KIDDERMINSTER TOWN COUNCIL
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10th October 2025

Members are summoned to attend the meeting of the **FINANCE AND OVERVIEW COMMITTEE** which will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** at **6:00 PM** on **15TH OCTOBER 2025.**

Hugh Peacocke

Chief Executive

Membership: Councillors Steve Hollands (Chair), John Beckingham, Ben Brookes, Liam Carroll, Bernadette Connor, Helen Dyke (Vice Chair), Doug Hine, Fran Oborski, Mary Rayner.

AGENDA

1. **Apologies for absence**

2. **Declarations of interest**
   To receive declarations for 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 receive and approve the minutes of the meeting of Finance and Overview Committee on held on 11th June 2025.

5. **Approval of Accounts (Appendix 2)**
   To receive the cash book reports detailing income (Appendix 2.1) and expenditure (2.2) from 1st June 2025 to 30th September 2025 and to approve payments totalling £1,983,200.72 (including VAT) over that period.

6. **Budget monitoring (Appendix 3)**
   To review the Council's income and expenditure to 30th September 2025 against budgets set for 2024-25.

7. **Bank reconciliations (Appendix 4)**
   To receive the bank reconciliations for June, July, August and September 2025.

8. **Quarterly Vision Action Plan reports (Appendix 5)**
   To receive the Report to 30th September 2025.

9. **Strategic Risk Register (Appendix 6)**
   Quarterly review of the Council's Strategic Risk Register

10. **Local Government reorganisation and Devolution Proposals (Appendix 7)**
    To consider financial arrangements arising from proposed transfers of assets and services from the District Council.

11. **Forward Work Programme (Appendix 8)**
    To note and agree any additions.

12. **Exclusion of the Press and Public**
    The following items will be likely to disclose exempt information relating to contractual arrangements 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.

13. **Supply and Implementation of a Health and Safety System**
    To authorise the appointment of the new provider for the Health and Safety Management platform for Kidderminster Town Council.

14. **Supply and Implementation of a Finance and Accounting programme**
    To approve arrangements for a new finance and Accounting programme for the Town Council.

KIDDERMINSTER TOWN COUNCIL
FINANCE AND OVERVIEW COMMITTEE

Minutes of the meeting held on Monday 4th August 2025 in the Kidderminster Room, Wyre Forest House

Present: Councillors: Steve Hollands (Chair), Liam Carroll, Helen Dyke (Vice Chair), Doug Hine, Fran Oborski, Mary Rayner.

In Attendance: Mr H. Peacocke, Chief Executive Officer

APOLOGIES FOR ABSENCE

Councillors Ben Brookes, John Beckingham, Bernadette Connor,

25. DECLARATIONS OF INTEREST

Cllrs. Carroll, Dyke, Oborski and Rayner declared their interests in item 5 (The Town Hall Transformation Project) on the Agenda, as members of Wyre Forest District Council. Their dispensations in this regard were noted.

26. PUBLIC QUESTION TIME

Nil

27. MINUTES

RESOLVED: That the minutes of the previous meeting held on 7th July 2025 be approved as a true record and signed by the Chair.

28. THE TOWN HALL TRANSFORMATION PROJECT

The CEO advised the meeting that the Committee had resolved on 7th July that the Council approve the arrangements for a short-term loan from Wyre Forest District Council, of up to £1,250,000 towards the completion of the Town Hall Transformation project.

The District Council had now drafted an agreement which had been circulated to Members and which required approval by the Council to finalise the details of the arrangement and to authorise the CEO to sign the agreement on behalf of the Council.

The Committee discussed the requirements set out in the draft Facility Agreement, including the amount of the facility (up to £1,250,000), the purpose of the borrowing, the repayment terms and the conditions precedent.

The CEO told the meeting that the Council was still awaiting approval from the Ministry for Housing, to borrow up to £1.25M to complete the Town Hall Transformation Project. Without this approval, the loan would have to be repaid from the precept. The Committee noted the repayment options and agreed that the preferred option remained a long-term loan from the Public Works Loan Board. It was agreed that the CEO should contact Mr. Mark Garnier, MP and appraise him of the situation.

29. EXCLUSION OF THE PRESS AND PUBLIC

The Committee resolved that the press and public be excluded from the meeting as confidential financial information which would not be in the public interest was likely to be disclosed.

The CEO pointed out that so far this year the Council had spent over £1,500,000 (excluding VAT) on the project. During that time, the Council's reserves had declined from £2,070,000 to £313,898, a reduction of £1,756,102. The Council had reached its minimum reserves level, although further funds were required to finish the transformation project and the podium and to refit the Town Hall for re-opening.

The CEO reported that the Council was looking at further outlays in excess of £800,000 at the moment. Unless the Council received bridging finance ASAP it would not be able to meet its financial obligations.

The draft agreement was for bridging finance up to £1.25M and the Committee was asked to approve a drawdown of £1.2M. The Council would like to limit the borrowing, if at all possible; they may have to draw down the balance in the future, at which stage the Committee would be updated.

The Council is also required to provide evidence to WFDC of spend, etc (which should not prove too difficult).

A meeting of the committee was scheduled for October, when the position can be reviewed.

Resolved:

(a) To approve the entry into, and terms of, and transactions contemplated by, the Facility Agreement and that the Council executes, delivers and performs this agreement;

(b) To Authorise the CEO to execute this agreement on its behalf, to give notices and take all other action in connection with this agreement;

(c) To confirm that entry into this agreement is in the commercial interests of the Council, in order to successfully complete the Town Hall Transformation Project;

(d) To draw down £1,200,000 of the bridging Finance, and

(e) To affix the Council's seal to the facility Agreement.

Meeting closed at 6.35 pm

Signed: __________________ Date: __________________
Chairman

I, Councillor Steve Hollands, chaired the above meeting, and I hereby confirm that the above draft minutes are an accurate record of the proceedings of the meeting and the decisions taken at the meeting.

Signed:__________________________ Date:________________

KTC Cashbook Transactions (Income) 01/06/2025-31/09/2025

Date	Supplier	Description	Net Income	VAT	Total Income
02/06/2025	DCC St Georges	Awaiting information	£25.00	£0.00	£25.00
02/06/2025	Barclays	Interest in premium acc	£3,936.25	£0.00	£3,936.25
03/06/2025	CCLA	Interest	£2,207.29	£0.00	£2,207.29
04/06/2025	LSD Promotion	Inv 10000564 Customer 400138	£833.33	£166.67	£1,000.00
09/06/2025	HMRC	VAT Return	£359,524.96	£0.00	£359,524.96
11/06/2025	LSD Promotion	Inv 10000573 Customer 400138	£833.33	£166.67	£1,000.00
19/06/2025	LSD Promotion	Inv 10000573 Customer 400138	£833.33	£166.67	£1,000.00
24/06/2025	WCC	Lengthsman income	£240.00	£0.00	£240.00
26/06/2025	LSD Promotion	Inv 10000573 Customer 400138	£833.33	£166.67	£1,000.00
02/07/2025	CCLA	Interest	£70.34	£0.00	£70.34
02/07/2025	CCLA	Interest	£2,038.39	£0.00	£2,038.39
03/07/2025	LSD Promotion	Inv 10000573 Customer 400138	£833.33	£166.67	£1,000.00
04/07/2025	CCLA	recall of £250k	£250,000.00	£0.00	£250,000.00
08/07/2025	Cash	Awaiting information	£980.00	£0.00	£980.00
10/07/2025	LSD Promotion	Inv 10000573 Customer 400138	£833.33	£166.67	£1,000.00
17/07/2025	LSD Promotion	Inv 10000573 Customer 400138	£833.33	£166.67	£1,000.00
21/07/2025	National Heritage	Grant Income	£11,202.12	£0.00	£11,202.12
21/07/2025	National Heritage	Grant Income	£5,546.00	£0.00	£5,546.00
30/07/2025	CCLA	recall of £349k	£349,000.00	£0.00	£349,000.00
04/08/2025	CCLA	Interest	£1,263.30	£0.00	£1,263.30
12/08/2025	WCC	Lengthsman income	£180.00	£0.00	£180.00
15/08/2025	WFDC	£800k loan	£800,000.00	£0.00	£800,000.00
27/08/2025	INSURANCE	Storm damage claim	£8,965.65	£0.00	£8,965.65
02/09/2025	Kidderminster Asda	Awaiting information	£100.00	£0.00	£100.00
02/09/2025	CCLA investment	Interest	£3.48	£0.00	£3.48
08/09/2025	Barclays	Interest in premium account	£1,504.22	£0.00	£1,504.22
10/09/2025	WCC	Lengthsman income	£60.00	£0.00	£60.00
11/09/2025	HMRC	VAT Return	£227,202.04	£0.00	£227,202.04
26/09/2025	WFDC	Funding to Support Christmas Light Switch On	£1,000.00	£0.00	£1,000.00
30/09/2025	WFDC	Precept	£612,143.00	£0.00	£612,143.00
		Total	**£2,643,025.35**	**£1,166.69**	**£2,644,192.04**

APPENDIX 2.2

KTC Cashbook Transactions (Expenditure) 01/06/2025-30/09/2025

Date	Supplier	Description	Expenditure excl. VAT	VAT	Total Expenditure
02/06/2025	Fletchers Associates	Personnel & Employment Law Scheme	£250.00	£50.00	£300.00
03/06/2025	Waterplus	Charges for services at Saint Georges Park 09 April 2025 to 09 May 2025	£7.99	£0.00	£7.99
03/06/2025	Waterplus	Public Conveniences, 300 Stourbridge Road, KIDDERMINSTER 14/04/25-14/05/25	£31.78	£3.24	£35.02
03/06/2025	Tesco	Diesel	£88.76	£17.75	£106.51
04/06/2025	Toolstation	Voltage and Continuity Test	£41.66	£8.33	£49.99
04/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
04/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
04/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
04/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
05/06/2025	Openreach	Vicar Street Works	£7,044.82	£1,408.96	£8,453.78
05/06/2025	Go Cardless	Concierge 01/06/25	£189.00	£37.80	£226.80
05/06/2025	Barclays	Charges	£8.50	£0.00	£8.50
05/06/2025	Toolstation	Garden Bubble Insulation, Woven Polybag	£79.64	£15.92	£95.56
06/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
06/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
06/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
06/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
09/06/2025	Toolstation	Woven Polybags	£118.81	£0.00	£118.81
09/06/2025	Toolstation	Rothenberger Multi Purpose 4 way key	£5.57	£1.11	£6.68
09/06/2025	BT	Phone Charges May 25	£37.95	£7.59	£45.54
09/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
09/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£41,666.67	£8,333.33	£50,000.00
09/06/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.18	£16,186.33	£3,237.26	£19,423.59
11/06/2025	O2	Phone Charges	£23.97	£0.00	£23.97

12/06/2025	timbendle	2 day maintenance and cross-cutting	£350.00	£0.00	£350.00
12/06/2025	Twigs	Woodworks	£250.01	£49.99	£300.00
12/06/2025	Bargain Zone	1 Item	£4.47	£0.00	£4.47
12/06/2025	Signtech	6x Correx Signs	£30.00	£6.00	£36.00
12/06/2025	Twigs	Woodworks	£41.67	£8.33	£50.00
12/06/2025	Smith of Derby Ltd	KTC-TOWN HALL CLOCK SERVICE	£364.00	£72.80	£436.80
12/06/2025	Alarm2000	KTC-INSTALL FIRE & INTRUDER ALARM	£1,275.00	£255.00	£1,530.00
12/06/2025	Mann Williams Ltd	KTC-TOWN HALL CIVIL & STRUCTURAL SERVICES RIBA STG.6	£3,508.00	£701.60	£4,209.60
12/06/2025	The Play Inspection	KTC-OUTDOOR POST INSTALL INSPECTION	£375.00	£75.00	£450.00
12/06/2025	Lyreco uk Ltd	KTC-STATIONARY-VARIOUS ITEMS	£63.99	£12.80	£76.79
12/06/2025	FMS Integrated Building Services Ltd	KTC-MARKET ST TOILET REPAIR	£181.24	£36.25	£217.49
12/06/2025	FMS Integrated Building Services Ltd	KTC-MARKET ST TOILET REPAIR	£471.73	£94.35	£566.08
12/06/2025	M & BG Ltd	KTC-INSTALL SENSE GARDEN,LAY MEADOW TURF,TREES,PLANTS	£2,460.00	£492.00	£2,952.00
12/06/2025	M & BG Ltd	KTC-MONTHLY GROUNDS MAINTENANCE-MAY 25	£4,250.00	£850.00	£5,100.00
12/06/2025	W H Darby Ltd T/A Vaughtons	KTC-MAYORESS JEWEL GILT RIBBON	£602.31	£120.46	£722.77
12/06/2025	Perfect Circle JV Ltd	KTC-TOWN HALL,PROFESSIONAL SERVICES	£11,257.74	£2,251.55	£13,509.29
12/06/2025	SLCC Enterprises Ltd	KTC-ASSET & SERVICES TRANSFER	£30.00	£6.00	£36.00
12/06/2025	J T Murrall	KTC-NHLF JOURNEY THROUGH KTH-CONSULT-MAY 2025	£1,280.00	£0.00	£1,280.00
12/06/2025	J & A Tree Service Ltd	KTC-BAXTER GARDENS-CLEAR FALLEN TREE	£600.00	£120.00	£720.00
12/06/2025	M & J Gore Nursery Stock Ltd	KTC-VARIOUS PLANTS	£245.00	£49.00	£294.00
12/06/2025	Denvic Ltd	KTC-BROADWATERS-SUPPLY/FIT FENCING & SIGNAGE	£2,080.00	£416.00	£2,496.00
12/06/2025	NSP	KTC-A4 VINYL PSPO STICKERS,ARTWORK & CARRIAGE	£209.90	£41.98	£251.88
12/06/2025	DP Hine & RC Hine	KTC-MAYORAL ALLOWANCE-1 OF 10	£686.00	£0.00	£686.00

12/06/2025	The best Connection Group Ltd	KTC-CORP.SERVICES OFFICER-END 18/05/25	£757.76	£151.55	£909.31
12/06/2025	The best Connection Group Ltd	KTC-CORP.SERVICES OFFICER-END 25/05/25	£757.76	£151.55	£909.31
12/06/2025	Hutchinson Marketing LTD	KTC-ISSUE 101	£196.40	£39.28	£235.68
13/06/2025	Waterplus	Charges for services at Court Room & Town Hall 07 June 2024 to 01 May 2025	£2,389.46	£0.00	£2,389.46
13/06/2025	Signtech	Door graphics and wall prints	£312.50	£62.50	£375.00
13/06/2025	Halford	Various Items	£21.70	£4.35	£26.05
13/06/2025	Signtech	6x Correx Signs	£30.00	£6.00	£36.00
16/06/2025	City Cobbler	Engraving	£10.00	£0.00	£10.00
17/06/2025	Eon	Supply at Horsefair Clock 1st May 2025 - 31st May 2025	£26.82	£1.34	£28.16
18/06/2025	B&Q	Allweather combi pad	£25.00	£0.00	£25.00
19/06/2025	Waterplus	services at New Public Toilet Block, Market Street,04/05/25-04/06/25	£513.62	£0.00	£513.62
19/06/2025	Stage Right Theatre Consultants Ltd	KTC-CONSULT OF THEATRE DESIGN-STG.5&6,MAY 25	£797.15	£159.43	£956.58
19/06/2025	Hoare Lea LLP	KTC-CONSULT FOR ACOUSTICS	£780.00	£156.00	£936.00
19/06/2025	Stephen Bellion	KTC-REPAIRS TO TOWN HALL ORGAN	£3,865.00	£773.00	£4,638.00
19/06/2025	Wicksteed Leisure Limited	KTC-BROADWATERS PARK,PLAY EQUIPMENT	£25,704.05	£5,140.81	£30,844.86
19/06/2025	Claire Darby	KTC-CONSULT FEE OCT 24-APR.25 FOR TOWN HALL RE-OPENING EVENT,19TH-21ST SEPT 25	£600.00	£0.00	£600.00
20/06/2025	EON	supply at Landlord WaterfallSupply Comberton Hill 01/05/25-31/05/25	£44.50	£2.22	£46.72
20/06/2025	EON	supply at Clock Tower Oxford 01/05/25-31/05/25	£19.56	£0.98	£20.54
20/06/2025	EON	supply at Sports Pitch Lighting Wyre Forest 01/05/25-31/05/25	£41.59	£2.08	£43.67
20/06/2025	EON	the supply at Public Toilet Market 1st May 2025 - 31st May 2025	£92.57	£4.63	£97.20
20/06/2025	EON	supply at Toilets Stourbridge Road Kidderminster 01/05/25-31/05/25	£68.18	£3.41	£71.59

20/06/2025	Lime Leasing	HV24THF - Ford Ranger Tremor Auto 4WD	£392.00	£78.40	£470.40
20/06/2025	SLCC Enterprises Ltd	Membership Fee: Hugh Peacocke	£480.00	£0.00	£480.00
20/06/2025	Iceland	Awaiting information	£25.45	£0.00	£25.45
20/06/2025	John Beard	KEY	£3.50	£0.00	£3.50
20/06/2025	Kidderminster Library	items	£0.60	£0.00	£0.60
20/06/2025	M&S	Biscuits	£4.60	£0.00	£4.60
23/06/2025	Ruby Electricity	Unit 2 Forest Industrial Park 13/05/25-13/06/25	£57.81	£2.89	£60.70
23/06/2025	SNP Superstore	items	£4.49	£0.00	£4.49
24/06/2025	spitfire	Service Charges	£66.05	£13.21	£79.26
24/06/2025	Waterplus	Charges for services at Saint Georges Park 09 May 2025 to 09 June 2025	£8.26	£0.00	£8.26
24/06/2025	the range	Ribbon	£4.99	£0.00	£4.99
25/06/2025	Enterprise	Hire of LC24 YHJ 15/05/25-17/05/25	£88.14	£17.63	£105.77
26/06/2025	Go Cardless	Wordpress Hosting 22/06/25	£20.00	£4.00	£24.00
26/06/2025	Waterplus	Charges for services at Court Room & Town Hall 01 June 2025 to 16 June 2025	£120.92	£0.00	£120.92
26/06/2025	Waterplus	Charges for services at Housing Aid 01 April 2024 to 07 June 2024	£374.83	£41.61	£416.44
26/06/2025	Netti Incorporating Pixel Design	KTC-KTH WORDPRESS HOSTING	£20.00	£4.00	£24.00
26/06/2025	Netti Incorporating Pixel Design	KTC-TOWN HALL ESSENTIAL CARE	£30.00	£6.00	£36.00
26/06/2025	Tudor (uk) Ltd T/A Tudor Environmental	KTC-HAZARDOUS CABINET & STRIMMERSAFE RACK	£1,692.00	£338.40	£2,030.40
26/06/2025	Tudor (uk) Ltd T/A Tudor Environmental	KTC-COMBI SCARIFIER	£332.66	£66.53	£399.19
26/06/2025	Peter Spencer (Cawston) Ltd	KTC-REPAIRS TO ORGAN	£950.00	£190.00	£1,140.00
26/06/2025	FMG Consulting Ltd	KTC-PROJECT DELIVERYFEES FOR MAY 2025	£4,813.90	£962.78	£5,776.68
26/06/2025	J T Murrall	KTC-NHLF-JOURNEY THROUGH KTH-LOTTERY CONSULT,JUNE 25	£1,280.00	£0.00	£1,280.00
26/06/2025	Naturavolt Limited	KTC-BROADWATERS MILL PARK WEED CONTROL	£1,500.00	£300.00	£1,800.00

26/06/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER	£604.16	£120.83	£724.99
27/06/2025	Everflow	Awaiting information	£2,596.87	£0.00	£2,596.87
01/07/2025	WFDC	Rent of WFDC Offices 24/06/25-30/06/25	£262.63	£52.53	£315.16
01/07/2025	Fletchers Associates	Personnel & Employment Law Scheme	£250.00	£50.00	£300.00
01/07/2025	Curtis Fudge	KTC Advanced Payment	£1,200.00	£0.00	£1,200.00
03/07/2025	Amazon	Awaiting information	£19.98	£0.00	£19.98
03/07/2025	Watkins & Watson Ltd	KTC-ORGAN BLOWER & HUMIDIFIER ANNUAL SERVICE AGREEMENT-11/06/25	£279.78	£55.96	£335.74
03/07/2025	Miriam Cunliffe	KTC-MAYOR'S SUNDAY PICTURES	£100.00	£0.00	£100.00
03/07/2025	W H Darby Ltd T/A Vaughtons	KTC-PAST MAYOR JEWEL GILT RIBBON	£593.15	£118.63	£711.78
03/07/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER-W/E 08/06/25	£757.76	£151.55	£909.31
03/07/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER-W/E 15/06/25	£757.76	£151.55	£909.31
04/07/2025	Go Cardless	Concierge 01/07/2025	£189.00	£37.80	£226.80
07/07/2025	Barclays	Charges	£9.70	£0.00	£9.70
08/07/2025	BT	Charges 01/06/25-30/06/25	£37.95	£7.59	£45.54
08/07/2025	Uber	Trip	£5.02	£0.00	£5.02
08/07/2025	Speller Metcalfe	KTC-VALUATION OF WORKS,CERT NO.19	£41,666.67	£8,333.33	£50,000.00
08/07/2025	Speller Metcalfe	KTC-VALUATION OF WORKS,CERT NO.19	£41,666.67	£8,333.33	£50,000.00
08/07/2025	Speller Metcalfe	KTC-VALUATION OF WORKS,CERT NO.19	£41,666.67	£8,333.33	£50,000.00
08/07/2025	Speller Metcalfe	KTC-VALUATION OF WORKS,CERT NO.19	£41,666.67	£8,333.33	£50,000.00
09/07/2025	Speller Metcalfe	KTC-VALUATION OF WORKS,CERT NO.19	£41,556.33	£8,311.27	£49,867.60
10/07/2025	John Beard	Various Items	£108.68	£21.73	£130.41
10/07/2025	John Beard	Various Items	£154.15	£30.83	£184.98
10/07/2025	John Beard	cable rolls and rolls tape	£35.05	£7.01	£42.06
10/07/2025	Alfabet Corporatewear Ltd	KTC-DARK GREEN POLOS	£80.55	£16.11	£96.66
10/07/2025	Miriam Cunliffe	KTC-ARMED FORCES DAY FLAG FLYING PICTURES	£100.00	£0.00	£100.00
10/07/2025	J & A Tree Service Ltd	KTC-BROADWATERS-FELL ALDER TREE	£450.00	£90.00	£540.00
10/07/2025	DP Hine & RC Hine	KTC-MAYORAL ALLOWANCE-JULY 2025	£686.00	£0.00	£686.00

10/07/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER-W/E 1530574	£460.80	£92.16	£552.96
14/07/2025	B&Q	FAN BLADE	£125.00	£25.00	£150.00
14/07/2025	O2	town clerk mobile phone charges	£23.97		£23.97
15/07/2025	Halford	T/Wax Car wash & TWX Odor Sice	£14.16	£2.83	£16.99
15/07/2025	Toolstation	x-Board Recyclable Surface Protection	£31.65	£6.33	£37.98
16/07/2025	Waterplus	Awaiting information	£2,276.57	£0.00	£2,276.57
17/07/2025	Glenn Howells Architects Ltd	KTC-TOWN HALL ARCHITECTURAL SERVICES 5&6	£19,736.36	£3,947.27	£23,683.63
17/07/2025	Stage Right Theatre Consultants Ltd	KTC-CONSULT FOR THEATRE DESIGN-JUNE 25	£797.15	£159.43	£956.58
17/07/2025	Perfect Circle JV Ltd	KTC-TOWN HALL SERVICES	£9,802.99	£1,960.60	£11,763.59
17/07/2025	Morris, Bufton & Co Ltd	KTC-IFOR WILLIAMS UNBRAKED TRAILER	£1,944.00	£388.80	£2,332.80
17/07/2025	Claire Darby	KTC-CONSULT FOR PREP.OF RE-OPENING EVENT-APR-JULY 25	£300.00	£0.00	£300.00
18/07/2025	Eon	18/07/25 Horsefair Clock June 25	£24.93	£1.25	£26.18
21/07/2025	Lime Leasing	HV24THF - Ford Ranger Tremor Auto 4WD	£392.00	£78.40	£470.40
21/07/2025	Waterplus	Charges for services at New Public Toilet Block, Market Street,	£538.30	£0.00	£538.30
22/07/2025	Eon	Supply at Toilets Stourbridge Rd June 25	£64.88	£3.24	£68.12
22/07/2025	Eon	Supply at Clock Tower June 25	£18.89	£0.94	£19.83
22/07/2025	Eon	Supply at Sports Pitch St Georges Park June 25	£39.72	£1.99	£41.71
22/07/2025	Eon	Supply at Public Toilet Market St June 25	£87.76	£4.39	£92.15
22/07/2025	Eon	Eon 22/07/2025 Supply at landlord water supply comberton hill	£42.47	£2.12	£44.59
22/07/2025	Ruby Electricity	Awaiting information	£61.32	£0.00	£61.32
22/07/2025	Sainsburys	Fuel	£96.26	£19.25	£115.51
22/07/2025	B&Q	Mini Mount and plastic pedal	£26.22	£0.00	£26.22
22/07/2025	Trello Atlassian	Awaiting information	£110.42	£0.00	£110.42
24/07/2025	Waterplus	Charges for services at Saint Georges Park 09/06/25-09/07/25	£13.45	£0.00	£13.45
24/07/2025	Everflow	Awaiting information	£1,319.73	£0.00	£1,319.73
24/07/2025	WFDC	Application for new premises licence- Vicar St	£190.00	£0.00	£190.00

24/07/2025	Netti Incorporating Pixel Design	KTC-WORDPRESS HOSTING	£20.00	£4.00	£24.00
24/07/2025	Netti Incorporating Pixel Design	KTC-TOWN HALL ESSENTIAL CARE	£30.00	£6.00	£36.00
24/07/2025	Artelia Projects UK Ltd	KTC-CM SERVICES-APR 2025	£5,314.00	£1,062.80	£6,376.80
24/07/2025	Artelia Projects UK Ltd	KTC-CM SERVICES-MAY 2025	£388.00	£77.60	£465.60
24/07/2025	Glenn Howells Architects Ltd	KTC-TOWN HALL ARCHITECTURAL SERVICES MAY	£16,195.24	£3,239.05	£19,434.29
24/07/2025	FMG Consulting Ltd	KTC-PROFESSIONAL FEES JUNE 2025	£3,767.30	£753.46	£4,520.76
24/07/2025	J & A Tree Service Ltd	KTC-BROADWATERS-EMERGENCY WORK	£750.00	£150.00	£900.00
24/07/2025	Wicksteed Leisure Limited	KTC-SWING WITH CRADLE SEAT	£1,201.56	£240.31	£1,441.87
24/07/2025	Aston Management.	KTC-DEPOSIT FOR SWEET LIKE SABRINA TRIBUTE	£435.00	£87.00	£522.00
25/07/2025	New Heights Installation	50% deposit of total amounts for works in the corn exchange	£4,775.00	£0.00	£4,775.00
25/07/2025	spitfire	Service Charges	£66.05	£13.21	£79.26
25/07/2025	Go Cardless	KTC Website Hosting 22/07/25	£20.00	£4.00	£24.00
25/07/2025	Enterprise	Hire of BL25EHY 04/06/25-06/06/25	£170.88	£34.18	£205.06
28/07/2025	Biffa	waste collection	£51.72	£0.00	£51.72
29/07/2025	Waterplus	Charges for Services 300 Stourbridge Rd 14/06/25-14/07/25	£27.56	£2.69	£30.25
29/07/2025	Waterplus	Charges for services at Housing Aid- Town Hall 01/07/25-14/07/25	£88.63	£0.00	£88.63
29/07/2025	newsquest	Ad in The Shuttle & Public Notice Online	£400.68	£80.14	£480.82
31/07/2025	Schindler Limited	KTC-TOWN HALL LIFT ALTERATION	£70.75	£14.15	£84.90
31/07/2025	Tudor (uk) Ltd T/A Tudor Environmental	KTC-PAPER TOWELS,TOILET PAPER	£124.18	£24.83	£149.01
31/07/2025	Tudor (uk) Ltd T/A Tudor Environmental	KTC-TREE GANG PPE CLOTHING	£378.80	£28.46	£407.26
31/07/2025	Thomas Fattorini Ltd	KTC-NAME BADGES X6 N& CARRIAGE	£66.90	£13.38	£80.28
31/07/2025	PI Digital Ltd	KTC-INSPECTION APP LICENCE	£2,585.00	£517.00	£3,102.00

31/07/2025	Stephen Carrigan	KTC-TOWN HALL RE-OPENING-TECHNICAL & LIGHTING SUPPLY	£3,309.24	£661.85	£3,971.09
31/07/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS CERT.NO.20	£41,666.67	£8,333.33	£50,000.00
31/07/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS CERT.NO.20	£32,918.26	£6,583.65	£39,501.91
01/08/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS CERT.NO.20	£41,666.67	£8,333.33	£50,000.00
01/08/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS CERT.NO.20	£41,666.67	£8,333.33	£50,000.00
01/08/2025	uber	trip	£5.03	£0.00	£5.03
01/08/2025	Fletchers Associates	HR support	£250.00	£50.00	£300.00
04/08/2025	Barclays	Charges	£9.70	£0.00	£9.70
04/08/2025	Indeed	Awaiting information	£24.00	£0.00	£24.00
04/08/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS CERT.NO.20	£41,666.67	£8,333.33	£50,000.00
04/08/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS CERT.NO.20	£41,666.67	£8,333.33	£50,000.00
05/08/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS CERT.NO.20	£41,666.67	£8,333.33	£50,000.00
06/08/2025	Go Cardless	Concierge 01/08/2025	£189.00	£37.80	£226.80
06/08/2025	Sum up	Awaiting information	£10.00	£0.00	£10.00
07/08/2025	BT	Phone Charges July 25	£37.95	£7.59	£45.54
07/08/2025	John Beard	items	£3.50	£0.00	£3.50
07/08/2025	Stantec Hydrock Limited.	KTC-TOWN HALL M&E SUPPORT STG.8-APRIL 25	£1,228.00	£245.60	£1,473.60
07/08/2025	J T Murrall	KTC-NHLF-A JOURNEY THROUGH KTH-JULY 25	£1,280.00	£0.00	£1,280.00
07/08/2025	JDH Business Services Ltd	KTC-2024/25 YEAR END INTERNAL AUDIT FEES	£625.00	£125.00	£750.00
07/08/2025	Champions The speakers Agency	KTC-TOWN HALL IBIZA SYMPHONY-MARCH 2026	£5,050.00	£1,010.00	£6,060.00
07/08/2025	AGMP Artists Ltd	KTC-THE JAM PERFORMANCE-31/10/25	£2,187.50	£437.50	£2,625.00
07/08/2025	AGMP Artists Ltd	KTC-THE SPECIALS LTD PERFORMANCE-21/01/26	£687.50	£137.50	£825.00
07/08/2025	United Agents	KTC-IN CONVERSATION WITH MATHEW HORNE	£3,500.00	£700.00	£4,200.00

07/08/2025	Flagpole Express Ltd	KTC-5M FLAGPOLE & CARRIAGE	£420.00	£84.00	£504.00
07/08/2025	Entertainers	KTC-ABBA MERRY CHRISTMAS-21/12/25	£1,500.00	£300.00	£1,800.00
07/08/2025	Entertainers	KTC-COUNTRY ROADS-13/12/25	£2,125.00	£425.00	£2,550.00
07/08/2025	Entertainers	KTC-MAKINGS OF A MURDERER-08/10/26	£1,062.50	£212.50	£1,275.00
08/08/2025	mipermit	07/08/25-06/02/26 Season Ticket for AT04DAN	£333.33	£66.67	£400.00
08/08/2025	mipermit	07/08/25-06/02/26 Season Ticket for N325SPF	£333.33	£66.67	£400.00
08/08/2025	uber	trip	£6.91	£0.00	£6.91
08/08/2025	uber	trip	£7.98	£0.00	£7.98
11/08/2025	uber	trip	£5.99	£0.00	£5.99
11/08/2025	Tesco	fuel	£50.00	£10.00	£60.00
11/08/2025	o2	town clerk mobile phone charges	£23.97	£0.00	£23.97
12/08/2025	Amazon	Flags	£37.86	£7.57	£45.43
12/08/2025	Perfect Circle JV Ltd	Profesional Services	£12,470.87	£2,494.18	£14,965.05
12/08/2025	efiresafety	Fire Risk Assessment	£200.00	£0.00	£200.00
15/08/2025	British Gas	Awaiting information	£729.98	£0.00	£729.98
18/08/2025	timpson	Cylinder and Mort Keys	£108.00	£0.00	£108.00
18/08/2025	British Gas	Awaiting information	£2,518.42	£0.00	£2,518.42
19/08/2025	Waterplus	Charges for services at New Public Toilet Block, Market Street 04/07/25-04/08/25	£585.38	£0.00	£585.38
19/08/2025	Eon	Supply at Horsefair Clock July 25	£25.77	£1.29	£27.06
19/08/2025	Amazon	A3 Laminating Pounches & Laminator Machine	£41.67	£8.35	£50.02
21/08/2025	Lime Leasing	HV24THF - Ford Ranger Tremor Auto 4WD	£392.00	£78.40	£470.40
21/08/2025	Netti Incorporating Pixel Design	Town Hall - Essential Care - 15/08/25	£30.00	£6.00	£36.00
21/08/2025	Stephen Carrigan T/A Load Street Studios	Town Hall Technical Installation	£5,341.40	£1,068.28	£6,409.68
21/08/2025	RS Taylor Service Ltd	Broadwaters Park - August 2025 - Install New Wooden Trip Rail	£4,597.00	£919.40	£5,516.40
21/08/2025	M & BG Ltd	Kidderminster Town Council Additional Labour 30/05/25	£1,100.00	£220.00	£1,320.00
21/08/2025	M & BG Ltd	Monthly Ground Maintenance for June 2025	£4,250.00	£850.00	£5,100.00

21/08/2025	Perfect Circle JV Ltd	Professional Services - Project Manager and Uplift Fees	£4,517.35	£903.47	£5,420.82
21/08/2025	J T Murrall	Heritage Lottery Co-ordinator Consultancy for August 2025	£1,280.00	£0.00	£1,280.00
21/08/2025	Gallagher Insurance	HSB Engineering Insurance Limited 03/06/25 - 29/09/25	£938.06	£0.00	£938.06
21/08/2025	Gallagher Insurance	JCT Liability 16/05/25 - 20/06/25	£691.10	£0.00	£691.10
21/08/2025	Gallagher Insurance	HSB Engineering Insurance Limited 16/05/25 - 20/06/25	£2,923.20	£0.00	£2,923.20
21/08/2025	MGAC LLP	KidderminsterTown Hall Transformation Project - Principal Designer Services	£576.51	£115.30	£691.81
21/08/2025	The best Connection Group Ltd	Corporate Services Officer - Liam Patey	£757.76	£151.55	£909.31
22/08/2025	Eon	Supply at Clock Tower Oxford St July 2025	£19.49	£0.97	£20.46
22/08/2025	Eon	Supply at Landlord Waterfall Supply Comberton Hill	£43.55	£2.18	£45.73
22/08/2025	Eon	Supply at Toilets Stourbridge Road Kidderminster July 2025	£66.41	£3.32	£69.73
22/08/2025	Eon	Suppl y at Sports Pitch Lighting St Georges Park July 25	£40.75	£2.04	£42.79
22/08/2025	Eon	Supply at Public Toilet Market St July 25	£89.66	£4.48	£94.14
22/08/2025	Ruby Electricity	Awaiting information	£56.77	£0.00	£56.77
22/08/2025	Spitfire	Service Charges	£66.05	£13.21	£79.26
22/08/2025	k Bassam Jeweller	Repair to badge section with brooch pin	£50.00	£0.00	£50.00
26/08/2025	B&Q	Vileda Turbo Smart	£25.00	£5.00	£30.00
26/08/2025	Halfords	Various Items	£56.85	£11.37	£68.22
26/08/2025	Waterplus	Charges for services at Saint Georges ParK 09/07/25-09/08/2025	£19.18	£0.00	£19.18
26/08/2025	Biffa	Trade Waste Services 26/07/25-22/08/25	£31.76	£6.35	£38.11
26/08/2025	Everflow	16/09/25-15/10/25 DY10 1DB	£1,480.10	£0.00	£1,480.10
26/08/2025	Gallagher Insurance	Premium & Insurance Tax Premium	£25,918.39	£0.00	£25,918.39
27/08/2025	City Cobbler	Repair	£25.00	£0.00	£25.00
28/08/2025	Go Cardless	KTC Website Hosting	£20.00	£4.00	£24.00
28/08/2025	Enterprise	27/06/25 CAR HIRE YC73HBL	£51.41	£10.28	£61.69

28/08/2025	M& BG Ltd	Monthly Ground Maintenance for Month of July 2025	£4,250.00	£850.00	£5,100.00
28/08/2025	WFDC	KTC Stoppin Up legal Fee	£30.00	£0.00	£30.00
29/08/2025	New Heights Installation	50% on completion for works carried out in the corn exchange and extra skips	£6,145.00	£0.00	£6,145.00
29/08/2025	Waterplus	Charges for services at Public Conveniences, 300 Stourbridge Road 14/07/25-14/08/25	£19.76	£1.65	£21.41
29/08/2025	Tesco	Fuel	£115.51	£0.00	£115.51
29/08/2025	Screwfix	Stanley Adjustable Wrench	£13.45	£2.69	£16.14
29/08/2025	the range	Various Items	£18.16	£3.66	£21.82
01/09/2025	Argos	Awaiting information	£61.97	£0.00	£61.97
01/09/2025	Morrisons	Various cakes	£48.29	£0.00	£48.29
01/09/2025	Indeed	Awaiting information	£500.22	£0.00	£500.22
01/09/2025	Fletchers Associates	HR Support	£550.00	£50.00	£600.00
02/09/2025	Indeed	Awaiting information	£120.00	£0.00	£120.00
03/09/2025	Kidderminster Online	Awaiting information	£34.00	£0.00	£34.00
03/09/2025	WM Employers	Jobs - Civic Community and events manager	£245.00	£49.00	£294.00
03/09/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.21	£41,666.67	£8,333.33	£50,000.00
03/09/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.21	£41,666.67	£8,333.33	£50,000.00
03/09/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.21	£41,666.67	£8,333.33	£50,000.00
03/09/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT.NO.21	£27,653.57	£5,530.71	£33,184.28
03/09/2025	Indeed	Awaiting information	£33.19	£0.00	£33.19
04/09/2025	Netti Incorporating Pixel Design	Concierge 01/09/2025	£189.00	£37.80	£226.80
04/09/2025	Netti Incorporating Pixel Design	KTC-WORDPRESS HOSTING	£20.00	£4.00	£24.00
04/09/2025	Glenn Howells Architects Ltd	KTC-ARCHITECT SERVICES & FIRE DOOR-JULY 25	£13,161.32	£2,632.26	£15,793.58
04/09/2025	The Play Inspection Company	3 Outdoor Annual Inspection	£405.00	£81.00	£486.00
04/09/2025	Stephen Day (Town Crier)	KTC-TOWN CRIER DUTIES	£500.00	£0.00	£500.00
04/09/2025	Stephen Day (Town Crier)	KTC-RE-IMBURSEMENT FOR AHGTC MEMBERSHIP 25/26	£30.00	£0.00	£30.00

04/09/2025	DP Hine & RC Hine	KTC-MAYORAL ALLOWANCE-AUG 2025	£686.00	£0.00	£686.00
04/09/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER	£757.76	£151.55	£909.31
04/09/2025	Ron Smith and Co Ltd	Equipment Purchase and Repair - ABK4200A bagger for the Ego ZT4200E-L	£265.83	£53.17	£319.00
04/09/2025	Shred Station Ltd	KTC CONFIDENTIAL WASTE COLLECTION	£84.00	£16.80	£100.80
04/09/2025	Shred Station Ltd	Kidderminster Town Council - Cabinet (Beech) Paper and Carbon Neutral Charge	£42.00	£8.40	£50.40
04/09/2025	Purity Cleaning Services	KTC-TOWN HALL CLEANING	£910.00	£0.00	£910.00
04/09/2025	Purity Cleaning Services	KTC - Office Clean Town Hall 01/08/25 - 29/08/25	£800.00	£0.00	£800.00
04/09/2025	Champions The speakers Agency	KTC-BOOKING FEE FOR SPEAKERS-2026	£11,825.00	£2,365.00	£14,190.00
04/09/2025	MAS Seeds Ltd Meadowmania	Seeds - Yellow Rattle, Wildflower Plug, Native British General	£309.57	£61.92	£371.49
04/09/2025	Efire Safety Ltd	KTC-FIRE RISK ASSESSMENT AT TOWN HALL	£785.00	£0.00	£785.00
04/09/2025	Purity Cleaning Services	KTC-TOWN HALL CLEANING-26TH,27TH & 30TH JUNE 25	£95.00	£0.00	£95.00
05/09/2025	Enviroscreen Systems	Stage Curtains, curtain rack, heavy duty swivel arms	£18,232.67	£3,646.53	£21,879.20
05/09/2025	WFDC	May Salaries 2025	£31,525.80	£33.60	£31,559.40
05/09/2025	WFDC	June Salaries 2025	£31,471.86	£25.20	£31,497.06
05/09/2025	Barclays	Charges	£8.59	£0.00	£8.59
08/09/2025	BT	Charges for July	£37.95	£7.59	£45.54
11/09/2025	o2	town clerk mobile phone charges	£23.97	£0.00	£23.97
11/09/2025	British Gas	Awaiting information	£332.24	£0.00	£332.24
11/09/2025	Smith of Derby Ltd	Kidderminster - Pillar Clock Horsefair Service Visit 28/05/25	£294.00	£58.80	£352.80
11/09/2025	RS Taylor Service Ltd	Repairs to the Slabbed Area	£750.00	£150.00	£900.00
11/09/2025	Artelia Projects UK Ltd	Cost Management Services - August 2025	£6,202.00	£1,240.40	£7,442.40
11/09/2025	Glenn Howells Architects Ltd	DCR21 Prolongation Fees - August 2025	£1,440.00	£288.00	£1,728.00
11/09/2025	Npower Commercial Gas Ltd	Kidderminster Town Hall - 01/07/25 - 31/07/25	£563.51	£28.18	£591.69

11/09/2025	Lyreco uk Ltd	Stationery - Paper, Pens (Blue and Black), Manilla and Notebooks	£53.95	£10.79	£64.74
11/09/2025	M & BG Ltd	Monthly Ground Maintenance - August 2025	£4,250.00	£850.00	£5,100.00
11/09/2025	Perfect Circle JV Ltd	Kidderminster Town Hall - Professional Services 5290	£4,517.34	£903.47	£5,420.81
11/09/2025	DP Hine & RC Hine	September 2025 Instalment (4 of 10) of Mayor Allowance	£686.00	£0.00	£686.00
11/09/2025	The best Connection Group Ltd	Agency Staff - L Patey Corporate Services Officer	£757.76	£151.55	£909.31
11/09/2025	Cloudy IT	Systems Costs - Cloudy Group	£25,750.00	£5,150.00	£30,900.00
12/09/2025	FDMS	Awaiting information	£4.94	£0.00	£4.94
12/09/2025	FDMS	Awaiting information	£4.80	£0.00	£4.80
12/09/2025	Amazon	Mousemats	£12.39	£2.50	£14.89
16/09/2025	Marketplace Mercha	Awaiting information	£3.60	£0.00	£3.60
16/09/2025	E.On Next Ltd	Supply at Horsefair Clock August 25	£26.84	£1.34	£28.18
16/09/2025	Uber	trip	£6.98	£0.00	£6.98
16/09/2025	Uber	Transportation Service Fare 15/09/2025	£7.97	£0.00	£7.97
16/09/2025	Bitly.com	Core plan 16/09/25-15/09/26	£91.10	£0.00	£91.10
16/09/2025	Evac+Chair International Ltd	Maintenance contract - 1st Chair and additional chairs	£250.00	£50.00	£300.00
16/09/2025	DAE Energy Solutions Ltd	Kidderminster Town Hall – WEB Page Graphics	£1,384.00	£276.80	£1,660.80
17/09/2025	British Gas	Awaiting information	£2,572.99	£0.00	£2,572.99
17/09/2025	British Gas	Awaiting information	£25.67	£0.00	£25.67
17/09/2025	BS Fixings	Sign Fixing Clamps & Shipping	£48.99	£9.80	£58.79
18/09/2025	Cartridgepeople.co.uk	Cartridge	£44.91	£8.98	£53.89
18/09/2025	Netti Incorporating Pixel Design	Town Hall - Essential Care Plan	£30.00	£6.00	£36.00
18/09/2025	Netti Incorporating Pixel Design	Wordpress Hosting	£20.00	£4.00	£24.00
18/09/2025	WFDC	KTC - SLA Q1	£35,380.95	£7,076.20	£42,457.15
18/09/2025	Fairmount Painters Ltd	Town Hall Mayors Room	£1,482.00	£296.40	£1,778.40
18/09/2025	Fairmount Painters Ltd	Town Hall - Corn Exchange	£8,126.00	£1,625.20	£9,751.20

18/09/2025	Stephen Carrigan T/A Load Street Studios	Town Hall Technical Installation - 4 Staff Day Rate and Lights Programming	£7,700.00	£1,540.00	£9,240.00
18/09/2025	Tudor (uk) Ltd T/A Tudor Environmental	10 Tudor Contractor Litter Picker	£68.70	£13.74	£82.44
18/09/2025	Alfabet Corporatewear Ltd	2 Dark Green Polo Shirts, 2 Green Jackets and Embroidery Logo	£192.30	£38.46	£230.76
18/09/2025	Drakon Heritage and Conservation LLP	Final Payment - Conservation NHLF Project	£1,742.25	£348.45	£2,090.70
18/09/2025	Nationwide Bark & Play Surfacing LLP	PB28, Hardwood Play Chips - 2m cubed bulk bag	£220.83	£44.16	£264.99
18/09/2025	J T Murrall	NHLF - A Journey Through KTH Heritage ottery Co-ordinator Consultancy for September 2025	£1,280.00	£0.00	£1,280.00
18/09/2025	Nina Price	4/6 Payment for evaluation consultancy fee - A journey through Kidderminster's Town Hall. Heritage Lottery Fund	£1,055.50	£0.00	£1,055.50
18/09/2025	The best Connection Group Ltd	Corporate Services Officer - Liam Patey - 32 hours	£604.16	£120.83	£724.99
18/09/2025	Cloudy IT	USB-C Dock Display with 65W Charging, Display Port, USB (2), 2W Speakers, Adjustable Stand and 5yr Warranty, Pstage	£3,913.40	£782.68	£4,696.08
19/09/2025	Waterplus	Charges for services at New Public Toilet Block, Market Street 04/08/25-04/09/25	£914.29	£0.00	£914.29
19/09/2025	Lime Leasing	vehicle hire- awaiting VAT invoice	£470.40	£0.00	£470.40
19/09/2025	Amazon	Cables	£52.12	£11.04	£63.16
19/09/2025	B&Q	Various Items	£40.01	£8.00	£48.01
19/09/2025	Cash Withdrawal	Awaiting information	£50.00	£0.00	£50.00
22/09/2025	Biff Waste Services	TRADE WASTE SERVICE FOR PERIOD 23/08/25 TO 26/09/25	£39.70	£7.94	£47.64
22/09/2025	Ruby Electricity	Electricity Charges 13/08/25-13/09/25	£55.24	£2.76	£58.00
22/09/2025	Ben Simpson Furniture Ltd	ST_60_80Me x 6 and ST_80_200_Me x 3	£2,805.00	£561.00	£3,366.00
23/09/2025	Eon	Landlord Waterfall Supply August 25	£42.37	£2.12	£44.49

23/09/2025	Eon	Supply Public Toilets Market St August 25	£86.05	£4.30	£90.35
23/09/2025	Eon	Supply at Toilets Stourbridge Road August 2025	£64.21	£3.21	£67.42
23/09/2025	Eon	Supply at Sports Pitch Lighting August 25	£39.70	£1.98	£41.68
23/09/2025	Eon	Supply at Clock Tower Oxford Street August 25	£19.39	£0.97	£20.36
23/09/2025	Amazon	Number stickers	£55.22	£11.52	£66.74
23/09/2025	Cult Furniture	Various furniture items	£9,335.80	£444.15	£9,779.95
23/09/2025	That Home Shop	Refunded 01.10.25	£1,098.97	£0.00	£1,098.97
24/09/2025	Everflow ltd	Charges for Public Conveniences Vicar St 16/10/25-15/11/25	£1,529.44	£0.00	£1,529.44
24/09/2025	Spitfire	Service Charges	£66.05	£13.21	£79.26
24/09/2025	Waterplus	Charges for services at Saint Georges Park 09/08/25-09/09/25	£7.27	£0.00	£7.27
24/09/2025	Amazon	Awaiting information	£107.98	£0.00	£107.98
24/09/2025	Amazon	Fire Marshall Hi Viz	£45.84	£9.20	£55.04
24/09/2025	Uber	trip	£8.66	£0.00	£8.66
24/09/2025	B&Q	various items	£4.04	£0.81	£4.85
25/09/2025	Go Cardless	KTC Website Hosting 22/09/2025	£20.00	£4.00	£24.00
25/09/2025	Amazon	Awaiting information	£498.75	£0.00	£498.75
25/09/2025	Uber	trip	£8.20	£0.00	£8.20
25/09/2025	B&M	Awaiting information	£8.00	£0.00	£8.00
25/09/2025	WFDC	KTC-GREEN WASTE TIPPING-16/09/25	£50.00	£0.00	£50.00
25/09/2025	Fairmount Painters Ltd	KTC-TOWN HALL, DECORATE STAIRCASE WALLS	£3,942.00	£788.40	£4,730.40
25/09/2025	Speller Metcalfe Malvern Ltd	Kidderminster Town Hall Refurb - Certificate no. 22	£41,666.67	£8,333.33	£50,000.00
25/09/2025	Speller Metcalfe Malvern Ltd	Kidderminster Town Hall Refurb - Certificate no. 22	£20,572.90	£4,114.58	£24,687.48
25/09/2025	Perfect Circle JV Ltd	KTC-TOWN HALL, PROFESSIONAL SERVICES	£4,569.71	£913.94	£5,483.65
25/09/2025	FMG Consulting Ltd	KTC-PROFESSIONAL FEES-AUGUST 25	£4,287.20	£857.44	£5,144.64
25/09/2025	MGAC LLP	Kidderminster Town Hall Transformation Project - Principal Designer Services - RIBA Stage 7	£435.00	£87.00	£522.00
25/09/2025	Boston Seeds Limited	KTC-ASSORTED SEEDS	£309.00	£61.80	£370.80
25/09/2025	Alight - Radiant Media	KTC-TOWN HALL EVENTS-31/08/25	£247.50	£49.50	£297.00

25/09/2025	Neil O'Brien Entertainment	KTC-IMAGINE LENNON-18/10/25 DEPOSIT	£1,000.00	£200.00	£1,200.00
25/09/2025	Neil O'Brien Entertainment	KTC-IMAGINE LENNON-BALANCE	£1,000.00	£200.00	£1,200.00
26/09/2025	Toolstation	5 X Woven Polybag	£45.79	£9.16	£54.95
29/09/2025	B&Q	Allweather combi padlock	£30.00	£0.00	£30.00
30/09/2025	Louis Benton	Dj set at Kidderminster town hall 26/09/25	£250.00	£0.00	£250.00
30/09/2025	Lucy Sutton T/A Willow Creative	KTC-LOGO REBRANDING	£850.00	£0.00	£850.00
30/09/2025	Waterplus	Charges for services at Public Conveniences, 300 Stourbridge Road, KIDDERMINSTER, 14/08/25-14/09/25	£16.32	£1.36	£17.68
		Total	**£1,678,692.53**	**£304,508.19**	**£1,983,200.72**

Cost Centre		Cost Code	Description						
				Budget 25-26	Actual Expenditure to 30/09/2025 £	Expenditure Variance	Budget 25-26	Actual Income to 30/09/2025 £	Income Variance
*	K001	84001	Precept				1,224,290	1,224,286	4
Service Area	Cost Centre	Account Code	Description		Expenditure			Income	
				Budget 25-26			Budget 25-26		
S1- Corporate Services	K100	11010	Staff re-allocation	117,160	20,709	96,451			
	K100	49015	Staff training	7,000	410	6,590			
	K100	43031	Office expenses	5,000	1,427	3,573			
	K100	13080	Relocation costs- Staff travel	1,000	14,584	-13,584			
	K100	43030	stationery	600	227	373			
	K100	45010	postage	1,100	0	1,100			
	K100	43014	Print management	750	0	750			
	K100	45030	mobile phones	1,800	0	1,800			
	K100	44010	Audit Fees- External & Internal	5,200	625	4,575			
	K100	44430	Legal	11,500	2,101	9,399			
	K100	44420	SLA Finance	29,000	10,014	18,986			
	K100	44410	SLA ICT	31,100	11,482	19,618			
	K100	21510	MS Outlook licenses	4,300	348	3,952			
	K100	23700	Office rent	4,000	3,686	314			
	K100	44450	HR Advice	4,500	1,250	3,250			
	K100	88650	Interest Received	0	0	0	15,000	15,517	-517
*	K100	43070	Elections	12,000	0	12,000			
	K100	48020	NALC/SLCC	3,500	527	2,973			
	K100	49030	Insurances	8,500	0	8,500			
	K101	11010	Planning Committee Staff reallocation	10,460	1,883	8,577			
			Sub Total 1	**258,470**	**69,272**	**189,198**	**15,000**	**15,517**	**-517**
Cost Centre		Cost Code	Description						
S2 - OPERATIONAL SERVICES				Budget 25-26			Budget 25-26		

Parks	**K200**	11010	Staff re-allocation	57,530	10,354	47,176			
*	**K200**	21410	Parks GMC	65,000	22,880	42,120			
	K200	84011	Grant towards transfer works			0	15,000	0	15,000
*	**K200**	21010	R & M	55,000	8,817	46,183			
	K200	21012	Town Council Parks	0	0	0			
*	**K200**	41010	Equipment Purchase & Repair	10,000	9,293	707			
	K200	21036	Allotments		93	-93			
	K200	41020	Parks Furniture	3,500	935	2,565			
	K200	21042	St. George's Park Paddling Pool reinstatement	*150,000*	0	150,000			
*	**K200**	88150	St Georges Paddling Pool Ext funding	0			*150,000*	0	150,000
	K200	21039	Play equipment safety	5,000	3,365	1,635			
	K200	42010	Uniforms and PPE	1,000	652	348			
	K200	85090	EMR (S. 106)				*15,000*	*32,216*	-17,216
	K200	21450	Tennis Club Maintenance Support	2,000	799	1,201			
Public Realm	**K201**	11010	Staff re-allocation	39,230	7,530	31,700			
	K201	21430	St Mary's Churchyard (WFDC)	14,500	3,571	10,929			
	K201	21030	Statues & Memorials	1,750	159	1,591			
	K201	42040	Street Furniture R & M	4,000	750	3,250			
	K201	21031	Clock Tower Oxford Street	3,200	117	3,083			
	K201	21032	Maintenance of war memorials	1,000	0	1,000			
	K203	27041	Public conveniences	35,000	12,367	22,633			
	K203	11010	Public Conveniences- staff re-allocation	5,750	941	4,809			
	K201	21411	Lengthsman Expenditure	7,500	99	7,401			
	K201	84410	Lengthsman income				7,500	480	7,020
	K201	41100	Materials	2,100	2,347	-247			
	K201	42041	Grit bins	1,050	0	1,050			
	K201	21421	Hanging flowers and planting contractor	16,000	3,770	12,230			
	K201	21037	Defibs	550	135	415			
	K201	21038	Water feature	4,100	269	3,831			
*	**K201**	21412	Tree works	12,500	1,800	10,700			
	K201	21413	Biodiversity works	2,000	20	1,981			
	K201	31010	Vehicle and plant hire	10,700	3,463	7,237			
	K201	23700	Equipment storage unit	12,000	2,056	9,944			
	K201	31040	Street sweeping contract	6,150	1,536	4,614			
Market	**K202**	21040	Market R & M	1,550	0	1,550			
	K202	11010	Market salary reallocation	5,230	941	4,289			

	K202	87100	Market Rent			0	10,000	7,500	2,500
	K204	21036	Allotments contractor	5,150	735	4,415			
	K204	11010	Allotments salary reallocation	5,230	941	4,289			
			Subtotal 2	**545,270**	**100,737**	**444,533**	**197,500**	**40,196**	**157,304**
Cost Centre		**Cost Code**	**Description**						
S3 - Town Hall				**Budget 25-26**			**Budget 25-26**		
Revenue	**K300**	11010	Salary Allocation- Town Hall R & M	65,380	12,237	53,143			
	K301	11010	Salary Allocation Income Generation Town Hall	118,730	21,909	96,821			
	K300	42010	Clothing and uniforms	1,000	0	1,000			
	K300	21010	R & M	8,000	961	7,039			
	K300	22030	Electricity	20,000	564	19,436			
	K300	22040	Gas	9,000	0	9,000			
	K300	24010	Business rates	38,000	0	38,000			
	K300	25030	Water and Sewage	15,000	10,000	5,000			
	K300	27030	Waste Disposal	4,000	0	4,000			
	K300	75000	Loan Charges	150,000	35,995	114,005			
	K300	26020	Alarms maintenance	3,500	785	2,715			
	K300	21070	Lifts maintenance, service, inspections	4,500	71	4,429			
	K300	27020	Window Cleaning	2,000	0	2,000			
	K300	27040	Cleaning contract	28,000	1,805	26,195			
	K300	27050	Hygiene and towel services	3,000	0	3,000			
	K300	28010	Insurance	25,000	35,964	-10,964			
*	**K300**	41510	Water dispenser	1,000	0	1,000			
	K300	44440	SLA Facilities management	22,000	0	22,000			
	K300	21090	Organ maintenance	3,000	280	2,720			
	K300	44029	Organist honorarium	400	0	400			
	K300	44075	Town Hall Transformation Project- LUF		4,552	-4,552			
NLHF Project	**K300**	21510	Licenses	500	180	320			
	K301	49010	Marketing & Design	7,000	1,630	5,370			
	K301	57015	Event Expenditure		30,623	-30,623			
*	**K301**	12900	Event staff	18,000	0	18,000			
Transformation project	**K302**	44078	A Journey through Kidderminster-Expenditure	*119,700*	17,840	101,860			

	K302	85090	EMR- "Journey Through Kidderminster" Income			0	119,700	0	119,700
	K302	88300	Income - Misc				0	37,928	-37,928
	K301	87110	Registrars rent			0	7,500	0	7,500
	K300	43035	Re-opening the Town Hall	100,000	87,807	12,193	100,000	0	100,000
	K303	44075	Project	*1,750,050*	1,815,889	-65,839			
	K303	44076	Consultant	*0*		0			
	K303	44075	Transformation O/S	0		0			
	K303	44077	Podium	*226,120*	9,485	216,635			
	K303	88200	PWLB Loan			0	0		
	K303	84006	LUF Grant			0	0		
	K303	84009	LUF Additional transfer			0	0		
	K303	44074	Project support	*10,000*	17,546	-7,546			
	K303	13030	Recruitment	0		0			
	K301	87109	Town Hall income			0	80,000	0	80,000
	K303	88300	Income -Misc					800,000	-800,000
	K303	85090	EMR - "Town Hall Transformation Project"			0	1,986,170	999,825	986,345
			Subtotal 3	**2,752,880**	**2,106,121**	**646,759**	**2,293,370**	**1,837,753**	**455,617**
Cost Centre		**Cost Code**	**Description**						
				Budget 25-26			**Budget 25-26**		
S4 - Civic, Communities & Events									
Civic	**K400**	11010	Salary Allocation	47,070	8,472	38,598			
	K400	42020	Mayor and Civic Budget	10,000	4,415	5,585			
*	**K400**	13085	Mayor's allowance	6,860	2,744	4,116			
	K400	42022	Civic Regalia	2,500	50	2,450			
	K400	12810	Town Crier	550	530	20			
Events	**K401**	49130	Christmas Lights provision	30,000	0	30,000			
	K401	22030	Christmas Lights Electricity	700	0	700			
	K401	48021	Christmas Lights Switch on	3,500	0	3,500			
	K401	11010	Salary Allocation	40,800	7,530	33,270			
	K401	48023	Remembrance Sunday	4,500	0	4,500			
	K401	48021	Santa in the Town Hall	2,000	0	2,000			
	K401	48024	Flag flying	1,000	107	893			

	K401	48026	VE Day 80th Anniversary	2,000	1,968	32			
	K401	85090	Use/Release of EMR					2,000	-2,000
	K401	87112	WFDC Contribution to Events					1,000	-1,000
	K401	88300	Income-Misc					1,000	-1,000
	K401	49011	Advertising	2,000	0	2,000			
Community	**K402**	48041	Ward Grants	9,000	250	8,750			
	K402	41545	Twinning	600	0	600			
	K402	11010	Salary Allocation	10,460	1,883	8,577			
			Subtotal 4	**173,540**	**27,948**	**145,592**	**0**	**4,000**	**-4,000**
Total Expenditure				**3,730,160**	**2,304,079**	**1,426,081**			
Total KTC income							**135,000**	**1,897,465**	**608,405**

BANK RECONCILIATION PERIOD ENDED 30TH JUNE 2025

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 30TH JUNE 2025 - Mixed Payments Plan		18,875.85	
Balance per bank statement as at 30TH JUNE 2025- Business Premium Account		309,981.91	
			328,857.76
Outstanding Items			
Less unpresented cheques as at 30TH JUNE 2025:			
			0.00
			328,857.76
Plus any petty cash balance held at 30TH JUNE 2025			500.00
Plus Short Term Investment			722,000.00
TOTAL - NET BANK BALANCES AS AT 30TH JUNE 2025 (Box 8 on Annual Return)			**1,051,357.76**

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK	**£**
Opening Balance:	2,191,517.82
Add: Receipts in the year	1,014,772.87
Less: Payments in the year:	2,154,932.93
CLOSING BALANCE PER CASH BOOK @30TH JUNE 2025 (Box 8 on Annual Return)	**1,051,357.76**

		£
Represented by	Cash book	328,857.76
	Short Term Inv	722,000.00
	Petty Cash	500.00
		1,051,357.76
		0.00

BANK RECONCILIATION PERIOD ENDED 31ST JULY 2025

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 31ST JULY 2025 - Mixed Payments Plan		271,991.14	
Balance per bank statement as at 31ST JULY 2025- Business Premium Account		239,981.91	
			511,973.05
Outstanding Items			
Less unpresented cheques as at 31ST JULY 2025:			
			0.00
			511,973.05
Plus any petty cash balance held at 31ST JULY 2025			500.00
Plus Short Term Investment			123,000.00
TOTAL - NET BANK BALANCES AS AT 31ST JULY 2025 (Box 8 on Annual Return)			**635,473.05**

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK	**£**
Opening Balance:	2,191,517.82
Add: Receipts in the year	1,037,609.72
Less: Payments in the year:	2,593,654.49
CLOSING BALANCE PER CASH BOOK @31ST JULY 2025 (Box 8 on Annual Return)	**635,473.05**

		£
Represented by	Cash book	511,973.05
	Short Term Inv	123,000.00
	Petty Cash	500.00
		635,473.05
		0.00

BANK RECONCILIATION PERIOD ENDED 31st August 2025

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 31st August 2025 - Mixed Payments Plan		20,019.01	
Balance per bank statement as at 31st August 2025- Business Premium Account		936,981.91	
			957,000.92
Outstanding Items			
Less unpresented cheques as at 31st August 2025:			
			0.00
			957,000.92
Plus any petty cash balance held at 31st August 2025			500.00
Plus Short Term Investment			123,000.00
TOTAL - NET BANK BALANCES AS AT 31st August 2025 (Box 8 on Annual Return)			**1,080,500.92**

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK	**£**
Opening Balance:	2,191,517.82
Add: Receipts in the year	1,848,019.18
Less: Payments in the year:	2,959,036.08
CLOSING BALANCE PER CASH BOOK @31st August 2025 (Box 8 on Annual Return)	**1,080,500.92**

		£
Represented by	Cash book	957,000.92
	Short Term Inv	123,000.00
	Petty Cash	500.00
		1,080,500.92
		0.00

BANK RECONCILIATION PERIOD ENDED 30th September 2025

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 30th September 2025 - Mixed Payments Plan		641,932.13	
Balance per bank statement as at 30th September 2025- Business Premium Account		618,486.13	
			1,260,418.26
Outstanding Items			
Less unpresented cheques as at 30th September 2025:			
			0.00
			1,260,418.26
Plus any petty cash balance held at 30th September 2025			500.00
Plus Short Term Investment			123,000.00
TOTAL - NET BANK BALANCES AS AT 30th September 2025 (Box 8 on Annual Return)			**1,383,918.26**

The net balances reconcile to the Cash Book for the year, as follows:	
CASH BOOK	£
Opening Balance:	2,191,517.82
Add: Receipts in the year	2,703,725.95
Less: Payments in the year:	3,511,325.51
CLOSING BALANCE PER CASH BOOK @30th September 2025 (Box 8 on Annual Return)	**1,383,918.26**

		£
Represented by	Cash book	1,260,418.26
	Short Term Inv	123,000.00
	Petty Cash	500.00
		1,383,918.26
		0.00

APPENDIX 7.

Kidderminster Town Council- Vision and Strategy 2025-2029

Delivering Services to the People of Kidderminster

Aims	What are we doing	What else will we do in the future	KPI/ How is success measured?
1.A Providing services/ amenities and working with other partners and stakeholders to help to deliver a well-presented and safer town centre	Street furniture, memorials, street cleaning, hanging baskets, floral displays, Lengthsman, street sweeping	Kidderminster in Bloom?	Number of complaints/ compliments received.
			Works completed in line with annual operations work programme.
			Launch of competition in 2026.
			Number of entries.
1B. Provide outstanding parks, playgrounds and public spaces	Providing 3 parks, with playgrounds and other facilities.		Number of complaints/ compliments received.
			Grass cutting 17 annual cuts Litter picking & Empty Bins April – Sep 4 x weekly, Oct – March x 2 weekly
			Quarterly & Annual Play Inspections Completed and reported.
			Trees will be surveyed …
		Planning to take on other parks and open spaces.	When parks are transferred
	Achieve Green Flag Status for our parks.	Broadwaters first, then the other 2 parks	Achieving Green Flag status
	Supporting Tennis Club		Public access to tennis courts- number of public bookings per month?
1C. Provide public toilets	Providing toilets at Market Street, Broadwaters Park and	Future provision in Town Hall only?	Toilets opened and cleaned every day
			Measure how many days closed
		Charge for use?	Quarterly management meetings
1D. Run vibrant markets	Providing market space	Explore options with the BID, LSD, traders	Income generated.
			Number of stalls
1E. Provide allotments	Providing allotments	½ yearly meetings with site managers	Number of complaints/ compliments received.
1F. Provide value for money services for the communities we serve, by maximising income and controlling costs.	Budget setting,		Quarterly reports to F& O
	Budget monitoring and control		
	Financial Regs.,		Compliance and annual review

1G. Consider further devolution of services from other tiers of local government wherever we feel that this in in the best interests of the communities we serve.	Negotiating with WFDC		When assets/ services are transferred.

2. Make Kidderminster Town Hall a key community and civic asset			
Aims	**What are we doing**	**What else will we do in the future**	**KPI/ How is success measured?**
2A. To make the Town Hall accessible and inclusive for all our communities	Transformation project	Podium	Number of complaints/ compliments received.
2B. Protecting and preserving the Town Hall, its artefacts and its heritage, on behalf of all of our communities.	Running and Maintaining. Loan Charges (£150K), Re-opening 2025 (£100K)	Encourage community knowledge and enjoyment of these assets	Number of visitors
	NLHF Project		
	Insuring the assets		
2C. Providing top class culture and entertainment events,	Transformation project	Hiring a business development executive to attract first class events and drive income generation through sales, including the Courtyard bar and café.	Achieving income targets
			Number of successful events held
			Occupation rates
			Survey and feedback
2D. Supporting the community use and enjoyment of the Town Hall	Transformation project	Hiring a business development executive to attract first class events	Number of successful events held
			Occupation rates
			Survey and feedback
2E. To provide accessible, inclusive Civic Offices to deliver services for the people of Kidderminster	Transformation project	Move back into Town Hall	Number of complaints/ compliments received.

3. Foster a real sense of Community and Civic Pride			
Aims	**What are we doing**	**What else will we do in the future**	**KPI/ How is success measured?**
3.A. To be "The Voice of Kidderminster", by: • By lobbying and working in partnership with WFDC, WCC, Kidderminster BID, and others on matters relating to Kidderminster	Partnership working Outside Bodies reps	Consult relevant partners and stakeholders	Number of complaints/ compliments received. No. of referrals Responses from other bodies 1 Press release per week 1 newsletter (A4) per month
• Responding to public consultations on behalf of the people of Kidderminster,	Taking consultations to Council/ Committees for response		Outcomes from consultations
• Fulfilling our role as a statutory consultee for planning applications within the parish area,	Commenting on all applications within our parish area	Consult relevant partners and stakeholders	Submission of comments within the consultation period
• Raising concerns with the relevant local and national organisations on behalf of the people of Kidderminster	Responding to concerns raised	Encourage Members to submit motions.	No. of Motions
		Support public involvement	Outcomes from matters raised
3B. Upholding the Civic and Mayoral heritage of Kidderminster	Civic protocols; regalia, civic team; Mayor's allowances	Review protocol.	Number of events the Mayor attends Number of visits to Mayor's parlour
3C. Inspiring Civic events and Mayoral calendar	Established events, such as Remembrance Sunday, Mayor-making, Mayor's Sunday, etc	Special events, such as VE 80	Size of attendance Review and feedback
3D. Enjoyable and inclusive community events	Established events, such as Christmas Lights, Santa in the town Hall,	Publicise and promote community events on our website/ social media	Size of attendance Review and feedback
	Supporting community organisations to hold their own events through financial assistance (grants)		Size of attendance Review and feedback

Aims	What are we doing	What else will we do in the future	KPI/ How is success measured?
3E. Celebrate and recognise individual and community achievements	Letters from the Mayor		Aim for 1 per week
		Community Awards?	Consider for budget 26-27?
3.F Encourage and support contributions to our public and community life	Financial assistance (grants)	Promote/ publicise	Public engagement
		Community Awards?	Consider for budget 26-27?
3.G Promote "Kidderminster in Bloom"		Awards Evening?	Consider for budget 26-27?
4. Take actions to address the climate emergency			
Aims	**What are we doing**	**What else will we do in the future**	**KPI/ How is success measured?**
4.A. To Ensure the activities of the Town Council are carbon neutral by 2035.	Working Group set up	Prepare action plan	Consider for budget 26-27?
4.B Promote biodiversity across our parks and open spaces	Working Group set up	Update reports to Operational services Committee	??
	Policy agreed and being implemented		
4.C Actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable.	Supporting community organisations involved in community projects through financial assistance (grants).	Publicise and promote projects and messages on our website/ social media	Review and feedback
		Consult relevant groups regarding relevant issues, where they arise.	Outcomes and level of engagement

5. Provide focused support for young people, the elderly, minorities and the vulnerable			
Aims	**What are we doing**	**What else will we do in the future**	**KPI/ How is success measured?**
5.A. Provide funding to organisations which support these groups in Kidderminster	Supporting community organisations involved in community projects through financial assistance (grants).	Publicise and promote projects and messages on our website/ social media	Review and feedback
		Consult relevant groups regarding relevant issues, where they arise.	Outcomes
5.B. Support and promote initiatives to make Kidderminster a more inclusive town	Supporting community organisations involved in community projects through financial assistance (grants).	Publicise and promote projects and messages on our website/ social media	Review and feedback
		Consult relevant groups regarding relevant issues, where they arise.	Outcomes and level of engagement.

Kidderminster Town Council- Vision and Strategy 2025-2029

Quarterly report to Finance and Overview Committee Meeting 15th October 2025

	What are we doing	What else will we do in the future	KPI/ How is success measured?	Service Area	Status (R/A/G)	Comment/ notes
1.A Providing services/ amenities and working with other partners and stakeholders to help to deliver a well-presented and safer town centre	Street furniture, memorials, street cleaning, hanging baskets, floral displays, Lengthsman, street sweeping	Kidderminster in Bloom?	Number of complaints/ compliments received.	Operational Services		Floral Displays, have been a success, online compliments.
			Works completed in line with annual operations work programme.	Operational Services		On going, works planned and on target.
			Launch of competition in 2026.	Operational Services		Officers will need additional resource support to successfully deliver.
			Number of entries.	Operational Services		
1B. Provide outstanding parks, playgrounds and public spaces	Providing 3 parks, with playgrounds and other facilities.		Number of complaints/ compliments received.	Operational Services		1 x complaint FOSG, grass cutting, resolved.
			Grass cutting 17 annual cuts Litter picking & Empty Bins April – Sep 4 x weekly, Oct – March x 2 weekly	Operational Services		No complaints, although parks have been stretched on occasions with litter and bin emptying during school holidays.
			Quarterly & Annual Play Inspections Completed and reported.	Operational Services		Completed Inspections, works to follow.
			Trees will be surveyed …	Operational Services		Trees surveyed, completed June 2025
		Planning to take on other parks and open spaces.	When parks are transferred	Operational Services		Reports to be submitted October for consideration.
	Achieve Green Flag Status for our parks.	Broadwaters first, then the other 2 parks	Achieving Green Flag status	Operational Services		Green Flag for Broadwaters achieved
	Supporting Tennis Club		Public access to tennis courts- number of public bookings per month?	Operational Services		Less then 20, information shared at meeting in July.
1C. Provide public toilets	Providing toilets at Market Street, Broadwaters Park and	Future provision in Town Hall only?	Toilets opened and cleaned every day	Operational Services		Toilets closed for 3 days in September, due to plumbing and blockage issues. Spoken to WFDC to better communicate when issues arise.
			Measure how many days closed	Operational Services		January – September, closed for 3 days.
		Charge for use?	Quarterly management meetings	Operational Services		Agenda item to discuss at Operational Services Committee

2. Make Kidderminster Town Hall a key community and civic asset						
Aims	**What are we doing**	**What else will we do in the future**	**KPI/ How is success measured?**	**Service Area**	**Status (R/A/G)**	**Comment/ notes**
2A. To make the Town Hall accessible and inclusive for all our communities	Transformation project	Podium	Number of complaints/ compliments received.	Town Hall		Delays to podium. Temporary Access installed.
2B. Protecting and preserving the Town Hall, its artefacts and its heritage, on behalf of all of our communities.	Running and Maintaining. Loan Charges (£150K), Re-opening 2025 (£100K)	Encourage community knowledge and enjoyment of these assets	Number of visitors			Delays to programme
	NLHF Project					Progressing to plan.
	Insuring the assets					All insured.
2C. Providing top class culture and entertainment events,	Transformation project	Hiring a business development executive to attract first class events and drive income generation through sales, including the Courtyard bar and café.	Achieving income targets			Delays to programme
			Number of successful events held			Two Successful events held
			Occupation rates			Delays to programme
			Survey and feedback			Positive verbal feedback received.
2D. Supporting the community use and enjoyment of the Town Hall	Transformation project	Hiring a business development executive to attract first class events	Number of successful events held	Town Hall/ Civic, Community & Events		Business development lead position in place
			Occupation rates			Delays to programme
			Survey and feedback			Delays to programme
2E. To provide accessible, inclusive Civic Offices to deliver services for the people of Kidderminster	Transformation project	Move back into Town Hall	Number of complaints/ compliments received.	Town Hall/ Corporate Services		Delays to programme

3. Foster a real sense of Community and Civic Pride						
Aims	**What are we doing**	**What else will we do in the future**	**KPI/ How is success measured?**	**Service Area**	**Status (R/A/G)**	**Comment/ notes**
3.A. To be "The Voice of Kidderminster", by: • By lobbying and working in partnership with WFDC, WCC, Kidderminster BID, and others on matters relating to Kidderminster	Partnership working Outside Bodies reps	Consult relevant partners and stakeholders	Number of complaints/ compliments received.	Civic, Community & Events/ Operational Services	Green	Compliments received from Mercian Volunteers Regimental Association.
			No. of referrals		Green	None to date
			Responses from other bodies		Green	**Meeting with Kidderminster BID** – discussions to improve town centre floral displays. **Bescott Promotions-** Joint Promotional work through social media, working on Xmas Market. **Tennis Club** – maintaining active communications to ensure pay-and-play remains available. **Friends of the Parks** – relations remain strained with Friends of St George's; Baxter Gardens Friends currently inactive; strong and positive relationship continues with Broadwaters Friends. **Allotments –** Positive relationship working with individual tenants.
			1 Press release per week	Corporate Services	Amber	Area for improvement, we have put many press releases through, but can go a several weeks between releases where newsworthy information is thin on the ground
			1 newsletter (A4) per month		Red	Early issues due to staffing, but we have just published our first newsletter for October and this will continue monthly

•		Support public involvement	Outcomes from matters raised	All		More engagement required
• Responding to public consultations on behalf of the people of Kidderminster,	Taking consultations to Council/ Committees for response		Outcomes from consultations	Corporate Services/ Planning Committee		By consulting with KTC councillors and the BID we will be taking the concerns of the people of Kidderminster to the local planning authority around buildings and plots of land which detract from the Kidderminster, we will feedback to the planning committee on a quarterly basis which will then allow the responses to be shared with the community, this process helps make sure that local views shape planning decisions.
• Fulfilling our role as a statutory consultee for planning applications within the parish area,	Commenting on all applications within our parish area	Consult relevant partners and stakeholders	Submission of comments within the consultation period	Corporate Services/ Planning Committee		
• Raising concerns with the relevant local and national organisations on behalf of the people of Kidderminster	Responding to concerns raised	Encourage Members to submit motions.	No. of Motions	All		Only 1 motion received
		Support public involvement	Outcomes from matters raised	All		More engagement required

Aims	What are we doing	What else will we do in the future	KPI/ How is success measured?	Service Area	Status (R/A/G)	Comment/ notes
3B. Upholding the Civic and Mayoral heritage of Kidderminster	Civic protocols; regalia, civic team; Mayor's allowances	Review protocol.	Number of events the Mayor attends	Civic, Community & Events		Mayor has attending approx. 35 engagements plus attending and officiating KTC events such as Mayor Making, Mayors Sunday, Armed Forces Flag Flying, VJ Day, Green Flag celebration and attendance of Husum Twinning meetings. Mayor and Mayoress also visited Husum this year.
			Number of visits to Mayor's parlour	Civic, Community & Events		Closed during Town Hall project. Scouts/ cubs visited for tour. Positive feedback.
3C. Inspiring Civic events and Mayoral calendar	Established events, such as Remembrance Sunday, Mayor-making, Mayor's Sunday, etc	Special events, such as VE 80	Size of attendance	Civic, Community & Events		Events thus far such as Mayor Making, Mayors Sunday, VJ Day, Armed Forces Flag Flying, have all been well attended by dignitaries and the community.
			Number of visits to Mayor's parlour			Positive feedback throughout. A key takeaway for future 'national' events is to condense timings, especially during colder months.
3D. Enjoyable and inclusive community events	Established events, such as Christmas Lights, Santa in the town Hall,	Publicise and promote community events on our website/ social media	Size of attendance	Civic, Community & Events		Established events upcoming
			Review and feedback			Established events upcoming. CCE will need additional resource support to successfully deliver.
	Supporting community organisations to hold their own events through financial assistance (grants)		Size of attendance			No community grants to date
			Review and feedback			No community grants to date
3E. Celebrate and recognise individual and community achievements	Letters from the Mayor		Aim for 1 per week	Civic, Community & Events		
		Community Awards?	Consider for budget 26-27?			
3.F Encourage and support contributions to our public and community life	Financial assistance (grants)	Promote/ publicise	Public engagement	Civic, Community & Events		
		Community Awards?	Consider for budget 26-27?			

Aims	What are we doing	What else will we do in the future	KPI/ How is success measured?	Service Area	Status (R/A/G)	Comment/ notes
3.F Encourage and support contributions to our public and community life	Financial assistance (grants)	Promote/ publicise	Public engagement	Civic, Community & Events		
		Community Awards?	Consider for budget 26-27?	Civic, Community & Events		
3.G Promote "Kidderminster in Bloom"		Awards Evening?	Consider for budget 26-27?	Civic, Community & Events		

4. Take actions to address the climate emergency						
Aims	**What are we doing**	**What else will we do in the future**	**KPI/ How is success measured?**	**Service Area**	**Status (R/A/G)**	**Comment/ notes**
4.A. To Ensure the activities of the Town Council are carbon neutral by 2035.	Working Group set up	Prepare action plan	Consider for budget 26-27?	All		
4.B Promote biodiversity across our parks and open spaces	Working Group set up	Update reports to Operational services Committee	??	Operational Services		One meeting held to date, with action plan agreed.
	Policy agreed and being implemented					Biodiversity policy implemented June 2024. Due to review.
4.C Actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable.	Supporting community organisations involved in community projects through financial assistance (grants).	Publicise and promote projects and messages on our website/ social media	Review and feedback	Operational Services		Promoted Biodiversity projects on Broadwaters in line with the friends. Much more work could be achieved through a designated Community post to drive forward.
		Consult relevant groups regarding relevant issues, where they arise.	Outcomes and level of engagement			Consulted Groups with works carried out on parks.

5. Provide focused support for young people, the elderly, minorities and the vulnerable						
Aims	**What are we doing**	**What else will we do in the future**	**KPI/ How is success measured?**	**Service Area**	**Status (R/A/G)**	**Comment/ notes**
5.A. Provide funding to organisations which support these groups in Kidderminster	Supporting community organisations involved in community projects through financial assistance (grants).	Publicise and promote projects and messages on our website/ social media	Review and feedback	Corporate Services		Kidderminster Education foundation- promoted through extensive social media and press coverage
		Consult relevant groups regarding relevant issues, where they arise.	Outcomes			We have received a grant form this week, and others wished to apply but couldn't qualify
5.B. Support and promote initiatives to make Kidderminster a more inclusive town	Supporting community organisations involved in community projects through financial assistance (grants).	Publicise and promote projects and messages on our website/ social media	Review and feedback	Corporate Services		Addition of E Learning platform will allow us to assign inclusivity training i.e ED&I Favouring local suppliers where able to do so Website has added accessibility options allowing us to remove barriers for people with disabilities Later this year, we will add webcasting to our committee meetings to ensure inclusivity to people who may not be able to attend in person In the process of creating a booklet, which will go through social media and website, signposting where to go for support in the local area, this document will be comprehensive and inclusive
		Consult relevant groups regarding relevant issues, where they arise.	Outcomes and level of engagement.			

*The impact relates solely to the impact on Kidderminster Town Council as a corporate body.

** Inherent Risk is the product of Impact multiplied by Probability. Both Impact and Probability are assessed on a scale of 1 to 10, where 1 is a low score and 10 the highest. Therefore the higher the Inherent Risk Score, the more significant it is thought to be. Inherent Risk Score provides a means of prioritising management time and effort by highlighting areas of concern on a numerical scale. Subsequent experience and changes in circumstances over time can result in the need to re-value the scores for Impact and Probability.

***Residual Risk is the perceived risk remaining after current and planned actions have been taken. While good controls and mitigating plans are essential in managing strategic risks, some risks cannot be completely eliminated or may take some time to control following an incident.

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Other Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
1.	IT Systems failing	8	2~~3~~	16~~24~~	• WFDC SLA • Disaster recovery service in place. • Daily data back-up in place. • Hardware replacement service in place. • All documents and emails in 'the Cloud' • Accounts software hosted with a provider • Cyber insurance in place	Through SLA: • Regular testing of disaster recovery • service and data backup • Warranty in place for onsite server with NBD Response • Email Backup in place for testing • Spare laptops to provide to affected users	10	1	10
2.	Town Hall project non-completion	9	4	36	Project management and cost control consultants Weekly Client meetings	Project cash flows and tight control of expenditure Weekly updating of risk register Seeking additional funding	9	2~~3~~	18~~27~~
3.	Town Hall not delivering	8	3	24	Planning for return, to cover all classes of use.	Recruited business development officer. Commissioning necessary infrastructure to make it work	3	2	6
4.	Grounds Maintenance contractor not performing	8	4	32	Terms of contract	• Regular review meetings/ • Reporting against KPI's	2	2	4
5.	Sudden loss of key staff	8		32	Employment benefits Staff restructured to better enable progression.	• Staff retention programme • Buy in outside expertise • Review employment Policies	6	2	12

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	• Current Controls	• Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
6.	Significant change in funding, sudden large unexpected expenditure, inflation, abnormal materials inflation	10	5	50	• Budget monitoring and reporting. • Insurance to cover major identifiable risks. • Reserves position frequently monitored. • Four-year budget planning in place. • Reserves policy in place. • Procurement arrangements in place.	• Use of Public Works Loan Board and other sources to obtain funds. • Use reserves. • Increase precept. • Increase income from services. • Longer-term financial planning	4	2~~3~~	8~~12~~
7.	Disaster impacting on the town	7	2	14	• Emergency contact list and list of resources maintained by the Services Team. • Key individuals will make • themselves available. Active monitoring of information sources. • Accept instructions from Category 1 responders, i.e. emergency services, WFDC. WCC. WMP.	• Take part in consultations and exercises run by Category 1 responders. • Initiate and/or take part in post incident reviews. • Undertake any relevant training.	5	2	10
8.	Fraud, misconduct, gross underperformance	7	2	14	• Financial Regulations in place, including payments authorisation, quarterly internal audits, spot checks. • Audit reports reviewed. • Insurance cover for identifiable risks. • Performance management procedures in place, including monthly reviews and annual appraisals. • List of payments and Income and Expenditure presented quarterly to F & O. • Code of conduct for members and officers.	• Consider obtaining news management service if an incident occurs. • Additional management performance training. • Additional risks to be covered by insurance • Extra staff resources for improved compliance	3	1	3

Risk No.	Risk or Trigger Event	Impact*	Proba bility	Inherent Risk Score **	• Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
9.	Confidential or sensitive information being disclosed.	5	2	10	• Councillor and staff induction and • training in place. • Security measures in place, e.g. use of • safe(s), shredder. • (Very little sensitive confidential information is • held).	Training for Data Protection Regs and use of email	5	1	5
10.	Loss of access to offices	4	3	12	• Kit available to facilitate working from home. • Zoom/ Virtual meetings	Ensure all staff have capability for remote working, where applicable.	1	3	3
11.	Loss of Town Hall contents including civic regalia	6	3	18	• All contents including regalia insured. • Most valuable regalia kept in safe place/ storage. • Attendant with Mayor at all times when full chain is worn. • All important paperwork scanned to IT System.	Return to Town Hall safe when feasible	2	2	4
12.	Injury or accident at an event organised by the Council	9	3	27	• Risk assessments carried out for each event. • Training/ guidance provided to all workers/ volunteers at each event. • Insurances in place. • PPE and hi-vis jackets provided, where required. • Lost/ found, first aid cover provided	Each event reviewed afterwards	3	2	6

Risk No.	Risk or Trigger Event	Impact*	Proba bility	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
13.	Illegal or unauthorised action by the Council	9	2	18	• Standing orders • Financial Regulations • Code of conduct for Members and officers • Trained officers • Legal SLA with WFDC • Advice from networks- WALC, SLCC	• Training and development where required for members and officers. • Annual reviews of Standing Orders, Financial regulations and Strategic Risk register	9	1	9
14.	Injury or accident arising on KTC properties or delivery of KTC services	9	4	36	• Insurances in place • Services Dept has comprehensive risk management plans • Relevant staff training • Recruitment of staff with relevant skills and experience	• Town Hall will have risk management plan • Health and Safety champion appointed	7	2	14
15.	Supplier fraud.	8	4	32	• always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email.	training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. (we do call suppliers to verify, on the odd occasion when this arises) The Corporate Services Manager to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change Annual review of supplier accounts to be undertaken to remove any dormant accounts.	8	2	16

						- checking address and financial health details with Companies House? - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account.?			

Kidderminster Town Council

Report Title: Devolution – Park Transfers – Financials

- **Meeting:** Finance and Overview
- **Date of Meeting:** Wednesday 15th October 2025
- **Author:** Adam Stockhall – Operational Services Manager
- **Date of report: 8th October 2025**
- **Summary:** Provide a projected summary of Finances for the period of 2026-2028 in preparation for the transfer of 8 Parks and Open Spaces.

1. **Background:** Following recent government announcements, it has been confirmed that District Councils will cease to operate, potentially as early as 2028. These changes will see the current system replaced by one or two new unitary authorities. This anticipated structural shift has raised important concerns regarding the future of local assets, their management, and the need to ensure their preservation for the benefit of local communities in the years ahead.

   In response to the evolving local government landscape, Kidderminster Town Council (KTC) has proactively taken steps to safeguard key community assets. Through the process of devolution, KTC has already assumed responsibility for three parks. This transition has not only demonstrated the Council's operational capability but has also led to external recognition, with one of the parks recently receiving a Green Flag Award. This accolade highlights the Town Council's competence and commitment to maintaining high standards, and its suitability as a long-term custodian of valued public spaces.

   As we look forward, these developments underscore the importance of strategic financial planning and asset management. KTC must continue to assess the potential impact of wider governance changes and explore further opportunities to protect and enhance local services and infrastructure for the community it serves.

2. **Current Situation:** KTC continue to take a proactive and strategic approach in response to the potential transfer of local assets, particularly in light of the anticipated dissolution of District Councils by 2028. The Council has expressed its interest in the following transfers:

   - Parks and Open Spaces
   - Town Centre Car Parks
   - Land to the front of the Town Hall

   This report focusses on the transfer of 8 Parks and Open Spaces. Building on the successful devolution of three parks, Officers from Operational Services have undertaken a thorough assessment to understand both the financial and operational implications should KTC decide to assume responsibility for the remaining nine to ten parks within the town.

Considerations to be discussed at a later date (late 2026, 2027) to discuss the remaining Brinton Park and White Wickets Park, including any miscellaneous green spaces, car parks etc.

As part of this due diligence process, Officers have met with senior representatives from Wyre Forest District Council (WFDC) to explore their position regarding asset transfer. These discussions have been constructive, with broad agreement emerging between both parties that the long-term security and stewardship of the parks would be best served under the ownership and management of KTC.

KTC remains committed to securing the best possible outcome for the residents of Kidderminster. This includes ensuring that any transfer arrangement is sustainable, financially viable, and enables KTC to uphold—and improve upon—the current standards of maintenance and community value.

Officers believe the time is now appropriate to formally share our initial proposals and findings with WFDC Officers, with the aim of progressing discussions and working towards a mutually beneficial agreement.

3. **Expected Outcomes:** To approve the initial two-year financial package to be presented to WFDC in relation to the transfer of parks and its responsibilities. The outcome should include agreement WFDC to fully fund the first year of operational costs, covering grounds maintenance, vehicles, services and repairs and maintenance. Additionally, the agreement will provide funding for staffing to ensure sufficient officer capacity to manage the transition and ongoing responsibilities.

4. **Consultation:** Consultation will be undertaken with both the Operational Services and Staffing Committees to seek formal agreement on the proposed approach for the ongoing operational management of the park and staffing re-structure to support delivery. This will include discussions around resource allocation, service delivery standards, and the responsibilities of the operational team. The Committee's input will help ensure that the parks are managed effectively and sustainably, and that adequate operational capacity is in place to support the agreed level of service. The Committees will also be asked to endorse the operational and staffing proposals that support the transition and first-year implementation.

5. **Risk Assessment:** Transferring control of local parks to a unitary authority, risks reduced investment, diminished community input, weakened partnerships, and a potential decline in service standards. These green

spaces are essential for wellbeing, biodiversity, and community cohesion—centralised decision-making could overlook their unique local value.

KTC finances will continue to be dictated by the Town Hall transformation project for the Town Hall in 2026-2027 and perhaps the following year. Without appropriate grant funding from WFDC, the transfer of responsibility for local parks would place unmanageable expectations on the local precept for the initial first couple of years. This would result in increased financial pressure on KTC.

Without the proposed financial package, the Council would have no option but to increase the precept by over 32.9% in year one to meet these basic service expectations, without having regard to inflation and other pressures/ ambitions which the council might have for next year. The current proposal ensures both service continuity and fiscal responsibility.

Failure to approve the necessary financial commitments to manage parks—particularly in the absence of grant funding for the first years—puts these transfers at grave risk of not proceeding. Without the recommended support, we would be unable to deliver essential grounds maintenance or recruit the necessary staff to maintain and enhance these valued community assets.

6. **Financial and Resources-** Outlines the financial costs and funding sources for the proposed phase one actions. This should include all implementation and delivery costs (e.g., staffing, vehicles, repairs, and maintenance).

Financial Package - Grounds Maintenance		
Phase One		
Parks/Open Spaces	**Year One (2026-27)**	**Year Two (2027-28)**

Spennells	£50,000	£50,000
Springfield	£78,000	£78,000
Willowfield	£15,000	£15,000
King George	£15,000	£15,000
Jerusalem Walk	£8,000	£8,000
Bewdley Hill	£12,000	£12,000
Urban Park Worcester Street	N/A	£10,000
Urban Park Oxford Street	N/A	£10,000
TOTALS	**£178,000**	**£198,000**

Repairs and Maintenance & Services		
	Year One (2026-27)	**Year Two (2027-28)**
	£40,000	£40,000

Staffing Requirements		
	Year One (2026-27)	**Year Two (2027-28)**
	£95,000	£175,000

Vehicle Requirements		
	Year One (2026-27)	**Year Two (2027-28)**
Electric Van x 2, Includes all services	£10,000	£10,000
Electric Charging Unit	£1,500	£0
Running Costs	£3000	£3,000
		£3,000 (WFDC vehicle)
Insurance	£500	£1000
TOTALS	**£16,000**	**£17,000**

Totals		
TOTALS	**Year One (2026-27)**	**Year Two (2027-28)**
Total Costs	**£329,000**	**£430,000**
WFDC Contribution	**£329,000 (Full Amount)**	**£330,000 (77%)**
KTC Contribution	**£0**	**£100,000 (23%)**

WFDC Annual Saving		
	Year One (2026-27)	**Year Two (2027-28)**
Based on £360,000	Annual Saving £41,000	Annual Saving £30,000
Based on £390,000	Annual Saving £71,000	Annual Saving £60,000

- **Grounds Maintenance:** Members are asked to note that grounds maintenance is currently delivered through external contractors, which is the operational model adopted by KTC. This approach ensures consistency in service delivery and provides access to specialist skills and equipment without the need for direct in-house provision.

The contracted service covers a wide range of essential works, including:

- Grass cutting
- Hedge maintenance
- Emptying of litter bins
- Litter picking
- Other routine grounds care and maintenance tasks

This comprehensive service ensures that parks are maintained to a high standard, supporting both the appearance and the safe enjoyment of facilities by residents and visitors. The associated costs represent the full provision of these services and remain a key element of KTC overall service delivery model.

- **Repairs and Maintenance:** An adequate and well-planned repairs and maintenance budget is vital to ensure that all KTC-owned places, assets, and equipment remain safe, functional, and accessible for public use. Regular maintenance prevents small issues from developing into costly repairs, extends the lifespan of assets, and ensures compliance with health and safety standards.

  Failure to provide sufficient funding in this area not only increases long-term financial pressures but also introduces risks to public safety, service delivery. By investing appropriately in repairs and maintenance, KTC can safeguard community facilities, reduce the likelihood of unplanned disruptions, and demonstrate a clear commitment to public safety and asset stewardship.

- **Staffing Requirements:** It is essential that sufficient funds are made available to support staffing, particularly in relation to the expansion of services. Parks require daily oversight and hands-on management to ensure they remain safe, clean, and welcoming for public use.

  Allocating funding for staffing will ensure that the right skills and capacity are in place to carry out essential tasks, from maintenance, health and safety and grounds care to responding promptly to issues as they arise. This investment will directly contribute to parks looking better, being better maintained, and continuing to provide a high-quality environment for the community.

  Recognising staffing as a core part of service delivery is therefore critical to sustaining improvements and ensuring the long-term success of these valued public spaces.

- **Vehicle Requirements:** The provision of appropriate vehicles is critical to ensure the effective delivery of daily operational functions. These vehicles must not only provide reliable transport for staff but also the capacity to carry the necessary tools, equipment, machinery, and supplies required to complete tasks efficiently and safely. Without adequate vehicle provision, service delivery would be severely restricted, leading to delays, increased costs, and reduced effectiveness.

In addition, the importance of transitioning towards electric vehicles (EVs) should be recognised. EVs support KTC commitment to sustainability by reducing carbon emissions, while also offering long-term financial benefits through lower fuel costs, reduced maintenance requirements, and compliance with future environmental standards.

Members are therefore asked to note that investment in vehicles – including the introduction of electric vehicles with sufficient load capacity for operational needs – is a priority to maintain service resilience and align with wider environmental objectives.

It is requested that WFDC provide an additional vehicle to support waste collection. This will enable the efficient removal of larger waste items, including bin waste outside the contract, fly-tipped materials, litter, discarded items, such as household items left in parks. The vehicle will also assist with larger projects, such as grounds maintenance and repair works.

- **Wyre Forest District Council Annual Saving:** Based on the figures provided by the WFDC Chief Executive Officer, the proposed offer from KTC will still enable WFDC to achieve an annual saving on its Ground's Maintenance costs.

- **Solicitor Fees**
- Approx Legal Fees £900
- Grant agreements, charged for separately which are unknown until further detail is submitted.
- Disbursements approx. £50 per transaction
- Land Registry fees approx. £50.

7. **Crime and Disorder:** Keeping parks in local ownership can have important crime reduction and community safety benefits, Under Section 17 of the Crime and Disorder Act, local authorities already have a duty to consider crime, and parks in their ownership can play a big role, for example, closer partnership with Police and Community Safety Teams.

- Consistent safety standards, local ownership means uniform policies on parks risk management.

- Community Trust and Use, people tend to feel safer in parks run by their local council, as there is transparency and accountability.

- Swift Responses to Issues, we will have teams in place for maintenance, and environmental issues, reporting incidents and responding to vandalism.

8. **Conclusion:** The proposed transfer of parks and open spaces to KTC represents a unique opportunity to secure the long-term protection, enhancement, and community benefit of these vital green assets. With the dissolution of district councils approaching, it is imperative that we take proactive steps to ensure continuity of service standards and prevent the risk

of diminished investment and centralised decision-making that could overlook the needs of local residents.

KTC has already demonstrated its ability to manage parks effectively, achieving national recognition through the Green Flag Award. The financial package proposed provides a balanced and responsible approach, ensuring that both operational and staffing needs can be met without placing unsustainable pressure on the local precept in the crucial early years of transition. This approach safeguards service delivery, upholds community expectations, and provides WFDC with a fair and sustainable pathway for asset transfer.

If Kidderminster Town Council doesn't take responsibility for these assets, who will?

9. Recommendations for Committee Approval

- **Phase One Negotiations**
  The Committee is asked to approve negotiations with WFDC for Phase One on the basis of the attached financial package, and to recommend agreement for Officers to formally present our offer. This step will enable both councils to move forward collaboratively, securing the long-term future of Kidderminster's parks.

- **Remaining Parks and Green Open Spaces**
  The Committee agree to further investigate Brinton and White Wickets parks and any other green spaces the Council wishes to consider for transfer.

- **Town Centre Car Parks**
  The Committee agree to seek further review of the transfer of Town Centre Car Parks.

- **Land to the front of the Town Hall**
  The Committee agree to seek further information from WFDC, to the transfer of the Market Charter to KTC.

- **Staffing**
  The Committee supports the staffing financial package.

- **Grounds Maintenance**
  The Committee supports the Grounds Maintenance package and requests support from the Operational Services Committee to deliver the operational requirements.

- **Vehicles**
  The Committee supports the acquisition of additional vehicles to support operations and requests support from Operational Services.

- **Repairs and Maintenance**
  The Committee supports ongoing investment in repairs and maintenance to ensure parks and associated assets remain well maintained.

Kidderminster Town Council- Finance and Overview Committee

Work Programme for Full Council 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. Questions/ Petitions from members of the Public
5. Approval of Accounts
6. Budget monitoring
7. Bank reconciliations for quarter.
8. Quarterly Vision Action Plan reports
9. Quarterly review of Strategic Risk Register

Other items of Business

Meeting Date	Item
25 June 2025	**Terms of Reference**
	Vision 2025-2029 Action Plan To Approve the Action Plan for the delivery of the Council's aims and objectives, as set out in the Council's Vision 2025-29.
	Accounting Statements 2024-2025 (Appendix 6, to follow) To receive the Council's annual accounts statement and make any relevant recommendations to Full Council on 25h June 2025.
	Vision 2025-2029 Action Plan **To Approve** the Action Plan for the delivery of the Council's aims and objectives, as set out in the Council's Vision 2025-29.
	Local Government reorganisation and Devolution Proposals (Appendix 8) **To recommend** to Full Council the Council's approach to this matter, including asset and service transfers and financial arrangements for same
	Press Release Protocol **To Approve** a Press release protocol for the Council.
	Worcestershire Pension Fund Employers' Discretion Exercise **To Approve** the Council's Discretion Policy for employees who are members of the Local Government Pension Scheme.
	Approval of Policies **To Approve:** 15.1 Document Retention Policy 15.2 Subject Access Policy
	Provision of IT infrastructure and Services (To follow) **To Approve** procurement and service arrangements for IT infrastructure and equipment for the Town Council, on the resumption of full services from the Town Hall.
17 July	**Provision of IT infrastructure and Services**
	The Town Hall Transformation Project To approve arrangements for an interim loan towards the completion of the project.

Meeting Date	Item
4th August	**The Town Hall Transformation Project** To approve arrangements for an interim loan towards the completion of the project.
15th October 2025	**Devolution Financing Report**
	Health and Safety Management System
	Finance and Accounting programme
22nd January 2025	Budget 26/27
	Town Hall - That the Council holds a "lessons learned" meeting with a full report to Council.
15th April 2025	