



3rd December 2024

The meeting of the **TOWN HALL COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **Monday 16th December 2024** at **6:00PM** when Members are summoned to attend.

Yours sincerely,

Matt Smith
Town Hall Manager

TOWN HALL COMMITTEE AGENDA – Monday 16th December 2024

1. Apologies for absence

2. Declarations of interest

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

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

3. Public Question Time

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

4. Minutes (Appendix 1)

To approve the minutes of the meeting of the Town Hall Committee held on Monday 9th September 2024.

5. Reopening the Town Hall (Appendix 2)

To receive an update from the business consultant on expressions of interest from catering providers and the potential business model for the future operations of the Town Hall.

6. Town Hall Transformation Project (Appendix 3)

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

7. Town Hall Budget 25-26 (Appendix 4)

To receive a proposed Town Hall Budget for 2025-2026.

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

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

9. Podium - Amended Design (Appendix 6)

To receive a proposal of an amended podium design.

10. Forward Work Programme (Appendix 7)

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

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE**

**Minutes of the meeting held on Thursday 9th September 2024 at 6pm
in the Kidderminster Room, Wyre Forest House**

Present:

Councillors:

D. Hine (Chair)

B. Brookes

B. Connor

F. Oborski MBE

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

In Attendance:

Town Hall Manager

Cllr S. Hollands

Cllr G. Connolly

1. APOLOGIES FOR ABSENCE

Councillor J. Beckingham

2. DECLARATIONS OF INTEREST

Nil

3. PUBLIC QUESTION TIME

Nil

4. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on Thursday 30th May 2024.

5. TOWN HALL TRANSFORMATION PROJECT (Appendix 2)

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

6. TOWN HALL TRANSFORMATION PROJECT – FINANCIAL UPDATE (Appendix 3)

Members received an update report on the current financial status of the Town Hall Transformational project.

7. NLHF – A JOURNEY THROUGH KIDDERMINSTER’S TOWN HALL (Appendix 4)

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

8. THE FORWARD WORK PROGRAMME (Appendix 5)

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

9. EXCLUSION OF THE PRESS AND PUBLIC

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

10. REOPENING THE TOWN HALL (APPENDIX 6)

RESOLVED: To approve the appointment of FMG Business Consultant to recommend a business model for the future operations of the Town Hall.

Meeting closed at 18.20

Kidderminster Town Hall Transformational Project Update

CONTRACT PARTICULARS

PROJECT TITLE – Kidderminster Town Hall Refurbishment
CONTRACTORS PROGRESS REPORT FOR SITE MEETING NO - 12
CONTRACT WEEK NO – 45
Date of possession: 8th January 2024.
Contract Start Date – 8th January 2024
Duration – 72 Weeks
Contract Completion – 16th May 2025

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

This report is up to the end of contract week number 45, 25/11/2024. The works are currently 14 days behind due to Vector Foiltec not starting the courtyard steel frame on time.

Area	Completion Date	Delay (Cal days)	Forecast Completion	Comments
Courtyard	16/05/2025	14 Days	30/06/2025	Steelwork Delay 52days previous report, we have so far mitigated 38 days.
Music Hall	27/03/2025	7 days	03/04/2025	Client change of lighting, now mitigated due to change of access. Now 7 days behind due meters not being installed and not heat on
Town Hall	6/12/2024		05/02/2025	
Completion	16/05/2025		30/05/2025	

Management Programme Recovery

We have carried out a management review along with our sub - contractors to mitigate the delay that is being caused by Vector Foiltec this is reflected below in our management programme 'MAN09'

Against Programme – MAN09

Contract Completion - 16/05/2025

Forecast Completion – 16/05/2025

Previous 4 Weeks

- Installed belowground blockwork for corridor wall 15/11/2024
- Started Stoned up courtyard 11/11/2024
- Vinyl flooring installed to WC's
- New café 2nd fix M&E 11/11/2024
- Started Stage Works Steel – 04/11/2024
- Dead testing commenced at the start of November.

4 Week Programme look ahead

- Curtain walling to start
- Courtyard groundworks
- 2nd Fix M&E
- Joinery items
- Stage steelworks
- Decorations to progress

Lost time due to weather

Date	Weather	Contractor	Area affected	Number of operatives	Hours lost
09/04/2024	High winds/heavy rain	Bradly cooper	King Charles roof	8	09/04/2024
		Attley	King Charles	8	Attley
		Steve Allard & Son	Bell Tower	1	Steve Allard & Son
10/04/2024	Rain	Bradley Cooper	King Charles	4	10/04/2024
15/04/2024	Heavy rain (am only). High wind (all day)	Attleys	King Charles roof/ Bell tower	3	8
22/04/2024	Light to heavy drizzle all day	Attleys	King Charles / Bell Tower	5	8
23/05/2024	Heavy rain all day	Attleys	RS.20/RS.26	2	8
23/05/2024	Heavy rain all day	Bradley Cooper	RS.20/RS.26/ RS.31	2	8
23/05/2024	Heavy rain all day	Cotswold RWP's	Bell Tower	2	8

Delays

Delays Shown are against the client programme

BUILDING CONTROL & ARCHAEOLOGICAL

Delay Event	Description	Delay (Days)	Cumulative Delay	Comment
1.	Breaking out hard spots in existing ground for drainage	6	0	Week 14, 8,9,10th and 16,17,18th April
2.	Vector Foiltec	14	14	Steelwork Not installed. 25/10/2024 46 days steelwork delay mitigated to 14 days.
3.	Music Hall Lighting	0	0	55 days delay to the music hall lighting and builders work holes mitigated by resequencing the works and reduced lead in times.
4.	Music Hall Heat on Date	0	0	25/10/2024 – Due to gas meter not being installed.

Worcestershire Archaeology – Neil issued out Worcestershire archaeology report on the 16/11/2024. We believe that this is all now closed off and no further inspections are required.

MATERIALS ACCEPTANCE / SAMPLES/SNAGGING DATES

Sample	Sample	Sample
Brickwork to courtyard	Bricks due to site WC 12/02/2024. (Now received) 10/04/2024 – Complete on site and ready for client review	Approved
Mortar Sample	10/04/2024 – On site Ready for Review	Approved
IPS Colours	White Snowdon VEN 154 Gunmetal VEN349 Shadow VEN350	09/04/2024
Vector Foil Tec Canopy	ET 200 T / DM 4:74 / Light	12/04/2024
Lighting Samples	11/06/2024 – Agreed status A with Hydrock for technical. However, Ross does not like some of the fittings. Barrie Beard will cost original fittings and give an uplift in cost that will need instructing.	REF A1 – OK with proposed alternative sample provided Ref A2 – OK with proposed alternative sample provided REF C2 – revert to specified item Ref K1 – revert to specified item Ref J1 – revert to specified item Ref E3 – OK with proposed alternative sample provided Ref E4 – OK with proposed alternative sample provided Ref Exit 1 – revert to specified item Ref G – revert to specified Item All light samples above approved 02&03/09/2024
Colours for the Music Hall	Music Hall Colours issues – 03/07/2024. SML have requested colour match and have ben in dialogue with the paint manufacturer. Matches request to manufacturer 05/07/2024. Advised Howells	All approved as per construction issued drawings 16/08/2024

	on 3 week lead or to match to NCS or standard range. 01/08/2024 – SML require clarity on what finishing colours are required, this needs to be bottomed out and confirmed urgently	
Podium Stone Samples & Courtyard Samples	02/08/2024 – The granite samples have been delivered to site are available to view. 26/09/2024 – Further samples have been delivered to site. SML need clarity on what is to be ordered to meet programme requirement. A CVI has been raised.	14/10/2024 – received updated drawing for podium paving and confirmation of courtyard paving. We have not reviewed quotations from Marshalls for paving.
Joinery Samples	TBC	20/11/2024 – Further Samples are being delivered by Woodcraft 21/11/2024.
Blinds	15/10/2024 – The black out fabric has no alternatives and the cost options are as follow: Split Blinds – 10k saving Bottom fed Blind – Cost neutral. Please confirm choice by 29th November 2024 so that we can progress the order.	TBC

Area being snagged	Date of Snag	Actual Snag date	Comments
Bell Tower	23/05/2024		Invite issued by Andy Gay. For

			inspections to be carried out for scaffolding to be dropped on sign off. 15/06/2024 – Signed off and completed by DIA
King Charles Roof	11/07/2024		Complete
Repointing to Weavers Wharf	Complete		Additional items have been added. Please confirm if this is to be carried out as it has been put on a construction issue drawing. 30/08/2024 Bricklayers carrying out remedial works WC12/09/2024
Music Hall Ceiling			27/09/2024 – Matt Smith has inspected the music hall ceiling.

CONSIDERATE CONSTRUCTORS

We had our first CCS monitors visit on the 14/11/2024 and achieved a score of 43 out of a possible 45 which is excellent rated. We do not expect any further visits from the schemes monitor before completion of the project.

QUALITY PLAN

We are carrying out all construction activities on site in accordance and in line with Speller Metcalfe's Quality Plan and ISO9001:2015 Procedures.

On site quality is to be assessed and monitored via SML Fieldwire and to that end on-site training has taken place with our supply chain to assist in day-to-day records of compliance checking against specs and product guidelines. This training will be ongoing, and it is our intent to capture all trades and to have a fully robust quality plan.

New Boiler installed



Lighting in the new Café



Below ground brickwork to link



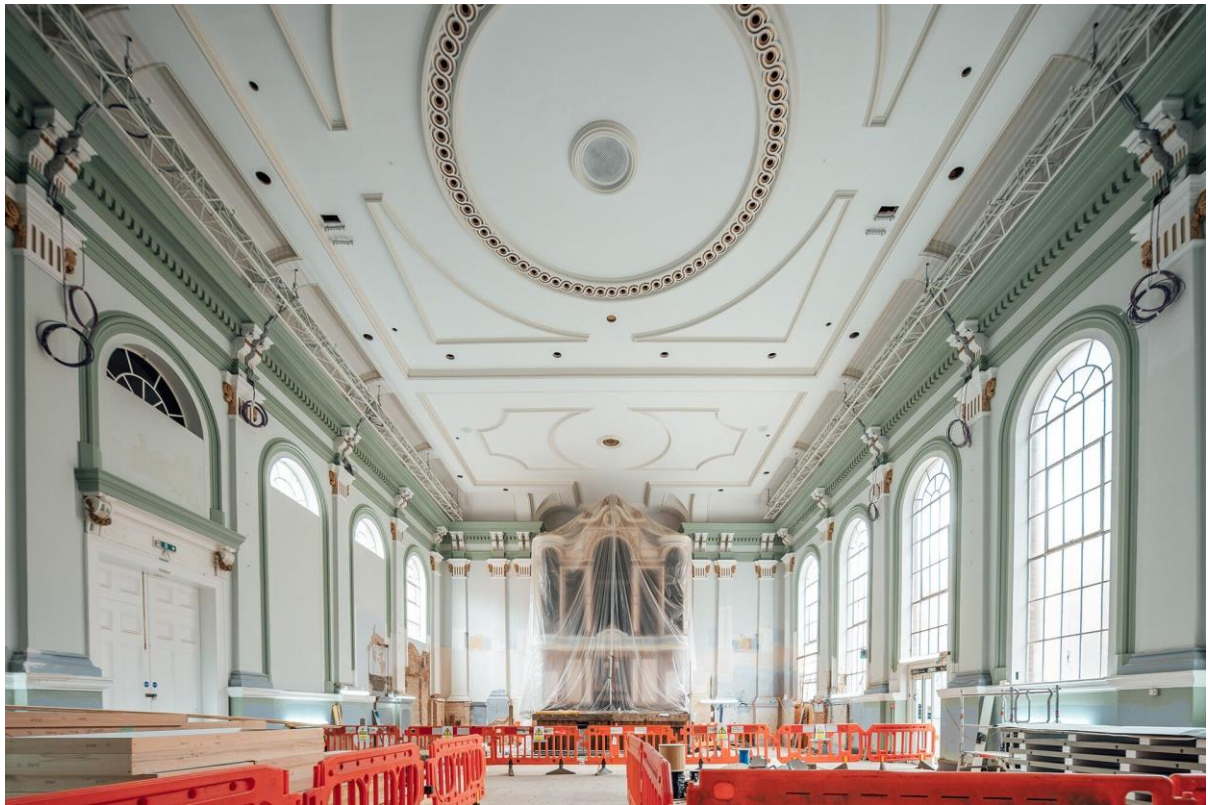
Courtyard











	Description	Expenditure			Income		
Line No.	K300 - Town Hall	Budget 24-25	Projected outturn 24-25	Budget 25-26	Budget 24-25	Projected outturn 24-25	Budget 25-26
1	Salary Allocation- Town Hall R & M	127,717	127,717	65,378	0	0	0
2	Salary Allocation Income Generation Town Hall	0	0	118,727	0	0	0
3	New staff	62,000	55,000	0	0	0	0
4	Clothing and uniforms	0	0	1,000	0	0	0
5	Sinking Fund	25,000	0	0	0	0	0
6	R & M	10,000	2,000	10,000	0	0	0
7	Electricity	22,880	15,000	22,000	0	0	0
8	Gas	5,210	6,000	10,000	0	0	0
9	Business rates	0	0	40,000	0	0	0
10	Water and Sewage	13,528	13,000	15,000	0	0	0
11	Waste Disposal	0	0	4,000	0	0	0
12	Loan Charges	163,000	100,000	140,000	0	0	0
13	Alarms maintenance	900	900	3,500	0	0	0
14	Lifts maintenance, service, inspections	0	0	4,500	0	0	0
15	Window Cleaning	0	0	2,000	0	0	0
16	Cleaning contract	0	0	30,000	0	0	0
17	Hygiene and towel services	300	300	3,000	0	0	0
18	Insurance	0	97,000	25,000	0	0	0
19	Water dispenser	0	0	1,000	0	0	0
20	SLA Facilities management	11,500	11,500	22,000	0	0	0
21	Organ maintenance	0	0	3,000	0	0	0
22	Organist honorarium	400	400	400	0	0	0
23	Licenses	200	200	500	0	0	0
24	Marketing & Design	2,000	2,000	7,000	0	0	0
26	Event staff	0	0	20,000	0	0	0
27	A Journey through Kidderminster-Expenditure	249,696	130,000	119,696	249,696	130,000	0
28	EMR- "Journey Through Kidderminster" Income	0	0	0	0	0	119,696
29	Registrars rent	0	0	0	3,000	3,000	7,500
30	Re-opening the Town Hall	0	0	0	0	0	0
31	Project	7,507,422	7,954,621	1,350,000	0	0	0
32	Consultant	45,000	45,000	0	0	0	0
33	Transformation O/S	1,530,000	0	0	0	0	0
34	Podium	400,000	450,000	550,000	0	0	0
35	PWLB Loan	0	0	0	1,500,000	1,500,000	0
36	LUF Grant	0	0	0	6,807,442	5,702,736	0
37	LUF Additional transfer	0	0	0	425,000	425,000	0
38	Project support	80,000	50,000	10,000	0	0	0
39	Recruitment	8,000	5,000	0	0	0	0
40	Town Hall income	0	0	0	0	0	80,000
41	EMR - "Town Hall Transformation Project"	0	0	0	0	0	1,910,000
	Subtotal 3	10,264,753	9,065,638	2,677,701	8,985,138	7,760,736	2,117,196

Overview of key points relating to updates on the proposed budget for next year.

1. Staffing Matters:

The staffing budget for this year was £184,717, including provision for new staff. However, since the new positions were not appointed, this funding is being redirected to business development consultants. The proposed staff budget for next year is £184,105, covering salaries for the new business development manager, executive, and part-time support. The need for the part-time support will be reviewed in the 2026-27 budget.

2. Town Hall Sinking Fund:

There was provision for £25,000 in this year's budget for the sinking fund, but no provision is made for next year, as the town hall is scheduled for reopening. Any further provisions for this fund will likely need to be included in the 2026-27 budget.

3. Increased Budget Lines:

Several lines in the budget have increased due to anticipated higher costs for energy, cleaning contracts, rates, and other utilities as we return to the town hall.

4. Loan Repayments:

Line 12 accounts for the loan charges related to the £2,000,000 loan taken for the town hall transformation.

5. Marketing and Design:

A provision of £7,000 is included for marketing the reopening of the town hall (Line 24).

6. Error Correction:

There is an error at Line 25, where £7,000 for sound and lighting is included. This will be removed, as those costs are already covered under Line 30, which allocates £100,000 for the town hall reopening.

7. Event Staffing and NLHF Fund:

Lines 26 and 27 provide for event staff upon reopening and for the NLHF-funded scheme, which is self-financing (Line 28).

8. Remaining Expenditure for Town Hall Project:

Line 31 accounts for the remaining expenditure required to complete the town hall transformation.

9. Budget Adjustments:

Line 32 shows a £10,000 provision which we believe is an error and will be removed.

Line 34 refers to the podium, which will need to be increased to £550,000.

Line 35 covers the £1,500,000 public works loan received this year, with no new income expected for the coming year.

10. LUF Support and Recruitment:

Line 37 reflects additional LUF support received from the underspend on the canal towpath, with no new income for the next year.

Line 39 covers recruitment expenses, which should be spent before the end of the current financial year.

11. Town Hall Income and Reserves:

Line 40 estimates £80,000 in income generation from the town hall next year.

Line 41 currently shows no transfer from reserves towards the completion of the town hall

project. This will be reviewed before finalising the budget, and if there is capacity to use reserves, it may reduce the overall precept increase.

Please feel free to reach out if you have any questions or need further clarification. We can discuss any outstanding points in Thursday's meeting.

KIDDERMINSTER TOWN COUNCIL

Work Programme for Town Hall Committee Meetings for the Municipal Year 2024/25.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of Previous Meeting
4. Town Hall Transformation Project
5. NLHF – A Journey Through Kidderminster's Town Hall
6. Questions/Petitions from members of the public

Meeting Date	Item
30th May 2024	To receive the Scheme of Delegations and Terms of Reference for the Town Hall Committee. To recommend Policy for approval by Full Council.
	Town Hall Vision To consider the Council's vision for the future use and purposes of the Town Hall.
9th September 2024	Town Hall Transformation Project – Financial Update? To update on the current status.
	Appointment of Business consultants
16th December 2024	Budget 2025/2026 To recommend a Town Hall Budget to the Finance and Overview Committee.
	Town Hall Transformation Project – To update on current status
	Podium- To receive a proposal of an amended Podium Design.
	Business Model – To receive an update from the Business consultant on expressions of interest.
	Implementation Plan Update
12th March 2025	Town Hall Transformation Project – Financial Update? To update on current status.
	Implementation Plan Update