



17th October 2025.

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held at **6:00PM** on **WEDNESDAY 22nd October** in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** when all Members of the Council are summoned to attend.

Yours Sincerely

Hugh Peacocke
Chief Executive Officer

Membership: Councillors Doug Hine (Mayor), John Aston, John Beckingham, Ben Brookes, Darren Chambers, Liam Carroll, Vicky Caulfield, George Connolly, Bernadette Connor, Mark Crosby, Helen Dyke, Nicky Gale, Steve Hollands, Mary McDonnell, Shazu Miah, Fran Oborski (MBE), Mary Rayner and Mike Smith.

AGENDA

1. Apologies for absence

2. Declarations of interest

To receive declarations 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. Approval of Minutes (Appendix 1)

To approve the minutes of the meeting of Kidderminster Town Council held on 25th June 2025.

5. Town Mayor's Report (Appendix 2)

To receive a report from the Town Mayor, Councillor Doug Hine.

6. Kidderminster Business Improvement District (BID)

To receive a presentation from Kidderminster BID.

7. Town Hall Update

To receive an update on the Town Hall Transformation Project and the Grand Re-opening Event on Friday 7th November 2025

- 8. St. George's Park Paddling Pool (Appendix 3)**
To consider the closure of St George's Park Paddling Pool, as recommended by the Council's Operational Services Committee.
- 9. Report of External Auditor on the financial year ended 31st March 2025. (to follow, if received in time)**
To Receive the report from the Council's external auditors (PKF Littlejohn).
- 10. Budget 2026-27 (Appendix 4)**
To Receive the timetable for the preparation and adoption of the Council's budget for 2026-27.
- 11. Committee meetings**
To note the following minutes of Committee Meetings held since the Council meeting on 25th June (already circulated to Members and published on the Council's website):
 - 11.1 The Planning Committee meetings held on 22nd July, 26th August and 30th September 2025
 - 11.2 The Town Hall Committee held on 23rd July and 15th September
 - 11.3 The Operational Services Committee held on 2nd July and 13th August
 - 11.4 The Finance & Overview Committee held on 7th July, 4th August and 15th October
 - 11.5 The Staffing Committee held on 13th October
- 12. Climate Change Action Plan (Appendix 5)**
To receive a report from the Climate Change and Biodiversity Working Group and to Approve an Action plan for the Council.
- 13. Annual review of Standing Orders (Appendix 6)**
To review the council's Standing Orders and approve any proposed amendments.
- 14. The Claire Witnell and Edward Blount Trust (Appendix 7)**
To appoint a member to the Trust
- 15. The Forward Work Programme (Appendix 8)**
To note the Forward Work Programme for Full Council for 2025/26 and consider any additions.

KIDDERMINSTER TOWN COUNCIL
Minutes of the Meeting held at 6.00 pm on 25th June 2025,
in the Council Chamber, Wyre Forest House.

Present:

Councillors Doug Hine (Town Mayor), John Aston, John Beckingham, Ben Brookes, Liam Carroll, Vickie Caulfield, Darren Chambers, George Connolly, Bernadette Connor, Mark Crosby, Helen Dyke, Nicky Gale, Steve Hollands, Mary McDonnell, Shazu Miah, Fran Oborski (MBE), Mary Rayner and Mike Smith,

In Attendance:

Mr H. Peacocke, Chief Executive
Mr. R. Beeston, Public Realm and Operations Officer.

3. Apologies:

None

4. Absent:

None

5. Declarations of interest

Councillor Ben Brookes declared that as he was an Executive Member at Wyre Forest District Council, that he would withdraw from the meeting for item 12 on the agenda: Local Government Reorganisation and Devolution Proposals.

6. Public Question Time

There were no questions from members of the public.

7. Approval of Minutes

3.1 RESOLVED: To approve the minutes of the meetings of Kidderminster Town Council held on 16th April 2025

3.2 RESOLVED: To approve the minutes of the meetings of Kidderminster Town Council held on 15th May 2025

8. Town Centre Team – West Mercia Police

The Town Mayor reported that due to their involvement in an incident in town that the Police were unable to send their representatives for this presentation. It was agreed to ask if they could attend a future meeting.

9. Town Mayor's Report

The meeting received a report from the Town Mayor, Councillor Doug Hine, on his first month in office, since elected Mayor. The Mayor thanked the Council staff for their work on civic events since the last meeting of the Council-namely, V E 80 Day, Mayor-making and the Mayor's Sunday.

10. Town Hall Update

The CEO highlighted the following:

- Mr Curtis Fudge was appointed Business Development Lead from 11/6
- The podium in front of the Town Hall is currently under construction and expected to be completed by 18th September.
- KTC staff have now returned to the town Hall, but due to the ongoing construction works, it is not open to the public. Accordingly, any Committee or Council meetings scheduled until 30th September will be held at Wyre Forest House. From 1st October, they will be held in the Town Hall.
- The official re-opening ceremonies are now deferred until early November. Trial events will be held in October, to test the various facilities and services to ensure that they are all in proper working order before the official re-opening ceremonies take place.
- The CEO reported on increased costs due to bespoke fire doors (£45,000), a handrail for the podium (£11,000) and £5,000 for snow rails on the roof, which would also help to reduce the risk of accidents from falling slates. The CEO is to check if the fire doors are an insurance issue, with KTC staff now occupying the Town Hall.

11. Minutes of Committee meetings held since the April meeting of Full Council

Members noted the minutes of the Committee meetings held since the last meeting of the Council.

12. Financial Regulations

The Mayor told the meeting that it was good practice to review the Regulations on an annual basis and he invited the CEO to present the review. The CEO told the members that the review had regard to the following matters:

- A. Issues raised in the internal auditor's report
 - 1.13 - Internal Audit reports to F & O Committee(External must go to Full Council)
 - 1.14 - Finance functions for Finance and Overview committee
 - 1.15 - To cover delegations to Committees
 - 8.8 - Exclude transfers between bank accounts held in the same branch.

- B. Some anomalies in the current regulations
- 2.2- Name of committee clarified (Finance and Overview)
 - 5.4 - Clerk delegations re invoices
 - 6.10 - Clerk and Officer to change supplier details
 - 7.2 - Remove reference to Councillor's allowances- only the mayor receives an allowance.

RESOLVED: to approve the Financial Regulations, as reviewed.

13. Outside Bodies

The meeting received and noted reports from Councillor Steve Hollands (Friends of St Mary's Church Committee and Councillor Doug Hine (Town Centre Partnership, County Association of Local Councils)

RESOLVED: To make the following appointments:

	Organisation	Councillor Appointments
1)	Carpet Museum Trustees	Mike Smith
2)	CALC	Doug Hine (Deputy Helen Dyke)
	NALC Super Councils Network	John Beckingham
3)	Friends of St Mary's Church Committee	Steve Hollands
4)	Historical Societies Group	Darren Chambers
5)	Community Transport in Wyre Forest	George Connolly
6)	Fairtrade	Bernadette Connor
7)	Wyre Forest Young People's Forum	Vicky Caulfield
8)	Kidderminster BID- Observer at Board meetings	Liam Carroll
9)	The Kidderminster Dementia Action Alliance	John Aston
10)	The Civic Society	Ben Brookes
11)	Historic Opportunities Group	Fran Oborski, Darren Chambers and Bernadette Connor
12)	Clare Witnell and Blount Charity	George Connolly

The CEO was asked to check if Community Transport in Wyre Forest and Fairtrade were still operating.

14. Wyre Forest Consultation- Local Government reorganisation

The Mayor told the meeting that the District Council was carrying out a public consultation on the Government's Local Government Reorganisation proposals.

The Town Council was invited to respond as a corporate body.

RESOLVED: That the CEO informs the District Council that if the proposed Local Government reorganisation takes place, that the Town Council favours the one unitary council covering all of Worcestershire.

Cllr. Ben Brookes left the meeting while the Council considered the next item.

15. Local Government reorganisation and Devolution Proposals

The Mayor told the members that arising from the local government reorganisation proposals the District Council had invited the Town Council to respond regarding the transfer of assets, together with any request for transitional financial support that might be provided over a short period.

Wyre Forest Council believes that the town councils would wish to retain local ownership of, and provide a sustainable future for, assets that are loved and enjoyed primarily by the district's residents.

The Town Council was asked to review the list of assets held by the District Council in the parish of Kidderminster and to determine which assets this Council wished to have transferred to Kidderminster Town Council, rather than a new unitary authority.

The Mayor referred to the CEO's report, which listed the assets owned by the District Council within the parish of Kidderminster. This matter was considered by this Council's Finance and Overview Committee on 11th June and their recommendations had also been sent to all members.

Mr. Rob Beeston, the Council's Public Realm and Operations Officer dealt with members' questions regarding parks and open spaces and car parks.

RESOLVED:

1. Parks and open Spaces:

1.A To request the District Council to adopt a strategic approach to the transfer of assets and to designate Kidderminster Town Council as the Parks Authority for Kidderminster.

This proposals excludes:

- The two Public Realm parks, which should only be revisited after the completion of the connectivity project.
- The nature reserves, which should be transferred to organisations which specialise in these matters
- White Wickets, until such time as the issues around title are resolved and the condition of the assets made satisfactory, or finance provided to render them satisfactory.

1.B Arising from this decision, to defer the proposed transfer of King George V Park, Willowfield Park, Forester Way Park and Jerusalem Walk Park.

2. Car parks

2. To request the transfer of strategic town centre car parks, which are important town centre infrastructure. The following car parks are recommended:

- Aldi Long Stay Car Park
- Bateman's Yard, and
- Market Street

3. Leisure Centres

KTC officers to discuss this with other Town Councils who manage leisure centres

4. KTC Services Depot at Crosbie Grove

To request the transfer of the unit at Crosbie Grove, currently occupied by KTC Services team.

5. To authorise officers:

- To conduct due diligence on all proposed asset transfers
- To assess the financial implications—short and long term
- To consider associated risks, including legal liabilities and provide regular reports to the Finance & Overview committee
- To consider maintenance obligations and delivery capacity and provide regular reports to the Operational Services Committee

6. To require Wyre Forest District Council to fund the relevant independent surveys carried out by Kidderminster Town Council before any proposed asset transfer

7. To require WFDC to pay KTC legal fees for any transfer

8. To advise the District Council that there should be no financial impact on the Town Council arising from these arrangements in 2026-27, with further financial support in 2027-28

The Mayor adjourned the meeting from 8.05 pm to 8.15 pm. Councillor Mary McDonnell left the meeting at this stage.

16. Internal Audit Report 2024-2025

The CEO advised the meeting of the officers' responses to the issues raised by the Internal Auditor. He told the Council that while the end of year accounts appeared satisfactory, that he had advised the internal auditor that the Council's financial position was challenging as there was no longer any grant funding towards the expenditure arising on the Town Hall project. He also told the internal auditor that the Council was aiming to address these matters by seeking approval to borrow up to £1.25M.

The CEO told the Council of the progress that had been made addressing many of the other issues which the Internal Auditor had raised during the year.

RESOLVED:

- To receive the Internal Auditor's report, in full
- To approve the responses from the CEO to the items raised in the report, and
- To direct the CEO to report quarterly to the Finance and Overview Committee on progress made on the issues raised in the report.

17. End of Year Accounts 2024-2025

The Town Mayor told the Council that the CEO had signed and published the Council's annual accounts for approval.

The CEO told the meeting that both the income and expenditure had increased significantly due to the costs of the Town Hall Transformation Project. This was also reflected in the increase in total borrowings.

He presented the Annual Internal Audit Report and the meeting noted the comments at items C, D, J and L of the Internal Auditor's Annual Report 2024/25.

RESOLVED:

A) To receive the Annual Return (subject to external audit) for the financial year 2024/25.

B) To receive and note the Annual Internal Audit Report.

C) To approve each individual paragraph (1-9) of the Annual Governance Statement as defined at Section 2 of the Annual Return:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and where appropriate, have included them in the accounting statements.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required. Independent examination or audit.

D) To authorise the signing of the Annual Governance Statement by the Mayor and the Clerk

E) To adopt the accounts and to authorise the signing of the Annual Return (subject to external audit) by The Town Mayor and the Chief Executive Officer, in line with the regulatory requirement to sign the accounts by 30 June 2025.

18. The Forward Work Programme

- Noted that the Council was seeking representation from the Bus Companies operating in Kidderminster and the Cabinet Member for Transport at Worcestershire County Council
- The BID are due to make a presentation to the October meeting
- The Climate Emergency to be discussed at the October meeting
- West Mercia Police- Kidderminster town Centre Team
- Cllr Caulfield to make a presentation on the Incredible Edible Project

The official business of the meeting concluded at 8.45 pm

Signed: _____
Town Mayor.

Date: _____

Town Mayor's Report for Town Council, 22nd October 2025

Welcome to Councillors for this second full council meeting in my term.

- I would like to thank staff for their support, and councillors for their attendance, at the **VJ Day Commemoration** at St Mary's Church on **Friday, 15th August**.
- I'd like to thank Council staff and councillors for their support for my successful **Mayor's Afternoon Tea** in the Courtyard Café last **Saturday, 18th October**.

We are coming up to a busy period of events:

- The Town Hall Grand Reopening, Friday, 7th November
- Remembrance Sunday, 9th November
- Christmas Lights Switch on, featuring East 17, Saturday, 15th November
- Santa in the Town Hall, Saturday, 6th December
- Mayors' Christmas Carol Services, with Mayors of Bewdley and Stourport and WFDC Chair, 14th December

I remain thankful to Deputy Mayor, Cllr Miah for their support in attending events when it has not been practical for me to attend. Events attended since 25th June have been:

6th July - Mercian Regiment Pilgrimage at Crich Memorial Tower, Derbyshire

10th July - St Johns Primary School Fair

10th July - King Charles I Awards Night

11th July - Srebrenica Memorial Day event, Worcester Guildhall

17th July - Meet visiting students and teachers from Husum, Rhydd Covert

19th July - Kidderminster Food Festival, Weavers Wharf

22nd July - Opening of SEND-Inclusive Photo Studio, Jelleyman's Mill

24th July - WFDC Chairman's Afternoon Tea, Wharton Park Golf Club

2nd August - Nightingale Court Care Home Fair (Deputy)

2nd August - Battle of Evesham Parade

4th August - Tour of Kemp Hospice

15th August - VJ Day Flag Raising at Wyre Forest House

16th August - Tour of Wyre Forest Crematorium on their Open Day

29th August - Green Flag Raising Ceremony, Broadwaters Mill Park

31st August - Charity Cricket Match, Shere-e-Punjab vs Kidderminster CC

3rd September - Merchant Navy Day flag flying ceremony (Deputy)

3rd September - Grand Reopening, Brook Court Care Home

6th September - Stourport Carnival Day Parade

6th September - Stourport Carnival Evening Events (Deputy)

6th September - Mercian Volunteers Regimental Dinner

10th September - Kidderminster-Husum Twinning Association Meeting
12th September - Mayor of Redditch Dinner, The Boathouse Café
13th September - Kemp Butterfly Release, Bodenham Arboretum
13th September - Visit to the Rose Theatre on their Open Day
20th September - Mayor of Worcester Charity Concert, Worcester Guildhall
25th September - Unveiling of Interpretation Board at William Mitchell Wall (Deputy)
26th September - Mayor of Bewdley Charity Quiz Night
27th September - Kidderminster Library Summer Reading Challenge Medal Ceremony
4th October - Opening of Pat's Petals Florist, New Road (Deputy)
4th October - Opening of Maya's Delicious Food, Oxford Street (Deputy)
10th October - WFDC Chairman's Musical Evening, with the "Endangered Species"
11th October - Grand Reopening of HELP's cafe and drop in space (Deputy)
12th October - Evensong at Worcester Cathedral, attended by the High Sherriff of Worcestershire and His Majesty's Judges
18th October - Mayor of Tewkesbury Charity Concert

Kidderminster Town Council

Report Title: St Georges Paddling Pool

- **Meeting:** Full Council
- **Date of Meeting:** 22nd October 2025
- **Author(s):** Adam Stockhall – Operational Services Manager
- **Date of report 8th October 2025**
- 1. **Summary:** To provide Full Council with a full background, financial analysis, timeline of actions, and recommendation regarding the future of St George's Paddling Pool, Kidderminster.
- 2. **Background:** St George's Paddling Pool was closed in 2022 following a number of health and safety concerns. Inspections identified significant issues with both the infrastructure of the pool and its operational safety. In particular, the pool lacked a modern water dosing and filtration system, which meant water quality could not be reliably maintained at a safe standard for public use. Without the ability to ensure adequate disinfection and circulation, there was a heightened risk of waterborne illness and contamination.

In addition, the physical condition of the pool and surrounding facilities presented further safety concerns, including deterioration of surfaces that were no longer fit for purpose. Taken together, these factors meant that the pool could not be operated in compliance with health and safety requirements, leading to its closure.

A meeting of Full council, on 23rd May 2024, resolved as follows:

- To work towards reinstating the much-loved St. George's Park Paddling Pool with the aim of reopening it as soon as is sustainably possible.
- To consider that, once reopened the Paddling Pool should operate for the same period (May to September) as the Stourport Paddling Pool and Brinton Park Splash Pad.
- To instruct the Operational Services Committee to work with Officers and our external funding consultant, the community and businesses to achieve the reinstatement and reopening. This should include a full financial forecast of oncosts to ensure sustainability is achieved.
- Having regard to the expected petition from "The Save Our Paddling Pool" group: That the Operational Services Committee, at its meeting on 5th June 2024, should set up a Working Group, to make recommendations regarding this matter. The "Save Our Paddling Pool" group should be included in the membership of the Working Group.
- St. Georges Paddling Pool should be a standing item on the Full Council Agenda until this is resolved.

Since the closure, there have been a number of attempts to explore the potential for reopening the pool. A summary of these is provided below, with full details available on the [Kidderminster Town Council website](#), including supporting reports and documentation.

- a) **External Inspections (Appendix 1, Condition Survey, to note, carried out in 2022, likely to have been subject to further deterioration)**
 - Commissioned independent assessments to evaluate the condition and safety of the paddling pool.
 - b) **Governance and Oversight**
 - Regular updates provided through formal committee reports.
 - A dedicated Kidderminster Town Council working group was established to oversee the project.
 - c) **Funding and Financial Planning**
 - Appointed a fundraising consultant to identify and pursue funding opportunities.
 - Submitted applications for external grant funding.
 - Explored alternative funding mechanisms.
 - Prepared detailed financial information regarding precept and loan requirements for both operational and capital refurbishment costs.
 - d) **Maintenance and Preservation During Closure**
 - Carried out minor works to maintain the facility and prevent deterioration while out of use.
 - e) **Procurement and Contractor Engagement**
 - Conducted a national procurement process for quotes for the refurbishment and upgrade of the pool.
 - Held meetings with potential contractors to discuss project scope and feasibility.
 - f) **Community Engagement**
 - Undertook public consultation, which included specific input on the future of the paddling pool.
 - Explored alternative ownership models with Friends of St George's.
 - The Paddling Pool Group is exploring alternative funding options, such as Biffa Grants, under a lease/lease-back agreement. It is recommended that the group further investigate the eligibility criteria for such grants. Notably, Biffa Awards only consider applications between £10,000 and £75,000, with total project costs (or project phases) capped at £200,000 including VAT.
- [Recreation - Biffa Award](#)

3. **Current Position: Operational Services Committee: Resolution**

At its meeting held on **Wednesday 13 August 2025**, the Operational Services Committee carefully considered all available options and concluded the following.

- The Operational Services Committee **resolved to recommend to Full Council** that: The paddling pool be **permanently closed**; and appropriate arrangements be made to **reinstate the area sympathetically**, ensuring it is landscaped in a way that is consistent with and enhances the surrounding environment.

- 4. Financial Overview:** Kidderminster Town Council received provisional quotations for both the refurbishment and upgrade of the paddling pool, the most recent being Ustigate waterplay in September 2025 (**to note, Ustigate waterplay estimated quote was received September 2025, after the Operational Services Committee which was held on the 13 August 2025**). The two other quotations were provided by *The Splash Company*, a nationally recognised specialist with extensive experience in the design and installation of pools and splash pads, and one received in 2024 from *UK Diveworks*.

It is important to note that all quotes are provided as provisional and may be subject to adjustment once final specifications, designs, and material selections are confirmed. Project costs will also be influenced by the extent of groundworks required, as existing water, drainage, and electrical supplies will need to be upgraded and fitted to ensure the pool operates safely and efficiently.

KTC Total Operational Services Budget for 2025-26 totals £347,770.

“It should be noted that Ustigate Waterplay was recommended by the Save the Paddling Pool Group.”

Refurbishment and Upgrade Costs Only	
Company	Price
Ustigate WaterPlay September 2025	£320,000

The Splash Company March 2025	£313,000 - £340,000
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UK Diveworks April 2024	£156,000, Important to note, No electrical or water supply components and labour are supplied in respect to the electrical and water feed required to the pool and plant room. Design and drawings of the plant room are to be supplied by the client.
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“The average capital price across the three companies ranges from £263,000-£272,000”

Running Costs	
Contractor Fees	£40,000 Based on Contractor Fees to other Council.
Repairs, Maintenance, Equipment and Materials	£10,000, Based on Previous years
Services, Water and Electricity	£3,000 Based on Council Fees

Ustigate Waterplay Annual Precept Increase/Financials KTC					
Refurbishment, Running Costs and Repairs & Maintenance	Precept 2025/26	Predicted Precept Increase £	Predicted Precept Increase %	Predicted Weekly Precept Per Household (Band D)	TOTAL
£373,000	£68.95	£94.64	37.3%	£1.82	£94.64

The Splash Company Annual Precept Increase/Financials KTC					
Refurbishment, Running Costs and Repairs & Maintenance	Precept 2025/26	Predicted Precept Increase £	Predicted Precept Increase %	Predicted Weekly Precept Per Household (Band D)	TOTAL
£366,000	£68.95	£94.12	36.6%	£1.81	£94.12
£393,000		£95.68	39.3%	£1.84	£95.68

UK Diveworks Annual Precept Increase/Financials KTC					
Refurbishment, Running Costs and Repairs & Maintenance	Precept 2025/26	Predicted Precept Increase £	Predicted Precept Increase %	Predicted Weekly Precept Per Household (Band D)	TOTAL
£209,000	£68.95	£83.20	20.9%	£1.60	£83.20

“The average total price across the three ranges from £316,000 to £325,000.”

5. **Loan Information:** Alternatively, a loan; for guidance, £300,000 borrowed would add 3% approx. to the Precept, over 10 years (the estimated life of the asset.)

With a loan, the estimated loan charges per annum in the region of £37K per annum.

Pool opens 15 weeks of the year (May – Sep), weekly costs of £6,000, almost £1,000 per day of operation.

Decommission & Remove

- Cost: **£10,000**
- Removes risks, liabilities, and ongoing costs.

6. **The Council's Vision 2025-2029:** It is the stated aim of the Council to “Provide outstanding parks, playgrounds and public spaces” and it is acknowledged that the provision of the paddling pool is in line with this objective. However, this must be weighed against the aim to “Provide value for money, services for the communities we serve, by maximising income and controlling costs.”

In the circumstances, it is suggested that the costs of re-opening, maintaining and running the paddling pool, as outlined above, do not represent best value for money for all the people of Kidderminster.

7. **Notes to Council – Officer Operational Considerations:** the following operational considerations are outlined on the understanding that sufficient financial support will be required to ensure the safe and effective management of the paddling pool. At this stage, it is not possible to provide precise financial projections for the below.

- **Health and Safety Compliance:**
Funds must be available for training to ensure health and safety regulations, particularly around water quality, and maintenance. Paddling pools are classified as recreational water facilities and must adhere to strict public health standards. Information is available at the following HSE Guidance –

Managing Health and Safety in Swimming Pools (HSG179), pool water treatment (PWTAG) code of practice and standards, British and European standards, BS EN 15288-1 & 15288-2, safety requirements for design and operation of swimming pools, EN13451: Safety requirements for swimming pool equipment. Health and Safety at Work Act 1974, Control of substances hazardous to Health (COSHH) and Management of Health and Safety at Work Regs 1999.

- **Water Quality Management:**

There is a need for specific technical training on water testing, chemical dosing, and filtration systems. Inadequate understanding could lead to poor water hygiene, posing a risk to public health (e.g., bacterial infections, skin irritations). Courses available include Pool Plant Operator Foundation Courses.

- **Risk Assessments and Incident Management:**

Operators must be trained in conducting thorough risk assessments and responding appropriately to incidents (e.g., slips, falls, contamination). Without this, staff may be unprepared in an emergency or fail to mitigate foreseeable risks. City and Guilds Risk Assessment Training courses available.

- **Supervision and Safeguarding:**

Ensuring safeguarding measures are in place. Appropriate signage and resources are in place to manage potential issues.

- **Maintenance and Operational Knowledge:**

Appropriate funds are made available for routine cleaning, inspections, training and maintenance of the pool structure and plant room.

- **Resource and Support Needs:**

There is currently a gap in the current operational staffing structure to safely manage this facility. Officers recommend establishing a dedicated support officer.

To ensure the site remains clean and safe on busier days, Services would need to increase the levels of cleaning, litter picking, and bin emptying. Please note that this would result in additional costs.

- **Insurance and Liability Exposure:**

Without adequate training and documentation of procedures, the council may face increased liability in the event of an incident. Training programs and signed-off competencies are essential to demonstrate due diligence.

- **Future Funding:** A dedicated sinking fund should be established for future upgrades, repairs, and ongoing maintenance to help ensure the longevity and sustainability of the pool.

- **Tendering Process:** Given the complexity of the project and the specialist expertise required, it will be necessary to appoint a consultant with experience in water play facilities to support the development of the final specifications and detailed design.

- **Implementation:** Specialist involvement will be required during the build process to ensure full compliance with any building regulations. This will help guarantee that all stages of construction are properly managed from pool surface, plant equipment and associated services.

- **Underground Infrastructure:** Advice from the appointed water play specialist has identified that the underground infrastructure will most likely require significant upgrades. This includes:

- **Water supply:** Adequate water pressure will be required to operate the filtration system and pumps. At present, the pool is filled via a domestic tap and hose, which is insufficient for operational needs.

- **Drainage:** Upgrades will be required to ensure capacity for high volumes of water discharge during backwashing (the cleaning process).
- **Electrical supply:** A three-phase electrical supply will be necessary for the plant room. Currently, no such supply exists.
Undertaking these works will require excavation across sections of the park to install the necessary connections. While costs have been estimated, they are likely to vary significantly due to the current unknowns relating to ground conditions and infrastructure capacity.
- **Company Recommendations:** It has been noted by both the Splash Company and Ustigate Waterplay that renewing the paddling pool is not considered to be a suitable preferred model and that a Splash Pad is the recommended preference.
- Ustigate Waterplay have shared an example on how a Splash Pad could look and operate within St Georges Park. (**Appendix 2 a & b**).

Alternative Splash Pad

➤ Pro's and Con's, between a Splash Pad and Paddling Pool.

- **Splash Pad:**
No standing water, which means no need for constant chlorination or water replacement.
Lower risk of algae, bacteria, or mosquito breeding.
Usually less costly to operate in the long term (less water, electricity, and chemicals).
- **Paddling Pool:**
Requires continuous water treatment and monitoring.
Draining, cleaning, and refilling adds labour and water costs.
Higher risk of contamination leading to potential closures.

➤ Safety

- **Splash Pad:**
Typically, zero-depth, reducing the risk of drowning.
Safer for children of all ages; less liability for operators.
- **Paddling Pool:**
Even shallow pools carry drowning risks, especially with toddlers.
Lifeguard supervision is often required, increasing staffing costs.

➤ Durability & Longevity

- **Splash Pad:**
Built with concrete, non-slip surfaces, and stainless-steel or plastic fixtures; designed to withstand heavy use and weather.
Can operate year-round in warmer climates without risk of damage from standing water.
- **Paddling Pool:**
Pools can crack, leak, or degrade due to constant water exposure and freezing/thawing cycles.
Shorter lifespan in high-traffic or outdoor environments.

➤ Versatility & Engagement

- **Splash Pad:**
Can include interactive water features: fountains, sprayers, tipping buckets, and water jets.
Encourages active play, social interaction, and imaginative water games.

Can accommodate more children simultaneously since no need for “personal space” in standing water.

- **Paddling Pool:**

More limited play options (mostly just splashing/swimming).
Capacity is limited due to safety and water depth concerns.

- **Environmental Impact**

- **Splash Pad:**

Uses water recirculation systems, conserving water.
Minimal chemical usage compared to chlorinated pools.

- **Paddling Pool:**

Large water consumption due to frequent draining and refilling.
Continuous chemical treatment has environmental impacts.

- **Year-Round & Community Use**

- **Splash Pad:**

Can double as a dry play area when not operating (decorative or interactive features).
Attracts families and encourages repeat visits, boosting local park or business engagement.

- **Paddling Pool:**

Seasonal use only; may be closed due to weather or maintenance.
Fewer opportunities for off-season community engagement.

8. Additional Officer Comments

The following should be noted,

- **14 December 2022 (St George’s Park)**

RESOLVED: The Paddling Pool be mothballed for one year and not removed, to allow the community time to source external funding.

Update: To date, officers have not received formal confirmation of any funding raised by the community. It has been reported that approximately £10,000 has been raised, and a further £750 has been raised by a Town Council member, which has been noted.

- **26 June 2024**

RESOLVED: Members received amended Terms of Reference and agreed that Full Council appoint five Council members to the Paddling Pool Working Group. It was further agreed not to limit the number of participants within the Group, and that the Chair be an elected member, formally appointed by Full Council.

- **Working Group Progress**

Following the June 2024 resolution, the Paddling Pool Working Group was established. Despite this, only a small number of meetings were held, with poor attendance recorded from nominated representative groups. On each occasion, the Group was unable to elect a Chair, which significantly hindered progress.

As a result, the Public Realm and Operations Manager assumed the role of chairing meetings—despite originally being appointed only to provide operational support when required. The last recorded meeting of the Group took place in **February 2025**.

- **Services Committee – 27 February 2025**

Members noted their disappointment at the poor attendance at the Working Group meetings.

- **Devolution of Assets:** Officers raise concern over the implications of potential park and facility transfers to the Town Council, including the future management of the Splash Pad.
- Please note the ongoing operational issues at both Brinton and Stourport sites for 2025, along with multiple closures throughout 2024.
- Officers noted, Save St Georges Park Paddling Pool- Facebook group was formed following its closure in 2022 and currently has 416 active members to date which continues to increase. They have been raising funds through various events (total amount unknown) and continue to explore alternatives via their Facebook page.
- KTC Officers consulted on an alternative to the paddling pool, as requested by Council, to increase current play with equipment designed for younger children which offers inclusiveness. Attached design and costs. **(Appendix 3).**

8. Tendering Exercise: A formal tender was published via ProContract (Due North) for upgrade and refurbishment.

Deadline: 17 April 2025.

- Outcome: No formal quotes submitted.

9. Health and Safety / Risk Management: The paddling pool continues to present a health and safety risk due to the poor condition of the pool and surrounding landscape. Although there is a fence surrounding the pool, and with minor cleaning and maintenance carried out, the area still requires attention to safeguard against potential injury.

Pool Filtration and Dosing System: There is **no single piece of legislation** that explicitly states: *“You must install a filtration and dosing system in a paddling pool.”*

- However, **operators have a legal duty** under the **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999** to protect users from health risks — including microbiological risks (like **Cryptosporidium, Giardia, E. coli, Pseudomonas**).
- If you operate without effective treatment systems and an outbreak occurs, the Council could be held liable in law.
- PWTAG (Pool Water Treatment Advisory Group) guidance is **not law**, but it is considered the **industry standard** and often used by courts and regulators (HSE, Environmental Health Officers) when judging compliance.
- PWTAG is clear: **paddling pools should have filtration and chemical dosing systems** that provide continuous circulation, disinfection, and control of contaminants.
- They specifically warn against “fill-and-draw” pools (just filling with mains water and emptying at intervals), because these present an **unacceptable infection risk**.
- Many local councils adopt **PWTAG’s Code of Practice** into their policies, meaning that filtration and disinfection are **effectively mandatory** for public paddling pools and splash pads.
- Environmental Health Officers can close a pool if they believe it presents a **risk to public health** under **Public Health legislation**.

- There have been UK cases where **Cryptosporidium outbreaks** linked to poorly managed paddling/splash pools led to closures and liability claims.
- These reinforce the expectation that proper **filtration and dosing** are part of meeting the legal duty of care.

10. Legal and Governance Implications

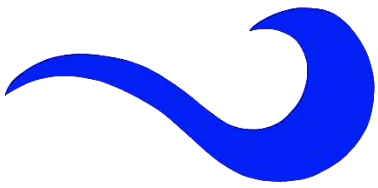
- KTC has a duty of care to ensure public facilities are safe and compliant with health and safety legislation.
- Continuing to operate without action could expose the Council to liability claims.

11. Conclusion: Refurbishing, upgrading, and managing an outdoor paddling pool presents significant challenges for the Council. The facility requires compliance with modern safety and operational standards, which in turn demands substantial investment in specialist infrastructure, including specialist plant room and equipment, adequate water supply, drainage, and electrical systems. The ageing infrastructure will require extensive upgrades to meet requirements for safe filtration, water quality management, and equipment operation.

In addition to capital works, there are ongoing management and operational considerations. These include the need for appropriately trained staff, robust health and safety procedures, regular maintenance, and sufficient budget allocation to cover operating costs. Accurate financial forecasting is difficult at this stage, as final costs are highly dependent on site-specific conditions and specialist design requirements.

Without adequate investment and long-term financial support, the Council would face considerable difficulty in ensuring that the paddling pool can operate both safely and sustainably for the community. The conclusion is that this project falls short of the Council's aim to "Provide value for money services for the communities we serve, by maximising income and controlling costs" and the project would not be best value for money for all the residents of Kidderminster.

12. Recommendation: That Full Council approve the closure of St George's Paddling Pool, as recommended by the Operational Services Committee.



UKDIVEWORKS

Conditional Survey

Location:	St Georges Paddling Pool
Client:	Adam Stockhall Kidderminster Town Council
Date of Survey:	04/10/2022
UKDW Surveyor:	Andrew Wilkins

All areas inspected and detailed in this report are relevant to the date and time shown above only.

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1 Pool Specifications

1.1 Paddling Pool

Length:	15M
Width:	10M
Wall Depth:	150mm - Depth within centre of pool 0.45M
Surfaces:	Screed and painted finish
Light fittings:	There are 0 underwater lights fitted
Outlets/inlets:	There is no circulation system present
Overflow:	N/A
Steps/Ladders:	N/A
Lane markers:	N/A
Expansion Joints:	N/A
Anti-Drowning System	N/A



2 Introduction

UK Diveworks were instructed by Adam Stockhall of Kidderminster Town Council, to conduct a condition survey of St Georges Paddling Pool.

3 Pool tank construction

The pool tank is constructed of concrete with screed and painted in a light blue using choline based paint.

4 Survey Findings

Main Pool - Defects Overview

- Multiple areas of delaminated light blue paint throughout the floor.
- Screed exposure
- Stainless Steel Drain cover not secured with fixings
- No circulation system to the paddling pool – high risk of bacterial infection to pool users
- Screed break down in various locations
- Movement to poolside paving slabs.
- Separation of poolside paving slabs to pool structure
- Open main drain to base of pool which can hold stagnant and bacterial risk
- 1 area of delaminated paint to wall area
- Cracking to paint from central pool drain to each corner of the pool structure (Possible expansion joint beneath)

5 Main Pool

5.1 ladders

There are no ladders installed to the pool due to the entry step down only being 150mm in height. This is a safe access and egress for pool users.

5.2 Surfaces

The paddling pool tank has been laid to concrete screed over the foundation of the pool base and walls. Above this, there is a covering of chlorine based paint which on average is 2-3mm in thickness. The chlorine paint is failing throughout the pool tank and is exposing the screed below. In areas where the paint has failed, there is evidence of screed breakdown. The deepest breakdown of screed was gauged to 20mm in depth.

Chlorine paint is not known for its longevity of life and unfortunately in all cases that UK Diveworks have encountered this paint in a swimming pool setting, it has failed.

The breakdown of cement based product is generally caused by the acidity within the water that is in constant contact with the likes of grout, screed, render etc. Where the screed is exposed, and the fact that the paddling pool is being hand dosed with no circulation, it would suggest that the chemical that is placed in to the water is collecting in areas where the paint is no longer present and being allowed to break the cement screed down through acidic attack. Thus leaving pitted areas throughout the pool tank floor within the screed. It was noted that the majority of the screed break down has occurred around the central drain which is at the pools deepest location. Chemicals that have a heavier value than water will gather at the deepest point of the pool, which is again evident within the paddling pool tank.



Photo 1 – Screed and Paint breakdown around drain



Photo 2 – Deepest Screed breakdown 20mm



Photo 3: Further Screed breakdown

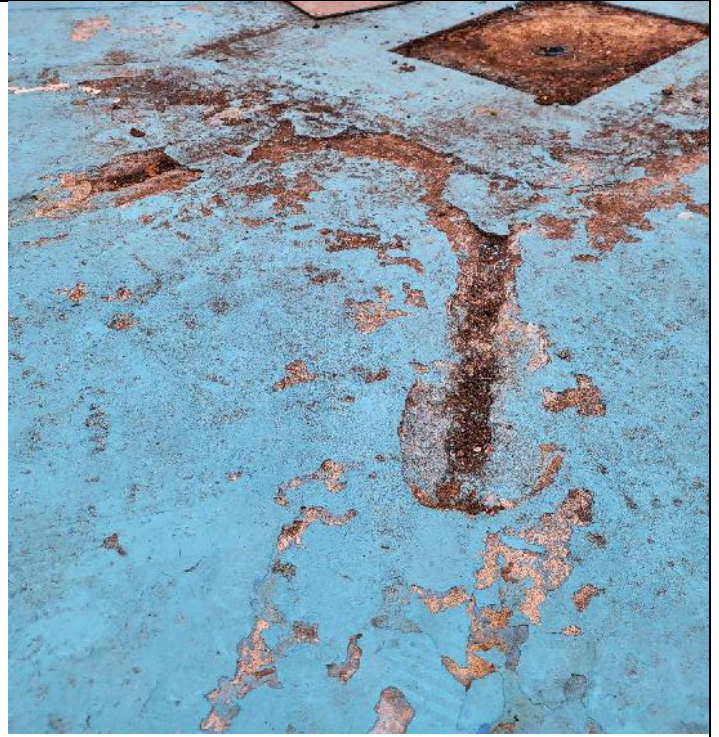


Photo 4: Further Screed breakdown surrounding deepest point of pool



Photo 5: Delaminated paint throughout the pool tank



Photo 6: Pitting and delaminated paint example

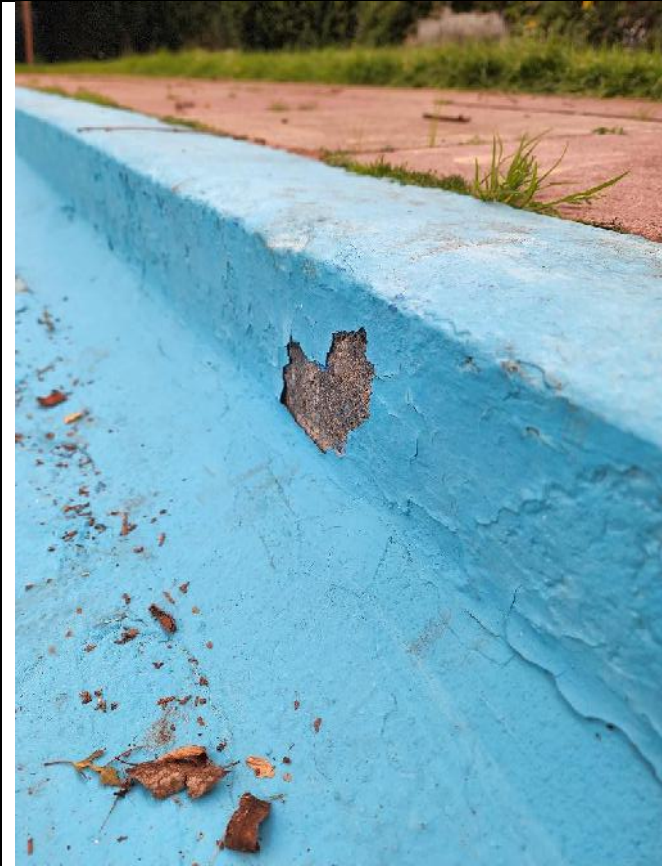


Photo 7: 1 isolated paint delamination to the upstand wall of the pool tank



Photo 8: Example of paint delamination with screed below

Recommendation 1: Remove all existing paint and screed by way of scabbling. Prepare foundation concrete to allow for re-screeding. Re-screed the entire pool tank.

Beyond the re-screeding there is 2 options which will allow longevity of life to the pool tank.

- 1. Install a GRP lamination to all surfaces to seal, protect and finish the pool tank**
- 2. Install non slip tiling to all surfaces including walls**

5.3 Central drain to pool tank

To the centre location of the pool tank there is a stainless steel cover plate with circular hole perforations to the centre area of the plate. There are 8 fixings holes within the stainless steel plate.

Upon inspection, there were no fixings in place to secure the plate to the base of the pool tank.

There is a potential health and safety issue with this central drainage system in place. In almost all pools, the drain down process is managed through the circulation system to stop an open drain being opened up and having in contact with the pool water. There is no circulation system to act as a barrier to this within the paddling pool tank water.

Without understanding the drainage system that is present, UK Diveworks cannot comment further on the health and safety implications of an open drain scenario, therefore this should be correctly risk assessed and further advice from a water management company should be sourced.

It was discussed with Adam on site that a man hole cover played a part in the drain down of the pool and that there was likely to be a valve within the man hole chamber that controlled the flow of water during drain down.



Photo 9: Central drain without cover over



Photo 10: Central drain with cover over – no fixings present

Recommendation 2: Further investigation is required by a water management company to determine the impact of a potential open drain being connected to a pool tank.

Installation of a pool circulation system is recommended for future control of all water aspect including drain down.

Fix cover plate in place using stainless steel fixings

5.4 Poolside Walkways

The poolside is laid to paving slab which are 2 slabs wide. Beyond the paving slabs there is a grass surround with features such as raised flower beds and seating benches.

The paving slabs appear to be in good condition. There were 2 slabs noted to have cracks present.

The paving slab pointing was in a poor condition, allowing for vegetation growth to protrude up and on to the surface of the slab.

The bonding between pool tank and walkway slab has been compromised through what would appera as small ground movement. This has left a crack like indication in some areas of the pool surround at the bonding location.

Around the Water chamber located where the metal boxed water feed container is situated, there is cracking of the concrete and a drop in level, which is hazardous to pool users.

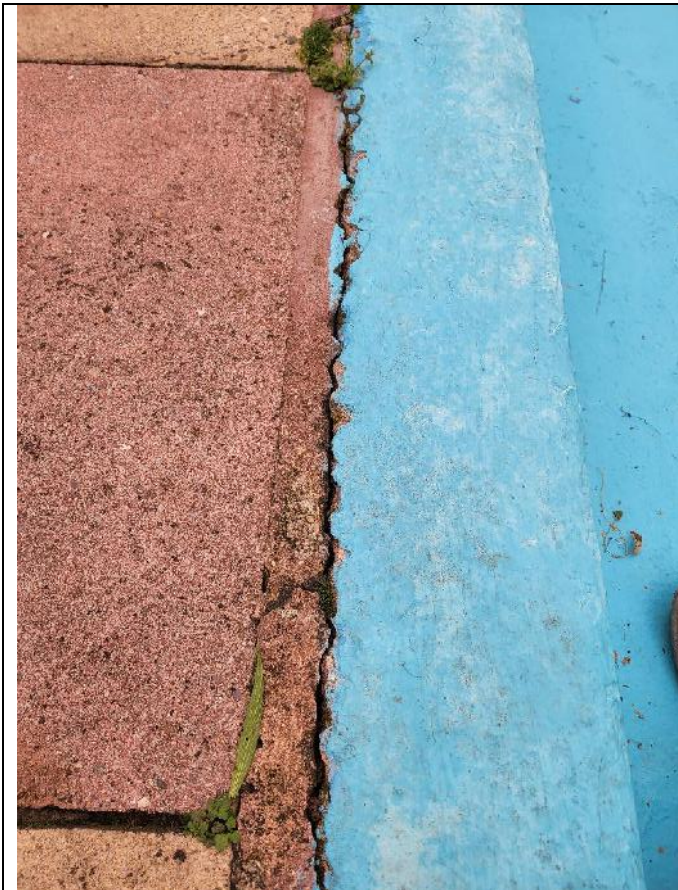


Photo 11: Debonding of pointing from pool tank



Photo 12: Cracked concrete and dropped levels – Hazardous to pool users

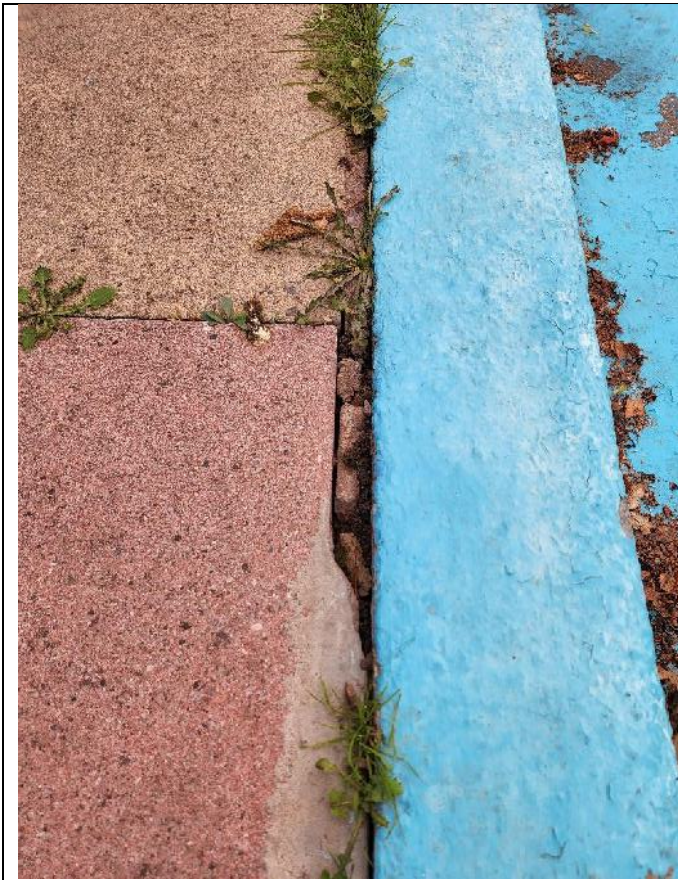


Photo 13: Missing pointing with vegetation growth



Photo 14: Painted markings to paving slabs - Faded

Recommendation 3; Lift and re-bed the paving slabs to the poolside walkways. Re-point the paving slabs and make a repair to the concrete surrounding the water chamber.

6 Circulation

The paddling pool has no circulation system to allow the water within the tank to be constantly moved. This issue is allowing dead spots within the pool where bacterial inhabitation can occur. There is also no continual dosing of the water which again increases the risk of water borne bacterial infection to pool users. SOP (Safe Operating Procedures) should be analysed and risk assessed to ensure that the health of pool users is not being compromised through lack of circulation and chemical dosing. Hand dosing really is becoming a thing of the past due to the risks involved with human error. An automatic dosing system is strongly recommended to ensure that water quality and recorded monitoring is available during pool use. The risks of Leptospirosis due to the pool being an outdoor pool that is open to animals such as rats is very real and with inadequate chemical dosing and circulation, there is a very high risk that disease and other bacterial infections can occur.

In conjunction with the lack of circulation, the pool is not circulating the hand dosed chemicals and therefore the chemicals are sitting within the deep area that is central and is eating away at the substrate.

Recommendation 4: Install a minimum of 4 inlets and 1 sump drain to the paddling pool to allow water flow throughout the pool. Also install an automatic dosing system. This option will require to have a brick built plant room to 1 corner of the paddling pool grassed area. The inlets should be installed central to the diagonal corner lines as possible. The sump drain should replace the central drain and be inset to the height of the pool floor.

7 Conclusion

St George' s Paddling pool is in a poor condition with a high risk of bacterial infection to pool users through the lack of circulation and chemical dosing. The breakdown of screed along with the delamination of paint, makes the pool look un-inviting to persons that wish to use the pool.

Investment in to the pool is a must. The only other alternative is to fill the pool in and make use of the space for other outdoor activity. The paddling pool has the potential to be a well maintained and safe public area that can be enjoyed by many throughout the summer months. With proper investment and a company that has the know how to install the relevant equipment, complete the relevant works to the pool tank and ensure that the pool is brought up to date with health and safety requirements, this could be an asset to the community and to Kidderminster Town Council.

8 Recommendations

8.1 Paddling Pool

Item	Recommendation
Recommendation 1	Recommendation 1: Remove all existing paint and screed by way of scabbling. Prepare foundation concrete to allow for re-screeding. Re-screed the entire pool tank. Beyond the re-screeding there is 2 options which will allow longituity of life to the pool tank. 1. Install a GRP lamination to all surfaces to seal, protect and finish the pool tank 2. Install non slip tiling to all surfaces including walls
Recommendation 2	Further investigation is required by a water management company to determine the impact of a potential open drain being connected to a pool tank. Installation of a pool circulation system is recommended for future control of all water aspect including drain down. Fix cover plate in place using stainless steel fixings
Recommendation 3	Lift and re-bed the paving slabs to the poolside walkways. Re-point the paving slabs and make a repair to the conrete surrounding the water chamber.
Recommendation 4	Install a minimum of 4 inlets and 1 sump drain to the paddling pool to allow water flow throughout the pool. Also install an automatic dosing system. This option will require to have a brick built plant room to 1 corner of the paddling pool grassed area. The inlets

	should be installed central to the diagonal corner lines as possible. The sump drain should replace the central drain and be inset to the height of the pool floor.
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All of the recommendations within this report can be completed by UK Diveworks Ltd. UK Diveworks carry out a wide range of remedial works to swimming pools including refurbishment, pool upgrades, plant room works and finishing works. If you require quotation for any element of the recommendations in this report, then please email Andrew Wilkins on andy.wilkins@ukdiveworks.co.uk

Kidderminster Town Council
Unit 2 Forest Industrial Park
Crosbie Grove
Kidderminster, Worcestershire
DY11 7FX

Our ref: 5077W
Date: 15.09.25

For the attention of: Adam Stockhall, Operational Services Manager

Dear Adam,

Ref.: Quotation for Splash Upgrade – St Georges Park, Kidderminster

We thank you for your enquiry and the opportunity to quote for this project.

We have pleasure in submitting our official quotation to provide a turn-key splashpad scheme offering the very latest fun and safe wet play facilities for young children at the above venue.

Overview

The current Paddling Pool have come to the end of their lifecycle and so we believe based on today fact and costings a splashpad would be the most effective replacement option



(Current Site Status)



Zero-Depth Flow Through Splash Pad information

Converting the current paddling pool into a zero-depth splash pad which uses a simple flow through water system will include

Splash Pad Key Features:

- Simple flow through water system within a small steel painted plantroom enclosure

Plant room example



Control panel example



- Market leading control panel with easy to use touch screen interface

Artist impression of splashpad solution



- Zero-depth splash pad
- Anti-slip and impact absorbing wetpour safety surfacing
- Variety of high and low level aquatic play structures and ground sprays with large warranties

Our offer includes:

- Detailed design of the paddling pools with builders works interface drawing
- Specialist supply and install of the M&E equipment for the waterplay feature
- Project Management of our installation team
- Civil works associated with the build - excavate and form the splash pad
- Play items - supply and install aquatic play structure and flush ground jets as listed above
- Supply and install plantroom M+E equipment – PWTAG Compliant
- Water testing/sampling
- Sterilisation of the system
- Water Feature commissioning
- Training of client maintenance staff for the waterplay feature
- Operation and Maintenance Manual

Offer Exclusions:

- Client to provide water and electrical and wastewater services for the feature to site plantrooms (subject to final design):
 - Electricity 3 phase 415V 50Hz Neutral and Earth rated 63 Amp (for option 1)
 - Water - 50mm size line (at 2L per second upwards)
 - Foul Drain – 160mm connection
- We will reinstate all disturbed areas, but any watering and general maintenance of grass is to be done by others
- We will hand over the project as fully operational. Should the client wish to postpone the official opening of the facility, a separate dedicated visit would be needed to re-sterilise and summarise the feature at a later date which will incur extra charges.

Budget Pricing

Flow Through Splash Pad

Supply and installation of a new zero-depth splash pad facility inclusive of a simple flow through water system, civils works associated with the build (fill paddling pool with concrete, trench works from the splash pad to the plantroom location and concrete base for our plantroom enclosure and wetpour safety surfacing

Budget Price: £250,000.00

Please note: Our pricing is currently budgetary as we have not carried out a full site survey

Estimate of yearly costs

The design we have provided uses water, power and drainage services

Our calculation, based on using our preferred sequencing method would show a cost per season of approximately £13,000 + vat per year. This based on the assumption of being used for 6 hours a day for 5 months of the year.

Commercial

Delivery -	Minimum 24 working weeks from receipt of your official order containing full and final instructions.
Payment:	Monthly valuations – 30 days from invoice date
VAT:	Additional
Drawings:	Inclusive
Wetpour Design:	Inclusive
Installation:	Inclusive
Civil build:	Inclusive
Transport:	Inclusive
Marketing Rights:	To have client assistance and permissions in photographic session and subsequent use of same for Case Study and Marketing use.
Insurances:	£5M - Professional Indemnity £10M - Public Liability £10M - Employers Liability
Quotation Validity:	30 days from date of this offer.

For your consideration we have included the following documents:

- Quotation (this document)
- Renders and animations

Whilst we shall endeavour to meet your completion date of May 2025, it cannot be guaranteed until such time as your instructions to proceed are received, allowing the availability of some key subcontractors to be secured.

We trust this meets with your approval and look forward to receiving your further instructions, however if you require any further details or assistance, please do not hesitate to contact me.

Yours Sincerely,

Daniel Pickering
Ustigate Limited

Client contact details –

Email: Adam.Stockhall@kidderstertowncouncil.gov.uk

Tel: 01562 732607

Mob: 07792572685















• SINCE 1918 •



**Quotation for
Kidderminster Town Council
St Georges Park**



Why Wicksteed?

- ✓ As a family owned business trading for over 100 years all customers can expect to receive a special level of care.
- ✓ Excellent customer feedback record
- ✓ Extensive guarantees
- ✓ UK manufacturing base
- ✓ Readily available spares manufactured by us in Northamptonshire
- ✓ 99% focused on the UK market
- ✓ Financially strong and reliable*
- ✓ Flexible payment terms

Customers are welcome to arrange a visit to our Northamptonshire factory as part of your decision making process

*Check our Experian Score

“Trusted by communities to improve outdoor spaces for the health and wellbeing of all”

Rob Beeston
Kidderminster Town Council
Wyre Forest House Finepoint Way
Kidderminster
Worcestershire
DY11 7WF

Quotation from:

Anna Denton

07813 942 393

adenton@wicksteed.co.uk

Date: 14/03/2025

Valid to: 14/04/2025

Supply and install of play equipment at St Georges Park. 2/95003

Code	Description	Unit	Qty	Total
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To supply and install the following at St Georges Park:-

Surfacing Works

1.0 £62,657.65

SUPP023 Back Fill with Stone

866.0 £25,720.20

BLKEFWP600 Black Eco-Fleck Wet Pour 0.600m FFH - SQM

£79.00 433.0

SUPP026 Installation of drainage holes into an existing base

£1.65 433.0

Drill holes in 400mm grid; fill with pea shingle
Supply & Install Concrete Pin Kerb Edging - Lin Mtr

£24.00 84.0

150 x 50mm PCC edgings with haunching

Please note : the above works are subject to the depth of the pool to be measured:-

Unity Spinner : Supply & Install Equipment Only

1.0 £7,063.25

6020-099 Unity Spinner

£5,497.00 1.0

DRAINPIPE Drainage Pipe (Lin Mtr)

£24.75 3.0

Should a soakaway be required, additional costs will apply
Installation of Unity Spinner

£1,492.00 1.0



Minibeast Totem (XD) : Supply & Install Equipment Only

1.0 £1,388.73

FITMMIN Minibeast Totem (XD)

£1,216.73 1.0

FITMMIN-INST Installation of Minibeast Totem

£172.00 1.0



Sensory Totem (XD) : Supply & Install Equipment Only

1.0 £1,229.00

FITMSEN Sensory Totem (XD)

£1,057.00 1.0

FITMSEN-INST Installation of Sensory Totem

£172.00 1.0



	Code	Description	Unit	Qty	Total
		Sensory Panel 800x595mm (XD) : Supply & Install Equipment Only		1.0	£836.26
	FISENP6	Sensory Panel 800x595mm (XD)		1.0	£500.00
	FIRPRD1750	Recycled Round Plastic Post for 1200 x 800mm Panel	£82.13	2.0	
	FISENP6-INST	Installation of Sensory Panel 800x595mm	£172.00	1.0	
		Large Communication Panel 1200x800mm : Supply & Install Equipment Only		1.0	£1,015.26
	FIPLC03	Large Communication Panel 1200x800mm	£679.00	1.0	
	FIRPRD1750	Recycled Round Plastic Post for 1200 x 800mm Panel	£82.13	2.0	
	FIPLC03-INST	Installation of Large Communication Panel 1200x800mm	£172.00	1.0	
		What's the Weather Like? 1200 x 800mm Panel : Supply & Install Equipment Only		1.0	£557.90
	FIWEATH6	What's the Weather Like? 1200 x 800mm Panel	£221.64	1.0	
	FIRPRD1750	Recycled Round Plastic Post for 1200 x 800mm Panel	£82.13	2.0	
	FIWEATH6-INST	Installation of Large Communication Panel 1200x800mm	£172.00	1.0	
		Emotions 800 x 595mm Panel : Supply & Install Equipment Only		1.0	£776.28
	FIEMCO6	Emotions 800 x 595mm Panel	£440.02	1.0	
	FIRPRD1750	Recycled Round Plastic Post for 1200 x 800mm Panel	£82.13	2.0	
	FIEMCO6-INST	Installation of Large Communication Panel 1200x800mm	£172.00	1.0	
		Gameboard Table – Chess : Supply & Install Equipment Only		1.0	£2,120.32
	GBCHES	Gameboard Table – Chess	£798.16	2.0	
	GBCHES-INST	Installation of Gameboard Table – Chess	£262.00	2.0	
		Keyston Seat : Supply & Install Equipment Only		4.0	£3,176.00
	6120-178	Keyston Seat	£618.00	1.0	
	6120-178-INST	Installation of Keyston Seat	£176.00	1.0	

	Code	Description	Unit	Qty	Total
Rainbow Shelter : Supply & Install Equipment Only					1.0 £6,711.44
	RSTTS	Rainbow Shelter	£4,461.44	1.0	
	Installation	Installation of Rainbow Shelter	£2,250.00	1.0	
SubTotal					£87,532.09
9.89% Discount					-£8,655.42
Carriage					£724.73
Site Preliminaries					1.0 £1,398.60
	HERAS-002	Heras Fencing Hire		1.0	
	WELFARE-PORT	Welfare Facilities		1.0	
	STORE-002	Secure Storage on/off site		1.0	
Notes: E&oe. Images are indicative. Colours shown are subject to change.					
Total excluding VAT					£81,000.00

Should you require additional support please don't hesitate to contact us.

1. Validity Period

These prices are valid for a period of 30 days from the date of quotation. E&oe.

2. Site Details

For quotations that include installation our quotation is based on: a flat, level, soft earth site that is free of stones and debris; if safety grass mats are included, the sites needs to be that of well-maintained grass; there is unrestricted access to site for HGV's; that underground conditions which cannot easily be identified during the site survey do not impede the construction works detailed. Should unexpected conditions be encountered further works may be required at an additional cost. If temporary roads/tracks are necessary, additional costs may apply.

3. Bark Fixed Equipment

If your equipment is to be installed into bark or other loosefill surface, extended legs will be required, and this comes at an additional cost. Please advise Wicksteed at time of quoting. Unless otherwise stated, no additional bark has been allowed for to top up existing loosefill.

4. Drainage

Our quotation, unless otherwise stated, is based on the site being a free draining site. If drainage has been included this will be a French drain soakaway system that has been used successfully for decades on many play areas. Wicksteed are not drainage experts and can take no responsibility for the success of any drainage installed, however, should your knowledge of the area indicate that drainage is required and that the French drain may not be suitable then please advise us as we may need to refer you to a drainage expert.

5. Grass Re-Instatement

Our standard grass reinstatement is carried out by adding topsoil and reseeding. Should turf be included, it is the responsibility of the client to water.

6. Security Fencing

Where heras fencing has not been included within the quotation, when left unsupervised, the site will be cordoned off with Euromesh - i.e. 1m high, durable orange plastic barrier fencing, supported with wooden stakes.

7. Safety Surfacing and Paths

For quotations that include safety surfacing and/or paths please refer to the appropriate product data sheets for important information relating to these items.

8. Lead Times

Our current manufacturing lead times are approximately 10 weeks however if you do need your equipment in a specific timeframe, please contact Wicksteed and we will endeavour to meet those wherever possible.

9. Guarantee

For full details please refer to the Wicksteed Guarantee certificate. The guarantees only apply to products manufactured by Wicksteed Leisure Ltd. Where items have been out-sourced, the manufacturers guarantees and terms and conditions will apply.

10. Preliminaries

If the quotation does not allow for a Post Installation Inspection, this can be arranged at an additional cost.

Guarantees

At Wicksteed we're proud of our reputation for quality and use only the highest quality materials in our equipment. Founded in 1876 we remain Great Britain's leading playground manufacturer, reinforcing our ability to fulfil our promises and obligations arising from our guarantees.

Below are the key terms and limitations of each of the guarantees provided by Wicksteed in respect of our equipment and products. If you need any further information or have any questions please contact us at sales@wicksteed.co.uk.



LIFETIME GUARANTEE

- Structural failure of steel components
- HDPE panels



FIFTEEN YEAR GUARANTEE

- Structural failure of stainless steel slides
- Machine rounded structural timber components with steel shoes



TEN YEAR GUARANTEE

- Corrosion of paintwork on zinc or galvanised parts
- Machine rounded timber installed directly into the ground
- Laminated pine supports



SEVEN YEAR GUARANTEE

- Corrosion of painted components of Multi Use Game Areas (MUGAS) and Goals ends
- Corrosion of painted fencing



FIVE YEAR GUARANTEE

- Structural failure of springs on Spring Mobiles
- Structural failure of bearings
- Machine rounded timber installed directly into loose fill surfacing
- Laminated pine supports installed directly into loose fill surfacing
- Plastic Tube Slides
- All other timber used in playground equipment including decks, steps, battens and slats
- Artificial grass
- Wet Pour surfacing
- Rubber safety grass mats
- Needle punch carpet
- Ropes



TWO YEAR GUARANTEE

- Structural failure of consumable parts and components
- Timber used for landscaping purposes
- Eco-Tumble surfacing



ONE YEAR GUARANTEE

- Installation works against faulty materials and workmanship
- Tarmac surfacing

Signed: *Katherine Perkins*
Managing Director

Dated: February 2025

Terms & Conditions

The steel components covered by our Lifetime structural failure guarantees are:

- Uprights
- Decks
- Poles
- Bridges
- Castings

Our Lifetime Densetec guarantee covers all HDPE panels that form part of Wicksteed-manufactured and supplied products.

Lifetime Guarantee is until such time that the unit is removed from service.

The structural failure guarantee on our 6060-114 Spin-a-bounce is **15 years**.

The steel components covered by our **10-year corrosion protection guarantee** are Wicksteed manufactured steel products that are protected with the application of an externally coated zinc metal thermal spray pre-treatment applied in accordance with BS5493, prior to polyester powder coat painting. All paintwork repairs must be carried out promptly as per Wicksteed's maintenance instructions, using only approved materials, in order to maintain the original level of anti-corrosion protection.

Springs and consumable parts are not covered by our 10-year corrosion protection guarantee.

The steel components covered by our **7-year corrosion protection guarantee** are Wicksteed manufactured products which are hot dip galvanised prior to polyester powder coat painting.

Our **5-year artificial grass** guarantee covers:

- Colour fastness and UV stability
- Deterioration of yarn due to water
- Dimensional stability of the carpet
- Yarn tuft lock

Our **5-year structural failure guarantee** for springs on Spring Mobiles and Bearings covers failure due to defective materials.

Our **5-year Wet Pour guarantee** applies to the wet pour material itself. Where wet pour is laid onto an existing surface such as tarmac, the guarantee excludes the chase cut; the chase cut is guaranteed for 1 year. This guarantee also excludes wear pads that form part of an Eco-Tumble surface which are guaranteed for 2 years. Repairs to existing wet pour are excluded from these guarantees

Our **2-year structural failure guarantee** for consumable parts and components covers:

- Swing chains
- Fixings

The **2-year Eco-Tumble guarantee** does not cover colourfastness as transfer of colour can occur. Where Eco-Tumble is laid onto ground/existing bases the guarantee only covers the Eco-Tumble itself and not the integrity of the ground/bases. Repairs to existing Eco-tumble are excluded from these guarantees.

Our **15-year, 10-year, 5-year, and 2-year timber guarantees** are against rot and insect infestation which impairs the structural integrity of the product. Untreated timber and cosmetic damage (such as cracks under 8mm), are not covered. Wicksteed uses water based staining products on our timbers which can be subject to some seepage in wet weather during the early stages after installation. This can easily be washed away and is not covered by this guarantee.

Additional terms of cover:

All of our guarantees are subject to the following limitations:

1. The guarantees apply from the date of installation and are subject to provision of proof of the purchase date.
2. The guarantees cover only defects in materials and Wicksteed's liability under the guarantees is limited to repair or replacement of defective products or equipment, at Wicksteed's discretion.
3. The guarantees only apply if the products and equipment have been installed in accordance with Wicksteed's instructions, if all replacement parts are Wicksteed approved and provided that the equipment has been inspected and maintained in accordance, where applicable, with BSEN1176 and Wicksteed's 'Guide to the Inspection and Maintenance of Play Areas/Inspection Check Lists' which can all be downloaded from <https://www.wicksteed.co.uk/services/playground-inspection>. Supporting documentation of Inspection and Maintenance of the item may be required.
4. Normal wear and tear, damage caused by abnormal or improper use, acts of vandalism, accidental damage, fire or flood, ground heave or sub-base movements of any nature, failure to properly maintain or inspect, negligence or subsidence are excluded from our guarantees. Our guarantees do not cover discolouration (other than as specifically provided for in our terms) or cosmetic changes, including changes in the colour of wood. Products and equipment which are subjected to the effects of salt spray are excluded from all guarantees.
5. The guarantees are in addition to and do not affect your legal rights and are subject to Wicksteed's general terms and Wicksteed's instructions for installation.
6. The defect must be reported to a member of the Customer Service Team at Wicksteed as soon as it is discovered.
7. The guarantees only apply to products manufactured by Wicksteed Leisure Ltd. In cases where items have been sourced from alternative manufacturers our guarantees will not apply and you will have to rely on the guarantee provided by the manufacturer of the product.

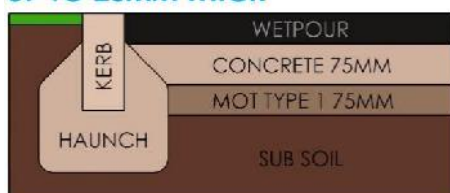
WETPOUR



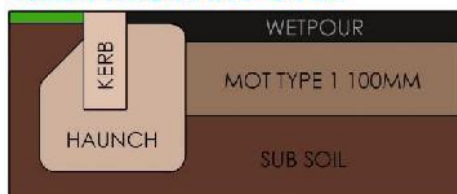
Playground Wet Pour is suitable for all installations where safety surfacing is a requirement. Up to the appropriate Free Fall Height, it can be used around complex configurations of playground equipment and ground contours. It is slip resistant and non-abrasive to young limbs.

NOTE: This is an engineered base which creates a uniform level.

UP TO 20MM THICK



40MM THICK AND OVER

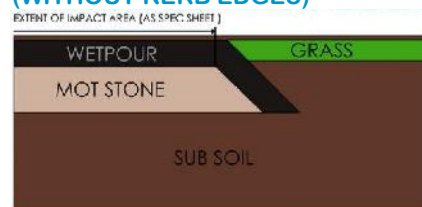


ONTO EXISTING SURFACE



- 100MM X 50MM DEEP CHASE CUT NEEDED
- 30MM DIA. DRAINAGE HOLES BACKFILLED WITH PEA SHINGLE

ONTO STONE BASE WITH FEATHER EDGE (WITHOUT KERB EDGES)



ECOTUMBLE



Ecotumble is manufactured from shredded recycled tyres which are then colour coated and combined on site with a binding agent. It provides a more natural look in comparison to other rubber synthetic surfaces. It is laid onto the existing grass/soil surfaces without an engineered base. It is a colour coated system and as such the colour will wear off over time which may result in carbon blacking occurring.

NOTE: There is a minimum of 40mm depth to ensure adhesion. Please advise if the site is liable to flooding or is exposed to a high-water table as this will allow us to re-evaluate our proposal.



SAFETY GRASS



Playground Safety Grass is a honeycomb matting that's installed onto grass to provide grass retention and improve impact-absorbing protection. It's easy to install, competitively priced and unobtrusive. Once installed it virtually disappears as the turf grows through its cells, whilst continuing to provide impact-absorbing protection. Both wheelchair and pushchair friendly Playground Safety Grass can also be used for high-wearing walkways across grass to protect against erosion.

NOTE: When laid it will follow the natural contours of the ground and any fluctuations of the base layer. If the area is known to be either wet or boggy, you should ensure the grass has established prior to it being used. As the grass base layer plays an important part in the absorption of any impact, it is important that the turf and topsoil are maintained (kept in good condition) to ensure the surface performs as intended.



23MM THICKNESS





Terms & Conditions of Sale

1. Interpretation

The following definitions and rules of interpretation apply in these Conditions.

1.1 Definitions:

"Business Day" a day other than a Saturday, Sunday or public holiday in England, when banks in London are open for business.

"Commencement Date" has the meaning given in clause 2.2.

"Company" Wicksteed Leisure Limited registered in England and Wales with company number 00603152.

"Company Materials" has the meaning given in clause 9.1.7.

"Conditions" these terms and conditions as amended from time to time.

"Contract" the contract between the Company and the Customer for the supply of Goods and/or Services in accordance with these Conditions.

"Consents" has the meaning given in clause 9.1.6.

"Control" has the meaning given in section 1124 of the Corporation Tax Act 2010, and the expression change of Control shall be construed accordingly.

"Customer" the person or firm who purchases the Goods and/or Services from the Company.

"Customer Default" has the meaning given in clause 9.2.

"Customer Premises" has the meaning given in clause 9.1.3.

"Delivery Location" has the meaning given in clause 4.1.

"Force Majeure Event" has the meaning given to it in clause 16.

"Goods" the goods (or any part of them) set out in the Order.

"Goods Specification" any specification for the Goods, including any relevant plans or drawings, that is agreed in writing by the Customer and the Company.

"Guarantees" has the meaning given in clause 5.1.

"Guarantee Period" has the meaning given in clause 5.1.

"Intellectual Property Rights" patents, utility models, rights to inventions, copyright and neighbouring and related rights, moral rights, trade marks, business names and domain names, rights in get-up and trade dress, goodwill and the right to sue for passing off or unfair competition, rights in designs, rights in computer software, database rights, rights to use, and protect the confidentiality of, confidential information (including know-how and trade secrets), and all other intellectual property rights, in each case whether registered or unregistered and including all applications and rights to apply for and be granted, renewals or extensions of, and rights to claim priority from, such rights and all similar or equivalent rights or forms of protection which subsist or will subsist now or in the future in any part of the world.

"Order" the Customer's order for the supply of Goods and/or Services, as set out in the Customer's purchase order form.

"Post-Installation Service" an inspection service undertaken by the Company (or by its third party agents and contractors) pursuant to the Order under which the Company (or its third party agents and contractors) will inspect Goods which were previously installed by the Company as more particularly described in clause 8.

"Practical Completion" shall mean, in respect of the supply and installation of Goods, when installation of the Goods has been completed by the Company for all practical purposes and neither the existence nor the execution of any minor outstanding works would affect the use of the Goods.

"Inspection Service" an annual visual inspection service of playground (or other outdoor leisure) equipment undertaken by the Company pursuant to the Order under which the Company will inspect the Goods as more particularly described in clause 8.

"Services" any services to be supplied by the Company to the Customer under the Contract including without limitation any design services relating to any Goods purchased by the Customer, any installation services relating to any Goods purchased by the Customer, the Inspection Service and the Post-Installation Service.

"Service Specification" the description or scope of the Services which the Company will perform or provide as confirmed by the Company to the Customer.

1.2 Rules of interpretation:

1.2.1 A **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).

1.2.2 A reference to a party includes its personal representatives, successors and permitted assigns.

1.2.3 A reference to legislation or a legislative provision is a reference to it as amended or re-enacted. A reference to legislation or a legislative provision includes all subordinate legislation made under that legislation or legislative provision.

1.2.4 Any words following the terms **including, include, in particular, for example** or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.

1.2.5 A reference to **writing** or **written** does not include or email.



2. **Basis of contract**

- 2.1 The Order constitutes an offer by the Customer to purchase Goods and/or Services in accordance with these Conditions.
- 2.2 The Order shall only be deemed to be accepted when the Company issues written acceptance of the Order at which point and on which date the Contract shall come into existence (**Commencement Date**).
- 2.3 Any samples, drawings, descriptive matter or advertising issued by the Company and any descriptions of the Goods or illustrations or descriptions of the Services contained in the Company's catalogues or brochures are issued or published for the sole purpose of giving an approximate idea of the Services and/or Goods described in them. They shall not form part of the Contract nor have any contractual force.
- 2.4 These Conditions apply to the Contract to the exclusion of any other terms that the Customer seeks to impose or incorporate, or which are implied by law, trade custom, practice or course of dealing.
- 2.5 Any quotation given by the Company shall not constitute an offer, and is only valid for a period of 30 Business Days from its date of issue.
- 2.6 All of these Conditions shall apply to the supply of both Goods and Services except where application to one or the other is specified.
- 2.7 The Customer waives any right it might otherwise have to rely on any term endorsed upon, delivered with or contained in any documents of the Customer that is inconsistent with these Conditions.

3. **Goods**

- 3.1 The Goods are described in the Goods Specification.
- 3.2 To the extent that the Goods are to be manufactured in accordance with a Goods Specification supplied by the Customer (including any designs, measurements or drawings provided by the Customer or its employee, agents or contractors) the Customer shall indemnify the Company against all liabilities, costs, expenses, damages and losses (including any direct, indirect or consequential losses, loss of profit, loss of reputation and all interest, penalties and legal costs (calculated on a full indemnity basis) and all other reasonable professional costs and expenses) suffered or incurred by the Company arising out of or in connection with any claim made against the Company for actual or alleged infringement of a third party's intellectual property rights arising out of or in connection with the Company's use of the Goods Specification. This clause 3.2 shall survive termination of the Contract.
- 3.3 The Company reserves the right to amend the Goods Specification if required by any applicable statutory or regulatory requirement, and the Company shall notify the Customer in any such event.

4. **Delivery of Goods**

- 4.1 The Company shall deliver the Goods to the location set out in the Order or such other location as the parties may agree (**Delivery Location**) at any time after the Company notifies the Customer that the Goods are ready.
- 4.2 Delivery of the Goods shall be completed on the completion of unloading of the Goods at the Delivery Location.
- 4.3 Any dates quoted for delivery of the Goods are approximate only, and the time of delivery is not of the essence. Furthermore the Company shall not be liable for any delay in delivery of the Goods that is caused by a Force Majeure Event or the Customer's failure to provide the Company with adequate delivery instructions or any other instructions that are relevant to the supply of the Goods.
- 4.4 If the Customer fails to take delivery of the Goods within three Business Days of the Company notifying the Customer that the Goods are ready, then except where such failure or delay is caused by a Force Majeure Event or by the Company's failure to comply with its obligations under the Contract in respect of the Goods:
 - 4.4.1 delivery of the Goods shall be deemed to have been completed at 9.00 am on the third Business Day following the day on which the Company notified the Customer that the Goods were ready; and
 - 4.4.2 the Company shall store the Goods until delivery takes place, and charge the Customer for all related costs and expenses (including insurance).
- 4.5 In circumstances where the Company has stored goods because of a failure by the Customer to take delivery of the goods pursuant to clause 4.4.2 or where the Customer has requested the Company to delay delivery, then the Company shall be entitled to charge the Customer for any reasonable costs and expenses which it incurs in remedying any wear and tear or defects to the Goods sustained as a result of such additional storage.
- 4.6 If ten Business Days after the day on which the Company notified the Customer that the Goods were ready for delivery the Customer has not taken actual delivery of them, the Company may resell or otherwise dispose of part or all of the Goods and, after deducting reasonable storage and selling costs, charge the Customer for any shortfall below the price of the Goods.
- 4.7 The Company may deliver the Goods by instalments, which shall be invoiced and paid for separately. Each instalment shall constitute a separate contract. Any delay in delivery or defect in an instalment shall not entitle the Customer to cancel any other instalment.

5. **Quality of Goods**

- 5.1 The Company will provide its customers with product guarantees which are applicable to, and are dependent on, the type of Goods purchased (the **Guarantees** and each a **Guarantee**). Additional terms and conditions applicable to the Guarantees (which are incorporated into the Contract) can be found appended to this document, including the period for which each Guarantee shall remain in force (**Guarantee Period**).
- 5.2 In order to make a claim under a Guarantee the Customer must:
 - 5.2.1 give notice in writing to the Company during the Guarantee Period as soon as possible following discovery of the circumstances giving rise to the claim setting out in reasonable detail the basis of the claim and how the Goods do not conform with the relevant Guarantee;
 - 5.2.2 give the Company a reasonable opportunity of examining such Goods; and
 - 5.2.3 (if asked to do so by the Company) return such Goods to the Company's place of business at the Customer's cost.
- 5.3 The Guarantees extend only to defects in materials and the Company's liability under the Guarantees is limited to the repair or replacement of defective Goods, at the Company's discretion.
- 5.4 The Company shall not be liable for the Goods' failure to comply with the Guarantees if:
 - 5.4.1 the Customer makes any further use of such Goods after giving a notice in accordance with clause 5.2;
 - 5.4.2 the defect arises because the Customer failed to follow the Company's oral or written instructions as to the storage, installation, commissioning, use or maintenance of the Goods or (if there are none) good trade practice regarding the same;
 - 5.4.3 the defect arises as a result of the Company following any drawing, design, measurement or Goods Specification supplied by the Customer;
 - 5.4.4 the Customer alters or repairs such Goods without the written consent of the Company;
 - 5.4.5 the defect arises as a result of fair wear and tear, wilful damage, negligence, or abnormal working conditions;



- 5.4.6 the Goods differ from the Goods Specification as a result of changes made to ensure they comply with applicable statutory or regulatory standards; or
- 5.4.7 the Customer is otherwise in breach of the Contract.
- 5.5 Except as provided in this clause 5, the Company shall have no liability to the Customer in respect of the Goods' failure to comply with the Guarantees.
- 5.6 Where the Goods supplied and installed include natural living products such as turf, grass seed or other vegetation the Customer shall take all reasonable steps following installation to maintain and nourish such products (including but not limited to appropriate watering). The Company shall have no liability to the Customer where natural living products have perished or failed to cultivate owing to any breach by the Customer of this provision.
- 5.7 These Conditions shall apply to any repaired or replacement Goods supplied by the Company pursuant to clause 5.3.
- 6. Title and risk**
- 6.1 The risk in the Goods shall pass to the Customer on completion of delivery.
- 6.2 Title to the Goods shall not pass to the Customer until the Company receives payment in full (in cash or cleared funds) for the Goods and any other goods that the Company has supplied to the Customer in respect of which payment has become due, in which case title to the Goods shall pass at the time of payment of all such sums.
- 6.3 Until title to the Goods has passed to the Customer, the Customer shall:
- 6.3.1 store the Goods separately from all other goods held by the Customer so that they remain readily identifiable as the Company's property;
- 6.3.2 not remove, deface or obscure any identifying mark or packaging on or relating to the Goods;
- 6.3.3 maintain the Goods in satisfactory condition and keep them insured against all risks for their full price on the Company's behalf from the date of delivery;
- 6.3.4 notify the Company immediately if it becomes subject to any of the events listed in clause 14.1.2 to clause 14.1.4; and
- 6.3.5 give the Company such information as the Company may reasonably require from time to time relating to the Goods.
- 7. Supply of Services**
- 7.1 The Company shall supply the Services to the Customer in accordance with the Service Specification in all material respects.
- 7.2 The Company warrants to the Customer that the Services will be provided using reasonable care and skill.
- 7.3 The Company shall use all reasonable endeavours to meet any performance dates for the Services specified in the Order, but any such dates shall be estimates only and time shall not be of the essence for the performance of the Services.
- 7.4 The Company reserves the right to amend the Service Specification if necessary to comply with any applicable law or regulatory requirement, or if the amendment will not materially affect the nature or quality of the Services, and the Company shall notify the Customer in any such event.
- 7.5 Upon Practical Completion of the Services, the Company shall confirm this to the Customer and the Customer shall provide a written acknowledgement that the Services have been provided in accordance with the Contract (**Completion Acceptance**). Such Completion Acceptance will be deemed to have been given by the Customer, if the Customer has not issued it within 10 Business Days of completion and the Services have been provided by the Company to its reasonable satisfaction.
- 8. Inspection Service and Post-Installation Service**
- General
- 8.1 This clause 8 shall apply where the Contract includes an Inspection Service or a Post-Installation Service.
- 8.2 Where the Customer has engaged the Company to provide an Inspection Service or a Post-Installation Service in respect of Goods supplied and installed by the Company this shall in no way diminish or reduce the obligation on the Customer to follow any oral or written instructions of the Company as to the storage, installation, commissioning, use or maintenance of such Goods.
- 8.3 These Conditions shall apply to the completion of the Inspection Service or a Post-Installation Service including specifically clauses 7, 9, 10, and 13.
- Inspection Service
- 8.4 The Customer acknowledges that the Inspection Service is a physical visual inspection which is non-dismantling, non-destructive and does not include any structural, toxicology or impact assessment. Further information and additional applicable terms relating to the Inspection Service (which are incorporated into the Contract) can be found here:
<https://wicksteed.co.uk/what-we-do/playground-inspection/> and
<https://wicksteed.co.uk/wp-content/uploads/2016/09/Guide-to-inspection-2019.pdf>
- 8.5 The price for the Inspection Service shall be that specified in the Contract, unless varied by the Company in accordance with clause 10.3.
- 8.6 The Company will provide the Customer with a report detailing the results of the Inspection Service including any recommendations for remedial works. The price payable by the Customer for the Inspection Service shall not include or extend to any such remedial works or repairs or replacement parts which the Customer will need to arrange with the Company separately.
- Post-Installation Service
- 8.7 Further information and additional applicable terms relating to the Post-Installation Service (which are incorporated into the Contract) including the scope of the service is available on request from sales@wicksteed.co.uk or by calling +44(0)1536 517028.
- 8.8 The price for the Post-Installation Service shall be that specified in the Contract, unless varied by the Company in accordance with clause 10.3.
- 9. Customer's obligations**
- 9.1 The Customer shall:
- 9.1.1 ensure that the terms of the Order and any information it provides towards or in the Service Specification and the Goods Specification are complete and accurate;
- 9.1.2 co-operate with the Company in all matters relating to the Services;
- 9.1.3 provide the Company, its employees, agents and contractors, with access to the Delivery Location and any other part of the Customer's premises, office accommodation and other facilities as reasonably required by the Company to deliver the Goods and/or provide the Services (**Customer Premises**);



- 9.1.4 to the extent required, prepare the Customer Premises for the supply of the Services and ensure that the Customer Premises are safe and secure at all times whilst the Company (including its employees, agents or contractors) are present;
- 9.1.5 provide the Company with such information and materials as the Company may reasonably require in order to supply the Services, and ensure that such information is complete and accurate in all material respects;
- 9.1.6 obtain and maintain all necessary licences, permissions and consents including for the avoidance of doubt all necessary planning permissions (**Consents**) which may be required for the Services before the date on which the Services are to start and if so requested supply copies of such Consents to the Company;
- 9.1.7 keep all materials, equipment, documents and other property of the Company (**Company Materials**) at the Customer Premises in safe custody at its own risk (except in cases where we have expressly agreed in writing to put in place arrangements for securing any materials, equipment or property), and not dispose of or use the Company Materials other than in accordance with the Company's written instructions or authorisation; and
- 9.1.8 comply with any additional obligations as set out in the Service Specification and the Goods Specification.
- 9.2 If the Company's performance of any of its obligations under the Contract is prevented or delayed by any act or omission by the Customer or failure by the Customer to perform any relevant obligation (**Customer Default**):
- 9.2.1 without limiting or affecting any other right or remedy available to it, the Company shall have the right to suspend performance of the Services until the Customer remedies the Customer Default, and to rely on the Customer Default to relieve it from the performance of any of its obligations in each case to the extent the Customer Default prevents or delays the Company's performance of any of its obligations;
- 9.2.2 the Company shall not be liable for any costs or losses sustained or incurred by the Customer arising directly or indirectly from the Company's failure or delay to perform any of its obligations as set out in this clause 9.2; and
- 9.2.3 the Customer shall reimburse the Company on written demand for any costs or losses sustained or incurred by the Company arising directly or indirectly from the Customer Default.
- 10. Charges and payment**
- 10.1 The price for the Goods:
- 10.1.1 shall be the price set out in the Order or, if no price is quoted, the price set out in the Company's published price list as at the date of delivery; and
- 10.1.2 shall be exclusive of all costs and charges of packaging, insurance, transport of the Goods, which shall be invoiced to the Customer.
- 10.2 The charges for the Services:
- 10.2.1 shall be the price set out in the Order; and
- 10.2.2 the Company shall be entitled to charge the Customer for any expenses reasonably incurred by the individuals whom the Company engages in connection with the Services including travelling expenses, hotel costs, subsistence and any associated expenses, and for the cost of services provided by third parties and required by the Company for the performance of the Services, and for the cost of any materials.
- 10.3 The Customer is responsible for providing the Company with all such adequate and accurate information as the Company may reasonably require in order to supply the Goods and/or Services. The Company reserves the right to increase the price of the Goods or the Services, by giving notice to the Customer at any time before delivery or performance, to reflect any increase in the cost of the Goods or the Services to the Company that is due to:
- 10.3.1 any factor beyond the control of the Company (including foreign exchange fluctuations, increases in taxes and duties, and increases in labour, materials, shipping and other manufacturing costs);
- 10.3.2 any request by the Customer to change the delivery date(s), quantities or types of Goods ordered, or the Goods Specification;
- 10.3.3 any request by the Customer to change the Goods Specification;
- 10.3.4 any request made by the Customer for the Company to pause or suspend its performance of its obligations or its delivery of the Goods or the Services;
- 10.3.5 any delay caused by any instructions of the Customer in respect of the Goods;
- 10.3.6 any delay or failure of the Customer to give the Company adequate or accurate information or full instructions in respect of the Goods.
- 10.4 In respect of Goods, the Company shall invoice the Customer on or at any time after despatch of the Goods from the Company's premises. In respect of Services, unless otherwise specified by the Company, the Company shall invoice the Customer on Practical Completion of the Services.
- 10.5 The Customer shall pay each invoice submitted by the Company:
- 10.5.1 within 28 days of the date of the invoice or in accordance with any credit terms agreed by the Company and confirmed in writing to the Customer; and
- 10.5.2 in full and in cleared funds to a bank account nominated in writing by the Company, and time for payment shall be of the essence of the Contract.
- 10.6 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of value added tax chargeable from time to time (VAT). Where any taxable supply for VAT purposes is made under the Contract by the Company to the Customer, the Customer shall, on receipt of a valid VAT invoice from the Company, pay to the Company such additional amounts in respect of VAT as are chargeable on the supply of the Services or Goods at the same time as payment is due for the supply of the Services or Goods.
- 10.7 If the Customer fails to make a payment due to the Company under the Contract by the due date, then, without limiting the Company's remedies under clause 14, the Customer reserves the right to charge the Customer interest on the overdue sum from the due date until payment of the overdue sum, whether before or after judgment. Interest under this clause 10.7 will be charged in accordance with the provisions of the Late Payment of Commercial Debts (Interest) Act 1998 and the Company reserves the right to also charge the Customer a fixed sum for the cost of recovering the late payment in accordance with its rights under such act.
- 10.8 All amounts due under the Contract shall be paid in full without any set-off, counterclaim, deduction or withholding (other than any deduction or withholding of tax as required by law).
- 11. Intellectual property rights**
- 11.1 All Intellectual Property Rights in or arising out of or in connection with the Goods and Services (other than Intellectual Property Rights in any materials provided by the Customer) shall be owned by the Company.
- 11.2 The Customer grants the Company a fully paid-up, non-exclusive, royalty-free non-transferable licence to copy and modify any materials provided by the Customer to the Company for the term of the Contract for the purpose of providing the Services to the Customer.



12. Confidentiality

- 12.1 Each party undertakes that it shall not at any time disclose to any person any confidential information concerning the business, affairs, customers, clients or suppliers of the other party or of any member of the group of companies to which the other party belongs, except as permitted by clause 12.2.
- 12.2 Each party may disclose the other party's confidential information:
- 12.2.1 to its employees, officers, representatives, contractors or subcontracts or advisers who need to know such information for the purposes of exercising the party's rights or carrying out its obligations under or in connection with the Contract. Each party shall ensure that its employees, officers, representatives or advisers to whom it discloses the other party's confidential information comply with this clause 12; and
- 12.2.2 as may be required by law, a court of competent jurisdiction or any governmental or regulatory authority.
- 12.3 No party shall use any other party's confidential information for any purpose other than to exercise its rights and perform its obligations under or in connection with the Contract.

13. Limitation of liability

- 13.1 The restrictions on liability in this clause 13 apply to every liability arising under or in connection with the Contract including liability in contract, tort (including negligence), misrepresentation, restitution or otherwise.
- 13.2 Nothing in the Contract limits any liability which cannot legally be limited, including liability for:
- 13.2.1 death or personal injury caused by negligence;
- 13.2.2 fraud or fraudulent misrepresentation;
- 13.2.3 breach of the terms implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession); and
- 13.2.4 defective products under the Consumer Protection Act 1987.
- 13.3 Subject to clause 13.2, the Company's total liability to the Customer shall not exceed the price paid by the Customer for the Goods and/or Services provided under the Contract.
- 13.4 Subject to clause 13.2, this clause sets out the types of loss that are wholly excluded:
- 13.4.1 loss of profits;
- 13.4.2 loss of sales or business;
- 13.4.3 loss of agreements or contracts;
- 13.4.4 loss of anticipated savings;
- 13.4.5 loss of use or corruption of software, data or information;
- 13.4.6 loss of or damage to goodwill; and
- 13.4.7 indirect or consequential loss.
- 13.5 The Company has given commitments as to compliance of the Goods and Services with relevant specifications in clause 5 and clause 7. In view of these commitments, the terms implied by sections 13 to 15 of the Sale of Goods Act 1979 and sections 3, 4 and 5 of the Supply of Goods and Services Act 1982 are, to the fullest extent permitted by law, excluded from the Contract.
- 13.6 This clause 13 shall survive termination of the Contract.

14. Termination

- 14.1 Without affecting any other right or remedy available to it, either party may terminate the Contract with immediate effect by giving written notice to the other party if:
- 14.1.1 the other party commits a material breach of its obligations under the Contract and (if such breach is remediable) fails to remedy that breach within 14 days after receipt of notice in writing to do so;
- 14.1.2 the other party takes any step or action in connection with its entering administration, provisional liquidation or any composition or arrangement with its creditors (other than in relation to a solvent restructuring), obtaining a moratorium, being wound up (whether voluntarily or by order of the court, unless for the purpose of a solvent restructuring), having a receiver appointed to any of its assets or ceasing to carry on business or, if the step or action is taken in another jurisdiction, in connection with any analogous procedure in the relevant jurisdiction;
- 14.1.3 the other party suspends, or threatens to suspend, or ceases or threatens to cease to carry on all or a substantial part of its business; or
- 14.1.4 the other party's financial position deteriorates so far as to reasonably justify the opinion that its ability to give effect to the terms of the Contract is in jeopardy.
- 14.2 Without affecting any other right or remedy available to it, the Company may terminate the Contract with immediate effect by giving written notice to the Customer if:
- 14.2.1 the Customer fails to pay any amount due under the Contract on the due date for payment; or
- 14.2.2 there is a change of Control of the Customer.
- 14.3 Without affecting any other right or remedy available to it, the Company may suspend the supply of Services or all further deliveries of Goods under the Contract or any other contract between the Customer and the Company if:
- 14.3.1 the Customer fails to pay any amount due under the Contract on the due date for payment;
- 14.3.2 the Customer becomes subject to any of the events listed in clause 14.1.2 to clause 14.1.4; or
- 14.3.3 the Company reasonably believes that the Customer is about to become subject to any of them.

15. Consequences of termination

- 15.1 On termination of the Contract:
- 15.1.1 the Customer shall immediately pay to the Company all of the Company's outstanding unpaid invoices and interest and, in respect of Services and Goods supplied but for which no invoice has been submitted, the Company shall submit an invoice, which shall be payable by the Customer immediately on receipt;
- 15.1.2 the Customer shall return all of the Company Materials or Goods which have not been fully paid for. If the Customer fails to do so, then the Company may enter the Customer Premises and take possession of them. Until they have been returned, the Customer shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract.



- 15.2 Termination or expiry of the Contract shall not affect any rights, remedies, obligations and liabilities of the parties that have accrued up to the date of termination or expiry, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry.
- 15.3 Any provision of the Contract that expressly or by implication is intended to have effect after termination or expiry shall continue in full force and effect.
- 16. Force majeure**
- Neither party shall be in breach of the Contract nor liable for delay in performing or failure to perform, any of its obligations under the Contract if such delay or failure result from events, circumstances or causes beyond its reasonable control (a **Force Majeure Event**). In such circumstances the time for performance shall be extended by a period equivalent to the period during which performance of the obligation has been delayed or failed to be performed. If the period of delay or non-performance continues for 3 months the party not affected may terminate the Contract by giving 21 days' written notice to the affected party.
- 17. General**
- 17.1 Assignment and other dealings**
- 17.1.1 The Company may at any time assign, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any or all of its rights and obligations under the Contract.
- 17.1.2 The Customer shall not assign, transfer, mortgage, charge, subcontract, delegate, declare a trust over or deal in any other manner with any of its rights and obligations under the Contract.
- 17.2 Notices.**
- 17.2.1 Any notice given to a party under or in connection with the Contract shall be in writing and shall be delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case).
- 17.2.2 Any notice shall be deemed to have been received:
- (a) if delivered by hand, at the time the notice is left at the proper address; or
- (b) if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second Business Day after posting.
- 17.2.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.
- 17.3 Severance.** If any provision or part-provision of the Contract is or becomes invalid, illegal or unenforceable, it shall be deemed deleted, but that shall not affect the validity and enforceability of the rest of the Contract. If any provision or part provision of the Contract is deemed deleted under this clause 17.3 the parties shall negotiate in good faith to agree a replacement provision that, to the greatest extent possible, achieves the commercial result of the original provision.
- 17.4 Waiver.** No failure or delay by a party to exercise any right or remedy provided under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.
- 17.5 No partnership or agency.** Nothing in the Contract is intended to, or shall be deemed to, establish any partnership or joint venture between the parties, constitute either party the agent of the other, or authorise either party to make or enter into any commitments for or on behalf of the other party.
- 17.6 Entire agreement.**
- 17.6.1 The Contract constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.
- 17.6.2 Each party acknowledges that in entering into the Contract it does not rely on, and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in the Contract. Each party agrees that it shall have no claim for innocent or negligent misrepresentation based on any statement in the Contract.
- 17.6.3 Nothing in this clause shall limit or exclude any liability for fraud.
- 17.7 Third party rights.** Unless it expressly states otherwise, the Contract does not give rise to any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Contract.
- 17.8 Variation.** Except as set out in these Conditions, no variation of the Contract shall be effective unless it is agreed in writing and signed by the parties (or their authorised representatives).
- 17.9 Governing law.** The Contract and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.
- 17.10 Jurisdiction.** Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with the Contract or its subject matter or formation.

Kidderminster Town Council

Timetable for Budget 26-27 and Annual review of Vision 25-29

Date	Action	Who
17/10	Publish agenda for Full council 22/10 and include vision/ budget timetable, etc	CEO
17/10	CEO writes to all officers re salary reallocations- time spent and invite ideas for Strategy vision by 7/11	CEO
22/10	Full Council to note timetable for budget and Vision Review	CEO
23/10	CEO writes to all members inviting suggestions for Vision Review and Budget, responses by 2/11	CEO
31/10	Reminder to all staff to reply by 7/11	CEO
12/11	CEO drafts budget V1	CEO
18/11	MT to consider draft budgets, including any suggestions from members/ officers.	CEO
20/11	Town Hall Committee Draft budget/ Vision	THM
21/11	CEO sends draft budget V2 to Group Leaders and Chair F & O	CEO
25/11	Planning Committee meeting Draft budget/ Vision	CSM
End Nov	Group Leaders' briefing, incl draft budget V2	CEO
3/12	Staffing Committee meeting – staff budgets 25-26	CEO
8/12	CEO writes to WFDC re tax base for 26/27	CEO
8/12	Services Committee meeting Draft budget/ Vision review	OM
9/12	CEO to coordinate committee proposals for Vision Working Group	PROM
18/12	Budget presentation to Members, followed by mulled wine and mince pies	MT
By 23/12	CEO applies recommendations from Vision Working Group and sends draft budget V3 and precept for 26-27 to all members for information	CEO
2026		
14/1	Civic and events Committee meeting Draft budget/ Vision Review	CCEM
15/1	Vision Working group considers Committee proposals and makes recommendations for F&O	CEO
22/1	F & O Committee meets and recommends budget and vision	CEO
28/1	Full Council considers budget and approves precept	CEO
29/1	CEO advises WFDC of precept for 2025-26	CEO
By 30/1	CEO sends approved budget to all members and officers for information	CEO

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL MEETING
23rd October 2025**

PUBLIC REPORT TO TOWN COUNCILLORS

Agenda Item 12. Climate Change Action Plan

To receive a report from the Climate Change and Biodiversity Working Group and to Approve an Action Plan for the Council.

1. BACKGROUND

A. On 15th September 2021 the Council declared a climate emergency and committed to doing the following:

- Continue to work with our partner authorities to review and update all relevant policies
- To establish a Member Group to assist the future revision of the plan and report annually
- This Council agrees the target of reaching net carbon neutral by 2050 in line with the Government's target.

This review will help to re-focus the Council's aims and objectives regarding Climate Change and the target of Carbon Neutrality.

B. On 22nd January 2025 the Council resolved:

- i. To ensure that the activities of the Town Council are carbon neutral by 2035.
- ii. To promote biodiversity across the Council's parks and open spaces.
- iii. To actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable, and
- iv. To expand the remit of the Biodiversity Working Group to address the climate emergency, including the above actions and that the Working Group presents a draft Action Plan for approval at the October meeting of the Council.

2. DISCUSSION/ COMMENT

2.1 The Climate Emergency

The Climate Emergency refers to the urgent and significant threat posed by climate change, which is primarily driven by human activities such as burning fossil fuels, deforestation, and industrial processes. This situation has led to rising global temperatures, increased frequency and severity of extreme weather events (such as hurricanes, droughts, and floods), melting ice caps, and rising sea levels.

The consequences of the climate emergency are far-reaching, affecting ecosystems, biodiversity, agriculture, water resources, and human health, while also exacerbating social inequalities. Scientific consensus indicates that immediate action is needed to

reduce greenhouse gas emissions to limit global warming to 1.5 degrees Celsius above pre-industrial levels.

Recognizing the climate emergency calls for transformative changes across all sectors of society, including energy, transportation, and urban planning, to create sustainable solutions and foster resilience against the impacts of climate change. The urgency of this situation has prompted governments, organisations, and communities worldwide to mobilize efforts aimed at achieving carbon neutrality and mitigating environmental damage.

2.2 What can the Town Council do to respond to Climate Change?

The Town Council's Vision for 2025-2029 states that the Council will take actions to address the climate emergency, including the following:

- A. To Ensure the activities of the Town Council are carbon neutral by 2035.
- B. To promote biodiversity across our parks and open spaces
- C. To actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable.

A. TO ENSURE THE ACTIVITIES OF THE TOWN COUNCIL ARE CARBON NEUTRAL BY 2035.

A.1 Carbon Neutrality

Carbon Neutrality requires the Council to balance the amount of carbon dioxide (CO₂) emitted with an equivalent amount of CO₂ removed from the atmosphere, resulting in a net-zero carbon footprint.

This is typically achieved through a combination of reducing emissions (by improving energy efficiency, using renewable energy sources, and altering consumption habits) and offsetting any remaining emissions through measures such as reforestation, carbon capture, or purchasing carbon credits.

The goal of carbon neutrality is to mitigate the impact of climate change by ensuring that the total greenhouse gas emissions produced do not exceed the emissions that are effectively removed or offset.

A2 Steps towards Carbon Neutrality by 2035

1. Assess Current Carbon Footprint

- Conduct an audit of current Green House Gas emissions across all operations of the Council
- Identify key areas of emission (energy use, transportation, waste, etc.)

2. Set Clear Goals

- Establish specific, measurable targets for reducing emissions
- Set interim goals leading up to 2035 to track progress

3. Energy Efficiency Improvements

- Invest in energy-efficient technologies and practices.
- Upgrade facilities with energy-efficient lighting, heating and ventilation systems, and appliances.

4. Transition to Renewable Energy

- Shift to renewable energy sources such as solar, wind, and hydroelectric
- Switch to Green Energy Suppliers
- Consider purchasing renewable energy credits (RECs) to offset energy use.

5. Sustainable Transportation

- Promote the use of public transportation, cycling, and walking.
- Transition Council vehicles and machinery to electric or hybrid models.

6. Waste Reduction and Management

- Implement recycling and composting programmes to minimise landfill waste.

7. Carbon Offsetting

- Invest in carbon offset projects that sequester carbon, such as reforestation or renewable energy projects in developing regions.

8. Employee Engagement and Education

- Foster a culture of sustainability within the organisation through training and awareness programs.

9. Partnerships and Collaboration

- Collaborate with and support other organisations, partners and stakeholders to share best practices and resources.

10. Monitoring and Reporting

- Establish a system for regular monitoring of emissions and progress towards goals.
- Report findings transparently to maintain accountability.

B. TO PROMOTE BIODIVERSITY ACROSS OUR PARKS AND OPEN SPACES

The Council has already made substantial progress in this regard. A Biodiversity Working Group has been formed and a Biodiversity Policy approved. The Council's Operational services team are delivering these objectives and aims.

The Biodiversity Working Group could be requested to present an Annual Report on Policy Delivery.

C. TO ACTIVELY ENCOURAGE AND SUPPORT ACTIONS THAT WILL MAKE KIDDERMINSTER AS A WHOLE MORE ENVIRONMENTALLY SUSTAINABLE.

1. The Council could set up, support or participate in groups, partnerships or forums promoting these aims for Kidderminster.
2. The Council will include groups working for environmental sustainability in the criteria for Ward Grants

3. LEGAL OR FINANCIAL IMPLICATIONS

- A. The Council has resolved to exercise the General Power of Competence and accordingly, there are no legal implications arising from the recommendations arising in this report.

- B. The budget proposals for 2025-26 included specific provision for expenditure on biodiversity works. £9,000 was also provided for Ward Grants (£500 per Councillor) which could be used to support projects promoting or delivering on these objectives.
- C. Carbon emissions, waste minimising, green energy and reuse recycle alternatives should be criteria for the Council when awarding contracts or procuring goods and services.

4. THE TOWN HALL

The Town Hall will generate most of the Council's carbon emissions in the future. Reducing carbon emissions in old historic buildings presents several challenges due to their unique architectural features, materials, and preservation requirements.

A) Some of the difficulties encountered include:

- Building Materials and Structure
 - Some parts of the Town Hall use materials that may not be energy-efficient or compatible with modern insulation techniques, leading to higher heat loss or gain.
 - Structural limitations may restrict the addition of energy-efficient systems or retrofitting.
- Conservation and Archeological Regulations
 - The Town Hall is a listed building which limits modifications, making it challenging to implement modern energy-efficient technologies.
- Aesthetic Considerations
 - Modern energy-efficient solutions may not align with the aesthetic qualities of historic architecture
 - Changes that alter the visual appearance of the Town Hall may not be acceptable.
- Financial Constraints
 - The cost of retrofitting historic buildings to improve energy efficiency can be prohibitive, especially when considering the need for specialised materials and techniques.

B) Measures to Address These Problems

- Conduct Energy Audits
 - Perform energy audits to identify areas of energy loss and prioritise upgrades that can be implemented without compromising the Town Hall's historic value.
- Implement Insulation Solutions
 - Use non-invasive insulation methods, such as interior storm windows or breathable insulation materials, to improve thermal performance while preserving the building's appearance.
- Utilise Renewable Energy Sources

- Explore options for integrating renewable energy solutions, such as solar panels or geothermal heating, designed to blend with the building's historic character.
- Procure supplies from green energy sources
 - Preserve Existing Features
- Focus on enhancing and maintaining existing architectural features, such as large windows, to improve natural ventilation and daylighting while minimizing energy use.
 - Government Incentives and Grants
- Utilise available funding sources, grants, and tax incentives aimed at improving energy efficiency in historic buildings to offset costs.

5. CONCLUSION AND RECOMMENDATIONS

The Council has declared a Climate Emergency and should lead by example by working to achieve the objectives set out in the Council Vision 2025-2029, as stated above.

As set out above, the Council expanded the remit of the Biodiversity Working Group to address the climate emergency, including the above actions and asked that the Working Group presents a draft Action Plan for approval at the October meeting of the Council.

The Working Group, chaired by Councillor Doug Hine, met on 9th October and agreed that the attached Climate Emergency Action Plan, which the Council is recommended to approve.

Hugh Peacocke
Chief Executive Officer

17th October 2025.

Kidderminster Town Council

Climate Emergency Action Plan

This Action Plan was adopted by Kidderminster Town Council on 22nd October 2025
Progress to be reviewed twice annually by the Finance & Overview Committee of the Council.

Introduction

The Climate Emergency refers to the urgent and significant threat posed by climate change, which is primarily driven by human activities such as burning fossil fuels, deforestation, and industrial processes. This situation has led to rising global temperatures, increased frequency and severity of extreme weather events (such as hurricanes, droughts, and floods), melting ice caps, and rising sea levels.

Globally, our current trajectory is moving us rapidly towards more than 2.0C of warming, which for the UK will bring hotter, drier summers and milder, wetter winters with an increase in the frequency and intensity of extreme weather events¹, combined with sea level rise,² The consequences of these changes are already being felt. Over recent years, severe floods have caused major damage to property and businesses across the UK. Other far-reaching effects will be on ecosystems, biodiversity, agriculture, water resources, and human health, while also exacerbating social inequalities.

Within the framework set by the UK government to be Carbon Neutral by 2050, Kidderminster Town Council declared a Climate Emergency in 2021. The Council has joined with over 600 councils across Britain – big and small – covering 96% of the population who are setting ambitious targets and taking meaningful action.³ Measures that Kidderminster Town Council can take in its own activities will have some limited effect. However, it will set an example and allow the Council to take an active role in encouraging and enabling others to act.

1. MET Office, What is Climate Change:

<https://weather.metoffice.gov.uk/climate-change/what-is-climate-change>

2. MET Office, UKCP18 Marine Climate Change: <https://www.metoffice.gov.uk/binaries/content/assets/metofficegovuk/pdf/research/ukcp/ukcp18-infographic-headline-findings-marine.pdf>

3. As of 16th October 2025, source: climateemergency.uk

<https://climateemergencydeclaration.org/climate-emergency-declarations-cover-15-million-citizens>

Action	Timescale	Cost £ low ££ medium £££ high	Committee/ Service Responsibility	Notes
Lobbying, Leadership and Community Engagement				
Organisational Review of Policies to align with Climate Emergency Commitment	Short	£	Working Group/ All	Review in line with Policy review periods
Publicise commitment and promote energy-efficient and green measures to residents in public seminars, leaflets and website – in conjunction with local expertise	Short	££	Corporate Services	Newsletters, Press release
Make reference to Climate Emergency and need for renewable energy measures when commenting on Relevant planning matters (i.e. planning applications and Local Plan consultations): 1. Stronger energy efficiency (insulation, passive solar, heat pumps) in building standards; 2. More thorough solar energy capture, on North-South facing houses; 3. More domestic battery storage; 4. New build housing to have appropriate local infrastructure (shops, schools, café, community hall, open space) to improve wellbeing and reduce car dependence; 5. Design better, and more, public transport, cycling and walking routes; 6. Protect natural resources, including streams, trees and community fabric; 7. Remodelling the town centre to improve the environment for pedestrians and cyclists, reduce the impact of traffic to improve town centre health.	Short	£	Planning	Advise Planning Committee
Add Climate Emergency References in all new contract specifications and Tenders and add to the evaluation process.	Short	£	All	Update tender documentation
Encourage councillors and staff to undertake Carbon Literacy training	Medium	££	All	One day courses are available quite cheaply
Encourage Councillors to promote climate change	Short	£	Corporate Services	Ongoing

Publicise and promote achievements in reducing the Council's carbon footprint on website and in the Newsletters	Medium	£	Corporate Services	
Adopt a travel policy that favours use of the less carbon-intensive method of travel for staff and councillors	Short	£	Corporate Services	
Carbon Reduction - Assets				
Undertake Carbon Footprint Audit	Short	££	CEO	Essential evidence base against which to measure progress. Secure price to undertake audit by 2026
Use carbon accounting tools such as the Worcestershire Decarbonisation Portal, and promote to other organisations	Short	£	Operational Services / Working Group	
Commit to Carbon Neutral council by 2035	Long	£	All	
Undertake a Buildings Audit to identify any efficiency measures	Short	££	Town Hall/ Operational Services	Understand when last undertaken to consider next review date
Replace all Council lighting with LED	Short	££	Town Hall/ Operational Services	Agree schedule for replacement programme
Consider climate impact on new purchases of plant & machinery	Medium	££	Operational Services	
Support retro-fitting of existing housing with improved energy efficiency measures	short	£	Corporate Services	Promote on website, social media, etc.
Consider carbon footprint of any buildings to be taken on by the Town Council in the future	Long	£	Operational Services	
Reduce carbon footprint of Town Council office activities	Short	£	Corporate Services	Reduce printing, request minimal packaging on items ordered e.g. paper All appliances with exception of phones and CCTV turned off at plug each weekend. Turn off copiers at end of each day Use bicycle for travel to meetings / inspections within the town Reduce printing for all staff and councillors
Agree approach to "Carbon Neutral"	Medium	£	Working Group/ All	At what stage might offsets be considered/ permitted?

Action	Timescale	Cost £ low ££ medium £££ high	Committee/ Service Responsibility	Notes
Renewable Energy				
Request energy from Town Council's electricity providers is renewable	Medium	£	Corporate Services	If existing provision is not from renewable sources, assess alternative renewable tariffs and costs to switch.
Explore potential for installing Solar/Wind mitigating measures on Council Land/Buildings	Long	£££	Town Hall/ Operational Services	
Transport				
Explore infrastructure requirements and power capacity for electric vehicles	Long	££	Operational Services	
Encourage increased use of public transport by: 1. Lobbying for improvement of Kidderminster Bus Station 2. Enhancing our bus stop 3. Consider subsidising a Saturday discount bus fare Work for more EV car charging in public spaces where private driveway charging is unavailable/limited.	Short Short Medium Medium	£ £ £££ ££	Operational Services	
Waste Minimisation				
"Paper-light" Council Meetings	Short	£	Corporate Services	
Encourage a policy of "Reduce, Reuse, Recycle, Compost" prior to landfill or incineration for contractors and Council operations	Short	£	All	Office waste is recycled, slightly more difficult with waste collected on recreation ground and bins as this is labour intensive also concerns for health and safety of staff
Promote schemes that can improve resource and waste efficiency, such as community waste reduction initiatives, repair cafes, reuse schemes, composting programmes and local exchange schemes	Short	£	Operational Services / Corporate Services	

Action	Timescale	Cost £ low ££ medium £££ high	Committee/ Service Responsibility	Notes
Open Spaces				
Develop Open Space Management Plans	Short	£	Operational Services	Already done
Any future Public Open Space adoption to include any Climate Emergency Needs	Short	£	Operational Services	
Develop a long-term approach to tree planting, including, encouraging community tree planting and identifying locations for bulk planting	Long	££	Operational Services	
Support allotments and domestic food production	Long			
Encourage community orchards and tree planting to include fruit and nut trees	short			
Use own compost, then subsequently purchase Peat-Free Compost	Medium	£	Operational Services	
Reduce the amount of herbicides used by the council	Short	£	Operational Services	Already progressing
Continue replacement of floral planters with built-in water reservoirs to reduce the need for watering	Medium	££	Operational Services	Move towards drought resistant planting. Move towards rain harvesting.
Food				
Encourage the consumption of less meat and more plant-based food	Medium	£	All	
Reduce food waste	Short	£	All	

Action	Timescale	Cost £ low ££ medium £££ high	Committee/ Service Responsibility	Notes
Extreme Weather Events				
Work to assess past and future risks to residents, organisations and the council from extreme weather events or hazards arising from a changing climate. This should include the impact of: • Surface water flooding from extreme rainfall • Extreme heat and cold in homes especially at night • Extreme temperatures in workplaces • Extreme wind, hail, rainfall and drought	Medium	£££	Operational Services/ Town Hall	
Produce a plan and estimated costings for the adaptation and resilience measures required to protect the Council from the disruption due to future extreme weather events.	Medium	££	Operational Services/ Town Hall	
Identify methods of funding this work				
Coordinate with Emergency Plans of the Environment Agency, Councils, emergency services, etc. during extreme weather events	Short	£	All	
Working with Partners				
Work with Worcestershire (or successor) Council, surrounding parish and town councils, district and other councils and relevant partners including businesses, educational establishments and civil society organisations, to determine and implement best practice on Climate Change and Environmental Protection	Medium	£	Corporate Services/ CEO	
Monitoring				
Climate Actions should be a consideration of all committees	Short	£	All	Climate change to be on the agendas for meetings. CEO to action.
Report twice annually reviews against plan	Short	£	CEO	Dates to be calendared... April and October.
Undertake annual carbon footprint audit	Short	££	CEO	Evidence base

Kidderminster Town Council

Report Title: Review of Standing Orders

- **Meeting:** Full Council
- **Date of Meeting:** 22nd October 2025
- **Author(s):** Hugh Peacocke, CEO
- **Date of report** 10th October 2025

1. Background:

Local Councils are required to make standing orders in respect of contracts and may make standing orders to regulate its business or proceedings. NALC provide “Model Standing Orders” and the Council’s Standing Orders are largely based on those provisions.

Some of the Council’s Standing Orders are required by law and others reflect best practice in the administration of Council business. However, if in force, Standing Orders should be observed by Members and officers in the best interests of regulating orderly business of the Council.

2. Discussion:

It is good practice to occasionally review Standing Orders to review/ improve, if required. The Council may vary or revoke Standing Orders (other than in respect of contracts) and this must be an agenda item for full Council.

3. The current position:

Standing Orders were reviewed in May 2024 and have proved adequate since then.

However, it has been brought to our attention that the Standing Orders regarding provisions for motions for a meeting that require written notice to be given to the proper officer (section 9) are not compliant with practice for motions at meetings, or with District council procedures. For a motion to be progressed at a meeting, it requires a proposer and seconder, whereas under Standing Orders an individual Member may give notice of a motion for a meeting.

4. Recommendation

It is recommended that section 9 of the Council’s Standing Orders be amended so that written notice of motions for inclusion on and agenda requires a proposer and seconder.

The full set of standing orders, with tracked changes for the proposed amendment to section 9, is attached, for the information of members.



Kidderminster Town Council

Standing Orders

(Approved: Full Council 23rd May 2024.)

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed by a resolution proposed by the chair and agreed by the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- i Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- j One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;

- iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- o During the debate on a motion, a councillor may, with the permission of the chair, interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- p A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i At Full Council, all persons shall stand when requesting to speak and when

speaking (except when a person has a disability or is likely to suffer discomfort). The Mayor may at any time permit a person to be seated when speaking.

- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- r The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.
- v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
- See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*
- w If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 3 hours, unless the meeting resolves before the expiration of 3 hours to extend the meeting by a maximum of 30 minutes.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.

- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.

In an election year, the Council shall make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- j The Work Programme for meetings of Full Council shall include the following:
 - i. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - ii. Receipt of the minutes of the last meeting of a committee;
 - iii. Consideration of the recommendations made by a committee;
 - iv. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - v. Review of the terms of reference for committees;
 - vi. Appointment of members to existing committees;
 - vii. Appointment of any new committees in accordance with standing order 4;
 - viii. Review and adoption of appropriate standing orders and financial regulations;
 - ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - x. Review of representation on or work with external bodies and arrangements for reporting back;

- xi. Review of inventory of land and other assets including buildings and office equipment;
- xii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiii. Review of the Council's and/or staff subscriptions to other bodies;
- xiv. Review of the Council's complaints procedure;
- xv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvi. Review of the Council's policy for dealing with the press/media;
- xvii. Review of the Council's employment policies and procedures;
- xviii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. (See i above)
- xix. Determining the time and place of ordinary meetings of the Council for the rest of the Mayoral year.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the

Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a — A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- ba No motion may be moved at a meeting unless it is on the agenda and the proposer and seconder of the motion ~~mover~~ has given written notice of its wording to the Proper Officer at least 57 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- eb The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- dc If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.

- ed If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- e The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- f In the case of the absence of the proposer or seconder from the meeting at which the motion is considered, another councillor may propose or second the motion as the case may be.

- g Motions received shall be recorded and numbered in the order that they are received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include

deciding who has access to personal data and encryption of personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. DRAFT MINUTES

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- e Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings, or any other notes of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a

matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the

Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the CEO or (ii) other staff member(s) delegated by the proper Officer.
- b The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his/her/their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;
 - iv. facilitate inspection of the minute book by local government electors;
 - v. receive and retain copies of byelaws made by other local authorities;
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority
- xv. refer notice of a planning application received by the Council to the Chair or in his/her/their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council may appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- d The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the

execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 10.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee or, if he/she/they is not available, the vice-chair (if there is one) of the Staffing Committee] absence occasioned by illness or other reason and that person shall report such absence to [the Staffing Committee at its next meeting.
- c The Staffing Committee shall appoint a panel of 3 of its members to conduct a review of the performance and annual appraisal of the work of the CEO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the

Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee] or in his/her/their absence, the vice-chair of [the Staffing Committee] in respect of any formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if a formal grievance matter raised by CEO relates to the chair or vice-chair of the Staffing Committee; this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.
- f the written records of all meetings relating to staff performance, capabilities, grievance or disciplinary matters shall be treated as confidential.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- i. [[The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

22. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer**

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

Unless duly authorised no councillor shall inspect any land and/or premises which the Council has a right or duty to inspect

25. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

[Home](#)Search 

SIR EDWARD BLOUNT'S CHARITY

Charity number: 202364



Charity reporting is up to date (on time)

Charity overview

Activities - how the charity spends its money

Almshouse provision and maintenance.

Income and expenditure

Data for financial year ending 30 June 2024

Total income: £24,151

Total expenditure: £35,965

People



5 Trustee(s)

6 Volunteer(s)

Employees with total benefits over £60,000

No information available

Fundraising

No information available

Trading

This charity does not have any trading subsidiaries.

Trustee payments

No trustees receive any remuneration, payments or benefits from the charity.

What, who, how, where

What the charity does:

Accommodation/housing

Who the charity helps:

Elderly/old People

People With Disabilities

How the charity helps:

Provides Buildings/facilities/open Space

Where the charity operates:

Worcestershire

Governance

Registration history:

22 March 1962: Standard registration

Organisation type:

Other

Other names:

WITNELL BLOUNT CHARITY (Working name)

CLARE WITNELL AND BLOUNT CHARITY (Previous name)

Gift aid:

Not recognised by HMRC for gift aid

Other regulators:

No information available

Policies:

Complaints policy and procedures

Financial reserves policy and procedures

Internal charity financial controls policy and procedures

Internal risk management policy and procedures

Safeguarding policy and procedures

Serious incident reporting policy and procedures

Trustee conflicts of interest policy and procedures

Land and property:

This charity owns and/or leases land or property

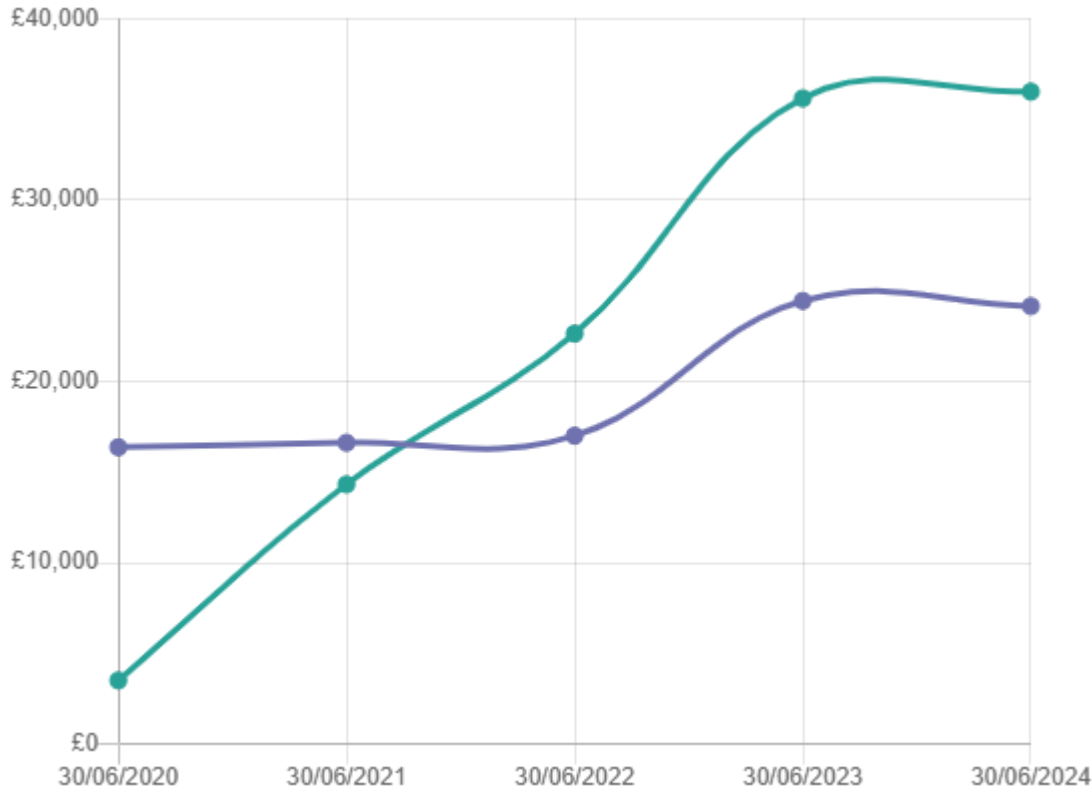
Trustees

Trustees are the people responsible for controlling the work, management and administration of the charity on behalf of its beneficiaries. Generally trustees are treasurer, chair, board member etc. The trustees are responsible for keeping this list up to date and can do this by updating their details as they happen through the [online service](#)

5 Trustee(s)

Name	Role	Date of appointment	Other trusteeships	Reporting status of other trusteeships
George Anthony Connolly	Trustee	01 December 2023	None on record	
Christopher Michael Jordan	Trustee	01 October 2023	THE EMILY JORDAN FOUNDATION	Received: On time
			THE EMILY JORDAN FOUNDATION PROJECTS LIMITED	Received: On time
Jane Tainton	Trustee	14 July 2022	None on record	
Kath Elliott	Trustee	16 January 2015	None on record	
JOHN STEVENS	Trustee	16 October 2014	None on record	

Financial history



Financial period end date						
Income / Expenditure		30/06/2020	30/06/2021	30/06/2022	30/06/2023	30/06/2024
☒	Total gross income	£16.38k	£16.63k	£17.01k	£24.44k	£24.15k
☒	Total expenditure	£3.53k	£14.33k	£22.63k	£35.60k	£35.97k
☒	Income from government contracts	N/A	N/A	N/A	N/A	N/A
☒	Income from government grants	N/A	N/A	N/A	N/A	N/A

Accounts and annual returns

This table shows the charity's record of submitting annual returns, accounts and trustees' annual report (TAR) for the last five financial periods.

Title	Reporting year	Date received	Received	Download
Annual return	30 June 2024	11 April 2025	On time	
Accounts and TAR	30 June 2024	Not required		
Annual return	30 June 2023	20 May 2024	20 days late	
Accounts and TAR	30 June 2023	Not required		
Annual return	30 June 2022	16 November 2022	On time	
Accounts and TAR	30 June 2022	Not required		
Annual return	30 June 2021	05 January 2022	On time	
Accounts and TAR	30 June 2021	Not required		
Annual return	30 June 2020	12 November 2020	On time	
Accounts and TAR	30 June 2020	Not required		

Submit annual return

Governing document

Details of the type of governing document the charity has and when it was established.
It is not the full text of the charity's governing document.

SCHEME OF 12 JULY 1983

Charitable objects

FOR THE BENEFIT OF THE RESIDENTS IN THE ALMSHOUSES THEREOF OR ANY OF THEM IN SUCH MANNER AS THE TRUSTEES THINK FIT FROM TIME TO TIME AND SUBJECT THERETO IN AUGMENTING THE INCOME OF THE RELIEF IN NEED CHARITY NO.216914

Area of benefit

The area the charity can operate in, as set out in its governing document.

KIDDERMINSTER AND PARISH OF KIDDERMINSTER FOREIGN

Contact information

Address: HB Law (Kidderminster) Llp
7 Church Street
KIDDERMINSTER

Worcestershire
DY10 2AD

Phone: 01299 401248

Email: pjok@btinternet.com

Website: No information available

Kidderminster Town Council

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. Questions/ Petitions from members of the Public
4. Approval of Minutes of previous meeting and noting Committee minutes
5. Town Mayor's Report
6. Town Hall Update
7. St. George's Paddling Pool update

Other items of Business

Meeting Date	Item
15 May 2025 (Annual Meeting and Mayor-making)	Election of mayor and Deputy Mayor for 25-26
25 June 2025	End of Year Statutory Accounts
	To review the Council's Financial Regulations
	Reports from Outside body representatives
	Bus companies?
	West Mercia Police? (Town Centre team)
	To review Standing Orders and make any amendments agreed.
22 October 2025	Kidderminster BID Presentation
	The Climate Emergency
	External Auditor's report
	Timetable for Budget 25-26
	Review of Standing Orders
	St. George's Park Paddling Pool
	Appoint a member to the Claire Witnell Trust
28 January 2026	Review of Town Council Vision 2025-2029
	Asset Register Review
	2026/27 Budget and Precept
	Schedule of meetings for the municipal year 2026/27
22 April 2026	Nomination of Mayor Elect and Deputy Mayor and approval of Mayor's Charities 26-27
	Annual Review of Strategic Risk register
	Review of Committees' Terms of reference for 26-27
	Committee Appointments To appoint memberships of Committees of the Council for 26-27

Possible presentations: The Police, The Buses, Incredible Edible.