



4th October 2024

Members are summoned to attend the meeting of the **FINANCE AND OVERVIEW COMMITTEE** which will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** at **6:00 PM** on **THURSDAY 10TH OCTOBER 2024**.

Hugh Peacocke

Chief Executive

Membership: Councillors: Cllrs. M. Smith, (Chair), D. Round, S. Hollands, H. Dyke and F. Oborski

AGENDA

1. Apologies for absence

2. Declarations of interest

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

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

3. Public Question Time

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

4. Minutes (Appendix 1)

To approve the minutes of the meeting of Finance and Overview Committee on held on 13th June 2024.

5. Accounts Paid (Appendix 2)

To receive the cash book reports detailing income (Appendix 2.1) and expenditure (2.2) from 1st June 2024 to 30th September 2024 and to approve payments totalling £2,894,325.90 over that period.

6. Budget Monitoring (Appendix 3)

To review the Council's income and expenditure against budgets set for 2024-25

7. Bank reconciliations (Appendix 4)

To receive the Bank reconciliations for quarter 2, 2024-2025.

8. Public Consultation (Appendix 5)

To review 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.

9. Forward Work Programme (Appendix 6)

To note the Programme and consider any additions.

KIDDERMINSTER TOWN COUNCIL FINANCE AND OVERVIEW COMMITTEE

Minutes of the meeting held on Thursday 13th June 2024 in the Kidderminster Room, Wyre Forest House

Present: Councillors: B. Connor (Substitute for Cllr. M. Smith, Chair), D. Hine (Substitute for Cllr. H. Dyke, Deputy Chair), S. Hollands, F. Oborski and D. Round.

In Attendance: Mr. A. Stockhall, (Public Realm and Operations Manager)
Mr H. Peacocke, Chief Executive

1. ELECTION OF CHAIR FOR THIS MEETING.

As both the Chair and Vice-chair had apologised for their inability to attend, the members present elected Cllr. Hollands to chair the meeting.

2. APOLOGIES FOR ABSENCE

Councillors M. Smith and H. Dyke.

3. DECLARATIONS OF INTEREST

Nil

4. PUBLIC QUESTION TIME

Nil

5. MINUTES

RESOLVED: That the minutes of the previous meeting held on 10th April 2024 be approved as a true record and that they be signed by the Chair.

6. KIDDERMINSTER DISTRICT HEAT NETWORK FEASIBILITY

The Chair welcomed to the meeting Mr. Milan Campion, Corporate Policy Officer, Wyre Forest District Council. Mr. Campion gave a presentation on the proposed District Heat Network and answered questions from the members. Mr. Campion confirmed that the Council's support for the proposed network at this stage would not commit Kidderminster Town Council to any future expenditure.

RESOLVED: That Kidderminster Town Council supports Wyre Forest District Council's bid to the Department for Energy Security and Net Zero (DESNZ) for a heat network feasibility study.

7. Terms of Reference

Resolved: The Committee noted the terms of reference as approved by full Council on the 23rd of May 2024.

8. Accounts Paid

The Committee received the cash book reports detailing income and expenditure from 1st April 2024 to 31st May 2024. It was noted that the exceptionally high levels of payments and receipts for the 2 months was due to income and expenditure arising from the Town Hall Transformation Project.

RESOLVED: To approve payments totalling £3,037,784.34 over the period from 1st April 2024 to 31st May 2024.

9. Accounting Statements 2023-2024

The Committee received the Council's annual accounts statement for the financial year ended 31st March 2024. The Committee recommended that the following matters be brought to the attention of Full Council:

- The Committee had not received the Internal Auditor's report, which is a key part of the Annual Governance Statement and return (The District Council discontinued the service for the Town Council and a new internal auditor was appointed in April 2024. Officers were working with the new internal auditor and the report was requested in time for the Full Council meeting on 26th June.)
- The increase in payments and receipts for the financial year, which arose from the Town Hall Transformation Project.
- The increase in balances over the year, from £671,000 on 1st April 2023 to £1,216,000 at 31st March 2024, which reflected the £500,000 loan instalment received for the Town Hall Transformation Project.

10. Forward Work Programme

The Committee noted the Forward Work Programme.

Meeting closed 18.45

KTC Cashbook Transactions (Income) 01/06/2024-31/07/2024

Date	Supplier	Description	Net Income	VAT	Total Income
03/06/2024	Barclays	Interest on premium acc	-2,922.41	0.00	-2,922.41
04/06/2024	Worcestershire County Council	Lenthsmen Income	-790.00	0.00	-790.00
04/06/2024	CCLA	CCLA Interest	-2,457.25	0.00	-2,457.25
04/06/2024	Barclays	Loyalty Reward	-1.15	0.00	-1.15
17/06/2024	WFDC	LUF May 24 Claim	-893,761.90	0.00	-893,761.90
28/06/2024	WFDC	UKSPF Grant Award 2024/25 'Exchange Square Project'	-95,000.00	0.00	-95,000.00
15/07/2024	National Heritage	Grant Income NLHF	-35,186.50	0.00	-35,186.50
16/07/2024	WCC	Lenthsmen Income	-1,845.00	0.00	-1,845.00
23/07/2024	WFDC	LUF Payment 13	-86,922.42	0.00	-86,922.42
25/07/2024	HMRC VAT	VAT	-385,480.21	0.00	-385,480.21

Totals	-1,504,366.84	0.00	-1,504,366.84
---------------	----------------------	-------------	----------------------

KTC Cashbook Transactions (Income) 01/08/2024-30/09/2024

Date	Supplier	Description	Net Income	VAT	Total Income
02/08/2024	CCLA	CCLA Interest	-4,398.89	0.00	-4,398.89
06/08/2024	WCC	lengthsman income	-250.00	0.00	-250.00
13/08/2024	WFDC	LUF Payment 14	-533,441.31	0.00	-533,441.31
28/08/2024	WCC	Invoice 100000535 acc 400075	-2,500.00	500.00	-2,000.00
30/08/2024	WFDC	Funding to support events	-2,000.00	0.00	-2,000.00
02/09/2024	Barclays	Premium Account Interest	-1,727.63	0.00	-1,727.63
03/09/2024	CCLA	CCLA Interest	-4,140.31	0.00	-4,140.31
04/09/2024	Amazon	Refund	-179.00	0.00	-179.00
04/09/2024	CCLA	CCLA Interest	-137.94	0.00	-137.94
10/09/2024	WCC	lengthsman income	-1,230.00	0.00	-1,230.00
11/09/2024	WCC	lengthsman income	-3,600.00	0.00	-3,600.00
13/09/2024	HMRC VAT	VAT	-257,926.47	0.00	-257,926.47
13/09/2024	WFDC	LUF Payment	-504,680.39	0.00	-504,680.39
13/09/2024	WFDC	Refund for Lease overpayment	-490.34	0.00	-490.34
13/09/2024	CCLA Withdrawal		-400,000.00	0.00	-400,000.00
19/09/2024	Steven Hollands	Remembrance Wreath Contribution	-20.00	0.00	-20.00
26/09/2024	Liam Carroll	Contribution for Wreath	-19.99	0.00	-19.99
29/09/2024	WFDC	Precept	-512,358.00	0.00	-512,358.00

Sub - Total

-2,229,100.27 500.00 -2,228,600.27

Add Income 01/06/24 to 31/07/24

1,504,366.84-

Total:

£3,732,967.11

KTC Cashbook Transactions (Expenditure) 01/06/2024-31/07/2024

Date	Supplier	Description	Expenditure excl. VAT	VAT	Total Expenditure
03/06/2024	Post Office	Postage	7.00	0.00	7.00
03/06/2024	Fletcher Associates	Monthly Fee for the Personnel & Employment Law Scheme	250.00	50.00	300.00
04/06/2024	Barclays	Charges	10.80	0.00	10.80
04/06/2024	B&Q	Pothole Repair and 1 x Verve	20.83	4.17	25.00
04/06/2024	B&Q	3 x pothole repair	47.50	9.50	57.00
05/06/2024	Merry Hill	Gemini Vehicle Repairs HV24 THF	150.00	44.97	194.97
05/06/2024	Aldi	D-day refreshments	16.15	0.00	16.15
06/06/2024	Go Cardless	Concierge 01/06/2024	219.00	43.80	262.80
06/06/2024	Mann Williams Ltd	KTC-TOWN HALL PROJECT FOR CIVIL & STRUCTURAL SERVICES(STG 5)	8,770.00	1,754.00	10,524.00
06/06/2024	Hoare Lea LLP	KTC-TOWN HALL-ACOUSTICS	1,100.00	220.00	1,320.00
06/06/2024	Perfect Circle JV Ltd	KTC-TOWN HALL PROJECT PROFESSIONAL SERVICES	10,543.32	2,108.66	12,651.98
06/06/2024	Hugh Harris Ltd T/A Fresh Air Fitness	KTC-REMOVE DAMAGED EQUIPMENT & REPLACE	1,293.95	258.79	1,552.74
06/06/2024	National Association of Local Councils	KTC-ADVERT FOR CHIEF EXEC.OFFICER	300.00	60.00	360.00
06/06/2024	SLCC Enterprises Ltd	KTC-QUALIFICATION FEE	450.00	0.00	450.00
06/06/2024	Watson & Watson Health and Safety Consultants Ltd	KTC-IOSH MS 1 TRAINING-DAN RYAN-23RD-25TH SEPT 2024	595.00	119.00	714.00
06/06/2024	Tudor (uk) Ltd T/A Tudor Environmental	KTC-TRIMMERS,BLOWERS..	796.06	159.21	955.27
06/06/2024	WFDC	May Salary Invoice	30,262.68	20.00	30,282.68
10/06/2024	Farlow Farm Nursery	Liquidambar:styraciflua 1 OL	20.00	4.00	24.00
11/06/2024	O2	Town Clerk Mobile Phone	22.53	0.00	22.53
12/06/2024	Glenn Howells Architects Ltd	KTC-TOWN HALL-PODIUM OPTIONS & PRESENTATION	2,880.00	576.00	3,456.00
18/06/2024	TG Hardwicks	1 X Stake	5.76	1.15	6.91
19/06/2024	Water Plus	Charges at New Public Toilet Block, Market Street 04.05.24-04.06.24	84.80	0.00	84.80
19/06/2024	Andy Loos Ltd	22/06/24 Event Standard Unit	190	38	228.00
19/06/2024	Halfords	Oil & Fuel Can	13.16	2.63	15.79
19/06/2024	MFG Kidderminster	Fuel	6.04	1.21	7.25
19/06/2024	Post Office		67.5		67.50
19/06/2024	Rowberries Nurseries	1 x Tray bedding	4.65	0.00	4.65
20/06/2024	National Grid Electricity Distribution	Division Works by National Grid Electricity Distribution at KTH	41,666.67	8333.33	50,000.00

20/06/2024	National Grid Electricity Distribution	Division Works by National Grid Electricity Distribution at KTH	41,666.67	8333.33	50,000.00
20/06/2024	National Grid Electricity Distribution	Division Works by National Grid Electricity Distribution at KTH	22,459.98	4,492.00	26,951.98
20/06/2024	B&Q	3 X Topsoil	8.33	1.67	10.00
20/06/2024	Signtech (Midlands) Ltd	Replacement sign on St Georges Park	74.4		74.40
20/06/2024	Stephen Carrigan T/A Load Street Studios	KTC-SOUND & LIGHTING FOR D-DAY EVENT	300.00	60.00	360.00
20/06/2024	Tudor (uk) Ltd T/A Tudor Environmental	KTC-ROUND UP PROVANTAGE 480 5LTRS	125.20	25.04	150.24
20/06/2024	The Community Heartbeat Trust Solutions	KTC-ANNUAL SUPPORT COST FOR DEFIBRILATOR	135.00	27.00	162.00
20/06/2024	Miriam Cunliffe	KTC-PHOTOGRAPHY FOR D-DAY EVENTS	200.00	0.00	200.00
20/06/2024	Simon Shuck	KTC-NEW RD BENCH RESTORATION X2	180.00	0.00	180.00
20/06/2024	Thomas Woodhouse	WORKS CARRIED OUT AT TENNYSON WAY	475.00	0.00	475.00
20/06/2024	Thomas Woodhouse	CUT BACK BUSHES ALON HERONSWOOD & SPENNELLS VALLEY	190.00	0.00	190.00
20/06/2024	SLCC Enterprises Ltd	KTC-TRAINING DOCUMENTATION	246.88	2.48	249.36
20/06/2024	J T Murrall	KTC-SERVICES TO TOWN HALL-NHLF A JOURNEY THROUGH KTH	1,280.00	0.00	1,280.00
20/06/2024	J T Murrall	KTC-SERVICES TO TOWN HALL- A JOURNEY THROUGH KTH	1,280.00	0.00	1,280.00
20/06/2024	J T Murrall	KTC-NHLF-MILESTONE 2 PAYMENT-JULY 24	1,456.00	0.00	1,456.00
20/06/2024	M & J Gore Nursery Stock Ltd	KTC-TOWN HALL VARIOUS PLANTS	273.75	54.75	328.50
20/06/2024	PI Digital Ltd	KTC-ANNUAL INSPECTION APP.LICENCE FEE 2024	2585	517	3,102.00
20/06/2024	Craig Swarbrick	KTC-BAGPIPES FOR D-DAY-06/06/24	44.13	0.00	44.13
21/06/2024	Glenn Howells Architects Ltd	KTC-TOWN HALLARCHITECTURAL SERVICES-MARCH FEE	14,604.82	2,920.96	17,525.78
21/06/2024	Npower	Electricity charge for Public Toilets Market St 01/05/24-31/05/24	219.25	10.96	230.21
21/06/2024	npower	electricity charge for lanlord waterfall supply 01/05/24-31/05/24	56.60	2.83	59.43
21/06/2024	Lime Leasing	HV24THF Ford Ranger	392.00	78.40	470.40
21/06/2024	Eon	Electricity Supply for supply at Horsefair Clock 01/05/24-31/05/24	40.79	2.04	42.83
21/06/2024	Chaddesley Garage	Fuel	79.86	15.97	95.83
21/06/2024	Post Office	Postage	26.10		26.10
24/06/2024	IMO Car Wash	Wash Programme 8	14.00	0.00	14.00
24/06/2024	Screwfix	Padlock & 1 Hasp and Staple	25.89	5.19	31.08
24/06/2024	Spitfire	Service Charges	66.05	13.21	79.26
26/06/2024	Artelia Projects UK Ltd	KTC-TOWN HALL CM MAIN SERVICES-MAY 24	1,909.00	381.80	2,290.80

26/06/2024	Glenn Howells Architects Ltd	KTC-TOWN HALL ARCHITECTURAL SERVICES-STG.5 MAY	14,604.82	2,920.96	17,525.78
26/06/2024	Stage Right Theatre Consultants Ltd	KTC-CONSULT FOR THEATRE DESIGN AT TOWN HALL-STG 5&6-JAN 24	797.15	159.43	956.58
26/06/2024	Stage Right Theatre Consultants Ltd	KTC-THEATRE DESIGN AT TOWN HALL-STG5&6-MAR.24	797.15	159.43	956.58
26/06/2024	Stage Right Theatre Consultants Ltd	KTC-THEATRE DESIGN AT TOWN HALL-STG 5&6-APR.24	797.15	159.43	956.58
26/06/2024	Hydrock Consultants Ltd	KTC-TOWN HALL M&E SUPPORT STG.4-MAR 24	14,223.00	2,844.60	17,067.60
26/06/2024	Npower Commercial Gas Ltd	ST GEORGES PARK-01/05/24-31/05/24	76.56	3.83	80.39
26/06/2024	Npower Commercial Gas Ltd	KTC-BROADWATERS,STOURBRIDGE RD-01/05/24-31/05/24	133.46	6.67	140.13
26/06/2024	Uk Storage Company (SW) Ltd	KTC-24 HOUR ACCESS STORAGE-15/08/24-11/09/24	265.65	45.53	311.18
26/06/2024	Watson & Watson Health and Safety Consultants Ltd	KTC-IOSH MS 1 DELEGATE-23/09/24-25/09/24-M.SMITH	595.00	119.00	714.00
28/06/2024	Npower	Electricity Invoice for Clock Tower Oxford St 01/05/24-31/05/24	54.72	2.74	57.46
01/07/2024	Waterplus	Charges for services at Public Conveniences 300 Stourbridge Road 14/05/24-14/06/24	20.88	1.60	22.48
01/07/2024	WFDC	Rent of WFH for Period 24/06/2024-28/09/2024	4,875.00	975.00	5,850.00
01/07/2024	Fletcher Associates	Monthly Fee for the Personnel & Employment Law Scheme	250.00	50.00	300.00
02/07/2024	MiddlePeak Engineering Ltd (T/A Leander Architectectural)	KTC-WORK ON ST GEORGES PARK/BANDSTAND	9,112.50	1,822.50	10,935.00
04/07/2024	Go Cardless	Concierge 01/07/2024	219.00	43.80	262.80
04/07/2024	Netti Incorporating Pixel Design	KTC-TOWN HALL ESSENTIAL CARE	30.00	6.00	36.00
04/07/2024	Glenn Howells Architects Ltd	KTC-TOWN HALL-UPDATE TO STG.5-ARCHITECTURAL SERVICES	16,195.18	3,239.04	19,434.22
04/07/2024	Hydrock Consultants Ltd	KTC-TOWN HALL-APRIL M&E SUPPORT STG.5 & STG.4b-CR002	11,618.00	2,323.60	13,941.60
04/07/2024	Hoare Lea LLP	KTC-TOWN HALL REDEVELOPMENT-CONSULT ON ACOUSTICS	1,100.00	220.00	1,320.00
04/07/2024	Perfect Circle JV Ltd	KTC-TOWN HALL PROFESSIONAL SERVICES	10,543.32	2,108.66	12,651.98
04/07/2024	Kidderminster Mirror & Glass Ltd	KTC-WINDOW REPAIR	104.18	20.84	125.02

04/07/2024	First Point Cleaning and Maintenance Ltd	Toilet Deep Clean - Unit 22 Space at Hoo Farm	295.00	59.00	354.00
05/07/2024	Barclays	Charges	8.50	0.00	8.50
08/07/2024	Sainsbury	fuel	87.52	17.50	105.02
08/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
08/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
08/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
08/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
09/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
09/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
09/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
09/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
09/07/2024	b&q	Compost	87.50	17.50	105.00
09/07/2024	DiscoBowl		32.00		32.00
10/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
10/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
10/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	41,666.67	8,333.33	50,000.00
10/07/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL WORKS VALUATION CERT.NO.06	7,900.17	1,580.04	9,480.21
10/07/2024	B&Q	Cold lay repair Macadam	28.20	5.64	33.84
10/07/2024	Screwfix	Roughnexk 10x10 Tamper & Pothole Sealer	54.97	11.00	65.97
11/07/2024	Netti Incorporating Pixel Design	Advertising - KTC website host fee	15.00	3.00	18.00
11/07/2024	Tudor (uk) Ltd T/A Tudor Environmental		40.66	8.13	48.79
11/07/2024	Hydrock Consultants Ltd	KTC-TOWN HALL-MAY M&E SUPPORT,DESIGN,RIBA 4aMEP-BSRIA FEASABLE GENERIC DESIGN & UPDATED	17,023.00	3,404.60	20,427.60
11/07/2024	Hydrock Consultants Ltd	Part of the LUF at KTH: June - M&E Support Stage 5, June - MEP Stage 4b Package	7,225.00	1,445.00	8,670.00
11/07/2024	Stephen Day (Town Crier)	Town Crier Honorarium - Town Crier Services for KTC 24-25	500.00	0.00	500.00
11/07/2024	Thomas Woodhouse	Lengthsmen Expenditure - Heronswood Road by school, Chaffinch/Linnet Rise Alleyway, Redstart/Jaypark Alleyway	830.00	0.00	830.00
11/07/2024	Thomas Woodhouse	Lengthsman Expenditure - Hedge between Comberton/Borrington Road	170.00	0.00	170.00
11/07/2024	Institute of Workplace Facilities Management	KTC-LIVE VIRTUAL TRAINING,MANAGING BUILDING SERVICE,15-16 JULY 24-M.SMITH	750.00	150.00	900.00

11/07/2024	Ben Roberts	Ward Grant - Cllr Oborski To assist with Kidderminster Pride 27/07/24 daytime advent at The Cavalier Pub	100.00	0.00	100.00
11/07/2024	WFDC	June 2024 Salaries	28,663.37	18.00	28,681.37
11/07/2024	Toolstation	Blade and Grinder	91.63	18.33	109.96
12/07/2024	O2	Town Clerk Mobile Phone	22.53		22.53
15/07/2024	TWIGS	2 X Specimen Bedding & 2 x Grade 13	41.67	8.33	50.00
18/07/2024	Tudor (uk) Ltd T/A Tudor Environmental	KTC-GRASS SEED & 1X ORANGE TROUSERS 34R	69.75	7.19	76.94
18/07/2024	M & BG Ltd	KTC-GROUNDWORKS-APRIL 24 - JULY 24	17,000.00	3,400.00	20,400.00
18/07/2024	Broxap Ltd	Lanarkshire slim planters, BX45 4001. BLACK AND GOLD	1,178.00	235.60	1,413.60
18/07/2024	J & A Tree Service Ltd	KTC BROADWATERS-REMOVE WASTE FROM TREE SURVEY	900.00	180.00	1,080.00
18/07/2024	J & A Tree Service Ltd	KTC ST GEORGES PARK-REMOVE WASTE FROM TREE SURVEY	700.00	140.00	840.00
18/07/2024	J & A Tree Service Ltd	KTC BAXTER GARDENS-REMOVE WASTE FROM TREE SURVEY	900.00	180.00	1,080.00
18/07/2024	Cain Markings Ltd	KTC-TENNIS CLUB DY10 2BX-MAINTENANCE VISITS 2024	1,598.04	319.61	1,917.65
19/07/2024	Npower	Electricity invoice for Public Toilets Market Street 01/06/2024-30/06/2024	192.14	9.61	201.75
19/07/2024	npower	Electricity invoice for Landlord Waterfall Supply 01/06/24-30/06/2024	59.88	2.99	62.87
19/07/2024	Waterplus	Charges for services at New Public Toilet Block, Market St 04/06/24-04/07/2024	80.95	0.00	80.95
19/07/2024	B&Q	Pond Cover Net	16.67	3.33	20.00
22/07/2024	Tescos	Diesel	87.66	17.53	105.19
22/07/2024	twigs	Specimen Bedding	8.33	1.67	10.00
22/07/2024	EON	Supply for Horsefair Clock 01/06/24-30/06/24	38.34	1.92	40.26
23/07/2024	Lime Leasing	HV24THF Ford Ranger	392.00	78.40	470.40
23/07/2024	Amazon	Plastic wallets & Folders	23.54	4.73	28.27
23/07/2024	Defib Pad	1 x Pro Adult Defibrillator Pads	71.65	14.33	85.98
24/07/2024	Hickorys Worcester	Various items	115.41	21.18	136.59
24/07/2024	DiscoBowl	Bowling	32.00	0.00	32.00
25/07/2024	Spitfire	Call Charges and Service Charges	66.05	13.21	79.26
25/07/2024	Screwfix	Pressure Washer	166.66	33.33	199.99
25/07/2024	Netti Incorporating Pixel Design	Advertising - KTH website hosting fee - July 24	15.00	3.00	18.00
25/07/2024	Netti Incorporating Pixel Design	Advertising - KTH Website Car Plan - July 24	30.00	6.00	36.00
25/07/2024	Oliver Lawley T/A O & J Electrical	Broadwaters Park - Replace last floor light that shines up to trees with new joint box and addative	255.00	51.00	306.00
25/07/2024	Artelia Projects UK Ltd	KTC-TOWN HALL CM SERVICES-JUNE 24	1,909.00	381.80	2,290.80
25/07/2024	Stage Right Theatre Consultants Ltd	KTC-CONSULT FOR TOWN HALL THEATRE DESIGN-MAY 24	797.15	159.43	956.58

25/07/2024	Stage Right Theatre Consultants Ltd	KTC-CONSULT FOR THEATRE DESIGN-STG.5&6- JUNE 24	797.15	159.43	956.58
25/07/2024	Miriam Cunliffe	KTC New Councillors - headshot photographs - June 24	80.00	0.00	80.00
26/07/2024	Npower	Electricity Charge Clock Tower, Oxford St 01/06/24-30/06/24	52.95	2.65	55.60
26/07/2024	Severn Valley Lock	Opened up Horsefair Clock and replaced lock	175.00	35.00	210.00
29/07/2024	Toolstation	Weatherproof Padlock	13.32	2.66	15.98
30/07/2024	Waterplus	Charges for services at Public Conveniences, 300 Stourbridge Road 14/06/2024- 14/07/2024	20.23	1.55	21.78

Totals	826,762.78	151,865.56	978,628.34
---------------	-------------------	-------------------	-------------------

KTC Cashbook Transactions (Expenditure) 01/08/2024-30/09/2024

Date	Supplier	Description	Expenditure excl. VAT	VAT	Total Expenditure
01/08/2024	Waterplus	Charges for Services at Public Conveniences Vicar St 01/04/24-07/06/24	17.23	0.00	17.23
01/08/2024	Fletcher Associates	Monthly Fee for the Personnel & Employment Law Scheme	250.00	50.00	300.00
01/08/2024	Alfabet Corporatewear Ltd	KTC-PPE CLOTHING,POLO SHIRTS,CARGO TROUSERS,SHIRTS	121.05	24.21	145.26
01/08/2024	Glenn Howells Architects Ltd	KTC-TOWN HALL DCR12 VISUALS	2,220.00	444.00	2,664.00
01/08/2024	Glenn Howells Architects Ltd	KTC-TOWN HALL STG.5ARCHITECTURAL SERVICES-JULY 24	16,195.18	3,239.04	19,434.22
01/08/2024	Mann Williams Ltd	KTC-TOWN HALL-CIVIL & STRUCTURAL ENGINEERING SERVICES RIBA STG.5	8,770.00	1,754.00	10,524.00
01/08/2024	Hoare Lea LLP	KTC-TOWN HALL-CONSULT FOR ACCOUSTICS	1,100.00	220.00	1,320.00
01/08/2024	Npower	KTC-STOURBRIDGE RD ELECTRIC-01/06/24- 30/06/24	125.88	6.29	132.17
01/08/2024	Thomas Woodhouse	KTC-WORK CARRIED OUT AT VARIOUS LOCATIONS AS AGREED	910.00	0.00	910.00
01/08/2024	J & A Tree Service Ltd	KTC-CROWN LIFT WORKS AT BROADWATERS PARK	300.00	60.00	360.00
01/08/2024	Donna Stevens	KTC-TRAINING ON CLEANING SILVER	100.00	0.00	100.00
02/08/2024	Waterplus	Charges for Services at Public Conveniences , Vicar Street 07/06/24-01/07/24	9.10	0.00	9.10
02/08/2024	waterplus	Charges for Services at Town Hall, Vicar St 01/04/24-07/06/24	1,320.90	0.00	1,320.90
02/08/2024	Toolstation	Weatherproof Padlock	17.95	3.59	21.54
05/08/2024	Barclays	Charges	8.50	0.00	8.50
05/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
05/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
05/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
05/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
06/08/2024	Go Cardless	Concierge 01/08/2024	219.00	43.80	262.80
06/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
06/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
06/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
06/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
06/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
07/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
07/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	41,666.67	8,333.33	50,000.00
07/08/2024	Speller Metcalfe Malvern Ltd	KTC TOWN HALL VALUATION OF WORKS,CERT.NO.7-22/07/24	23,295.92	4,659.19	27,955.11
07/08/2024	B&Q	To be confirmed	39.22	0.00	39.22
08/08/2024	Tesco	Fuel	92.48	18.50	110.98

08/08/2024	Smith of Derby Ltd	KTC-PILLAR CLOCK,HORSEFAIR-ANNUAL SERVICE	267.00	53.40	320.40
08/08/2024	Tudor (uk) Ltd T/A Tudor Environmental	KTC-HUSQVANA COMBI BRUSH	332.66	66.53	399.19
08/08/2024	Tudor (uk) Ltd T/A Tudor Environmental	KTC-HUSQVANA COMBI TRIMMER	89.33	17.87	107.20
08/08/2024	Tudor (uk) Ltd T/A Tudor Environmental	CHAINSAWS,HELMETS,GLOVES	1,103.03	194.26	1,297.29
08/08/2024	Stage Right Theatre Consultants Ltd	KTC-CONSULT FOR TOWN HALL THEATRE DESIGN	797.15	159.43	956.58
08/08/2024	Npower Commercial Gas Ltd	ST GEORGES PARK ELECTRIC-01/06/24-30/06/24	72.89	3.64	76.53
08/08/2024	Thomas Woodhouse	KTC-AGREED WORKS AT CONNINGSBY DRIVE	320.00	0.00	320.00
08/08/2024	Perfect Circle JV Ltd	KTC-TOWN HALL PROFESSIONAL SERVICES	11,694.47	2,338.89	14,033.36
08/08/2024	Heatflow Contracts Ltd	KTC- ALLOTMENTS,ARLEY CLOSE-INSTALL STOP TAP ABOVE GROUND	950.00	190.00	1,140.00
08/08/2024	MGAC LLP	KTC TOWN HALL,DESIGN SERVICES	500.00	100.00	600.00
08/08/2024	George Connolly	KTC-MAYOR'S ALLOWANCE-AUGUST 2024(1 OF 8)	857.50	0.00	857.50
08/08/2024	WFDC	July Salaries 24	28,695.60		28,695.60
09/08/2024	B&Q	2 x Pine Stripwood	10.28	2.06	12.34
12/08/2024	O2	Town Clerk Mobile Phone	22.53	0.00	22.53
13/08/2024	Poppy Shop	Medium Poppy Wreath	66.63	13.33	79.96
14/08/2024	Halfords	T/wax max & 10 s/wash	22.47	4.50	26.97
14/08/2024	Cadent Gas	KTC - HIGHWAY AT EXCHANGE PLACE	1,000.00	200.00	1,200.00
15/08/2024	Npower Commercial Gas Ltd	KTC - BROADWATERS ELECTRIC 01/07/24 to 31/07/24	130.24	6.51	136.75
15/08/2024	Lyreco uk Ltd	KTC - OFFICE STATIONERY	131.48	26.30	157.78
15/08/2024	Stephen Day (Town Crier)	KTC - AHGTC MEMBERSHIP 2024-25 - REIMBURSEMENT	30.00	0.00	30.00
15/08/2024	Worcestershire CALC	KTC - 2x BREAKTHROUGH SOCIAL MEDIA TRAINING	60.00	12.00	72.00
15/08/2024	Jenine McGaughran	2/8 PAYMENTS FOR EVALUATION CONSULTANCY FEE - A JOURNEY THROUGH KTH	1,055.50	0.00	1,055.50
15/08/2024	John Beard	Various items	111.02	22.20	133.22
15/08/2024	John Beard	Various items	167.55	33.51	201.06
15/08/2024	B&Q	Chainsaw Chain	8.33	1.67	10.00
16/08/2024	EON	Supply at Horsefair Clock 01/07/24-31/07/24	39.92	2.00	41.92
19/08/2024	Toolstation	Screwdriver bit set	8.15	1.63	9.78
20/08/2024	Waterplus	Charges for services at New Public toilet Block, Market Street 04/07-04/08/24	84.80	0.00	84.80
20/08/2024	Toolstation	padlock	13.32	2.66	15.98
20/08/2024	bs fixings	Sign Fixing Clamps	31.61	6.32	37.93
21/08/2024	Npower	Electricity at Landlord Water Supply 01/07/24-31/07/24	60.13	3.01	63.14
21/08/2024	Lime Leasing	HV24THF Ford Ranger	392.00	78.40	470.40
21/08/2024	city electrical factors	Elec Photocell	17.95	3.59	21.54

22/08/2024	npower	Public Toilets Market Street 01/07/24-31/07/24	194.04	9.70	203.74
23/08/2024	Spitfire	Service Charges	66.05	13.21	79.26
23/08/2024	Amazon	2 x LED Floodlights	41.31	8.28	49.59
23/08/2024	bs fixings	6 x Sign Fixing Clamps	40.31	0.00	40.31
27/08/2024	tesco	fuel	100.31	20.06	120.37
27/08/2024	waterplus	Charges for services at Saint George Park, 09/07/24-09/08/24	8.39	0.00	8.39
27/08/2024	Netti Incorporating Pixel Design	KTC - Town Hall Wordpress Hosting	15.00	3.00	18.00
27/08/2024	Netti Incorporating Pixel Design	KTC - Town Hall Essential Care	30.00	6.00	36.00
27/08/2024	Wyre Forest District Council	KTC-REIMBURSEMENT OF GENERAL COSTS-01/04/24-31/05/24	3,266.73	565.46	3,832.19
27/08/2024	Artelia Projects UK Ltd	Cost of Management Services - March 2024	1,909.00	381.80	2,290.80
27/08/2024	Artelia Projects UK Ltd	KTC - Cost Management Services - April 2024	1,909.00	381.80	2,290.80
27/08/2024	Hydrock Consultants Ltd	July - M&E Support Stage 5, RIBA 4B CR003 - New Lift & ICT	11,273.00	2,254.60	13,527.60
27/08/2024	J T Murrall	NHLF- A Journey Through KTH - Heritage Lottery Co-ordinator Consultancy for August 2024	1,280.00	0.00	1,280.00
27/08/2024	MiddlePeak Engineering Ltd (T/A Leander Architectural)	KTC - REPAIR & MAINTENANCE OF BUILDINGS - BANDSTAND AT ST. GEORGES	2,025.00	405.00	2,430.00
27/08/2024	British Dyslexia Association	25/09/24 Diagnostic Assessment for Dyslexia with Specialist Teacher	550.00	110.00	660.00
27/08/2024	One Environments Ltd	KTC - Landscape Architecture Services, RIBA WS3 + Design Development/Refinement Stage, RIBA WS4 Technical Design	9,200.00	1,840.00	11,040.00
27/08/2024	Wyre Forest District Council	KTC - Charge for Kidderminster BID - 01/04/24 to 31/03/25	435.00	0.00	435.00
27/08/2024	Wyre Forest District Council	KTC - Charge for Kidderminster BID 01/04/24 to 31/03/25	307.50	0.00	307.50
28/08/2024	Npower	charge for the clock tower, oxford st 01/07/24-31/07/24	54.72	2.74	57.46
29/08/2024	Waterplus	To be confirmed	33.22	0.00	33.22
29/08/2024	Premier Inn	To be confirmed	99.98	0.00	99.98
29/08/2024	Amazon	To be confirmed	179.00	0.00	179.00
29/08/2024	Netti Incorporating Pixel Design	KTC-TOWN HALL WEBSITE AMENDS	136.00	27.20	163.20
29/08/2024	Wyre Forest District Council	KTC-LICENCE FEE FOR TOWN HALL & CORN EXCHANGE-01/04/24-31/03/25	180.00	0.00	180.00
29/08/2024	Wyre Forest District Council	KTC-RENT @ WFH OFFICE-25/03/24-23/06/24	4,875.00	975.00	5,850.00
29/08/2024	Wyre Forest District Council	KTC-RENT @WFH OFFICES-24/06/24-28/09/24	4,875.00	975.00	5,850.00
29/08/2024	Hydrock Consultants Ltd	KTC-TOWN HALL FIRE RISK MANAGEMENT FEES,COMPARTMENTATION SURVEY & FIRE DOOR SURVEY JULY 24	7,250.00	1,450.00	8,700.00
29/08/2024	Hoare Lea LLP	KTC-TOWN HALL REDEVELOPMENT-STG.5,CONSULT FOR ACOUSTICS	1,100.00	220.00	1,320.00

29/08/2024	DP Hine & RC Hine	KTC-CLLR.D.HINE TRAVEL EXPENSE-DY10 4UD TO WR11 4SP,HOME TO EVESHAM	26.10	0.00	26.10
30/08/2024	Post Office	Various Postage	17.40	0.00	17.40
01/09/2024	First Rescue Training	To be confirmed	356.80	0.00	356.80
01/09/2024	Fletcher Associates	Monthly Fee for the Personnel & Employment Law Scheme	250.00	50.00	300.00
02/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
02/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
02/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
02/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
03/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
03/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
03/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
03/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
03/09/2024	B&Q	To be confirmed	7.00	0.00	7.00
03/09/2024	Kidderminster Online	Purchase of premium access to Kidderminster Shuttle	29.00	0.00	29.00
04/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
04/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	41,666.67	8,333.33	50,000.00
04/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL,VALUATION OF WORKS-CERT.NO.8	5,951.45	1,190.29	7,141.74
04/09/2024	Amazon	first aid kit Stickers	3.86	0.77	4.63
04/09/2024	denvic	ITEMS	10.00	0.00	10.00
05/09/2024	go cardless	Concierge 01/09/2024	219.00	43.80	262.80
05/09/2024	Barclays	Charges	8.50	0.00	8.50
05/09/2024	seton	5 X a4 POSTER & 2 x Safe Manual Handling	114.89	22.98	137.87
05/09/2024	Tudor (uk) Ltd T/A Tudor Environmental	KTC-HI-VIZ TROUSERS	31.66	6.33	37.99
05/09/2024	RS Taylor Service Ltd	KTC-BROADWATERS PARK TOILET-MAKE WALL SAFE & INSTALL FEATHER EDGE FENCE	1,224.00	244.80	1,468.80
05/09/2024	Glenn Howells Architects Ltd	KTC-ARCHITECTURAL SERVICES STG.5 UPDATE-TOWN HALL	16,195.18	3,239.04	19,434.22
05/09/2024	The Play Inspection Company	KTC-OUTDOOR ANNUAL INSPECTION-BAXTER,BROADWATERS,ST GEORGES	390.00	78.00	468.00
05/09/2024	FMS Integrated Building Services Ltd	KTC-MARKET ST TOILETS-REPAIRS TO HOT WATER IN DISABLED TOILET	269.44	53.89	323.33
05/09/2024	FMS Integrated Building Services Ltd	KTC-MARKET ST TOILETS-REPAIRS TO LEAK IN MALE TOILETS	247.50	49.50	297.00
05/09/2024	FMS Integrated Building Services Ltd	KTC-MARKET ST TOILETS-FITTED CHECKER PLATE AND REPLACED BULBS IN BABY CHANGING UNIT	577.73	115.55	693.28

05/09/2024	Thomas Woodhouse	KTC-CUT BACK HEDGE-SOMERSET CL TO BEECHES RD	150.00	0.00	150.00
05/09/2024	Interdecs Maintenance Ltd	KTC-VARIOUS MAINTENANCE AT SITES,BAXTER,BROADWATERS ETC	1,979.00	395.80	2,374.80
10/09/2024	Amazon	Daily Vehicle Check Driver and Defect Book	7.48	1.50	8.98
09/09/2024	Amazon	Stamp pad & ink pads	9.55	1.92	11.47
09/09/2024	Sutcliffe Play South West Ltd	To be confirmed	209.46	0.00	209.46
10/09/2024	WFDC	Road Closure -2024 Kidderminster christmas Light Switch on	129.00	0.00	129.00
11/09/2024	O2	Town Clerk Mobile Phone	22.53	0.00	22.53
11/09/2024	JDH Business Services Ltd	23/24 Audit Fee	1,190.00	238.00	1,428.00
12/09/2024	Amazon	To be confirmed	179.00	0.00	179.00
12/09/2024	MFG Kidderminster	Diesel	41.67	8.33	50.00
13/09/2024	MiPermit	To be confirmed	5.80	0.00	5.80
13/09/2024	Openreach	Increase to costs of the KTC alterations	2,427.82	485.56	2,913.38
13/09/2024	WFDC	Road Closure Adjustment Amount	6.00		6.00
17/09/2024	EON	To be confirmed	43.26	0.00	43.26
18/09/2024	Waterplus	To be confirmed	132.73	0.00	132.73
18/09/2024	Tesco	Fuel	83.33	16.67	100.00
19/09/2024	Netti Incorporating Pixel Design	KTC-TOWN HALL ESSENTIAL CARE	30.00	6.00	36.00
19/09/2024	RS Taylor Service Ltd	KTC-COMBERTON ALLOTMENTS-REPAIR FENCE	490.00	98.00	588.00
19/09/2024	Mann Williams Ltd	KTC-TOWN HALL CIVIL & STRUCTURAL ENGINEERING SERVICES RIBA STG.5	8,770.00	1,754.00	10,524.00
19/09/2024	Stage Right Theatre Consultants Ltd	KTC-CONSULT ON THEATRE AT TOWN HALL	797.15	159.43	956.58
19/09/2024	Npower Commercial Gas Ltd	KTC-ST GEORGES PARK-01/08/24-31/08/24	74.48	3.72	78.20
19/09/2024	Npower Commercial Gas Ltd	KTC-STOURBRIDGE RD-01/08/24-31/08/24	127.70	6.38	134.08
19/09/2024	Lyreco uk Ltd	KTC-GLOSS PHOTO A4 PAPER	22.29	4.46	26.75
19/09/2024	Perfect Circle JV Ltd	KTC-PROFESSIONAL SERVICES AT TOWN HALL	11,257.74	2,251.55	13,509.29
19/09/2024	George Connolly	KTC-MAYOR'S ALLOWANCE-SEPT 2024	857.50	0.00	857.50
19/09/2024	NSP	KTC-A4 & A3 SIGNS 'NO MOW AREA' & DELIVERY	270.95	54.19	325.14
20/09/2024	Lime Leasing	HV24THF - Ford Ranger Tremor Auto 4WD	392.00	78.40	470.40
20/09/2024	Npower	Electricity charges for Public Toilets Market St 01/08/24-31/08/24	200.70	10.04	210.74
20/09/2024	Npower	ELECTRICITY CHARGES LANDLORD SUPPLY 01/08/24-31/08/2024	62.59	3.13	65.72
20/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
20/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
23/09/2024	Water Plus	To be confirmed	8.02	0.00	8.02
23/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
23/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
24/09/2024	Spitfire	Service Charges	79.26		79.26

24/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
24/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
25/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
25/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
26/09/2024	B & Q	To be confirmed	44.00	0.00	44.00
26/09/2024	Netti Incorporating Pixel Design	KTC-TOWN HALL ESSENTIAL CARE PLAN	30.00	6.00	36.00
26/09/2024	Netti Incorporating Pixel Design	KTC-TOWNHALL ESSENTIAL CARE PLAN	30.00	6.00	36.00
26/09/2024	Netti Incorporating Pixel Design	KTC-TOWN HALL WORDPRESS HOSTING	15.00	3.00	18.00
26/09/2024	Tudor (uk) Ltd T/A Tudor Environmental	KTC-TREE STAKES, SPADES, MARKER PAINT	196.59	39.32	235.91
26/09/2024	Hydrock Consultants Ltd	KTC-TOWN HALL-M&E SUPPORT STG.5 RIBA 4B CR004 FIRE ALARM & SHOWER	4,948.00	989.60	5,937.60
26/09/2024	J T Murrall	KTC-TOWN HALL, NHLF-A JOURNEY THROUGH KTH-HERITAGE LOTTERY CO-ORDINATOR FOR AUG 24(EXTRA EXPENSES)	1,289.64	0.00	1,289.64
26/09/2024	Elan City Ltd	KTC-MOUNTING BAR, 12V22AH BATTERY X2, TRANSPORT FEE	203.95	40.79	244.74
26/09/2024	J & A Tree Service Ltd	KTC-BROADWATERS PARK-FELL ASH TREE & REMOVE IVY FROM WATERMILL	2,000.00	400.00	2,400.00
26/09/2024	M & J Gore Nursery Stock Ltd	KTC-TOWN PARKS, ASSTD. TREES/PLANTS	452.50	90.50	543.00
26/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
26/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	6,666.67	1,333.33	8,000.00
26/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
26/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
27/09/2024	npower	electricity at clock tower 01/08/2024-31/08/2024	57.09	2.85	59.94
27/09/2024	diy kiddermminster	To be confirmed	61.20	0.00	61.20
30/09/2024	Waterplus	To be confirmed	22.48	0.00	22.48
30/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
30/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	41,666.67	8,333.33	50,000.00
30/09/2024	Speller Metcalfe Malvern Ltd	KTC-TOWN HALL INTERIM VALUATION CERT.NO.9	564.65	141.16	705.81

Subtotal:

1,603,257.91 312,439.65 1,915,697.56

Add 01/06/2024 to 31/07/2024

978,628.34

Total:

£2,894,325.90

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2024/25 Original Budget £	2024/25 Actual to 30/09/24 £	2024/25 Variance
		1. COUNCIL			
		<u>EXPENDITURE</u>			
K001	43070	Cyclical Elections & Contribution to future Election costs	45,760		45,760
K001	11080	Contingency for Pay Award	23,000		23,000
K001	41000	Contingency	30,000		30,000
		GROSS EXPENDITURE	98,760	0	98,760
		<u>INCOME</u>			
K001	84001	Precepts	(1,024,716)	(1,024,716)	0
K001	85090	Earmarked Reserve transfer	(35,760)		(35,760)
		GROSS INCOME	(1,060,476)	(1,024,716)	(35,760)
		TOTAL NET EXPENDITURE / (INCOME)	(961,716)	(1,024,716)	63,000

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2024/25 Original Budget £	2024/25 Actual to 30/09/2024 £	2024/25 Variance
		2. FINANCE			
		<u>EXPENDITURE</u>			
		SUPPLIES AND SERVICES			
K002	43031	General Office Expenses	2,600	1,705	895
K002	43030	Stationery	700	244	456
K002	45010	Postage	1,000	150	850
K002	43014	Print Management Re-charge	650	0	650
K002	45030	Mobile Phones	1,100	0	1,100
K002	44010	Audit Fees	2,520	1,190	1,330
K002	48020	Professional Subscriptions	3,400	3,386	14
K002	49030	Insurances	30,000	11,573	18,427
K002	48041	Ward Grants	9,000	600	8,400
		SUPPORT SERVICES			
K002	44430	Legal Support	13,150	0	13,150
K002	44420	WFDC Finance support	29,000	0	29,000
K002	44410	WFDC ICT	29,200	396	28,804
K002	21510	MS Outlook Licenses	3,500	0	3,500
		GROSS EXPENDITURE	125,820	19,245	106,575
		<u>INCOME</u>			
K002	88650	Interest Received	(20,000)	(23,650)	3,650
		GROSS INCOME	(20,000)	(23,650)	3,650
		TOTAL NET EXPENDITURE / (INCOME)	105,820	(4,405)	110,225

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2024/25 Original Budget £	2024/25 Actual to 30/09/2024 £	2024/25 Variance
		3. STAFFING AND CIVIC			
		<u>EXPENDITURE</u>			
		EMPLOYEE COSTS			
K003	11010	Salary Costs	132,000	36,854	95,146
K003	11020	National Insurance	11,756	3,565	8,191
K003	11030	Pension Costs	5,870	1,521	4,349
K003	23700	Temporary office accommodation expenses	19,500	18,076	1,424
K003	45010	Postage - (Mail redirection)	710	0	710
K003	13080	Relocation costs staff travel	2,500	738	1,762
K003	12810	Town Crier	500	500	0
K003	13085	Town Mayor's allowance	6,860	3,011	3,849
		SUPPLIES AND SERVICES			
K003	49015	Training	2,000	2,424	(424)
K003	31010	Mayoral Car Hire/Travel	2,000	0	2,000
K003	42020	Mayor and Civic Budget	9,000	5,061	3,939
K003	41545	Twinning	500		500
K003	44450	HR Advice	4,000	1,500	2,500
		GROSS EXPENDITURE	197,196	73,251	123,945
		GROSS INCOME	0	0	0
		TOTAL NET EXPENDITURE / (INCOME)	197,196	73,251	123,945

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2024/25 Original Budget £	2024/25 Actual to 30/09/24 £	2024/25 Variance
		4. SERVICES			
		<u>EXPENDITURE</u>			
		EMPLOYEE COSTS			
K004	11010	Salary Costs	82,000.00	29,404.93	52,595.07
K004	11020	National Insurance	8,800.00	3,221.04	5,578.96
K004	11030	Pension Costs	2,500.00	495.00	2,005.00
		RUNNING COSTS			
K004	21410	Parks - Grounds Maintenance Contractor Charges	60,000	24,006	35,994
K004	21010	Repairs and Maintenance	25,000	22,124	2,876
K004	21012	Town Council Parks	40,000	8,216	31,784
K004	41010	Equipment Purchase and Repair	3,000	1,838	1,162
K004	41020	Parks - Furniture Purchase and Repair	1,000	307	693
K004	21430	St Mary's Churchyard Contractor Charges	14,000	0	14,000
K004	21030	Statues and Memorials	1,500	0	1,500
K004	42040	Maintenance of Street Furniture - cleaning and replacement	5,200	621	4,579
K004	21031	Clock Tower (Oxford Street & Horsefair) Servicing and Maintenance	1,000	447	553
K004	22030	Clock Tower (Oxford Street) Electricity (Clock Tower Oxford Street)	1,900	981	919
K004	21032	War Memorials Maintenance	500	0	500
K004	21034	St Georges Paddling Pool - Pool Servicing	10,000	0	10,000
K004	21036	Allotments	5,000	1,565	3,435
K004	21037	Defibrillator	500	217	283
K004	21038	Water Feature	3,750	41	3,709
K004	21039	Play Equipment	3,500	1,879	1,621
K004	21040	Town Centre Market	750	0	750
K004	27041	Public Conveniences Contractor Charges	25,000	190	24,810
K004	21011	Public Conveniences Repairs and Maintenance	6,000	1,750	4,250
K004	22031	Public Conveniences Electricity	3,100	1,023	2,077
K004	25010	Public Conveniences Water and Sewage Rates	1,950	332	1,619
K004	21411	Lengthsman	4,500	5,009	-509
K004	21412	Tree Works	5,000	2,800	2,200
K004	41100	Direct Materials	3,250	1,765	1,485
K004	31010	Plant and Vehicle Hire	3,000	0	3,000
K004	31020	Vehicle Costs	9,000	3,824	5,176
K004	31040	Mechanical Sweeper	6,000	0	6,000
K004	23700	Equipment External Storage Unit	6,000	0	6,000
K004	42041	Grit Bins	1,000	0	1,000
K004	21421	Hanging Flowers and Planting Contractor Charges	15,000	333	14,667
K004	49130	Christmas Lights	22,500	0	22,500
K004	49015	Training	1,000	0	1,000
		GROSS EXPENDITURE	382,200	112,390	269,810
		<u>INCOME</u>			
K004	84410	Lengthsman Income	(4,500)	(9,715)	5,215
K004	85090	Use/Release of EMR	(10,000)		(10,000)
K004	87100	Rents	(11,000)	0	(11,000)
K004	88300	Income - Miscellaneous		(10,379)	10,379
		GROSS INCOME	(25,500)	(20,094)	(5,406)
		TOTAL NET EXPENDITURE / (INCOME)	356,700	92,296	264,404

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2024/25 Original Budget £	2024/25 Actual to 30/09/2024 £	2024/25 Variance
		6. TOWN HALL			
		<u>EXPENDITURE</u>			
		EMPLOYEE COSTS			
K006	11010	Salary Cost	160,320	33,109	143,765
K006	11020	National Insurance	9,832	3,314	8,175
K006	11030	Pension Costs	19,565	4,713	17,209
K006	44029	Honorarium -Town Hall Organist	400	0	400
K006	44074	Town Hall Project Support	80,000	0	80,000
K006	13030	Recruitment	8,000	300	7,700
K006	49015	Training	1,000	1,940	(190)
		RUNNING COSTS			
K006	45030	Mobile Phone Charges	550	0	550
K006	43032	General Office Expenses	500	263	238
K006	49150	Contribution to major repairs EMR	25,000	845,000	(820,000)
		OVERHEADS			
K006	21010	Repairs and Maintenance of Buildings	10,000	153	9,847
K006	21510	Miscellaneous Licences and Rental	200	180	20
K006	22030	Electricity	22,880	6,715	16,165
K006	22040	Gas	5,210	1,070	4,140
	24010	Non Domestic Rates	0	743	(743)
K006	25030	Water and Sewerage Rates	13,528	1,347	12,181
K006	26020	Fire and Burglar Precaution Alarms Maintenance	900	388	512
K006	27050	Hygiene and Towel Services	300	0	300
K006	44076	Town Hall Transformation Project - KTC Contribution	45,000	4,543	40,458
K006	44440	Support Services - Facilities Management	11,500	0	11,500
K006	44075	Town Hall Transformation Project	9,037,422	3,035,939	6,001,483
K006	44077	Podium	400,000	124,682	275,318
K006	44078	NLHF- A Journey Through Kidderminster		15,357	(15,357)
K006	49020	Bank Charges		172	(172)
K006	53040	Payments to other Local Authorities		(5,232)	5,232
		EVENTS AND MARKETING			
K006	49010	Marketing and Design	2,000	495	1,505
		INTEREST			
K006	75000	Loan Interest	163,000	19,345	143,655
		GROSS EXPENDITURE	10,017,107	4,094,535	5,943,890
		<u>INCOME</u>			
K006	87110	Registrar Rental Income	(3,000)	(6,000)	3,000
K006	88200	PWLB receipt	(1,500,000)	(750,000)	(750,000)
K006	84000	Grant Income		(95,000)	95,000
K006	84006	Levelling Up Funding Grant	(7,232,442)	(2,025,924)	(5,206,518)
K006	84008	Grant Income NLHF		(96,307)	96,307

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2024/25 Original Budget £	2024/25 Actual to 30/09/2024 £	2024/25 Variance
		GROSS INCOME	(8,735,442)	(2,973,230)	(5,762,212)
		TOTAL NET EXPENDITURE / (INCOME)	1,281,665	1,121,305	181,678

Cost Centre	Account Code	KIDDERMINSTER TOWN COUNCIL	2024/25 Original Budget £	2024/25 Actual to 30/09/2024 £	2024/25 Variance
		11. EVENTS			
		<u>EXPENDITURE</u>			
		RUNNING COSTS			
K011	22030	Christmas Lights - Electricity	600		600
K011	48023	Remembrance Sunday	1,000	67	933
K011	48021	Christmas Light Switch on event	4,000	135	3,865
		GROSS EXPENDITURE	5,600	202	5,398
		<u>INCOME</u>			
		Community Grant WFDC		(2,000)	2,000
		Income - Miscellaneous		(40)	40
		GROSS INCOME	0	(2,040)	2,040
		TOTAL NET EXPENDITURE / (INCOME)	5,600	(1,838)	7,438

BANK RECONCILIATION PERIOD ENDED 31ST JULY 2024

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 31st July 2024 - Mixed Payments Plan		21,893.22	
Balance per bank statement as at 31st July 2024 - Business Premium Account		684,802.83	
Outstanding Items			706,696.05
Less unpresented cheques as at 31st July 2024:			
			0.00
			706,696.05
Plus any petty cash balance held at 31st July 2024			500.00
Plus Short Term Investment			722,000.00
TOTAL - NET BANK BALANCES AS AT 31st July 2024 (Box 8 on Annual Return)			<u>1,429,196.05</u>

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK	£
Opening Balance:	824,049.42
Add: Receipts in the year	4,621,604.41
Less: Payments in the year:	4,016,457.78
CLOSING BALANCE PER CASH BOOK @31ST JULY 2024 (Box 8 on Annual Return)	<u>1,429,196.05</u>

Represented by		£
	Cash book	706,696.05
	Short Term Inv	722,000.00
	Petty Cash	500.00
		<u>1,429,196.05</u>
		0.00

BANK RECONCILIATION PERIOD ENDED 31ST AUGUST 2024**KIDDERMINSTER TOWN COUNCIL**

		£	£
Balance per bank statement as at 31st August 2024 - Mixed Payments Plan		22,535.23	
Balance per bank statement as at 31st August 2024 - Business Premium Account		547,802.83	
Outstanding Items			570,338.06
Less unpresented cheques as at 31st August 2024:			
			0.00
			570,338.06
Plus any petty cash balance held at 31st August 2024			500.00
Plus Short Term Investment			722,000.00
TOTAL - NET BANK BALANCES AS AT 31st August 2024 (Box 8 on Annual Return)			<u>1,292,838.06</u>

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK	£
Opening Balance:	824,049.42
Add: Receipts in the year	5,164,694.61
Less: Payments in the year:	4,695,905.97
CLOSING BALANCE PER CASH BOOK @31st August 2024 (Box 8 on Annual Return)	<u>1,292,838.06</u>

Represented by		£
	Cash book	570,338.06
	Short Term Inv	722,000.00
	Petty Cash	500.00
		<u>1,292,838.06</u>
		0.00

BANK RECONCILIATION PERIOD ENDED 30TH SEPTEMBER 2024

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 30th September 2024 - Mixed Payments Plan		19,068.30	
Balance per bank statement as at 30th September 2024 - Business Premium Account		1,001,530.46	
Outstanding Items			1,020,598.76
Less unpresented cheques as at 30th September 2024:			
			0.00
			1,020,598.76
Plus any petty cash balance held at 30th September 2024			500.00
Plus Short Term Investment			722,000.00
TOTAL - NET BANK BALANCES AS AT 30th September 2024 (Box 8 on Annual Return)			<u>1,743,098.76</u>

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK	£
Opening Balance:	824,049.42
Add: Receipts in the year	6,851,204.68
Less: Payments in the year:	5,932,155.34
CLOSING BALANCE PER CASH BOOK @30th September 2024 (Box 8 on Annual Return)	<u>1,743,098.76</u>

Represented by		£
	Cash book	1,020,598.76
	Short Term Inv	722,000.00
	Petty Cash	500.00
		<u>1,743,098.76</u>
		0.00

**KIDDERMINSTER TOWN COUNCIL
FINANCE & OVERVIEW COMMITTEE MEETING
10th October 2024**

PUBLIC REPORT TO MEMBERS

Agenda Item 8: Public Consultation

To review 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.

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.

2. The Survey/ Consultation

The proposed survey/consultation is attached at Appendix 5.1. 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 5.2. 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, 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 6.3)

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 Committee is recommended to review the public consultation on the Council's services, including the consultation plan and the finances required to deliver it, and to make any relevant recommendations to Full Council on 23rd October 2024.

Hugh Peacocke
Chief Executive Officer

3rd October 2024.

Kidderminster Town Council**Have your say – our services**

Kidderminster Town Council was established in 2015 to provide services to the people of our Town. We now own and maintain the parks at St. Georges, Baxter Gardens and Broadwaters. We are also the custodians of Kidderminster Town Council, which is currently undergoing a major transformation. The other services we provide, with which you might be familiar, include allotments, the public toilets at Market Street, Civic and community events, playgrounds and some street furniture and hanging baskets in the Town Centre.

The cost of providing these services is collected through your Council tax bills, and equates to roughly £58 per household per annum, or just over £1 per week.

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.

The survey is for Residents of Kidderminster.

Number	Question	Satisfaction rating (Please X the relevant box)					
		Very satisfied	Fairly satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	Don't know
1.	How satisfied are you with Kidderminster as a place to live?						
2.	How satisfied are you with the way Kidderminster Town Council runs its services						
3.	To what extent do you agree or disagree that Kidderminster Town Council provides value for money?						
4.	To what extent do you think Kidderminster Town Council acts on the concerns of local residents?						

5. From the following list, please rate the three top areas of work you feel we should be focussing our energies and resources on:

Area of work	Order of Priority (1 to 3)
Localism – taking on more green spaces and assets from other organisations to protect their future for the community	
Representation – making sure that Kidderminster’s voice is heard in local and regional forums and being present in all local groups and spaces	
Future proofing/capital investments – using capital grants and applying for funding to acquire or update buildings and spaces for the community and services, like our Town Hall project	
Community, culture and events – providing free access to events and opportunities to celebrate arts, heritage and culture such as Lights switch on event, Remembrance Sunday	
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	
Upkeep of parks and open spaces – maintaining our parks and the play areas	
Providing allotments	
Public toilets at Market Street	
Town Markets	

6. How could we improve any of the areas of work you chose in the last question?

- 7.** 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

- 8.** 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 per annum. 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

- 9.** Would you be willing to pay more Council Tax so we could switch the waterfall on more regularly? (20 pence per annum, per household)
(Please circle your answer)

Yes

No

- 10.** 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 concern. 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

- 11.** Would you be willing to pay more Council Tax so to help fund the repairs and the ongoing maintenance and running costs?

(£2 per household, per annum)

(Please circle your answer)

Yes

No

- 12.** Having regard to the areas of work outlined at 5 above, is there any other area of work Kidderminster Town Council does not deliver/support currently that you would like to see us take on?

--

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

(Please circle your answer)

Yes

No

- 14.** Which area of the town do you live in? [Not sure – check our map](#)

Blakebrook & Habberley South	Franch and Habberley North	Broadwaters	Offmore & Comberton	Aggborough & Spennells	Foley Park & Hoobrook

- 15.** Age

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

- 16.** Does your household pay Council Tax?

Yes	No	Prefer not to say

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.

Would you like to sign up to our mailing lists for the Town Council and the Town Hall?

Please note GDPR responsibility with the upkeep of list. Unsubscribe option?

Item	Actions	Who	When
Online Consultation Platform	Create a user-friendly online survey using Survey Monkey	WFDC	By 18 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	18 th October
	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	18 th October
	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 21 October
Social Media Campaign	Develop a campaign across platforms like Facebook, X, and Instagram to promote the consultation	KTC	By 18 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 21 October
Outreach to Underrepresented Groups	Identify and reach out to underrepresented communities to ensure their voices are heard.	KTC	W/c 21 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 29/11
	Future Engagement: Outline how the feedback will influence decision-making and future actions.	KTC	W/c 2 December

Timeline:

A) Preparation Phase: 1st to 18th October

B) Consultation Phase: 21st October to 22nd November (5 weeks)

C) Reporting Phase: 25 November to 6th 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: 25 September

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- Finance and Overview Committee

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

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Approval of payments
6. Budget monitoring
7. Bank reconciliations for quarter.

Other items of Business

Meeting Date	Item
13 June 2024	Terms of Reference
	District Heat Network
	End of year- AGAR,
10 October 2024	Public consultation
16 January 2025	Budget 25/26
9 April 2025	