



19TH February 2026

The meeting of the **TOWN HALL COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** at **6:00 PM on THURSDAY 26th FEBRUARY 2026**

Yours Sincerely,

Matt Smith
Town Hall Manager

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

TOWN HALL COMMITTEE AGENDA – THURSDAY 26TH FEBRUARY 2025

1. Apologies for absence

To receive any apologies.

2. Declarations of interest.

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

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

3. Public Question Time.

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

4. Minutes. (Appendix 1)

To approve the minutes of the meeting of the Town Hall Committee held on Tuesday 9th December 2025.

5. Town Hall Work Programme (Appendix 2)

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

6. Town Hall Events (Appendix 3 – Verbal)

To receive an update on Town Hall Events from the Business Development Lead, Curtis Fudge.

7. NLHF - A Journey Through Kidderminster's Town Hall (Appendix 4)

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

8. Town Hall Event Bank Account (Appendix 5)

To Approve the closure of the Town Hall Bank Account.

9. Town Hall Artifacts and paintings. (Appendix 6)

To receive an update from the Town Hall Manager on the artifacts and painting that have returned to the Town Hall.

10. Town Hall Caretaker (Appendix 7a & 7b)

To receive an update from the Town Hall Manager on the recruitment of a part time Town Hall caretaker

11. Exclusion of the press and public

RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to financial and contractual information and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

12. Town Hall Catering Provision (Appendix 8)

To ask for approval for the formal variation of both concession agreements.

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE**

**Minutes of the meeting held on 9th December 2025 at 6pm
in the Kidderminster Room, Wyre Forest House**

Present:

Councillors:

J. Beckingham (Vice Chair)
S. Hollands
F. Oborski
D. Hine

In Attendance:

Town Hall Manager
Business Development Lead

Absent:

J. Aston
B. Brookes (Chair)
H. Dyke – Substitute Cllr Dough Hine.
Cllr Ben Brookes - Substitute Cllr George Connolly
B. Connor.

1. APOLOGIES FOR ABSENCE

B. Brookes (Chair)
H. Dyke
J. Aston
B. Connor

2. DECLARATIONS OF INTEREST

Nil

3. PUBLIC QUESTION TIME

Nil

4. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on 15th September 2025.

5. TOWN HALL WORK PROGRAMME (APPENDIX 2)

The Forward Work Programme was agreed and noted.

6. TOWN HALL TRANSFORMATION PROJECT

Members received an update report from the Town Hall Manager on the Podium Construction Programme and the handover checklist for the Town Hall Transformation Project, as detailed in Appendix 3a & 3b. The update was noted.

7. TOWN HALL EVENTS PROGRAMME PROGRESS REPORT

Members received an update report from the Business Development Lead on the Town Hall Events Programme, the official re-opening weekend and general feedback and actions.

The update was noted.

8. VISION STRATEGY (APPENDIX 5A & 5B)

Members received a report and to endorse the Town Hall components of the Council's Vision 2025–2029, ensuring alignment with overall strategic objectives. Members noted the update delivery report and agreed no changes were required.

1. 9. TOWN HALL BUDGET REVIEW (APPENDIX 6)

Members received a budget report and noted the current expenditure to date for 202–2026 and approved the proposed 2026–2027 budgets for submission to Finance and Overview.

10. NLHF – A JOURNEY THROUGH KIDDERMINSTER'S TOWN HALL

Members received an update from the Town Hall Manager on the progress of the NLHF – A Journey Through Kidderminster's Town Hall project, as detailed in Appendix 5. The update was noted.

11. TOWN HALL HIRE AND LETTINGS POLICY (APPENDIX 8A & 8B)

Members received a report recommending the approval of a booking and lettings policy. Having weighed the benefits and risks the members Approved the draft bookings and lettings policy for the Town Hall, to provide guidance and direction for future events in the Town Hall.

Signed: _____

Date: _____

Chairperson.

KIDDERMINSTER TOWN COUNCIL

Work Programme for Town Hall Committee Meetings for the Municipal Year 20/26.

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

Meeting Date	Item
26th February 2026	Town Hall Events To receive an update on Town Hall Events
	Town Hall Artefacts and Paintings To receive an updated report
	NLHF Project To receive an update on the NLHF Project.
	Town Hall Caretaker To receive an update
	Town Hall Events Bank Account To receive an update
23rd July 2026	Town Hall Events To receive an update on Town Hall Events
	Catering Provision Update To receive an update on the Catering Provision
29th October 2026	Town Hall Events To receive an update on Town Hall Events
	Catering Provision Update To receive an update on the Catering Provision



A JOURNEY THROUGH KIDDERMINSTER'S TOWN HALL

Hello, welcome to our final issue, the Winter 2026 newsletter where we keep you updated on our National Lottery Heritage Funded Project, 'A Journey Through Kidderminster's Town Hall'. To find out more please contact Jackie Murrall, Heritage Volunteer Coordinator, T: 07818 506779, Email Jackie.Murrall@kidderminstertowncouncil.gov.uk or check out frequently asked questions on the Kidderminster Town Hall website www.kidderminstertownhall.org.uk

Kidderminster Town Hall celebrates 170 years at the heart of the town

In January we marked this milestone with a very special Gala Concert. This one-off evening brought together an incredible mix of local performers, celebrating the depth of musical talent across our community. From choirs and young voices to brass and guest soloists, the concert reflected the past, present and future of the Town Hall as a place where people come together through music. The event was supported by some of our fabulous volunteer stewards.

The Gala featured performances from:

- Kidderminster Choral Society
- Wyre Forest Young Voices
- Primary Chords
- Luke Pender
- Kidderminster Male Choir
- Kidderminster Valentines
- Holborne Brass Ensemble



Sir Rowland Hill

Sir Rowland Hill was born in Blackwell Street, Kidderminster on the site of what became the Telephone Exchange on 3rd December 1795. During the 1830s he became interested in the need for postal reform as postage was then paid by the recipient and very expensive. The Penny Black stamp was introduced in January 1840, an immediate success. Penny Postage was only a small part of his plans for postal reform to which he devoted the rest of his working life. His portrait is on display in the Foyer and his statue stands proudly outside the Town Hall. To further commemorate Sir Rowland Hill we have installed a postbox in the Courtyard entrance and invite people to complete postcards with their memories and feedback.



THANKS TO STEVE HOLLANDS



Cllr Steve Hollands has dedicated much of his time in the last few months to looking after artefacts and memorabilia at the Town Hall. Steve has been of enormous assistance and value, putting our pictures, scrolls and trophies back in their rightful places since we moved back into the Town Hall last June. Huge thanks from all the Town Hall team for volunteering on the heritage project for all his hard work.

We are currently preparing interpretation boards and digital resources to give visitors a more informed experience and the opportunity to find out more about our transformed Town Hall.

HAPPY TO CHAT!

We launched a new initiative for 2026 in the beautiful Courtyard By Savva Café. Every Wednesday from 10.30am – 11.30am there is a 'Happy to Chat' table hosted by one of our friendly volunteers. If you'd like to meet new people, chat to other customers and maybe make new friends, then just pop in. We've noticed that lots of people come in on their own, for some that may be really valuable 'me' time, but others may enjoy some company and the chance to have a chat, especially if they live on their own.

The Courtyard Café is a lovely space in which to meet up so why not drop in? Everyone is welcome. Sessions are free but we ask that food and drink consumed in the café should be purchased on site.



THANKS TO THE PLAYERS

We'd like to send our thanks to the players of the National Lottery which has funded the Kidderminster Town Hall heritage project, enabling local people to get involved by volunteering their time, skills and enthusiasm!

Kidderminster Town Council



Kidderminster Town Council

Report Title: Review and Proposed Closure of Dedicated Barclays Events Account

Meeting: Town Hall Committee

Date of Meeting: 26th February 2026

Author: Matt Smith

Date of Report: 17th February 2026

Summary

This report recommends the closure of the Town Hall Events Barclays Business Account. Following implementation of the Oscar booking system and Clover point of sale system, the originally anticipated need for a separate events bank account is no longer required. The new systems provide robust financial reporting and consolidated event income processing, ensuring transparency while reducing unnecessary banking complexity.

Background

In September 2025, the Committee approved the establishment of a dedicated Barclays account for Town Hall events to improve financial transparency and operational efficiency. Since that time, the Town Hall has implemented the Oscar booking system and Clover point of sale system, both of which have significantly enhanced financial reporting capability.

Current Situation

The Oscar booking system now groups all income to specific events, produces detailed financial reports, provides clear audit trails, and consolidates income prior to settlement. Clover manages point-of-sale transactions efficiently. Event income is paid into the Town Council daily, and individual transactions no longer need to reach the bank at the point of sale. The operational benefits originally sought through a separate Barclays account are therefore now delivered within the Council's existing banking structure. Maintaining the separate account creates unnecessary administrative overhead and duplicated reconciliation.

Options

Option 1 — Close the Barclays Events Account (Recommended)

Pros: Streamlined processes; reduced administration; maintains transparency; better alignment with current systems.

Cons: Loss of physical account separation (mitigated by system reporting).

Option 2 — Retain the Barclays Events Account

Pros: Maintains historic structure.

Cons: Unnecessary duplication; increased reconciliation workload; no additional visibility benefit.

Option 3 — Do Nothing

Pros: No immediate action required.

Cons: Ongoing inefficiency and administrative burden.

Expected Outcomes

Approval of the recommended option will maintain full event income traceability, improve reporting through Oscar, simplify banking processes, and reduce staff time spent on reconciliation while maintaining robust financial oversight.

Vision 2025–2029

The proposal supports the Council's objectives by improving operational efficiency, strengthening financial governance, and utilising digital systems to modernise services and ensure value for money.

Consultation

Consultation has taken place with the Responsible Finance Officer, Town Hall management team, and system suppliers.

Risk Assessment

Legal: The Council has authority under the General Power of Competence. No legal barriers identified.

Financial and Resources: No direct costs. Minor administrative savings anticipated. No loss of financial visibility.

Environmental / Climate: No impact identified.

Equality & Diversity: No adverse impacts identified.

Crime and Disorder: No implications identified.

Health & Safety: No implications identified.

Action Plan

Committee approval — Town Hall Committee — 26.02.2026

Notify Barclays — responsible Financial Officer — 27.02.2026

Close account — responsible Financial Officer — Pending

Confirm reporting via Oscar/Clover — Events Team — Ongoing

Follow-up

Implementation will be monitored by the Responsible Finance Officer through normal financial monitoring reports. A review will take place after six months.

Conclusion and Recommendations

It is recommended that the Committee:

1. Notes the enhanced financial reporting capabilities of the Oscar booking system and Clover POS.
2. Approves the closure of the Town Hall Events Barclays Business Account.
3. Confirms that event income will continue to be monitored through system reporting and paid into the Town Council account daily.

Matt Smith, Town Hall Manager

12th February 2026

Kidderminster Town Council

Report Title: Town Hall Artifacts and Paintings – Progress Update

Meeting: Kidderminster Town Hall Committee

Date of Meeting: 26th February 2026

Author: Matt Smith

Date of report: 25th February 2026

Update Report: Return of Artifacts and Paintings to the Town Hall

Purpose

To provide councillors with an updated position on the return, conservation and reinstatement of historic artifacts, paintings and civic items to the Town Hall.

Overview

The programme to return the Town Hall's civic collections is nearing completion. The majority of items previously placed in secure storage have now been successfully returned and reinstated within the building.

Storage and Care Arrangements

- Most items were stored at WFDC Rushock Stores.
- Significant artifacts and charters were safeguarded by The Hive, Worcester Library.
- Some equipment and miscellaneous items remained stored in the Court Room, which was outside the original project scope.

Current Position

- All artifacts and paintings that were recorded on the pre-migration inventory have been successfully identified and accounted for following their return after completion of the Town Hall Transformation Project.
- The majority of artifacts and paintings have now been returned to the Town Hall.
- The large portrait of former Mayor Tempest– Radford is scheduled for collection from Rushock Stores this week.
- WFDC has been formally notified that a lease agreement for Rushock Stores is no longer required.

Reinstatement Works

- A substantial number of pictures have been rehung throughout the Town Hall.
- The Mayor's Parlour has been restored to its original arrangement, with a small number of additions to enhance interpretation and presentation.
- As part of the NHLF-funded project coordinated by Volunteer Heritage Coordinator Jackie Murrall, the Parlour silverware has been carefully cleaned by pupils from Wyre Forest Special School, providing a positive community engagement outcome.
- All remaining and newly refurbished paintings will require final hanging once returned.
- Thanks are extended to Councillor Steve Hollands for his assistance in sorting the items returned to the Town Hall and helping to position them appropriately.

Conservation and Specialist Works (NHLF-funded)

Through the National Lottery Heritage Fund (NHLF) project:

- The portrait of King Charles I has been professionally conserved and refurbished.
- Seven additional portraits are currently being refurbished by Belgrave Conservation, including:
 - John Brinton
 - Henry Stewart
 - Fred Bennett
 - George Eddy
 - Woodward
- Three Kidderminster charters are currently being reframed by Bewdley Frame Specialist.
- Two particularly significant charters — granted by Queen Elizabeth I and King George IV — are currently with Giles Fine Art Specialists in Birmingham for condition assessment. A conservation quotation is awaited.

Next Steps

- Complete collection and installation of the Tempest–Radford portrait.
- Receive and review the conservation quote from Giles Fine Art Specialists.
- Reinstall reframed charters once returned.
- Arrange final hanging of all conserved and returning portraits.
- Finalise any remaining presentation and interpretation improvements.

Conclusion

The return and reinstatement programme is substantially complete and has successfully restored the Town Hall's historic interiors. NHLF-funded conservation work continues to safeguard key heritage assets, with only a small number of items still progressing through specialist treatment and rehanging. Particular thanks are extended to Councillor Steve Hollands for his continued support in helping to sort and position returned items within the Town Hall.

Further updates will be provided as the remaining works are completed.

Kidderminster Town Council

Report Title: Approval to Recruit a Part-Time Town Hall Caretaker

Meeting: Kidderminster Town Hall Committee

Date of Meeting: 26th February 2026

Author : Matt Smith

Date of report: 25th February 2026

Summary

Following consideration by the Staffing Committee, agreement has been reached to proceed with recruitment of a part-time Town Hall Caretaker. The role will support the day-to-day operation, maintenance, safety and presentation of Kidderminster Town Hall.

The proposed post (25 hours per week) will strengthen operational resilience, improve building readiness for events and civic use, and support the Facilities Officer in maintaining high standards across the venue. Council is asked to note the staffing agreement and approve progression to recruitment.

Background

Kidderminster Town Hall continues to operate as a key civic, community and events venue. Increasing operational demands, event activity and building management requirements have highlighted the need for additional on-site caretaking capacity.

A draft Job Description and Person Specification has been prepared (Appendix 7) outlining duties including operational support, building security, cleaning, maintenance and event set-up.

The Staffing Committee has reviewed the operational need and supports progressing with recruitment.

Current Situation

Currently, caretaking and facilities responsibilities sit primarily with the Town Hall Facilities Officer supported by contractors where necessary.

While this arrangement has maintained operations, pressures arise during:

- Event changeovers
- Extended opening hours
- Routine maintenance demands
- Building compliance checks
- Cover for leave or peak periods
- Taking on Facilities Management In House.

Additional dedicated caretaking resource will improve resilience and service quality.

Proceed with recruitment (Recommended)

Recruit a part-time Town Hall Caretaker (25 hours per week).

Pros:

- Improves operational capacity
- Enhances building presentation and readiness
- Strengthens health & safety compliance
- Reduces pressure on existing staff
- Provides greater flexibility for events

Cons:

- Additional staffing cost
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Expected Outcomes

Success will be demonstrated by:

- Improved Town Hall presentation and cleanliness
- More efficient room set-ups and turnaround times
- Strengthened compliance with safety checks
- Increased staff capacity during events
- Positive feedback from hirers and users

Performance will be monitored through Facilities Officer reporting and management oversight.

Vision 2025–2029

The proposal supports the Council’s vision by:

- Maintaining high-quality civic facilities
- Supporting community use of the Town Hall
- Ensuring safe and well-managed public spaces
- Enhancing the Town Hall as a key community asset

Consultation

- Staffing Committee — supportive
- Town Hall management — supportive
- Job Description prepared and reviewed

Further consultation will take place through the recruitment process as required.

Risk Assessment

8.1 Legal

The Council has the power to employ staff under the General Power of Competence and relevant local government legislation. No specific legal barriers have been identified.

8.2 Financial and Resources

The proposed salary is £31,000 pro rata for 25 hours per week.

Appendix 7 - Draft Caretaker To...

Costs will include:

- Salary and on costs
- Recruitment expenses
- Training (e.g. Health & Safety, Fire Marshal, First Aid required)

Provision will need to be confirmed within the Town Hall staffing budget.

8.3 Environmental / Climate

The role is expected to have a neutral to positive impact by:

- Supporting efficient building management
 - Monitoring energy use (meter readings)
 - Maintaining building fabric
 - Supporting waste and recycling practices
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8.4 Equality & Diversity

Recruitment will follow the Council's Equal Opportunities policies.

The role supports inclusive access by ensuring the building is safe, clean and appropriately set up for all users.

8.5 Crime and Disorder

Improved on-site presence will support:

- Building security
- Proper locking and alarm procedures
- Monitoring of the premises

This contributes positively to the Council's duties under the Crime and Disorder Act 1998.

8.6 Health & Safety

The caretaker role directly strengthens health and safety through:

- Routine safety checks
- Fire exit monitoring
- Hazard reporting
- Safe event set-ups

Appropriate training will be provided.

Follow-up

Implementation will be monitored by the Town Hall Facilities Officer and reported through normal management channels.

A review of the post effectiveness is recommended after 6–12 months.

Conclusion and Recommendation

Council is recommended to:

1. Note the agreement of the Staffing Committee to proceed with recruitment.
 2. Approve the recruitment of a part-time Town Hall Caretaker (25 hours per week).
 3. Delegate authority to the Town Hall Manager, in consultation with the Staffing Committee Chair, to progress recruitment.
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Appendices

- Appendix 7b — Draft Town Hall Caretaker Job Description and Person Specification

KIDDERMINSTER TOWN COUNCIL
JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Town Hall Caretaker

Salary: £31,000 per annum

Section: Kidderminster Town Hall

Post No: KTC 3.6

Hours: 25 per week (flexible working, minimum attendance of 3 days per week)

PURPOSE OF JOB

To support the day-to-day operation, maintenance, safety and security of Kidderminster Town Hall, ensuring the building and its surrounds are clean, presentable, safe and appropriately set up for events, meetings and civic use.

The post holder will work under the direction of the Town Hall Facilities Officer and assist in maintaining the Town Hall as a well-managed public and events venue.

REPORTING RELATIONSHIPS TO OTHER POSTS

The post holder will be line managed by the Town Hall Facilities Officer and will be accountable to the Town Hall Management structure.

The post holder will work closely with other Town Hall staff and support contractors as required.

REQUIREMENTS IN RELATION TO EXPERIENCE, EDUCATION, SPECIAL QUALIFICATIONS AND TRAINING

Essential

- Experience in a caretaking, facilities, maintenance or similar operational role
- General awareness of Health & Safety procedures
- Ability to carry out hands-on, practical tasks including manual handling, minor repairs and general maintenance tasks
- Reliable, punctual and flexible approach to working hours
- Ability to safely carry out physical duties, including manual handling
- Ability to work independently and follow instructions
- Experience of opening, closing and securing buildings

Desirable

- Experience working in a public building, events venue or community facility
- First Aid and/or Fire Marshal training (or willingness to undertake training)

MAIN DUTIES AND RESPONSIBILITIES

Operational Support

- To assist the Town Hall Facilities Officer and Management team in the efficient and effective day-to-day operation of the Town Hall.
- To support the preparation, set-up and breakdown of rooms for meetings, events and functions in line with Health & Safety procedures and timescales.
- To assist with stewarding and basic event support when required.

Building Security & Safety

- To assist with opening and locking up the Town Hall, including setting and checking security systems, as directed.
- To help maintain the safety and security of the building, its users and contents at all times.
- To report defects, hazards or incidents promptly to the Town Hall Facilities Officer or Manager.
- To assist with routine checks such as fire exits, alarms and safety equipment as required.

Cleaning & Maintenance

- To carry out general cleaning and housekeeping duties to ensure the Town Hall and its surrounds are well presented.
- To undertake cleaning tasks outside normal contracted cleaning, such as litter picking, cleaning fridges/freezers, light fittings and high-level cobweb removal.
- To carry out minor building repairs and basic maintenance tasks as directed.
- To assist with weekly and monthly checks including first aid boxes, alarms and meter readings.

Liaison & Support

- To assist the Town Hall Facilities Officer in supervising contractors on site, such as cleaners, security or maintenance staff.
- To provide a helpful and professional presence for hirers, performers and members of the public when on duty.
- To support the provision of refreshments or basic hospitality for events when required.

General Responsibilities

- To undertake training relevant to the role, including Health & Safety, Fire Safety or First Aid, if required.
 - To carry out any other reasonable duties consistent with the role, as directed by the Town Hall Facilities Officer or Management.
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GENERAL CONDITIONS

This job description is not exhaustive and is subject to change. The post holder may be required to perform other duties appropriate to the role to support the effective operation of the Town Hall.

All duties must be carried out in a manner which promotes equality of opportunity, dignity and respect for all employees and service users and is consistent with the Council's Equal Opportunities policies.

The Council reserves the right to review and amend this job description in consultation with the post holder.