



16th January 2026

Members are summoned to attend the meeting of the **FINANCE AND OVERVIEW COMMITTEE** which will be held in the **COUNCIL CHAMBER, TOWN HALL** at **6:00 PM** on **22ND JANUARY 2026**.

Hugh Peacocke
Chief Executive

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

AGENDA

1. Apologies for absence

2. Declarations of interest

To receive declarations for items under consideration on this agenda in accordance with the Localism Act 2011 S32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

3. Public Question Time

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

4. Minutes (Appendix 1)

To receive and approve the minutes of the meeting of Finance and Overview Committee on held on 15th October 2025.

5. Approval of Accounts (Appendix 2)

To receive the cash book reports detailing income of £1,065,321.38 (Appendix 2.1) and expenditure (2.2) from 1st October 2025 to 31st December 2025 and to approve payments totalling £1,748,485.88 (including VAT) over that period.

6. Budget monitoring (Appendix 3)

To review the Council's income and expenditure to 31st December 2025 against budgets set for 2025-26.

7. Bank reconciliations (Appendix 4)

To receive the bank reconciliations for October, November and December 2025.

8. The Council's Vision 2025-29 (Appendix 5)

To review the Vision 2025 to 2029 and to receive the Quarterly Vision Action Plan reports to 31st December 2025.

9. Strategic Risk Register (Appendix 6)

Quarterly review of the Council's Strategic Risk Register at 31st December 2025

10. Complaints Policy (Appendix 7)

To review the Council's Complaints Policy.

11. IT Policy (Appendix 8)

To Approve an IT Policy for the Council.

12. Appointment of Internal Auditor (Appendix 9)

To Appoint an internal auditor for the Council

13. Budget 26-27 (Appendix 10)

To Approve the draft budget for 2026-27

14. Forward work programme (Appendix 11)

To Note the Committee's forward Work programme and to agree any additions to the programme.

15. Exclusion of press and Public

The following item will be likely to disclose exempt information relating to financial matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

16. Approval of Lease of Room- Town Hall

To Approve a lease of 1 room in the Town Hall for 1 day per week.

KIDDERMINSTER TOWN COUNCIL FINANCE AND OVERVIEW COMMITTEE

Minutes of the meeting held on 15th October 2025 in the Kidderminster Room, Wyre Forest House

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

In Attendance: H. Peacocke, Chief Executive Officer
C. Pugh, Corporate Services Manager
A. Stockhall, Public Realm and Operations Manager.

APOLOGIES FOR ABSENCE

Councillor Bernadette Connor.

ABSENT: Councillor Ben Brookes

30. DECLARATIONS OF INTEREST

Cllrs. Carroll, Dyke, Oborski and Rayner declared their interests in item 10 on the agenda, Local Government re-organisation and devolution Proposals, as members of Wyre Forest District Council. Their dispensations in this regard were noted.

31. PUBLIC QUESTION TIME

Nil

32. MINUTES

RESOLVED: That the minutes of the previous meeting held on 4th August 2025 be approved as a true record and signed by the Chair.

33. Approval of Accounts

The CEO presented payments from 1st June 2025 to 30th September 2025, totalling £1,983,200.72 (including VAT). He told the meeting that the payments arising from the town Hall projected accounted for £1,668,450 (85%)

Others: Payroll (2 months)	£63,000
SLA's and other charges WFDC:	£42,457
Section 106 (Broadwaters Park):	£31,000

The CEO acknowledged concerns around items listed as “awaiting information” and this would be addressed going forward. It was also agreed that there should be clearer explanations around utilities expenditure and where it was arising.

A member asked about listing amounts paid to acts and promoters at town hall events and the CEO would discuss this with the Town Hall Business Development Team.

The Public Realm and Operations Manager agreed to recouping the repair costs for the Clock Tower on Oxford Street from the contractors who had damaged the electrical connection.

RESOLVED: To approve payments totalling £1,983,200.72 (including VAT) over the period from 1st June 2025 to 30th September 2025

34. Budget monitoring

The meeting reviewed the Council's income and expenditure from 1st April to 30th September against budgets set for 2025-26.

The meeting noted that payroll recoupments were 2 months behind, by agreement with Wyre Forest District Council, which was reflected in the report. Otherwise, expenditures were largely on target.

The CEO pointed out that the budget heading Relocation costs- Staff travel was showing expenditure of £14,584 against a budget provision of £1,000 for the year. This arose as the Council was not permitted to charge agency costs against salaries. It was recommended that this expenditure be charged against office expenses and that £22,000 be vired from Corporate services Staff re-allocation to cover these costs.

RESOLVED: To vire the expenditure on agency costs, as recommended by the CEO.

35. BANK RECONCILIATIONS

The Committee received the Bank reconciliations for June, July, August and September 2025.

The CEO pointed out that while the Council's bank balance at 30th September 2025 stood at £1.384M, that this included the £800K received as bridging finance from WFDC and that the second instalment of precept (£612K) was received on 30th September.

36. Quarterly Vision Action Plan reports

The CEO presented the Action Plan report, which showed how the Council was performing at 30th September 2025 against the various aims and objectives set out in the Council's Vision 2025-2029.

Arising from the failure of the Tennis Club to promote public access, in line with the council's aims and their requirement under the lease, the Public Realm and Operations Manager would refer this matter to the next meeting of the Services Committee.

37. Strategic Risk Register

The CEO presented the SRR at 30th September 2025, which showed reduced risks around the Town Hall transformation project and the Council's finances since the previous review.

In response to queries, the CEO said that the council would prepare an “Emergency Book” and also consult the Government advice re IT Hacking.

The Council would also seek cover and quotes for cyber insurance.

38. Local Government reorganisation and Devolution Proposals

Mr. Adam Stockhall, the Council’s Public Realm and Operations Manager presented a report detailing the financial arrangements which could arise should devolution and local government re-organisation proposals go ahead, with the proposed transfer of parks to the Town Council.

It was noted by the meeting that these proposals set out the town Council’s position to the District Council when negotiating these possible future transfers.

Resolved, that should the devolution progress as set out in the report:

- To approve negotiations with WFDC for Phase One on the basis of the financial package as presented, and to recommend agreement for Officers to formally present the Council’s offer.
- To support the overall financial package.

39. Forward Work Programme

Noted. The CEO said that matters regarding Internal Audit would be added to the programme and may require an additional meeting of the Committee.

40. EXCLUSION OF THE PRESS AND PUBLIC

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

41. Supply and Implementation of a Health and Safety System

Mr. Adam Stockhall, the Council’s Public Realm and Operations Manager presented recommending that the Council appoints Opus Safety as the new provider for the Health and Safety Management platform for Kidderminster Town Council.

He pointed out that the Town Council manages a significant scale of assets, creating associated health and safety risks. Without a structured system, the Council faces challenges in ensuring compliance, transparency, and public safety.

Members requested an annual report on Health and Safety.

Resolved:

- To authorise the appointment of Opus Safety as the new provider for the Health and Safety Management platform for Kidderminster Town Council.
- To specifically allocate funding for the Health and Safety Platform in the next financial year’s budget, ensuring provision for ongoing operational and maintenance costs.

- To approve the implementation of the Health and Safety Platform within the current financial year, subject to available funds and compliance with procurement procedures.

42. Supply and Implementation of a Finance and Accounting programme

Mr. Christopher Pugh, The Council's Corporate Services Manager, told the meeting that the council has notified WFDC of its intention to leave the Finance SLA with the District Council from 31st March 2026. He presented details of a finance and accounting package to replace the Agresso system currently provided by WFDC and recommended that the council procure GovFinance through its IT provision from Cloudy IT.

RESOLVED:

- To Approve the procurement and implementation of GovFinance as the Council's new financial management system
- To Authorise the CEO to complete contractual and payment arrangements.

Meeting closed at 7.47 pm

Signed: _____
Chairman

Date: _____

KTC Cashbook Transactions (Income) 01/10/2025-31/12/2025

Date	Supplier	Description	Net Income	VAT	Total Income
01/10/2025	SP That Home Shop	Refund	1,098.97	£0.00	1,098.97
02/10/2025	CCLA investment	Interest	3.31	£0.00	3.31
07/10/2025	Worcester CC	Lengthsman income	230.00	£0.00	230.00
14/10/2025	Amazon	Refund	139.99	£0.00	139.99
30/10/2025	PWLB	Loan	799,720.00	£0.00	799,720.00
03/11/2025	Steven Hollands	Awaiting information	20.00	£0.00	20.00
04/11/2025	CCLA	Interest	3.40	£0.00	3.40
05/11/2025	Amazon	Refund	425.45	£0.00	425.45
10/11/2025	FDEL	Event Income	595.00	£119.00	714.00
19/11/2025	FDEL	Event Income	2,023.88	£404.78	2,428.65
20/11/2025	FDEL	Event Income	871.25	£174.25	1,045.50
21/11/2025	Energy Assets	Awaiting information	9,825.26	£0.00	9,825.26
21/11/2025	FDEL	Event Income	899.58	£179.92	1,079.50
24/11/2025	FDEL	Event Income	2,541.25	£508.25	3,049.50
25/11/2025	FDEL	Event Income	1,197.50	£239.50	1,437.00
27/11/2025	FDEL	Event Income	1,059.58	£211.92	1,271.50
28/11/2025	FDEL	Event Income	482.92	£96.58	579.50
01/12/2025	Bescot	Awaiting information	4,528.00	£0.00	4,528.00
01/12/2025	FDEL	Event Income	3,552.50	£710.50	4,263.00
02/12/2025	CCLA	Interest	3.27	£0.00	3.27
02/12/2025	FDEL	Event Income	926.25	£185.25	1,111.50
03/12/2025	FDEL	Event Income	953.33	£190.67	1,144.00
04/12/2025	National Heritage	National Heritage Income	62,677.04	£0.00	62,677.04
04/12/2025	FDEL	Event Income	1,394.17	£278.83	1,673.00
05/12/2025	FDEL	Event Income	702.50	£140.50	843.00
08/12/2025	FDEL	Event Income	2,571.25	£514.25	3,085.50
08/12/2025	Barclays	Premium Acc Interest	2,698.25	£0.00	2,698.25
09/12/2025	VAT	Vat Return	130,380.75	£0.00	130,380.75
09/12/2025	FDEL	Event Income	749.17	£149.83	899.00
10/12/2025	fdel	Event Income	632.92	£126.58	759.50
11/12/2025	FDEL	Event Income	615.42	£123.08	738.50
12/12/2025	wfdc	Invoice 100000580 Account 400072	200.00	£40.00	240.00
12/12/2025	fdel	Event Income	1,393.75	£278.75	1,672.50
15/12/2025	FDEL	Event Income	3,122.50	£624.50	3,747.00
16/12/2025	WCC	Lengthsman income	420.00	£0.00	420.00
16/12/2025	FDEL	Event Income	846.25	£169.25	1,015.50
17/12/2025	FDEL	Event Income	968.33	£193.67	1,162.00
17/12/2025	flip and theft	Invoice 100000579 acc 400158	666.67	£133.33	800.00
18/12/2025	FDEL	Event Income	744.17	£148.83	893.00
18/12/2025	45Kidderminster Ox	Awaiting information	610.00	£0.00	610.00
18/12/2025	45Kidderminster Ox	Awaiting information	10.00	£0.00	10.00
19/12/2025	FDEL	Event Income	1,050.00	£210.00	1,260.00
19/12/2025	Live Nation	Invoice 100000581 Acc 400159	847.50	£169.50	1,017.00
22/12/2025	Severn Academies	Awaiting information	520.00	£0.00	520.00
22/12/2025	FDEL	Event Income	3,398.75	£679.75	4,078.50
22/12/2025	Severn Arts	Invoice 100000587 Acc 400067	484.49	£96.89	581.38
23/12/2025	FDEL	Event Income	1,128.33	£225.67	1,354.00
24/12/2025	FDEL	Event Income	827.50	£165.50	993.00
29/12/2025	FDEL	Event Income	2,617.50	£523.50	3,141.00
30/12/2025	FDEL	Event Income	1,035.42	£207.08	1,242.50
30/12/2025	Kidderminster Choral	Invoice 100000584, Acc 400015	700.00	£140.00	840.00
30/12/2025	Kidderminster Voices	Invoice 100000583, Acc 400011	795.55	£159.11	954.66
31/12/2025	FDEL	Event Income	744.58	£148.92	893.50
Totals			1,056,653.45	8,667.94	1,065,321.38

APPENDIX 2.2

KTC Cashbook Transactions (Expenditure) 01/10/2025-31/12/2025

Date	Supplier	Description	Expenditure excl. VAT	VAT	Total Expenditure
01/10/2025	Fletcher Associates	HR Support	£250.00	50.00	300.00
01/10/2025	Shabby Bear	Breakfast bar table kitchen set	£892.50	178.50	1,071.00
02/10/2025	Chubb Fire	Attendance Fee & Extinguishers	£1,366.12	273.22	1,639.34
02/10/2025	Boston Seeds	Wildflower seeds- parks	£60.99	0.00	60.99
03/10/2025	B&M Retail Ltd	Awaiting information	£158.57	0.00	158.57
03/10/2025	B&M Retail Ltd	various items	£186.98	0.00	186.98
03/10/2025	E-Careers Ltd	AAT Level 4	£902.00	0.00	902.00
03/10/2025	Rowberries Nurseries	4 X Pot plants- St. Georges	£19.96	0.00	19.96
03/10/2025	Churchill Specialsit	Annual Inpection	£251.00	50.20	301.20
03/10/2025	Facebook	Mathew Horne Live in Conversation post	£17.00	0.00	17.00
06/10/2025	Barclays Bank	Bank Charges	£9.10	0.00	9.10
06/10/2025	Amazon	Auger Drill bit- bulb planting	£31.77	0.00	31.77
06/10/2025	B&M Retail Ltd	Batteries, sugar	£18.98	0.00	18.98
06/10/2025	TK Maxx	various items	£48.25	0.00	48.25
06/10/2025	Facebook	Mathew Horne Live in Conversation post	£17.00	0.00	17.00
06/10/2025	Facebook	Mathew Horne Live in Conversation post	£18.00	0.00	18.00
06/10/2025	Radisson Blue Hotel	Matthew horne	£147.41	0.00	147.41
06/10/2025	Facebook	Mathew Horne Live in Conversation post	£19.00	0.00	19.00
06/10/2025	Go Cardless	Nettl	£189.00	37.80	226.80
07/10/2025	Amazon	10 pack of wooden clipboards	£22.15	4.43	26.58
07/10/2025	Amazon	2X Whiteboards	£41.82	8.36	50.18
07/10/2025	John Beard Tools	Item	£6.00	0.00	6.00
08/10/2025	BT Group Plc	Phone charges	£37.95	7.59	45.54
08/10/2025	Amazon	Smart Parcel Box	£116.66	23.33	139.99
09/10/2025	Facebook	Advertising	£17.07	0.00	17.07
09/10/2025	Schindler Limited	KTC-BASIC ALERT-16/10/25-15/01/26	£70.75	14.15	84.90
09/10/2025	Schindler Limited	KTC-TOWN HALL LIFT 1 ALTERATIONS	£232.73	46.55	279.28
09/10/2025	Schindler Limited	KTC-TOWN HALL LIFT 1 WORKS	£1,221.30	244.26	1,465.56
09/10/2025	Stephen Carrigan T/A Load Street Studios	KTC-EQUIPMENT FOR TOWN HALL RE-OPEN	£1,336.00	267.20	1,603.20
09/10/2025	Alfabet Corporatewear Ltd	KTC-POLO SHIRTS	£282.80	56.56	339.36
09/10/2025	Artelia Projects UK Ltd	KTC-CM MAIN SERVICES-SEPT 2025	£2,909.00	581.80	3,490.80
09/10/2025	M & BG Ltd	KTC-GROUNDS MAINTENANCE SEPT 2025	£4,250.00	850.00	5,100.00
09/10/2025	M & BG Ltd	KTC-CLEANING OF WAR MEMORIALS, ST MARY'S	£395.00	79.00	474.00
09/10/2025	M & BG Ltd	KTC-GUTTER MAINTENANCE & JETWASH-Toilets	£1,190.00	238.00	1,428.00
09/10/2025	J T Murrall	KTC-NHLF JOURNEY THROUGH KTH-EXPENSES	£6.49	0.00	6.49
09/10/2025	Gallagher Insurance	KTC-ENGINEERING INSURANCE-18/09/25-12/11/25	£349.77	0.00	349.77

45,214.06

APPENDIX 2.2

09/10/2025	The best Connection Group Ltd	KTC-AGENCY STAFF	£604.16	120.83	724.99
09/10/2025	The best Connection Group Ltd	KTC-AGENCY STAFF	£614.40	122.88	737.28
09/10/2025	Claire Darby	KTC-TOWN HALL RE-OPENING CONSULT	£600.00	0.00	600.00
09/10/2025	AGMP Artists Ltd	Town Hall PERFORMANCE	£2,187.50	437.50	2,625.00
09/10/2025	AGMP Artists Ltd	KTC-TOWN HALL MARY PERFORMANCE	£875.00	175.00	1,050.00
09/10/2025	AGMP Artists Ltd	KTC-TOWN HALL PERFORMANCE	£2,500.00	500.00	3,000.00
09/10/2025	United Agents	KTC-TOWN HALL PERFORMANCE	£1,500.00	300.00	1,800.00
09/10/2025	S L Hollands	KTC-EXPENSES FOR CIVIC WORK	£19.79	0.00	19.79
10/10/2025	SP Daals	Town Hall furniture	£719.94	0.00	719.94
10/10/2025	Uber	Trip	£6.20	0.00	6.20
11/10/2025	B&Q	2 X Shelves	£66.67	13.33	80.00
11/10/2025	Motor Fuel Ltd	Fuel	£66.67	13.33	80.00
11/10/2025	O2	Phone Charges	£23.97	0.00	23.97
14/10/2025	First Data Merchant Solutions	Booking programme	£194.35	0.00	194.35
14/10/2025	First Data Merchant Solutions	Booking programme	£29.99	0.00	29.99
14/10/2025	Uber	trip	£6.58	0.00	6.58
15/10/2025	WF UK4359481184	Town Hall furniture	£2,249.93	0.00	2,249.93
15/10/2025	lloveparcels.com	Secure Parcel Box	£149.99	30.00	179.99
15/10/2025	WFDC	Loan Interest	£5,222.79	0.00	5,222.79
16/10/2025	Marketplace Merchant	Nettl	£3.60	0.00	3.60
16/10/2025	Screwfix	Dewalt Brushless Combi	£124.99	25.00	149.99
16/10/2025	Uber	Trip	£6.79	0.00	6.79
16/10/2025	Cain Markings Ltd	KTC-MAINTENANCE VISIT-SEPT 25-TENNIS COURTS	£299.48	59.90	359.38
16/10/2025	The best Connection Group Ltd	KTC-AGENCY STAFF	£757.76	151.55	909.31
16/10/2025	Alight - Radiant Media	KTC-TOWN HALL EVENTS	£247.50	49.50	297.00
16/10/2025	Lucy Norris Ltd	KTC-HOSTING EVENT AT TOWN HALL	£1,000.00	0.00	1,000.00
16/10/2025	Outpost Custom	KTC-SIGNAGE PROJECT DEPOSIT	£8,000.00	1,600.00	9,600.00
17/10/2025	Eon	Supply at Horsefair Clock September 25	£26.99	1.35	28.34
17/10/2025	British gas	Electricity 01/09/25-30/09/25	£2,407.25	481.45	2,888.70
17/10/2025	Severn Valley Lock	1x lock tower door	£89.16	17.83	106.99
17/10/2025	John Beard Tools	items	£5.95	0.00	5.95
17/10/2025	Kidderminster and District Youth Trust	Ward Grant Cllr Doug Hine	£500.00	0.00	500.00
17/10/2025	Facebook	Advertising	£20.00	0.00	20.00
20/10/2025	Poppy Shop	Poppy wreaths for Remembrance	£99.95	0.00	99.95
20/10/2025	B&M	Extension & 3x extension lead	£48.00	0.00	48.00
20/10/2025	Facebook	Advertising	£21.00	0.00	21.00
20/10/2025	b&M	items	£8.98	0.00	8.98
20/10/2025	iceland	Milk	£3.30	0.00	3.30
20/10/2025	sukh convenience store	2 x diet cokes and 1 x non scan item	£7.79	0.00	7.79
20/10/2025	Waterplus	Charges for Services at New Public Toilet Block 04/09/25-04/10/25	£680.19	0.00	680.19

APPENDIX 2.2

21/10/2025	EON	Supply at Public Toilets Market St September 25	£89.57	4.48	94.05
21/10/2025	EON	Supply at Landlord Waterfall Supply Comberton Hill September 25	£43.06	2.15	45.21
21/10/2025	EON	Supply at toilets Stourbridge Road September 25	£65.98	3.30	69.28
21/10/2025	EON	Charges at Clock Tower Oxford St September 25	£18.93	0.95	19.88
21/10/2025	EON	Charges at Sports Pitch Lighting St Georges Park September 25	£40.25	2.01	42.26
21/10/2025	TFM Bromsgrove	Generator- Operations	£211.69	42.34	254.03
22/10/2025	Ruby Electricity	KTC Electricity Charges 13/09/25-13/10/25	£84.91	4.25	89.16
22/10/2025	Amazon	Awaiting information	£455.94	0.00	455.94
22/10/2025	Dunelm	Awaiting information	£297.00	0.00	297.00
22/10/2025	Tesco	Sandisk Flash Drive	£24.00	0.00	24.00
23/10/2025	Amazon	Awaiting information	£27.32	0.00	27.32
23/10/2025	Amazon	Awaiting information	£37.17	0.00	37.17
23/10/2025	Canva	Subscription	£22.50	4.50	27.00
23/10/2025	Sainsburys	Fuel can	£6.50	0.00	6.50
23/10/2025	Sainsburys	Fuel	£7.64	1.53	9.17
23/10/2025	Travis Perkins	topsoil	£72.60	14.52	87.12
23/10/2025	Purity Cleaning Services	KTC-TOWN HALL CLEANING	£1,480.98	0.00	1,480.98
23/10/2025	Fairmount Painters Ltd	KTC-TOWN HALL LOBBY AREA WORKS	£1,050.00	210.00	1,260.00
23/10/2025	Lyreco uk Ltd	KTC-A4 COPY PAPER	£22.40	4.48	26.88
23/10/2025	FMG Consulting Ltd	KTC-PROJECT DELIVERY SERVICES-AUG 25	£4,847.90	969.58	5,817.48
23/10/2025	DP Hine & RC Hine	KTC-MAYORAL ALLOWANCE-OCT 2025	£686.00	0.00	686.00
23/10/2025	The best Connection Group Ltd	KTC CORPORATE SERVICES OFFICER	£757.76	151.55	909.31
23/10/2025	Shred Station Ltd	KTC-CONFIDENTIAL WASTE COLLECTION	£42.00	8.40	50.40
23/10/2025	Cloudy IT	KTC-LINE LEASE,MONTHLY-01/10/25-31/10/25	£380.00	76.00	456.00
23/10/2025	Cardinus Risk Management Ltd	KTC-REINSTATEMENT COST ASSESSMENT	£1,750.01	350.00	2,100.01
23/10/2025	Entertainers	KTC- TOWN MAYOR EVENT-13/12/25	£3,675.00	735.00	4,410.00
23/10/2025	Savoy Systems Ltd	KTC-WEB HOSTING,INTERNET TICKETS,PAYMENT GATEWAY	£314.50	62.90	377.40
23/10/2025	Gallagher Insurance	50% Insurance Property Owners 30/07/25-29/07/26	£25,918.40	0.00	25,918.40
24/10/2025	Lime Leasing	HV24THF - Ford Ranger TremorAuto 4WD	£392.00	78.40	470.40
24/10/2025	Waterplus	Services at Saint Georges Park, Birmingham Road 09/09/25-09/10/25	£14.20	0.00	14.20
24/10/2025	British gas	Town Hall Gas 29/08/25-28/09/25	£470.65	94.13	564.78
24/10/2025	British gas	Town Hall Gas 01/08/25-03/09/25	£3.06	0.61	3.67
24/10/2025	Everflow ltd	Public conveniences vicar street 16/11/25-15/12/25	£1,480.10	0.00	1,480.10
24/10/2025	Canva	Subscription	£27.00	0.00	27.00
24/10/2025	halfords	Helix	£3.82	0.77	4.59
24/10/2025	Screwfix	Round mowing line	£4.99	1.00	5.99
27/10/2025	Spitfire	Service Charges	£66.05	13.21	79.26
27/10/2025	Biffa	Trade Waste Services 27/09/25-24/10/25	£31.76	6.35	38.11
27/10/2025	Go Cardless	KTC Website Hosting	£20.00	4.00	24.00
27/10/2025	Enterprise	LB25 UPA 19/09/25-20/09/25	£55.17	11.03	66.20
28/10/2025	Total Merchandise	200 x bears	£787.67	157.53	945.20

APPENDIX 2.2

28/10/2025	Anthony Arnold	KTC-STILTS NWALKABOUT & CIRCUS WORKSHOP	£345.00	0.00	345.00
28/10/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT NO.23	£41,666.67	8,333.33	50,000.00
28/10/2025	Speller Metcalfe	KTC-VALUATION OF WORKS CERT NO.23	£17,297.99	3,459.60	20,757.59
29/10/2025	Waterplus	Charges for services at Public Conveniences, 300 Stourbridge Road 14/09/25-14/10/25	£18.67	0.00	18.67
29/10/2025	B&Q	Awaiting information	£322.00	0.00	322.00
29/10/2025	TFM Bromsgrove	Strimmer	£259.01	0.00	259.01
29/10/2025	Poundland	Blutack	£1.67	0.33	2.00
30/10/2025	Dunelm	Awaiting information	£203.95	0.00	203.95
30/10/2025	Black Country	Shallow Red and White E R Post Box	£155.00	31.00	186.00
30/10/2025	Cherry Grove Craft	Custom Oak Veneered Name Badges	£97.44	16.24	97.44
30/10/2025	WF*UK436315724 4	Town Hall furniture	£1,179.95	0.00	1,179.95
30/10/2025	Currys	Awaiting information	£58.33	11.66	69.99
30/10/2025	FMS Integrated Building Services Ltd	KTC-MARKET ST TOILETS,INVESTIGATE LOW WATER TEMP	£500.00	100.00	600.00
30/10/2025	Netti Incorporating Pixel Design	KTC-WORDPRESS HOSTING	£20.00	4.00	24.00
30/10/2025	Netti Incorporating Pixel Design	KTC-T HALL ESSENTIAL CARE	£30.00	6.00	36.00
30/10/2025	Wyre Forest District Council	KTC-SALS PAID,SMART PENSION APRIL, PHONE CHARGES APRIL, ROOM BOOKING-29/04/25	£88.90	17.78	106.68
30/10/2025	Wyre Forest District Council	KTC-SALS PAID,SMART PENSION MAY,HSBC FEES,ROOM BOOKINGS,PAYPAL,PRINT UNIT,REFRESHMENTS,CIS DEDUCTIONS	£1,762.39	106.48	1,868.87
30/10/2025	Wyre Forest District Council	KTC-SALS PAID,SMART PENSION JUNE,HSBC CHARGE MAY& RECHARGE FOR 2X DELL LAPTOPS	£1,420.42	284.08	1,704.50
30/10/2025	Wyre Forest District Council	KTC-SAL PAID,SMART PENSION,HSBC FEE,LAPTOP & ACCESSORIES,NETWORK UTILITIES,PRINT UNIT,MOBILE PHONE,PRINT RECHARGE-01/03/25-30/06/25,MFD RENTAL,REFRESHMENTS	£1,866.28	373.26	2,239.54
30/10/2025	Wyre Forest District Council	KTC-SALS PAID,SMART PENSION AUG,RECHARGE LAPTOP & ACCESSORIES,MOBILE PHONE	£780.77	156.15	936.92
30/10/2025	Oliver Lawley T/A O & J Electrical	KTC-INSTALL EMERGENCY LIGHTING	£1,650.00	330.00	1,980.00
30/10/2025	Stephen Carrigan T/A Load Street Studios	KTC-SHOW SUPPORT STAFF,SOUND & LIGHTING	£500.00	100.00	600.00
30/10/2025	Peter Spencer (Cawston) Ltd	KTC-ORGAN TUNING	£550.00	110.00	660.00
30/10/2025	J T Murrall	KTC-NHLF A JOURNEY THROUGH KTH-HERITAGE CONSULT	£1,280.00	0.00	1,280.00
30/10/2025	Denvic Limited	KTC-BAXTER GARDENS,CUT DROP BOLT & LENGTHEN	£325.00	65.00	390.00
30/10/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER	£686.08	137.22	823.30
30/10/2025	A.E.S Roofing Ltd	KTC-ERECT SCAFFOLD FOR ROOF REPAIRS	£5,845.00	1,169.00	7,014.00

APPENDIX 2.2

30/10/2025	A.E.S Roofing Ltd	KTC-REPAIRS TO ROOF	£1,560.00	312.00	1,872.00
30/10/2025	A.E.S Roofing Ltd	KTC-ROOF VALLEY REPAIR	£1,410.00	282.00	1,692.00
30/10/2025	A.E.S Roofing Ltd	KTC-ROOF REPAIRS	£390.00	78.00	468.00
30/10/2025	Environmental Land Management Solutions Ltd	KTC-WILDFLOWER MEADOW,POND & WETLAND,SPRING PLANTING & BIRD & BAT BOXES	£5,700.00	1,140.00	6,840.00
30/10/2025	S L Hollands	KTC-EXPENSES FOR CIVIC WORK	£191.40	0.00	191.40
30/10/2025	Crockwash Ltd	KTC-TOWN HALL KITCHEN EQUIPMENT	£41,666.67	8,333.33	50,000.00
30/10/2025	Crockwash Ltd	KTC-TOWN HALL KITCHEN EQUIPMENT	£5,167.50	1,033.50	6,201.00
30/10/2025	Opus Safety Ltd	KTC-FIRE RISK ASSESSMENT	£708.00	141.60	849.60
30/10/2025	AquAid Birmingham	KTC-WATER BOTTLE & MACHINE RENTAL	£789.10	120.83	909.93
30/10/2025	Outpost Custom	KTC-ARTWORK,A5 FLYERS,A1 POSTERS	£310.00	41.00	351.00
30/10/2025	Lyn Oakes Ltd	KTC-CLOTHING TIE X36	£575.64	115.13	690.77
30/10/2025	Adam Carrigan	KTC-PHOTOGRAPHY FOR MATHEW HORNE & IMAGINE LENNON	£99.33	0.00	99.33
30/10/2025	WFDC	Bridging Finance	£800,000.00	0.00	800,000.00
30/10/2025	Facebook	Advertising	£22.00	0.00	22.00
31/10/2025	PWLB	repayment	£30,687.80	0.00	30,687.80
31/10/2025	Chaddesley Garage	Diesel	£87.10	17.42	104.52
03/11/2025	Barclays Bank	Same day Payment	£25.00	0.00	25.00
03/11/2025	Barclays Bank	charges	£8.50	0.00	8.50
03/11/2025	DBS	DBS Completed	£21.50	0.00	21.50
03/11/2025	Toolstation	various items	£249.99	49.99	299.98
03/11/2025	UK Point of Sale Group	Wall Mounted Leaflet Holder	£30.92	6.18	37.10
03/11/2025	Facebook	Advertising	£24.00	0.00	24.00
03/11/2025	Peninsula	HR Management system	£443.47	0.00	443.47
03/11/2025	PWLB	Repayment of Loan	£20,475.54	0.00	20,475.54
03/11/2025	Fletcher Associates	HR Support	£250.00	50.00	300.00
04/11/2025	Worcestershire.Gov	Hoard, Fencing Licence	£80.00	0.00	80.00
04/11/2025	B&Q	timber	£31.25	6.25	37.50
04/11/2025	Facebook	Advertising	£26.00	0.00	26.00
05/11/2025	Amazon	amazon	£425.45	0.00	425.45
06/11/2025	Go Cardless	Concierge 01/11/25	£189.00	37.80	226.80
06/11/2025	Currys	Acer & McAfee	£390.83	78.16	468.99
06/11/2025	Next Day Catering	Town Hall furniture	£263.90	0.00	263.90
06/11/2025	Currys	Adapter	£9.99	2.00	11.99
06/11/2025	Worcestershire County Council	KTC-ARCHAEOLOGICAL REPORT	£2,791.50	558.30	3,349.80
06/11/2025	Fairmount Painters Ltd	KTC-TOWN HALL,KING CHARLES ROOM	£852.00	170.40	1,022.40
06/11/2025	RS Taylor Service Ltd	KTC-REPAIRS TO MEMORIAL	£1,146.00	229.20	1,375.20
06/11/2025	RS Taylor Service Ltd	KTC-REFURB BUS SHELTER-OCT 25	£3,800.00	760.00	4,560.00
06/11/2025	Lyreco uk Ltd	KTC-STATIONARY,SPOONS & MILK	£59.07	10.37	69.44
06/11/2025	M & BG Ltd	KTC-MONTHLY GROUND MAINTENANCE-OCT 25	£4,250.00	850.00	5,100.00
06/11/2025	M & BG Ltd	KTC-REPAIR TO BROADWATERS TOILETS-17/10/25	£145.00	29.00	174.00
06/11/2025	FMG Consulting Ltd	KTC-TOWN HALL PROJECT DELIVERY-OCTOBER 2025 FEES	£2,800.30	560.06	3,360.36
06/11/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER	£757.76	151.55	909.31
06/11/2025	Shred Station Ltd	KTC-TOWN HALL PAPER COLLECTION-14/10/25	£42.00	8.40	50.40

APPENDIX 2.2

06/11/2025	Notice Board Company	KTC-WALL MOUNTED EXTERNAL BOARD & CARRIAGE	£1,449.00	289.80	1,738.80
06/11/2025	WFDC	July 25 Salaries	£43,050.13	33.60	43,083.73
07/11/2025	Offmore & Comberton Action Group	Ward Grant Shazu Miah	£500.00	0.00	500.00
07/11/2025	WFDC	August 25 Salaries	£38,888.47	33.60	38,922.07
07/11/2025	WFDC	September 25 Salaries	£40,944.04	36.40	40,980.44
07/11/2025	BT	Phone Charges	£37.95	7.59	45.54
07/11/2025	Amazon	Microphone and intercom headset system	£896.67	179.33	1,076.00
07/11/2025	b&m	Biscuits	£13.47	0.00	13.47
07/11/2025	Facebook	Advertising	£28.00	0.00	28.00
10/11/2025	Cartridge Warehouse	Toner- printer- operational services	£125.00	0.00	125.00
10/11/2025	Uber	Trip	£6.95	0.00	6.95
10/11/2025	Uber	Trip	£6.96	0.00	6.96
10/11/2025	Uber	Trip	£7.94	0.00	7.94
10/11/2025	Cooks the florist	Plants	£83.11	16.62	99.73
10/11/2025	KTC	Poppy wreaths for Remembrance	£10.00	0.00	10.00
10/11/2025	sukh convenience store	Awaiting information	£8.49	0.00	8.49
10/11/2025	TK Maxx	Awaiting information	£38.97	0.00	38.97
10/11/2025	Facebook	Advertising	£16.02	0.00	16.02
10/11/2025	Facebook	Advertising	£31.00	0.00	31.00
11/11/2025	o2	Charges	£23.97	0.00	23.97
11/11/2025	amazon	Wireless HDMI Transmitter	£114.99	0.00	114.99
11/11/2025	Fletcher Associates	Rectification of underpayment on the DDs	£135.00	27.00	162.00
11/11/2025	Neil O'Brien Entertainment	KTC-TOWN HALL PERFORMANCE	£522.80	104.56	627.36
12/11/2025	Facebook	Advertising	£34.00	0.00	34.00
13/11/2025	Andy Loos	15/11/25 Hire of 1 unit	£349.00	69.80	418.80
13/11/2025	RNA Heating Ltd	KTC-REPAIRS TO HEATING	£2,187.00	437.40	2,624.40
13/11/2025	RS Taylor Service Ltd	KTC-ST GEORGES-REPLACE TARMAC	£2,880.00	576.00	3,456.00
13/11/2025	Artelia Projects UK Ltd	KTC-CM MAIN SERVICES	£1,608.00	321.60	1,929.60
13/11/2025	Worcestershire CALC	KTC-CALC FEE CAPPED 1306 ELECTORATE,NALC FEE	£3,085.55	189.71	3,275.26
13/11/2025	Hutchinson Marketing LTD	KTC-ISSUE 121	£196.40	39.28	235.68
13/11/2025	Purity Cleaning Services	KTC-CLEANING SERVICES	£1,460.00	0.00	1,460.00
13/11/2025	Alight - Radiant Media	KTC-EVENTS-31/10/25,CAMPAIGN COSTS	£247.50	49.50	297.00
13/11/2025	Topwash 4 Ltd	KTC-WASH/DRY/IRON ITEMS	£220.50	0.00	220.50
13/11/2025	Topwash 4 Ltd	KTC-WASH/DRY/IRON ITEMS	£157.50	0.00	157.50
14/11/2025	First Data Merchant Solutions	Nettl	£364.89	0.00	364.89
14/11/2025	First Data Merchant Solutions	Nettl	£29.79	0.00	29.79
14/11/2025	Opus Safety Ltd	Monthly subscription	£709.51	141.90	851.41
14/11/2025	uber	Trip	£7.92	0.00	7.92
14/11/2025	uber	Trip	£5.75	0.00	5.75
14/11/2025	B&M	Awaiting information	£82.84	0.00	82.84
14/11/2025	John Beard Tools	key cabinet Operational services	£37.95	0.00	37.95
14/11/2025	WFDC	October Salaries	£40,672.75	36.40	40,709.15
14/11/2025	Home Start	Ward Grant George Connelly	£500.00	0.00	500.00
14/11/2025	Home Start	Ward Grant Bernadette Connor	£270.00	0.00	270.00
14/11/2025	Facebook	Advertising	£37.00	0.00	37.00

APPENDIX 2.2

17/11/2025	B&M	Various items	£138.82	0.00	138.82
17/11/2025	Currys	Vacuum cleaner - operational services	£348.00	0.00	348.00
17/11/2025	Facebook	Advertising	£40.00	0.00	40.00
17/11/2025	Timpson	1 X Dimple Key	£288.00	0.00	288.00
17/11/2025	sukh convenience store	Various items	£31.26	0.00	31.26
17/11/2025	Iceland	Tea Coffee Biscuits	£23.98	0.00	23.98
17/11/2025	John Beard Tools	Items	£13.00	0.00	13.00
17/11/2025	SQ The Courtyard	Lager and Orchard Apple and Pear	£10.00	0.00	10.00
17/11/2025	Entertainers	5 x £20 E gifts	£100.00	0.00	100.00
17/11/2025	PWLB	Deal 721285- £19,741.76 interest, £7,566.21 principal	£27,307.97	0.00	27,307.97
17/11/2025	Savers	Eveready Floo	£6.15	0.00	6.15
17/11/2025	sukh convenience store	Various food items	£28.49	0.00	28.49
18/11/2025	Eon	Supply at Horsefair Clock October 25	£28.96	1.45	30.41
18/11/2025	Marketplace Merchant	Nettl	£3.60	0.00	3.60
18/11/2025	Poundland	Cable	£4.00	0.00	4.00
19/11/2025	Waterplus	Charges for services at New Public Toilet Block, Market Street 04/10/25-04/11/25	£527.92	0.00	527.92
19/11/2025	Home Start	Ward grant - Darren Chambers	£100.00	0.00	100.00
20/11/2025	Facebook	Advertising	£43.00	0.00	43.00
20/11/2025	Amazon	Awaiting information	£233.72	0.00	233.72
20/11/2025	Dunelm	Awaiting information	£104.95	0.00	104.95
20/11/2025	The Range	Awaiting information	£599.98	0.00	599.98
20/11/2025	WF *UK4359441504	Town Hall furniture	£799.97	0.00	799.97
20/11/2025	RNA Heating Ltd	KTC-PLUMBING WORKS-18/11/25	£3,290.00	658.00	3,948.00
20/11/2025	Oliver Lawley T/A O & J Electrical	KTC-TOWN HALL ELECTRICAL WORKS	£2,200.00	440.00	2,640.00
20/11/2025	Stephen Carrigan T/A Load Street Studios	KTC-TOWN HALL TECH SHOWSX3	£1,000.00	200.00	1,200.00
20/11/2025	Stephen Carrigan T/A Load Street Studios	KTC-CHRISTMAS LIGHTS,PODIUM,PA SYSTEM & OPERATOR	£600.00	120.00	720.00
20/11/2025	Stephen Carrigan T/A Load Street Studios	KTC-CHRISTMAS LIGHTS	£2,150.00	430.00	2,580.00
20/11/2025	Siobhan's Kitchen	KTC-AFTERNOON TEA, 52 COVERS	£520.00	0.00	520.00
20/11/2025	Headway Traffic Management (West) Ltd	KTC-TM FOR ST MARY'S RINGWAY-09/11/25	£3,290.00	658.00	3,948.00
20/11/2025	FMG Consulting Ltd	KTC-PROFESSIONAL FEES-JUNE 2025	£5,080.60	1,016.12	6,096.72
20/11/2025	DP Hine & RC Hine	KTC-MAYORAL ALLOWANCE-OCT 2025	£686.00	0.00	686.00
20/11/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER	£450.56	90.11	540.67
20/11/2025	Savoy Systems Ltd	KTC-WEBSITE,POS,TICKET PRINTER,SCANNER	£5,235.00	1,047.00	6,282.00

APPENDIX 2.2

20/11/2025	LR Adverting Ltd T/A Raring2go Kiddernminster & Stourbridge	KTC-RARING 2 GO ADVERT AUTUMN 2025	£485.00	0.00	485.00
20/11/2025	Outpost Custom	KTC-ON-SITE SIGNAGE	£580.00	116.00	696.00
20/11/2025	Outpost Custom	KTC-PRINTING,SIGNS	£1,536.00	307.20	1,843.20
20/11/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS, CERT NO.24	£41,666.67	8,333.33	50,000.00
20/11/2025	Speller Metcalfe Malvern Ltd	KTC-VALUATION OF WORKS, CERT NO.24	£27,049.82	5,409.97	32,459.79
20/11/2025	C E Crowe T/A Got 2 Sing	Town Hall performance	£250.00	0.00	250.00
20/11/2025	C E Crowe T/A Got 2 Sing	Town Hall performance	£250.00	0.00	250.00
21/11/2025	Lime leasing	Truck	£470.40		470.40
21/11/2025	British Gas	Electricity Charge 01/10/25-31/10/25	£3,818.14	763.62	4,581.76
21/11/2025	Eon	Supply at Clock Tower Oxford St October 25	£19.80	0.99	20.79
21/11/2025	Eon	Supply at Waterfall supply October 25	£229.38	11.47	240.85
21/11/2025	Eon	Supply at Public toilets market street October 25	£339.11	67.82	406.93
21/11/2025	Eon	Supply at Spots pitch lighting, St Georges Park October 25	£75.71	3.79	79.50
24/11/2025	B&Q	Tarmac build sand and lead gold	£47.92	9.58	57.50
24/11/2025	Canva	subscription	£27.00	0.00	27.00
24/11/2025	Facebook	Advertising	£47.00	0.00	47.00
24/11/2025	Spitfire	Service Charges	£66.05	13.21	79.26
24/11/2025	Biffa	TRADE WASTE SERVICE FOR PERIOD 25/10/25 TO 21/11/25	£31.76	6.35	38.11
24/11/2025	Everflow	Town Hall 16.12.25-15.01.26	£1,529.44	0.00	1,529.44
24/11/2025	Peninsula	Employment services	£373.02	70.45	443.47
24/11/2025	Ruby Electricity	electricity charge- unit	£123.08	0.00	123.08
25/11/2025	Waterplus	Charges for services at Saint Georges Park, Birmingham Road 09/10/25-09/11/25	£3.90	0.00	3.90
25/11/2025	Uber	Trip	£7.60	0.00	7.60
25/11/2025	Uber	Trip	£8.12	0.00	8.12
25/11/2025	Trello Atlass	Booking programme	£74.00	0.00	74.00
26/11/2025	Enterprise	LG25 ZFU hire 16/10-17/10/25	£189.03	37.81	226.84
26/11/2025	Facebook	Advertising	£51.00	0.00	51.00
27/11/2025	Go Cardless	Website Hosting 22/11/25	£20.00	4.00	24.00
27/11/2025	Home Start	Ward Grant - Mary Rayner	£100.00	0.00	100.00
27/11/2025	Town Hall performance	Town Hall performance	£1,210.88	0.00	1,210.88
27/11/2025	Home Start	Ward Grant - M McDonnell	£50.00	0.00	50.00
27/11/2025	Evac and Chair	Evac Chair Stand	£276.00	55.20	331.20
27/11/2025	Mr A T Morris	KTC-ORGANIST HONORARIUM-APR 2025- SEPT 2025	£300.00	0.00	300.00
27/11/2025	Netti Incorporating Pixel Design	KTC-TOWN HALL CARE PLAN	£30.00	6.00	36.00
27/11/2025	Fairmount Painters Ltd	KTC-WORKS IN KING CHARLES ROOM	£2,364.00	472.80	2,836.80
27/11/2025	Stephen Carrigan T/A Load Street Studios	KTC-REMEMBRANCE SERVICE SOUND	£535.00	107.00	642.00
27/11/2025	Stephen Carrigan T/A Load Street Studios	KTC-TOWN HALL TECH SHOWS X2	£600.00	120.00	720.00
27/11/2025	Glenn Howells Architects Ltd	KTC-TOWN HALL DCR 21 PROLONGATION FEES	£1,440.00	288.00	1,728.00

APPENDIX 2.2

27/11/2025	M & BG Ltd	KTC-GROUNDS MAINTENANCE-NOV 2025	£4,250.00	850.00	5,100.00
27/11/2025	J T Murrall	KTC-HERITAGE LOTTERY CO-ORD CONSULT-NOV 2025	£1,280.00	0.00	1,280.00
27/11/2025	J T Murrall	KTC-HERITAGE LOTTERY CO-ORD CONSULT-MILESTONE 5-NOV 25	£1,456.00	0.00	1,456.00
27/11/2025	The best Connection Group Ltd	KTC-CORP.SUPPORT OFFICER	£460.80	92.16	552.96
27/11/2025	Claire Darby	KTC-CONSULT FOR RE-OPENING	£1,400.00	0.00	1,400.00
27/11/2025	Savoy Systems Ltd	KTC-WEB HOSTING,POS,TICKET SALE,GATEWAY,MARKETING EMAIL-OCT 2025	£560.90	112.18	673.08
27/11/2025	Hawkesworth Appliance Testing Ltd	KTC-APPLIANCE TESTING ONSITE	£292.46	58.49	350.95
27/11/2025	R C Jones	KTC-CHRISTMAS LIGHTS PERFORMANCE	£275.00	0.00	275.00
27/11/2025	Amazon	Surge Protected Extension	£30.79	6.16	36.95
27/11/2025	Motor Fuel Ltd	Diesel	£83.33	16.67	100.00
28/11/2025	Facebook	Advertising	£55.00	0.00	55.00
28/11/2025	Trello Atlass	Booking programme	£72.59	0.00	72.59
01/12/2025	MiPermit	Staff Car parking	£400.00	0.00	400.00
01/12/2025	B&M	Awaiting information	£60.00	0.00	60.00
01/12/2025	Facebook	Advertising	£59.00	0.00	59.00
01/12/2025	WFDC	Rent of Unit 2 Forest Industrial Park 12/12/25-24/12/25	£694.52	138.90	833.42
01/12/2025	British Gas	Charges at Town Hall 29/09/25-28/11/25	£804.47	160.89	965.36
01/12/2025	British gas	Charges at Town Hall 04/09/25-07/10/25	£24.45	4.89	29.34
01/12/2025	FDMS	Event expenditure	£1,899.50	0.00	1,899.50
01/12/2025	Waterplus	Charges for services at Public Conveniences, 300 Stourbridge Road, 14/10/25-14/11/25	£10.94	0.00	10.94
01/12/2025	Fletcher Associates	HR Support	£295.00	59.00	354.00
01/12/2025	Amazon	Awaiting information	£33.02	0.00	33.02
02/12/2025	FDMS	Event expenditure	£1,030.50	0.00	1,030.50
02/12/2025	Aldi	Various	£15.05	0.00	15.05
02/12/2025	Iceland	Milk and biscuits	£3.95	0.00	3.95
02/12/2025	Google suite	IT	£26.13	0.00	26.13
03/12/2025	Amazon	A Frame	£67.90	0.00	67.90
03/12/2025	Amazon	Cable protectors	£45.97	0.00	45.97
03/12/2025	Cartridge	Toner	£195.25	39.05	234.30
03/12/2025	Facebook	Advertising	£63.00	0.00	63.00
03/12/2025	Link tree	Awaiting information	£8.00	0.00	8.00
04/12/2025	Go Cardless	Concierge 01/12/25	£189.00	37.80	226.80
04/12/2025	Amazon	Awaiting information	£90.02	0.00	90.02
04/12/2025	Amazon	Awaiting information	£42.07	0.00	42.07
04/12/2025	Amazon	Awaiting information	£104.34	0.00	104.34
04/12/2025	Amazon	Awaiting information	£42.07	0.00	42.07
05/12/2025	barclays	charges	£8.50	0.00	8.50
05/12/2025	Wheely different	KTC-RE-OPENING PERFORMANCE-08/11/25	£250.00	0.00	250.00
05/12/2025	Town Hall performance	Town Hall performance	£200.00	0.00	200.00
05/12/2025	Schindler Limited	KTC-BASIC ALERT LIFT 1 - 16/01/26-15/04/26	£70.75	14.15	84.90
05/12/2025	WFDC	KTC-RENT OF UNIT 2 FOREST IND.PARK-12/12/24-24/12/25	£1,126.75	225.35	1,352.10
05/12/2025	WFDC	MAINTENANCE OF GROUNDS AT ST GEORGES PARK QUOTE STGKTC/01	£254.76	50.95	305.71
05/12/2025	Oliver Lawley T/A O & J Electrical	KTC-TOWN HALL,INSTALL 14 HAND DRIERS	£4,480.00	896.00	5,376.00
05/12/2025	Oliver Lawley T/A O & J Electrical	KTC-TOWN HALL,REPLACE LIGHTING & INSTALL SUPPLY TO TOWN HALL SIGN & COURTYARD SIGN	£3,930.00	786.00	4,716.00

APPENDIX 2.2

05/12/2025	Oliver Lawley T/A O & J Electrical	CLOCK TOWER, WORCESTER STREET, KIDDERMINSTER. TWO VISITS	£165.00	33.00	198.00
05/12/2025	Anthony Arnold	XMAS LIGHTS 4:30PM-7:00PM	£200.00	0.00	200.00
05/12/2025	Stephen Carrigan T/A Load Street Studios	KTC-CHRISTMAS LIGHTS-ANT MIDDLETON,BLUEBIRD BELLES,COMEDY STORE,MISS RACHEL	£1,000.00	200.00	1,200.00
05/12/2025	RS Taylor Service Ltd	KTC-RIFLE RANGE ALLOTMENTS-INSTALL WATER PIPE	£8,700.00	1,740.00	10,440.00
05/12/2025	Miriam Cunliffe	KTC-REMEMBRANCE PARADE & SERVICE	£100.00	0.00	100.00
05/12/2025	Miriam Cunliffe	KTC-RE-OPEN TOWN HALL	£100.00	0.00	100.00
05/12/2025	Midlands Bike Marshall	KTC-REMEMBRANCE PARADE,MARSHALLS	£250.00	0.00	250.00
05/12/2025	Thomas Fattorini	KTC-TOWN COUNCIL NAME BADGES	£55.87	11.17	67.04
05/12/2025	Squeaky Clean Service	WINDOW CLEANING 26/11/25-TOWN HALL	£250.00	0.00	250.00
05/12/2025	DP Hine & RC Hine	KTC-MAYORS ALLOWANCE,DEC 2025	£686.00	0.00	686.00
05/12/2025	The best Connection Group Ltd	CORPORATE SERVICES OFFICER-W/E 09/11/25	£583.68	116.74	700.42
05/12/2025	The best Connection Group Ltd	KTC-CORPORATE SERVICES OFFICER-WE16/11/25	£757.76	151.55	909.31
05/12/2025	Shred Station Ltd	KTC-CONFIDENTIAL WASTE COLLECTION	£42.00	8.40	50.40
05/12/2025	Purity Cleaning Services	KTC-CLEANING IN TOWN HALL- NOVEMBER 2025	£2,330.00	0.00	2,330.00
05/12/2025	Alight-Radiant Media	KTC-TOWN HALL EVENTS CHARGES	£247.50	49.50	297.00
05/12/2025	Outpost Custom	KTC-SIGN PANEL & FRAME	£550.00	110.00	660.00
05/12/2025	Outpost Custom	KTC-CHOIR POSTER & INSTALL	£414.50	82.90	497.40
05/12/2025	Outpost Custom	SIGNAGE PROJECT PHASE 1	£9,540.93	1,908.19	11,449.12
05/12/2025	Outpost Custom	KTC-PPE CLOTHING	£271.83	54.37	326.20
05/12/2025	Outpost Custom	KTC-PRINTING POSTCARDS & DESIGN WORK	£215.20	43.04	258.24
05/12/2025	Outpost Custom	KTC-PRINTED POSTERS FOR TOWN HALL	£200.00	40.00	240.00
05/12/2025	Outpost Custom	KTC-PPE CLOTHING POLO SHIRTS	£63.50	12.70	76.20
05/12/2025	Outpost Custom	KTC-PRINTED STICKERS	£60.00	12.00	72.00
05/12/2025	Adam Carrigan	KTC-PHOTOGRAPHY FOR CHRISTMAS LIGHTS SWITCH ON 2025	£66.00	0.00	66.00
05/12/2025	Adam Carrigan	KTC-PHOTOGRAPHY FOR OPENING CEREMONY	£344.67	0.00	344.67
05/12/2025	A Dilks	KTC-CLEANING SERVICES AT UNIT 2 FOREST BUSINESS PARK	£80.00	0.00	80.00
05/12/2025	Savva Bars	KTC-LAUNCH NIGHT-07/11/25	£4,176.00	0.00	4,176.00
05/12/2025	Savva Bars	KTC-REMEMBRANCE DAY EVENT REFRESHMENTS-09/11/25	£504.00	0.00	504.00
05/12/2025	KODYS	KTC-KODYS PERFORMANCE-08/11/25	£200.00	0.00	200.00
05/12/2025	SLCC ENTERPRISES	Staff training	£210.60	0.00	210.60
05/12/2025	SHER E PUNJAB	Staff outing	£219.95	0.00	219.95
08/12/2025	B&M	Various items	£114.06	0.00	114.06
08/12/2025	CST Training	Level 3 Occupational Health and Safety	£562.50	112.50	675.00
08/12/2025	Sainsburys	Santa in the Town Hall	£115.79	0.00	115.79
08/12/2025	Smyths Toy Store	Santa in the Town Hall	£186.74	36.15	222.89
08/12/2025	Smyths Toy Store	Santa in the Town Hall	£248.24	38.65	286.89
08/12/2025	the entertainer	Santa in the Town Hall	£451.47	0.00	451.47
08/12/2025	greggs	Santa in the Town Hall	£10.35	0.00	10.35
08/12/2025	the entertainer	Santa in the Town Hall	£75.83	15.17	91.00
08/12/2025	B&M	Santa in the Town Hall	£40.00	0.00	40.00
08/12/2025	greggs	Santa in the Town Hall	£2.15	0.00	2.15

APPENDIX 2.2

08/12/2025	greggs	Santa in the Town Hall	£22.10	0.00	22.10
08/12/2025	iceland	Santa in the Town Hall	£15.00	0.00	15.00
08/12/2025	bt group	Phone Charges	£45.54	0.00	45.54
09/12/2025	Home Start	Ward Grant - S Hollands	£100.00	0.00	100.00
09/12/2025	Greatfield Small animal rescue	Ward Grant - M Rayner	£100.00	0.00	100.00
09/12/2025	The Church of St Mary and AllSaints	Ward Grant - B Brookes	£500.00	0.00	500.00
09/12/2025	John Beard Tools	Various items	£200.28	40.06	240.34
09/12/2025	Facebook	Advertising	£40.28	0.00	40.28
10/12/2025	AquaAid	Water cooler	£33.55	0.00	33.55
10/12/2025	Saba Park Services	Car parking	£5.40	0.00	5.40
10/12/2025	Bradford S	Awaiting information	£6.00	0.00	6.00
12/12/2025	Church Stretton Town Centre	KTC-RPII TRAINING, 24/09/25	£369.58	33.92	403.50
12/12/2025	The best Connection Group Ltd	CORPORATE SERVICES OFFICER LIAM PATEY	£757.76	151.55	909.31
12/12/2025	Ron Smith and Co Ltd	BLADE, HIGH LIFT:2 PARCELFORCE DELIVERY	£56.31	11.26	67.57
12/12/2025	M & BG Ltd	DISABLED TOILET REPAIRS 30/11/25	£235.00	47.00	282.00
12/12/2025	BF Security Solutions	DOOR SUPERVISOR 07/11/25-17:00-22:30 2 DOOR SUPERVISORS 08/11/25-11:00-20:15	£552.00	0.00	552.00
12/12/2025	BF Security Solutions	DOOR SUPERVISOR 14/11/25 2NO DOOR SUPERVISORS 15/11/25	£402.50	0.00	402.50
12/12/2025	Town Hall performance	Town Hall performance	£850.00	0.00	850.00
12/12/2025	FDMS	Event expenditure	£528.17	0.00	528.17
12/12/2025	O2	Phone Charges	£23.97	0.00	23.97
12/12/2025	JM & JA WALTON	Event expenditure	£61.65	0.00	61.65
15/12/2025	Dunelm	Clothes rails and anti slip	£116.25	0.00	116.25
15/12/2025	B&M	Cables	£9.00	0.00	9.00
15/12/2025	B&M	Food items and Milk	£16.10	0.00	16.10
15/12/2025	iceland	Mayor's carol service-refreshments	£30.25	0.00	30.25
15/12/2025	Sainsburys	Mayor's carol service-refreshments	£21.55	0.00	21.55
15/12/2025	British Gas	Town Hall Gas 08.10.25-07.11.25	£22.29	4.45	26.74
16/12/2025	Marketplace Merchant	Netl	£3.60	0.00	3.60
16/12/2025	Eon	Awaiting information	£30.51	0.00	30.51
17/12/2025	British Gas	Electricity Charge 01/11/25-30/11/25	£4,648.79	929.75	5,578.54
18/12/2025	Wyre Forest Talking Newspapers	Ward Grant - Mary Rayner	£100.00	0.00	100.00
18/12/2025	Wyre Forest Nightstop	Ward Grant - Mary Rayner	£100.00	0.00	100.00
18/12/2025	Wyre Forest Citizens Advice Bureau	Ward Grant- Mary Rayner	£100.00	0.00	100.00
18/12/2025	Miriam Cunliffe	KTC-SANTA IN THE TOWN HALL	£100.00	0.00	100.00
18/12/2025	FMG Consulting Ltd	KTC-TOWN HALL PROJECT DELIVERY-NOV 25	£1,822.30	364.46	2,186.76
18/12/2025	M & J Gore Nursery Stock Ltd	KTC-CYCLAMEN PLANTS X12	£18.00	3.60	21.60
18/12/2025	The Best Connection Group	KTC-AGENCT STAFF-LIAM PATEY	£757.76	151.55	909.31
18/12/2025	The Best Connection Group	CORPORATE SERVICES OFFICER - LIAM PATEY	£604.16	120.83	724.99

APPENDIX 2.2

18/12/2025	Total Environmental Compliance Limited	KTC-LEGIONELLA RISK ASSESSMENT	£595.00	119.00	714.00
18/12/2025	Town Hall performance	Town Hall performance	£2,651.30	530.26	3,181.56
18/12/2025	Speller Metcalfe Malvern Ltd	KTC VALUATION OF WORKS CERT NO.25	£41,666.67	8,333.33	50,000.00
18/12/2025	Speller Metcalfe Malvern Ltd	KTC VALUATION OF WORKS CERT NO.25	£9,591.57	1,918.31	11,509.88
18/12/2025	Speller Metcalfe Malvern Ltd	KTC VALUATION OF WORKS CERT NO.25	£41,666.67	8,333.33	50,000.00
18/12/2025	Speller Metcalfe Malvern Ltd	KTC VALUATION OF WORKS CERT NO.25	£41,666.67	8,333.33	50,000.00
18/12/2025	Wyre Forest Symphony Orchestra	KTC-RE-OPENING WEEKEND PERFORMANCE-08/11/25	£250.00	0.00	250.00
19/12/2025	Waterplus	Charges for services at New Public Toilet Block, Market Street 04/09/25-04/12/25	£67.13	0.00	67.13
19/12/2025	B&Q	Heat gun and frogtape	£25.00	5.00	30.00
19/12/2025	Outpost Custom	On-site Signage Installation	£380.00	76.00	456.00
22/12/2025	Beliana.com	Town Hall furniture	£739.98	0.00	739.98
22/12/2025	Lime leasing	Hire of HV24 THF	£392.00	78.40	470.40
22/12/2025	Biffa Waste	Trade waste services 22/11/25-26/12/25	£39.70	7.94	47.64
22/12/2025	Everflow	Awaiting information	£1,529.44	0.00	1,529.44
22/12/2025	Peninsula Business	HR Management System	£443.47	0.00	443.47
22/12/2025	Ruby Electricity	electricity charge- awaiting invoice	£187.87	0.00	187.87
23/12/2025	Spitfire	Broadband	£66.05	13.21	79.26
23/12/2025	British Gas	Gas at Town Hall 29/10/2-28/11/25	£1,207.78	241.55	1,449.33
23/12/2025	Eon	Waterfall	£700.62	0.00	700.62
23/12/2025	Eon	Clock-Oxford Street	£20.46	0.00	20.46
23/12/2025	Eon	St. Georges floodlights	£53.35	0.00	53.35
23/12/2025	Eon	Broadwaters	£42.94	0.00	42.94
23/12/2025	Eon	Market Street toilets	£145.40	0.00	145.40
23/12/2025	Canva	Subscription	£27.00	0.00	27.00
24/12/2025	Waterplus	Charges for services at St Georges Park 09/11/25-09/12/25	£3.77	0.00	3.77
24/12/2025	Anduff Car Wash	Car wash	£11.00	0.00	11.00
24/12/2025	Timpson	Awaiting information	£52.00	0.00	52.00
29/12/2025	British Gas	Awaiting information	£25.02	0.00	25.02
29/12/2025	Go Cardless	Awaiting information	£24.00	0.00	24.00
29/12/2025	Enterprise	Van Hire (Rushock)	£223.59	0.00	223.59
31/12/2025	Opus Safety Ltd	H & S Management system	£1,325.41	0.00	1,325.41
31/12/2025	Waterplus	Broadwaters	£10.60	0.00	10.60

Totals	£1,646,748.79	£101,737.09	£1,748,485.88
---------------	----------------------	--------------------	----------------------

APPENDIX 2.2

15/12/2025	British Gas	Town Hall Gas 08.10.25-07.11.25	£22.29	4.45	26.74
16/12/2025	Marketplace Merchant	Netl	£3.60	0.00	3.60
16/12/2025	Eon	Awaiting information	£30.51	0.00	30.51
17/12/2025	British Gas	Electricity Charge 01/11/25-30/11/25	£4,648.79	929.75	5,578.54
18/12/2025	Wyre Forest Talking Newspapers	Ward Grant - Mary Rayner	£100.00	0.00	100.00
18/12/2025	Wyre Forest Nightstop	Ward Grant - Mary Rayner	£100.00	0.00	100.00
18/12/2025	Wyre Forest Citizens Advice Bureau	Ward Grant- Mary Rayner	£100.00	0.00	100.00
18/12/2025	Miriam Cunliffe	KTC-SANTA IN THE TOWN HALL	£100.00	0.00	100.00
18/12/2025	FMG Consulting Ltd	KTC-TOWN HALL PROJECT DELIVERY-NOV 25	£1,822.30	364.46	2,186.76
18/12/2025	M & J Gore Nursery Stock Ltd	KTC-CYCLAMEN PLANTS X12	£18.00	3.60	21.60
18/12/2025	The Best Connection Group	KTC-AGENCT STAFF-LIAM PATEY	£757.76	151.55	909.31
18/12/2025	The Best Connection Group	CORPORATE SERVICES OFFICER - LIAM PATEY	£604.16	120.83	724.99
18/12/2025	Total Environmental Compliance Limited	KTC-LEGIONELLA RISK ASSESSMENT	£595.00	119.00	714.00
18/12/2025	Town Hall performance	Town Hall performance	£2,651.30	530.26	3,181.56
18/12/2025	Speller Metcalfe Malvern Ltd	KTC VALUATION OF WORKS CERT NO.25	£41,666.67	8,333.33	50,000.00
18/12/2025	Speller Metcalfe Malvern Ltd	KTC VALUATION OF WORKS CERT NO.25	£9,591.57	1,918.31	11,509.88
18/12/2025	Speller Metcalfe Malvern Ltd	KTC VALUATION OF WORKS CERT NO.25	£41,666.67	8,333.33	50,000.00
18/12/2025	Speller Metcalfe Malvern Ltd	KTC VALUATION OF WORKS CERT NO.25	£41,666.67	8,333.33	50,000.00
18/12/2025	Wyre Forest Symphony Orchestra	KTC-RE-OPENING WEEKEND PERFORMANCE- 08/11/25	£250.00	0.00	250.00
19/12/2025	Waterplus	Charges for services at New Public Toilet Block, Market Street 04/09/25-04/12/25	£67.13	0.00	67.13
19/12/2025	B&Q	Heat gun and frogtape	£25.00	5.00	30.00
19/12/2025	Outpost Custom	On-site Signage Installation	£380.00	76.00	456.00
22/12/2025	Beliana.com	Town Hall furniture	£739.98	0.00	739.98
22/12/2025	Lime leasing	Hire of HV24 THF	£392.00	78.40	470.40
22/12/2025	Biffa Waste	Trade waste services 22/11/25-26/12/25	£39.70	7.94	47.64
22/12/2025	Everflow	Awaiting information	£1,529.44	0.00	1,529.44
22/12/2025	Peninsula Business	HR Management System	£443.47	0.00	443.47
22/12/2025	Ruby Electricity	electricity charge- awaiting invoice	£187.87	0.00	187.87

APPENDIX 2.2

23/12/2025	Spitfire	Broadband	£66.05	13.21	79.26
23/12/2025	British Gas	Gas at Town Hall 29/10/2-28/11/25	£1,207.78	241.55	1,449.33
23/12/2025	Eon	Waterfall	£700.62	0.00	700.62
23/12/2025	Eon	Clock-Oxford Street	£20.46	0.00	20.46
23/12/2025	Eon	St. Georges floodlights	£53.35	0.00	53.35
23/12/2025	Eon	Broadwaters	£42.94	0.00	42.94
23/12/2025	Eon	Market Street toilets	£145.40	0.00	145.40
23/12/2025	Canva	Subscription	£27.00	0.00	27.00
24/12/2025	Waterplus	Charges for services at St Georges Park 09/11/25-09/12/25	£3.77	0.00	3.77
24/12/2025	Anduff Car Wash	Car wash	£11.00	0.00	11.00
24/12/2025	Timpson	Awaiting information	£52.00	0.00	52.00
29/12/2025	British Gas	Awaiting information	£25.02	0.00	25.02
29/12/2025	Go Cardless	Awaiting information	£24.00	0.00	24.00
29/12/2025	Enterprise	Van Hire (Rushock)	£223.59	0.00	223.59
31/12/2025	Opus Safety Ltd	H & S Management system	£1,325.41	0.00	1,325.41
31/12/2025	Waterplus	Broadwaters	£10.60	0.00	10.60

Totals	£1,646,748.79	£101,737.09	£1,748,485.88
---------------	----------------------	--------------------	----------------------

Cost Centre		Cost Code	Description	Expenditure	Income				
				Budget 25-26	Actual Expenditure to 31/12/2025 £	Expenditure Variance	Budget 25-26	Actual Income to 31/12/2025 £	Income Variance
*	K001	84001	Precept				1,224,290	1,224,286	4
Service Area	Cost Centre	Account Code	Description	Expenditure	Receipts				
				Budget 25-26			Budget 25-26		
S1- Corporate Services	K100	11010	Staff re-allocation	95,160	56,346	38,814			
	K100	49015	Staff training	7,000	2,341	4,659			
	K100	43031	Office expenses	27,000	23,797	3,203			
	K100	13080	Relocation costs- Staff travel	1,000	5,410	-4,410			
	K100	43030	stationery	600	308	292			
	K100	45010	postage	1,100	0	1,100			
	K100	43014	Print management	750	959	-209			
	K100	45030	mobile phones	1,800	48	1,753			
	K100	44010	Audit Fees- External & Internal	5,200	4,405	795			
	K100	44430	Legal	11,500	2,101	9,399			
	K100	44420	SLA Finance	29,000	10,014	18,986			
	K100	44410	SLA ICT	31,100	15,488	15,612			
	K100	21510	MS Outlook licenses	4,300	1,365	2,935			
	K100	23700	Office rent	4,000	4,381	-381			
	K100	44450	HR Advice	4,500	2,803	1,697			
	K100	88650	Interest Received	0	0	0	15,000	18,225	-3,225
*	K100	43070	Elections	12,000	-31,772	43,772			
	K100	48020	NALC/SLCC	3,500	4,398	-898			
	K100	49030	Insurances	8,500	0	8,500			
	K101	11010	Planning Committee Staff reallocation	10,460	5,122	5,338			
			Sub Total 1	258,470	107,514	150,956	15,000	18,225	-3,225

Cost Centre		Cost Code	Description	Expenditure	Income				
S2 - OPERATIONAL SERVICES				Budget 25-26			Budget 25-26		
Parks	K200	11010	Staff re-allocation	57,530	20,490	37,040			
*	K200	21410	Parks GMC	65,000	35,978	29,022			
	K200	84011	Grant towards transfer works			0	15,000	0	15,000
*	K200	21010	R & M	55,000	55,952	-952			
*	K200	41010	Equipment Purchase & Repair	10,000	10,436	-436			
	K200	21036	Allotments		93	-93			
	K200	41020	Parks Furniture	3,500	957	2,543			
	K200	21042	St. George's Park Paddling Pool reinstatement	150,000	0	150,000			
*	K200	88150	St Georges Paddling Pool Ext funding	0			150,000	0	150,000
	K200	21039	Play equipment safety	5,000	4,567	433			
	K200	42010	Uniforms and PPE	1,000	652	348			
	K200	85090	EMR (S. 106)				15,000	32,215	-17,215
	K200	21450	Tennis Club Maintenance Support	2,000	1,099	902			
Public Realm	K201	11010	Staff re-allocation	39,230	20,490	18,740			
	K201	21430	St Mary's Churchyard (WFDC)	14,500	3,571	10,929			
	K201	21030	Statues & Memorials	1,750	215	1,535			
	K201	42040	Street Furniture R & M	4,000	4,550	-550			
	K201	21031	Clock Tower Oxford Street	3,200	320	2,880			
	K201	21032	Maintenance of war memorials	1,000	395	605			
	K203	27041	Public conveniences	35,000	15,294	19,706			
	K203	11010	Public Conveniences- staff re-allocation	5,750	2,561	3,189			
	K201	21411	Lengthsman Expenditure	7,500	99	7,401			
	K201	84410	Lengthsman income				7,500	1,630	5,870
	K201	41100	Materials	2,100	2,464	-364			
	K201	42041	Grit bins	1,050	0	1,050			
	K201	21421	Hanging flowers and planting contractor	16,000	3,770	12,230			
	K201	21037	Defibs	550	135	415			
	K201	21038	Water feature	4,100	542	3,558			
*	K201	21412	Tree works	12,500	1,800	10,700			
	K201	21413	Biodiversity works	2,000	62	1,938			
	K201	31010	Vehicle and plant hire	10,700	5,065	5,635			

	K201	23700	Equipment storage unit	12,000	3,656	8,344			
	K201	31040	Street sweeping contract	6,150	1,536	4,614			
Market	K202	21040	Market R & M	1,550	0	1,550			
	K202	11010	Market salary reallocation	5,230	2,561	2,669			
	K202	87100	Market Rent			0	10,000	12,028	-2,028
	K204	21036	Allotments contractor	5,150	735	4,415			
	K204	11010	Allotments salary reallocation	5,230	941	4,289			
			Subtotal 2	545,270	200,985	344,285	197,500	45,873	151,627

Cost Centre		Cost Code	Description	Expenditure	Income				
S3 - Town Hall				Budget 25-26			Budget 25-26		
Revenue	K300	11010	Salary Allocation- Town Hall R & M	65,380	33,296	32,084			
	K301	11010	Salary Allocation Income Generation Town Hall	118,730	57,546	61,184			
	K300	42010	Clothing and uniforms	1,000	1,194	-194			
	K300	21010	R & M	8,000	14,656	-6,656			
	K300	22030	Electricity	20,000	14,190	5,810			
	K300	22040	Gas	9,000	2,874	6,126			
	K300	24010	Business rates	38,000	905	37,095			
	K300	25030	Water and Sewage	15,000	17,883	-2,883			
	K300	27030	Waste Disposal	4,000	0	4,000			
	K300	75000	Loan Charges	150,000	119,689	30,311			
	K300	26020	Alarms maintenance	3,500	2,151	1,349			
	K300	21070	Lifts maintenance, service, inspections	4,500	1,666	2,834			
	K300	27020	Window Cleaning	2,000	250	1,750			
	K300	27040	Cleaning contract	28,000	7,076	20,924			
	K300	27050	Hygiene and towel services	3,000	0	3,000			
	K300	28010	Insurance	25,000	63,982	-38,982			
*	K300	41510	Water dispenser	1,000	0	1,000			
	K300	44440	SLA Facilities management	22,000	0	22,000			
	K300	21090	Organ maintenance	3,000	830	2,170			
	K300	44029	Organist honorarium	400	400	0			
	K300	44075	Town Hall Transformation Project- LUF	0	4,552	-4,552			
	K300	53040	Payments to Other Local Authorities	0	-14,606	14,606			
NLHF Project	K300	21510	Licenses	500	1,077	-577			
	K301	49010	Marketing & Design	7,000	18,762	-11,762			
	K301	57015	Event Expenditure		66,545	-66,545			
	K301	43035	RE-OPENING THE TOWN HALL		55,179	-55,179			
	K301	44078	NLHF - A JOURNEY THROUGH KTH		155	-155			
*	K301	12900	Event staff	18,000	599	17,401			
Transformation project	K302	44078	A Journey through Kidderminster-Expenditure	119,700	23,254	96,446			
	K302	85090	EMR- "Journey Through Kidderminster" Income			0	119,700	0	119,700

	K302	88300	Income - Misc				0	100,605	-100,605
	K301	87113	PRS Income				0	138	-138
	K301	87110	Registrars rent			0	7,500	0	7,500
	K300	49900	Expenditure - Misc	0	800,025	-800,025			
	K300	88200	Income-PWLB				0	799,720	-799,720
	K300	43035	Re-opening the Town Hall	100,000	138,215	-38,215	100,000	0	100,000
	K303	44075	Project	1,750,050	1,859,299	-109,249			
	K303	44076	Consultant	0		0			
	K303	44075	Transformation O/S	0		0			
	K303	44077	Podium	226,120	13,200	212,920			
	K303	88200	PWLB Loan			0	0		
	K303	84006	LUF Grant			0	0		
	K303	84009	LUF Additional transfer			0	0		
	K303	44074	Project support	10,000	32,097	-22,097			
	K303	13030	Recruitment	0		0			
	K301	87109	Town Hall income			0	80,000	117,897	-37,897
	K303	88300	Income -Misc					809,825	-809,825
	K303	85090	EMR - "Town Hall Transformation Project"			0	1,986,170	999,825	986,345
			Subtotal 3	2,752,880	3,336,941	-584,061	2,293,370	2,828,010	-534,640

Cost Centre		Cost Code	Description		Income				
				Budget 25-26			Budget 25-26		
S4 - Civic, Communities & Events									
Civic	K400	11010	Salary Allocation	47,070	23,051	24,019			
	K400	42020	Mayor and Civic Budget	10,000	5,824	4,176			
*	K400	13085	Mayor's allowance	6,860	4,802	2,058			
	K400	42022	Civic Regalia	2,500	50	2,450			
	K400	12810	Town Crier	550	530	20			
Events	K401	49130	Christmas Lights provision	30,000	3,994	26,006			
	K401	22030	Christmas Lights Electricity	700	0	700			
	K401	48021	Christmas Lights Switch on	3,500	3,589	-89			
	K401	11010	Salary Allocation	40,800	20,490	20,310			
	K401	48023	Remembrance Sunday	4,500	4,679	-179			
	K401	48021	Santa in the Town Hall	2,000	2,801	-801			
	K401	48024	Flag flying	1,000	132	868			
	K401	48026	VE Day 80th Anniversary	2,000	1,968	32			
	K401	85090	Use/Release of EMR				0	2,000	-2,000
	K401	87112	WFDC Contribution to Events				0	1,000	-1,000
	K401	88300	Income-Misc				0	1,000	-1,000
	K401	49011	Advertising	2,000	0	2,000			
Community	K402	48041	Ward Grants	9,000	3,770	5,230			
	K402	41545	Twinning	600	0	600			
	K402	11010	Salary Allocation	10,460	5,122	5,338			
			Subtotal 4	173,540	80,801	92,739	0	4,000	-4,000
Total Expenditure				3,730,160	3,726,240	3,920			
Total KTC income							135,000	2,896,108	-390,238

BANK RECONCILIATION PERIOD ENDED 31st October 2025

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 31st October 2025 - Mixed Payments Plan		38,748.56	
Balance per bank statement as at 31st October 2025 - Events		48,284.00	
Balance per bank statement as at 31st October 2025- Business Premium Account		909,486.13	
			996,518.69
Outstanding Items			
Less unrepresented cheques as at 31st October 2025:			
			0.00
			996,518.69
Plus any petty cash balance held at 31st October 2025			500.00
Plus Short Term Investment			123,000.00
TOTAL - NET BANK BALANCES AS AT 31st October 2025 (Box 8 on Annual Return)			<u>1,120,018.69</u>

The net balances reconcile to the Cash Book for the year, as follows:

CASH BOOK	£
Opening Balance:	2,191,517.82
Add: Receipts in the year	3,539,517.22
Less: Payments in the year:	4,611,016.35
CLOSING BALANCE PER CASH BOOK @31st October 2025	
(Box 8 on Annual Return)	<u>1,120,018.70</u>

Represented by		£
	Cash book	996,518.69
	Short Term Inv	123,000.00
	Petty Cash	500.00
		<u>1,120,018.70</u>
		0.00

BANK RECONCILIATION PERIOD ENDED 30th November 2025

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 30th November 2025 - Mixed Payments Plan		21,376.31	
Balance per bank statement as at 30th November 2025 - Events		67,229.00	
Balance per bank statement as at 30th November 2025- Business Premium Account		546,486.13	
Outstanding Items			635,091.44
Less unpresented cheques as at 30th November 2025:			
			0.00
			635,091.44
Plus any petty cash balance held at 30th November 2025			500.00
Plus Short Term Investment			123,000.00
TOTAL - NET BANK BALANCES AS AT 30th November 2025 (Box 8 on Annual Return)			758,591.44

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK	£
Opening Balance:	2,191,517.82
Add: Receipts in the year	3,589,894.53
Less: Payments in the year:	5,022,820.91
CLOSING BALANCE PER CASH BOOK @30th November 2025 (Box 8 on Annual Return)	758,591.44

Represented by		£
	Cash book	635,091.44
	Short Term Inv	123,000.00
	Petty Cash	500.00
		758,591.44
		0.00

BANK RECONCILIATION PERIOD ENDED 31st December 2025

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 31st December 2025 - Mixed Payments Plan		38,736.68	
Balance per bank statement as at 31st December 2025 - Events		52,650.64	
Balance per bank statement as at 31st December 2025- Business Premium Account		554,184.38	
Outstanding Items			645,571.70
Less unpresented cheques as at 31st December 2025:			0.00
			645,571.70
Plus any petty cash balance held at 31st December 2025			500.00
Plus Short Term Investment			123,000.00
TOTAL - NET BANK BALANCES AS AT 31st December 2025 (Box 8 on Annual Return)			<u>769,071.70</u>

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK	£
Opening Balance:	2,191,517.82
Add: Receipts in the year	3,847,574.88
Less: Payments in the year:	5,270,021.00
CLOSING BALANCE PER CASH BOOK @31st December 2025 (Box 8 on Annual Return)	<u>769,071.70</u>

Represented by		£
	Cash book	645,571.70
	Short Term Inv	123,000.00
	Petty Cash	500.00
		<u>769,071.70</u>
		0.00

Vision/ Strategy 2025-2029

Providing services to the people of Kidderminster

- 1. Help to make Kidderminster a more attractive, welcoming, safe and well cared for town**
 - 1.A Providing services/ amenities and working with other partners and stakeholders to help to deliver a well-presented and safer town centre
 - 1.B Provide outstanding parks, playgrounds and public spaces
 - 1.C Provide public toilets
 - 1.D Run vibrant markets
 - 1.E Provide allotments
 - 1.F Provide value for money services for the communities we serve, by maximising income and controlling costs.
 - 1.G Consider further devolution of services from other tiers of local government wherever we feel that this is in the best interests of the communities we serve.
 - 1.H *We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers*
- 2. Make Kidderminster Town Hall a key community and civic asset**
 - 2.A To make the Town Hall accessible and inclusive for all our communities
 - 2.B Protecting and preserving the Town Hall, its artefacts and its heritage, on behalf of all of our communities.
 - 2.C Providing top class culture and entertainment events,
 - 2.D Supporting the community use and enjoyment of the Town Hall
 - 2.E To provide accessible, inclusive Civic Offices to deliver services for the people of Kidderminster
- 3. Foster a real sense of community and Civic Pride**
 - 3.A. To be “The Voice of Kidderminster”, by:
 - By lobbying and working in partnership with WFDC, WCC, Kidderminster BID, and others on matters relating to Kidderminster
 - Responding to public consultations on behalf of the people of Kidderminster,
 - Fulfilling our role as a statutory consultee for planning applications within the parish area,
 - Raising concerns with the relevant local and national organisations on behalf of the people of Kidderminster
 - 3.B Upholding the Civic and Mayoral heritage of Kidderminster
 - 3.C Inspiring Civic events and Mayoral calendar
 - 3.D Enjoyable and inclusive community events
 - 3.E Celebrate and recognise individual and community achievements
 - 3.F Encourage and support contributions to our public and community life
 - 3.G Promote “Kidderminster in Bloom”
 - 3.H *Support and encourage the understanding of different cultures and peoples through organisations such as the Twinning Association and our various local faith groups*
 - 3.I *Encourage and support the promotion of Kidderminster's history and heritage.*
- 4. Take actions to address the climate emergency**
 - 4.A. To Ensure the activities of the Town Council are carbon neutral by 2035.
 - 4.B Promote biodiversity across our parks and open spaces
 - 4.C Actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable.
- 5. Provide focused support for young people, the elderly, minorities and the vulnerable**
 - 5.A. Provide funding to organisations which support these groups in Kidderminster
 - 5.B. Support and promote initiatives to make Kidderminster a more inclusive town

Kidderminster Town Council- Vision and Strategy 2025-2029

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

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

2. Make Kidderminster Town Hall a key community and civic asset

Aims	What are we doing	What else will we do in the future	KPI/ How is success measured?	Service Area	Status (R/A/G)	Comment/ notes
2A. To make the Town Hall accessible and inclusive for all our communities	Transformation project	Podium	Number of complaints/ compliments received.	Town Hall	G	Podium now completed. Waiting for small handrail to be installed. Cadent are currently sourcing stone to remedy temporary tarmac surface which will address concerns and complaints raised on social media.
2B. Protecting and preserving the Town Hall, its artefacts and its heritage, on behalf of all of our communities.	Running and Maintaining. Loan Charges (£150K), Re-opening 2025 (£100K)	Encourage community knowledge and enjoyment of these assets	Number of visitors		G	Town Hall re-opened and artefacts being reinstalled
	NLHF Project				G	Full varied programme of events and tours scheduled
	Insuring the assets				G	All insured.
2C. Providing top class culture and entertainment events,	Transformation project	Hiring a business development executive to attract first class events and drive income generation through sales, including the Courtyard bar and café.	Achieving income targets		G	Full programme of events underway
			Number of successful events held		G	18 Successful events held
			Occupation rates		G	Total attendees 4000.
			Survey and feedback		G	Positive verbal feedback received.
2D. Supporting the community use and enjoyment of the Town Hall	Transformation project	Hiring a business development executive to attract first class events	Number of successful events held	Town Hall/ Civic, Community & Events	G	Business development lead position in place
			Occupation rates		G	Events programme underway and Café operating 5 days a week.
2E. To provide accessible, inclusive Civic Offices to deliver services for the people of Kidderminster	Transformation project	Move back into Town Hall	Number of complaints/ compliments received.	Town Hall/ Corporate Services	A	Feedback on accessibility seating we are reviewing our policy. CEO, Town Hall Staff, Corporate Services and Civic Community and Events have moved back into the Town Hall.

3. Foster a real sense of Community and Civic Pride

Aims	What are we doing	What else will we do in the future	KPI/ How is success measured?	Service Area	Status (R/A/G)	Comment/ notes
3.A. To be “The Voice of Kidderminster”, by: <ul style="list-style-type: none"> By lobbying and working in partnership with WFDC, WCC, Kidderminster BID, and others on matters relating to Kidderminster 	Partnership working Outside Bodies reps	Consult relevant partners and stakeholders	Number of complaints/ compliments received.	Civic, Community & Events/ Operational Services	G	None to date
			No. of referrals		G	
			Responses from other bodies			Meeting with Kidderminster BID – discussions to improve town centre floral displays. Collaborated on Christmas Lights Switch On partnership event.
						Bescott Promotions- Joint Promotional work through social media, working on Xmas Market.
						Tennis Club – maintaining active communications to ensure pay-and-play remains available
						Friends of the Parks – relations with Friends of St George’s are challenging; Baxter Gardens Friends currently inactive; strong and positive relationship continues with Broadwaters Friends.
						Allotments – Positive relationship working with individual tenants.
						Museum of Carpet – meeting with reps
						Wyre Forest District Council – grant funding received for events such as Christmas Lights Switch on and Santa in the Town Hall, to enhance these for the Kidderminster community.
						Mercian Volunteers Regimental Association – partnership on VJ Day event. Positive feedback received. Maintaining positive relationship.
						St Mary and All Saints Church – successful collaboration working for and on Mayor’s Sunday, Remembrance Sunday and Christmas Carol Service.

Aims	What are we doing	What else will we do in the future	KPI/ How is success measured?	Service Area	Status (R/A/G)	Comment/ notes
3.A. To be “The Voice of Kidderminster”, by: • By lobbying and working in partnership with WFDC, WCC, Kidderminster BID, and others on matters relating to Kidderminster			1 Press release per week	Corporate Services	A	Area for improvement, we have put many press releases through, but can go a several weeks between releases where newsworthy information is thin on the ground
			1 newsletter (A4) per month		G	Resources applied
		Support public involvement	Outcomes from matters raised	All	A	More engagement required
Responding to public consultations on behalf of the people of Kidderminster,	Taking consultations to Council/ Committees for response		Outcomes from consultations	Corporate Services/ Planning Committee	G	By consulting with KTC councillors and the BID we will be taking the concerns of the people of Kidderminster to the local planning authority around buildings and plots of land which detract from the Kidderminster, we will feedback to the planning committee on a quarterly basis which will then allow the responses to be shared with the community, this process helps make sure that local views shape planning decisions.
Fulfilling our role as a statutory consultee for planning applications within the parish area,	Commenting on all applications within our parish area	Consult relevant partners and stakeholders	Submission of comments within the consultation period	Corporate Services/ Planning Committee	G	
Raising concerns with the relevant local and national organisations on behalf of the people of Kidderminster	Responding to concerns raised	Encourage Members to submit motions.	No. of Motions	All	G	Only 1 motion received
		Support public involvement	Outcomes from matters raised	All	G	More engagement required

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

36

Aims	What are we doing	What else will we do in the future	KPI/ How is success measured?	Service Area	Status (R/A/G)	Comment/ notes
3.G Promote “Kidderminster in Bloom”		Awards Evening?	Consider for budget 26-27?	Civic, Community & Events	R	No resources available

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

5. Provide focused support for young people, the elderly, minorities and the vulnerable

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

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

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

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

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Other Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
1.	IT Systems failing (increased probability during changeover to Cloudy IT)	10	4	40	<ul style="list-style-type: none"> WFDC SLA Disaster recovery service in place. Daily data back-up in place. Hardware replacement service in place. All documents and emails in 'the Cloud' Accounts software hosted with a provider Cyber insurance in place 	Through SLA: <ul style="list-style-type: none"> Regular testing of disaster recovery service and data backup Warranty in place for onsite server with NBD Response Email Backup in place for testing Spare laptops to provide to affected users Coudy IT security arrangements 	7	4	28
2.									
3.	Town Hall not delivering	8	3	24	Planning for return, to cover all classes of use.	Recruited business development officer. Commissioning necessary infrastructure and staff to make it work	5	2	10
4.	Grounds Maintenance contractor not performing	8	4	32	Terms of contract	<ul style="list-style-type: none"> Regular review meetings/ Reporting against KPI's 	2	2	4
5.	Sudden loss of key staff	8	4	32	Employment benefits Staff restructured to better enable progression.	<ul style="list-style-type: none"> Staff retention programme Buy in outside expertise Review employment Policies 	6	2	12

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	• Current Controls	• Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
6.	Significant change in funding, sudden large unexpected expenditure, inflation, abnormal materials inflation	10	5	50	<ul style="list-style-type: none"> • Budget monitoring and reporting. • Insurance to cover major identifiable risks. • Reserves position frequently monitored. • Four-year budget planning in place. • Reserves policy in place. • Procurement arrangements in place. 	<ul style="list-style-type: none"> • Use of Public Works Loan Board and other sources to obtain funds. • Use reserves. • Increase precept. • Increase income from services. • Longer-term financial planning 	5		15
7.	Disaster impacting on the town	7	2	14	<ul style="list-style-type: none"> • Emergency contact list and list of resources maintained by the Services Team. • Key individuals will make themselves available. Active monitoring of information sources. • Accept instructions from Category 1 responders, i.e. emergency services, WFDC. WCC. WMP. 	<ul style="list-style-type: none"> • Take part in consultations and exercises run by Category 1 responders. • Initiate and/or take part in post incident reviews. • Undertake any relevant training. 	5	3	15
8.	Fraud, misconduct, gross underperformance	7	2	14	<ul style="list-style-type: none"> • Financial Regulations in place, including payments authorisation, quarterly internal audits, spot checks. • Audit reports reviewed. • Insurance cover for identifiable risks. • Performance management procedures in place, including monthly reviews and annual appraisals. • List of payments and Income and Expenditure presented quarterly to F & O. • Code of conduct for members and officers. 	<ul style="list-style-type: none"> • Consider obtaining news management service if an incident occurs. • Additional management performance training. • Additional risks to be covered by insurance • Extra staff resources for improved compliance 	3	1	3

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	• Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
9.	Confidential or sensitive information being disclosed.	5	2	10	<ul style="list-style-type: none"> • Councillor and staff induction and • training in place. • Security measures in place, e.g. use of • safe(s), shredder. • (Very little sensitive confidential information is • held). 	Training for Data Protection Regs and use of email Document retention policy in place	5	1	5
10.	Loss of access to offices	4	3	12	<ul style="list-style-type: none"> • Kit available to facilitate working from home. • Zoom/ Virtual meetings 	Ensure all staff have capability for remote working, where applicable.	1	3	3
11.	Loss of Town Hall contents including civic regalia	6	3	18	<ul style="list-style-type: none"> • All contents including regalia insured. • Most valuable regalia kept in safe place/ storage. • Attendant with Mayor at all times when full chain is worn. • All important paperwork scanned to IT System. 	Return to Town Hall safe when feasible	2	2	4
12.	Injury or accident at an event organised by the Council	9	3	27	<ul style="list-style-type: none"> • Risk assessments carried out for each event. • Training/ guidance provided to all workers/ volunteers at each event. • Insurances in place. • PPE and hi-vis jackets provided, where required. • Lost/ found, first aid cover provided 	Each event reviewed afterwards New H & S and risk management portal now in place.	3	2	6

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
13.	Illegal or unauthorised action by the Council	9	2	18	<ul style="list-style-type: none"> • Standing orders • Financial Regulations • Code of conduct for Members and officers • Trained officers • Legal SLA with WFDC • Advice from networks- WALC, SLCC 	<ul style="list-style-type: none"> • Training and development where required for members and officers. • Annual reviews of Standing Orders, Financial regulations and Strategic Risk register 	9	1	9
14.	Injury or accident arising on KTC properties or delivery of KTC services	9	4	36	<ul style="list-style-type: none"> • Insurances in place • Services Dept has comprehensive risk management plans • Relevant staff training • Recruitment of staff with relevant skills and experience 	<ul style="list-style-type: none"> • Town Hall will have risk management plan • Health and Safety champion appointed • New H & S and risk management portal now in place. 	7	2	14
15.	Supplier fraud.	8	4	32	<ul style="list-style-type: none"> • always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. 	<p>training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. (we do call suppliers to verify, on the odd occasion when this arises)</p> <p>The Corporate Services Manager to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change</p> <p>Annual review of supplier accounts to be undertaken to remove any dormant accounts.</p>	8	2	16

						<ul style="list-style-type: none">- checking address and financial health details with Companies House?- checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account.?			
--	--	--	--	--	--	---	--	--	--



Kidderminster Town Council

Complaints Procedure

1. Introduction

The complaints procedure is for all complaints to the Council, whether these are minor, serious, informal or formal and apply to all services provided by the Council.

The Council believes that complaints can provide useful information and feedback on the quality of our services, procedures and practices. The effective handling of complaints will help us to improve the services we provide.

2. Aims

To swiftly investigate all complaints in an impartial manner and to find a solution locally, whenever possible, to the satisfaction of both the complainant and the Council.

To improve the Council's services.

3. Definition of a Complaint

for the purposes of this procedure, a complaint is an expression of dissatisfaction about the policies, procedures, administration, and the standard of service, actions, or lack of action by Kidderminster Town Council, or a person or body acting on behalf of the Council.

4. What to do if you have a complaint?

A complaint must be made by contacting Kidderminster Town Council either by:

Email - office@kidderminstertowncouncil.gov.uk

Telephone - 01562 732680

Letter, addressed to:

Complaints

Kidderminster Town Council

Town Hall, Vicar Street,

A complaint should include as much detail as possible, with dates where possible and specific explanations.

If your complaint is made orally to a Councillor, to the Chief Executive, or another member of staff, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint. The complainant will be asked to put the complaint in writing, giving names and addresses and relevant dates with as much information as possible, with the aim of making it easier to deal with.

We will look to acknowledge your complaint within five working days of receipt. The results of the investigation will be reported to you in writing at the earliest possible opportunity, usually within 21 working days. The Council reserves the right to extend the response period, should it be felt necessary to seek legal or other advice. If this is the case, the Town Council will contact you within the extended working period instead.

(If the complaint involves the Chief Executive Officer personally, the complainant should address the complaint direct to the Chair of the Council, Town Mayor.)

5. What if you are not satisfied with the response?

If you are not satisfied with the response you should write to the Town Mayor. When writing, you should explain that you are not satisfied with the response, and why after having made your complaint to the Council. Please also attach a copy of the original complaint to the Council and the reply you received.



IT POLICY

Introduction

Kidderminster Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer Usage Policy

Access to Council systems (I Drive/KTC network) is only permitted once the Computer Usage Policy has been read, understood, and signed. No individual is authorised to use council computers or access the I Drive or KTC network without having first completed this requirement.

Computer use

Hardware

- Council IT equipment is for official use; limited personal use is permitted only during breaks or outside work hours and must not disrupt council business.
- All users must lock devices when away from their desk; failure to do so may result in disciplinary action.
- All electronic equipment must be treated with care, kept clean, and protected from food and drink.
- All equipment will be asset-tagged and recorded in the council's asset register.
- Equipment must not be dismantled, modified, or reassembled without approval.
- Users must not purchase computer, mobile equipment, or software unless authorised.
- Personal storage devices (e.g., USBs, CDs, external drives) must not be used without CEO approval.
- Personal Wi-Fi hotspots that bypass council networks are prohibited.
- Any faults or required repairs must be reported to the Corporate Services Manager.

Equipment

Portable equipment

- Portable equipment includes laptops, tablets, and smartphones with email/internet access.
- Council backup procedures for portable equipment must always be followed.
- Portable devices must be stored securely, kept with the user where possible, never left unattended, and never left in parked vehicles.
- All portable devices holding council data must be encrypted and protected by a PIN; security settings must not be disabled.
- Multi-Factor Authentication (MFA) should be used to reduce the risk of unauthorised access and support data protection compliance.
- Any loss or damage to portable equipment must be reported to the Corporate Services Manager; users may be liable for costs if negligence is involved.

Use of personal devices (BYOD)

- Personal laptops or other devices must not be used to access council IT systems during working hours unless authorised by the CEO.
- The same security rules apply to personal devices as to council equipment.

- Work-related calls must be made using council phone numbers, and emails must be sent from a council email account (not personal addresses).
- All devices used to access council systems must be used ethically and in line with this policy; accessing inappropriate or illegal content via council infrastructure may result in termination or disciplinary action, regardless of device ownership.
- The council may take temporary possession of any device (council or personal) if required for legal proceedings.
- Users should keep a clear separation between council and personal data (use separate apps/profiles where available).

Data storage and handling

- Council personal data must not be stored on personal cloud accounts.
- Personal or sensitive council data must not be saved permanently on personal devices.
- Any data transferred via removable media (e.g., USB/CD) must be securely deleted after use.
- Cached copies of attachments must be deleted immediately after use.
- Before disposing of a device, or when leaving the council, users must allow the IT provider to remove all council data, passwords, and access shortcuts.

Responsibility and risk

- Users are responsible for understanding and following these rules when using personal devices for council work.
- The council will provide reasonable assistance, but users are personally responsible for risks or costs relating to their own devices.

Health and Safety

- Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.
- The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's expenses policy- Section 5.1.3
- Any VDU user who feels that their workstation requires changes to make it compliant must speak to the corporate services manager
- If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the corporate services manager or the IT provider

Password and Authentication Policy

Password Security

- All user accounts must be protected by strong, secure passwords.
- Multi-Factor Authentication (MFA) must be enabled wherever possible.

Password Creation and Management

- Initial user passwords must be generated by the IT provider.
- Default/vendor passwords must be changed immediately upon setup.
- Service/system account passwords are generated and managed by the IT provider.
- Council follows best practice to support compliance with UK GDPR and the Data Protection Act 2018 (see NCSC Password Guidance).

Access to Passwords

- Passwords are personal and must never be shared.
- Only the assigned user may use their account password.
- In exceptional circumstances, authorised IT personnel may access system credentials with appropriate approval and logging.
- Administrative credentials must be stored securely and restricted to authorised personnel.

Password Storage

- Passwords must not be stored in plain text or written in insecure locations.
- Passwords must be stored in a council-approved encrypted password manager.

Password Changes

- Passwords must be changed immediately if compromise is suspected.

Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Unauthorised attempts to access passwords will be treated as a security incident.

Responsibilities

- Users are responsible for maintaining secure passwords.
- The IT security provider is responsible for managing system credentials, enforcing policies, and auditing compliance.

Monitoring

- The council may monitor and log all computer, email, and internet use, and inspect any files stored on council systems to ensure policy and legal compliance.
- Monitoring is carried out in accordance with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.
- Monitoring will be necessary, proportionate, and based on a documented impact assessment, and is conducted in the council's legitimate interests.
- Information obtained through monitoring may be shared internally (e.g., councillors, IT staff) or with external HR/legal advisers where necessary and appropriate.
- Monitoring data will be retained only as long as necessary for any investigation or resolution of a breach.
- Users retain their data protection rights, including rights to access, rectify, or request erasure of their data, in line with the council's Subject Access Request policy.
- Monitoring may be used to check legitimate use, recover lost data, investigate wrongdoing, or comply with legal obligations.
- The council may inspect all files and monitor websites accessed, including outside working hours, to prevent misuse or reputational damage.
- Improper use of council systems may result in disciplinary action.
- All council computers will be regularly scanned for viruses and unauthorised software.

Remote Working

- Enhanced IT security measures apply when working away from council premises (e.g. travelling, working from home, or at other venues).
- When using non-council devices to access council systems, passwords must not be saved; users must log out and clear browser history/logs after use. If this cannot be done, council systems must not be accessed.
- Screens must be positioned to prevent others viewing confidential information.
- Any printed material must be collected and stored securely.
- Electronic files should be password protected and saved to council systems as soon as possible.
- Papers, files, or equipment must not be left unattended in non-council premises unless securely locked away.

- All data must be stored safely and disposed of securely.
- Council data or storage devices must not be left unattended in vehicles except for short, unavoidable periods, when they must be locked in the boot; overnight they must be taken into accommodation.
- Remote wipe capability should be enabled on mobile devices holding sensitive information where possible.
- Users working remotely with sensitive data should use a screen privacy filter on mobile devices at all times.

E-Mail

- Council email is provided for work purposes and should be used carefully to avoid security risks, including viruses.
- Email should not replace face-to-face or telephone communication where those are more effective.
- These rules aim to reduce legal risk; if unsure, users should seek guidance from the Corporate Services Manager.
- Users who require email for their role will be issued a council email account, which may be withdrawn if no longer needed or if misused.
- Council email accounts should be used only for council business; personal use is not permitted

Use of the Internet

Copyright

- Most material on the internet is protected by copyright; unauthorised copying (including software) is illegal and prohibited.
- Breaches of copyright may expose the council to legal action and may result in disciplinary action against individuals.
- The council will comply fully with copyright law and not “bend the rules.”
- Users must not assume online material can be freely copied; public domain and copyright-free material are different.
- Website copyright conditions should be checked before downloading or copying material.
- If unsure about copyright or database rights, users must seek advice from the CEO.
-

Trademarks, links and data protection

- The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the CEO.
- Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection.

Use of Social Media

Social Media – General

- Social media includes blogs, wikis, video-sharing sites, social networks, messaging apps, virtual worlds, and traditional media. Care must be taken at all times when using social media.
- Personal use of social media during working hours should be limited to breaks (or outside working hours with permission).
- Use of social media for work-related purposes is acceptable where relevant to the role.

Standards of Conduct

- Inappropriate posts by employees (e.g., abusive, discriminatory, harassing, defamatory, or derogatory content) that could be associated with the council will be treated as a serious disciplinary matter, even if the council is not named. This applies to personal social media channels, as well as the Council's . For elected members, this may be a Code of conduct matter. For volunteers, their services may be discontinued.
- Users must be mindful that personal posts may be viewed by parishioners, partners, or the public.

Social Media Rules (apply to both personal and council use, at all times)

- Council contact databases must not be linked to personal social media accounts
- Any blog or post referring to the council must clearly identify the author and include a disclaimer that views are personal and not those of the council; users must not present themselves as speaking for the council.
- Users must act respectfully towards the council, its councillors, staff, and partners; unauthorised use of copyright or derogatory statements may constitute gross misconduct.

- Photos, videos, or audio recordings must not be taken or posted from council premises without permission; images of staff in council-branded clothing must not be posted if they could reflect negatively on the council.
- Online comments must be accurate, professional, and not compromise the council.
- Confidential, private, or internal council information must not be posted online; this includes personal data, internal documents, disciplinary matters, or sensitive operational/financial information.
- Users are personally liable for their online posts; councillors must observe the Members Code of Conduct and Nolan Principles; employees may face disciplinary action for inappropriate content.
- Posts must not breach copyright, defame individuals, or breach data protection law.
- Media enquiries relating to the council must be directed to the CEO or Corporate Services Manager.
- Social media profiles (e.g., LinkedIn/Facebook) must be accurate and updated on leaving the council.
- Professional contacts made through platforms such as LinkedIn in a council capacity are considered council property.

Monitoring and Data

- The council may monitor external social media postings. Users must not misrepresent their role with the council.
- Social media is not an appropriate forum for raising council complaints; these should follow formal procedures.
- External contact details remain council property; departing users must delete all council-related data and contacts from personal devices.

Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

KIDDERMINSTER TOWN COUNCIL

REPORT TO FINANCE AND OVERVIEW COMMITTEE 22ND JANUARY 2026**AGENDA ITEM 11. IT Policy**

To Approve an IT Policy for the Council.

PURPOSE OF THE REPORT

An amended IT policy is required to ensure that Kidderminster Town Council:

- Meets its statutory obligations under the Annual Governance and Accounting Return (AGAR);
- Demonstrates sound governance and risk management;
- Protects council information and personal data, and
- Provides clarity for all councillors and staff about their responsibilities when using technology

BACKGROUND

The governance framework for parish and town councils continues to evolve to reflect the realities of modern local government, particularly in relation to digital and data management.

From 2025/26, a new Assertion 10 has been added to Section 1 of the Annual Governance and Accountability Return (AGAR) for smaller authorities. This change places greater emphasis on how councils manage information, digital systems, and technology. Compliance with this assertion is not optional – it forms part of the mandatory “proper practices” set out in the Practitioners’ Guide, which all smaller authorities (other than parish meetings) must follow.

A key requirement arising from this is that every council must have a formal IT policy in place. This policy is intended to set out clearly how councillors, the CEO, and any other staff should use both council-owned and personal devices when conducting council business. It covers issues such as information security, data protection, appropriate use of email and online systems, and general good practice when working digitally on behalf of the authority.

In response to these new requirements, guidance and supporting resources have been developed to help councils understand and meet their responsibilities under Assertion 10. These materials make clear that having an up to date, fit for purpose IT policy is now an essential element of good governance and accountability.

A draft IT policy is attached, adapted from a NALC template to align with the specific requirements of Kidderminster Town Council.

RECOMMENDATION

That Kidderminster Town Council I recommend adopts the amended IT Policy to ensure full compliance with the updated governance framework for Town and Parish Councils and to promote compliance with Assertion 10 of the Annual Governance and Accounting Return (AGAR);

Chris Pugh
Corporate Services Manager

20th January 2026.

KIDDERMINSTER TOWN COUNCIL

REPORT TO FINANCE AND OVERVIEW COMMITTEE 22ND JANUARY 2026

AGENDA ITEM 12: Appointment of Internal Auditors for the Council

PURPOSE OF THE REPORT

To consider and agree the appointment of an independent Internal Auditor to provide an internal audit service which is conducted in accordance with current guidelines and accounting practices as set out in the Smaller Authorities Proper Practices Panel (formerly JPAG) Practitioner's Guide

BACKGROUND

Appointing an internal auditor for the Town Council involves selecting an **independent, competent person or firm** to review financial controls and governance, crucial for compliance and assurance, with key criteria being local government finance knowledge, independence from council decision-making, and understanding risk management, often sourced via professional bodies or specialist providers. The auditor provides an independent report, verifying controls, risk management, and financial procedures for the Annual Governance and Accountability Return (AGAR).

Internal audit testing of controls will be required for the proper completion of the annual internal audit report (page 5 of the annual return). This will then provide an adequate level of assistance for the Council to complete assertions 2, 6 and 7 in its annual governance statement (section 1 of the annual return).

The minimum approach to the testing of key internal controls are:

- Proper book-keeping
- Financial Regulations, Standing orders and payment controls
- Risk management
- Budgetary controls
- Income controls
- Petty cash procedure
- Payroll controls
- Asset control
- Bank reconciliation
- Year-end procedures

Internal audit is a key component of the system of internal control. The purpose of internal audit is to review and report to the council whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Key Requirements for the Auditor

- **Independence:** Must be independent from the council's decision-making process.
- **Competence:** Understanding of local government finance, accounting, risk, and relevant regulations (VAT, PAYE/NIC).
- **Role:** To act as a "critical friend," reviewing systems, not just checking transactions.

The Appointment Process

1. **Council Resolution:** The Council formally appoints the auditor.
2. **Terms of Engagement:** Agree on terms, scope, fees, and duration (often multi-year).
3. **Liaison:** The Clerk/Responsible Financial Officer (RFO) provides documents and facilitates the audit.
4. **Reporting:** The auditor produces reports, including a summary for the AGAR, presented to committees and the full council.

Why It's Important

- **Legal Requirement:** Required under the [Local Audit \(Smaller Authorities\) Regulations 2015](#).
- **Assurance:** Ensures effective risk management, control, and governance.
- **Public Trust:** Demonstrates efficient and effective use of public funds.

Internal Audit Review

- 1.1 Areas of the review should as a minimum cover the expected standard components below:
 - The scope of internal audit
 - Independence
 - Competence
 - Relationships
 - Audit planning and reporting
- 1.2 The review is also primarily about effectiveness not process, so the focus should be on:
 - Internal audit work is planned
 - Understanding the whole organisation its needs and objectives
 - Be seen as a catalyst for change

- Add value and assist the organisation in achieving its objectives
- Be Forward looking
- Be challenging
- Ensure the right resources are available

1.3 If the review identifies any areas for development or change in internal audit an action plan should be produced for the council to manage the remedial process. The action plan should set out the areas of improvement required, any proposed remedial actions and people responsible for delivering improvement, and the deadlines for completions of the actions.

THE BUSINESS TO BE CONSIDERED

The Council is legally required to maintain an adequate and effective system of internal audit of its accounting records and of its system of internal control in accordance with the proper practices in relation to internal control. As we are now close to the end of the financial year, 25/2 and by June we will have to provide the assurances required for the Annual Governance Return, this matter is now urgent for the Council.

We have received 2 quotations from suitably qualified firms. The attached proposal from LCC consultants is the preferred option. Local Council Consultancy (LCC) was launched in late 2018 by the Society of Local Council Clerks (SLCC) as an additional capability to the advisory and membership services. With the aim to be the first-choice provider for locum and consultancy services in the local council sector, LCC provide a value for money, sector specific consultancy and locum service.

This represents excellent value for money, from an established, professional organisation, with extensive experience with Town and Parish Councils, meeting all of the criteria and requirements outlined above.

RECOMMENDATION:

That Kidderminster Town Council appoints LCC (Local Consultancy Services) as the Council's internal auditors for the financial year ending 31st March 2025 and until further notice.

Hugh Peacocke,
Chief Executive Officer

16th January 2025.



**LCC PROPOSAL FOR
KIDDERMINSTER TOWN COUNCIL**

18 NOVEMBER 2025

Ref: LCC 25-167

**Local Council Consultancy (LCC)
Collar Factory, Suite 2.03
112 St. Augustine Street
Taunton
Somerset
TA1 1QN**

**Email: consultancy@localcouncilconsultancy.co.uk
Website: www.localcouncilconsultancy.co.uk**

Index

About Us.....	Page 2
About SLCC.....	Page 2
Our Aims.....	Page 3
Our Philosophy.....	Page 3
Our Offering.....	Page 4
Testimonials.....	Page 4
Our Proposal.....	Page 5
Fees & Charges.....	Page 7
Next Steps.....	Page 8
Feedback.....	Page 9
Appendix 1: Terms & Conditions	



About Us

Local Council Consultancy (LCC) was launched in late 2018 by the Society of Local Council Clerks (SLCC) as an additional capability to the advisory and membership services. With the aim to be the first-choice provider for locum and consultancy services in the local council sector, LCC provide a value for money, sector specific consultancy and locum service.

About SLCC

Founded in 1972, SLCC has gone from strength to strength and has a membership representing over 5000 local councils in England and Wales. The vision and ethos are to provide training, guidance, advice, and support to members so that they can develop the professional skills, knowledge and experience necessary for them to best serve their councils and communities; and through this develop the overall recognition and status of the profession.

SLCC provides expertise and guidance, professional training and qualifications, conferences, news, and publications as well as networking opportunities.

Our Aims

LCC aims to deliver bespoke solutions within local councils by improving, informing, and investing in the sector through a value for money and unique 'profit for purpose' philosophy. We do this by:

Improving the sector by:

- Providing high quality, professional locums for short-medium-or long- term assignments.
- Identifying needs and delivering solutions within the sector through a network of knowledgeable, qualified associates and locums.

Informing change, growth, and development by:

- Offering bespoke solutions to issues faced by clerks and councils.
- Imparting knowledge and 'know how'.
- Improving processes and procedures.

Investing in education and learning by:

- Passing available profits to the SLCC Educational Trust to enable clerks to access education.

Our Philosophy

Rather than working to improve our bottom line, we reinvest all surpluses to further the development of professional clerks and, through them, the development of the whole sector, ensuring that the services we offer help councils both directly and indirectly. This unique approach sets LCC apart from others and demonstrates our commitment to enabling positive improvements within the local council sector.

Additionally, we believe in offering value for money, quality solutions and this approach is reflected in our pricing strategy. We intentionally keep our costs to you as low as possible whilst delivering a professional service based on our ethos of improving, informing, and investing in the sector.

Our Offering

LCC has strong connections and a deep understanding of the challenges and opportunities faced by clerks and councils. We have the support and expertise of the SLCC and a team of experienced and qualified associates and locums to work with you, with skills and knowledge gained at councils of all sizes. Our associates and locums are grounded in core public service values and deliver bespoke solutions to meet your needs.

LCC works with councils of all sizes and on a variety of projects from audits to job evaluations, staffing reviews, selection & recruitment and more. We also supply locum services for short-medium-and long-term assignments for any requirement from staff absence through illness, holiday, vacancies, maternity and paternity cover, increased workloads, and one-off projects.

Testimonials & References

Following our work with councils, we seek feedback to ensure the quality of our service delivery and to enable us to continually develop and strive for excellence. Some testimonials we have received are:

“Our council is always grateful to LCC for their exceptional contributions. Time and again they have surpassed our expectations, offering invaluable advice and delivery an outstandingly professional recruitment service. LCC has always helped our council find exceptional staff members, and we deeply value their support”.

Ian Lyons, Chief Executive, Emersons Green Town Council.

“We were kept fully informed through the process. First class service and delivery, will definitely use LCC again and highly recommend other councils to use this service”.

Philip Peacock PSLCC, Huntingdon Town Council.

“LCC were able to plug in the expertise our project needed at a really reasonable rate and ensured its ultimate success. Without the knowledge and guidance of their associate and wider support team there would have been a real risk to delivery”.

Marcus Prouse, Somerset West and Taunton Council.

Our Proposal

LCC would provide an internal audit service for Kidderminster Town Council for 2025-26 to include 3 visits to undertake the following:

1. Check policies and procedures- **Remote support – November/December**
2. Full paper audit and payroll assessment – **In person visit February/March**
3. Year-end accounts and AGAR completion. Submission of a full written report. **Remote support - late May/early June dependent on date of meeting**

The LCC Associate assigned to this work would be Claire Tilley.

The role as the Internal Auditor is to be a 'critical friend'. They would look through the Town Council's processes and procedures and, where necessary, would make recommendations which would help improve the Council's governance. Some of these recommendations would be long-term goals, others may need to be implemented more quickly, but the Internal Auditor would be available as part of the Audit process to help guide the Council through what is needed.

The following confirms the basis on which LCC would provide services to the Council to avoid any misunderstandings of respective responsibilities.

1. Internal Audit of the Council

- a. The primary objectives of Internal Audit are:
 - i. to review, appraise and report upon the adequacy of governance and internal control systems operating throughout the Council. To achieve this the Internal Auditor would adopt a predominantly systems-based approach to the audit;
 - ii. to carry out an annual inspection of the books and records of the Council.

The Council is responsible for supplying all documents requested.

- b. Timescales for the effective and efficient method of completing the audit would be as follows:
 - i. ensure that the process laid down within this proposal is acceptable;
 - ii. sign the Terms and Conditions attached to this proposal at Appendix 1 and return by email to consultancy@localcouncilconsultancy.co.uk.
- c. A checklist would then be forwarded to the Council. This should be completed and returned to the Internal Auditor with any documents requested by the date specified by the Auditor. This would then be reviewed prior to the review meeting.

- d. Review meetings would then be arranged, to discuss the completed checklist and clarify any queries. If further meetings are required, these may be chargeable.
- e. The draft, electronic, editable, version, of the AGAR must be sent to the Internal Auditor **by 15th May**
- f. The Internal Auditor would check the final Accounting Statement figures (Section 2) of the AGAR. Provided all is in order, the Internal Auditor would then complete the Internal Audit section and return it both electronically and by post.

Note: please do not complete Section 1 of the AGAR until the Council meeting to consider the AGAR.

- g. A narrative report will be issued with the Internal Audit section of the AGAR with any action points.
- h. If timescales are not observed by the Council, this would attract extra charges over and above the quoted fee as laid down below.

2. Scope of Work

Predominantly Internal Audit would review the governance of the Council culminating in the completion of the Internal Audit Report as stated above. The Internal Auditor would identify if the following key areas are in place and working satisfactorily.

- a. Proper Book-keeping
- b. Payment controls in relation to Financial Regulations
- c. Review of the Internal Controls, which will include:
 - i. The Parish Risk Management Assessment;
 - ii. Review of the effectiveness of Internal Financial Control;
 - iii. An overall review of the Council's Internal Controls.
- d. Budgetary controls
- e. Income controls
- f. Petty Cash procedures (if applicable)
- g. Payroll controls
- h. Asset controls
- i. Bank reconciliations
- j. Accounting statements and application of Spending Powers
- k. Exemption criteria (if applicable)
- l. Website and transparency code
- m. Public Rights notice and dates
- n. Publication of previous AGAR
- o. Review of the status of Trusts (if applicable)
- p. Policies review
- q. Review and completeness of minutes
- r. General governance

- s. Review and completeness of audit action plans
- t. Year End procedures, which will include:
 - i. Financial Statements review;
 - ii. Review of Council balances;
 - iii. Analytical Review;
 - iv. Annual Return review.

3. Roles and Responsibilities

The role of an Internal Auditor is one of independence. The Internal Auditor must make it clear that they can in no way involve themselves in the financial decision-making, appointments or any other areas that may give rise to conflicts of interest.

4. The Council Responsibilities

The Responsible Financial Officer / Proper Officer, together with the Council, have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and the prevention of Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

5. Fees and Charges

Audit Fees will be based on Precept or projected income and expenditure - whichever is highest – and will be subject to an additional LCC Administration Fee. The LCC Administration Fee will be payable on invoice issued by LCC on signature of the Terms and Conditions by the Council (and annually thereafter for a 2 or 3-year agreement). Payment of the Audit Fee is required on invoice issued by LCC on completion of the audit.

All fees and charges specified in the table below are per annum.

LCC Administration Fee (per annum)	100.00
Audit Fee: Precept / Income or Expenditure	
Under £25,000	£210.00
£25,001 - £50,000	£250.00
£50,001 - £100,000	£300.00
£100,001 – £150,000	£420.00
£150,001 – £200,000	£500.00
Above £200,000	£850.00

The above fees are on the understanding that all requests for documents and responses to the Internal Audit checklist are provided by the Council within the required timescales.

Additional Charges may be incurred	
Late submission of documents, including the AGAR (no later than 31 May)	£75.00 surcharge
Mileage	£0.45 per mile
Additional meetings (see 1 d. above)	£35.00 per hour
Attendance at a Council meeting	£70.00 (plus mileage)

6. Requests for attendance at Council Meetings

The Internal Auditor would be happy to meet Councillors given reasonable notice, if convenient, either online or in person with an additional charge. This would give the Council an opportunity to ask questions, clarify the scope and nature of the work undertaken and to make the Internal Auditor aware of any issues that may be relevant as the cycle of Internal Audit progresses.

A nominal cost for this service is charged at £70 plus mileage.

7. Request for work outside the scope of Paragraphs 1 to 3

Any such request for extra audit time to be provided would be discussed at the time and would be subject to an appendix agreement.

8. Agreement of terms

Once agreed, the Terms and Conditions (Appendix 1) will remain effective from the date of signature until it is replaced. Either party may vary or terminate the Internal Auditor's authority to act on the Council's behalf at any time; however, if work has already been undertaken, a charge for the work so far, would be made. Notice of termination must be given in writing to LCC.

9. Next Steps

We hope you find our proposal acceptable. We are confident that we can work with you and would welcome the opportunity to do so.

To proceed with this proposal, please sign the attached Terms and Conditions (Appendix 1) and return a scanned copy to consultancy@localcouncilconsultancy.co.uk. As soon as we receive this, we will assign the work to the Associate who will be in contact with you to commence the work.

Alternatively, if you would like to discuss our proposal or have any questions, please do not hesitate to contact us as we would be more than happy to answer any queries you have.

Additional Services

LCC is in a position to offer additional services to the Council. We offer the following support which is by no means an exhaustive list:

- project management
- development and writing of business cases
- support, advice and development of feasibility studies
- staffing and organisational reviews including job evaluations
- assistance with recruitment
- support with development of Neighbourhood Plans
- procurement advice and support

We would be pleased to provide the Council with a proposal on request.

Feedback

To ensure continuous improvement, we request post project feedback via a short survey.

This only requires a few minutes to complete but helps us to gather important information on the services provided by LCC and its team of associates and locum clerks. The survey will be sent via email once the project has been completed.

APPENDIX 1

Terms and Conditions for the Provision of Consultancy Services – LCC 25-167

Customer: Kidderminster Town Council

Supplier: SLCC Enterprises Ltd trading as “Local Council Consultancy”

Description of Services

LCC would provide an internal audit service for Kidderminster Town Council for 2025-26 to include 3 visits to undertake the following:

1. Check policies and procedures- **Remote support – November/December**
2. Full paper audit and payroll assessment – **In person visit February/March**
3. Year-end accounts and AGAR completion. Submission of a full written report. **Remote support - late May/early June dependent on date of meeting**

The LCC Associate assigned to this work would be Claire Tilley.

The role as the Internal Auditor is to be a ‘critical friend’. They would look through the Town Council’s processes and procedures and, where necessary, would make recommendations which would help improve the Council’s governance. Some of these recommendations would be long-term goals, others may need to be implemented more quickly, but the Internal Auditor would be available as part of the Audit process to help guide the Council through what is needed.

The following confirms the basis on which LCC would provide services to the Council to avoid any misunderstandings of respective responsibilities.

1. Internal Audit of the Council

- a. The primary objectives of Internal Audit are:
 - i. to review, appraise and report upon the adequacy of governance and internal control systems operating throughout the Council. To achieve this the Internal Auditor would adopt a predominantly systems-based approach to the audit;
 - ii. to carry out an annual inspection of the books and records of the Council.

The Council is responsible for supplying all documents requested.

- b. Timescales for the effective and efficient method of completing the audit would be as follows:
 - i. ensure that the process laid down within this proposal is acceptable;
 - ii. sign the Terms and Conditions attached to this proposal at Appendix 1 and return by email to consultancy@localcouncilconsultancy.co.uk.
- c. A checklist would then be forwarded to the Council. This should be completed and returned to the Internal Auditor with any documents requested by the date specified by the Auditor. This would then be reviewed prior to the review meeting.
- d. Review meetings would then be arranged, to discuss the completed checklist and clarify any queries. If further meetings are required, these may be chargeable.

- e. The draft, electronic, editable, version, of the AGAR must be sent to the Internal Auditor **by 15th May**
- f. The Internal Auditor would check the final Accounting Statement figures (Section 2) of the AGAR. Provided all is in order, the Internal Auditor would then complete the Internal Audit section and return it both electronically and by post.

Note: please do not complete Section 1 of the AGAR until the Council meeting to consider the AGAR.

- g. A narrative report will be issued with the Internal Audit section of the AGAR with any action points.
- h. If timescales are not observed by the Council, this would attract extra charges over and above the quoted fee as laid down below.

2. Scope of Work

Predominantly Internal Audit would review the governance of the Council culminating in the completion of the Internal Audit Report as stated above. The Internal Auditor would identify if the following key areas are in place and working satisfactorily.

- a. Proper Book-keeping
- b. Payment controls in relation to Financial Regulations
- c. Review of the Internal Controls, which will include:
 - i. The Parish Risk Management Assessment;
 - ii. Review of the effectiveness of Internal Financial Control;
 - iii. An overall review of the Council's Internal Controls.
- d. Budgetary controls
- e. Income controls
- f. Petty Cash procedures (if applicable)
- g. Payroll controls
- h. Asset controls
- i. Bank reconciliations
- j. Accounting statements and application of Spending Powers
- k. Exemption criteria (if applicable)
- l. Website and transparency code
- m. Public Rights notice and dates
- n. Publication of previous AGAR
- o. Review of the status of Trusts (if applicable)
- p. Policies review
- q. Review and completeness of minutes
- r. General governance
- s. Review and completeness of audit action plans
- t. Year End procedures, which will include:
 - i. Financial Statements review;
 - ii. Review of Council balances;

- iii. Analytical Review;
- iv. Annual Return review.

3. Roles and Responsibilities

The role of an Internal Auditor is one of independence. The Internal Auditor must make it clear that they can in no way involve themselves in the financial decision-making, appointments or any other areas that may give rise to conflicts of interest.

4. The Council Responsibilities

The Responsible Financial Officer / Proper Officer, together with the Council, have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and the prevention of Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

5. Fees and Charges

Audit Fees will be based on Precept or projected income and expenditure - whichever is highest – and will be subject to an additional LCC Administration Fee. The LCC Administration Fee will be payable on invoice issued by LCC on signature of the Terms and Conditions by the Council (and annually thereafter for a 2 or 3-year agreement). Payment of the Audit Fee is required on invoice issued by LCC on completion of the audit.

All fees and charges specified in the table below are per annum.

LCC Administration Fee (per annum)	100.00
Audit Fee: Precept / Income or Expenditure	
Under £25,000	£210.00
£25,001 - £50,000	£250.00
£50,001 - £100,000	£300.00
£100,001 – £150,000	£420.00
£150,001 – £200,000	£500.00
Above £200,000	£850.00

The above fees are on the understanding that all requests for documents and responses to the Internal Audit checklist are provided by the Council within the required timescales.

Additional Charges may be incurred	
Late submission of documents, including the AGAR (no later than 31 May)	£75.00 surcharge
Mileage	£0.45 per mile
Additional meetings (see 1 d. above)	£35.00 per hour
Attendance at a Council meeting	£70.00 (plus mileage)

6. Requests for attendance at Council Meetings

The Internal Auditor would be happy to meet Councillors given reasonable notice, if convenient, either online or in person with an additional charge. This would give the Council an opportunity to ask questions, clarify the scope and nature of the work undertaken and to make the Internal Auditor aware of any issues that may be relevant as the cycle of Internal Audit progresses.

A nominal cost for this service is charged at £70 plus mileage.

7. Request for work outside the scope of Paragraphs 1 to 3

Any such request for extra audit time to be provided would be discussed at the time and would be subject to an appendix agreement.

8. Agreement of terms

Once agreed, the Terms and Conditions (Appendix 1) will remain effective from the date of signature until it is replaced. Either party may vary or terminate the Internal Auditor's authority to act on the Council's behalf at any time; however, if work has already been undertaken, a charge for the work so far, would be made. Notice of termination must be given in writing to LCC.

Terms of the Service

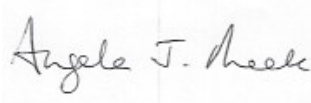
The Supplier will indemnify the Customer for the service provided and will deliver the support set out in the description of services. The total costs of the service will be in accordance with Section 5 "Fees and Charges", excluding VAT. Mileage if required will be charged at £0.45 per mile.

Conduct of the Consultant and the Supplier

The Associate will abide by the SLCC Code of Conduct and will have their own professional indemnity insurance. The customer agrees to offer the necessary assistance and support to the Associate in the completion of their work and that their Officers and Members will abide by their own Codes of Conduct. The Head of LCC should be contacted in the event of any issues which cannot be resolved by the Customer and the Associate.

Acceptance of Quote

The Customer accepts the quote and the Terms Conditions set out above and the Supplier undertakes to deliver the services herein described. Please quote reference LCC 25-167 in all correspondence.

<p>Signed for Local Council Consultancy</p>  <p>Name: Angela Meek Date: 18 November 2025</p>	<p>Signed Kidderminster Town Council</p> <p>Name: Date:</p> <p>Internal Audit Service for *one/two/ three years accepted <i>(*please delete as appropriate)</i></p>
---	---

**KIDDERMINSTER TOWN COUNCIL
FINANCE AND OVERVIEW COMMITTEE
22nd January 2026**

PUBLIC REPORT:**1. Agenda Item 13: Budget 2026-27**

To recommend to Council the Annual Budget and the level of the precept levied

1. Overview

With the exception of the £175,000 allowed for retention monies on the Town Hall refurbishment contract, the budget for 2026-27 will see the transition from the very capital large budgets of the past 2 years to a more revenue focussed programme.

The overall figures in the attached draft budget are as follows:

	Budget 26-27	
	Expenditure	Income
Revenue	£1,918,272	£623,083
Capital	£ 175,000	
To reserves/ contingency	£ 50,000	
Precept		£1,520,189
 Total	 £2,143,272	 £2,143,272

The full details of the budget for 2026-27 are attached.

2. SUMMARY OF MAIN POINTS

A) The Town Hall continues to dominate the budget, with significant items of expenditure and income, including the following:

- i. Loan Charges next year are estimated to cost £248,000
- ii. Expenditure on events, including events staff: £260,833
- iii. Other Town Hall Salaries: £75,098
- iv. On the plus side, a huge increase in income from the Town Hall, forecast to be in excess of £500,000 (£578,083)

(Overall, the events accounts for the Town Hall are forecast to yield a profit of £251,833, which is equivalent to 17% of the precept proposed for next year)

- v. The retention money held on the refurbishment contract: £175,000 A one-off capital payment in 2026-27)

The budget allows for £1,163,651 expenditure on the Town Hall, which is 54% of the total budget. The Town Hall income, £578,083 represents 93% of the income generated by the Town Council, excluding the precept.

B) The other main items of revenue expenditure are as follows:

- i. Staff costs (including Town Hall Staff): £ 625,548 (33%)
- ii. Contracts and SLA's: £ 267,341 (14%)

The LGA reports that staffing costs range from 40% to 60% of Council revenue budgets. However, when considering this, outsourcing, contracts, SLA's, etc. should also be taken into account.

In the draft budget staff costs have been allocated across the various services and functions of the Council to better illustrate the direct costs of service provision.

The net Revenue budget for 2026-27 (revenue expenditure less income) is £1,295,189 allocated across the services as follows:

- i. Corporate Services: £269,710 (21%)
- ii. Parks and Public Realm: £ 443,118 (34%)
- iii. The Town Hall: £410,567 (32%)
- iv. Civic, Community and Events: £171,794 (13%)

C) **The Precept** is the amount of money that this Council requires the District Council to collect from Council Taxpayers in our parish to pay towards the services that we provide on their behalf.

This comprises the Net revenue expenditure (above), the capital expenditure and any transfer to/ from reserves. These figures are as follows:

- i. Net revenue expenditure: £1,295,189
- ii. Capital expenditure: £ 175,000
- (the retention money due on the Town Hall project):
- iii. transfer to reserves/ contingency: £ 50,000
- Total: £1,520,189

The precept proposed in the draft budget is £1, 520,189, which amounts to £86.04 per Band D Household in Kidderminster (less than 4% of a household's total Council Tax bill).

(Note: Average Band D across the UK for 2025 was £95.32.

Local Council Band D payments this year ranged from 0 to £557)

For information, Band D represents the precept total divided by the tax base, which is the number of households liable to pay Council tax. In some years the Council Tax base could be expected to rise by 1 to 1.5%, which would reduce pressure on the precept. However, this year, the Council tax base in Kidderminster actually fell by , from 17,757, to 17,668, a decrease of 0.5%.

This arose mainly due to the removal of the Hurcott Road flats and also the loss of the levy on a lot of these properties.

3. DISCRETIONARY SPENDING

The Council has limited discretionary spending, if it is to continue to provide its principal services. However there are some areas where there is more flexibility and these have been coloured in pink on the attached budget table. The largest items under this heading are the following:

- | | |
|---|-------------|
| - Market Street toilets: | £41,370 |
| - Christmas Lights provision and switch on event: | £34,800 |
| - The hanging flowers and planting contractor: | £17,000 and |
| - Mayoral budgets, totalling: | £16,860. |

4. ADDITIONAL ITEMS IN THIS YEAR'S DRAFT BUDGET

The draft budget includes the following:

- i. A new full-time Events and Promotions Officer, as approved by the Staffing Committee on 15th December 2025. This is in response to the success of the Town Hall since re-opening, and the high level of activity and events being created through the work of our Town Hall Business development Lead, Curtis Fudge. (£38,124)
- ii. In response to the increased level of activity at the Town Hall, the stress that this has put on the facilities staff and the increased wear and tear that will arise, it is recommended to recruit a part time caretaker to support the facilities team and to reduce the overall repairs and maintenance bill for the Town Hall.(£25,000)
- iii. A proposal to engage the services of a volunteer co-ordinator to provide continuity, strategic coordination, and operational support for volunteer engagement across all Town Council services. (£10,400)
- iv. Provision to address the Climate Emergency and to progress the council's aim to achieve Zero carbon by 2035.(£5,000 in Parks and public Realm and £5,000 in the Town Hall.)

5. RECOMMENDATIONS

To recommend to Council the draft Budget for 2026-27 and the precept of £1,520,189 to be levied for the year.

Hugh Peacocke
Chief Executive Officer

16th January 2026.

				EXPENDITURE				INCOME				Notes
Salaries				523,026			625,611					Plus 3.5%, permanent marketing and promotions officer, increased accounting officer, Part time Town Hall caretaker and incremental progressions.
				Budget 25-26 (Revised)	Actual Expenditure to 30/09/2025 £	Projected 25- 26	BUDGET 26-27	Budget 25-26	Actual Income to 30/09/2025 £	Projected 25- 26	BUDGET 26-27	
	Cost Centre	Account Code	Description	Budget 25-26				Budget 25-26				
S1- Corporate Services	K100	11010	Staff re-allocation	103,158	20,709	104,100	144,328					
	K100	49015	Staff training	7,000	410	3,500	5,000					
	K100	43031	Office expenses	19,000	15,427	19,000	10,000					
	K100	13080	Relocation costs- Staff travel	1,000	584	584	0					
	K100	43030	stationery	600	227	227	1,000					
	K100	45010	postage	1,100	0	1,100	1,500					
	K100	43014	Print management	750	0	750	800					
	K100	45030	mobile phones	1,800	0	1,800	4,000					
	K100	44010	Audit Fees- External & Internal	5,200	625	5,200	5,500					
	K100	44430	Legal	11,500	2,101	11,500	12,000					
	K100	44420	SLA Finance	29,000	10,014	29,000	10,000					
	K100	44410	SLA ICT	31,100	11,482	33,000	10,000					
	K100		Cloudy IT				20,500					
	K100		Payroll				3,000					
	K100	21510	MS Outlook licenses	4,300	348	3,500	3,831					
	K100	23700	Office rent	4,000	3,686	3,686	0					
	K100	44450	HR management system	4,500	1,250	4,500	4,500					
	K100		H & S management platform				9,000					
	K100	88650	Interest Received	0	0			15,000	20,000	20,000	25,000	
	K100	43070	Elections	12,000	0	32,000	20,000					
	K100	48020	NALC/SLCC	3,500	527	4,400	4,800					
	K100	49030	Insurances	8,500	0	9,500	12,000					
	K101	11010	Planning Committee Staff reallocation	10,460	1,883	11,000	12,950					
			Sub Total 1	258,468	69,273	278,347	294,710	15,000	20,000		25,000	
				Budget 25-26 (Revised)	Actual Expenditure to 30/09/2025 £	Projected 25- 26	BUDGET 26-27	Budget 25-26	Actual Income to 30/09/2025 £	Projected 25- 26	BUDGET 26- 27	
S2- PARKS & PUBLIC REALM				Budget 25-26				Budget 25-26				
Parks	K200	11010	Staff re-allocation	57,534	10,354	58,500	88,086					
*	K200	21410	Parks GMC	65,000	32,800	65,000	65,000					
	K200	84011	Grant towards transfer works					15,000	0	0	0	
*	K200	21010	R & M	55,000	35,187	60,000	65,000					
*	K200	41010	Equipment Purchase & Repair	10,000	9,293	15,000	12,000					
	K200	41020	Parks Furniture	3,500	935	3,500	5,000					
	K200	21042	St. George's Park Paddling Pool reinstatement	150,000	0	0	10,000					
*	K200	88150	St Georges Paddling Pool Ext funding	0				150,000	0	0		
	k200		Clearing weeds at Mill Pond				1,000					
	K200	21039	Play equipment safety	5,000	3,365	6,000	8,000					
	K200	42010	Uniforms and PPE	1,000	652	1,200	1,000					
	K200	85090	EMR (S. 106)					15,000	32,216			
	K200		Waste Disposal				2,000					
	K200	21450	Tennis Club Maintenance Support	2,000	799	2,000	2,000					
	K200		Carbon reduction measures				5,000					
Public Realm	K201	11010	Staff re-allocation	39,230	7,530	37,537	30,780					
	K201	21430	St Mary's Churchyard (WFDC)	14,500	3,571	9,000	10,000					
	K201	21030	Statues & Memorials	1,750	159	1,000	1,500					
	K201	42040	Street Furniture R & M	4,000	750	6,000	6,000					
	K201	21031	Electricity	3,200	117	3,000	6,400					
	K201	21032	Maintenance of war memorials	1,000	0	1,000	0					
	K203	27041	Public conveniences	35,000	12,367	30,000	35,000					
	K203	11010	Public Conveniences- salary re- allocation	5,750	941	6,000	6,381					
	K201	21411	Lengthsman Expenditure	7,500	99	7,500	8,000					
	K201	84410	Lengthsman Income					7,500	480	7,500	8,000	
	K201	41100	Materials	2,100	2,347	4,000	5,000					
	K201	42041	Grit bins	1,050	0	1,050	500					
	K201	21421	Hanging flowers and planting contractor	16,000	3,770	16,000	17,000					
	K201	21037	Defibs	550	135	500	500					
	K201	21038	Water feature	4,100	269	2,000	2,000					
*	K201	21412	Tree works	12,500	1,800	9,000	8,000					
	K201	21413	Biodiversity works	2,000	20	2,000	2,000					
	K201	31010	Vehicle and plant hire	10,700	3,463	10,700	10,700					
	K201	23700	Equipment storage unit	12,000	2,056	12,000	20,000					
	K201	31040	Street sweeping contract	6,150	1,536	6,150	6,400					
Market	K202	21040	Market R & M	1,550	0	1,550	1,000					
	K202	11010	Market salary reallocation	5,230	65,000	5,300	4,755					
	K202	87100	Market Rent					10,000	7,500	8,000	8,000	
	K200	21036	Allotments		93	8,000	4,000					
	K204	21036	Allotments contractor	5,150	735	5,150	5,300					
	K204	11010	Allotments salary reallocation	5,230	941	4,004	3,816					
			Subtotal 2	545,274	201,088		459,118	197,500	40,196		16,000	
				Budget 25-26 (Revised)	Actual Expenditure to 30/09/2025 £	Projected 25- 26	BUDGET 26-27	Budget 25-26	Actual Income to 30/09/2025 £	Projected 25- 26	BUDGET - 26- 27	
Town Hall Repairs, maintenace, Facilities managemnt	K300	11010	Salary Allocation- Town Hall R & M	65,378	12,237	65,380	75,098					
	K300	42010	Clothing and uniforms	1,000	0	3,000	1,500					
	K300	21010	R & M	8,000	961	5,000	20,000					
	K300	22030	Electricity	20,000	564	20,000	25,000					
	K300	22040	Gas	9,000	0	9,000	15,000					
	K300	24010	Business rates	38,000	0	38,000	55,000					
	K300	25030	Water and Sewage	15,000	10,000	20,000	25,000					
	K300	27030	Waste Disposal	4,000	0	4,000	7,000					
	K300	75000	Loan Charges	150,000	35,995	150,000	248,000					
	K300	26020	Alarms maintenance	3,500	785	3,500	4,000					

	K300	21070	Lifts maintenance, service, inspections	4,500	71	4,500	5,500				
	K300	27020	Window Cleaning	2,000	0	2,000	4,500				
	K300	27040	Cleaning contract	28,000	1,805	20,000	40,000				
	K300	27050	Hygiene and towel services	3,000	0	2,000	0				
	K300	28010	Insurance	25,000	35,964	75,000	20,000				
*	K300	41510	Water dispenser	1,000	0	1,000	2,000				
	K302		Carbon reduction measures				5,000				
	K300	11010	Town Hall Facilities Management	22,000	0	0	25,000				
	K300	21090	Organ maintenance	3,000	280	3,000	3,000				
	K300	44029	Organist honorarium	400	0	400	400				
	K300	21510	Licenses	500	180	500	600				
Events and income generation	K301	11010	Salary Allocation Income Generation	118,727	21,909	118,730	135,820				
	K301	49010	Marketing & Design	7,000	1,630	7,000	9,000				
	K301	57015	Event Expenditure		30,623	100,000	206,833				
	K301	12900	Event staff	18,000		12,000	45,000				
	K302	88300	Income - Misc				0	37,928	37,928	0	
	K300	43035	Re-opening the Town Hall	100,000	87,807	150,000	0	100,000	0		
	K301	87110	Office Rent					7,500	0	7,500	20,000
	K301	87109	Town Hall Income					80,000	15,000	180,000	558,083
NLHF Project	K302	44078	A Journey through Kidderminster-Expenditure	119,696	17,840	119,700	0				
	K302	85090	EMR - "Journey Through Kidderminster" Income					119,696	0	119,700	0
	K302	44079	Volunteer co-ordinator				10,400				
Transformation project	K303	44075	Project	1,750,044	1,815,889	1,850,000	175,000				
	K303	44076	Consultant	0			0				
	K303	44075	Transformation O/S	0			0				
	K303	44077	Podium	226,118	9,485	370,000	0				
	K303	88200	PWLB Loan					0	0	1,250,000	0
	K303	84006	LUF Grant					0			
	K303	84009	LUF Additional transfer					0			
	K303	44074	Project support	10,000	17,546	25,000	0				
	K303	13030	Recruitment	0		1,500	0				
	K303	85090	EMR - "Town Hall Transformation Project"					1,986,162	999,825	1,986,170	
			Subtotal 3	2,752,863	2,101,568		1,163,651	2,293,358	1,052,753		578,083
				Budget 25-26 (Revised)	Actual Expenditure to 30/09/2025 £	Projected 25-26	BUDGET 26-27	Budget 25-26	Actual Income to 30/09/2025 £	Projected 25-26	BUDGET 26-27
S4 - Civic, Communities & Events											
Civic	K400	11010	Salary Allocation	47,072	8,472	47,500	54,804				
	K400	42020	Mayor and Civic Budget	10,000	4,415	10,000	10,000				
*	K400	13085	Mayor's allowance	6,860	2,744	6,860	6,860				
	K400	42022	Civic Regalia	2,500	50	2,500	2,500				
	K400	12810	Town Crier	550	530	550	600				
Events	K401	49130	Christmas Lights provision	30,000	0	30,000	31,000				
	K401	22030	Christmas Lights Electricity	700	0	700	800				
	K401	48021	Christmas Lights Switch on	3,500	0	3,500	4,000				
	K401	11010	Salary Allocation	40,796	7,530	41,500	28,152				
	K401	48023	Remembrance Sunday	4,500	0	4,500	5,000				
	K401	48021	Santa in the Town Hall	2,000	0	2,000	2,500				
	K401	48024	Flag flying	1,000	107	1,000	0				
	K401	48026	VE Day 80th Anniversary	2,000	1,968	2,000	0				
	K401	85090	Use/Release of EMR					2,000		2,000	
	K401	87112	WFDC Contribution to Events					1,000		1,000	
	K401	88300	Income-Misc					1,000		1,000	
	K401	49011	Advertising	2,000	0	2,000	4,000				
Community	K402	48041	Ward Grants	9,000	250	9,000	9,000				
	K402	41545	Twinning	600	0	600	1,000				
	K402	11010	Salary Allocation	10,461	1,883	11,000	15,578				
			Subtotal 4	173,539	27,948	175,210	175,794	0	4,000		4,000
Total Expenditure				3,730,144	2,399,875		2,093,272				
Total KTC income							623,083	135,000	1,116,948		623,083
From Reserves		85090						2,370,858	1,032,041		
To reserves/Contingency		?									
K001-Precept		54001					50,000	0			
							1,520,189	1,224,286			
% increase in precept											
Balanced Budget							24.2				
Band D per household/ annum				68.95			86.04	25%			
Band D per household/ week				1.33			1.65				
% of Council Tax				3.1			3.9				

Total salaries reallocated 625,548

Contracts and SLA's Utilities 267,431 78,400

Kidderminster Town Council- Finance and Overview Committee

Work Programme for Full Council Meetings for the Municipal Year 2025/26.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Approval of Accounts
6. Budget monitoring
7. Bank reconciliations for quarter.
8. Quarterly Vision Action Plan reports
9. Quarterly review of Strategic Risk Register

Other items of Business

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

Meeting Date	Item
4 th August	The Town Hall Transformation Project To approve arrangements for an interim loan towards the completion of the project.
15 th October 2025	Devolution Financing Report
	Health and Safety Management System
	Finance and Accounting programme
22 nd January 2025	Budget 26/27
	Complaints policy
	IT Policy
	Appointment of Internal Auditor
	Vision review
	Budget 26-27
	Approval of lease of room- Town Hall
15 th April 2025	Climate Emergency Action Plan- 6 months (Also October)
	Annual Review of Asset Register
	Council business continuity plan