

**KIDDERMINSTER TOWN COUNCIL  
TOWN HALL COMMITTEE**  
Minutes of the meeting held on 29<sup>th</sup> January 2025 at 6pm  
in the Kidderminster Room, Wyre Forest House

**Present:**

Councillors:

J. Beckingham (Chair)

D. Hine (Vice Chair)

B. Brookes

F. Oborski MBE

**In Attendance:**

Town Hall Manager

Annie Wills – FMG Consultant

**1. APOLOGIES FOR ABSENCE**

Cllr Bernadette Connor

**2. DECLARATIONS OF INTEREST**

Nil

**3. PUBLIC QUESTION TIME**

Nil

**4. MINUTES**

**RESOLVED:** To approve the minutes of the Town Hall Committee held on Monday 16<sup>th</sup> December 2024.

**5. FOOD & BEVERAGE EXPRESSIONS OF INTERESTS – SUMMARY & RECOMMENDATION (APPENDIX 2)**

Members received a report detailing the summary and recommendations following the food and beverage EOIs.

**RESOLVED:**

Members to approve the following recommendations:

- Approve the continuation of discussions with both operators for the Courtyard Café/ Bar as unable to determine the preferred operator at this stage.

Continue discussions with the agreed organisations regarding catering and bars provision for the Town Hall.

- Include Plyvine on the list of caterers for Weddings and Large Catering Events.

- Appoint the operators via a concession agreement, ensuring compliance with transparent and fair procedures.

The concession agreement would include an SLA covering:

- Opening times and staffing levels.
- Sustainability measures (e.g., crockery, disposables, single-use plastics).
- Complaint resolution timelines.
- Mechanisms for default notices and termination.
- Use of local labour.

This recommended approach minimises financial risk to the Council while generating income through a profit-share model based on turnover. This aligns with the Council's strategy for sustainable and efficient venue management. The inclusion of operator investments further reduces upfront costs for the Council, ensuring a financially viable operation.

## **7. HIRE CHARGES REPORT (APPENDIX 3)**

Members received a report and recommendations for the Pricing Policy.

### **RESOLVED:**

Members approved the Peak and Off-Peak charges are to be applied as detailed within the report.

Historical Bookings:-

When a venue reopens after significant refurbishment there is always the challenge of how to approach previous hirers. On one hand its great to welcome back previous performers who will have an already established following (audience) balanced with the need to consider increasing hire charges. Below are options on how to progress this.

### **RESOLVED:**

Members approved option a) Incremental increases for previous bookings 'Opening Offer for Repeat Business' Honour previous rates for bookings between September and March 2026 & Incremental increase over 2026/2027 to achieve advertised rates.

### **RESOLVED:**

Members approved Peak and Off-Peak charges for commercial and charitable bookings are to be applied as detailed within the report.

### **RESOLVED:**

Members approved that the next steps are to produce a Hire Charge Structure that implements a clear, peak and off-peak pricing system to ensure transparency for all hirers. The proposed rates will be based on achievable previous rates, alongside market testing what competitors charge. It is proposed that the hire charges are reviewed after 6 months.

Meeting closed at 7.20pm