



4<sup>th</sup> September 2024

The meeting of the **TOWN HALL COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **Monday 9<sup>th</sup> September 2024** at **6:00PM** when Members are summoned to attend.

Yours sincerely,

Matt Smith  
Town Hall Manager

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## **TOWN HALL COMMITTEE AGENDA –Monday 9<sup>th</sup> September 2024**

### **1. Apologies for absence**

### **2. Declarations of interest**

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

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

### **3. Public Question Time**

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

### **4. Minutes (Appendix 1)**

To approve the minutes of the meeting of the Town Hall Committee held on Monday 30<sup>th</sup> May 2024.

### **5. Town Hall Transformation Project (Appendix 2, to follow)**

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

### **6. Town Hall Transformation Project – Financial Update. (Appendix 3)**

To receive an update on the current financial status of the Town Hall Transformational project.

**7. NLHF – A Journey Through Kidderminster’s Town Hall (Appendix 4)**

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

**8. Forward Work Programme (Appendix 5)**

To note the Forward Work Programme and agree any matters that members might wish to add.

**9. Exclusion of the press and public**

RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to financial and contractual information and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

**10. Reopening the Town Hall**

To approve the appointment of a business consultant to recommend a business model for the future operations of the Town Hall.

**KIDDERMINSTER TOWN COUNCIL  
TOWN HALL COMMITTEE**

**Public Minutes of the meeting held on Thursday 30<sup>th</sup> May 2024 at 6pm  
in the Kidderminster Room, Wyre Forest House**

**Present:**

Councillors:

D. Hine (Chair)

B. Brookes

B. Connor

F. Oborski MBE

L. Carroll (Substitute for Cllr. J. Beckingham)

**In Attendance:**

Chief Executive

Town Hall Manager

Cllr Helen Dyke

Cllr Steve Hollands

**1. APOLOGIES FOR ABSENCE**

Councillor J. Beckingham

**2. DECLARATIONS OF INTEREST**

Nil

**3. PUBLIC QUESTION TIME**

Nil

**4. MINUTES**

**RESOLVED:** To approve the minutes of the Town Hall Committee held on Thursday 30<sup>th</sup> February 2024.

**7. TOWN HALL TRANSFORMATION PROJECT**

Members received an update report on the Town Hall Construction Programme from the Town Hall Manager.

**8. NLHF – A JOURNEY THROUGH KIDDERMINSTER’S TOWN HALL**

Members received an update on the NLHF – A Journey Through Kidderminster’s Town Hall Project from the Town Hall Manager and Heritage Volunteer Coordinator.

Members requested to receive regular updates on the project.

## **9. THE FORWARD WORK PROGRAMME**

Members noted the Forward Work Programme for the Town Hall Committee for 2024/25 and considered any additions.

Meeting closed at 6.55 pm.



Kidderminster Town Hall

Post Contract Phase Cost Breakdown and Cashflow Forecast

Cost heading	To Date (end March 2024)	2025															2026	Totals
		Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Future	
<b>Construction</b>																		
SMML Main Contract	896,641	355,519	474,103	630,766	658,127	724,819	770,031	695,006	664,845	574,013	499,133	509,086	433,248	226,984	118,418	269,205	129,441	<b>8,629,384</b>
SMML PCSA	138,556	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>138,556</b>
Professional fees relating to any of the above (capital)																		
Gleeds	133,745	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	10,543	8,000	<b>299,895</b>
GHA	365,705	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	14,605	18,146	9,976	<b>598,297</b>
GHA (Planning Amendments)	6,479	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>6,479</b>
MGAC (Principal Designer)?	9,521	500	0	0	500	0	0	500	0	0	500	0	0	500	0	0	500	<b>12,521</b>
Mann Williams	78,787	8,770	8,770	8,770	8,770	0	4,385	0	4,385	0	3,508	0	3,508	0	0	3,508	0	<b>133,161</b>
Acoustic Hoare Lee	19,545	0	520	780	1,920	520	520	520	390	390	0	0	0	0	0	0	0	<b>25,105</b>
Catering (Mark Hobbs)	13,070	2,700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>15,770</b>
Hydrock	146,552	0	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	2,224	0	<b>177,688</b>
Hydrock (Fire Engineer)	2,500	2,500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>5,000</b>
Stage Right	50,974	797	797	797	797	797	797	0	0	0	0	0	0	0	0	0	0	<b>55,757</b>
Artelia UK	69,951	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,909	1,297	1,000	0	0	<b>95,156</b>
Artelia UK (enhanced to come)	0	0	741	741	741	741	741	741	741	741	741	741	1,353	1,650	2,650	1,500	0	<b>15,304</b>
Access Included Ltd	6,100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>6,100</b>
<b>Other Costs</b>																		
Invigour	30,712	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>30,712</b>
Planning, B'Regs	0	0	2,563	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>2,563</b>
Legal Costs (Osbourne Clark)	5,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>5,000</b>
Anthony Collins (Legal)	16,336	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>16,336</b>
Cavetto (Party Wall)	1,979	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>1,979</b>
Cogent	0	3,420	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>3,420</b>
Gallaghers (Insurance)	7,933	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>7,933</b>
FMG (Business Case)	10,404	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>10,404</b>
VAT Consultant	8,550	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>8,550</b>
FFE/Fit-out	0	0	0	0	0	0	0	0	0	0	0	0	0	50,000	50,000	0	0	<b>100,000</b>
Surveys and investigations	54,454	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>54,454</b>
Consultation/exhibition/communications	220	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>220</b>
Worcestershire CC (L3 Building Report)	2,731	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>2,731</b>
Peter Spencer (Cawston) Ltd	0	0	300	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>300</b>
Historic Invoices Paid	74,857	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,404	0	<b>88,261</b>
Decant/recant	20,000	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,404	0	<b>33,404</b>
Pre-opening costs	0	0	0	0	0	0	0	0	0	0	0	0	0	20,000	30,000	0	0	<b>50,000</b>
Podium (inc Professional Fees)	0	0	0	7,500	20,000	10,000	10,000	10,000	30,000	50,000	50,000	50,000	50,000	50,000	41,250	12,500	8,750	<b>400,000</b>
Contingency	0	0	27,261	36,269	37,842	41,677	44,277	39,963	38,229	33,006	28,700	29,272	24,912	13,052	6,809	15,479	3,482	<b>420,230</b>
<b>Total</b>	<b>2,171,302</b>	<b>401,264</b>	<b>544,337</b>	<b>714,904</b>	<b>757,979</b>	<b>807,836</b>	<b>860,032</b>	<b>776,011</b>	<b>767,871</b>	<b>687,431</b>	<b>611,863</b>	<b>618,381</b>	<b>541,690</b>	<b>320,558</b>	<b>266,499</b>	<b>441,063</b>	<b>161,649</b>	<b>11,450,669</b>

End March 2025 10,260,900

Funded by:	
LUP:	£8M
Loan:	£2M
KTC reserves, other grants etc	£1.5M
<b>Total Cost Estimate</b>	<b>£11.5M</b>

**KIDDERMINSTER TOWN COUNCIL  
TOWN HALL COMMITTEE MEETING  
9<sup>th</sup> September 2024**

MS/2024

10/08/2024

REPORT TO TOWN HALL COMMITTEE

AGENDA ITEM 4- NLHF – A JOURNEY THROUGH KIDDERMINSTER’S TOWN HALL

**AIM**

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

**BACKGROUND**

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

**DISCUSSION/ COMMENT**

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

Task	Status
Appointment of Heritage Volunteer Co-ordinator and Evaluation Consultant	Completed
Install scaffolding and hoist to Town Hall	Request to National Lottery Heritage Fund on 13/03/2024 to consider amendment to original bid and reassign funding to create a plinth at the front entrance of the Town Hall to make the Town Hall accessible to all and bring the originally two buildings with separate entrances together as one. Approved 14/03/2024.
Carry out external stonework repairs at high level, balcony and parapet	
Removal of scaffolding	
Protect William Hill organ casing and remove pipework prior to conservation work	Completed
Carry out decorative works to organ pipework off-site, return and re-install	Ongoing - Decorative works completed and pipes returned to site ready for installation following works currently being undertaken as part of the Transformation Project.

Carry out decorative works to organ casing	Ongoing - Awaiting confirmation of historical colour schemes from conservation team prior to obtaining quotes.
Remove Town's art collection for safe storage, conservation works and repairs	Completed
Remove Town Charter and Seal from premises for safe storage and repairs	Completed
Carry out conservation works and structural repairs to paintings	Ongoing - Suitable companies sourced and now waiting for quotes for conservation works.
Carry out repairs to Town Charter and Seal	Ongoing - Researching suitable companies to invite quotations
Tuning and regulation of organ following redecoration work and protection during refurbishment	Ongoing - Awaiting installation of pipes
Return and display significant art collection to the Town Hall and display Charles I portrait in the King Charles Room	Ongoing - Awaiting conservation works / and statement of authenticity and completion of Transformation Project
Town Charter and Slate Map in Town Hall	Ongoing - Awaiting conservation works and completion of Transformation Project for replacing of Town Charter. Slate Map is out of scope due to the King Charles Room being taken out of the Transformation Project.

## 6. Heritage Volunteer Coordinator – Update

Task	Status
Development of Volunteer Policy and Framework to support volunteering activity and Volunteer Training Programme	Completed
Volunteer Recruitment Programme and Engagement Programme – Heritage event 11/9/2024	Ongoing- Together with the Summer newsletter, posters and flyers have been distributed via email and as hard copies to interested parties with requests to share widely, inc the library, Kidderminster College, the Museum of Carpet, Bewdley Museum, Wyre Forest Historical Research Group, HOGS. It is also on Wyred Weekly and the Town Hall Facebook page, which has been shared to other groups inc Kidderminster Past and Worcestershire Volunteering Opportunities. Richard Clarke (SM) will attend from 10.30 to 11.30 and will bring drawings and a presentation which he will leave with us for

	<p>the day. We will tour the Town Hall afterwards to look at display possibilities. 9/8/24</p> <p>The library have confirmed the photography exhibition will be taken down end August so we can use the walls for display, and they will put a display up too. They are also receptive to us using the library for research training/meetings and through libraries unlocked.</p> <p>Colin Hill will provide some pictures of the Town Hall for the display and David Humphreys from CAMRA (who commented on the FB post) has offered some pictures too.</p> <p>Gay Hill, Chairman, Wyre Forest Historical Research Group (WFHRG ) has been in touch and we are going to discuss how we can work together. They may be willing to run a workshop for volunteers in the library showcasing the use of their archives, or I can attend the session and cascade to volunteers.</p> <p><b>Summer Newsletter</b> has been sent out and FAQ's are now on the website.</p>
<p>Volunteer research and training – Cleaning Historic Silver.</p>	<p>Ongoing – The Heritage Volunteer coordinator attended a training session on Monday 29/7/24 delivered by Donna Stevens, Historic Silver Cleaning. This training will be used as a basis for training Wyre Forest School pupils in the second half of the Autumn term. 2024 and other volunteers. The school will carry out their own risk assessment of the activity. I have details of the materials needed for the cleaning which I will cost out. We will need to decide which items we wish to display and how to store the silverware following its cleaning. Donna is happy for me to contact her with any further questions during the project.</p>



Town Hall Website	Ongoing – Issue 2 of the summer newsletter has been posted on our website and prepared FAQs which the summer newsletter will signpost to. We are also now able to post the first podcast on the website as well as the newsletter audio, once we have the technical support to do so.
Schools Project - visit two schools to partner, volunteers to deliver information sessions to two schools, drawings of Town Hall to be created by children, creation of self-published book begins	Ongoing – amendment to school’s project requested and agreed on 29/02/2024 to open to all Kidderminster Schools as requested by Council Members. Our HVC had a very positive meeting with Rebekah Thompson, Deputy Headteacher at Wyre Forest School, she toured the school and met a number of staff and pupils. They discussed a proposal to work with pupils aged 14+ from the Autumn term. The pupils will, following training, clean historic silverware at Wyre Forest House which will help them to develop skills and gain experience of a workplace. The school would be happy to allow pupils to continue to carry out this task on an ongoing regular basis if needed, when it is displayed in the Town Hall upon re-opening. The pupils involved will be invited to tour the Town Hall and see the fruits of their labour, once it is in situ. The school is going to assist and advise us to ensure that the Town Hall is fully accessible and inclusive with, for example, the use of symbols as well as text as descriptors. They are very keen to inform the wider community about the school and are happy to be featured in our newsletter. They will also take part in the drawing competition.
Kidderminster College Music Project	Ongoing
Launch of online Art Gallery containing Kidderminster Town Council's art collection	Ongoing

## 7. Evaluation Consultant – Update

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

## FINANCIALS

8. Kidderminster Town Council have made their first draw down of finances for expenses incurred.

## RECOMMENDATION(s)

9. It is recommended that the Town Hall Committee

### RESOLVES:

To note the contents of this report.

Matt Smith, Town Hall Manager

10/08/2024

**KIDDERMINSTER TOWN COUNCIL**

Work Programme for Town Hall Committee 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
4. Town Hall Transformation Project
5. NLHF – A Journey Through Kidderminster’s Town Hall
6. Questions/Petitions from members of the public

<b>Meeting Date</b>	<b>Item</b>
<b>30<sup>th</sup> May 2024</b>	<b>To receive the Scheme of Delegations and Terms of Reference for the Town Hall Committee.</b> To recommend Policy for approval by Full Council.
	<b>Town Hall Vision</b> To consider the Council’s vision for the future use and purposes of the Town Hall.
<b>9<sup>th</sup> September 2024</b>	<b>Town Hall Transformation Project – Financial Update?</b> To update on the current status.
	Appointment of Business consultants
<b>20<sup>th</sup> November 2024</b>	<b>Budget 2025/2026?</b> To recommend a Town Hall Budget to the Finance and Overview Committee.
	Implementation Plan Update
<b>12<sup>th</sup> March 2025</b>	<b>Town Hall Transformation Project – Financial Update?</b>
	To update on current status.
	Implementation Plan Update