



9th SEPT 2025

The meeting of the **TOWN HALL COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **MONDAY 15th SEPTEMBER 2025** at **6:00PM** when Members are summoned to attend.

Yours sincerely,

Matt Smith
Town Hall Manager

Membership: Councillors, Ben Brookes (Chair), John Beckingham (Vice Chair), Steve Hollands, Bernadette Connor, Fran Oborski MBE, John Aston, Helen Dyke

TOWN HALL COMMITTEE AGENDA MONDAY 15th SEPTEMBER 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 23rd July 2025.

5. Town Hall Transformation Project (Appendix 2 & 2b) - To follow

- 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. Town Hall Events Bank Account. (Appendix 3)

To receive a report and recommendation that the Town Council approve that we open a separate trading account for Town Hall Events income and expenditure.

7. Town Hall Events (Appendix 4)

To receive an update on upcoming events, the official re-opening weekend programme and Town Hall website and Booking system.

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

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

9. Forward Work Programme (Appendix 6)

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

10. 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.

11. Catering Provision Update (Appendix 7) - To follow

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

KIDDERMINSTER TOWN COUNCIL TOWN HALL COMMITTEE

Minutes of the meeting held on 23rd July 2025 at 6pm
in the Kidderminster Room, Wyre Forest House

Present:

Councillors:

B. Brookes (Chair)
H. Dyke
S. Hollands
F. Oborski
J. Aston

In Attendance:

Town Hall Manager
Annie Wills – FMG Consultant

Absent:

J. Beckingham (Vice Chair)
B. Connor

1. APOLOGIES FOR ABSENCE

Nil

2. DECLARATIONS OF INTEREST

Nil

3. PUBLIC QUESTION TIME

Nil

4. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on 21st May 2025.

5. TOWN HALL TRANSFORMATION PROJECT

Members received an update report from the Town Hall Manager on the Town Hall Construction Programme and the overall Town Hall Transformation Project, as detailed in Appendix 2. The update was noted.

TOWN HALL EVENTS PROGRAMME PROGRESS REPORT

Members received an update report from the Town Hall Manager on the Town Hall Events Programme and the Launch Weekend on the 7th, 8th & 9th of November. The update was noted.

6. CATERING PROVISION UPDATE

Members received an update on the current position regarding catering provision at the Town Hall, including bar and café services, as outlined in Appendix 3. It was agreed that Savva Bars would take on the management of

the Courtyard Bar and consider a food offer. Members requested that the Town Council continue sourcing a local and quality café provider.

7. BRANDING: TOWN HALL

Members considered the proposed branding for the entertainment at the Town Hall, as set out in Appendix 4. Following discussion and replacing DY10 wording with KIDDERMINSTER, the branding was approved.

8. TOWN HALL ARTEFACTS WORKING GROUP

Members considered the proposal to establish a Town Hall Artefacts Working Group, as outlined in Appendices 5 and 6. It was agreed to set up the Working Group, approve the Terms of Reference, and confirm membership to include both councillors and non-councillors. Councillors F. Oborski and S. Hollands have volunteered to become members of the group. It was agreed that Kidderminster Town Councillors would be asked again if anyone would like to join the Working Group.

9. NLHF – A JOURNEY THROUGH KIDDERMINSTER’S TOWN HALL

Members received an update from the Town Hall Manager on the progress of the NLHF – A Journey Through Kidderminster’s Town Hall project, as detailed in Appendix 7. The update was noted.

10. FORWARD WORK PROGRAMME

Members discussed the Forward Work Programme as set out in Appendix 8 and agreed its contents. Members also agreed to include any additional matters for future consideration as required.

Summary

This report provides an update on the refurbishment of Kidderminster Town Hall following the contractor monthly meeting held on 28 August 2025. It also summarises the current outstanding works as per the latest outstanding works tracker.

Background

The Town Hall refurbishment project involves extensive works, including podium construction, internal refurbishment, and compliance with fire and building regulations. Monthly progress meetings are held with contractors, consultants, and client representatives to review project status, address issues, and agree on next steps.

Current Situation

Progress Highlights (from 28 August 2025 meeting):

- Fire Strategy: Version 6 awaited; Stantec to review final fire risk assessment report.
- Courtroom Roof: Updated costs received; scaffold programme expected early September.
- Fire Doors: Fire treatment complete; door sets to be fitted from 1 September 2025 (3 weeks).
- Podium Works: Stone delivery confirmed for mid-September; completion projected 11 November 2025. KTC reviewing opening date (originally 7 November 2025).
- Snagging & Defects: Ongoing resolution of leaks and minor issues.
- Lessons Learned Workshop rescheduled to November 2025 due to project delays.

Outstanding Works (key items from tracker):

- Music Hall blinds: Final decision to retain; additional blinds ordered, 12-week delivery.
- Gallery unwired lighting bar: Structural requirements under review.
- Replacement of existing fire doors: Costs pending KTC approval (urgent).
- External push buttons for automatic doors: Options being reviewed.
- Dock leveller installed; barriers and signage to be confirmed.
- Smoke hoods, lamppost relocation, and suited locks installation ongoing.
- Mechanical & Electrical: Attic lighting/fire detection, basement compliance, backstage plant space smoke detection, and lift lobby fire detection all due by 5 September 2025.

Options

- Continue as planned with current programme.
- Explore weekend/extended working to meet original 7 November 2025 opening date.
- Consider partial/temporary opening arrangements with insurance approval.

Expected Outcomes

Successful completion of refurbishment works including podium and outstanding items to enable the official opening of Kidderminster Town Hall with full compliance to fire, building, and planning regulations.

Vision 2025–2029

Supports the Council’s objective to enhance and preserve civic buildings and provide improved public facilities.

Consultation

Consultation undertaken through monthly progress meetings with contractors, consultants, and KTC representatives.

Risk Assessment

8.1 Legal: General Power of Competence applies. N/A for specific legal risks at this stage.

8.2 Financial and Resources: Costs for outstanding items (e.g., blinds, fire doors, mechanical upgrades) pending approval.

8.3 Environmental / Climate: N/A

8.4 Equality & Diversity: Upgrades such as automatic doors and changing places door resizing support improved accessibility.

8.5 Crime and Disorder: N/A

8.6 Health & Safety: Fire strategy and residual risks actively managed. Temporary arrangements planned to ensure safe public access during events.

Action Plan

Action	Responsible Officer	Deadline	Status
Fire Strategy v6 to be issued and reviewed	Stantec / GHA	5 September 2025	Elevated
Podium stone delivery & completion	Speller Metcalfe	11 November 2025	Normal
Fire door installation	Speller Metcalfe	September 2025	Normal
Outstanding mechanical/fire detection works	Speller Metcalfe	5 September 2025	Pending
Dock leveller barriers/signage	Speller Metcalfe	TBC	Pending
Review temporary arrangements & insurance approval	KTC	18 September 2025	Normal

Follow-up

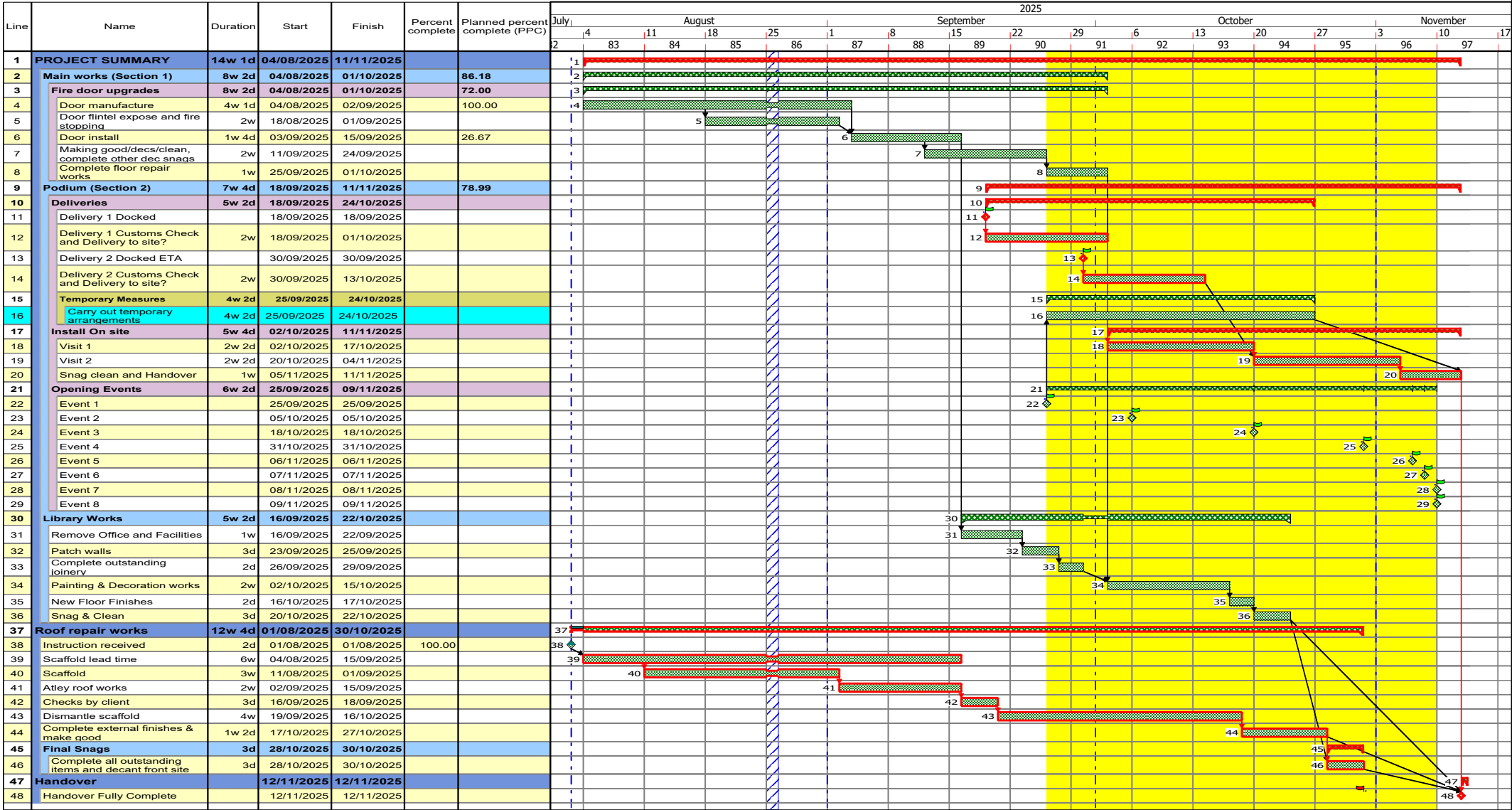
Implementation monitored via monthly contractor meetings. Progress reported back to the Town Hall Committee.

Conclusion and Recommendation(s)

Members are asked to note the contents of this report and approve any additional expenditure required to complete outstanding works (particularly fire doors and mechanical/fire detection works) to meet compliance and programme deadlines.

Appendices

N/A



Milestone Appearances			
◆ Start Milestone			
Revision: CM844 - MAN014		Revision Date: 12/08/2025	
Comment: For Construction			
Prog No CM844 - MAN014		Drawn By RC	Drawn Date
		Program Status	
Date Printed 28/08/2025 : Filename W:\1. Project Folders\2. Construction\CM844 - Kidderminster Town Hall\13.0 Programme\13.2 Target Programme\CM844 MAN015.pp			

Town Hall Committee Report

Subject: Report to the Committee: Proposal for a Dedicated Bank Account for Town Hall Events

Prepared by: Laura Thomas, Events and Business Executive

Purpose of the Report

The purpose of this report is to outline the benefits of establishing a separate bank account specifically for Town Hall Events. This measure will enhance financial transparency, improve operational efficiency, and strengthen relationships with customers and promoters.

1. Background

The Town Hall hosts a variety of events that generate income through ticket sales, venue hire, and associated services. These activities currently feed into the Town Council's main account, which can make it challenging to distinguish and reconcile event-related transactions. This may lead to delays in payment processing and reduced clarity over the financial performance of events.

2. Proposal

It is proposed that a dedicated bank account be established with Barclays Bank exclusively for Town Hall Events. This account would be used for all incoming and outgoing monies related to events.

3. Benefits of a Separate Account

a) Enhanced Transparency and Accountability

- Clear segregation of event-related finances from the Town Council's main funds.
- Simplified reporting and auditing processes, providing greater transparency to the Committee, the Council, and external stakeholders.
- Easier tracking of income and expenditure, enabling more accurate financial forecasting for events.

b) Greater Control over Financial Transactions

- Improved oversight of event-related payments and receipts.
- Reduced risk of errors or misallocation of funds.
- Ability to monitor the profitability and cash flow of events in real-time.

c) Faster and More Efficient Payment Processing

- Direct payments to and from the events account, minimising administrative delays.

- Quicker settlement of invoices to suppliers, promoters, and contractors.
- More responsive handling of customer refunds or other urgent financial matters.

d) Strengthened Relationships with Customers and Promoters

- Prompt and professional payment processing fosters trust and confidence.
- Demonstrates a commitment to efficient and transparent financial management.
- Enhances the reputation of the Town Hall as a well-organised and reliable venue partner.

e) Seamless Transfer of Funds to the Town Council's Main Account

- As the account will be with Barclays, it will allow easy and secure transfers of surplus income to the Town Council's main account.
- Ensures ongoing alignment with the Council's overall financial strategy and compliance requirements.

4. Account Management and Access

Access to the new account will be restricted to designated officers to maintain robust financial controls:

- **Chief Executive / Responsible Finance Officer (RFO)**
- **Town Hall Manager**
- **Business Development Lead**
- **Events and Business Executive**

This access structure balances operational flexibility with appropriate checks and oversight.

5. Conclusion

Setting up a dedicated bank account for Town Hall Events with Barclays will provide the Town Council with improved transparency, control, and efficiency in managing event finances. It will also strengthen relationships with customers and promoters through faster and more reliable financial transactions.

Recommendation:

That the Committee approves the establishment of a separate Barclays bank account for Town Hall Events as outlined in this report.

Kidderminster Town Hall – **Events Report**

Written by Curtis Fudge

September 2025

September will begin with the **Kidderminster College Showcase Event**, offering an opportunity for students to demonstrate their talents and for the community to engage with the next generation of performers.

October 2025

October brings a varied line-up to Kidderminster Town Hall, including:

- **Mathew Horne – In Conversation**
- **Imagine Lennon**
- **From the Jam**

The month is set to combine thought-provoking discussion, high-quality tribute performance, and established live music acts, appealing to a broad audience base.

November 2025

November will be a significant month for Kidderminster Town Hall, with a full programme of events and the official **Launch Weekend** celebrations. Scheduled highlights include:

- **Spot's Birthday Party**
- **An Evening With Amy Dowden**
- **WFDC Over 50's**
- **Ant Middleton – Military Mindset**
- **The Bluebird Belles**
- **Wyre Forest Young Voices / Primary Chords**
- **The Comedy Store**
- **Fun With the Little Ones with Ms Rachel**
- **Kidderminster Choral Society**

- **Leapgate School of Special Needs Christmas Play**
- **An Evening With James O’Brien and Robert Plant**

Launch Weekend (7–9 November)

The official relaunch of Kidderminster Town Hall will be celebrated across three days with a diverse and inclusive schedule:

- **Friday 7 November**
An invitational evening will open the celebrations, featuring speeches from The Mayor and Matt Smith. Live performances from *Blind Lemon* and *Tim Morriss* will follow, with 100 members of the public invited to share in the event alongside dignitaries.
- **Saturday 8 November**
A full public open day will showcase the Town Hall’s newly refurbished infrastructure. From midday to 8pm, the Theatre Room will host choirs, orchestras, a flash mob, and live bands, creating an immersive cultural experience for the community.
- **Sunday 9 November**
Following the Remembrance Parade, *Barkley Square* will perform live music in the Town Hall, with the celebrations concluding in the evening with *Amy Dowden* of *Strictly Come Dancing*.

The weekend will combine civic ceremony, community participation, and headline entertainment, setting the tone for the Town Hall’s future programme.

Programme Aim

Kidderminster Town Hall is committed to delivering a **diverse, inclusive, and accessible programme** that reflects and serves the whole community of the Wyre Forest district. Our events are designed to engage residents of all ages — from **pre-school children to senior citizens** — ensuring that the Town Hall is a cultural and social hub for everyone.

We have also placed emphasis on affordability, working to keep **ticket prices and booking fees as competitive as possible**. This approach supports accessibility and ensures that cost does not become a barrier to participation, while maintaining a high standard of programming and event delivery.

Digital Developments

The new **Kidderminster Town Hall website** is now live and continues to be populated with upcoming events. A total of **108 events** are currently scheduled between **October 2025 and December 2026**, ensuring a consistent and varied offering for the local community and wider region.

In addition, we have expanded our marketing reach by **advertising on the digital billboard at Station Hill**, increasing visibility for our events and strengthening audience engagement across the district.

NLHF update – Heritage Volunteer Coordinator

11/9/25

Historic Silverware

This has been collected from storage and is being cleaned ready for display in the Town Hall.

Podcasts/Heritage week

As part of the National Lottery Heritage Funded Project we have recorded a series of 6 podcast episodes with Gay Hill, Mike Loftus, Kevin Gale, Rose Bishop, Tim Morris and Richard Clarke, they share their reminiscences of the Town Hall as well as talking about the fascinating history of the buildings. The plan is to feature one podcast each day on our social media platforms during heritage week (w/c 15th September) with a summary on day 7. The podcast will then be made available on the website.

Volunteer recruitment

I've started recruitment for volunteer stewards to assist at events starting with the Kidderminster College student led event on 25th September and the 3 live events in October.

Volunteer Tour Guides will lead tours around the Town Hall over the opening weekend in November.

Recruitment to these roles will be ongoing in order to create a bank of volunteers who are available throughout the year.

15/8/25

Publicity

KTH was featured on both BBC Hereford and Worcester radio and BBC Midlands Today. Reference was made to the NLHF funding for restoration of the William Hill organ

Social Media

I have invited people to tell us about their memories via comments of up to 30 words which we will include on a display board. We already have 165 comments. In addition, we plan to offer people the same opportunity once the town hall is open, using a post-box and postcards in situ.

18/7/25

Heritage week 15 – 21 September 2025

I propose we use the week to feature Reminiscences from Kidderminster Town Hall which will be the subject of conversations for the re-recorded podcasts with: Colin Hill, Gay Hill, Mike Loftus, Kevin Gale, Nicky Gale and Rose Bishop. Together with the already completed recordings with Richard Clarke, this will enable us to release one each day during Heritage week on social media platforms. The recordings have been organised for 5th and 6th August at the Town Hall.

During the week I plan to invite people to tell us about their memories via comments of up to 30 words which we can then produce as a type of 'word cloud' on a display board.

Display/Interpretation boards

As well as featuring the winning primary school drawings in a booklet, I suggest we also produce a display board with all the pictures, almost like a collage. This could perhaps go on display in the café area or the entrance together with the 'word cloud' board.

I think it would be good to create a 'selfie' spot somewhere for people to take pics and share on social media. I've seen some with an oversized frame with logo, pics on etc. We could design one(s) which would include the NLHF logo as well as the Town Hall/KTC. They could be situated in 2 or 3 places in the Town Hall as they would be portable. People at events e.g. weddings could also be encouraged to use them.

I have approached Big Print for a quote – the budget for the interpretation boards should easily cover these additional costs as we are planning fewer boards than in the original bid.

9/7/25

Newsletter

The summer issue 2025 was distributed w/c 1/7/25 by email and hard copy following approval by councillors. It was also posted on social media platforms and the Town Hall website together with the audio version.

Podcasts

Following a review of the recorded podcasts it was agreed that they are not of a professional standard suitable for public release. Some of the issues include noticeable coughing and sniffing by the interviewer throughout, recordings starting mid-sentence without any introduction, extended silence or unrelated content at the end, and the absence of the standard text provided to bookend each episode. Our view is that publishing them in their current state would not reflect well on either Kidderminster Town Council or the College and of course the contributors. We do not want to abandon this aspect of the project and so I have invited people to re-record their interviews which will be conducted by myself and will take place at the Town Hall during the summer.

Heritage Open Weekend

We have now agreed that the Town Hall will not be ready for activities and events over the weekend 19 – 21 September 2025. We plan to release the newly recorded podcasts on a daily basis instead during Heritage week in September.

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