



13th May 2025

The meeting of the **TOWN HALL COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **WEDNESDAY 21ST MAY 2025** at **6:00PM** when Members are summoned to attend.

Yours sincerely,

Matt Smith
Town Hall Manager

TOWN HALL COMMITTEE AGENDA WEDNESDAY 21ST MAY 2025

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 Thursday 27th March 2025.

5. Town Hall Transformation Project (Appendix 2)

To receive an update report on the Town Hall Construction Programme and report on the Town Hall Transformation finances from the Town Hall Manager.

6. Town Hall Staffing Structure – Appointment of Business Development Lead (Appendix 3)

To receive an update on the current Town Hall recruitment process.

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

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

8. Forward Work Programme (Appendix 5)

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

9. Exclusion of the press and public

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

10. Operational Relocation of Town Hall Services Programme (Appendix 6)

To receive an update on programme of works.

11. Reopening the Town Hall – Food & Beverage Expressions of Interest (Appendix 7)

To receive an update financial concession agreement and Service Level Agreement (SLA).

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE**
**Minutes of the meeting held on 27th March 2025 at 6pm
in the Kidderminster Room, Wyre Forest House**

Present:

Councillors:

J. Beckingham (Chair)
D. Hine (Vice Chair)
G. Connolly Sub for B. Brookes
F. Oborski MBE
B. Connor

In Attendance:

Town Hall Manager
Annie Wills – FMG Consultant
Cllr H. Dyke
Cllr S Hollands

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

Nil

3. PUBLIC QUESTION TIME

Nil

4. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on

5.TOWN HALL TRANSFORMATION PROJECT (APPENDIX 3)

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

Members inquired whether a lift would be installed for the steps in the King Charles Room. The Town Hall Manager explained that the lift was removed during the value engineering exercise, and the King Charles Room was subsequently excluded from the project's scope. A new lift has been installed, providing access to the area, though it was acknowledged that this solution is not ideal. The Town Hall Manager suggested to explore the possibility of installing a more suitable lift in the future.

Members expressed concern regarding project variations, increased costs, and the extended completion date for the podium. They sought clarification on the reasons for these changes and who is responsible. It was confirmed that Gleeds are the project managers

6. Town Hall Staffing Structure – Appointment of Business Development Lead (Appendix 4 & 5)

Members received an update on the current Town Hall recruitment process.

7. NLHF – A Journey Through Kidderminster’s Town Hall (Appendix 6 – to follow)

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

RESOLVED: That Kidderminster Town Council formally engage with Wyre Forest District Council to inquire about significant artifacts and paintings related to Kidderminster that may be held in the WFDC collection.

8. Forward Work Programme (Appendix 7)

Members noted the Forward Work Programme and agreed.

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.

9. 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 approved the following recommendations:

- Appoint Gather & Gather as the preferred operator for the Courtyard Café/Bar.
- Enter formal negotiations with Gather & Gather to establish an appropriate financial concession agreement, ensuring transparency and fairness.
The concession agreement will include a Service Level Agreement (SLA) covering:
 - Opening hours and staffing requirements.
 - Sustainability commitments (e.g., use of crockery, reduction of disposables, elimination of single-use plastics, where possible).
 - Timelines for complaint resolution.

- Procedures for issuing default notices and contract termination.
- Commitment to utilising local labour.
- Engage in negotiations with Gather & Gather and Savvy Bars to determine the most financially and operationally viable approach for managing event bars.
- Add Plyvine to the list of approved caterers for weddings and large catering events.
- It was agreed that a written update would be circulated to the Committee in due course

A black and white photograph of two hands pointing at architectural plans. One hand, wearing a checkered shirt sleeve, points with the index finger. The other hand is visible in the upper right corner, resting on the plans. The plans show various architectural drawings and site plans.

APPENDIX 2

SpellerMetcalfe

Contractor's Progress Report

Project Name

Kidderminster Town Hall

Refurbishment

Report No: 18

Date 15/05/2025

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7.4 – Snagging Schedule

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CONTRACT PARTICULARS

PROJECT TITLE – Kidderminster Town Hall Refurbishment

CONTRACTORS PROGRESS REPORT FOR SITE MEETING NO - 18

CONTRACT WEEK NO – 71

Date of possession: 8th January 2024

Contract Start Date – 8th January 2024

Duration – 72 Weeks

Contract Completion – 16th May 2025

SECTION 1

1.0 - COMMENTS FROM PREVIOUS MEETING

SECTION 2

2.0 – Health & Safety Inspection Report

There have been no H&S visits during the period.

2.1 - Accidents/Near Misses

Total Number of accidents in the Period	0
Reportable Accidents in the Period	0
Lost time Accidents in the Period	0
Non-lost time Accidents in the Period	0
Total SM Unsafe site notifications issued	0
Dangerous Occurrence/Near Misses in the Period	0

SECTION 3

3.0 – KEY ISSUES

<u>Issues</u>	<u>Actions</u>
1. Construction issue design	14/05/2025 - All complete contractual, now just picking up additional items. To be monitored by the team
2. Fire Compartment and fire doors	<p>26/09/2024 – We have so far not received any further fire information from Hydrock or the design team, following the inspections and reports. We are progressing with closing areas up inline with the programme and current design.</p> <p>22/10/2024 – Fire compartmentation Ross will be issuing an updated drawing to reflect Hydrock comments. We have had no further information regarding fire doors.</p> <p>15/11/2025 – We have had no further information regarding the fire compartmentation the attic.</p> <p>16/12/2024 – Ross has issued the fire compartment drawing ‘draft issue’ we are currently getting these items priced, however we need all construction details issued by the 31st January 2024 to allow us to procure and complete the works.</p> <p>26/02/2025 – We are currently reviewing the fire doors schedule from Ross with the remedial works requirements.</p> <p>We have also now issued a budget cost for the escape stairs based on RC mark up. We have received a drawing from Hicham that has been issued to our contractors for further pricing however we feel there are a few co-ordination issues to bottom out with this design.</p> <p>14/03/2025 – we have now priced the revised drawing and will update our costs for this shortly. Regarding the fire door repairs we are currently procuring a fire door maintenance contractor.</p> <p>08/04/2025 – Our accredited installer is unable to provide a quote and certify the existing doors based on the requirements as they cannot make the doors comply. This needs to be reviewed by the design team and confirming.</p> <p>11/04/2025 – We have met with the design team and reviewed the issues with the doors and have now got a strategy to move forward. Glenn Howles to update the drawings.</p>

	<p>12/05/2025 – Review have taken place on site and this is currently with the design team to confirm to enable SML to start the pricing of the works. We have received a scope of works document that we are currently working through.</p>
4 – Damage to out-of-scope roof's	<p>13/01/2024 – As per correspondence last week we have now installed a scaffolding along Weavers Wharf to protect the public from potential slates falling. We are currently costing the works accordingly. We have erected an emergency scaffolding on Sunday 12/01/2025 to protect the public in Weavers Wharf following safety concerns.</p> <p>26/02/2025 – As above we have issued all costs for the repair works and now wait for further instruction. Should the current scaffold need to remain we will need further instruction.</p> <p>08/04/2025 – We need confirmation on how to proceed with the scaffold to out of scope roofs (insurance repair works)</p>
5 – Podium	<p>26/02/2025 – We have now placed the order for the stone and wait for further instruction on the rest of the podium works.</p> <p>13/05/2025 – We have now received instruction to proceed with the podium works. Materials have been ordered, labour and plant have been procured.</p>
7 – Count Down to Handover	<p>12/03/2025 – Please could we agree a date for the final issue drawings to be issued we suggest the 14th April to allow us time to generate the Manuals</p> <p>14/03/2025 – Please confirm</p> <p>13/05/2025 – We have got most of the information for the O&M's ready for issue. These should be ready for issue within the next 2 weeks. Glenn Howells and Hydrock to issue as built information. We have submitted the M&E manuals for comment by the 28th May.</p>
12 – Loft hatch install/Escape Ladder	<p>14/03/2025 – We cannot close off the access hatch to the loft and remove the scaffold until we are instructed on the fire escape hatch. This has a knock on effect to the protection of the staircase, final clean & decorations</p> <p>08/04/2025 – Drawings have been update and we have issued the additional costs to have the product painted</p>

	<p>to a specific RAL colour and have been instructed to proceed. The order has been place and the works will progress however it is now unlikely that we will be complete by PC.</p> <p>13/05/2025 – we have commenced works to the hatch as instructed, there are a couple of additional steel items that are where required once we carried out the opening up works that have now been sorted and works should be completed over the next 2 weeks.</p>
13 – Handover PC 16 th May 2025	<p>08/04/2025 – SML have started the snagging process and will have the building practically complete by the 16th May 2025. We believe the best way to now deal with PC would be to issue PC on the 16th (Subject us being complete as discussed) and then continue after the 16th with an incomplete list to pick up the outstanding items such as the loft works. We can then agree a second completion date to sign off all outstanding items around the end of May/start of June.</p> <p>Hopefully by this point we can then continue with the podium works which would help the situation.</p> <p>13/05/2025 – As agreed SML have issued a letter of EOT to push the handover to the 20th June 2025 without costs.</p>
14- Podium Drawings	<p>14/05/2025 – Please can ONE Environments be instructed to issue us with construction issue drawings for the podium.</p>
15- Building Control Sign off	<p>14/05/2025 – We are unable to get building control sign off with out the fire strategy being complete. We need confirmation that this is to be deferred until the fire doors works are complete.</p>

3.1 - Key Client Milestone/Key Dates

<u>Item</u>	<u>Date Required</u>	<u>Date Achieved</u>	<u>Comments</u>
1. Podium Works Design and Instruction	Provisional 16/12/2024		<p>27/02/2025 – SML have updated the programme of works to reflect Gleeds Programme, this is attached below and can now be progressed monthly. This programme will take the completion of the podium works past the current contracted dated to the 12/09/2025 if instructed.</p> <p>14/03/2025 – Based on the latest dropline for the podium programme the earliest date for completion as of the 14/03/2025 would be 06/10/2025.</p> <p>08/04/2025 – No further comment to be made by SML we wait client instruction</p> <p>14/04/2025 – We are now in a position to proceed once the gas works have been complete by Cadent.</p>
2. Services Moved and relocated for podium works	16/12/2024		<p>13/01/2024 – SML are now waiting for further information and confirmation of services to be relocated for the podium. We have added the known information from Gleeds to the above programme.</p>
3. Cadet Gas – Stop Cock replacement	17/03/2025		<p>14/03/2025 – As per our email we will have scaffold removed ready for the rescheduled Cadent visit by the 17/03/2025. Cadent have confirmed they will now install on the 14th April, which is ok.</p> <p>14/05/2025 – Gas works have been carried out and we are waiting for them to complete. This should be done</p>

			by the 20/05/2025. Then we will be able to start the podium this will not effect programme. However please can you review the works required between Cadent and Energy Assets
4. Remaining Instructions to complete			14/05/2025 – We would like to tie up all outstanding instructions /variations prior to the 20 th June, so that we are only left with the podium works financials through to September.

SECTION 4

4.0 – PROJECT TEAM

4.1 - Staff

Contract Manager.	Richard Clarke
Senior Site Manager	Andy Gay
Site Manager	Paul Fletcher
Commercial Manager	Barrie Jones.
Senior Quantity Surveyor	Steve Cottrell
Assistant Quantity Surveyor	Will Freer
Divisional Director	Mark Hudgeon
Programmer	David Crane
Design Manager	Shazad Hussian
Health & Safety Manager	Norman Davis
Environmental Manager	Sam Minett-Smith
M&E Co-Ordinator	Dan Caswell & Matt Bird

2.2 – Labour on Site in the month.

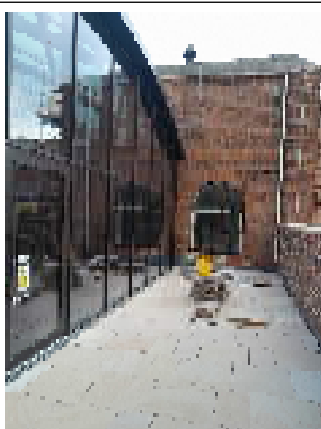
Employer	Average number of workers in the period
Barrie Beard (INC Specialist Subcontractors)	5
Agency	3
Calumet (INC Specialist Subcontractors)	2
Walsh Construction	6
Bradley Cooper Carpentry	3
Steve Allard Stone Masonry	0
ARC (Asbestos Removal Contracting)	0
PVC Decorating	3
Zest Construction	2

Atley Roofing	2
HCL Dry lining/Partitioners	3
Mick Fitzgerald	3
Kevin Smith Dimond Drilling	0
Malvern Scaffolding	3
Shires IPS	0
Midland Lime Plasterer	0
Macintosh Builders	3
Glantree	1
TBL	2
JP Tiling	0
LGM flooring	2
Vector Foiltec	0

SECTION 5

5.0 – PROGRESS

Balcony Slab Work Complete



Bar area nearing completion



Balcony Seating Complete



Floor Refurbished In The Music Hall

5.1 – Executive Summary

This report is up to the end of contract week number 71, 08/05/2025. We have agreed to extend the contract period until the 20th June to allow the snagging process to be completed following the additional works. As the podium works have now been instructed this will be without cost. We have put together a high-level programme for the remaining works to take us through to September completion.

7.4 SNAGGING & HANDOVER DATES

Area being snagged	Original Date of Snag	Revised date	Comments
	16/04/2025		Town Hall Area, including toilets, Café, Green room etc. New office off the back of the music hall including toilets . First Floor Civic Corridor 14/05/2025 – Snagging complete and ready for de-snag with the exception of additional lights (which have not currently been instructed)
	06/05/2025	15/05/2025	Music Hall, Link Corridor & lift, Town Hall Front entrance, Corn Exchange, New Foyer. 14/05/2025 – Ready for snagging on the 15/05/2025
	12/05/2025	23/05/2025	Rear Courtyard, Courtyard, New lift area back of music hall, Terrace, Dimming room and lobby area 14/05/2025 – The courtyard will be ready for snagging as per the date. However due to additional works the rear courtyard/service yard will not be available for snagging until 13/06/2025
	12/06/2025	13/06/2025	Music hall ground and first stairwell and landings/lobby. 14/05/2025 – On programme for completion.
	29/09/2025		Library on completion of the podium, date subject to change by agreement. 14/05/2025 – On programme for completion

(Please refer to the attached plans for colour co-ordination)

KIDDERMINSTER TOWN COUNCIL

Town Hall Committee Meeting – 21st May 2025

Town Hall Staffing Structure – Appointment of Business Development Lead

Background

The job description and person specification were agreed. The role of Business Development Lead is a key role and will be fundamental in driving business to the Town Hall. A robust recruitment process took place with adverts placed on key websites, Indeed, Total Jobs and WM Jobs alongside KTH website.

Applications

A total of 182 applications were received and an evaluation template was created and each application assessed on essential criteria listed from the job description. 14 applications were shortlisted.

Shortlisting

An interview panel was agreed comprising of four people (Councillor Dyke, Councillor Beckingham, The Town Hall Manager and FMG Consultant) The interview panel met and shortlisted the 14 applications down to 5 for interview. The interview panel then agreed the format for the interview and interview questions. The candidates were invited to do a short presentation on how they would promote the Town Hall.

Interviews

Four out of the five shortlisted candidates attended an interview. The panel agreed that Curtis Fudge was the preferred candidate subject to references.

Recruitment Timeline

Task	Date - By	Notes
Agree Advert	19/03/2025	Advert to run from 19th March - 22nd April
Create Job Pack	17/03/2025	
Agree interview date	17/03/2025	Proposed interview date 9th May
Advertising plan	17/03/2025	See tab
Evaluation Criteria & Scoring	28/03/2025	Create an evaluation sheet with weighted scoring
Agree Interview Panel	21/03/2025	Councillor Dyke, Councillor Beckingham, Matt Smith, Annie Wills

APPENDIX 3

Agree Interview Questions	04/04/2025	Suggest a short presentation on ways to generate income followed by questions
Shortlisting	23/04/2025	Shortlisting in person at Wye Forest Council Office 17.30 - 19.30
Contact interviewee	25/04/2025	
Interviews	09/05/2025	10.00 -16.00 - Wye Forest Council Offices
References	12/05/2025	
Appointment	25/05/2025	

Kidderminster Town Hall Committee Report

Subject: National Lottery Heritage Fund Update (NLHF)

1. Heritage Open Weekend

Event Proposal

Gay has proposed holding a talk entitled "*Tales of the Town Hall*" on Saturday 20th September 2025 at 2.00pm, to be presented to the Wyre Forest Historical Research Group. If space permits, the event will be opened up to a wider audience.

Monthly Meetings

The group has expressed an interest in resuming their regular monthly meetings from October 2025, subject to room availability and scheduling.

Family-Friendly Planning

Laura and I attended the "Creating Family Friendly Activities" webinar hosted by Kids in Museums. Key takeaways include:

- Selfie Spot/Trail: Implementing interactive photo opportunities to engage families.
- Step Stools in Toilets: Ensuring accessibility for children to reach wash basins.
- Scrap Stores for Activities: Utilising recycled materials for creative family activities.
- Feedback Jars: Replacing written evaluations with visual feedback methods, such as happy/sad emoji jars.

These insights will inform our planning for the upcoming Heritage Open Weekend and other family-oriented events.

2. Painting Conservation – Volunteers' Week

Following the sad passing of Pieta from Drakon Heritage, we are no longer able to proceed with the previously planned hands-on volunteer sessions involving the cleaning and conservation of paintings' frames during Volunteers' Week in June. I am currently awaiting a response from Drakon Heritage to see if they are able to offer a one-off session involving a talk on restoration and conservation instead.

Previous plans (prior to Pieta's passing):

Drakon Heritage had offered volunteers the opportunity to clean and conserve painting frames on-site at the Town Hall from Tuesday 3rd to Friday 6th June, during sessions from 10.00am-12.00pm and 1.00pm-3.00pm. Techniques were to include vacuuming, swabbing, and minor repairs under supervision.

3. Podcasts

I have now received most of the edited podcasts from the college, with two remaining. I will listen back to them to check for quality. A total of 17 students have participated in the project, and the total number of hours contributed will be provided shortly. Laura and I are investigating the best way to make the podcasts accessible on our website, alongside the audio newsletters and the organ pipes video, which will be uploaded soon.

4. Volunteer Thank You Event

On Friday 11th April, a Hard Hat Tour and light refreshments were hosted as a thank-you to volunteers.

- Attendees: 11 volunteers
- Feedback: Very positive. One volunteer wrote:
"Thanks to all for the Hard Hat Tour Friday. It was a very good turnout and really interesting visit."

5. Volunteer Contributions

- Research Volunteers: Contributed a total of 62 hours between January and March 2025.
- College Students: Awaiting final confirmation of their contributed hours.

6. Newsletter

- The April newsletter was sent out on 7th April 2025 after revisions requested by the committee.
- A previous draft, dated 28th March, was reviewed by council members. The reference to podcast availability was amended pending receipt of updated versions.

7. Publicity and Events

- On Thursday, 3rd April, the Hereford and Worcester Constructing Excellence group held a presentation and tour at the Town Hall.
- We provided updated progress photos and borrowed archival images from the library to enhance the display.

8. Research Team Update

- Volunteer Changes: Two research volunteers have stepped back from the project due to ill health.
- I plan to meet with Gay around Easter for a detailed progress review and future planning discussion.

Prepared by: Jackie Murrall – Heritage Volunteer Coordinator

Date: 2nd May 2025

KIDDERMINSTER TOWN COUNCIL

Work Programme for Town Hall Committee Meetings for the Municipal Year 2025/26.

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
21 st May 2025	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 Staffing Structure To receive an update on appointment of Business Development Lead.
	Operation Relocation of Town Hall Services Programme To receive an update on the programme of works
	Food and Beverage Expressions of Interest To receive an update financial concession agreement and Service Level Agreement (SLA).
7 th July 2025	Podium Works To receive an update on the podium works.
	Operation Relocation of Town Hall Services Programme To receive an update on the programme of works.
	Food and Beverage Expressions of Interest To receive an update financial concession agreement and Service Level Agreement (SLA).
	Town Hall Opening Weekend Planning To receive an update on planning of the Opening Weekend Event.
15 th September 2025	Podium Works To receive an update on the podium works.
	Town Hall Opening Weekend To receive information on the Opening Weekend Event.
	Town Hall Events Programming Update on programme of events following opening of Town Hall.

Meeting Date	Item
20th November 2025	Budget 2025/2026? To recommend a Town Hall Budget to the Finance and Overview Committee. Implementation Plan Update
	Town Hall Opening Weekend To receive an update on feedback of Opening Weekend Event
	Town Hall Events Programming Update on the upcoming programme of events