



17th October 2024.

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held at **6:00PM** on **WEDNESDAY 23rd October** in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** when all Members of the Council 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

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 S32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

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

3. Public Question Time

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

4. Approval of Minutes (Appendix 1)

To approve the minutes of the meeting of Kidderminster Town Council held on 4th September 2024.

5. Town Mayor's Report (Appendix 2)

To receive a report from the Town Mayor, Councillor George Connolly.

6. The Town Centre Team (West Mercia Police)

To receive a presentation from the Town Centre Team

7. Kidderminster Business Improvement District (BID) - ballot and business plan 2025-2030. (Appendix 3)

7.1 To receive a presentation from Kidderminster BID, and

7.2 To resolve to cast the Council's vote in the BID Ballot.

- 8. Town Hall Update (Appendix 4)**
To receive an update on the Town Hall transformation project
- 9. St. George's Paddling Pool update (Appendix 5)**
To receive an update on the Paddling Pool.
- 10. Asset Register (Appendix 6)**
 - 10.1 **To Approve** the Council's Asset Register at 30th September 2024
 - 10.2 **To Authorise** officers to have the relevant assets valued for insurance purposes
- 11. Public Consultation (Appendix 7)**
To Approve the public consultation on the Council's services, including the consultation plan and the finances required to deliver it, for approval by Full Council on 23rd October 2024.
- 12. Community Governance reviews (Appendix 8)**
To respond to current and future Community Governance Reviews in Wyre forest District.
- 13. Report of External Auditor on the financial year ended 31st March 2024. (Appendix 9)**
To Receive the report from the Council's external auditors (PKF Littlejohn).
- 14. Budget 25-26 (Appendix 10)**
To Receive the timetable for the preparation and adoption of the Council's budget for 2025-2026.
- 15. Delivery of an Energy & Resource Park near Kidderminster (Appendix 11)**
To appoint a member to the Community Liaison Group (CLG).
- 16. Committee meetings**
To note the following minutes of Committee Meetings held since the Council meeting on 26th June (already circulated to Members and published on the Council's website):
 - 16.1 The Planning Committee meetings held on 27th June, 30th July, 27th August, and 30th September 2024
 - 16.2 The Town Hall Committee held on 9th September 2024
 - 16.3 The Operational Services Committee held on 26th September 2024
 - 16.4 The Finance & Overview Committee held on 10th October 2024
 - 16.5 The Staffing Committee held on 16th October 2024
- 17. The Forward Work Programme (Appendix 12)**
To note the Forward Work Programme for Full Council for 2024/25 and consider any additions.
- 18. Exclusion of the public and press**
The following item will be likely to disclose exempt information relating to personal matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.
- 19. Flexible working request**
To consider a temporary amendment to an employee's Contract of Employment.

KIDDERMINSTER TOWN COUNCIL

TOWN COUNCIL

Minutes of the meeting held at 6pm on Wednesday 4th September 2024 In the Council Chamber, Wyre Forest House

Councillors George Connolly (Town Mayor), John Aston, John Beckingham, Liam Carroll, Darren Chambers, Bernadette Connor, Helen Dyke, Nicky Gale, Doug Hine, Steve Hollands, Mary McDonnell, Shazu Miah, Mary Rayner and Daniel Round.

In Attendance:

Wyre Forest District Councillor Tracey Onslow, Cabinet Member for Culture, Leisure, Arts and Community Safety and Mr. Steve Brant, Head of Community & Environment Services.

Hugh Peacocke, Chief Executive, Adam Stockhall, Operational Services Manager and Rob Beeston, Operational Services Officer.

45. APOLOGIES FOR ABSENCE

Cllrs Ben Brookes, Vicky Caulfield, Fran Oborski (MBE) and Mike Smith

46. DECLARATIONS OF INTEREST

None

47. PUBLIC QUESTION TIME

None

48. MINUTES

The draft minutes as circulated were amended to remove A) and B) from minute No. 40.

RESOLVED: To approve the minutes, as amended, of the meeting of Kidderminster Town Council held on 29th July 2024.

49. DEVOLUTION PROGRAMME

The Mayor welcomed to the meeting Wyre Forest District Councillor Tracey Onslow, Cabinet Member for Culture, Leisure, Arts and Community Safety and Mr. Steve Brant, Head of Community & Environment Services.

The Mayor invited Councillor Onslow to advise the Town Council of the District Council's views on further devolution of assets or services. Councillor Onslow told the meeting that this was part of the WFDC Localism Strategy, partly due to budgetary issues. WFDC was looking at ways to generate income and reduce expenditure, while at the same time safeguarding vital services to the community and to this end, the District Council was collaborating with town and parish councils. She emphasised that there was no threat of closure of parks but that the District Council was looking to explore the best options for the delivery of these services.

Councillor Onslow and Mr. Steve Brant answered Members' questions regarding the condition of the parks and equipment outlined in the proposed transfers, the impact on Council taxpayers, the best deal for Kidderminster residents and any employment/ redundancy implications arising from the transfers.

Mr. Adam Stockhall outlined the Town Council's objectives and answered Members' questions regarding the costings and other arrangements that might arise.

RESOLVED:

- A) To authorise officers to negotiate the transfer of the four parks in Phase A of the proposals (King George V Park – Marlpool Lane, Willowfield Park – Willowfield Drive, Forester Way Park – Forester Way and Jerusalem Walk Park – Broad Street.)
- B) Agree for the Public Realms Operations Manager and Officer to continue negotiations with the remaining Parks and Assets through a phased approach.
- C) Any final agreements in operational matters to be brought to the Operational Services Committee for approval
- D) Any budgetary considerations would need to be approved at Full Council.
- E) Before negotiations progress any further, ward members are to be consulted for their views/ comments. Group leaders will be advised of any upcoming meetings re negotiations and invited to send a member of their group to attend.

The Mayor thanked Cllr. Onslow and Mr. Brant for their attendance.

50. Operational Services Office Re-location

The Mayor pointed out that this matter had been deferred from the previous meeting, as Members felt that it would be more appropriate to consider this when the Council's future devolution plans were decided.

Rob Beeston, Operational Services Officer, gave an presentation to the meeting outlining the role and current services delivered by the Council's Operational Services Team. This included the vehicle, the equipment and the staffing resources of the team and the problems they were dealing with at the moment. It was pointed out that it would not be possible to deliver the Town Council's operational services from the Town Hall and that an alternative location would need to be found before the Town Council vacates its current accommodation at Wyre Forest House. He told the meeting of the options explored and the reasons why members were being asked to approve a 10 year lease on the unit at Silverwood's Forest Park Industrial Estate.

Adam told the meeting that the proposal represented value for money and officers had negotiated a very good rent, with the first 12 months free.

Members thanked Mr. Beeston for the updated presentation and the clearer information.

RESOLVED:

That the Council approves a 10-year lease of the building located on Silverwood's Forest Park Industrial Estate.

Councillors Beckingham, Carroll, Connor, McDonnell and Round abstained.

51. SEALING OF DEED

The Mayor referred members to the report sent by the CEO asking for approval to affix the Council's seal. Members thanked the CEO for securing a good deal in this matter.

RESOLVED: To affix the Council's seal to the Deed of Surrender of Part and Variation of the Town Council's lease of offices at Wyre Forest House.

52. THE FORWARD WORK PROGRAMME 2024-25

The Council noted the Forward Work Programme

The Mayor concluded the official business of the meeting at 8.14 pm.

Town Mayor's Report to Full Council

23rd October 2024

Firstly, I would like to thank all councillors for their attendance in the previous 2 'extra' full council meetings. I know how congested our diaries get so your attendance was really appreciated by myself and officers.

During the past few Months, I have attended multiple events seeing a wide range of people from our communities. A particular highlight was the welcome return of the 'Mayors Sunday' which was slightly different from previous years as we tied the Mayors Sunday in with the Harvest festival. There was a huge collection for the Kidderminster foodbank along with £250 being Raised for MND my Mayoral charity which has been gratefully received by both charities. I would like to thank all Councillors, Officers, Past Mayors and Honorary Alderman for their attendance.

Events in the previous 3 months:

Wednesday 3rd July Coombe House – 40th Birthday (Deputy Mayor)

Saturday 6th July Wyre Forest Symphony Orchestra Concert

Sunday 7th July Worcestershire Chairman's Afternoon Tea

Wednesday 10th July Licensing of Priest Shaun Armstrong

Sunday 21st July Party in the Park 2024 (Big Local DY10 and Horsefair & Proud)

Saturday 10th August Friends of Springfield park

Thursday 15th August Skittles Evening with Fish & Chips Supper (Verein Visit – Twinning)

Friday 16th August Husum Twinning Visit

Sunday 18th August Mayor of Bewdley's Civic Service

Sunday 25th August Malvern Town Council Grand Opening of the New Community Hub

Sunday 25th August Stourport Mayor's Charity Shenanigans

Tuesday 3rd September Merchant Navy Day

Friday 6th September Kidderminster Male Choir 120th Anniversary Concert

Saturday 7th September Stourport on Severn Carnival

Sunday 8th September Mayor of Bewdley Hog Roast and Craft Fayre

Thursday 12th September High Sheriff of Worcestershire Drinks Reception

Friday 20th September Worcestershire Chairman's Quiz Evening

Wednesday 25th September AGM The League of Friends of Kidderminster Hospitals (Deputy Mayor).

Saturday 5th October 2024 Summer Reading Challenge Medal Ceremony

Tuesday 8th October 2024 Bewdley Festival VIP Invitation to the RBSA on Tour – Private View of Festival Exhibition

Town Mayor's Report to Full Council

23rd October 2024

Sunday 13th October 2024 Mayors Civic Sunday Harvest Service

Wednesday 16th October 2024 Worcestershire County Council Mayor's Annual Civic Society Lecture (Deputy Mayor).

I would like to take this opportunity to congratulate 2 Kidderminster citizens for their outstanding achievements. Claire Cashmore won a silver medal in the Women's PTS5 event at the Paralympics in Paris. Along with Izzy White who became the youngest ever woman to be British national Bowls Champion and will head to Australia next year to represent Britain in the World Championships.

I would also like to send our congratulations to the Revd. Hayward Osborne, who recently celebrated 50 years in the priesthood and to thank him for his contribution to his congregation at St. Mary and All Saints Church.

Councillor George Connolly, Town Mayor

15th October 2024.

STRONGER TOGETHER

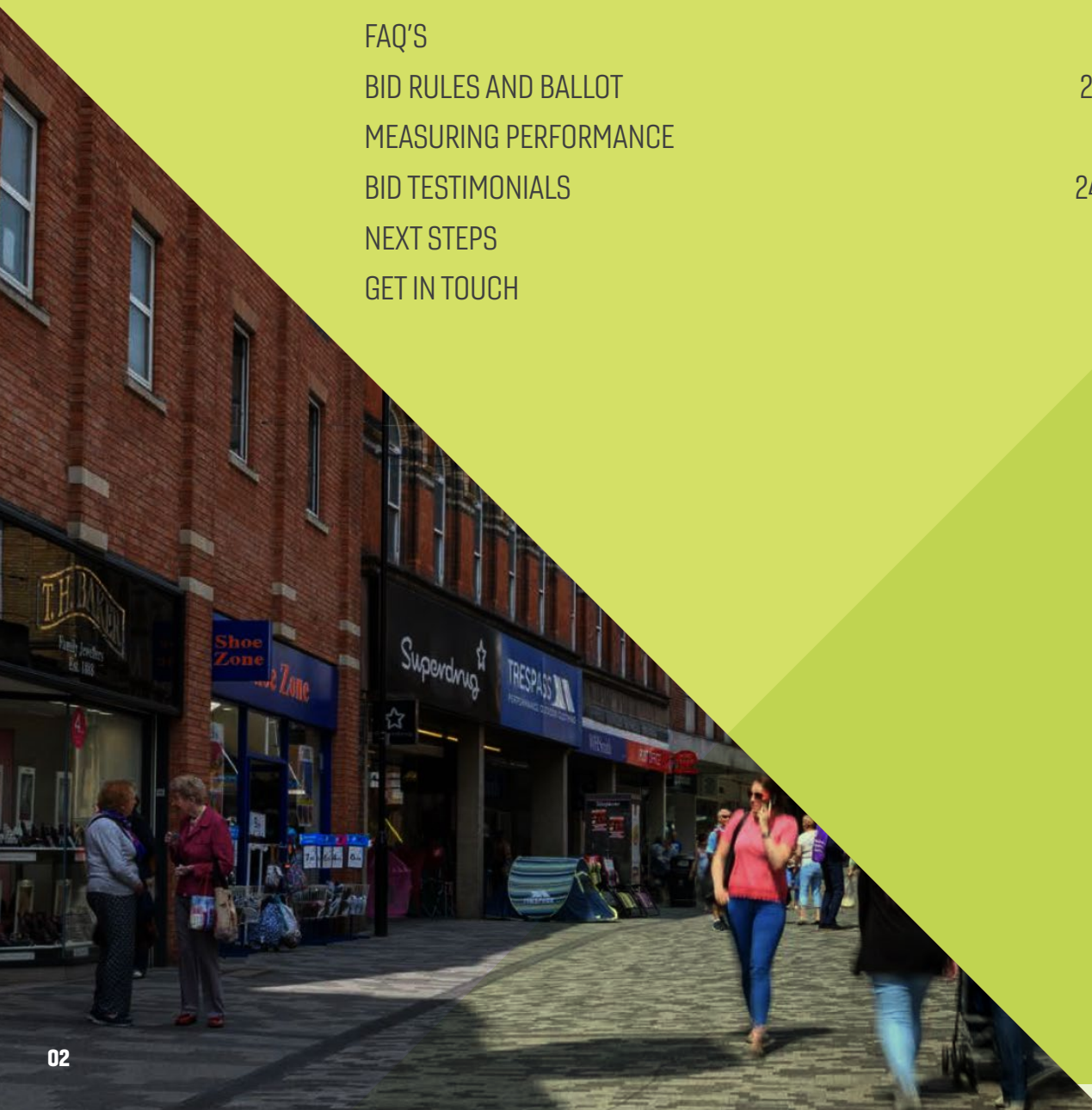
BUSINESS PLAN 2025-2030



KIDDERMINSTER
BUSINESS IMPROVEMENT DISTRICT

CONTENTS

INTRODUCTION	03
WHAT IS A BID?	04
WORKING TOGETHER	05
WHAT WILL A 'YES' VOTE MEAN FOR KIDDERMINSTER?	06
WHAT IF WE VOTE 'NO'?	07
LISTENING TO YOU	08
THE NEXT FIVE YEARS	09-13
THE BID AREA	14-15
THE BID LEVY	16
BUDGET FORECAST	17
BID GOVERNANCE AND MANAGEMENT	18
THE KIDDERMINSTER BID BOARD	19
FAQ'S	20
BID RULES AND BALLOT	21-22
MEASURING PERFORMANCE	23
BID TESTIMONIALS	24-26
NEXT STEPS	27
GET IN TOUCH	28



INTRODUCTION

Kidderminster's BID launched during one of the most challenging global periods of our time, yet our town's resilience has shone through. Despite the setbacks caused by the pandemic, the BID team provided unwavering support to businesses and ensured the safety of our visitors. Though the road to recovery has been slow, recent months have brought renewed vibrancy to Kidderminster. The town is evolving, attracting new businesses, hosting more community events, and laying the groundwork for future investments.

While global trends like the rise of online shopping have impacted High Streets everywhere, Kidderminster is embracing change. We're transforming into a dynamic community hub with a blend of retail, residential, office, food & drink, entertainment, and lifestyle spaces. Exciting projects like the development of green spaces, the Town Hall, Magistrates Courts, and the Piano building, along with private investments, are revitalizing vacant buildings and breathing new life into our town.

As we look ahead, there are even more investment opportunities on the horizon. With continued collaboration between public and private sectors, Kidderminster is set to thrive and become a place we can all take pride in. The first five years of the BID have been a journey of progress, overcoming challenges, and delivering tangible results. As Chair, I am immensely proud of what the BID team has achieved, and I am deeply grateful for the support of our BID Board and partners.

Although we are still in a period of transition, over the next five years, the BID remains dedicated to supporting our local businesses and communities. We will deliver projects to drive footfall, increase dwell time and foster a vibrant, safe economy. Every vote is crucial in shaping the future of our town, and I urge every eligible business to support the BID by casting their vote. Together, we can continue building a thriving Kidderminster that we are all proud to call home.

I urge you to vote YES to continue the good work that has been started.



“

Every vote is crucial in shaping the future of our town, and I urge every eligible business to support the BID by casting their vote. Together, we can continue building a thriving Kidderminster that we are all proud to call home.

Paul Long
Chair, Kidderminster BID
& Director, IceBlue

”

WHAT IS A BUSINESS IMPROVEMENT DISTRICT (BID)?

A Business Improvement District (BID) allows businesses to collaborate on desired services and improvements, managed through a business plan voted on by levy payers.

With a focus on keeping Kidderminster Town Centre vibrant, safe, clean, and friendly, Kidderminster BID has gained popularity over the past 5 years, enhancing awareness, footfall, spending, and local pride. Services and projects stem from a 2019 consultation with local businesses, led by them to meet their specific needs. The BID's voluntary Board of Directors has effectively executed business plan projects and secured additional funding, maximizing local business investments.



THE IMPORTANCE OF US WORKING TOGETHER

Kidderminster BID aims to keep the town centre vibrant, safe, clean, and friendly, encouraging visitors and helping businesses prosper. Over the last 5 years, the BID has grown in popularity among local businesses, residents, and consumers. It has significantly raised awareness of the town, increased footfall and spending, and fostered a sense of pride.

The services and projects delivered by Kidderminster BID were based on an extensive 2019. consultation with local businesses. The BID, run and led by businesses, responds directly to their needs. The BID's Board of Directors, composed of local business representatives working voluntarily, has diligently delivered business plan projects and sought new funding avenues, adding substantial value to local business investments.

Your BID levy raises around £200,000 pa or £1m over 5 years, alongside additional income. In 2024, Kidderminster BID seeks your continued support. It's time to review our work and build on our successes by formulating a new business plan for the next five years.

Vote "YES" to renew the BID for another five years. If the BID is not continued, all work and achievements detailed will cease from May 2025.

The past five years have seen significant changes in towns across the UK due to evolving shopping habits, further intensified by the pandemic. Kidderminster must continue to adapt and refocus to thrive. To remain competitive and address the ongoing challenges of online retail, Kidderminster Town Centre must offer what consumers want. Supporting your BID is crucial for having a plan and being aspirational for our businesses and town.

Vote "YES" in the Kidderminster BID ballot later this year!



WHAT WILL A 'YES' VOTE MEAN FOR KIDDERMINSTER?

A renewal of the Stronger Together Kidderminster BID for a further 5 years will mean:

- Over £1m of additional investment for Kidderminster Town Centre. This will be supported by the additional income that we raise, as in the BID's first term.
- The continuation of proven projects, events and promotions for BID businesses and the town.
- Supporting partners with the town centre regeneration and ensure businesses benefit.
- Over 400 businesses being given a voice to influence the future development of the town



WHAT IF WE VOTE 'NO'?

If the vote is 'NO,' Kidderminster BID will cease to exist on 01 May 2025, stopping all services it provides. Many services and events will be lost, including:

- Nearly £1million BID levy investment in Town Centre support over the next five years
- Additional funding and services leveraged by the BID (£179K UKSPFF, £4K GSLEP, £50K COVID fund, £8k CLLR funds)
- Lose competitive ground with other BID locations (including proposed ones) Like Birmingham, Solihull, Wolverhampton, Redditch, Dudley
- Website and media activity
- Popular events such as Love Kidderminster, Kiddy Proud, Music Festivals, Springfield Park Christmas lights switch on, Halloween trail, Pop Ups, Easter and Christmas Trails
- Loss of Business Crime reduction initiatives
- Lose 7 days of security covering 9,360,000 steps (4,680 miles) a year, 14,040 business stops a year, 7,020 business supports and incidents a year, Recovering over £50,000 of stolen goods to businesses
- Business Support which has included Covid-19 aid as well as significant grant income being leveraged to support small businesses.

There is no replacement body that will deliver these services.



LISTENING TO YOU

Since the spring of 2024 we have undertaken a consultation process in Kidderminster Town Centre.

This has included:

- Regular meetings with the BID Board who represent the levy payers
- BID Newsletter sent to all 400+ Levy payers in 2024
- Renewal survey sent to all 400+ levy payers in 2024
- One to One engagement with businesses by the BID Team
- BID Business Workshops in September 2024
- Engagement with National Businesses.
- Ongoing engagement with Wyre Forest Council as a levy payer responsible for 16 hereditaments.
- Ongoing engagement with all levy payers will take place until the ballot

The consultations that have taken place with businesses this year have shown a great deal of satisfaction and support for the existing BID.

In addition to the strong support for themes from the previous business plan, the need to have greater emphasis on increasing footfall and dwell time across the town centre is clear.

Additionally, there is a strong interest in filling vacant units and managing the type of businesses attracted into Kidderminster.

There will be 3 Key Themes:



**Marketing, Promotion
and Events**



Safety and Security



Backing Business

The information you provided has helped us to shape this 5-year business plan reflecting your priorities as outlined in this document.

THE NEXT FIVE YEARS 2025 - 2030

WHAT THE BID WILL DO

Our aim is to deliver initiatives in 3 key areas over 5 years:



**Marketing, Promotion
and Events**



£550,000



Safety and Security



£450,000



Backing Business



£100,000



MARKETING, PROMOTION AND EVENTS

The Next 5 Years

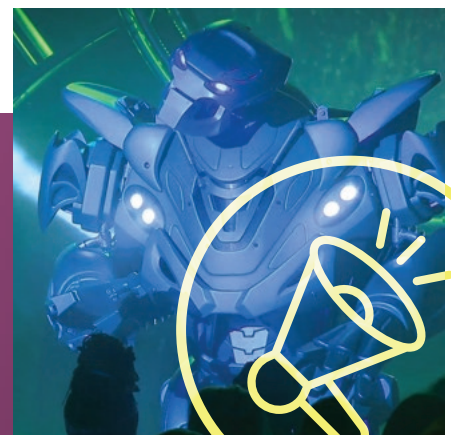
These initiatives and services aim to boost the visibility and appeal of the town centre by organising a diverse range of events and activities, studying shopper and visitor trends, and targeting specific audiences. The goal is to position Kidderminster as a destination not just for our local community, but also for visitors and tourists from farther away.

This focus is crucial for businesses as it generates significant value by increasing footfall, dwell time and spending within the BID area. Our vision is to host more frequent and extended events that energise the town centre. To achieve this, we will collaborate with Wyre Forest District Council to streamline event management and encourage event's organisers to host their own as well.

- More events
- Smarter Marketing
- Car parking offer
- Dedicated Kidderminster Town Centre Website & Social Media

Marketing, Promotion and Events achievements over the past 5 years

- Staged two FREE Kiddy Proud events that were ran across the Town Centre in 2021 and 2022, pulling over 33% more people into the Town Centre.
- Created the Love Kidderminster Family Fun Day, which resulted in an estimated 58% increase in footfall across the town centre, translating to an additional £50,000 Local economic output.
- Created the first-ever FREE Town Centre Music Festival, using local bands and businesses to showcase the wealth of heritage within the community. This was ticketed at 6,700 participants and generated an estimated local economic output of around £100,000.
- Introduced the first ever Town Centre Street Food concept, which drew a crowd of 3,000 to Kidderminster on the evening. Generating an estimated economic output of £50,000.
- Delivered over 20 events across the town centre, including:
 - LoveKidderminster – Pop Ups, Family Fun Day, Music Festival Kiddy Proud – Springfield Park,
 - Music Festival – Worcester Street, Town Hall, Kidderminster Arts Festival Summer of Fun – Easter Trail, Giant Games in the Park
 - Halloween
 - Christmas – Winter Trail, Light Switch On, Shop Windows Regular Seasonal Marketing Campaigns
- Developed an Event Hosting Kit for local businesses and community groups to aid them in running their events. This kit includes banners, tablecloths, gazebos, and more.



SAFETY AND SECURITY

The Next 5 Years

These are projects and services that improve the appearance of the trading environment and make it feel safer, more attractive and more welcoming.

- Improving the look the feel of the town
- Clean and tidy
- Attracting investment
- Reducing crime and Anti-Social Behaviour

Safety & Security achievements over the last 5 years

Kidderminster BID has invested extensively in localised security and rangers who patrol across the Town Centre assisting businesses, recovering stolen items, gathering information, and much more.

We have:

- Reclaimed over £15,000 worth of stolen items each year. Identified and tracked over 65 prolific criminals.
- Reporting over 400 additional offences.
- Respond directly to approximately 8,000 pleas for assistance annually.
- Crime has substantially decreased around the Town Centre following our security operations.
- The BID established and heads a quarterly task force called Cleaner, Safer Kidderminster. It includes Kidderminster Town Council, Wyre Forest District Council, West Mercia Police, Fire Brigade, and other local partners, to address issues or concerns raised by the local community and businesses.
- Established the DISC programme in Kidderminster to assist in reporting of retail crime/ASB. Over 170 offenders have already been identified using the DISC platform, with 110 of them being chronic offenders. We have 220 active users of the system
- A Retail Radio network of 50+ users across the town with the BID funding 12 additional key business and police radios
- Created and managed the Town Centre Security and Outreach Whatsapp Group with over 200 members.
- Regular meetings with the Police & Crime Commissioner to highlight your concerns and issues.



BACKING BUSINESS

The next 5 years

- **Business Support**
- **Business Intelligence**
- **Waste and Recycling Services**

Backing Business achievements over the past 5 years

- Assisted in the establishment of three new enterprises in Kidderminster, the most notable of which being Mikey's Boxing Gym and top escape rooms
- Provided guidance and assistance to over 20 businesses seeking grant financing. This produced £15,000 worth of funding.
- Assisting property developers relocating to the region, including the new owners of Worcester Street 55-65, LCP Weavers Wharf, The Swan Centre Management, and the Planning Director for the Church on Church Street.
- Introducing a grant scheme that targeted empty retail premises for new start-up enterprises. This will be to the tune of £20,000, the first to utilise this will be Escape Room in Worcester



“

Kidderminster BID has helped us start a new branch in Kidderminster, they are very focused on bringing the town centre back to life by encouraging potential businesses like ours to find a home in the town centre. The Bid support is one of the main reasons we chose Kidderminster for our new site.

Adam Buick
Top Escape Rooms

”

ADDED VALUE

The next 5 years

- Lobbying
- Business Influence

Added Value achievements over the past 5 years

Kidderminster BID brings added value by working collaboratively with local partners, maximising the impact and range of services provided, and delivering projects and initiatives that would not be possible without the BID.

This includes:

- The BID was instrumental in obtaining £50,000 Covid Relief funds for town centre resilience and recovery.
- Securing additional grant funding for the Christmas lights, event delivery, and enhancement projects.
- Delivering events and marketing campaigns that bring people back into the town centre, resulting in increased footfall and local spending.
- Regular networking and training opportunities for local businesses.
- Supporting local festivals and events that celebrate Kidderminster's community spirit and heritage.
- Creating a strong, unified voice for businesses when liaising with the council, police, and other stakeholders.



THE BID AREA

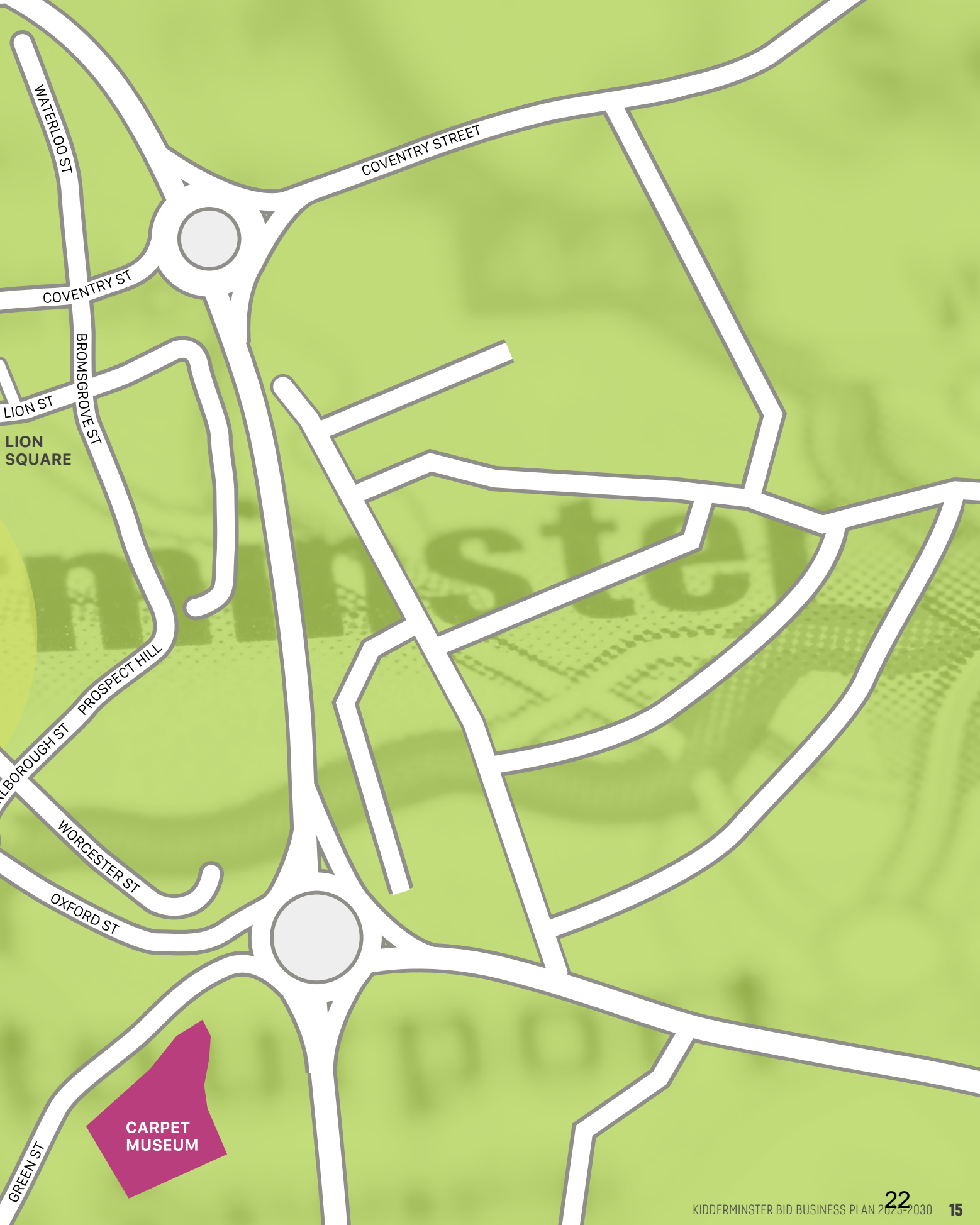
- Blackwell Street
- Bridge Street
- Bromsgrove Street
- Bull Ring
- Callows Lane
- Church Street
- Corporation Street
- Coventry Street
- Exchange Street
- Green Street
- High Street
- Lion Square
- Lion Street
- Lower Mill Street
- Market Street
- Marlborough Street
- New Road
- Oxford Street
- Prospect Hill
- Rowland Hill Centre
- Swan Centre
- Vicar Street
- Waterloo Street
- Weavers Wharf
- Worcester Street



The map shows the proposed Kidderminster BID area.

All businesses on the streets shown and listed opposite are included in the BID.

If you are unsure as to whether you are included and therefore will pay the BID levy, please contact one of the team using the contact details on the last page.



THE BID LEVY

Every eligible business or organisation in the BID area shown on the map on pages 14 and 15 will pay the BID levy which is calculated as 2% of the rateable value of its premises. This will not change throughout the duration of the BID term.

The levy will be collected by Wyre Forest District Council on behalf of the BID Company and transferred to the BID Company's bank account.

This income is then ring-fenced and only used to fund the priorities included in this business plan.

The levy is an investment. In return for your investment, you benefit from projects and services you would not get without a BID. The BID company will be able to tell you what you are receiving, and it will be accountable for every pound it receives or generates.

Examples of what you will pay:

Rate Value of Premises	Annual Levy Payable
Below £5000	Exempt
£5,000	£100
£10,000	£200
£20,000	£400
£40,000	£800
£60,000	£1,200
£100,000	£2,000
£250,000	£5,000
£500,000	£10,000

If you would like to know exactly how much you would pay, you can find out by visiting <https://www.gov.uk/find-business-rates>. Remember it is X% of your premises rateable value.

The Kidderminster BID will raise approximately £230,000 per annum from the levy – raising over £1m in 5 years. We will use that income to leverage additional funds from grants and other opportunities as they arise.



Over the past 5 years, Kidderminster Town Council and the BID have worked together on a number of issues of mutual interest, to improve the cleanliness, the safety and the appearance of the Town centre for our residents and businesses. We have also worked together on the Christmas Lights Switch On events to launch the festive shopping season in Kidderminster. The BID has successfully delivered a range of Town Centre events which have increased footfall in the Town Centre.

Hugh Peacock
CEO - Kidderminster Town Council



BID MEMBERSHIP

Any BID levy payer or equivalent financial contributor can become a member of the BID Company. This enables them to take part in the decision-making process, as well as stand for and vote during Board of Director elections.

Voluntary Membership & Additional Income

BIDs across the UK on average generate 20% in additional income over a 5-year term. This could be in the region of £230,000. Kidderminster BID will endeavour to do this through grant funding and other income generating opportunities such as a voluntary membership scheme for businesses outside the boundary area or for those businesses with a rateable value of £5,000 or less.

This will entitle them to all the projects and services outlined in this business plan as well as full rights as members in the management and governance of the BID company. Details and eligibility will be set by the Board.

BUDGET FORECAST

	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	5 Yr Totals
Income						
BID Levy	£230,000	£230,000	£230,000	£230,000	£230,000	£1,150,000
Additional Income	£46,000	£46,000	£46,000	£46,000	£46,000	£230,000
Total Income	£276,000	£276,000	£276,000	£276,000	£276,000	£1,380,000
Expenditure						
Projects & Services						
Marketing, Promotion & Events	£110,000	£110,000	£110,000	£110,000	£110,000	£550,000
Safety & Security	£90,000	£90,000	£90,000	£90,000	£90,000	£450,000
Backing Business	£20,000	£20,000	£20,000	£20,000	£20,000	£100,000
Management Costs*	£56,000	£56,000	£56,000	£56,000	£56,000	£280,000
Total Expenditure	£276,000	£276,000	£276,000	£276,000	£276,000	£1,380,000

*includes BID Levy Collection

BID GOVERNANCE AND MANAGEMENT

Kidderminster BID is a private sector led, not-for-profit company and has, for the last 5 years been governed by a Board comprising of BID levy payers or equivalent voluntary financial contributors, together with other key stakeholders.

Board positions are unpaid and voluntary and include a mix of all sectors of business that operate within the BID area as well as the necessary skills required to navigate the BID through its fourth term.

One of the Directors will be voted in as Chair.

There will be regular updates via newsletters and e-bulletins. The annual reports and accounts will be produced at the end of each year and available to members.

It will be a requirement that Board Members have all the necessary skills and knowledge to successfully drive the operational side of the Kidderminster BID. Levy funds will be strictly monitored by the Board and its external accountants.

The BID will continue to work in partnership with the public sector and other business and interest groups, to deliver this business plan and agreed services. The BID will not replace the existence or services of any of these organisations.

If successful at renewal ballot the new term will commence on 01 May 2025. It will run for five years and will then be required to seek renewal through a new ballot.

In addition to the Directors, invitees to the regular BID Meetings represent: **West Mercia Police, local community groups, levy payers and council officials from both district and town council all having observers rights.**



THE KIDDERMINSTER BID BOARD

The current Board comprises of:



Paul Long



Mark Searl



Tamsin Hancocks



Mark Carter



Nick Hughes



Danny Pardoe



Steve Neeson



Dan Moorhead



James Barker

FREQUENTLY ASKED QUESTIONS

The BID has been running for 5 years, why can't it just continue?

Under the Regulations, BIDs last for a maximum of 5 years. Once that term is over, the BID is required to review its projects, produce a new Business Plan stating its objectives for the next 5 years and this plan is then voted on again by BID businesses that will be required to pay the levy.

How much will I pay?

On behalf of Kidderminster BID, Wyre Forest Council will collect a levy from each BID business that will be transferred to the BID Company and used to implement the projects laid out in this plan. BID businesses will pay 2% of the rateable value of business premises.

My business is not involved because I am outside the BID area or exempt from the levy. Can I still be a part of the BID?

Yes, any businesses that are formally exempt from paying the BID levy can contribute voluntarily. If you join the BID in this way, you have exactly the same rights to the governance and management of the company as any other business. Appropriate businesses outside the BID area can also contribute. To discuss voluntary contributions, please contact the BID team using the contact details on the last page.

When will the second term projects begin to be delivered?

The first term of the BID is due to end 30 April 2025. The second term will then start to be rolled out from 1st May 2025 and levy bills will be issued. If the new ballot is unsuccessful, all BID services will end on 1st May 2025.

Is this just another tax and will it substitute those services that Wyre Forest Council are responsible for providing?

A BID cannot replace or substitute local authority statutory services i.e. those covered by your business rates. These include a level of street cleansing and maintenance, highways and roads and emergency services. Kidderminster BID can choose to enhance and add to these services using BID levy income. Wyre Forest Council, the County Council and the Police have provided baseline statements as part of the BID renewal for both their statutory and discretionary services which will apply for the 5 years of the BID. These can be viewed on request or found on the BID website.



The BID had instigated us receiving a grant to improve our cafe, we have bought a state of the art coffee machine and we are getting excellent feedback from our customers on the improved taste and quality of our coffee, which hopefully will attract more customers and continue to grow our business

Also, we have recently had copper taken from our Aircon unit and you helped with the progress of getting the police to actively get involved.

Hasim and Sarah Demir
EAZY LOUNGE



BID LEVY RULES AND BALLOT

- The BID Regulations of 2004, approved by the Government, sets out the legal framework within which BIDs must operate, including the way in which the levy is charged and collected, and how the ballot is conducted.
- The new term of the Kidderminster BID will commence on 01 May 2025 for a period of five years.
- The levy rate is fixed and will not be subject to variation (except for the annual rate of inflation, at the discretion of the Board)
- VAT will not be charged on the BID levy.
- The BID levy will be applied to all eligible business ratepayers within the defined area with a rateable value of £5,000 or more. The following exemptions to the BID Levy apply.
 - Those organisations with a rateable value below £5,000
 - Non-retail charities with no paid staff, trading arm, income or facilities
 - Not-for-profit subscription and entirely volunteer- based organisations
 - Business that fall in the following sectors –industrial, manufacturing, storage and workshops
- The levy will be a fixed rate of 2% based on the rateable value per hereditament as at the chargeable date each year using the most current Non-Domestic Ratings list. It will be updated for any changes in ratepayer appeals, additions, or removals.
- The Levy rate is capped at £15,000 for rateable values of £750,000 or more.
- The BID levy will be paid by any new ratepayer occupying any existing hereditaments (a business rated property) within the BID area.
- New hereditaments will be charged from the point of occupation based on the rateable value at the time it enters the rating list, even though they did not vote on the initial proposal.
- If a business ratepayer occupies premises for less than one year, the amount of BID levy payable will be calculated daily.
- Empty properties, those undergoing refurbishment or being demolished will be liable for the BID levy via the registered business ratepayer with no void period.
- The BID levy will not be affected by the small business rate relief scheme, service charges paid to landlords, exemptions, relief or discounts prescribed in the Non- Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 made under the Local Government Finance Act 1988.
- Where the rateable value changes, including rating list revaluation, and results in a change to the BID Levy amount, this will only come into effect from the next chargeable year and no refunds of the BID levy will be made for previous years.
- Under the BID Regulations 2004, Wyre Forest District Council is the only organisation that can collect the levy on behalf of the BID Company.
- The levy income will be kept in a separate ring-fenced account.
- Collection and enforcement arrangements will be like those for the collection and enforcement of non-domestic business rates with the BID Company responsible for any debt write-off and refund rules. The BID area and the levy rate cannot be altered without a further ballot.
- The BID projects, costs and timescales can be altered subject to Board approval providing the changes fall within the income and overall objectives of the BID.
- The levy rate or boundary area cannot be increased without a full alteration ballot. However, if the BID Company wishes to decrease the levy rate or change those BID Levy rules that they can, during this term, it will do so through a consultation, which will, as a minimum, require it to write to all existing BID levy payers. If more than 25% object in writing, then the proposed course of action or changes will not proceed.
- The BID Board will meet at least six times a year. Every levy paying business will be eligible to be a member of the BID Company.
- The Board will produce a set of annual accounts available.

BID BALLOT

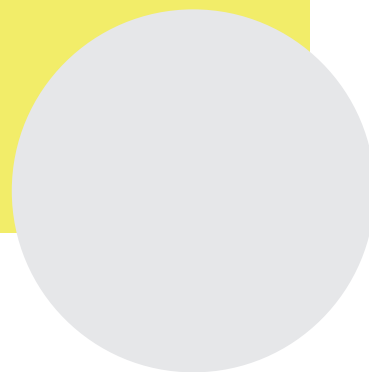
All eligible businesses have the opportunity to vote.

- The ballot will be conducted through an independent, confidential postal vote conducted by the Returning Officer at Wyre Forest District Council which is the responsible body as determined by the BID Legislation.
- Each eligible business ratepayer will have one vote in respect of each hereditament within the BID area, provided it is listed on the National Non-Domestic Rates List for the defined area as provided by Wyre Forest District Council. Organisations occupying more than one eligible hereditament will have more than one vote.
- A proxy vote is available, and details will be sent out by Returning Officer at Wyre Forest District Council.
- Ballot papers will be sent out to the appropriate organisation from 12th November 2024 to be returned no later than 5pm on 12th December 2024
- For the BID to go ahead, two conditions must be met:
 - More than 50% of businesses that vote must vote in favour
 - Of the businesses that vote, the 'yes' votes must represent more than 50% of the total rateable value of all votes cast
- The results of the ballot will be declared on 13th December 2024



"The Kidderminster BID Board is made up of dedicated and hard working business owners from across the Town. I have been able to witness their creative, energetic and focussed commitment to improving Kidderminster first hand and the positive results that this work has achieved is undeniable. They have evolved and elevated established events, brought in new concepts that have seen significant uplifts in footfall and really importantly they are not afraid to give things a go! The BID has brought new energy and a togetherness to Kidderminster that we haven't seen for many years."

Cllr Dan Morehead
County & District Councillor Bewdley & Rock Division



MEASURING PERFORMANCE

Kidderminster BID will need to show it is delivering against its objectives and for your business. The Board will set the key performance indicators (KPIs) and criteria upon which to measure the BIDs performance.

Examples of the criteria the BID will use include:

Town Performance Data

- Footfall Figures
- Occupancy Rates
- Car Parking
- New Business Activity
- General & Business Crime Data

Annual Surveys

- Business Feedback
- Consumer Feedback

Value for Money and Town Profile Measurements

- Media Coverage
- Website and Social Media Visits and Interaction
- Business Cost Reductions

These activities will be carried out at appropriate regular intervals and will be reported back to you via:

- Direct Communications (for example: e-bulletins, letters and face-to-face meetings)
- Group Forums and Briefings
- Annual Meetings
- Annual Reports

“

It has been a pleasure working with James and his team at The Kidderminster BID over the past few years, and I have thoroughly enjoyed the experience.

James is highly dedicated to delivering top-quality events for the community of Kidderminster. Both he and his team consistently demonstrate professionalism and possess a deep understanding of what it takes to organize successful events in the town. James pays close attention to detail and is solution-oriented when faced with challenges. I look forward to continuing our collaboration in the years ahead.

Luiz Ferreira
Live Wyre Promotions

”

BID TESTIMONIALS

"Great to hear that the Kidderminster Bid Team are preparing for re-election moving forward. The team are a real driving force for the greater good of Kidderminster and should be rightly proud of their achievements thus far. They punch well above their respective weight and whether its working around safety and security of the town centre, driving innovative ways to bring new business in, or simply supporting the existing business community they are a real local asset.

The Community & Environment Team from Wyre Forest District Council are proud to work with and support the Kidderminster Bid Team in their re-election process and we wish them well."

Steve Brant

Head of Community & Environment Services - Wyre Forest District Council

"The BID began at the start of 2020, within weeks the COVID situation came along. The BID, even in its infancy did what they could to support businesses through a very difficult period. They provided support to businesses and assisted with the grants process where applicable.

During this period they were also able to assist in identifying vulnerabilities in terms of locations and people and sign posted to ourselves or the relevant agency.

The BID management and Rangers were instrumental in co-ordinating various 'walk-about' to highlight various concerns and where appropriate putting pressure on the relevant authority to carry out the relevant action to improve a situation.

The BID navigated themselves out of COVID and continued their activity.

The BID assisted our organisation in the administration of town centre partnership meetings and the towns licensees association. Following COVID the long standing retail security scheme within the town dissolved. The BID stepped in and continued in attempting to keep retailers galvanised in terms of security, information and the prevention and detection of retail crime. They continued with a messaging forum and worked closely with the then radio provider to ensure a network was maintained. Throughout their tenure the BID have supported administrative processes of various partnerships.

The BID have ran many successful events and brought a vibrancy to the town. We have partnered with them at events such as Love Kidderminster, Christmas lights switch on amongst others. The events have increased footfall within Kidderminster and given a sense of pride to the town. They have also been instrumental in keeping the town 'clean', lots of positive environmental work has been undertaken. Projects such as art work within subways all assist in making the area feel safer and more attractive.

The car parking initiatives have also had multiple benefits, not only does it assist the businesses, it has also contributed to staff working in town knowing they have had a safe space to park during the darker nights. The scheme has also boosted the income to other partners who have 'let ' space for parking meaning their continued ability to provide positive activities of their own, eg KDYT.

They have continued to be present in the town and continued to provide support where they can. Currently the BID are the glue that holds the town partnership together. If the BID were not there, currently there would be no town partnership or group.

Chief Inspector David King

North Worcestershire LPA | West Mercia Police

"Initially at the start of the BID, security had few issues, but as time has gone on it has become much more stable. It certainly makes the retail workers and customers feel more secure knowing and seeing a security presence in the town. Both yourself as BID Manager, Dom and Sam (Security team) and I now work tirelessly to make it all come together and have done a tremendous job going forward.

From my own personal view, I've done security/loss prevention over 25 years in many places and Kidderminster is certainly one of the most challenging. From the theft side although it has slightly improved the town is known as easy pickings despite efforts from everyone. I felt it was a shame that the police pulled away from the disc platform as that was a very useful tool to have access to.

There are certain areas I think could be looked at from various councils departments authorities and as we spoke briefly about involvement from myself it's something I would be prepared to do.

The events that get put on throughout the year certainly pull crowds in and going forward I'm sure it's what the community of Kidderminster would like to see continue especially as these have gone ahead without, I believe any major issues.

Hopefully bid is re-elected and can go from strength to strength it making Kidderminster a better safer and more cleaner environment for its residents visitors and traders."

Lee Goodchild
B&M loss prevention team



With the BID there is a lot done behind the scenes particularly with safety and security that isn't always obvious but has made the Town Centre a safer and more secure place for the businesses and visitors and residents.

The most obvious thing is the many events in the town that the BID has put on in attracting a great increase in footfall into the Town Centre both at Christmas and the festivals and other events over the years.

The parking discounts and other arrangements have also brought many additional visitors into the Town Centre.

It has also been instrumental in bringing some more businesses into the centre.

There can be no doubt that the BID has generated greater involvement of the town's businesses in the management of the town Centre and It also acts to bring together the interests of the Businesses in the Town to try and ensure that we have as thriving and dynamic a Town Centre as possible in these difficult economic times. If there were no Bid then the town would be less attractive to both new and existing businesses and visitors too.

Nick Hughes
Director 1-2-1 solicitors



“As a Senior Housing Pathway Officer with Wyre Forest District Council, one of my team’s roles is to engage with rough sleepers. We have found that a number of clients rough sleep in town and the information provided by the BID team has been invaluable for us in locating vulnerable individuals. We have worked closely with James Barker in the past to address issues caused by rough sleepers in the town centre and through this we have developed a very good working relationship.”

Scott Campbell
Senior Housing Pathway Officer

“Kidderminster BID has been a huge supporter of local business in the area, whether helping to foster a community spirit by planning and delivering community events such as Love Kidderminster , Kidderminster Music Festival and the Christmas Lights Switch On or supporting groups and individuals to become more sustainable, with hands on support and issuing much needed grants.

The well planned free parking offered to public over the festive period together with co-ordinated support from out reach officers, has made the area feel safer and more accessible, and brought new people/new business to the town.

We have benefitted from UKSPF funding that has helped to support and enable both business and community groups to build on their hard work.

Kidderminster BID has supported and promoted litter picking initiatives , community music groups, encouraged/supported workshops to deliver new skills and experiences which in turn has promoted confidence and allowed participants to discover new untapped potential .

We are very aware that even with all of this hard work, no one can produce all of the desired results overnight and with this in mind, we need a clear sustained path going forward, therefore we are really hoping that Kidderminster BID are able to stay doing all of this vital work for some time to come and that any re election application from them is successful.”

Katherine Jezukiewicz
Community Engagement, Coppice Community Pathways and St Peters Community Church



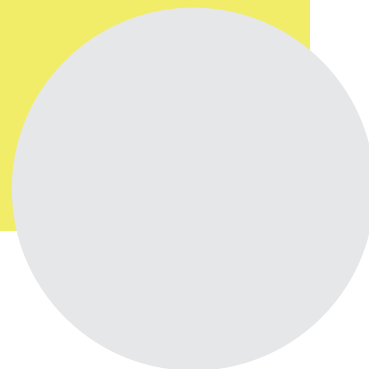
“Prior to 3 years ago, I hadn’t really heard much of the BID. The town is more vibrant and much busier as a result of the BIDs input, the events are fantastic and add so much to the local economy.

Our town centre has been going downhill for quite some time, it now feels like the energy and passion is coming back.

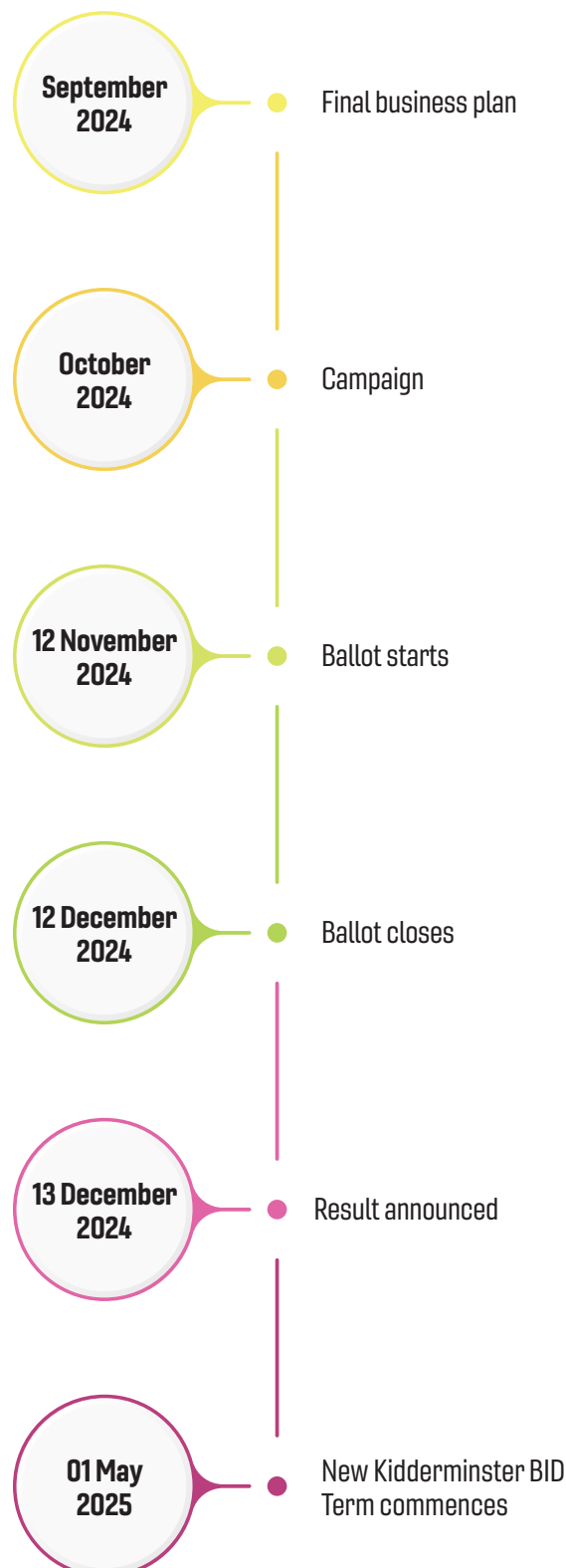
Finally, as a local Councillor, the support the BID gave me in organising my local community event was fantastic and I Couldn’t of done it without the team.

They are always on hand to discuss any ideas or plans to help and benefit the local area and economy.”

Cllr Tony A Muir
Councillor for St Georges & St Oswalds, Kidderminster



THE NEXT STEPS



If you vote YES for the Kidderminster BID, you will be saying YES to investing circa £1m in the town over the next 5 years.

There are currently over 340 BIDs across the UK raising a total of over £120m for their areas.



GET IN TOUCH

To discuss any aspect of this Business Plan/Proposal, please contact:

James Barker
Kidderminster BID Manager
Tel: 07842894198
Email: james@kidderminsterbid.co.uk
Or Visit www.kidderminsterbid.co.uk

Kidderminster BID is an independent not-for-profit company, limited by guarantee. It is governed by a voluntary board of directors who represent a cross-sector of the town's business community.



Public Report to Kidderminster Town Council meeting 23rd October, 2024.

Agenda item 8. Town Hall Update

To receive an update on the Town Hall transformation project

Kidderminster Town Hall Transformational Project Update

Project Overview

Description of Work

Protection to internal areas including staircases and organ.

Erection of site hoarding.

Internal strip out.

Piling works for ground support.

Cranage works for installations.

Erection of scaffold internally and externally.

New Internal space formed in existing courtyard by way of a steel grid shell design with roof.

Restructuring of existing internal spaces to allow back of house kitchen spaces and support for future

Exhibitions.

M&E installations to suit new spaces.

A new back of house entry point with dock leveller entrance via new rear access point.

Renovation works to some areas of external roofing.

Renovation works to Grade II listed facades, external repairs and decorations.

Structural support works to allow new AV stage equipment.

Decoration and renovation.

Design and construction of a new entrance podium to the front elevation.

Key Activities This Period

Architectural Update

Stage 4 Podium design completed.

Sub-contractor design package reviews ongoing.

Colours and finishes for other areas are being progressed.

Detail and setting out information ongoing.

Review of provisional sum items with contractor ongoing.

Review of provisional sum items with contractor ongoing including glazed doors.

Issued Music Hall painting scheme and setting out of AV, etc.

Conservation Architect

Met with Conservation Officer to discuss proposals for removal of balustrade stonework to Music

Commenting on approach to storage and removal of stonework – ongoing.

Arranged for Level 3 Building Recording of stonework proposed for removal – ongoing.

Met with Conservation Officer on site to agree an approach for the removal / storage of balustrade

stonework. 28.08.2024

Developed details for secondary glazing and music hall doors and liaising with Grand Design Blinds.

Structural Engineer

Responded to site queries as required.

Issued link to building structural drawings for construction.

Structural detail issued for changing places floor infill.

Revised stage structure drawings issued for construction.

Develop podium details now the RIBA 4 design is approved.

Mechanical & Electrical

Electrical drawings and schematics updated to suit updated AV design.

Ongoing progress with builders works holes on site.

Ongoing responses to RFI's.

Progressing with utilities on diversions and easements.

Progressing with services coordination with new podium.

Construction

Recent Activity

Ceiling repairs have been complete and painted. 30/08/2024

AV installs commence on the 19/08/2024

M&E first fix to the attic was completed 16/08/2024

Tiling to the toilets started on the 12/08/2024

Continue M&E to all areas.

Scaffold was struck to the courtyard on the 16/08/2024

All pitch roof and flat roof works in scope were completed on the 01/08/2024

Final stonework was completed on the 28/08/2024

Progress Summary

Key design and construction elements to focus on over the next month include:

RIBA 4 Podium design is now complete so pricing will now commence.

Ceiling repairs will be complete and painted.

AV install to commence.

M&E first fix to the attic.

Continue M&E to all areas.

All stonework to be completed

The Grid shell steelwork to commence.

Install crane matt.

Tiling to continue.

Complete facade scaffold removal.

Close ceilings.

Floor finishes to the toilets.

Commence second fix.

Contract Variations:

A few variations have been issued in the reporting period to correct provisional sums and instruct work brought into the scope. The team continue to work through the variations to get better surety on the overall costs of the works.

Podium

The landscape design team (One Environments) have been appointed to take forward the podium design. Howells and

One Environments have completed the RIBA 4 design, but this has taken a little longer than expected due to the need.

Construction Programme Summary

Key Dates

Date of possession: 8th January 2024

Contract Start Date: 8th January 2024

Duration: 72 Weeks

Contract Completion: 16th May 2025

Paint and plaster restoration continues.



Steel roof to courtyard being installed.



Builders work in attic.



Crane lifting roof into place



Installing new LED feature lighting.

Kidderminster Town Council

St Georges Paddling Pool Kidderminster - Update
Adam Stockhall – Public Realm and Operations Manager

1. Aim

To provide Full Council, position update.

2. Background

Full Council agreed paddling pool working group,
Council Members appointed:

- Cllr S. Miah
- Cllr B. Brookes
- Cllr S.Hollands
- Invitation accepted, Cllr V. Caulfield,

Non Council Working Group Members:

1 Cllr Fran Oborski
2 Peter Young
3 Nigel Grace

Working Group and Members of Save the Paddling Pool group met on Wednesday 24 July to review Severn Trent Application.

- Severn Trent application completed.
- Agreed, Cameron Smart, professional photographer, who is a relative to a member of the Save the paddling pool working group, who kindly offered his services free of charge to produce a short video, which is part of the application process.
- To meet following application outcome.

3. Severn Trent Application Update.

8th August 2024

Severn Trent application submitted, expected response to application Sep – Oct 2024.

12th September 2024

Unfortunately, Kidderminster Town Council were notified with the disappointing news that the application submitted had not been approved for funding.

The Independent Customer Panel who review the applicants notified by email with little detail, other to say the following,

“Thank you for applying to our Community Fund.

We’re sorry to share that ‘The Peoples’ Paddling Pool, Kidderminster’ has not been approved for funding.

We receive so many applications that only those with the strongest fit to our aims and criteria can go to the next stage - independent Customer Panel.

Applying to us again

Sadly, we can't accept the same application twice, but you are very welcome to apply again with a different project idea. It does need to be completely different though so before you start, please get in touch with us. We can let you know if it sounds like a good fit and what we need to see for a strong application. We understand how much effort can go into bids, so we always want the time you spend on an application to be worth your while.

Now we're in our 5th year of the fund, our [annual reviews](#) can show you what our independent customer panel like to see and the types of projects likely to be supported. We also have our project [map](#) so you can see whose been supported locally.

We're sorry we haven't been able to be part of your project this time. Thank you again for your application and we wish Kidderminster Town Council every success".

4. Alternative opportunities

They did send through a list of funders and services who you may be able to get support from, listed below. However, after consulting with Caroline from ctaylorconsulting there are very few to choose from.

There are several really tiny ones, £500-£1,000, but none of these trusts or foundations offer grants of any real amount.

The most obvious is the Community Fund - they could give at a similar level. Caroline will need to check what the Fund will need to make a good application. The main issue will be to see what level of community consultation has been done as we'd need to demonstrate a clear case that the community is behind this - they've got some stuff but might need a community day to generate comments and support.

Likewise, the Community Fund will need a really robust plan for how the group will meet the running costs going forwards. What we put in the Severn Trent form will need to be built on further to make it more robust.

5. List of Potential Funders

- The National Lottery Community Fund – www.tnlcommunityfund.org.uk/funding
- Get Grants – www.getgrants.org.uk Get Grants FREE Virtual Conference: 1st & 2nd October <https://www.getgrants.org.uk/free-virtual-conference/> Taking place over two days the Virtual Conference will offer the opportunity to benefit from expert fundraising advice, top tips, Q&As, networking and peer-support, and lots of chat.
- Lottery Good Causes – www.lotterygoodcauses.org.uk/funding-finder

- NCVO - the membership community for charities, voluntary organisations and community groups in England – www.ncvo.org.uk
- Easy Fundraising - Did you know your project can receive funding from 6,000 online retailers, via funding platform easy fundraising? It turns the online shopping of your volunteers, staff and supporters into free monetary donations which you can put towards your project or even your core costs. It is free to apply, register and use and is open to all voluntary and third sector organisations - www.easyfundraising.org.uk/community

6. Next Steps

The Paddling Pool working group to meet on Thursday 31st October 19.00pm on Teams, to discuss and identify any further alternative opportunities and agree next steps. Recommendation to be reviewed and agreed at the Operational Services Committee on Tuesday 10th December.

7. Public Realm and Operations Manager comments.

- To note the longer we delay a decision, the likelihood the pool will not be able to open for Summer 2025.
- The longer the decision is delayed prices are likely to increase.
- The longer the pool is subject to the elements and is not maintained, the likelihood of further deterioration is of high risk.
- I would recommend a decision on the future of the Paddling Pool is taken at the earliest opportunity to ensure the appropriate actions can be taken and agreed.
- The matter will be on the agenda for Operational Services Committee on 10th December 2024.

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING
23rd October 2024**

PUBLIC REPORT TO TOWN COUNCILLORS

Agenda Item 10. Asset Register

10.1 To Approve the Council's Asset Register at 30th September 2024

10.2 To Authorise officers to have the relevant assets valued for insurance purposes

BACKGROUND

The Council received the internal auditor's report at the meeting on 26th June which stated as follows:

A comprehensive asset register is a key management tool for managing fixed assets effectively.

The fixed asset listing initially provided for internal audit was just a basic list of assets with no further information except a monetary amount with no indication of valuation method. Therefore this basic list was not fit for purpose as a comprehensive asset register was not in place. Assets had been grouped rather than listed as individual assets which could be inspected and managed. Upon receiving our queries about the asset listing the council carried out some further work on the listing and identified:

- *The date of acquisition or transfer and recorded this in an updated version of the register*
- *Assets were listed in the insurance that were not included in the assets register*
- *Assets were identified that were not insured*

The asset listing primarily comprises the assets transferred on the foundation of the town council in 2015 with parks transferred in 2021 with one further minor addition in 2022. There is no evidence that annually the council has been reviewing the nominal ledger expenditure to identify capital expenditure to be classified as fixed asset additions. Therefore, since 2015 to date there is a risk that capital expenditure additions have not all been identified and included in the register as there are no additions for any of the following years: 2016-2020 and 2023 to date. Our own sample testing in 2023/24 identified Broxap replacement bins which had not been included as an addition at purchase cost and the 'disposal' of the old bins removed as there was no detailed separate analysis of these items that formed an inherent part of the asset list.

The asset list also does not disclose the actual assets relating to an grouping. For instance three parks are included in the list simply by name with no assets in the parks separately listed.

Therefore, the pavilions, toilet block, MUGA and tennis club and changing rooms are not mentioned in the asset list. But these items will require different asset management than the green areas of a 'park' Therefore, the asset list needs expanding to list assets within parks so that asset management can be applied and evidenced effectively.

The Report went on to recommend:

The council must prioritise the development of a complete and accurate register of all fixed assets including the following key information categories where relevant:

- *Valuation method*
- *Confirm whether insured or not and insurance value*
- *dates of acquisition, upgrade and disposal (it is useful to keep a record of disposed assets as an asset management tool);*
- *costs of acquisition and any expenditure which increases the life of the asset;*
- *if proxy cost is used for first valuation, a note of the method used for valuation and details of any professional advice received;*
- *useful life estimate;*
- *location;*
- *responsibility/custodian);*
- *any available indications of asset value and condition; any regular charges for usage or occupancy.*

The council should carry out an exercise to identify all additions to assets that have not been included since 2015 in an asset register and incorporate them at correct valuation.

The council must prioritise ensuring a completeness check is carried out to ensure that all assets that must be insured are insured. An internal control should be introduced to evidence that all fixed assets have been reviewed to ensure they are adequately insured, for instance a Y/N column inserted into the asset register.

This matter was “qualified” in the internal and External Auditors’ reports and is a priority for the Council to address.

Progress to date

This task is proving challenging for officers. The Council’s records need improvement and assets are located in several different locations (The Town Hall, Wyre Forest House, the museum store at Rushock, storage at Easter Island). The assets have not been valued for some time. The assets have been transferred from the Charter Trustees and the District Council.

Since the Council meeting in June Members have been supplied with a list and invited to comment. The Working Group has met and reviewed the lists. Officers have cross checked the lists with the insurance schedule.

Officers have reviewed the Council's expenditure and identified items which should be included, and added them to the Register.

Legal Considerations

Financial considerations

Recommendations

Report Author: Hugh Peacocke, CEO

Date: 20th October 2024.

**KIDDERMINSTER TOWN COUNCIL
16th October 2024**

PUBLIC REPORT TO MEMBERS

Agenda Item 11: Public Consultation

To Approve the public consultation on the Council's services, including the consultation plan and the finances required to deliver it.

1. Background

At the meeting of the Town Council held on 23rd May 2024 the Council resolved to set up a Strategy Working Group, and that the Working Group would consult/ survey the public on spending priorities for the Council, to assist in their recommendations.

The Working Group met on 24th August 2024 and considered a consultation proposal and also a quotation from WFDC Comms team to assist in the consultation. Both were approved by the meeting.

It was agreed that the draft survey should be sent to all members of the Council for their information and any comments to be returned by 27th September for further consideration, if required, by the Working Group.

The proposals were reviewed by the Finance and Overview Committee on 10th October, 2024. The Committee suggested that the narrative could be improved in places and this has been incorporated into Appendix 6.1. The Committee was happy to recommend the proposals as submitted, for approval by Full Council.

2. The Survey/ Consultation

The proposed survey/consultation is attached at Appendix 7.1. It covers all of the services provided by the Town Council and is in 7 sections:

- A. Satisfaction rating for Kidderminster and the Town Council
- B. Priority areas of work for the Town Council
- C. How can we improve?
- D. The Town Hall
- E. The Water Feature on the Ring Road
- F. The Paddling Pool at St. George's Park
- G. Any other work that the Town Council might take on.

3. The Consultation Plan

The Consultation Plan is attached at Appendix 7.2. It sets out the channels and the mediums proposed to engage the public, as well as the timeline for the consultation. It is proposed to run the consultation for 5 weeks, from 28th October to 1st December and to report on the responses/ outcomes by mid December.

The Plan includes completion online, (see test survey at [Have your say - our services Survey \(surveymonkey.com\)](#)) as well as 2 public meetings, 1 in person and 1 virtual, and accommodates both digital and hard copy responses, in order to encourage higher response rates.

4. Support

The District Council has a dedicated Communications Team and KTC has received excellent support from them. They have quoted £600 for further support, including analysis and reporting on the responses (Appendix 7.3)

5. Financial

The estimated costs for the consultation/ Survey are as follows:

• WFDC Support:	£600
• Printing,	£250
• Venue hire	£300
• Online platform subscriptions,	£100
• Social media/ advertising	£400
• And promotional materials.	£250
Total:	£1,900

(Note: KTC Staff resources, including Time Off in Lieu, not included in above costings)

The Council's budget includes a "Contingency" of £30,000, which is unspent to date. The Working Group recommends that the required expenditure is charged against the contingency budget.

6. Conclusion and Recommendations

The proposed consultation/ survey could provide valuable insights for the Council in determining its Vision for the Council from 2025 to 2029, as well as setting budgets over the coming years.

Higher response rates will greatly add to the value of the consultation, and this is where Council Members can be especially important. As champions in the community and elected representatives in your wards, your promotion and encouragement will be vital in highlighting the consultation to the public and encouraging our residents to respond.

The Council is recommended to approve the public consultation on the Council's services, including the consultation plan and the finances required to deliver it.

Hugh Peacocke
Chief Executive Officer

11th October 2024.



Kidderminster Town Council

Have your say - our services

Kidderminster Town Council was established in 2015 to provide a range of local services to the people of our town.

We now own and maintain St. George's Park, Baxter Gardens and Broadwaters Park. We are also the custodians of Kidderminster Town Hall, which is currently undergoing a major transformation.

Other services we provide include providing allotments, the toilets in Market Street, putting on civic and community events, providing some playgrounds and street furniture and hanging baskets in the Town Centre.

On average it costs most households in Kidderminster £51 a year (or just less than £1 a week) for us to provide these services. this is less than 3% of your total Council Tax bill.

We are committed to listening to you and acting in your best interests. We are carrying out this resident survey to help us understand more about what is important to you. We want to know what you think of the council and the services we provide. Your feedback will help us to shape our vision and our budgets for the future and continue to improve.

This survey is for people who live in Kidderminster only.

Please do not complete if you live outside the area.

1. Please confirm you live in Kidderminster

☐ Yes

2. How satisfied are you with Kidderminster as a place to live?

- ☐ Very satisfied
- ☐ Fairly satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Fairly dissatisfied
- ☐ Very dissatisfied

3. How satisfied are you with the way Kidderminster Town Council runs its services?

- ☐ Very satisfied
- ☐ Fairly satisfied
- ☐ Neither satisfied nor dissatisfied
- ☐ Fairly dissatisfied
- ☐ Very dissatisfied

4. In considering the next question, please think about the range of services Kidderminster Town Council provides to the community as a whole, as well as the services your household uses. To what extent do you agree or disagree that Kidderminster Town Council provides value for money?

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Neither agree nor disagree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

5. To what extent do you think Kidderminster Town Council acts on the concerns of local residents?

- ☐ A great deal
- ☐ A fair amount
- ☐ Not very much
- ☐ Not at all
- ☐ Don't know

6. From the following list, please select the top three areas of work which you feel we should prioritise and focus our energies and resources on:

	Top priority	Second priority	Third priority
Localism – taking on more green spaces and assets from the District Council to protect their future for the community	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Representation – Kidderminster Town Council is the only democratically elected body which represents the town of Kidderminster. We are working to make Kidderminster a better place to live, work and play. We use our democratic power to make sure that Kidderminster's voice is heard in local and regional forums and being present in all local groups and spaces, for example: - we comment on all planning applications in the Town Council area - we work with other strategic partners (the District Council, West Mercia Police, the Business Improvement District and other community and voluntary organisations).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Future proofing/capital investments – getting capital grants and funding to acquire or update buildings and spaces for the community and services, like our Town Hall projects, the bandstand in St. George's Park and funding for biodiversity policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community, culture and events – providing free access to events and opportunities to celebrate arts, heritage and culture such as Christmas Lights switch on event and Remembrance Sunday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Presentation of the town – street cleaning, street furniture, statues and memorials, putting up floral displays and other initiatives to improve the presentation of the town	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Upkeep of parks and open spaces – maintaining our parks and the play areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Providing allotments - making land available for residents to have allotments and coordinating the group who manage the allotments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public conveniences - owning and maintaining the toilets in Market Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Town Markets - commissioning a company to run a market in the town centre. This is currently LSD promotions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. How could we improve any of the areas of work you ranked in your top three in the last question?

8. We are redeveloping the Town Hall, transforming the listed building into a bright new cultural, music and community space. Funding is thanks to a government grant. The project is progressing well and currently on target to reopen Summer 2025. Our ambition is for the venue to cater for all the community. We want it to provide a range of activities, events, performances, and learning opportunities. How important is it to you to that the Town Hall is used to its full potential?

- ☐ Very important
- ☐ Fairly important
- ☐ Important
- ☐ Slightly important
- ☐ Not at all important
- ☐ Don't know

9. We own and maintain the water feature on the town's ring road. The Grade II listed feature does not run all the time, it is switched on to mark special occasions. This is due to the running costs, which are £3,750 a year.

How important is it to you to have it switched on more frequently?

- ☐ Very important
- ☐ Fairly important
- ☐ Important
- ☐ Slightly important
- ☐ Not at all important
- ☐ Don't know

10. Would you be willing to pay more Council Tax (20 pence per year, per household) so we could switch the waterfall on more regularly?

- ☐ Yes
- ☐ No
- ☐ Not applicable - my age/situation means I am not required to pay Council Tax

11. We own and maintain St George's Park. The paddling pool there has been out of action since August 2022 due to health and safety concerns. To get it running again it is estimated to cost £156,000. We have a working group looking at ways we can fund the repairs. How important is it to you to reopen the paddling pool?

- ☐ Very important
- ☐ Fairly important
- ☐ Important
- ☐ Slightly important
- ☐ Not at all important
- ☐ Don't know

12. Would you be willing to pay more Council Tax (£2 per household per year) to help fund the repairs and the ongoing maintenance and running costs?

- ☐ Yes
- ☐ No
- ☐ Not applicable - my age/situation means I am not required to pay Council Tax

13. Earlier in the questionnaire we outlined the services we are currently providing (question 6). Are there any other areas of work Kidderminster Town Council does not deliver/support currently that you would like to see us take on?

14. Would you be willing to pay more Council Tax to enable us to take on the work you have suggested?

☐ Yes

☐ No

☐ Not applicable - my age/situation means I am not required to pay Council Tax

15. Which area of the town do you live in? If you are not sure you can check on our map.

- ☐ Blakebrook & Habberley South
- ☐ Franche and Habberley North
- ☐ Broadwaters
- ☐ Offmore & Comberton
- ☐ Aggborough & Spennells
- ☐ Foley Park & Hoobrook

16. Which age range do you fall into?

- ☐ Under 14
- ☐ 14-17
- ☐ 18-24
- ☐ 25-34
- ☐ 35-44
- ☐ 45-54
- ☐ 55-64
- ☐ 65-74
- ☐ 75+

Thank you for taking the time to respond to us.

Your views are important and will help us to plan our future strategies and objectives to deliver more meaningful and quality services to our residents.

If you would like to be kept up to date with all Town Council and Town Hall news you can sign up to our mailing lists by emailing office@kidderminstertowncouncil.gov.uk

Item	Actions	Who	When
Online Consultation Platform	Create a user-friendly online survey using Survey Monkey	WFDC	By 25 th October
	Ensure the survey is accessible on mobile devices and computers.		
	Prepare posters with QR code		
	Launch on www.kidderminstertowncouncil.gov.uk –on the home page. Link to it from the Kidderminster Town Hall site.	KTC	
	WFDC will put a link to it on the WFDC consultations page	WFDC	
	Share the link through email newsletters, partner websites, and social media.	KTC, Members, Partners, etc	
	Display and distribute posters with QR code		
Public Meeting: Schedule: Organize public meetings (both virtual and in-person) to discuss the consultation topics. Does this mean you would be taking the survey/ipads and getting people to complete the survey or is this for more general feedback? If the later how does that feed into the analysis?	One In-person: accessible venue, town centre.	KTC	Between 5 and 15 November, 10 am to 7 pm
	One virtual session (Promote and provide links for attendance)	KTC	Between 5 and 15 November, 7pm to 9 pm
Hard Copies of Consultation Materials	Provide to members, partners, in person meetings (clear instructions on how to submit responses (e.g., return by mail, drop off points	KTC	W/c 28 th October
Social Media Campaign	Develop a campaign across platforms like Facebook, X, and Instagram to promote the consultation	KTC	By 28 th October
	Use engaging posts, infographics, and videos to explain the consultation and its importance.		
	Create a unique hashtag for the consultation to track engagement and responses.		
QR Codes:	Generate QR codes linking directly to the online survey and consultation materials.	KTC/ WFDC	
	Place QR codes on hard copies, posters		

Partnership Engagement	Engage partners to share the consultation materials within their networks.	KTC/WFDC	W/c 28 October
Outreach to Underrepresented Groups	Identify and reach out to underrepresented communities to ensure their voices are heard.	KTC	W/c 28 October
Feedback Collection and Analysis	Set a clear timeline for feedback collection.	WFDC	W/c 25 November
	Analysis Plan: Outline how feedback will be analysed and reported back to stakeholders.	KTC	
Follow-Up Communication	Results Sharing: Plan for sharing the results of the consultation with all participants and stakeholders.	KTC	Working Group by 10/12
	Future Engagement: Outline how the feedback will influence decision-making and future actions.	KTC	W/c 9 December

Timeline:

A) Preparation Phase: 1st to 25th October

B) Consultation Phase: 28th October to 1st December (5 weeks)

C) Reporting Phase: 2nd December to 13th December

Budget Considerations:

- Allocate funds for WFDC Support:	£600
- Printing,	£250
- venue hire	£300
- online platform subscriptions,	£100
- social media/ advertising	£400
- and promotional materials.	£250
Total:	£1,900

(Note: KTC Staff resources, including Time Off in Lieu, not included in above costings)

Consultation proposal

Prepared for: Hugh Peacocke

Prepared by: Suzanne Johnston-Hubbold

Date: Thursday 1 August

Executive summary:

The communications team at Wyre Forest District Council is pleased to submit this proposal for services to support Kidderminster Town Council in achieving its consultation objectives.

Problem statement:

Kidderminster Town Council wants to know which of its services residents in the town value most. The idea of a consultation arose following a discussion about St George's Park paddling pool. The facility is currently out of action. To get it working again would take a considerable investment and it would incur further running and maintenance costs.

Objectives:

To benchmark sentiments towards Kidderminster Town Council. The authority would like to know which of its services its residents feel are most important and discover if there is an appetite for KTC to take on more services. Taking on additional services would impact on Council Tax precept - KTC would also like to know resident's views on this. The survey would look to capture the area of the town respondents live in.

Scope of services:

- Initial discussion to scope the project
- Research and structure of survey suggestions
- Provide suggested questionnaire
- Revision of questionnaire following feedback
- Build of questionnaire on Survey Monkey
- Provision of online survey for testing
- Supply of personalised survey link (KTC to put on own website – WFDC does not have access)
- Provide a paper version of the questionnaire for KTC to print
- Provide a link so any completed paper versions can be inputted to the online version
- Provision of results – summary and full individual results if required
- Analysis of results – written report based on survey monkey data

We would also:

Promote consultation in email marketing newsletters (Wyred Weekly – all staff, Wyredin – 5726 subscribers and Consultation bulletin 1517 subscribers)

Share KTC posts on social media.

KTC to provide artwork and to lead on the promotion of the consultation. This includes any materials required for an in person event/information point.

Estimated project hours required

2 days

Cost:

£600 based on 2 days

Additional costs would be incurred if more time required.

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING
23rd October 2024**

PUBLIC REPORT TO TOWN COUNCILLORS

Agenda Item 8: Community Governance reviews

To respond to current and future Community Governance reviews in Wyre Forest District.

1. BACKGROUND

Current and future community governance reviews (CGR) which are conducted by Wyre Forest District Council give the Council the opportunity to recommend that the boundaries of the town be aligned with the built edge of the town, including in respect of allocated sites under the adopted Wyre Forest local plan. Outdated parish boundaries result in residents who regard themselves as living in Kidderminster being outside the town boundary, while their neighbours may be inside the boundary. These anomalies can cause confusion and loss of confidence and engagement with local councils. CGR's give the town council the opportunity to address these issues in the best interests of the residents of the Town.

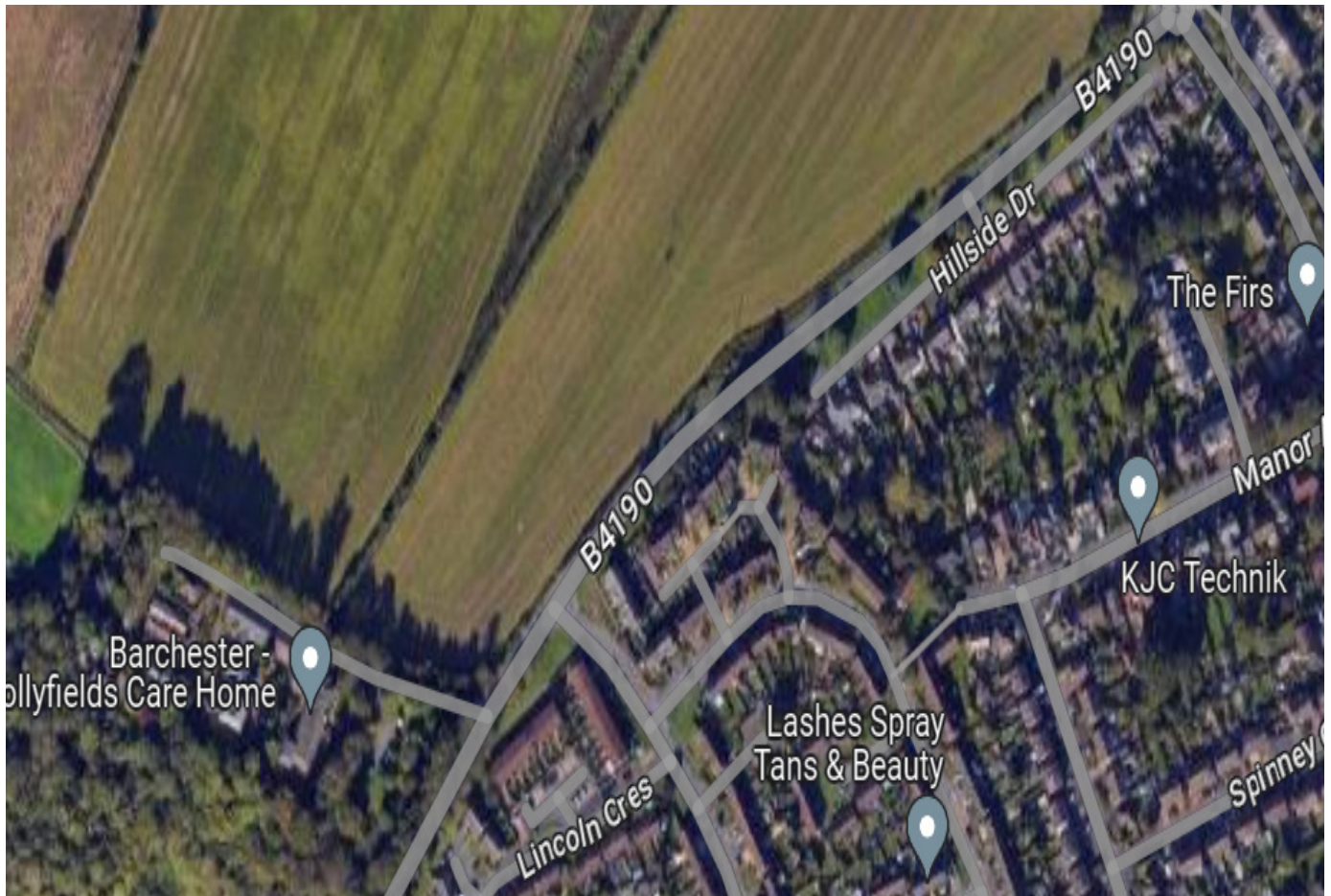
2. Current CGR's

- A) The CGR of Kidderminster Foreign commenced on 1 September. The terms of reference can be seen on the WFDC website at this link

www.wyreforestdc.gov.uk/your-council/elections-and-voting/community-governance-review-guidance/community-governance-review-kidderminster-foreign/community-governance-review-kidderminster-foreign-terms-of-reference-2024/

The deadline for responses is 31 December.

This review gives KTC the chance to support the proposal that the Habberley Road development should be transferred to the town. KTC could argue that the immediately adjacent Hollyfields care home should also be transferred to Kidderminster parish. While the B4190 provides a natural boundary between the two parishes at the moment in this area, the transfer of the Habberley Road development undermines use of the road as the boundary and KTC could suggest that a natural conclusion would be to bring the nursing home (as developed land and adjacent to the site under construction) into Kidderminster parish as well.



B) The CGR for Wolverley & Cookley is already under way. The terms of reference can be seen on the WFDC website at this link

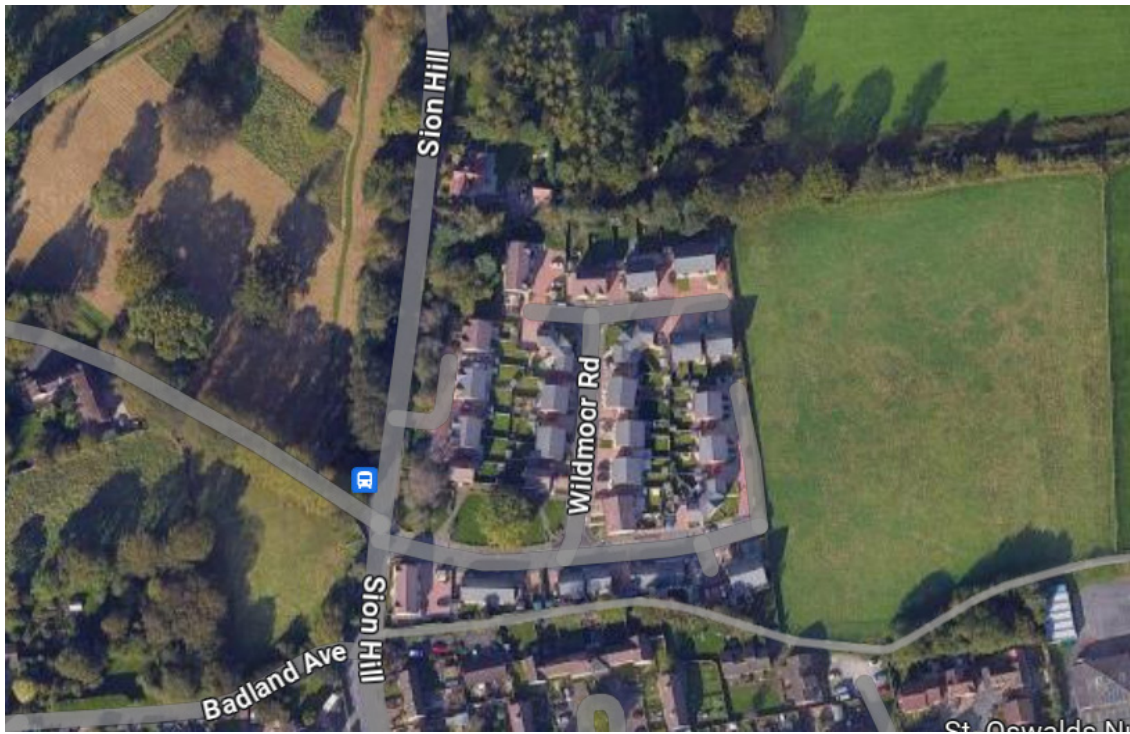
[Community Governance Review Wolverley and Cookley 2024 | Wyre Forest District Council \(wyreforestdc.gov.uk\)](https://www.wyreforestdc.gov.uk/community-governance-review-wolverley-and-cookley-2024)

The deadline for responses is 29 November.

This CGR gives the Town Council the opportunity to call for redrawing of the boundary between Kidderminster and Wolverley & Cookley in two areas:

- I. At Sion Hill, by bringing the site of the former school site into Kidderminster (Wildmoor Rd). It is immediately adjacent to other housing development in Kidderminster and its residents will naturally look to the town for the range of services .





II. Development on Stourbridge Road (Albrighton Drive & Bowdler Close)





KTC could make the point that addressing the correct boundaries for Kidderminster should not be put off because the review of Wolverley & Cookley is looking at more radical options such as splitting the parish into two or three parishes. If WFDC wishes to seek the views of residents in the areas highlighted in this report, there is time to do so either as part of the advisory poll on 1 May or separately.

3. Future CGR's

Given that KTC's next elections will be in May 2028, there is also the option of asking the District Council to review Kidderminster's boundary and its electoral arrangements in the separate CGR suggested below.

In respect of KTC's electoral wards (following the final recommendations of the Boundary Commission after its review of Worcestershire County Council), the Council can formally request a community governance review to re-establish common ward boundaries with those used for WFDC in Kidderminster – whether the current wards or any variation that might occur before the next KTC elections in 2028 (for example, if the Boundary Commission was to review WFDC warding arrangements in the meantime).

This could also be the vehicle formally to request a review of parish boundaries so that Kidderminster's boundary is aligned with the transition from built areas to surrounding green land, including allocations that are in the adopted Wyre Forest local plan. This is particularly relevant to residential developments where KTC might wish to make the point that there is **no rational logic or reasonable basis for parish boundaries to divide what would appear to any neutral observer to form part of the developed area of the town of Kidderminster**. Historic parish boundaries might have been relevant centuries or even decades ago but should not be inflexible in the light of development and change.

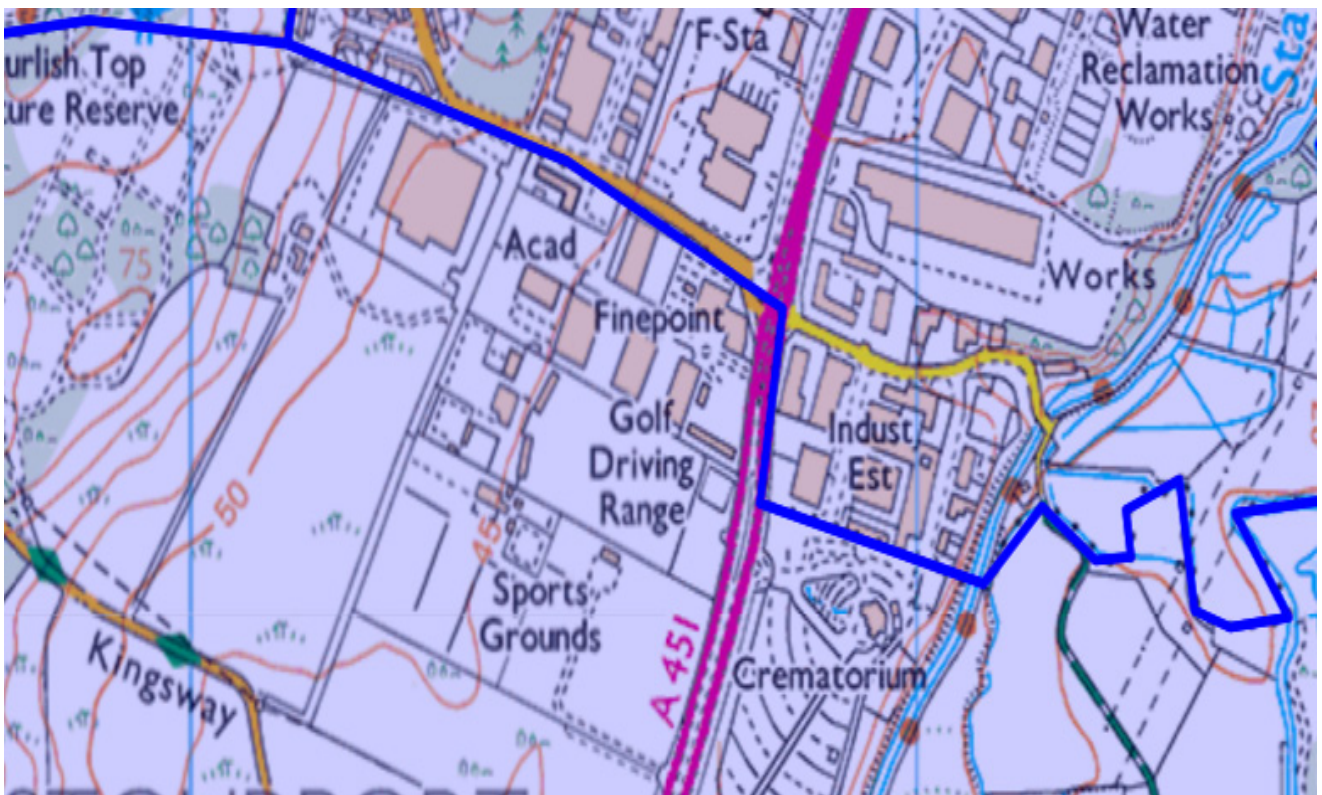
The proposal to transfer the Habberley Road development to the town is a precedent for what should happen in other areas. In addition to the sites mentioned earlier, this could encompass a review of the boundary:

A. Between Kidderminster and Stone so that the whole of Kittiwake Drive and the whole Woven Oaks development would lie in Kidderminster



B. Between Kidderminster and Stourport-on-Severn, to bring the Finepoint Way and Zortech Avenue developments into Kidderminster. This would also encompass the allocations for employment land, gypsy and traveller site and travelling

showpeople's site at the former golf club, all at the end of Zortech Avenue. (As precedent, note how the whole of the industrial estate opposite Wyre Forest House is in Kidderminster and the boundary sensibly does not follow the line of the road from Stourport Road to the canal.)



4. Legal Considerations

CGR's are a function of Wyre forest District Council.

5. Financial considerations

Outdated parish boundaries result in parish councils providing services for residents who do not contribute to their precept. This in turn has a detrimental impact on those within the boundary due to higher demand but lower tax base. CGR's allow the boundaries to be redrawn to reflect the proper tax base for services provided.

6. Recommendations

1. That the Town council responds to the current Community Governance reviews as follows:

A) Kidderminster Foreign:

- i. To support the proposal that the Kidderminster Town Council boundary should include the Habberley Road development which should be transferred to the town.
- ii. To request that the immediately adjacent Hollyfields care home should also be transferred to Kidderminster parish.

B) Wolverley and Cookley:

To call for redrawing of the boundary between Kidderminster and Wolverley & Cookley in two areas:

- i. At Sion Hill, by bringing the site of the former school site into Kidderminster (Wildmoor Rd).
- ii. Development on Stourbridge Road (Albrighton Drive & Bowdler Close) also to be brought into Kidderminster.

2. That Kidderminster Town Council calls on Wyre Forest District Council to carry out a community governance review to re-establish common ward boundaries with those used for WFDC in Kidderminster and to make other changes to Kidderminster's boundary (in addition to those set out in recommendation 1) so that it includes Kittiwake Drive, the whole of the Woven Oaks development and the developed areas comprising Finepoint Way and Zortech Avenue.

Report Author: Hugh Peacocke, CEO

Date: 5th October 2024.

**KIDDERMINSTER TOWN COUNCIL
16th October 2024**

PUBLIC REPORT TO MEMBERS

**Agenda Item 13: Report of External Auditor on the financial year ended
31st March 2024.**

To Receive the report from the Council's external auditors (PKF Littlejohn).

1. The External Auditor's Report for 23-24

The Council has received the external auditor's report for the financial year ending under 31st of March 2024. The report contains a number of qualifications but nothing unexpected.

- The report refers to the asset register, a matter which had been identified by the internal auditor and which is going to Full Council on the 23rd of October.
- The report pointed out that the annual report of the trust fund (The Kidderminster Educational Foundation) had been submitted late, but this was due to the delays with the Charity Commissioners in amending contact details and registration details from the previous CEO to the current CEO. The report was submitted in June this year, prior to the Council agreeing the Annual Return, and would be on time next year.
- The external auditor's report also referred to several other matters raised by the internal auditor which are all being addressed by the Council's officers (some already completed).

In accordance with statutory requirements, on 30th September notice was published of the public right of inspection of the Council's accounts following the receipt of the external auditor's report. No public comments have been received.

Conclusion and Recommendations

Notification of the Public Right of Inspection and the Externals Auditor's report are attached for the information of Members.

The Council is recommended to receive the report and to note the actions which officers are taking to address the issues raised in the report.

The CEO will update the Finance and Overview Committee on progress being made and report on these matters when presenting the Annual Governance return in June 2025.

Hugh Peacocke
Chief Executive Officer

11th October 2024.



Mr Hugh Peacocke
Kidderminster Town Council
Kidderminster Town Council
Finepoint Way
Kidderminster
Kidderminster
Worcestershire
DY11 7WF

DDI:
+44 (0)20 7516 2200

Email:
sba@pkf-l.com

Date:
23 September 2024

Our Ref:
WO0162

SAAA Ref:
SB10041

Kidderminster Town Council
Completion of the limited assurance review for the year ended 31 March 2024

Dear Mr Peacocke

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Kidderminster Town Council for the year ended 31 March 2024. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must publish these documents immediately and at the next meeting consider the final external auditor report and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September 2024, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

 **PKF Littlejohn LLP**
15 Westferry Circus,
Canary Wharf, London
E14 4HD

T: +44 (0)20 7516 2200
www.pkf-l.com **71**

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://www.saaa.co.uk/audit-fees/>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference WO0162 or Kidderminster Town Council as a reference when paying by BACS.

Timetable for 2024/25

Next year we plan to set a submission deadline for the return of the completed AGAR Form 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Tuesday 1 July 2025. It is anticipated that the instructions will be sent out during March 2025, subject to arrangements for the 2024/25 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. The period must be **exactly** 30 working days, please do not set public rights dates that cover a longer period. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2025, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Tuesday 3 June and Monday 14 July 2025; and
 - at the latest, between Tuesday 1 July and Monday 11 August 2025.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2023/24

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely

PKF Littlejohn LV

PKF Littlejohn LLP

Kidderminster Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
<p>1. The audit of accounts for Kidderminster Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p>	<p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Kidderminster Town Council on application to:</p>	
<p>(a) Hugh Peacocke CEO, Kidderminster Town Council, Wyre Forest House, Finepoint Way, Kidderminster, DY11 7WF</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(b) From 9.30 am to 4.30 pm, Monday to Friday</p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>3. Copies will be provided to any local government elector of the area on payment of £10.00 (c) for each copy of the Annual Governance & Accountability Return.</p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>Announcement made by: (d) Hugh Peacocke, CEO, Kidderminster Town Council.</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Date of announcement: (e) 30th September 2024.</p>	<p>(e) Insert the date of placing of the notice</p>

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

KIDDERMINSTER TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

26/06/2024

and recorded as minute reference:

MINUTE REFERENCE

25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

EN WWW.KIDDERMINSTER TOWNCOUNCIL.GOV.UK PRESS

Section 2 – Accounting Statements 2023/24 for

Kidderminster Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	161,374	671,315	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	831,160	879,566	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,215,818	2,154,024	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	376,005	315,923	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	8,420	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,161,032	2,128,594	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	671,315	1,251,968	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	655,908	824,049	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	350,893	350,891	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	500,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/2024

as recorded in minute reference:

MINUTE REFERENCE 25

Signed by Chair of the meeting where the Accounting Statements were approved

G.aming SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Kidderminster Town Council – WO0162**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 2 has been incorrectly completed. It has been brought to our attention by the internal auditor that the fixed asset register has not been adequately maintained. This is consistent with the Internal Auditor’s response to Internal Control Objective H. The smaller authority is taking action to address this area of weakness.

Section 1, Assertion 9 has been incorrectly completed. The accounts of the trust fund where the smaller authority acts as sole managing trustee were filed 131 days late in respect of the year ended 31 March 2023. The response to Section 1, Assertion 9 should have been ‘No’.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses and made recommendations in relation to the implementation of a contract register, staff expenses policy, budget timetable, risk assessment and accounting for VAT. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP SIGNATURE REQUIRED

Date

22/09/2024

Kidderminster Town Council
Timetable for Budget 25-26 and Vision 25-29

Date	Action	Who
9/10	CEO writes to all officers re salary reallocations- time spent and invite ideas for Strategy vision by 1/11	CEO
14/10	CEO to present 6 months figures budget 24-25 for Management team	CEO
16/10	Publish agenda for Full council 23/10 and include vision/ budget timetable, etc	CEO
23/10	Full Council to ask CEO to write to all members re budget and Vision	CEO
24/10	CEO writes to all members inviting suggestions for Vision and Budget, by 3/11	CEO
24/10	Reminder to all staff to reply by 1/11	CEO
7/11	CEO drafts budget V2	CEO
11/11	MT to consider draft budgets, including any suggestions from members/ officers.	CEO
13/11	Town Hall Committee Draft budget/ Vision	THM
18/11	CEO sends draft budget V3 to Group leaders and Chair F & O	CEO
End Nov	Group Leaders' briefing, incl draft budget V3	CEO
3/12	Staffing Committee meeting – staff budgets 25-26	CEO
9/12	CEO writes to WFDC re tax base for 25/26	CEO
10/12	Services Committee meeting Draft budget/ Vision	OSM
11/12	CEO to coordinate committee proposals for Vision Working Group	CEO
16/12	Planning Committee meeting Draft budget/ Vision	LO
5 pm 16/12	Vision Working group considers Committee proposals and makes recommendations for F& O	CEO
By 20/12	CEO applies recommendations from Vision Working group and sends draft budget V4 and precept for 25-26 to all members for information	CEO
14/1/25	Civic and events Committee meeting Draft budget/ Vision	CCEM
16/1	F & O Committee meets and recommends budget and vision	CEO
22/1	Full Council considers budget and approves precept	CEO
23/1	CEO advises WFDC of precept for 2025-26	CEO
By 30/1	CEO sends approved budget to all members and officers for information	CEO

Power Generation Midlands

Community Liaison Group

Draft Terms of Reference

1. Objective

In 2021, Power Generation Midlands (PGM) was granted planning consent for an Energy & Resource Park in Kidderminster, including an Energy Centre and a Plastics Recovery Plant.

The objective of the Community Liaison Group (CLG) is to provide a two-way dialogue between PGM and the local community during the construction and operation of the Energy & Resource Park.

This document is a draft Terms of Reference that will be discussed at the first meeting of the CLG and approved by its members.

2. Remit

The CLG is to be formed for the purposes of promoting and encouraging a two-way dialogue with the local community and stakeholders during construction and operation of the Energy & Resource Park.

It will be established at the start of construction on the site and, unless otherwise agreed in writing by WCC, operate until the facility is decommissioned or a date is agreed with WCC for the CLG to be ended.

Regular meetings will encourage discussion and allow parties, such as elected representatives and local residents, to raise issues with PGM and provide feedback as the project progresses.

Objectives:

- To enable PGM to provide updates on the progress of the project which can be disseminated to the wider community;
- To allow the members to raise any issues from the local community relating to the construction and operation of the project;
- To foster an effective working relationship between PGM and the local community;
- To help promote job opportunities at the site to local people.

The CLG does not have any enforcement or decision-making role.

3. Membership

It is proposed that the membership of the CLG is as follows:

Organisation	Representative
Power Generation Midlands	2 representatives

Font Communications (Secretariat)	1 representative
Worcestershire County Council - officers	1 representative
Worcestershire County Council - members	1 representative Kidderminster St Mary's 1 representative Stourport-on-Severn
Wyre Forest District Council - members	1 representative Foley Park & Hoobrook 1 representative Mitton
Kidderminster Town Council	1 representative
Stourport Town Council	1 representative
Local businesses	2 representatives

Technical advisors may be invited to attend the meeting as and when appropriate to provide expertise on matters such as environmental management, highways safety or regulatory issues.

When necessary and appropriate, members of the Group will be able to send a substitute to meetings if they cannot attend in person. If a member of the Group fails to attend two consecutive meetings (without sending a substitute or apologies) their place may be offered to another suitable person.

Elected representatives will be expected to represent the views of their respective communities and to provide feedback to those communities and their respective council colleagues.

4. Organisation

Font Communications, acting for PGM, will provide secretarial support for the CLG and chair the first meeting. Contact phone number - 0800 689 1095.

An ongoing chair will be elected at the first meeting.

Meetings will not be open to members of the general public and the venue will be a community location close to the site or online via Teams if future COVID-19 lockdowns prevent face-to-face meetings.

Meetings will be held on a quarterly basis.

Minutes will be circulated to all members within twenty working days of the meeting.

All documentation in relation to the CLG will be available to download from the PGM website.

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. Questions/ Petitions from members of the Public
4. Approval of Minutes of previous meeting and noting Committee minutes
5. Town Mayor's Report
6. Town Hall Update
7. St. George's Paddling Pool update

Other items of Business

Meeting Date	Item
23 May 2024	Committees and appointments Review terms of refence 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 review the Council's Financial Regulations
	To set up the Strategy / Vision working Group
	Civic and community events
	Appointments to Outside bodies
	Approve Bio-diversity Policy
23 October 2024	Budget for 2024/25- Timetable Councillors are invited to make the RFO aware of any particular projects that may need to be undertaken in 2025/26, so that they may be referred to the relevant Committee for consideration
	Town Centre Team WMP
	Kidderminster BID Presentation
	Asset Register
	Public Consultation
	Community Governance reviews
	External Auditor
	Timetable for Budget 25-26
	To appoint a member to the Community Liaison Group (Energy & Resource Park)
22 January 2025	Town Council Vision 2025-2029
	2025/26 Budget and Precept
	Schedule of meetings for the municipal year 2025/26
16 April 2025	Nomination of Mayor Elect and Deputy Mayor
	Annual Review of Strategic Risk register