



10th July 2025

The meeting of the **TOWN HALL COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **WEDNESDAY 23RD JULY 2025** at **6:00PM** when Members are summoned to attend.

Yours sincerely,

Matt Smith
Town Hall Manager

TOWN HALL COMMITTEE AGENDA WEDNESDAY 23RD JULY 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 Wednesday 21st May 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 from the Town Hall Manager.
- To receive an update report regarding the re-opening of the Town Hall

6. Catering Provision Update (Appendix 3)

To receive an update on the catering provision at the Town Hall for bar and café services.

7. Branding: Town Hall (Appendix 4)

To consider and approve the proposed branding for the entertainment at the Town Hall.

8. Town Hall Artefacts Working Group (Appendices 5 and 6)

To inform councillors of the proposal and agree membership for the establishment of a Working Group to manage and oversee Town Hall artefacts.

9. NLHF – A Journey Through Kidderminster's Town Hall (Appendix 7)

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

10. Forward Work Programme (Appendix 8)

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 21st May 2025 at 6pm
in the Kidderminster Room, Wyre Forest House**

Present:

Councillors:

J. Beckingham (Chair)
B. Brookes (Vice Chair)
D. Hine (Substitute for H. Dyke)
S. Hollands
F. Oborski
B. Connor

In Attendance:

Town Hall Manager
Annie Wills – FMG Consultant

1. APOLOGIES FOR ABSENCE

J. Aston

2. DECLARATIONS OF INTEREST

Nil

3. PUBLIC QUESTION TIME

Nil

4. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on 27th March 2025

5. TOWN HALL TRANSFORMATION PROJECT (APPENDIX 2)

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

6. TOWN HALL STAFFING STRUCTURE – APPOINTMENT OF BUSINESS DEVELOPMENT LEAD (APPENDIX 3)

Members received an update on the recruitment position.

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.

Members noted that Podcasts which had been recorded and edited by Media Studies students from Kidderminster College were not yet uploaded onto the Town Hall Website. The Town Hall Manager said he would investigate and update members.

8. FORWARD WORK PROGRAMME (APPENDIX 5)

Members discussed and agreed the Forward Work Programme.

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)

Members received an update on programme of works.

11. REOPENING THE TOWN HALL – FOOD AND BEVERAGE EXPRESSIONS OF INTEREST (APPENDIX 7)

Members received an update on the position of Food and Beverage contracts and Service Level Agreement (SLA). Members have requested to be involved in the naming of the restaurant/café.

DRAFT

Town Hall Committee Report

Subject: Town Hall Transformation Project

Prepared by: Matt Smith, Town Hall Manager

1. Town Hall Transformation

Plinth and Podium Works

- Works to the plinth and podium at the front of Kidderminster Town Hall are progressing in line with the programme outlined in the previous client report.
- Delivery confirmation is awaited from India, with stone dispatch scheduled to begin on 14 July 2025. Should the shipment not arrive as expected, groundworkers will temporarily withdraw from site until delivery. However, a buffer period has been incorporated to minimise potential delays.
- Most of the initial concreting is complete and remaining concreting works are expected to conclude by 18th July 2025. Final tasks will include stone installation and handrailing.
- Overall project completion remains on track for September, subject to timely delivery of materials.

Corn Exchange Ceiling

- Preparations are in place for the removal of the existing ceiling and installation of a new suspended ceiling, with a provisional start date in August.
- Painting will follow using a colour scheme matching that of the Music Room.

Painting and Decorating

- One quotation has been received for the remaining painting and decorating works previously excluded from the project scope.
- A contractor will be appointed once two additional quotes are received, in line with procurement requirements.

Defects Portal

- Building defects have been logged onto the online defect's portal.
- These are currently under review by Speller Metcalfe to ensure timely resolution.

Building Management System (BMS) Control Access

- Training for the BMS IQ500 system has been completed, including account setups and access instruction for air handling scheduling and optimisation.
- Discussions are ongoing about acquiring additional software to allow remote access via laptops, avoiding the need to access the cellar control panel. A quotation for this enhancement is currently awaited.

2. Town Hall Events Programme – Progress Report (Week 5)

Event Booking Progress

- 49 events have been confirmed, covering Comedy, Music, Family, and Spoken Word genres.
- The programme is designed to appeal to a wide audience and attract new visitors to the venue.

Ticketing System

- Awaiting the launch of the new ticketing platform.
- Internal staff training and ticket sales will begin as soon as the system is activated.

Public Engagement & Buzz

- Select events already announced have generated strong public interest.
- The response has been positive both locally and regionally, showing wide appeal.

Venue Reopening Momentum

- Public anticipation continues to grow ahead of reopening.
- Community feedback has been overwhelmingly positive.

Daytime & Community Use Plans

Plans are in development to make use of daytime hours for:

- Community projects and engagement
- Local college performances
- Children's events (e.g. *Spot's Birthday Party*)
- School and nursery visits, with free guided tours

Next Steps

- Launch ticket sales and promote the full event listings
- Develop daytime programming and community partnerships
- Continue marketing efforts to sustain interest and reach new audiences
- Meet with local businesses to strengthen community links
- Finalise contracts and deposits for all programmed shows and collect promotional assets
- Begin recruitment for a Box Office and Marketing Assistant

Town Hall Committee Report

Subject: Catering Provision Update

Prepared by: Matt Smith, Town Hall Manager

Whilst it is inevitable that there will be a VE (Value Engineering) process, with such a complicated project; the impact on the operation should not have been underestimated. It is only now that the contractors have almost completed the project that the extent of this impact is being identified. Whilst caterers will expect the responsibility of fitting out the café, ordinarily the responsibility for ventilation, drainage, basic kitchen units etc sits with the property owner.

To reiterate it has only recently become clear the extent of the back of house, work required. Early estimates from the caterers add an additional £75k+ to the budget not including creating a wash up area.

Alongside this our preferred operator Gather & Gather have been brought out by the Compass Group (largest in the UK & Ireland) I spent the day with the new CEO, and she explained that as a Group they were pausing on any new projects until the Autumn of 2026.

With this in mind I am proposing a meanwhile solution that ensures we have the café/courtyard open for when the Town Hall reopens later this year.

Meanwhile Solution

We are in negotiations with our contracted venue bar operator Savva Bars. Utilising the generous bar and counter, Savva Bars will operate the Courtyard Bar/Café.

The inside Café area will be utilised as private hire space in the short term, but consideration should be given to seeking a local operator to run the café.

Courtyard Bar/Café

Early suggestion is that we simply call this *The Courtyard* and give the café a clearer identify with a café name once we have established an operator for this space.

One of the food options we are considering is to become an ambassador partner for Barrel & Stone

Barrel & Stone offer a hassle-free setup with no initial costs. We supply everything you need, equipment, including menus, pizza preparation utensils, and branded boxes suitable for rooms service or off-site sales. Our team is dedicated to providing ongoing support to ensure your success. This includes marketing assistance to help you promote your new offerings, allergen matrices, detailed cookbooks, and standard operating procedures to streamline your kitchen operations.



• OUR STORY •

Frustrated by current high street pizza offerings Darrel & Stone embarked on a mission to enable local businesses, with a passion for excellence, to freshly prepare, bake and serve stone baked pizza of an exceptional standard to their local community.

Our established network of Darrel & Stone pizza premises, operated by our pizza ambassadors, now provide local communities and families the opportunity at their local, to indulge in an amazing stone baked Darrel & Stone pizza complimented by excellent beer and wine.

SO WHAT MAKES DARREL & STONE PIZZA SO SPECIAL?

Like all great food and drink it comes down to the careful selection of ingredients and their preparation. Our **menus** are created using the finest ingredients that pay homage to the original Napoli pizza masters but also add their own twist from modern Italian culture. With a variety of pizza sizes and vegan & gluten free options our menus cater for all tastes.

Our fully trained Darrel & Stone pizza ambassadors share our ambition for excellence in pizza, beer and wine and a visit to their sites will guarantee you a fantastic artisan pizza, the best quality wine and specially crafted beer that may even have been brewed in your local area!

The other option that we are considering is a relatively straightforward menu as follows

- Filled Focaccias / bruschetta
- Cured meat charcuterie boards
- Cheese boards
- Salads – scotch eggs etc
- Cakes & Pastries
- Coffee alcoholic & non-alcoholic drinks
- Craft Beers

The Courtyard Bar will be operated by Sava Bars on a commission basis, with a minimum of 15% profit on all sales to the Town Council. The Town Council has allocated a budget of £50,000 to purchase equipment, tables and chairs etc.

Mood Board for the Courtyard Café/Bar



Café

There are two options for the café,

Option one

We use this area for private hire and not open it as a public café and revisit the space next year say April time and consider options and review how the Courtyard Bar has been used/received.

Option two

We look to find a local operator now, perhaps a business that needs to relocate or is ready to expand, *(we do need to be mindful of the earlier point regarding the amount of work required for setting up the back of house operation)*

Summary

We are seeking permission from the Committee for the following

- a) Continue discussions with Savva to operate the Courtyard Café/Bar
- b) Agree the way forward for the café space

Town Hall Committee Report

Subject: Branding: Town Hall

Prepared by: Matt Smith, Town Hall Manager

As we work towards the reopening of the Town Hall later this year, the recently appointed Business Development Lead has already booked a number of performances, and we are planning on delivering a trial event on the 25th of September. This event will be a performance by the college and will be FOC and will be an opportunity to test everything from the toilets being flushed to the WIFI, ticket scanning etc.

We would like to invite you to join us at this test event. The Launch events are still in the early planning stages, but the agreed dates are 7th, 8th & 9th November.

We are currently working on a new website and branding to promote the entertainment/events at the Town Hall. The branding will use the same colour palette as the Town Hall logo. The logo is 'Live at the Town Hall' Savoy Systems will be delivering a new box office system. The new ticketing system has impressive back-office functionality to ensure effective reporting and the ability to offer targeted marketing campaigns. We are planning to start getting tickets on sale by mid-August.

Potential Logo





We are also creating a bespoke wedding brochure, hire packs for both promoters and for general private hires, using the agreed model of peak and off peak to ensure fair pricing to allow for community use.

Report to Town Hall Committee

Subject: Town Hall Artefacts Working Group

Prepared by: Matt Smith, Town Hall Manager

1. Purpose of the Report

To inform the Town Hall Committee of the proposal to establish a *Town Hall Artefacts Working Group* and to seek approval for its formation and membership.

2. Background

As part of the National Lottery Heritage Fund (NLHF) project, a number of historically significant artworks and items from the Town Hall have been identified for conservation and display.

A key achievement has been the restoration of the King Charles I painting by Drakon Heritage and Conservation, which will be rehung in the King Charles Room. This location has already been agreed and does not require further decision.

In addition, other paintings have been identified as appropriate for future display, having undergone or been marked for minor cleaning and conservation. The display locations for these paintings now need to be agreed.

A collection of historic silverware, cleaned by Wyre Forest School students as part of the NLHF project, is also ready to be displayed, with decisions needed on how and where it should be presented.

To support these actions, it is proposed that a dedicated working group be formed.

3. Proposed Working Group

The *Town Hall Artefacts Working Group* will operate under the remit of the Town Hall Committee. Its responsibilities will be:

- Recommending suitable display locations for the paintings already identified (excluding the King Charles I painting).
- Advising on the presentation and interpretation of the cleaned historic silverware.
- Identifying any additional items or artworks of potential historical, civic, or cultural significance to the Town Hall or the people of Kidderminster.

This group will help ensure that decisions made support the aims of the NLHF project and reflect the heritage and identity of the Town Hall.

4. Recommendations

1. That the Town Hall Committee approves the formation of a *Town Hall Artefacts Working Group*.
2. That the Committee nominates and agrees the membership of the Working Group.
3. That the Working Group reports back to the Committee with proposals for display locations and any new artefact recommendations.

5. Next Steps

Following approval, the Working Group will be convened and an initial meeting arranged. Early priorities will include:


- Selecting display locations for the identified paintings.
- Reviewing and advising on the display of the historic silverware.
- Considering any additional artefacts for inclusion based on significance to the Town Hall and local community.

Attached to this report:


- List of identified paintings for display
- Inventory of cleaned historic silverware

Items of silverware cleaned by Wyre Forest School as part of the NLHF Project


		
Object ID	DHC0201	
Old Ref No	Unknown	
Object Description and Date	Ceremonial trowel. Silver and bone, hallmarked. Presented to Henry Dixon on his laying the memorial stone of the Kidderminster corporation waterworks 1 May 1872 70/269A	
Location when assessed by Drakon	Court Room	
Final Location	TBC	
Condition	Good	
Conservation required	None	

		
Object ID	KTH0245	
Old Ref No	KTC2021010	
Object Description and Date	Two pieces. Silver trophy cup, on ebonised wooden stand. Inscription reads 'The Somme Battle'. A French inscription reads 'Football Teams finci 1917. Two handles.	
Location when assessed by Drakon	Mayor's Parlour	
Final Location	TBC	
Condition	Good	
Conservation required	None	


	
Object ID	KTH0244
Old Ref No	KTC2021011
Object Description and Date	Four pieces, on ebonised wooden stand. Tall ornate silver trophy inscribed 'The Earl of Dudley, High Steward of the Borough, July 26th 1894'. This 'Loving Cup' is heavily decorated with people and animals and leaves. Two handles, and a lid. A gold-plated insert has been added at a later date. 25cm diameter, 50cm high.
Location when assessed by Drakon	Mayor's Parlour
Final Location	TBC
Condition	Good
Conservation required	None


	
Object ID	KTH0271
Old Ref No	KTC2021026
Object Description and Date	Silver salver with four feet on reverse of corners. Square shaped with decorative edges. Plain fronted and inscribed on reverse with ' Kidderminster Corporation Geoffrey Stewart Tomkinson OBE MC Councillor for Baxter Ward 1924-1936 Mayor 1929. This is a limited edition of 12. made in 1935, to commemorate 25th year of King George. 24cm x 24cm.
Location when assessed by Drakon	Mayor's Parlour
Final Location	TBC
Condition	Good
Conservation required	None


		
Object ID	KTH0268	
Old Ref No	KTC2021018	
Object Description and Date	Square 835 Silver Salver – ‘Husum’ Item related to town twinning. Small silver square plate/bowl with rounded edges. Inscribed with 'Stadt Husum 24 Sept 1956', and coat of arms in centre. 23cm x 23m.	
Location when assessed by Drakon	Mayor’s Parlour	
Final Location	TBC	
Condition	Good	
Conservation required	None	


		
Object ID	KTH0272	
Old Ref No	KTC2021028	
Object Description and Date	Large silver salver, heavily decorated with flowers and leaves, with detailed edging. Inscription reads 'Presented to the Kidderminster Corporation by MRSA Chadwick April 1953. In Memory of Gerald Stanley Chadwick Member of the Council 1936-1945 Mayor of the Borough 1944-1945. 37cm diameter.	
Location when assessed by Drakon	Mayor’s Parlour	
Final Location	TBC	
Condition	Good	
Conservation required	None	

	
Object ID	KTH0270
Old Ref No	KTC2021022
Object Description and Date	Small square shaped salver, with four small feet. Silver with scalloped corners. Inscription reads 'Presented to the Mayor and Mayoress Ald Louis Tolley & Mrs Edna B Church to commemorate the visit of Her Majesty Queens Elizabeth II and HRH Prince Phillip, Duke of Edinburgh April 23rd, 1957. 21cm wide
Location when assessed by Drakon	Mayor's Parlour
Final Location	TBC
Condition	Good
Conservation required	None


	
Object ID	KTH0255
Old Ref No	KTC2021027
Object Description and Date	Two pieces. Commemorative shuttle in silver, on a polished wooden base. A sealed scroll in housed inside a swing lidded body, with a dragon decoration on the top. An inscribed plaque reads ' The Honorary Freedom of the Borough of Kidderminster Presented to the Right Honourable Stanley Baldwin MP Prime minister 15 Oct 1928'.
Location when assessed by Drakon	Mayor's Parlour
Final Location	TBC
Condition	Good
Conservation required	None


		
Object ID	KTH0252	
Old Ref No	KTC2021003	
Object Description and Date	Silver Hallmarked Tray – ‘Thursfield’ ADD IMAGES FROM PHOTO	
Location when assessed by Drakon	Mayor’s Parlour	
Final Location	TBC	
Condition	Scratches, wear and tear.	
Conservation required	Currently used a tea tray, needs protection if continual use is expected.	

		
Object ID	KTH0267	
Old Ref No	KTC2021017	
Object Description and Date	Large (E.P.N.S) silver plate, inscribed with leaves, and 'Polish Chrystal Decanters Presented to the Town by Cllr Fran Oborski, Town Mayor 1984-85 & Mrs Brenda Zych Mayoress'. Scalloped edges, QR code on back. 40cm diameter.	
Location when assessed by Drakon	Mayor’s Parlour	
Final Location	TBC	
Condition	Good	
Conservation required	None	

		
Object ID	KTH0247	
Old Ref No	KTC2021008	
Object Description and Date	Three pieces, on ebonised wooden stand. Tall silver trophy inscribed 'Kidderminster Cricket League' Silver jubilee Cup 1935. Players names on small plaques all around the cup. Two handles.	
Location when assessed by Drakon	Mayor's Parlour	
Final Location	TBC	
Condition	Good	
Conservation required	None	



		
Object ID	KTH0260	
Old Ref No	KTC2021019	
Object Description and Date	Silver decorative paperweight, with amber egg-shaped amber stone set in the centre. At one end reads the inscription 'Presented by Polish Consulate 2000' Coat of arms, bird with crown on opposite end. QR code on base. 15cm x 3cm.	
Location when assessed by Drakon	Mayor's Parlour	
Final Location	TBC	
Condition	Good	
Conservation required	None	

	
Object ID	KTH0256
Old Ref No	KTC2021014
Object Description and Date	Silver box with a small bird engraved on top, and wooden interior. Inscription on the front reads 'In Memory of Mayor Burcher MBE September 25th 1952'. 23cm x 17cm x 7cm.
Location when assessed by Drakon	Mayor's Parlour
Final Location	TBC
Condition	Good
Conservation required	None

	
Object ID	KTH0250
Old Ref No	KTC2021005
Object Description and Date	Two pieces. Small silver 'trophy' bowl, on ebonised wooden stand. Handles on two sides. An inscription reads 'Sladen Modern School' 'Presented by Alderman O W Davies' 'Mayor of Kidderminster 1941. 30cm diameter, height 25cm,
Location when assessed by Drakon	Mayor's Parlour
Final Location	TBC
Condition	Good, slightly overcleaned.
Conservation required	None

Paintings:

There is not enough funding to address all the issues identified during the assessment, these are the painting in most need or make the greatest aesthetic difference for the budget available. (i.e improving the frames)

What	Issue
Charles I painting	
Frames	
Light clean of all frames 31 in total.	
 <p>1970s by Raymond Rogers</p>	Paint losses on frame.
 <p>Portrait of a seated man. By R.B 1937</p>	Gilding loss to base of frame



Alderman Sir George Eddy 1954 by John L. Edwards 1954

Large area of gilding loss along base.



George R Woodward

Large area of frame loss (right hand side)

Structural Issues (painting and frame)



Edward James Morton by Unknown Artist

Loose glazing, Frame needs attention. Backing paper is loose & flaking off.



William Henry Stewart Smith by Unknown Artist

due to canvas distortions, lack of tension, extreme loss to frame. Frame slip is de-attached from frame. Uneven surface. Loss of gilding across frame.



Portrait of John Brinton D.L.
Artist Unknown.

Canvas distortions, abrasion, scuff marks and gold paint from frame on varnish. Frame has losses, inner rebate is loose at top left and lower right.

**Kidderminster Town Council
Town Hall Artefacts Working Group – Terms of Reference****1. Scope**

Kidderminster Town Council's Town Hall Committee has established the Town Hall Artefacts Working Group to advise the Committee on matters relating to the display and interpretation of artefacts within the Town Hall.

The Working Group will bring together Members and Non-Members with relevant knowledge, interest or experience to help ensure the Town Hall's heritage artefacts—such as paintings and historic silverware—are appropriately considered and displayed. The Group will support the Committee by gathering and presenting relevant information to inform decisions made by the Town Hall Committee and, where necessary, Full Council.

2. Remit

The Working Group is to support and advise the Town Hall Committee by:

- Recommending suitable display locations for paintings already identified through the National Lottery Heritage Fund (NLHF) project, excluding the King Charles I painting, which already has an agreed location.
- Advising on the display and interpretation of historic silverware cleaned by Wyre Forest School students under the NLHF project.
- Identifying additional items or artefacts of historical, cultural, or civic significance to the Town Hall and the wider community.
- Ensuring recommendations support the NLHF project goals and reflect the building's heritage and relevance to the people of Kidderminster.

3. Governance Arrangements

- The Working Group will comprise at least 2 elected Kidderminster Town Council members and at least 2 non-members (to include individuals with relevant local, heritage, or community expertise).
- The Working Group will report to the Town Hall Committee.
- The Town Clerk or delegated officer will support the Working Group with administrative or coordination duties.
- Working Group meetings do not require Public Notice and Access.
- The Working Group may invite other individuals or organisations to advise on matters within its remit.

The Working Group shall undertake the following roles and functions:

1. Appoint its own Chair, who must be an elected Kidderminster Town Council member.
2. The Chair will ensure all members of the Working Group are informed, engaged, and that progress is reported back to the Town Hall Committee.

3. May engage with councillors, non-councillors, and outside bodies to seek advice or input as needed.
4. May arrange meetings, workshops, or brainstorming sessions at its discretion.
5. The Group does not have delegated powers to make decisions on behalf of the Town Council.
6. Will make recommendations to the Town Hall Committee on matters within the scope of this Terms of Reference.
7. Reports directly to the Town Hall Committee.
8. May, where appropriate, provide further recommendations from time to time on matters relevant to artefacts and heritage display within the Town Hall.

4. Amendments to Terms of Reference

Any amendments to these Terms of Reference must be approved by the Town Hall Committee.

5. Terms of Reference (Meetings)

- The Working Group shall meet as often as required until the Town Hall Committee determines otherwise.
- Meeting notes/minutes will be kept and circulated to all Working Group members as soon as reasonably practicable.

6. Meeting Dates

- All members should actively participate and commit to completing any actions assigned to them.
- Meetings should not exceed one hour, unless otherwise agreed by the group.
- Members are expected to arrive on time and prepared for the meeting to begin promptly at the scheduled start time.

Town Hall Committee Report

Subject: National Lottery Heritage Fund Project – A Journey Through Kidderminster’s Town Hall

Prepared by: Matt Smith, Town Hall Manager

1. Newsletter

The Summer 2025 issue of the newsletter was distributed during the week commencing 1 July 2025 by email and in hard copy, following approval by councillors. It was also shared across the Town Hall’s social media platforms and published on the Town Hall website, along with an audio version.

2. Podcasts

Following a review of the recorded podcast content, it was determined that the current recordings are not of a professional standard suitable for public release. Issues identified include:

- Frequent background noises such as coughing and sniffing by the interviewer
- Abrupt starts with no introductions
- Extended silence or unrelated content at the end of recordings
- Absence of the agreed introductory and closing text

It was agreed that releasing these episodes in their current form would not reflect well on Kidderminster Town Council, the College, or contributors. Therefore, we will not be proceeding with the existing recordings.

Instead, individuals have been invited to re-record their interviews, which will be conducted by the Heritage Volunteer Coordinator during the summer at the Town Hall.

3. Heritage Open Weekend

It has now been confirmed that Kidderminster Town Hall will not be ready for public events during the Heritage Open Weekend (19–21 September 2025).

Instead, to mark Heritage Week, we plan to release one newly recorded podcast per day during that week to maintain public engagement and showcase the heritage project digitally.

4. Volunteers’ Week: 2–8 June 2025

As part of Volunteers’ Week:

- A presentation on painting conservation was delivered by Sarah Bayliss, including information on the restoration of the King Charles I portrait.
- Once the restoration is fully completed, Sarah will provide photos and written material for inclusion in the Town Hall’s digital heritage resources on the website.
- Four research volunteers attended this session.
- Across the week, we posted on our social media platforms to thank volunteers, highlight micro volunteering opportunities, and acknowledge the support of National Lottery

players. These posts, along with videos of the organ restoration and audio versions of newsletters, are now hosted on the Town Hall website.

5. Interpretation Boards, Plaques and Stands

A full walk-through of the Town Hall was completed to assess and plan for:

- The placement of interpretation boards, plaques, and information stands
- The rehanging and interpretation of paintings, which may not be returned to their original locations

Interpretation materials will include QR codes linking to additional digital content and volunteer research available on the Town Hall website. This content will be categorised by room, collection, and individual stories.

We are planning for five interpretation boards, each incorporating QR codes and the NLHF logo:

1. Rowland Hill – His significance to Kidderminster and the penny post; near the painting in the foyer.
2. Civic Venue Foyer – Covering the Courtroom, Council Chamber, and Mayor’s Parlour.
3. Courtyard – Story and image of the old fire station and how the buildings were joined.
4. Concert Venue Foyer – Covering the Music Room and Corn Exchange.
5. The William Hill Organ – To be placed near the stage in the Music Room.

In addition:

- Plaques will be used for paintings, silverware, and to label key rooms.
- Freestanding information stands will accompany movable furniture and artefacts.
- A quotation has been received from a local company for the production of these materials, with design support available if we provide the artwork and content.

6. Town Hall Organ Restoration

As part of the project, organ pipes were restored off-site and later returned to the Town Hall, where they were stored in the Corn Exchange. During this storage period, one pipe was unfortunately damaged.

This pipe has now been professionally repaired and restored by Stephen Bellion Church Art. The pipes have been carefully refitted and tested by Peter Spencer Ltd, and the organ has been returned to full working order. It remains a treasured and iconic feature of the Music Room and wider Town Hall heritage.

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).
23 rd July 2025	Town Hall Transformation Project To receive an update on the transformation works.
	Catering Provision Update To receive an update on the Catering Provision
	Branding: Town Hall To consider and approve proposed branding for entertainment at the Town Hall.
	Town Hall Artefacts Working Group To receive a report and agree to terms of reference.
	NLHF Project To receive an update on the NLHF Project.
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