEMBER AND OFFICER PROTOCOL

Roles of Members and Officers

1. Both elected Members and Officers are essential for the Town Council to carry out its functions and by established convention all officers, especially the Chief Executive Officer and administrative staff, are known as the “Officers” of the Council.
2. The key roles of the Members are to set policy, direction and budgets and make major decisions. The key roles of the Officers are to advise on and implement those decisions and to ensure that the Council acts in a lawful manner at all times.

Members’ Authority

3. The authority of Members is collective. As individuals, no councillor should issue specific directions to any officer. Officers are accountable to their Manager, or, in the case of the CEO, to the Staffing Committee and the Council.

Members seeking Advice from Officers

4. Members are entitled to receive the best possible advice on any topic and the Chief Executive Officer is available to give advice, either individually to any Member or collectively. Any questions relating to approved policies, future developments of the Town Council or legislative initiatives should be directed to the Chief Executive Officer or the appropriate Manager.
5. Following decisions of the Town Council, officers take their instructions from the Chief Executive Officer or a designated line manager. Questions relating to operational matters should always be directed to the Chief Executive Officer or a designated line manager, not to the officer directly concerned.
6. Questions from Members are always welcome on any aspect of the Town Council’s policies and activities. Members will be assisted as far as possible with any information held by the Town Council. For more complex or sensitive matters, members are encouraged to make an appointment and give notice of the topic so that it can be researched, or to submit the question in writing or by e-mail.

The Council’s Decision-making Process

7. Day to day management remains the responsibility of the Chief Executive Officer. Standing Orders and the Terms of Reference approved by the Town Council specifically authorise some delegation to Officers up to specified limits.
8. Decisions and policies, once determined, are subject to the collective responsibility of the Members.

Relations between Members and Officers

9. Relations between Members and Officers should always be on the grounds of mutual respect with standards of courtesy maintained at all times.
10. Officers must behave in a professional manner, be helpful and respectful to Members, and provide information and impartial advice on request to any Member.
11. Any Member who feels he/she has not been treated with respect and courtesy by any Officer must raise this initially with the Chief Executive Officer - or in the case of the Chief Executive Officer, with the Chairman of the Staffing Committee.
12. Any Officer who feels he/she has been treated with disrespect and/or a lack of courtesy by any Member must raise this initially with the Chief Executive Officer or his/ her line manager.
13. Any close, personal, family or social relationship between any Member and any Officer must be declared by both parties to the Chief Executive Officer. Any such declaration by the Chief Executive Officer should be made to the Chairman of the Staffing Committee.
14. Members are requested to reply in good time to any correspondence sent, in particular to invitations to the key Civic Events, and to give their apologies with reasons in respect of any meetings that they are unable to attend.

Political and Personal Matters

15. All Officers must treat all political groups and individual Members in a fair, impartial and even-handed manner.
16. Members must not seek preferment for themselves or any political party or other group or seek advice from any Officer on purely party-political business.
17. Members must not request that any mail is despatched at public expense if it relates to any activities arising from their membership of any political party.
18. Members must not request that any mail of a purely private nature is despatched at public expense even if non-political.

Preparation of Agendas

19. The Chief Executive Officer (CEO) is solely responsible under statute for preparing the Agendas for all meetings of the Town Council, Committees, Subcommittees and Working Parties and for circulation of them to meet statutory requirements. In practice this is done in consultation with the Mayor or the appropriate chairman.
20. The CEO may delegate to Managers, who are the lead officers for certain committees/subcommittees and will have the responsibilities described at 19 above.

21. Additional matters for discussion may be put forward by notice of motion by any Member of the Town Council or by members of the meeting to the Chief Executive Officer who will include the matter on the agenda if it reasonably relates to the remit of the Committee and is in accordance with Standing Orders (S.O.19).

Preparation of Minutes and Reports and Conduct of Meetings

22. The Chief Executive Officer, or the Lead Officer, is ultimately responsible for the drafting of all Minutes and for circulation of them to meet statutory requirements. The Chairman of the meeting is consulted before the draft minutes are published.
23. The draft minutes are submitted to the Town Council or the relevant committee, subcommittee or working party for final approval at the next appropriate meeting.

Preparation of Reports for meetings

24. When a named Officer has produced a written report for the consideration of Members, he/she is known as the “Lead Officer” for the particular topic and should be given the opportunity to introduce the report and answer any questions about it.
25. Reports should contain a recommendation which formally sets out the best advice from the Officers concerned. When Officers write reports, they have a duty to advise the Council or Committee impartially. They should set out their professional opinion and have due regard to any recommendations from any committee, sub-committee or Working Group of the Council, as well as the Principles of decision-making, as set out in Standing orders.
26. The Chief Executive Officer, or the Lead Officer, will solely determine the recommendation to be made although the decision whether to accept this or not rests with the Members.
27. Members may not direct the contents of, or re-write, reports but are equally entitled to disagree with officer advice and to reject proposals and recommendations made to them by Officers.

Conduct of Meetings

28. An Officer will be present at all meetings of the Town Council and its committees and sub committees to advise on any questions relating to Standing Orders, Financial Regulations or committee procedures and to produce formal minutes of the meeting.
29. Unless authorised otherwise by the Chairman of the meeting concerned, during Town Council and Committee meetings, all mobile telephones should be switched off.

Confidentiality

30. Private agendas/reports are “confidential information” as defined by the Local Government Act 1972 and *The Access to Meetings (Public Bodies) Act 1963*. Reports or discussions thereon should not be revealed by Members or Officers outside any Council meeting. Facilities will be available for disposal of confidential agendas/reports after meetings.
31. Members must not raise matters relating to the conduct or capability of individual Officer(s) (either individually or collectively) in public or at any meeting which is open to the press and public. Any such criticism must be raised initially in private with the Chief Executive Officer, or another appointed Officer. Officers likewise must not raise matters relating to the conduct or capability of Members (either individually or collectively) in public or at any meeting which is open to the press and public.

Official Correspondence/Media

32. With the exception of the Mayor, all official letters or emails on behalf of the Town Council must be sent in the name of the appropriate Officer, rather than in the name of a Member, unless there is some exceptional reason to the contrary.
33. Members should not use Town Council logos or letterheads on their correspondence.
34. All media communications from the Town Council are in accordance with the agreed Press release process. Members are free to comment or engage with the media or the community on Council matters, provided such comments are in agreement with approved Town Council policies or decisions.
35. Members may engage with the media or the community on any matter as individuals or as party spokesmen. Where such communications are not in accordance with approved Town Council policies or decisions, they should make it clear that they are speaking in a personal capacity or on behalf of their party.

Corporate Governance

36. Both Members and Officers acknowledge the importance of Good Corporate Governance and the principles which underpin it (openness, integrity and accountability) and undertake to meet all prescribed requirements.
37. Both Members and Officers acknowledge the importance of “due process” in carrying out their respective roles for the benefit of the Town Council and will not put pressure on each other to compromise the Town Council’s standing orders, financial regulations and other policies and procedures.

Breaches of the Protocol

38. Where an Officer or Member has breached this protocol the matter shall be drawn to the attention of the Chief Executive Officer - or in the case of the Chief Executive Officer to the Chair of the Staffing Committee.

39. Except in the case of a serious breach, the CEO or the Chair of the Staffing Committee will seek to deal with the matter informally. If the matter cannot be resolved informally, the CEO or the Chair of the Staffing Committee may refer it to the Staffing Committee, or, if appropriate, initiate disciplinary action (in the case of the CEO this would have to be approved by the Staffing Committee).
40. If the actions of a Member relate to matters covered under the Council's Code of Conduct for Members, the matter may be referred to the Monitoring Officer.

Approved by the Town Council on 23/05/2024

KIDDERMINSTER TOWN COUNCIL

Vision/ Strategy 2025-2029

*Providing services to the people of Kidderminster***1. Help make Kidderminster an attractive, welcoming, safe and well cared for town**

- A. Provide outstanding parks, playgrounds and public spaces
- B. Make Kidderminster Town Hall a key community and civic asset, providing top class Civic, culture, education and entertainment events, as well as supporting the community.
- C. Run vibrant markets
- D. Run thriving allotments
- E. Provide public toilets
- F. Work with other partners and stakeholders to help to deliver a well-presented town centre
- G. Provide value for money services for the communities we serve, by maximising income and controlling costs.
- H. Work with partners and stakeholders to promote high quality public amenities that support well-being, safety and visitors
- I. Provide a strong voice for Kidderminster by lobbying and working with WFDC, WCC, Kidderminster BID, and others.
- J. Consider further devolution of services from other tiers of local government wherever we feel that this is in the best interests of the communities we serve.

2. Foster a real sense of community

- A. Inspiring Civic events and Mayoral calendar
- B. Enjoyable and inclusive community events
- C. Celebrate and recognise individual and community achievements
- D. Encourage and support contributions to our public and community life
- E. Celebrate and encourage appreciation of public art and Kidderminster's heritage

3. Take actions to address the climate emergency??

- A. Ensure the activities of the Town Council are carbon neutral by 2035 or before?
- B. Actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable

4. Provide focused support for young people, the elderly, minorities and the vulnerable??

- A. Provide funding/ Grants to organisations which support these groups in Kidderminster
- B. Support and promote initiatives to make Kidderminster a more inclusive town

Issues:

-
- Resources
 - Member support
 - Public support
 - Delivery- detailed plans, aims, deadlines, KPI's, reporting.

Benefits:

- Clear guidance for members, public and staff
- Informs and directs budgets, policies and other decision-making (Action plan)
- Clear guidance as to what's in and what's out
- Better quality decision-making.

*The impact relates solely to the impact on Kidderminster Town Council as a corporate body.

** Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

***Residual Risk is the perceived risk remaining after current and planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
1.	IT Systems failing	10	3	30	<ul style="list-style-type: none"> WFDC SLA Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud' Accounts software hosted with a provider Cyber insurance in place 	Through SLA: <ul style="list-style-type: none"> Regular testing of disaster recovery service and data backup Warranty in place for onsite server with NBD Response Email Backup in place for testing Spare laptops to provide to affected users 	10	2	20
2.	Town Hall project non-completion	9	3	18	Project management and cost control consultants	Project cash flows and tight control of expenditure	9	2	18
					Weekly Client meetings	Weekly updating of risk register			
						Seeking additional funding			
3.	Town Hall not delivering	8	4	32	Planning for return, to cover all classes of use.	Recruit business development officer. Commission necessary infrastructure to make it work	3	2	6
4.	Grounds Maintenance contractor not performing	8	4	32	Terms of contract	<ul style="list-style-type: none"> Regular review meetings/ Reporting against KPI's 	2	2	4
5.	Sudden loss of key staff	8	4	32	Employment benefits	<ul style="list-style-type: none"> Staff restructure to better enable progression. Staff retention programme Buy in outside expertise Review employment Policies 	6	3	18

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	• Current Controls	• Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
6.	Significant change in funding, sudden large unexpected expenditure, inflation, abnormal materials inflation	8	3	24	<ul style="list-style-type: none"> • Budget monitoring and reporting. • Insurance to cover major identifiable risks. • Reserves position frequently monitored. • Four-year budget planning in place. • Reserves policy in place. • Procurement arrangements in place. 	<ul style="list-style-type: none"> • Use of Public Works Loan Board and other sources to obtain funds. • Use reserves. • Increase precept. • Increase income from services. • Longer-term financial planning 	3	2	6
7.	Disaster impacting on the town	7	2	14	<ul style="list-style-type: none"> • Emergency contact list and list of resources maintained by the Services Team. • Key individuals will make themselves available. Active monitoring of information sources. • Accept instructions from Category 1 responders, i.e. emergency services, WFDC. WCC. WMP. 	<ul style="list-style-type: none"> • Take part in consultations and exercises run by Category 1 responders. • Initiate and/or take part in post incident reviews. • Undertake any relevant training. 	5	2	10
8.	Fraud, misconduct, gross underperformance	7	2	14	<ul style="list-style-type: none"> • Financial Regulations in place, including payments authorisation, quarterly internal audits, spot checks. • Audit reports reviewed. • Insurance cover for identifiable risks. • Performance management procedures in place, including monthly reviews and annual appraisals. • List of payments and Income and Expenditure presented quarterly to F & O. • Code of conduct for members and officers. 	<ul style="list-style-type: none"> • Consider obtaining news management service if an incident occurs. • Additional management performance training. • Additional risks to be covered by insurance 	3	2	6

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	• Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
9.	Confidential or sensitive information being disclosed.	5	2	10	<ul style="list-style-type: none"> • Councillor and staff induction and • training in place. • Security measures in place, e.g. use of • safe(s), shredder. • (Very little sensitive confidential information is • held). 	Training for Data Protection Regs and use of email	5	1	5
10.	Loss of access to offices	4	3	12	<ul style="list-style-type: none"> • Kit available to facilitate working from home. • Zoom/ Virtual meetings 	Ensure all staff have capability for remote working, where applicable.	1	3	3
11.	Loss of Town Hall contents including civic regalia	8	3	24	<ul style="list-style-type: none"> • All contents including regalia insured. • Most valuable regalia kept in safe place/ storage. • Attendant with Mayor at all times when full chain is worn. • All important paperwork scanned to IT System. 	Return to Town Hall safe when feasible	8	2	16
12.	Injury or accident at an event organised by the Council	8	3	24	<ul style="list-style-type: none"> • Risk assessments carried out for each event. • Training/ guidance provided to all workers/ volunteers at each event. • Insurances in place. • PPE and hi-vis jackets provided, where required. • Lost/ found, first aid cover provided 	Each event reviewed afterwards	3	2	6

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
13.	Illegal or unauthorised action by the Council	9	2	18	<ul style="list-style-type: none"> • Standing orders • Financial Regulations • Code of conduct for Members and officers • Trained officers • Legal SLA with WFDC • Advice from networks-WALC, SLCC 	<ul style="list-style-type: none"> • Training and development where required for members and officers. • Annual reviews of Standing Orders, Financial regulations and Strategic Risk register 	9	1	9
14.	Injury or accident arising on KTC properties or delivery of KTC services	8	4	32	<ul style="list-style-type: none"> • Insurances in place • Services Dept has comprehensive risk management plans • Relevant staff training • Recruitment of staff with relevant skills and experience 	<ul style="list-style-type: none"> • Town Hall will have risk management plan 	5	2	10

Kidderminster Town Council

Work Programme for Full Council Meetings for the Municipal Year 2024/25.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting and noting Committee minutes
4. Questions/ Petitions from members of the Public
5. Town Mayor's Report
6. Minutes from Committees

Other items of Business

Meeting Date	Item
23 May 2024	Committees and appointments Review terms of reference and memberships of any Committees that the Council wishes to appoint
	To make appointments to outside bodies
	To review Standing Orders and make any amendments agreed.
	Approve Member-Officer protocol
	Strategic Risk Register
26 June 2024	End of Year Statutory Accounts To receive the Annual Return, Approve each section of the Annual Governance Statement and adopt the accounts and the Mayor to sign them, To note the date for the exercise of electors' rights
	To agree the Council's Strategy and Vision 2024-2028
	To review the Council's Financial Regulations
	Appointments to Outside bodies
	Approve Bio-diversity Policy
23 October 2024	Budget for 2024/25 Councillors are invited to make the Leader of the Council and the RFO aware of any particular projects that may need to be undertaken in 2024/25, so that they may be considered for inclusion in the draft budget and / or service plans and / or project list.
	Kidderminster BID Presentation
22 January 2025	Review of Town Council Strategy
	2025/26 Budget and Precept
	Schedule of meetings for the municipal year 2025/26
16 April 2025	Nomination of Mayor Elect and Deputy Mayor