



10th April 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 **15th APRIL 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 S. 32 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 Finance and Overview Committee on held on 15th January 2026.

5. Approval of Accounts (Appendix 2)

5.1 To receive the cash book reports detailing income (Appendix 2.1) and expenditure (2.2) from 1st January 2026 to 31st March 2026 and

5.2 To approve the payments (including VAT) over that period.

6. Budget monitoring (Appendix 3)

6.1 To receive the Income and Expenditure Account to 31 March 2026 (Appendix 3.1, to follow)

6.2 To resolve to approve the expenditure against cost centres that are over the approved budget levels. (Appendix 3.2, to follow)

6.3 To resolve to approve earmarked reserves at the end of the financial year ending 31 March 2026. (Appendix 3.3)

6.4 To resolve to write off bad debts at the end of the financial year (Appendix 3.4)

7. Bank reconciliations (Appendix 4)

To receive the bank reconciliations for January, February and March 2026.

8. Internal Auditor's Report (Appendix 5)

A) To receive the interim report from the Council's Internal Auditor (Appendix 5.1)

B) To approve the Council's response to the Report

C) To recommend the Internal Control Framework to Full council on 22nd April 2026 (Appendix 5.2)

D) To approve the Internal Control checklist to be presented to council on 11th June 2026 (Appendix 5.3)

9. Quarterly Vision Action Plan reports (Appendix 6)

To receive the Report to 31st March 2026.

10. Strategic Risk Register (Appendix 7)

Quarterly review of the Council's Strategic Risk Register at 31st March 2026

11. Asset Register (Appendix 8)

To review the Council's Asset Register at 31st March 2026.

12. Forward Work Programme (Appendix 9)

**KIDDERMINSTER TOWN COUNCIL
FINANCE AND OVERVIEW COMMITTEE**

**Minutes of the meeting held on 22nd January 2026 in the
Council Chamber, Kidderminster Town Hall**

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

In Attendance: Hugh Peacocke, Chief Executive Officer
Christopher Pugh, Corporate Services Manager

APOLOGIES FOR ABSENCE: Councillor Ben Brookes

ABSENT: None

43. DECLARATIONS OF INTEREST

The CEO pointed out that all members have a dispensation to discuss matters relating to the precept (See agenda item 13: Budget 2026-27)

44. PUBLIC QUESTION TIME

Nil

45. MINUTES

RESOLVED: That the minutes of the previous meeting held on 15th October 2025 be approved as a true record and signed by the Chair.

46. Approval of Accounts

The CEO presented details of income the Council received from 1st October to 31st December 2025, totalling £1,056,653.45 (excluding VAT).

The income (appendix 2.1) included

- £799,720 received from the Public Works loan Board towards the Town Hall Transformation Project,
- £62,677.04 from The National Lottery Heritage Fund, and
- £130,380.75 and £42,788.51 income from Town Hall bookings and ticket sales

Appendix 2.2: payments from 1st October 2025 to 31st December 2025, totalling £1,748,485.88 (including VAT)

- Loans: repayment of bridging finance to WFDC: £800,000, plus loan charges: £83, 694.10
- Town Hall Transformation Project: £347,794.06
- Town Hall re-opening: £130,763
- 4 months of salaries: £163,694

Members expressed concerns regarding receipts and expenditure not properly explained on the lists. The CEO acknowledged those concerns, which he felt were due to communication issues between the Town Council and the accounts team at the District Council and that this would improve when SLA is finished and the Town Council deals with its own accounts.

In some cases, KTC officers not following procedures and the Corporate Services Manager had written to all officers advising them on the need to protect public monies and to keep proper records. He was happy that there was no fraud or misappropriation of funds involved but agreed that this needed to be addressed. The CEO was directed to update the report on the Council's website as further information on these matters became available.

The CEO said that he would bring forward purchase/ procurement amendments to the Council's Financial Regulations to the next Committee meeting, for approval. This would also include Social Value criteria, promoting local purchasing, subject to value for money.

RESOLVED: To approve payments totalling £1,748,485.88 (including VAT) over the period from 1st October 2025 to 31st December 2025.

47. Budget monitoring

The meeting reviewed the Council's income and expenditure from 1st October 2025 to 31st December 2025 against budgets set for 2025-26.

(Councillor Mary Rayner left the meeting at 6.30 pm)

The strong performance of revenue income on the Town Hall budget line, which is anticipated to be close to £200,000 (budget £80,000), was welcomed by Members. The meeting complimented the Business Development Lead, Curtis Fudge, and the Town Hall team, for these achievements.

It was noted that there was overexpenditure against some accounts and the CEO would take year-end figures to the April meeting for approval.

48. BANK RECONCILIATIONS

The Committee received the Bank reconciliations for October, November and December 2025.

- Oct:	£1,120,018
- Nov:	£ 758,591
- Dec:	£ 769,071

The Committee heard that the CEO was monitoring cash flow before drawing down any further on the loan approval (£450,000 remaining out of £1,250,000 approved). Members would be updated as this arose.

49. Vision 2025-2029

A) The CEO presented the Action Plan report, which showed how the Council was performing at 31st December 2025 against the various aims and objectives set out in the Council' Vison 2025-2029.

Under 1.B: "Provide outstanding parks, playgrounds and public spaces," it was asked that the frequency of tree inspections be included in the report.

The meeting welcomed the reduced number of red flagged items due to completion of Town Hall project, re-opening of the Town Hall and the improving financial situation for the Council.

B) The Committee considered the recommendations for amendments to the Council's Vision 2025-2029, and

Resolved: To recommend to Full Council the following amendments to the Council's Vision 2025-2029:

- *1.H. We will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers*

- *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, heritage and tourism.*

50. Strategic Risk Register

The CEO presented the Strategic Risk Register at 31st December 2025, which reflected reduced risks around the Town Hall Transformation Project and the Council's finances since the previous review.

A member pointed out that District Councillors had recently received Risk Management Training, including the appetite for risk and the CEO was asked to enquire about similar training for Town Council members.

Members asked that the risks around the Music Room in the Town Hall be added to the Register, as this was now becoming an important revenue stream for the Council. The meeting also that the probability of risk no. 8: "Fraud, Misconduct and underperformance" be increased until the matters discussed under minute no. 48 above, re accounting records, are addressed.

51. Complaints Policy

The meeting reviewed the Council's Complaints Policy.

Resolved: To add the following amendment to Clause 5:

"The Town Mayor will consult the CEO in the matter and it will then be referred to the relevant Committee of the Council for consideration. If the complaint involves the CEO, the Mayor will advise the CEO of the position and refer the matter to whichever committee of the Council the Mayor feels should deal with it.

The complainant will be invited to attend and address that meeting if they wish. The decision of the Committee in the matter will be final."

52. IT Policy

Chris Pugh, the Council's Corporate Services Manager, presented a report giving details of the new requirement for Town and Parish Councils to assert their compliance with requirements around information, personal data and use of technology. This would be a new assertion, No. 10, on the Annual Governance and Accounting Return. A key requirement arising from this is that every council must have a formal IT policy in place. This policy was 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.

The draft IT Policy was based on the template provided by NALC (The National Association of Local councils), amended for the Council's purposes.

Resolved: To approve the draft IT Policy as presented.

53. Appointment of Internal Auditor

The CEO presented a report recommending that the Council appoints LCC (Local Consultancy Services) as the Council's internal auditors for the financial year ending 31st March 2025 and until further notice.

Resolved: To appoint LCC (Local Consultancy Services) as the Council's internal auditors for the financial year ending 31st March 2025 and until further notice.

54. Budget 2026-27

The CEO presented a report and draft budget for 2026-27. It included recommendations from the Council's committees, except for the Civic, Community and Events committee which met on 14th Jan and recommended:

- An additional £2,000 for Christmas Lights Electricity (currently at £800) – in order to improve the infrastructure for the lights in the town, and
- £4,000 for Twinning (currently at £1,000) – to accommodate the Kidderminster-Husum Twinning Civic Visit and 50th Anniversary Celebration, as per the WG Chair's report.

These recommendations were approved, with the stipulation that the Town Twinning addition was a one-off, to enable the Council to mark the 50th Anniversary of the twinning with Husum. It was also required that the Anniversary celebrations should be inclusive and accessible to the wider community of Kidderminster.

The CEO presented his report on the draft budget which addressed the following matters:

- The overall revenue and capital expenditures,
- The main items of expenditure
- The Sales budget for 2026-27
- The proposed level of precept to be raised for 2026-27.

The report also listed some of the more discretionary items of expenditure and additional matters proposed in the draft budget.

Members discussed financial provision for the next Town Council elections due in May 2028 and agreed that the budget be amended to provide towards the cost of this election.

The Committee requested that a "Precept Leaflet" be included with the Council tax bills, highlighting the main features of the budget and how the Council would spend the money for the people of Kidderminster.

RESOLVED: To recommend to Council the draft Budget for 2026-27, subject to the amendments listed above.

55. Forward Work Programme

To include an update on the position around financial accounting, as discussed above.

56. Exclusion Of The Press And Public

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

57. Approval of Lease of Room- Town Hall

The CEO told the Committee that the Registrars had advised that they would not be returning to the Town Hall, which left 2 meeting rooms available on the ground floor. One of these has been designated as the Duty Manager's Office. The Council has received an offer to rent the other room for one day per week at a rent which represented good value for the Council.

Resolved: To approve the Room Hire Agreement for the use of a meeting room on the ground floor of the Town Hall, for one day per week, in accordance with the terms of the agreement circulated to the meeting.

The Meeting closed at 7.50 pm

Signed: _____
Chairman

Date: _____

Transactions

Town Council Business Acc

Showing **195** transactions between **02/01/2026** and **31/03/2026** from 01/01/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance
31/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,621.50		£40,248.47
31/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£18.00		£38,626.97
31/03/2026	Counter Credit WORCESTERSHIRE CC SU20743 000894518 BGC	£105.00		£39,487.88
30/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£632.00		£39,812.68
30/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£318.00		£39,180.68
30/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,725.50		£38,862.68
30/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£2,498.00		£37,137.18
30/03/2026	Funds Transfer 204606 23398072 KTH EVENTS INCOME FT	£4,077.93		£34,639.18
30/03/2026	Counter Credit WORCESTERSHIRE CC	£3,600.00		£30,690.25

SU20743 000893908 BGC			
27/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£278.00	£27,090.25
27/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£2,466.50	£26,812.25
26/03/2026	Funds Transfer 204606 43591441 FT 204606 43591441 FT	£10,000.00	£90,011.30
26/03/2026	Funds Transfer 204606 43591441 FT 204606 43591441 FT	£50,000.00	£80,011.30
26/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£54.00	£30,011.30
26/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,844.50	£29,957.30
26/03/2026	Counter Credit WORCESTERSHIRE CC SU20743 000893082 BGC	£3,990.00	£28,222.91
25/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,096.50	£28,936.91
25/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£558.00	£27,840.41
24/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£117.00	£27,536.12
24/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,589.00	£27,419.12
23/03/2026	Counter Credit SumUp Payments Acc MDK PID1180055 BGC	£162.21	£28,426.06
23/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£234.00	£28,263.85
23/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£2,492.00	£28,029.85
23/03/2026	Counter Credit FDEL Faster Paymen	£171.00	£25,537.85

FDMS 511885527 BGC

23/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,355.00	£25,366.85
23/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,482.00	£24,011.85
20/03/2026	Counter Credit WYRE FOREST GREEN 100000604 BGC	£384.00	£24,000.52
20/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£533.00	£23,616.52
20/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,280.50	£23,083.52
20/03/2026	Counter Credit FLIP AND THRIFT LI 100000608 BGC	£960.00	£21,838.91
19/03/2026	Funds Transfer 204606 43591441 FT 204606 43591441 FT	£30,000.00	£55,467.98
19/03/2026	Credit Payment 45KIDDERMINSTER OX 100295	£1,126.50	£25,467.98
19/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,275.50	£24,341.48
18/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£96.00	£26,185.43
18/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,128.50	£26,089.43
17/03/2026	Counter Credit THE COURTYARD BY S 400164 BGC	£65.47	£24,960.93
17/03/2026	Counter Credit THE COURTYARD BY S 400164 BGC	£2,473.11	£24,895.46
17/03/2026	Counter Credit THE COURTYARD BY S 400164 BGC	£1,351.91	£22,422.35
17/03/2026	Counter Credit FDEL Faster Paymen	£49.50	£21,070.44

	FDMS 511885527 BGC		
17/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,445.00	£21,020.94
16/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£392.50	£25,732.27
16/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,139.50	£25,339.77
16/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,249.50	£24,200.27
16/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,731.00	£22,950.77
13/03/2026	Funds Transfer 204606 43591441 FT 204606 43591441 FT	£10,000.00	£21,486.36
13/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£266.90	£11,486.36
13/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,630.00	£11,219.46
12/03/2026	Funds Transfer 204606 43591441 FT 204606 43591441 FT	£25,000.00	£50,358.19
12/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,246.50	£25,358.19
11/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885527 BGC	£333.00	£79,861.81
11/03/2026	Counter Credit FDEL Faster Paymen FDMS 511885519 BGC	£1,470.00	£79,528.81
11/03/2026	Counter Credit HMRC VAT 236651992 BGC	£59,779.43	£125,855.64
10/03/2026	Funds Transfer 204606 43591441 FT 204606 43591441 FT	£40,000.00	£66,076.21
10/03/2026	Counter Credit FDEL Faster Paymen	£66.00	£26,076.21

APPENDIX 2.2

Date	Supplier	Description	Discrepancy	VAT	Net Total	Gross Total
02/01/2026	WFDC	NNDR payment		0.00	2605.11	2605.11
02/01/2026	WFDC	Rent of Unit 2, Forest Industrial Estate		1029.40	5147.00	6176.40
02/01/2026	Fletcher Associates	Personnel and Employment Law		59.00	295.00	354.00
02/01/2026	Google Workplace	events socials		0.00	28.00	28.00
05/01/2026	LinkTree	Events socials		0.00	8.00	8.00
05/01/2026	bt group	Phone charges		7.59	37.95	45.54
06/01/2026	AGMP Artists Ltd	Events Deposit 2		75.00	375.00	450.00
06/01/2026	Think Office Furniture	Box Office desk		0.00	2550.00	2550.00
06/01/2026	Tesco	Diesel		16.67	83.33	100.00
06/01/2026	Toolstation	De-icing salt		23.31	116.55	139.86
07/01/2026	Go Cardless	Concierge 01/01/26		37.80	189.00	226.80
07/01/2026	Cloudy IT	Lease Line December 25		76.00	380.00	456.00
07/01/2026	SP Cult Furniture	Town Hall furniture		0.00	1239.90	1239.90
07/01/2026	WE*UK4385258954	Town Hall furniture		0.00	833.93	833.93
07/01/2026	Sam Bradshaw Productions Ltd	GUARANTEED FEE and AND ROYALTIES AT 10%		396.00	1980.00	2376.00
07/01/2026	Sam Bradshaw Productions Ltd	PRODUCTION FEE 14/12/2025 AND ROYALTY AT 10%		396.00	1980.00	2376.00
08/01/2026	Mr A T Morris	KTC-ANN HONORARIUM FOR ORGANIST-OCT 25-MAR 26		0.00	200.00	200.00
08/01/2026	We Do services Ltd	SUPPLY AND FIT 12 VERTICAL BLINDS		0.00	2301.00	2301.00
08/01/2026	Fairmount Painters Ltd	MIDDLE AREA ONLY AROUND COUNCIL CHAMBERS PAINTED		373.60	1868.00	2241.60
08/01/2026	Stephen Carrigan T/A Load Street Studios	KTC-SHOWS.GINGERBREAD BOY.ABBA.TAYLOR MANIA		150.00	750.00	900.00
08/01/2026	Glasdon UK Ltd	KTC-LITTER BIN		143.52	717.60	861.12
08/01/2026	Miriam Cunliffe	MAYOR'S CAROL SERVICE		0.00	100.00	100.00
08/01/2026	PKF Littlejohn LLP	KTC-ASSURANCE REVIEW OF ANN.GOVERNANCE & ACCOUNTABILITY RETURN		756.00	3780.00	4536.00
08/01/2026	Perfect Circle JV Ltd	FEES FOR OCTOBER 2025		903.47	4517.35	5420.82
08/01/2026	Perfect Circle JV Ltd	FEES FOR NOVEMBER 2025		739.34	3696.68	4436.02
08/01/2026	JT Murrall	HERITAGE LOTTERY CO-ORDINATOR CONSULTANCY FOR DECEMBER 2025		0.00	1280.00	1280.00
08/01/2026	David Peden T/A Squeaky Clean Services	KTC-GUTTER CLEAN & WINDOW CLEANING-23/12/25		0.00	275.00	275.00
08/01/2026	Shred Station Ltd	KTC CONFIDENTIAL WASTE COLLECTION(CROSBIE)-02/12/25		9.36	46.80	56.16
08/01/2026	Shred Station Ltd	KTC CONFIDENTIAL WASTE COLLECTION X2-08/12/25		9.36	46.80	56.16
08/01/2026	Savoy Systems Ltd	KTC-WEB SITE HOSTING,TICKETS,POS,PAYMENT,MARKETING-DEC 2025		104.46	522.30	626.76
08/01/2026	LR Advertising Ltd T/A Raring2go Kidderminster & Stourbridge	KTC-RARING 2 GO PUBLICATION-WINTER 2026		0.00	485.00	485.00
08/01/2026	S L Hollands	EXPENSES FOR CIVIC WORK COMPLETED IN NOVEMBER 25		0.00	108.97	108.97
08/01/2026	Outpost Custom	KTC-AS FLYERS PRINT & DESIGN		82.00	410.00	492.00
08/01/2026	Adam Carrigan	KTC-MULTIPLE EVENT PHOTOGRAPHY		0.00	166.00	166.00
08/01/2026	Events fees	DUO HORN PERFORMANCE, 1 HALF HOUR, 7PIECE JAZZ BAND PERFORMANCE, 1 HALF HOUR.		0.00	850.00	850.00
08/01/2026	Infinity Piano Services	PIANO TUNING STEINWAY GRAND B		0.00	70.00	70.00
08/01/2026	Barclays	Charges		0.00	8.50	8.50
08/01/2026	MPermit	Staff parking pass (to be repaid)		0.00	675.00	675.00
08/01/2026	Halfords	Padlocks		0.00	18.98	18.98
09/01/2026	Wolseley	Plumbing		0.00	129.08	129.08
09/01/2026	Facebook	Advertising		0.00	36.19	36.19
12/01/2026	City Electrical Factors	Numerous Fusion Filaments		46.31	231.55	277.86
12/01/2026	Toolstation	Screwdriver, and padlocks		69.97	349.84	419.81
12/01/2026	VFK Renzel			0.00	301.61	301.61
12/01/2026	Facebook	Advertising		0.00	68.00	68.00
12/01/2026	O2	Phone Charges		0.00	23.97	23.97
12/01/2026	AquaAid	Water bottles and collers		0.00	432.60	432.60
13/01/2026	Amazon	Transport Box		5.28	26.41	31.69
13/01/2026	Amazon	Lost Property Sign		1.06	5.33	6.39
13/01/2026	B&Q	Various items		43.33	216.67	260.00
13/01/2026	B&Q	Plug, hooks and vice		10.08	50.42	60.50
14/01/2026	Amazon	2 X wireless headsets		33.34	166.64	199.98
14/01/2026	WCC	Hoarding Fencing, Scaffolding or Welfare Cabin Licence		0.00	40.00	40.00
15/01/2026	RS Taylor Service Ltd	KTC-BAXTER GARDENS,REFIX BENCH		58.00	290.00	348.00
15/01/2026	RS Taylor Service Ltd	KTC-BROADWATERS/ST GEORGES-REPAIR BRIDGE TIMBERS & BENCH TIMBERS		342.00	1710.00	2052.00
15/01/2026	Alfabet Corporatewear Ltd	KTC-BLACK FLEECE X12		49.20	246.00	295.20
15/01/2026	Artelia Projects UK Ltd	KTC-CM MAIN SERVICES-NOV 2025		200.00	1000.00	1200.00
15/01/2026	Signtech (Midlands) Ltd	KTC-A3 ALLY SIGN,WITH REAR RAILS, MOUNT CLIPS		7.00	35.00	42.00
15/01/2026	M & BG Ltd	KTC-GROUNDS MAINTENANCE- DEC 2025		850.00	4250.00	5100.00
15/01/2026	DP Hine & RC Hine	KTC-MAYORAL ALLOWANCE DEC 25		0.00	686.00	686.00
15/01/2026	Purity Cleaning Services	KTC-CLEANING SERVICES-DEC 2025		0.00	1870.00	1870.00
15/01/2026	M & BG Ltd	KTC-REPAIRS TO MARKET ST TOILETS		287.60	1438.00	1725.60
15/01/2026	Outpost Custom	KTC-PHASE 2 V3		703.56	3517.82	4221.38
15/01/2026	A L Dilks T/A Cleaning with Care	KTC-UNIT 2 FOREST BUSINESS PARK-CLEANING		0.00	80.00	80.00
15/01/2026	Safety Buyer (UK) Ltd	KTC-H&S EQUIPMENT		56.78	283.90	340.68
15/01/2026	FDMS	Event expenditure		0.00	535.75	535.75
15/01/2026	B&M	Anti Slip Tray and Ribbed Glasses		0.00	24.00	24.00
15/01/2026	Facebook	Advertising		0.00	73.00	73.00
16/01/2026	Marketplace Merchant	TH Booking programme		0.00	3.60	3.60
16/01/2026	Amazon	Electric Spin scrubber		14.33	71.62	85.95
16/01/2026	Amazon	Portable hearing loop		-49.98	24.99	149.95
16/01/2026	Canva	Subscription		0.00	17.00	17.00
19/01/2026	Amazon	Cork notice boards		2.51	12.53	15.04
19/01/2026	The Range	Items		0.00	13.38	13.38
19/01/2026	British Gas	Electricity Charges for Vicar Street December 25		1022.29	5111.47	6133.76
19/01/2026	Amazon	Pavement Sign Frame Sign Board Double Sided Display A-Board Poster Stand Sign Holder for Advertising		9.98	49.92	59.90
20/01/2026	Eon	Supply at Horsefair Clock December 25		1.50	30.05	31.55
20/01/2026	Floorseal	Natural Stone Sealer Wet Look		12.65	63.28	75.93
20/01/2026	InstantPrint	Correx Signage		7.53	37.69	45.22
20/01/2026	John Beard Tools			0.00	170.00	170.00
20/01/2026	John Beard Tools	Various items		42.78	213.88	256.66
20/01/2026	B&M			0.00	9.94	9.94
20/01/2026	TPH Bromsgrove	Scraper and Lawn Edger		8.93	44.67	53.60
20/01/2026	TG Jones			0.00	3.00	3.00
21/01/2026	Lime leasing	HV24 THF hire		78.40	392.00	470.40
21/01/2026	Eon	Supply at Public Toilet Market Place December 2025		7.06	141.25	148.31
21/01/2026	Eon	Supply at Clock Tower Oxford St December 25		1.00	20.10	21.10
21/01/2026	Eon	Supply at Toilets Stourbridge Road December 2025		3.33	66.58	69.91
21/01/2026	Eon	Supply at Sports Pitch St Georges Park December 2025		2.60	52.02	54.62
21/01/2026	Eon	Supply at Landford Supply December 2025		119.04	595.20	714.24
21/01/2026	Amazon	Wireless Microphone		35.83	179.17	215.00
21/01/2026	Amazon	Henry Vacuum cleaner		24.17	120.82	144.99
22/01/2026	Peninsula Business	Provision of Services		70.45	373.02	443.47
22/01/2026	Ruby Electricity	Unit 2 Forest Industrial Park 13/12/25-13/01/26		9.78	195.68	205.46
22/01/2026	Amazon	A-Board Poster Stand Sign Holder for Advertising		13.00	64.99	77.99
22/01/2026	Amazon	A-Board Poster Stand Sign Holder for Advertising		9.50	47.49	56.99
22/01/2026	Amazon	A-Board Poster Stand Sign Holder for Advertising		9.50	47.49	56.99
22/01/2026	Smith of Derby Ltd	SERVICE VISIT FOR WORCESTER CROSS CLOCK 18/12/25		74.60	373.00	447.60
22/01/2026	Fairmount Painters Ltd	KTC-DECORATING AT SANTANDER OFFICE		238.40	1192.00	1430.40
22/01/2026	Gala Lights Ltd	KTC-HIRE ,INSTALL & REMOVE CHRITMAS LIGHTING		5900.00	29500.00	35400.00
22/01/2026	JT Murrall	KTC-NHFL JOURNEY THROUGH KTH-REFRESHMENTS & PARKING		0.00	52.30	52.30
22/01/2026	MGAC LLP	KIDDERMINSTER TOWN HALL TRANSFORMATION PROJECT		87.00	435.00	522.00
22/01/2026	Nina Price	S/B PAYMENT FOR EVALUATION CONSULTANCY FEE		0.00	1055.50	1055.50
22/01/2026	LCP Estates Ltd	RENT RECEIVABLE - COMMERCIAL 01/01/26-31/12/26		435.18	2175.92	2611.10
22/01/2026	The best connection	KTC-CORPORATE SERVICES OFFICER		120.83	604.16	724.99
23/01/2026	AGMP Artists Ltd	Hot Meal Allowance		18.00	90.00	108.00
23/01/2026	AGMP Artists Ltd	The Specials Ltd Balance		275.00	1375.00	1650.00
23/01/2026	Canva	Subscription		0.00	27.00	27.00
23/01/2026	Facebook	Advertising		0.00	78.00	78.00
26/01/2026	Sukh Convenience	Items		0.00	8.49	8.49
26/01/2026	Adobe	Fees		0.00	10.01	10.01
26/01/2026	Waterplus	Charges for services at St Georges Park 09/12/25-09/01/26		0.00	3.90	3.90
26/01/2026	Biffa Waste	Trade Waste Services 27/12/25-23/01/26		7.50	37.48	44.98
26/01/2026	Everflow	Public Conveniences Vicar Street 16.02.26-15.03.26		0.00	1381.42	1381.42
26/01/2026	Spiffire	Service Charges		13.21	66.05	79.26
26/01/2026	Facebook	Advertising		0.00	83.00	83.00
27/01/2026	British Gas	Town Hall Gas 07.12.25-07.01.26		1.15	23.01	24.16
27/01/2026	Go Cardless	Website Hosting 22/01/2026		4.00	20.00	24.00
27/01/2026	Enterprise			0.00	86.14	86.14
28/01/2026	Amazon	Coat Rack		15.48	77.37	92.85
28/01/2026	Facebook	Advertising		0.00	89.00	89.00

29/01/2026	Waterplus	Charges for services at Public Conveniences, 300 Stourbridge Road, 14/12/2025-14/01/2026	0.00	10.94	10.94
30/01/2026	Netti Incorporating Pixel Design	KTC-WEBSITE REBUILD	160.50	802.50	963.00
30/01/2026	JT Roofing	KTC-REPAIRS TO ROOF/REPLACE BROKEN TILES	0.00	8108.00	8108.00
30/01/2026	Oliver Lawley T/A O & J Electrical	KTC-TOWN HALL, INSTALL 5X DOUBLE SOCKETS TO COURTYARD	50.00	250.00	300.00
30/01/2026	Stephen Carrigan T/A Load Street Studios	SANTA'S NEW SLEIGH, SEVERN ARTS, TTP & J'S DANCE FACTORY, MUD	170.00	850.00	1020.00
30/01/2026	S17 Promotions	TOTAL BOX OFFICE RECEIPTS FOR MUD 12/12/25	985.14	4925.74	5910.88
30/01/2026	Speller Metcalfe Matvern Ltd	KTC-T.HALL VAL.OF WORKS CERT.26	1871.94	9359.72	11231.66
30/01/2026	National Association of Local Councils	KTC-EVENT BOOKING(H.PEACOCKE)	7.00	35.00	42.00
30/01/2026	JT Murrall	KTC-HERITAGE LOTTERY CO-ORD CONSULT-JAN 2026	0.00	1280.00	1280.00
30/01/2026	Outpost Custom	KTC-4X6" POSTCARDS X240	22.08	110.40	132.48
30/01/2026	Outpost Custom	KTC-ARTWORK.SETUP.PRINTING BUSINESS CARDS	14.00	70.00	84.00
30/01/2026	Claire L Ridley	KTC-TREATMENT TO PORTRAIT FRAMES	0.00	3264.25	3264.25
30/01/2026	BF Security Solutions	KTC-DOOR SUPERVISORS	0.00	483.00	483.00
30/01/2026	WyreForest2Ukraine	Ward Grant John Beckingham	0.00	500.00	500.00
30/01/2026	Facebook	Advertising	0.00	95.00	95.00
02/02/2026	Amazon	LED Lighting for Waterfall	13.46	67.38	80.74
02/02/2026	B&Q	Drill and Fittings for Waterfall	26.83	134.17	161.00
02/02/2026	tescos	Diesel	18.67	93.34	112.01
02/02/2026	Opus Safety Ltd	Safety Partnership- Monthly Subscription	141.90	709.51	851.41
02/02/2026	Google Workplace	TH Social Media	0.00	28.00	28.00
03/02/2026	B&Q	Compost	0.00	14.00	14.00
03/02/2026	link tree	TH Social media	0.00	8.00	8.00
03/02/2026	O&J Electrical	URGENT WORKS. Uprate the existing MCB for the riser lift near stage to a C type 16A MCB.	24.00	120.00	144.00
04/02/2026	Barclays	charges	0.00	15.94	15.94
04/02/2026	Amazon	First Aid Wall Bracket	2.76	13.71	16.47
04/02/2026	Amazon	First Aid Poster	2.43	12.15	14.58
04/02/2026	Amazon	first aid poster	2.43	12.15	14.58
04/02/2026	Amazon	Mag Tape x 12	29.28	146.64	175.92
04/02/2026	Amazon		0.00	25.01	25.01
04/02/2026	Amazon	Manual handling poster	2.20	10.96	13.16
04/02/2026	WFDC	December Salaries	47.60	56077.07	56124.67
04/02/2026	WFDC	January Salaries	42.00	47588.49	47630.49
04/02/2026	WFDC	November Salaries	39.20	51347.72	51386.92
05/02/2026	Kidderminster Male Choir	HIRE OF HALL AND PRS FEES	0.00	737.35	737.35
05/02/2026	Kidderminster Male Choir	MALE CHOIR AT 170 YEARS GALA	0.00	200.00	200.00
05/02/2026	Stephen Carrigan T/A Load Street Studios	Town hall shows	130.00	650.00	780.00
05/02/2026	Lyreco uk Ltd	KTC-STATIONARY	22.43	119.37	141.80
05/02/2026	M & BG Ltd	MONTHLY GROUND MAINTENANCE JAN 2026	850.00	4250.00	5100.00
05/02/2026	Purity Cleaning Services	TOWN HALL CLEANING	0.00	2070.00	2070.00
05/02/2026	Cloudy IT	FULL SETUP OF GOVERNANCE	1087.50	5437.50	6525.00
05/02/2026	Adam Carrigan	JANUARY KTH PHOTOGRAPHY	0.00	144.00	144.00
05/02/2026	Marchfield Farm Ice Cream	FREEZER DELIVERY CHARGE	0.00	100.00	120.00
05/02/2026	Go Cardless	Concierge 01/02/2026	37.80	189.00	226.80
05/02/2026	Go Cardless	TH Booking programme	0.00	456.00	456.00
05/02/2026	Amazon	Incident Record Book	3.14	15.63	18.77
05/02/2026	Amazon	Health & Safety Poster	2.67	13.32	15.99
05/02/2026	Amazon	Health & Safety Poster	2.67	13.32	15.99
05/02/2026	Amazon		0.00	94.53	94.53
05/02/2026	Amazon	Office Posters	11.84	59.16	71.00
05/02/2026	MiPermit	D Ryan Parking pass 07/02/26-06/02/27	112.50	562.50	675.00
05/02/2026	B&Q		0.00	27.74	27.74
09/02/2026	MiPermit	Matt Smith parking 07/02/26-06/02/27	112.50	562.50	675.00
09/02/2026	Facebook	Advertising	0.00	101.00	101.00
09/02/2026	Sukh Convenience	Items	0.00	8.49	8.49
09/02/2026	Sukh Convenience	Town Hall events	0.00	23.67	23.67
09/02/2026	bt group	Phone Charges	0.00	45.54	45.54
09/02/2026	Facebook	Advertising	0.00	26.61	26.61
10/02/2026	Aquaaid	Water bottles and cooling machines	0.00	41.94	41.94
10/02/2026	Toolstation	Woven Polybag	7.21	36.05	43.26
10/02/2026	tescos		0.00	20.00	20.00
10/02/2026	Toolstation	Disabled alarm for market Street Toilet	0.00	55.38	55.38
10/02/2026	Facebook	Advertising	0.00	108.00	108.00
11/02/2026	O2	Phone Charges	0.00	23.97	23.97
12/02/2026	B&Q	Paint Brush	0.54	2.71	3.25
12/02/2026	B&M	Chocolates and sweets	0.00	38.54	38.54
12/02/2026	Wyre Forest District Council	KTC-GARDEN WASTE TIPS-15/10/25-22/10/25	0.00	100.00	100.00
12/02/2026	Wyre Forest District Council	KTC-COMMERCIAL WASTE CONTRACT	0.00	1292.00	1292.00
12/02/2026	Wyre Forest District Council	KTC-WFDC VARIOUS SUPPORT-SLA Q2 25	7076.20	35380.95	42457.15
12/02/2026	Wyre Forest District Council	KTC-VARIOUS SUPPORT, SLA Q3 25	7076.20	35380.95	42457.15
12/02/2026	Wyre Forest District Council	KTC-ELECTION FEES.REIMBURSEMENT OF ELECTION ON 2ND FEB 2025	0.00	19568.90	19568.90
12/02/2026	M & BG Ltd	KTC-2X TREES & LABOUR-26/01/26	84.00	420.00	504.00
12/02/2026	Peter Spencer (Cawston) Ltd	KTC-REPAIRS TO GREAT CYPHER	36.00	180.00	216.00
12/02/2026	JT Murrall	KTC-HERITAGE LOTTERY CO-OR CONSULT-FEB 2026	0.00	1280.00	1280.00
12/02/2026	DP Hine & RC Hine	FEBRUARY 2026 INSTALMENT (9 OF 10) OF MAYORAL ALLOWANCE	0.00	686.00	686.00
12/02/2026	Claire Darby	170 YRS OF KIDDERMINSTER TOWN HALL, GALA CONCERT 30/01/26	0.00	1725.00	1725.00
12/02/2026	Purity Cleaning Services	KTC-TOILET ROLLS & HAND SOAP	0.00	53.38	53.38
12/02/2026	Cloudy IT	KTC-LEASE LINE-01/09/25-30/09/25	76.00	380.00	456.00
12/02/2026	Cloudy IT	KTC-LEASE LINE-01/11/25-30/11/25	76.00	380.00	456.00
12/02/2026	Cloudy IT	KTC-LEASE LINE-01/12/25-31/12/25	76.00	380.00	456.00
12/02/2026	M & BG Ltd	CHANGED REGULATOR AND EXPANSION TANK AND CHECKED VALVE 17/01/2026	50.00	250.00	300.00
12/02/2026	Entertainers	KTC-ABBA CHRISTMAS-21/12/25	900.00	4500.00	5400.00
12/02/2026	Lucy Norris Ltd	KTC-HOSTING-26/01/26	0.00	500.00	500.00
13/02/2026	Facebook	Advertising	0.00	115.00	115.00
13/02/2026	TFM Bromsgrove	Grass Seeds	0.00	108.00	108.00
13/02/2026	FDMS	Event expenditure	0.00	824.38	824.38
16/02/2026	Warfair	4x Sofas & Coffee Tables	340.34	1701.57	2041.91
16/02/2026	Carvo	Subscription	0.00	34.00	34.00
16/02/2026	WFDC	Interest	0.00	3222.58	3222.58
16/02/2026	Oxford Street	Cash Withdrawal	0.00	60.00	60.00
16/02/2026	Facebook	Advertising	0.00	122.00	122.00
17/02/2026	Marketplace Merchant	TH Social media	0.00	3.60	3.60
17/02/2026	Eon	Horsefair Clock January 2026	1.50	30.04	31.54
17/02/2026	British Gas	Town Hall Electricity 01/01/26-31/01/2026	1212.95	6064.75	7277.70
17/02/2026	British Gas	Town Hall Gas 03/12/25-28/01/26	3657.79	0.00	9657.79
17/02/2026	Iceland	Various drink supplies	0.00	10.59	10.59
18/02/2026	Viking	Stationery, bins & Cupboard	54.51	272.55	327.06
18/02/2026	Boston Seeds	Spring Butbs	14.33	71.66	85.99
18/02/2026	B&Q	Compost	2.33	11.67	14.00
18/02/2026	Rowberries Nurseries	Shrubs & Pots	0.00	82.67	82.67
19/02/2026	Oliver Lawley T/A O & J Electrical	UPRATE THE EXISTING MCB FOR THE RISER LIFT NEAR STAGE TO A C TYPE 16A MCB	24.00	120.00	144.00
19/02/2026	Stephen Carrigan T/A Load Street Studios	KTC-VARIOUS EVENT TECH SUPPORT	234.10	1170.50	1404.60
19/02/2026	SLCC Enterprises Ltd	LCC ADMIN FEE FOR INTERNAL AUDIT SERVICE 2025-26	20.00	100.00	120.00
19/02/2026	One Environments Ltd	LANDSCAPE ARCHITECTURE SERVICES STAGE 5	400.00	2000.00	2400.00
19/02/2026	Savoy Systems Ltd	JAN 2026 WEB SITE HOSTING, OSCAR POS RENTAL, TICKET SALE, PAYMENT GATEWAY, MARKETING	175.12	875.60	1050.72
19/02/2026	S L Hollands	EMAIL FEE	0.00	185.10	185.10
19/02/2026	Outpost Custom	KTC-EXPENSES FOR CIVIC WORK-DEC 25 & JAN 26	0.00	185.10	185.10
19/02/2026	Outpost Custom	PHASE 2 V3 - 50% REMAINDER OF QUOTE 2940	703.56	3517.82	4221.38
19/02/2026	Outpost Custom	PRINTING, ARTWORK SET-UP & DESIGN	17.00	85.00	102.00
19/02/2026	Outpost Custom	1M OF SOLID SURFACE DIF PRINTS	0.00	60.00	72.00
19/02/2026	Outpost Custom	CAFE BARRIER REPLACEMENT	41.15	205.76	246.91
19/02/2026	Outpost Custom	RECEPTION DESK LOGO	23.50	117.50	141.00
19/02/2026	A L Dicks T/A Cleaning with Care	CLEANING SERVICES TO UNIT 2, FOREST BUSINESS PARK JAN	0.00	80.00	80.00
19/02/2026	Waterplus	Charges for services at New Public Toilet Block, Market Street 04/12/25-04/02/26	0.00	11.18	11.18
20/02/2026	Lime leasing	HV24 THF hire	78.40	392.00	470.40
20/02/2026	SP Cult Furniture	8 x armchairs	413.26	2066.34	2479.60
20/02/2026	Chaddesley Garage	Diesel	16.67	83.32	99.99
23/02/2026	Sukh Convenience	Various food items	0.00	26.49	26.49
23/02/2026	Facebook	Advertising	0.00	129.00	129.00
23/02/2026	Biffa Waste	Trade Waste Services 24/01/2026-20/02/2026	7.50	37.48	44.98
23/02/2026	Peninsula Business	Employment services	0.00	443.47	443.47
23/02/2026	Ruby Electricity	Electricity Unit 2 Forest Industrial Park 13/01/26-13/02/26	10.59	211.86	222.45
23/02/2026	Spitfire	Service Charges	13.21	66.05	79.26
23/02/2026	Canva	Subscription	0.00	27.00	27.00
23/02/2026	Facebook	Advertising	0.00	129.00	129.00
24/02/2026	Waterplus	Charges for services at St Georges Park 09/01/2026-09/02/2026	0.00	3.90	3.90
24/02/2026	Eon	Landlord Waterfall Supply Comberton Hill January 26	135.64	678.22	813.86

24/02/2026	Eon	Public Toilet Market St January 2026		8.01	160.20	168.21
24/02/2026	Eon	Clock Tower Oxford St January 26		1.02	20.49	21.51
24/02/2026	Eon	Sports pitch St Georges Park January 2026		2.85	57.00	59.85
24/02/2026	Eon	Toilets Stourbridge Road January 2026		3.68	73.65	77.33
24/02/2026	Everflow	Town Hall Public Conveniences 16/03/2026-15/04/2026		0.00	1570.30	1570.30
24/02/2026	Adobe	Licence fee		0.00	10.01	10.01
25/02/2026	Cloudy Group	3x ceiling mounts	107.40		537.00	644.40
25/02/2026	TFM Bromsgrove	Grass seed	0.00		89.40	89.40
25/02/2026	Marks and Spencers	Food items	0.00		33.95	33.95
25/02/2026	Offmore Stamberton Action Group	Ward Grant Ctrr Oborski	0.00		500.00	500.00
25/02/2026	Friends of St Georges Park	Ward Grant Ctrr Crosby	0.00		250.00	250.00
25/02/2026	Evac & Chair International	300H EVAC+CHAIR MK 5 MODEL	509.60		2548.00	3057.60
26/02/2026	Go Cardless	Wordpressing Hosting 22.02.26	4.00		20.00	24.00
26/02/2026	MilHD Plants	Plants	0.00		57.79	57.79
26/02/2026	Rowtheries Nurseries	Shrubs & Pots	0.00		14.99	14.99
26/02/2026	Toolstation	Clothwipes and spray	3.58		17.99	21.48
26/02/2026	Worcestershire County Council	KTC-STORAGE FEES FOR THE HIVE-CHARTERS & ARTEFACTS 2025-26	115.20		576.00	691.20
26/02/2026	Schindler Limited	KTC-ALTERATION & EXTENSION OF LIFT 1-16/04/26-15/07/26	14.15		70.75	84.90
26/02/2026	Stephen Carrigan T/A Load Street Studios	KTC-TECH SUPPORT FOR EVENTS-FEB 26	200.00		1000.00	1200.00
26/02/2026	Alfabet Corporatewear Ltd	POLO SHIRTS, FLEECE BLACK WOMEN'S, FLEECE BLACK UNISEX	127.90		639.50	767.40
26/02/2026	Rhodes Media Live	KTC: TH EVENT	1356.50		6782.50	8139.00
26/02/2026	Signtech (Midlands) Ltd	1 X OVERSTICKER PRINT, 2 HOURS FITTING @ 40.00 PH	45.00		225.00	270.00
26/02/2026	Signtech (Midlands) Ltd	CHERRY PICKER HIRE	20.00		100.00	120.00
26/02/2026	M & BG Ltd	KTH ATTENDED SITE AND CARRIED OUT WORKS TO REPAIR BOUNDARY WALL COMPLETED 30/09/2025	292.60		1463.00	1755.60
26/02/2026	Outpost Custom	PRINTING A1 SATIN POSTER ON 170GSM	4.50		22.50	27.00
26/02/2026	Outpost Custom	PRINTING 250X 10 KINDS - A5 2PP ON 170GSM AND PROFESSIONAL DESIGN FEE	150.00		750.00	900.00
26/02/2026	Outpost Custom	PRINTING A1 SATIN POSTER ON 170GSM	4.50		22.50	27.00
26/02/2026	Ten Plus One (UK) Production Limited	KTC-LOCATIONS FEE	40.00		200.00	240.00
26/02/2026	Mark Thompson Productions Limited.	KTC-SETTLEMENT FOR TOM GATES	481.27		2406.33	2887.60
26/02/2026	Mark Thompson Productions Limited.	KTC-MINISTRY OF SCIENCE EVENT	650.69		3253.47	3904.16
26/02/2026	Severn Valley Lock & Safe	KTC-CHANGED GLASS DOOR HANDLES & LOCK	25.00		250.00	300.00
26/02/2026	Facebook	Advertising	0.00		129.00	129.00
27/02/2026	British Gas	Town Hall Gas 08/01/26-07/02/26	1.11		22.29	23.40
27/02/2026	Halfords	Various items	6.73		33.64	40.37
02/03/2026	Dent Solutions	Vehicle Repair	0.00		120.00	120.00
02/03/2026	B&Q	Jet wash for Ops unit	0.00		36.00	36.00
02/03/2026	Facebook	Advertising	0.00		129.00	129.00
02/03/2026	Google Workplace	TH Social media	0.00		28.00	28.00
03/03/2026	Link tree	TH Social media	0.00		8.00	8.00
03/03/2026	Wyre Forest District Council	KTC-REIMBURSEMENT OF COSTS RE ELECTION ON 2ND MAY 2024-TOTAL £76,771.94-PREVIOUS PAID £45,000(140001385).BALANCE DEFERRED OF £31,771.94	0.00		31771.94	31771.94
03/03/2026	Wyre Forest District Council	KTC-ELECTION FEES.CREDIT NOTE RE. INV.80129826	0.00		4972.73	4972.73
03/03/2026	Champion the Speaker Agency	KTC-IBIZA IN SYMPHONY EVENT	1000.00		5000.00	6000.00
03/03/2026	M & BG Ltd	CLEANING OF WAR MEMORIAL COMPLETED 11/11/2025	55.00		275.00	330.00
03/03/2026	M & BG Ltd	CHEMICAL CLEAN OF WATERFALL COMPLETED 11/11/2025	60.00		300.00	360.00
03/03/2026	M & BG Ltd	KTH ATTENDED SITE AND CARRIED OUT WORKS TO REMOVE BRICKS AND FIT HATCH TO SIDE				
03/03/2026	M & BG Ltd	WINDMILL WALL COMPLETED 20/09/2025	158.80		794.00	952.80
03/03/2026	Opus Safety Ltd	Monthly Subscription	141.90		709.51	851.41
03/03/2026	InstantPrint	Correx Signage	8.32		41.59	49.91
03/03/2026	Ron Smith & Co	Battery	71.50		357.50	429.00
04/03/2026	Ron Smith & Co	Charger for electric mower	0.00		251.10	251.10
05/03/2026	Wyre Forest District Council	COMMERCIAL WASTE ANNUAL CONTRACT KTH	0.00		2880.00	2880.00
05/03/2026	Wyre Forest District Council	COMMERCIAL RECYCLING SCHEDULE 1 1280L WEEKLY	0.00		97.50	97.50
05/03/2026	M & BG Ltd	KTC-MONTHLY GROUNDS MAINTENANCE-FEB 26	850.00		4250.00	5100.00
05/03/2026	Purity Cleaning Services	KTC-SITE CLEANING-FEB 2026	0.00		2410.00	2410.00
05/03/2026	Adam Carrigan	FEBRUARY KTH PHOTOGRAPHY	0.00		138.00	138.00
05/03/2026	A L Dilks T/A Cleaning with Care	KTC-UNIT 2 FOREST BUS.PARK-CLEANING SERVICES-FEB 26	0.00		80.00	80.00
05/03/2026	Bewdley Framing and Gallery	KTC-FRAMING OF DOCUMENTS	0.00		687.00	687.00
05/03/2026	David Moore	TH EVENT FEES	0.00		2361.00	2361.00
05/03/2026	Cloudy IT	Lease 01.03.26-31.03.26	76.00		380.00	456.00
05/03/2026	Go Cardless	CONCIERGE	37.80		189.00	226.80
05/03/2026	Horsefair & Proud	Ward Grant Ctrr Crosby	0.00		250.00	250.00
06/03/2026	Facebook	Advertising	0.00		129.00	129.00
09/03/2026	Barclays	CHARGES	0.00		8.50	8.50
09/03/2026	B&Q	Stone Cleaner	14.41		72.06	86.47
09/03/2026	Halfords	TH Events	0.00		14.00	14.00
09/03/2026	Sukh Convenience	TH Events	0.00		56.10	56.10
09/03/2026	Sukh Convenience	TH Events	0.00		9.63	9.63
09/03/2026	bt group	Phone Charges	0.00		45.54	45.54
09/03/2026	Facebook	Advertising	0.00		34.21	34.21
10/03/2026	Tescos	Fuel	20.08		100.42	120.50
10/03/2026	Go Outdoors	Item	3.33		16.67	20.00
11/03/2026	Wyre forest district council	February Salaries	0.00		47613.05	47613.05
11/03/2026	InstantPrint	Banners	8.28		41.40	49.68
11/03/2026	Viking	Various items	22.37		111.73	134.10
12/03/2026	Wyre Forest District Council	KTC-TREE INSPECTIONS AT VARIOUS SITES	160.00		800.00	960.00
12/03/2026	Wyre Forest District Council	KTC-BROADWATERS TREE WORKS	999.09		4995.43	5994.52
12/03/2026	Wyre Forest District Council	KTC-BAXTER GARDENS & ST GEORGES TREWORKS	365.69		1828.43	2194.12
12/03/2026	Fairmount Painters Ltd	KTC-EXTERNAL PAINTING	1669.80		8349.00	10018.80
12/03/2026	Fairmount Painters Ltd	KTC-PAINT EXTERNAL GATES	219.40		1097.00	1316.40
12/03/2026	Oliver Lawley T/A O & J Electrical	KTC-REPLACE LIGHTS & WIRING, MANAGERS OFFICE	210.00		1050.00	1260.00
12/03/2026	Stephen Carrigan T/A Load Street Studios	KTC-TECH SHOW SUPPORT X5	230.00		1150.00	1380.00
12/03/2026	FMS Integrated Building Services Ltd	KTC-REPLACE FLUSH CONE & DUAL FLUSH IN ENSUITE & LADIES.INSTALL DRAIN VALVES	60.00		300.00	360.00
12/03/2026	M & BG Ltd	KTC-DWL & BAT BOXES AT VARIOUS SITES	145.76		728.80	874.56
12/03/2026	Peter Spencer (Cawston) Ltd	KTC-REPLACE OLD SWELL/PEDAL DOUBLE DIAPASON ACTION/ATN. TO TROMBONE CYPHERS	888.80		4444.00	5332.80
12/03/2026	J T Murrell	KTC-NLHF JOURNEY THROUGH TIME,LOTTERY CO-ORD CONSULT-MAR 26	0.00		1280.00	1280.00
12/03/2026	DR Hine & RC Hine	KTC-MAYORAL ALLOWANCE-MAR 2026	0.00		686.00	686.00
12/03/2026	Latcham Direct Ltd	KTC-CTAX INSERT Procpri leadit	0.00		884.10	884.10
12/03/2026	Savoy Systems Ltd	KTC-WEB HOSTING, POS, TICKETS, GATEWAY, MARKETING-FEB 2026	174.94		874.70	1049.64
12/03/2026	Outpost Custom	KTC-CUSTOM ACRYLIC PANEL	179.00		895.00	1074.00
12/03/2026	Outpost Custom	KTC-CARPET TEXTILE LOGO MAT	98.00		490.00	588.00
12/03/2026	Outpost Custom	KTC-ENGRAVED TRAFFOLYTE 70MMX20MM	58.50		292.50	351.00
12/03/2026	Dinosaur Adventure Live Ltd	KTC-FINAL SETTLEMENT FOR TH EVENT	608.77		3043.87	3652.64
13/03/2026	FDMS	Events Expenditure	0.00		889.88	889.88
13/03/2026	Argos	Camping Table & LG TV	0.00		461.99	461.99
13/03/2026	Costa Coffee	Refreshments	3.00		15.03	18.03
13/03/2026	TFM Bromsgrove	Compost & Grass Seed	0.88		112.37	113.25
13/03/2026	B&Q	TV Mount	4.83		24.17	29.00
16/03/2026	B&Q		0.00		135.00	135.00
16/03/2026	B&M		0.00		24.14	24.14
16/03/2026	Greggs	Refreshments	0.00		5.00	5.00
16/03/2026	Waterplus	Water	0.00		44.48	44.48
16/03/2026	O2	Phone Charges	0.00		23.97	23.97
16/03/2026	Carva	subscription-no receipt	0.00		34.00	34.00
17/03/2026	Marketplace Merchant	EXPENDITURE	0.00		54.00	54.00
17/03/2026	British Gas	KTH Electricity Charges Feb 26	1008.81		5044.05	6052.86
17/03/2026	TFM Bromsgrove	Westland Lawn drop Spreader	8.24		41.23	49.47
19/03/2026	Kiddermminster Pest Control Limited	KTC-ARLEY CL ALLOTMENTS-WASP TREATMENT	10.00		50.00	60.00
19/03/2026	Fairmount Painters Ltd	KTC-BATHROOM DECORATION	400.00		2000.00	2400.00
19/03/2026	Handshake Ltd	KTC-NIGHT TO REMEMBER SHOW	1351.98		6659.91	7911.89
19/03/2026	Oliver Lawley T/A O & J Electrical	KTC-INSTALL EXTRA FEED FROM EMERGENCY LIGHT	60.00		300.00	360.00
19/03/2026	Oliver Lawley T/A O & J Electrical	KTC-CONNECT COURTYARD SIGN	180.00		900.00	1080.00
19/03/2026	Artelia Projects UK Ltd	KTC-CM SERVICES	643.20		3216.00	3859.20
19/03/2026	Lyreco uk Ltd	KTC-STATIONARY	10.92		54.60	65.52
19/03/2026	FMS Integrated Building Services Ltd	KTC-WATER HYGIENE SERVICES	228.00		1140.00	1368.00
19/03/2026	M & BG Ltd	KTC-RENOVATE ROLL SPLASH POOL AREA WITH OVERSEEDING	75.00		375.00	450.00
19/03/2026	M & BG Ltd	KTC-MARKET ST TOILETS-REPAIR TO DISABLED TOILET	25.00		125.00	150.00
19/03/2026	J T Murrell	KTC-NLHF JOURNEY THROUGH KTH EXPENSES	0.00		51.18	51.18
19/03/2026	G R Downing & G S Hill	KTC-NLHF JOURNEY THROUGH KTH-CONSULT	0.00		500.00	500.00
19/03/2026	Keep Britain Tidy	KTC-GREEN FLAG APPLICATION-2026/27-BROADWATERS	77.80		389.00	466.80
19/03/2026	Shred Station Ltd	KTC-CONFIDENTIAL WASTE COLLECTION	9.36		46.80	56.16
19/03/2026	Shred Station Ltd	KTC-CONFIDENTIAL WASTE COLLECTION	9.36		46.80	56.16
19/03/2026	Champions the speakers Agency	KTC-TH Events	2225.00		1125.00	1350.00
19/03/2026	LR Adverting Ltd T/A Raring2go Kiddermminster & Stourbridge	KTC-RARING2GO KIDD & STOURBRIDGE-SPRING 2026	0.00		485.00	485.00
19/03/2026	Hawkesworth Appliance Testing Ltd	KTC-APPLIANCE TESTING	18.36		91.80	110.16

19/03/2026	Outpost Custom	KTC-A3 PRINTED POSTER X8		84.00		420.00	504.00
19/03/2026	Bewdley Framing and Gallery	KTC-MOUNTING, FRAMING DOCUMENTS		0.00		225.00	225.00
19/03/2026	Neville Edmead	KTC-STREET VIEW TOUR UPLOAD & VIRTUAL 360 VIDEO TOUR		0.00		650.00	650.00
19/03/2026	JPF First Aid	KTC-1ST AID TRAINING		0.00		350.00	350.00
19/03/2026	The Range	Kitchen items		0.00		33.94	33.94
19/03/2026	tescos			0.00		76.50	76.50
19/03/2026	HelpingHands	Litterpickers, handi hoop		209.90		1049.50	1259.40
19/03/2026	Expo Hire	4 x soup kettles		27.20		136.00	163.20
19/03/2026	Sohocom	Baby changing station		159.59		797.94	957.53
19/03/2026	Screwfix	Shelving		51.66		258.32	309.98
19/03/2026	Eon	Supply at Horsefair Clock February 2026		1.33		26.66	27.99
19/03/2026	Waterplus	Charges for Services New Public Block Market S 27.01.26-04.03.26		0.00		290.91	290.91
20/03/2026	Rack II Direct	Folding Stair climber sack truck		0.00		35.89	35.89
23/03/2026	Cash Withdrawal	TH Events		0.00		40.00	40.00
23/03/2026	Halfords	Polar Blast 2 SL & Other item		3.42		17.07	20.49
23/03/2026	Rowberries Nurseries	Fruit/veg/herb		0.00		35.04	35.04
23/03/2026	Sulh Convenience	Rider refreshments		0.00		27.88	27.88
23/03/2026	Tescos	Rider refreshments		0.00		66.10	66.10
23/03/2026	M&S	Refreshments		0.00		4.40	4.40
23/03/2026	Facebook	Advertising		0.00		129.00	129.00
23/03/2026	Biffa Waste	Trade Waste Services 21/02/26-27/03/2026		9.37		46.85	56.22
23/03/2026	Peninsula Business	Provision of Services		0.00		443.47	443.47
23/03/2026	Ruby Electricity	Electricity Unit 2 Forest Industrial Park 13/02/26-13/03/26		7.18		143.69	150.87
23/03/2026	Lime leasing	HV24THF - Ford Ranger Tremor Auto 4WD		78.40		392.00	470.40
23/03/2026	carva	Subscription		0.00		27.00	27.00
24/03/2026	Waterplus	Charges for Services St Georges Park 09/02/26-09/03/26		0.00		3.51	3.51
24/03/2026	Eon	Supply at Toilets Stourbridge Road February 2026		3.27		65.47	68.74
24/03/2026	Eon	Supply at Clock Tower Oxford St February 26		0.92		18.45	19.37
24/03/2026	Eon	Supply at Landlord Waterfall Supply February 26		120.04		600.21	720.25
24/03/2026	Eon	Supply at Public Toilet Market Place February 2026		7.09		141.87	148.96
24/03/2026	Eon	Supply at St Georges Park February 2026		2.54		50.74	53.28
24/03/2026	Everflow	16.04.26-15.05.26		0.00		1561.86	1561.86
24/03/2026	Screwfix	Smith & Locke Excellt		1.66		8.31	9.97
24/03/2026	MobileGeeks	Ipad Restore		1.67		8.33	10.00
24/03/2026	Adobe	software		0.00		10.01	10.01
25/03/2026	Splittire	Service Charges		13.58		67.91	81.49
25/03/2026	Museum of Carpets	Ward Grant - Steve Hollands		0.00		400.00	400.00
25/03/2026	Coppice Community Pathways	Ward Grant - Mike Smith		0.00		300.00	300.00
25/03/2026	Wyre Forest & South Worcestershire Nightstop and Mediation Service	Ward Grant - Mike Smith		0.00		200.00	200.00
25/03/2026	The Nonentiles Society Charitable Trust	Ward Grant - Mary McDonnell		0.00		450.00	450.00
25/03/2026	Spiers & Boden Ltd	Performance, accommodation & catering		559.00		2795.00	3354.00
26/03/2026	Wyre Forest District Council	KTC-SLA QTR 4 2025 SERVICES		7076.20		35380.95	42457.15
26/03/2026	Oliver Lawley T/A O & J Electrical	KTC-TOWN HALL INSPECTION CONDITION REPORT		560.00		2800.00	3360.00
26/03/2026	Garden Wizards	KTC-BAXTER GARDENS HEDGE CUTTING		0.00		1425.00	1425.00
26/03/2026	M & BG Ltd	KTC-ST GEORGES GROUNDS MAINTENANCE		54.00		270.00	324.00
26/03/2026	M & BG Ltd	KTC-BIODIVERSITY WORK NEAR DOG AREA		220.00		1100.00	1320.00
26/03/2026	M & BG Ltd	KTC-WATERFALL, RESEED & TIDY UP WITH PLANTING		58.00		290.00	348.00
26/03/2026	Nina Price	KTC-EVALUATION CONSULT FEE- A JOURNEY THROUGH TOWN HALL		0.00		1055.50	1055.50
26/03/2026	Cain Markings Ltd	KTC-MAINTENANCE VISIT-TENNIS COURTS & MINI COURT RE-SURFACE		159.80		799.02	958.82
26/03/2026	Outpost Custom	KTC-CUSTOM MADE SIGNS		560.00		2800.00	3360.00
26/03/2026	Severn Valley Lock & Safe	KTC-REPAIRED SAFE & SUPPLIED KEYPAD		150.00		750.00	900.00
26/03/2026	ASP Events Ltd	TH Event		1432.18		7160.90	8593.08
26/03/2026	Cartoon Circus Live	TH Event		0.00		1435.00	1435.00
26/03/2026	Go Cardless	Booking programme fees		0.00		24.00	24.00
26/03/2026	Screwfix	Various items		14.36		71.75	86.11
26/03/2026	Facebook	Advertising		0.00		129.00	129.00
30/03/2026	Facebook	Advertising		0.00		129.00	129.00
30/03/2026	Savva Bars	KTC-DEC, JAN, FEB, DECEMBER BUDGET BRIEFING TABS		0.00		429.80	429.80
31/03/2026	British Gas	H & S Portal		0.00		27.50	27.50
31/03/2026	Opus Safety Ltd			0.00		851.41	851.41
31/03/2026	Stephen Gould	TH Events		0.00		1425.00	1425.00
31/03/2026	The Courtyard by Savva Bars	29 x cream tea		0.00		522.00	522.00
31/03/2026	Outpost Custom	Printing & Professional Design Fee		17.60		88.00	105.60
31/03/2026	Savva Bars	March Tab		0.00		193.60	193.60
31/03/2026	Stephen Carrigan T/A Load Street Studios	various events		380.00		1900.00	2280.00
31/03/2026	Herefordshire & Worcestershire Chamber of Commerce	KTC Membership 19/03/26-18/03/27		127.80		639.00	766.80
31/03/2026	Savva Bars	3 X Cream tea		0.00		54.00	54.00
31/03/2026	SpaceCo	Platform roll out and onboarding charge		39.80		199.00	238.80
31/03/2026	WFDC	Kidderminster Bid fee KTH 01/04/26-31/03/27		0.00		450.00	450.00
31/03/2026	WFDC	BID for KTC Offices 01/04/26-31/07/2026		0.00		455.00	455.00
31/03/2026	Adam Carrigan	various events		0.00		276.00	276.00
31/03/2026	M&BG	monthly ground maintenance		850.00		4250.00	5100.00
31/03/2026	M&BG	Repair to disabled toilets		47.00		235.00	282.00
31/03/2026	Race Furniture	7 x stanway trolleys		361.33		1806.67	2168.00
31/03/2026	Gale & Co	Frame and mount onto museum board		430.00		2150.00	2580.00
31/03/2026	Outpost Custom	500 x NLHF Booklets		104.00		520.00	624.00
31/03/2026	Outpost Custom	1200 X NLHF Postcards		43.20		216.00	259.20
31/03/2026	Netti Incorporating Pixel Design	Town Hall Digital Resources 9x pages		110.00		550.00	660.00
31/03/2026	J Murrall	Volunteer thank you gifts		0.00		56.10	56.10
31/03/2026	Outpost Custom	Painting Installation		510.00		2550.00	3060.00
09/03/2026	Barclays -EVENT BANK ACC	Charges and Interest Charges		0.00		8.57	8.57
				-49.98	79779.62	711081.22	790810.86

Appendix 3.1

P	Incexp	Account(T)	Revised	Amount	Commitment	Variance	Notes
COUNCIL	INC	PARISH PRECEPTS	-1,224,290.00	-1,224,286.00	0.00	-4.00	
							Increase in numbers and causal staff for Town hall
CORPORATE SERVICES	EXP	BASIC PAY Salaries	95,160.00	100,599.28	0.00	-5,439.28	events
CORPORATE SERVICES	EXP	OTHER EMPLOYEE EXPENSES	1,000.00	10,453.58	429.80	-9,883.38	Agency fees
CORPORATE SERVICES	EXP	MISCELLANEOUS LICENCES & RENTALS	4,300.00	5,350.76	185.00	-1,235.76	Re-opening Town Hall
CORPORATE SERVICES	EXP	RENT OF PROPERTY	4,000.00	9,527.65	0.00	-5,527.65	Miscode, see line 62 below
CORPORATE SERVICES	EXP	PRINT MANAGEMENT RECHARGE	750.00	958.73	361.91	-570.64	
CORPORATE SERVICES	EXP	OFFICE STATIONERY	600.00	482.05	14.48	103.47	
CORPORATE SERVICES	EXP	GENERAL OFFICE EXPENSES	27,000.00	27,053.89	366.79	-420.68	
CORPORATE SERVICES	EXP	ELECTION EXPENSES	12,000.00	12,596.17	0.00	-596.17	
CORPORATE SERVICES	EXP	AUDIT FEE	5,200.00	4,505.00	0.00	695.00	
CORPORATE SERVICES	EXP	ICT SUPPORT	31,100.00	45,566.92	716.00	-15,182.92	Changing suppliers
CORPORATE SERVICES	EXP	FINANCE SUPPORT	29,000.00	40,054.52	0.00	-11,054.52	Changing suppliers
CORPORATE SERVICES	EXP	LEGAL SUPPORT	11,500.00	8,405.00	0.00	3,095.00	
CORPORATE SERVICES	EXP	HR SUPPORT	4,500.00	5,174.47	0.00	-674.47	
CORPORATE SERVICES	EXP	POSTAGES	1,100.00	0.00	0.00	1,100.00	
CORPORATE SERVICES	EXP	MOBILE PHONE CHARGES	1,800.00	47.50	345.00	1,407.50	
CORPORATE SERVICES	EXP	SUBSCRIPTIONS TO ORGANISATIONS	3,500.00	7,518.09	639.00	-4,657.09	Opus H & S, miscode *
CORPORATE SERVICES	EXP	TRAINING	7,000.00	2,725.78	200.00	4,074.22	
CORPORATE SERVICES	EXP	GENERAL INSURANCE	8,500.00	0.00	0.00	8,500.00	See line 101 below
CORPORATE SERVICES	EXP		248,010.00	281,019.39	3,257.98	-36,267.37	
CORPORATE SERVICES	INC	INCOME - MISCELLANEOUS	0.00	-10,668.15	0.00	10,668.15	*
CORPORATE SERVICES	INC	INTEREST RECEIVED	-15,000.00	-19,514.97	0.00	4,514.97	
CORPORATE SERVICES	INC		-15,000.00	-30,183.12	0.00	15,183.12	
CORPORATE SERVICES			233,010.00	250,836.27	3,257.98	-21,084.25	
PLANNING COMMITTEE	EXP	BASIC PAY Salaries	10,460.00	9,145.40	0.00	1,314.60	
PLANNING COMMITTEE	EXP		10,460.00	9,145.40	0.00	1,314.60	
PLANNING COMMITTEE			10,460.00	9,145.40	0.00	1,314.60	
			-980,820.00	-964,304.33	3,257.98	-19,773.65	
PARKS	EXP	BASIC PAY Salaries	57,530.00	50,299.63	0.00	7,230.37	
PARKS	EXP	REPAIRS AND MAINTENANCE OF BUILDINGS	55,000.00	59,608.38	250.00	-4,858.38	Incl S 106
PARKS	EXP	ALLOTMENTS	0.00	93.00	0.00	-93.00	
PARKS	EXP	PLAY EQUIPMENT	5,000.00	4,566.56	0.00	433.44	
PARKS	EXP	ST GEORGES PADDLING POOL REINSTATEMENT	150,000.00	0.00	0.00	150,000.00	
PARKS	EXP	MAINTENANCE OF GROUNDS	65,000.00	57,071.52	750.00	7,178.48	Incl S 106
PARKS	EXP	TENNIS CLUB MAINTENANCE	2,000.00	1,897.52	59.90	42.58	
PARKS	EXP	EQUIPMENT PURCHASE AND REPAIR	10,000.00	10,914.26	58.31	-972.57	
PARKS	EXP	PARK FURNITURE PURCHASE AND REPAIR	3,500.00	1,970.68	0.00	1,529.32	
PARKS	EXP	CLOTHING AND UNIFORMS	1,000.00	668.32	62.97	268.71	
PARKS	EXP		349,030.00	187,089.87	1,181.18	160,758.95	
PARKS	INC	GRANT TOWARDS TRANSFER WORKS	-15,000.00	0.00	0.00	-15,000.00	
PARKS	INC	USE/RELEASE OF EARMARKED RESERVE	-15,000.00	-32,214.67	0.00	17,214.67	S. 106
PARKS	INC	ST GEORGES PADDLING POOL EXT FUNDING	-150,000.00	0.00	0.00	-150,000.00	
PARKS	INC	INCOME - MISCELLANEOUS	0.00	-3,990.00	0.00	3,990.00	*
PARKS	INC		-180,000.00	-36,204.67	0.00	-143,795.33	
PARKS			169,030.00	150,885.20	1,181.18	16,963.62	

PUBLIC REALM	EXP	BASIC PAY Salaries	39,230.00	36,581.55	0.00	2,648.45	
PUBLIC REALM	EXP	STATUES AND MEMORIALS	1,750.00	304.44	0.00	1,445.56	
PUBLIC REALM	EXP	CLOCK TOWER (OXFORD STREET) MAINTENANCE AND ELECTRICITY	3,200.00	798.48	0.00	2,401.52	
PUBLIC REALM	EXP	WAR MEMORIALS MAINTENANCE	1,000.00	670.00	0.00	330.00	
PUBLIC REALM	EXP	HORSEFAIR CLOCK	0.00	134.17	0.00	-134.17	
PUBLIC REALM	EXP	ALLOTMENTS	0.00	735.00	0.00	-735.00	See line 85 below
PUBLIC REALM	EXP	DEFIBRILATOR	550.00	135.00	0.00	415.00	
PUBLIC REALM	EXP	WATER FEATURE	4,100.00	4,076.65	0.00	23.35	
PUBLIC REALM	EXP	LENGTHSMAN EXPENDITURE	7,500.00	359.50	0.00	7,140.50	
PUBLIC REALM	EXP	TREE WORKS	12,500.00	9,453.86	365.69	2,680.45	
PUBLIC REALM	EXP	BIODIVERSITY WORKS	2,000.00	1,939.40	0.00	60.60	
PUBLIC REALM	EXP	TOWN CENTRE HANGING FLOWERS	16,000.00	15,116.04	0.00	883.96	
PUBLIC REALM	EXP	ST MARYS CHURCHYARD MAINTENANCE	14,500.00	14,285.24	0.00	214.76	
PUBLIC REALM	EXP	RENT OF PROPERTY	12,000.00	5,187.20	770.00	6,042.80	See line 8 above
PUBLIC REALM	EXP	VEHICLE COSTS	10,700.00	6,892.94	0.00	3,807.06	
PUBLIC REALM	EXP	MECHANICAL SWEEPER	6,150.00	6,142.52	0.00	7.48	
PUBLIC REALM	EXP	DIRECT MATERIALS	2,100.00	2,802.82	0.00	-702.82	
PUBLIC REALM	EXP	MAINTENANCE OF STREET FURNITURE	4,000.00	6,015.71	0.00	-2,015.71	
PUBLIC REALM	EXP	GRIT BINS	1,050.00	0.00	0.00	1,050.00	
PUBLIC REALM	EXP		138,330.00	111,630.52	1,135.69	25,563.79	
PUBLIC REALM	INC	LENGTHSMAN INCOME	-7,500.00	-2,140.00	0.00	-5,360.00	
PUBLIC REALM	INC	INCOME - MISCELLANEOUS	0.00	-105.00	0.00	105.00	
PUBLIC REALM	INC		-7,500.00	-2,245.00	0.00	-5,255.00	
PUBLIC REALM			130,830.00	109,385.52	1,135.69	20,308.79	
MARKETS	EXP	BASIC PAY Salaries	5,230.00	4,572.70	0.00	657.30	
MARKETS	EXP	TOWN CENTRE MARKET	1,550.00	0.00	0.00	1,550.00	
MARKETS	EXP		6,780.00	4,572.70	0.00	2,207.30	
MARKETS	INC	RENTS	-10,000.00	-12,028.00	0.00	2,028.00	
MARKETS	INC		-10,000.00	-12,028.00	0.00	2,028.00	
MARKETS			-3,220.00	-7,455.30	0.00	4,235.30	
PUBLIC TOILETS	EXP	BASIC PAY Salaries	5,750.00	4,572.70	0.00	1,177.30	
PUBLIC TOILETS	EXP	MARKET STREET PUBLIC CONVENIENCES REPAIRS AND MAINTENAN	0.00	125.00	0.00	-125.00	
PUBLIC TOILETS	EXP	MARKET STREET PUBLIC CONVENIENCES CONTRACTOR CHARGES -	35,000.00	37,608.20	0.00	-2,608.20	Extra repairs
PUBLIC TOILETS	EXP		40,750.00	42,305.90	0.00	-1,555.90	
PUBLIC TOILETS			40,750.00	42,305.90	0.00	-1,555.90	
ALLOTMENTS	EXP	BASIC PAY Salaries	5,230.00	4,572.70	0.00	657.30	
ALLOTMENTS	EXP	ALLOTMENTS	5,150.00	10,955.00	10.00	-5,815.00	Water leak
ALLOTMENTS	EXP		10,380.00	15,527.70	10.00	-5,157.70	
ALLOTMENTS			10,380.00	15,527.70	10.00	-5,157.70	
			347,770.00	310,649.02	2,326.87	34,794.11	
TOWN HALL MANAGEMEN	EXP	BASIC PAY Salaries	65,380.00	59,445.02	0.00	5,934.98	
TOWN HALL MANAGEMEN	EXP	REPAIRS AND MAINTENANCE OF BUILDINGS	8,000.00	30,171.90	4,575.00	-26,746.90	Town Hall re-opening
TOWN HALL MANAGEMEN	EXP	LIFT MAINTENANCE	4,500.00	1,737.03	14.15	2,748.82	
TOWN HALL MANAGEMEN	EXP	MAINTENANCE OF TOWN HALL ORGAN	3,000.00	1,009.78	0.00	1,990.22	
TOWN HALL MANAGEMEN	EXP	MISCELLANEOUS LICENCES & RENTALS	500.00	2,907.68	19.00	-2,426.68	Town Hall re-opening
TOWN HALL MANAGEMEN	EXP	ELECTRICITY	20,000.00	32,536.63	4,326.14	-16,862.77	Vire from line 92
TOWN HALL MANAGEMEN	EXP	GAS	9,000.00	5,987.89	0.00	3,012.11	
TOWN HALL MANAGEMEN	EXP	NON DOMESTIC RATES	38,000.00	905.00	0.00	37,095.00	Unoccupied
TOWN HALL MANAGEMEN	EXP	TOWN HALL WATER AND SEWERAGE RATES	15,000.00	25,245.50	0.00	-10,245.50	Vire from line 92

TOWN HALL MANAGEMEN EXP	FIRE AND BURGLAR PRECAUTION ALARMS MAINTENANCE	3,500.00	2,151.12	0.00	1,348.88	
TOWN HALL MANAGEMEN EXP	WINDOW CLEANING	2,000.00	250.00	0.00	1,750.00	
TOWN HALL MANAGEMEN EXP	WASTE DISPOSAL CHARGES	4,000.00	4,269.50	0.00	-269.50	
TOWN HALL MANAGEMEN EXP	CONTRACTOR CHARGES - CLEANING	28,000.00	13,425.98	94.26	14,479.76	
TOWN HALL MANAGEMEN EXP	HYGIENE AND TOWEL SERVICES	3,000.00	53.38	65.46	2,881.16	
						Unoccupied building- Town Hall. Includes general insurance line 20 above.
TOWN HALL MANAGEMEN EXP	PREMISES INSURANCE	25,000.00	63,981.84	0.00	-38,981.84	
TOWN HALL MANAGEMEN EXP	PURCHASE & RENTAL OF VENDING MACHINES	1,000.00	0.00	0.00	1,000.00	
TOWN HALL MANAGEMEN EXP	CLOTHING AND UNIFORMS	1,000.00	1,193.77	0.00	-193.77	
TOWN HALL MANAGEMEN EXP	RE-OPENING THE TOWN HALL	100,000.00	175,067.67	1,826.67	-76,894.34	Town Hall re-opening
TOWN HALL MANAGEMEN EXP	HONORARIUM - TOWN HALL ORGANIST	400.00	400.00	0.00	0.00	
TOWN HALL MANAGEMEN EXP	TOWN HALL TRANSFORMATION PROJECT - LUF	0.00	4,552.36	0.00	-4,552.36	Town Hall re-opening
TOWN HALL MANAGEMEN EXP	FACILITIES MANAGEMENT SUPPORT	22,000.00	0.00	0.00	22,000.00	
TOWN HALL MANAGEMEN EXP	EXPENDITURE - MISCELLANEOUS	0.00	800,025.00	0.00	-800,025.00	bridging loan WFDC
TOWN HALL MANAGEMEN EXP	PAYMENTS TO OTHER LOCAL AUTHORITIES	0.00	-14,605.99	0.00	14,605.99	*
TOWN HALL MANAGEMEN EXP	EVENT EXPENDITURE	0.00	60.00	0.00	-60.00	
TOWN HALL MANAGEMEN EXP	LOAN INTEREST	150,000.00	119,689.38	0.00	30,310.62	
TOWN HALL MANAGEMEN EXP		503,280.00	1,330,460.44	10,920.68	-838,101.12	
TOWN HALL MANAGEMEN INC	USE/RELEASE OF EARMARKED RESERVE	-100,000.00	0.00	0.00	-100,000.00	
TOWN HALL MANAGEMEN INC	INCOME - PWLB	0.00	-1,149,720.00	0.00	1,149,720.00	
TOWN HALL MANAGEMEN INC	INCOME - MISCELLANEOUS	0.00	-3,420.24	0.00	3,420.24	
TOWN HALL MANAGEMEN INC		-100,000.00	-1,153,140.24	0.00	1,053,140.24	
TOWN HALL MANAGEMENT		403,280.00	177,320.20	10,920.68	215,039.12	
TOWN HALL BUSINESS EXP	BASIC PAY Salaries	118,730.00	101,799.27	0.00	16,930.73	
TOWN HALL BUSINESS EXP	EVENT STAFF	18,000.00	599.33	0.00	17,400.67	
TOWN HALL BUSINESS EXP	RE-OPENING THE TOWN HALL	0.00	55,179.17	0.00	-55,179.17	Town Hall re-opening
TOWN HALL BUSINESS EXP	MARKETING AND DESIGN	7,000.00	34,284.93	1,102.50	-28,387.43	Events
TOWN HALL BUSINESS EXP	EVENT EXPENDITURE	0.00	144,942.40	2,906.08	-147,848.48	
TOWN HALL BUSINESS EXP	HIRERS TICKET EXPENDITURE	0.00	4,925.74	0.00	-4,925.74	
TOWN HALL BUSINESS EXP		143,730.00	341,730.84	4,008.58	-202,009.42	
TOWN HALL BUSINESS INC	RENTS	0.00	-700.00	0.00	700.00	
TOWN HALL BUSINESS INC	EVENT INCOME	-80,000.00	-271,776.76	0.00	191,776.76	
TOWN HALL BUSINESS INC	PROPERTY RENTAL INCOME	-7,500.00	0.00	0.00	-7,500.00	
TOWN HALL BUSINESS INC	PRS INCOME	0.00	-376.51	0.00	376.51	
TOWN HALL BUSINESS INC		-87,500.00	-272,853.27	0.00	185,353.27	
TOWN HALL BUSINESS		56,230.00	68,877.57	4,008.58	-16,656.15	
NLHF PROJECT EXP	NLHF - A JOURNEY THROUGH KTH	119,700.00	48,833.86	10,442.95	60,423.19	
NLHF PROJECT EXP		119,700.00	48,833.86	10,442.95	60,423.19	
NLHF PROJECT INC	USE/RELEASE OF EARMARKED RESERVE	-119,700.00	0.00	0.00	-119,700.00	
NLHF PROJECT INC	INCOME - MISCELLANEOUS	0.00	-106,658.55	0.00	106,658.55	
NLHF PROJECT INC		-119,700.00	-106,658.55	0.00	-13,041.45	
NLHF PROJECT		0.00	-57,824.69	10,442.95	47,381.74	
TRANSFORMATION PROJE EXP	CONSULTANCY	10,000.00	32,096.80	0.30	-22,097.10	
TRANSFORMATION PROJE EXP	TOWN HALL TRANSFORMATION PROJECT - LUF	1,750,050.00	1,878,562.59	208.34	-128,720.93	
TRANSFORMATION PROJE EXP	PODIUM	226,120.00	13,199.82	0.00	212,920.18	
TRANSFORMATION PROJE EXP		1,986,170.00	1,923,859.21	208.64	62,102.15	
TRANSFORMATION PROJE INC	USE/RELEASE OF EARMARKED RESERVE	-1,986,170.00	-999,825.00	0.00	-986,345.00	
TRANSFORMATION PROJE INC	INCOME - MISCELLANEOUS	0.00	-866,809.54	0.00	866,809.54	Includes bridging loan *

TRANSFORMATION PROJ INC			-1,986,170.00	-1,866,634.54	0.00	-119,535.46
TRANSFORMATION PROJECT			0.00	57,224.67	208.64	-57,433.31
			459,510.00	245,597.75	25,580.85	188,331.40
CIVIC	EXP	BASIC PAY Salaries	47,070.00	41,154.24	0.00	5,915.76
CIVIC	EXP	TOWN CRIER HONORARIUM	550.00	530.00	0.00	20.00
CIVIC	EXP	MAYORS ALLOWANCE	6,860.00	6,860.00	0.00	0.00
CIVIC	EXP	MAYOR AND CIVIC EXPENDITURE	10,000.00	7,107.05	1,177.01	1,715.94
CIVIC	EXP	CIVIC REGALIA	2,500.00	50.00	0.00	2,450.00
CIVIC	EXP		66,980.00	55,701.29	1,177.01	10,101.70
CIVIC			66,980.00	55,701.29	1,177.01	10,101.70
EVENTS	EXP	BASIC PAY Salaries	40,800.00	36,581.55	0.00	4,218.45
EVENTS	EXP	ELECTRICITY	700.00	0.00	0.00	700.00
EVENTS	EXP	CHRISTMAS EVENTS	5,500.00	2,895.80	0.00	2,604.20
EVENTS	EXP	REMEMBRANCE SUNDAY	4,500.00	4,778.95	0.00	-278.95
EVENTS	EXP	FLAG FLYING	1,000.00	131.66	0.00	868.34
EVENTS	EXP	VE DAY 80TH ANNIVERSARY	2,000.00	1,967.51	0.00	32.49
EVENTS	EXP	ADVERTISING	2,000.00	0.00	0.00	2,000.00
EVENTS	EXP	CHRISTMAS LIGHTS	30,000.00	33,533.98	0.00	-3,533.98
EVENTS	EXP		86,500.00	79,889.45	0.00	6,610.55
EVENTS	INC	USE/RELEASE OF EARMARKED RESERVE	0.00	-2,000.00	0.00	2,000.00
EVENTS	INC	WFDC CONTRIBUTION TO EVENTS INC	0.00	-1,000.00	0.00	1,000.00
EVENTS	INC	INCOME - MISCELLANEOUS	0.00	-2,276.33	0.00	2,276.33
EVENTS	INC		0.00	-5,276.33	0.00	5,276.33
EVENTS			86,500.00	74,613.12	0.00	11,886.88
COMMUNITY	EXP	BASIC PAY Salaries	10,460.00	9,145.40	0.00	1,314.60
COMMUNITY	EXP	TWINNING	600.00	0.00	500.00	100.00
COMMUNITY	EXP	WARD GRANTS	9,000.00	6,620.00	0.00	2,380.00
COMMUNITY	EXP		20,060.00	15,765.40	500.00	3,794.60
COMMUNITY			20,060.00	15,765.40	500.00	3,794.60
			173,540.00	146,079.81	1,677.01	25,783.18
			0.00	-261,977.75	32,842.71	229,135.04

EMR 26-27

For approval

See line 160

See line 160

EARMARKED RESERVE DESCRIPTION	Cat 3 Reserve Code	Total Reserves 01/04/25	Expenditure to 31/03/26	Expenditure sat as PO	New Reserves Added in 2025/26	Reserve Remaining (excluding commitments)	Additional Notes
		£	£		£	£	
Dementia Expenditure	DEMENTIA	1,485.23				1,485.23	c/f
Election Costs	ELECTION	759.59				759.59	
Grants Towards Transformation Project	KTHTRANS	95,000.00	95,000.00			0.00	
Mayoral Allowances Tax and NI	TX&NI	11,890.89				11,890.89	
Parks Transfer - S106 Miller Homes	S106-MH	22,160.67	22,160.67			0.00	
Parks Transfer - S106 Upton Road	S106-UR	10,054.00	10,054.00			0.00	
PWLB Loan	PWLB	999,825.00	999,825.00			0.00	
Statues and War Memorials - War Memorials	STATUES	2,000.00				2,000.00	
Community Grant	COMM2024	1,000.00	1,000.00			0.00	
VE/VJ Activities	VEDAY	1,000.00	1,000.00			0.00	
Tree works					2,680.45	2,680.45	
Civic regalia					2,450.00	2,450.00	
TOTAL EARMARKED RESERVES 2025/26		1,145,175.38	1,129,039.67	0.00	0.00	21,266.16	

APPENDIX 3.4

CustID	CustID (T)	24+ Months	Total	Notes	Action
400056	Oldswinford Primary School	13.78	13.78	PRS Charge, 2022	Write off- Bad debt
400076	SWW WRESTLING	609.60	609.60	Chased, Company gone. Policy now to seek payment in advance for such bookings.	Write off- Bad debt
		623.38	623.38		

BANK RECONCILIATION PERIOD ENDED 31st January 2026

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 31st January 2026 - Mixed Payments Plan		20,168.10	
Balance per bank statement as at 31st January 2026 - Events		0.00	
Balance per bank statement as at 31st January 2026- Business Premium Account		542,572.52	
Outstanding Items			562,740.62
Less unrepresented cheques as at 31st January 2026:			0.00
			562,740.62
Plus any petty cash balance held at 31st January 2026			500.00
Plus Short Term Investment			1,000.00
TOTAL - NET BANK BALANCES AS AT 31st January 2026 (Box 8 on Annual Return)			<u>564,240.62</u>

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

CASH BOOK	£
Opening Balance:	2,069,517.82
Add: Receipts in the year	3,921,026.78
Less: Payments in the year:	5,426,303.98
CLOSING BALANCE PER CASH BOOK @31st January 2026 (Box 8 on Annual Return)	<u>564,240.62</u>

Represented by		£
	Cash book	562,740.62
	Short Term Inv	1,000.00
	Petty Cash	500.00
		<u>564,240.62</u>
		0.00

BANK RECONCILIATION PERIOD ENDED 28th February 2026

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 28th February 2026 - Mixed Payments Plan		24,657.01	
Balance per bank statement as at 28th February 2026 - Events			
Balance per bank statement as at 28th February 2026- Business Premium Account		297,572.52	
Outstanding Items			322,229.53
Less unpresented cheques as at 28th February 2026:			
			0.00
			322,229.53
Plus any petty cash balance held at 28th February 2026			500.00
Plus Short Term Investment			1,000.00
TOTAL - NET BANK BALANCES AS AT 28th February 2026 (Box 8 on Annual Return)			323,729.53

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

CASH BOOK	£
Opening Balance:	2,069,517.82
Add: Receipts in the year	4,035,149.34
Less: Payments in the year:	5,780,937.63
CLOSING BALANCE PER CASH BOOK @28th February 2026 (Box 8 on Annual Return)	323,729.53

Represented by		£
	Cash book	322,229.53
	Short Term Inv	1,000.00
	Petty Cash	500.00
		<u>323,729.53</u>
		0.00

BANK RECONCILIATION PERIOD ENDED 31st March 2026

KIDDERMINSTER TOWN COUNCIL

		£	£
Balance per bank statement as at 31st March 2026 - Mixed Payments Plan		18,692.37	
Balance per bank statement as at 31st March 2026 - Events		0.00	
Balance per bank statement as at 31st March 2026- Business Premium Account		513,852.85	
Outstanding Items			532,545.22
Less unpresented cheques as at 31st March 2026:			0.00
			532,545.22
Plus any petty cash balance held at 31st March 2026			500.00
Plus Short Term Investment			1,000.00
TOTAL - NET BANK BALANCES AS AT 31st March 2026 (Box 8 on Annual Return)			<u>534,045.22</u>

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

CASH BOOK	£
Opening Balance:	2,069,517.82
Add: Receipts in the year	4,525,401.25
Less: Payments in the year:	6,060,873.85
CLOSING BALANCE PER CASH BOOK @31st March 2026 (Box 8 on Annual Return)	<u>534,045.22</u>

Represented by		£
	Cash book	532,545.22
	Short Term Inv	1,000.00
	Petty Cash	500.00
		<u>534,045.22</u>
		0.00



**LCC REPORT FOR
KIDDERMINSTER TOWN COUNCIL
INTERIM INTERNAL AUDIT REPORT FOR 2025-2026**

6TH March 2026

Ref: LCC 25-167

LCC Auditor: Claire Tilley

**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**

To Kidderminster Town Council

I performed my first remote audit on the 14th February, by viewing the Minutes and other Documents on the Town Council website <https://www.kidderminstertowncouncil.gov.uk/> I subsequently sent several queries to Hugh Peacocke, the Chief Executive, in readiness for my in person visit on the 27th February 2026. I would like to thank Hugh and his colleagues for their hospitality and assistance.

BASIS OF REPORT

This internal audit report is based upon the Practitioners Guide (Joint Panel on Accountability and Governance) Governance and Accountability for Smaller Authorities in England 2023 publication.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls and was outlined in the original Letter of Engagement. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes.

By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations and applying the approach to internal audit testing outlined above, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

Please note it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of the staff and Councillors and not left for internal audit. (Source: Governance and Accountability for Smaller Councils - A Practitioners' Guide 2023 – Section 4).

Annual Return Section	Process	Findings	Recommendations and actions	KTC Response
A	Bookkeeping Arrangements	<p><i>The Bookkeeping arrangements of the Council are currently administered by Wyre Forest District Council using Aggressor software . I was unable to access any of this at the in-person audit</i></p>	<p>I will need remote access, or comprehensive reports from this package at year end, in order for me to assess this Objective.</p> <p>I understand that the Council are going to be moving the bookkeeping in-house and I would approve of this course of action</p>	<p>We will seek remote access from WFDC. If not, comprehensive reports will be provided</p>
B	Council's Financial Regulations have been met with regard to expenditure	<p><i>I understand that Invoices are submitted to the council and kept electronically – with the Council being supplied with a retrospective list for approval. Purchase Orders and Invoices to customers are raised in house then sent to the District for input and payment. The Council’s Financial Regulations have been met in that appropriate authorisations have been given for each level of expenditure.</i></p> <p><i>I had selected a good number of transactions which were able to be matched to invoices, showing correct VAT treatment</i></p>	<p>As above.</p>	

Annual Return Section	Process	Findings	Recommendations and actions	KTC Response
		<p><i>However, there is no process in place for the use of the debit cards</i></p>	<p>Five bank cards are currently issued to members of staff for the purchase of small incidental items. During the review, several instances were identified where receipts were not available to support expenditure.</p> <p>To strengthen financial control and accountability, consideration should be given to the following options:</p> <ol style="list-style-type: none"> 1. Reducing the number of bank cards in circulation and implementing a policy requiring staff to retain and submit receipts, together with clear guidance on authorised expenditure. 2. Introducing a petty cash system supported by an appropriate policy and defined procedures for recording, monitoring, and reconciling expenditure. 3. Establishing accounts with frequently used local suppliers to minimise the need for ad hoc purchases using bank cards. 	<p>Agreed.</p> <p>We are looking at ways to improve this, including reducing the number of cards, opening accounts for monthly settlement in approved local stores, and/ or a petty cash account.</p>

Annual Return Section	Process	Findings	Recommendations and actions	KTC Response
C	Risk Management	<i>I have noted that Council has assessed the significant risks to achieving its objectives using their Risk Assessment and have seen the document- last reviewed in April 2025.</i>	To be reviewed in April 2026, as references to Town Hall Building project can be updated	For F& O and Full council in April
C	Insurance Cover	<i>I was provided with the Schedule from Zurich, which provides cover from Sept 25- March 31st 2026</i>	A thorough review of the policy should be made in relation to the Asset register prior to renewal at the end of this month. There does not currently appear to be any provision for Play Equipment and Machinery. More importantly, the Town Hall is not listed under Buildings- is this insured elsewhere?	New quotes to be in place from 1 April. Updated asset register at 31/3/26. The council has taken the decision to self-insure playground equipment. The Council had to separately insure the Town hall when the building was vacant (during construction project).
C	Monitoring of Assets	<i>I cannot see where this occurs at present</i>	Please provide details of your asset monitoring before my final audit	Being reviewed at the moment

Annual Return Section	Process	Findings	Recommendations and actions	KTC Response
C	Internal Control – The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management- which should be reviewed at least once a year	<i>I am satisfied that the council approve invoices, review the budget and risk management.</i>	Adopt a formal Internal Control Review process	The IA has provided a template, which is attached and will, be presented for approval.
D	Budgetary Controls (Precept requirement)	<i>The annual Precept requirement resulted from an adequate budgetary process resulting in a request of £1,521,980</i>		Noted
D	Budgetary Controls (Budget monitoring)	<i>Progress against the budget was monitored and minuted regularly.</i>		Noted
D	The final Outturn is in line with expectations	<i>To be confirmed at year end</i>		For next review
E	Income controls	<i>The council is now operating a large venue, with a dedicated booking officer, and income is above expectations Aged Debtor list to be reviewed at year end</i>		The council has identified the loss of Town Hall income as a new risk and insured against this.

Annual Return Section	Process	Findings	Recommendations and actions	KTC Response
F	Petty cash controls	<i>Petty cash is not operated by the Council.</i>	This may be something to consider, in order to negate the use of multiple bank cards – see my comments at B	Agreed- see B above
G	Payroll controls	<i>Salaries to employees are currently administered and paid out via Wyre Forest DC. These are paid before the Council are able to check them. Therefore I had limited access to process and procedures, but would expect that a DC would be administering them correctly. A payroll report was viewed.</i>	I understand that the Council is considering bringing payroll administration in-house. However, as payroll is a complex and compliance-sensitive function, consideration may be given to outsourcing this service to a reputable payroll bureau. Such providers can work closely with the Council to ensure appropriate checks and controls are maintained. For example, the payroll bureau could undertake the calculation of payroll and production of payslips, while the Council retains responsibility for authorising and making the payments.	This is now outsourced to DCK, a recognised supplier in the local council sector
H	Asset Controls - all material assets correctly recorded	<i>The current asset register is comprehensive and appears to have correctly recorded all material Assets. The correct basis of valuation has been applied.</i>	I was unable to find reference to the Tennis Court Floodlights, as appears on the Insurance Schedule	Register is under review

Annual Return Section	Process	Findings	Recommendations and actions	KTC Response
H	Asset Controls - all additions correctly recorded	<i>I will check whether Additions in the year have been correctly recorded within the Cash Book and Register- when I have sight of the accounts</i>		For next review
H	Asset Controls - all Deeds and Titles established and shown on register?	<i>All appropriate Deeds and Titles have been established and are shown on the Register.</i>		Noted
I	Bank Reconciliations	<i>Periodic reconciliations were properly carried out. Year -end to be established at that time</i>		For next review
J	Accounting Statements	<i>To be confirmed at year end</i>		For next review
K	Limited Assurance Review Exemption	<i>The Council does not meet the exemption criteria.</i>		Noted
L	Information published on website in line with relevant legislation	<i>As the council have a turnover exceeding £200,000 they need to follow the Local Government Transparency Code 2015- see Compliance below</i>		See below
L	1) Expenditure over £500 is recorded on the Council website and with all information requirements	<i>All cashbook transactions appear as Appendices to the Finance & Oversight Committee Agendas</i>		Noted

L	2) Government Procurement Card	<i>Nonapparent on website-although there is a page for 'Accounts, Policies and Tenders'</i>	Are there any of relevance that need to be published?	KTC Response
L	3) Tender for contracts to provide goods with a value exceeding £5,000	<i>Nonapparent on website-although there is a page for 'Accounts, Policies and Tenders'</i>	As above	As above
L	5) all other annual publication requirements e.g. Land and Asset Grants Organisation Chart Staff salaries exceeding £50K Parking Spaces	<i>Asset register published Not present Not present Staff costs as a whole are contained within the F&O Agendas</i>	The Council should ensure that all relevant requirements are met. Consideration may also be given to creating a dedicated Transparency Code section on the Council's website where all required information can be published and easily accessed in one place.	This will be implemented
M	Exercise of Public Rights	<i>The Parish Council published the exercise of public rights notice on the website and noticeboard with the following dates: Monday 30th June 2025-Friday 8th August 2025</i>		Noted
N	AGAR publication Requirements	<i>The Parish Council complied with the publication requirements for the 2024/25 AGAR</i>		Noted

Annual Return Section	Process	Findings	Recommendations and actions	KTC Response
O	Trust funds (if applicable) – the Council met its responsibilities as a trustee	<i>The Parish Council does operate as a trustee for the Kidderminster Educational Foundation. Returns have been filed with the Charities Commission</i>	As the Council acts as the Sole Trustee of the charity, it is important that the charity’s governance is demonstrated through appropriate trustee meetings with clear records of decisions made in relation to the charity. I note that the Agenda and Minutes section on the website is ‘under construction’ Consideration should also be given to holding an annual meeting to review the charity’s activities, finances, and compliance with its governing document, to support transparency and good governance.	Agreed. The foundation met on 28/1/2026 and the Management committee met on 19/2/2026.

Other

Process	Criteria	Findings	Recommendations and actions	KTC Response
Review of Internal audit action plan has been considered and actioned?	Good Practice – but ensures there is overall internal control effectiveness	<i>The Internal Audit had been reviewed the previous year- but Council have determined that this should be delegated in subsequent years to the Finance and Oversight Committee</i>	<p>At section 1.13 of the Financial Regulations, the reference to the Internal Auditor has been removed from the bolded wording which states that “addressing recommendations in any report from the External or Internal Auditors shall be a matter for the Full Council only.”</p> <p>However, section 1.1 of the Financial Regulations states that bold text indicates legal requirements which a council cannot change or suspend.</p> <p>The removal of the reference to the Internal Auditor therefore appears inconsistent with this provision. It is recommended that this is reviewed and that recommendations arising from Internal Audit reports are considered by Full Council in accordance with the Financial Regulations. A summary or précis of the Internal Audit report may be presented where appropriate.</p>	Recommendation accepted. Reggs to be amended.
External Audit recommendations have been considered and actioned.	Good Practice	<i>The Conclusion of Audit report had been received for 24/25 and had been published on the website.</i>		Noted
Qualifications made, if any have been addressed in 2024/25.		<i>Findings: Risk Management not reviewed Incorrect Staff costs included in Box 4</i>	<p>Risk Management reviewed this year</p> <p>To be reviewed at year end to ensure compliance</p>	Noted. Will be addressed in Annual return 2025-26



Conclusion

The above are recommendations to help the Council improve its processes and in no way detract from the work it, the Chief Executive and staff, has already done.

This report should be noted and taken to the next meeting of the Full Council for minuting to inform them of the Internal Audit work carried out.

I hope that this report is of help to the Council. If you would like any further assistance or clarification, please do contact me.

A handwritten signature in black ink, appearing to read 'C Tilley', is positioned above the printed name.

Claire Tilley Internal Auditor

KIDDERMINSTER TOWN COUNCIL.**SYSTEM OF INTERNAL CONTROL**

This document outlines the Town Council's internal control framework. It supports compliance with the Accounts & Audit Regulations 2015 and provides a structured overview of how the Council ensures effective financial and governance control.

1. Financial Regulations

The Council maintains up-to-date Financial Regulations, reviewed annually. These set out the procedures for financial management, authorisation, procurement, and responsibilities of officers and members.

2. Delegation Arrangements

The Council operates under a clear Scheme of Delegation, approved by Full Council. This defines the authority of the Clerk/RFO, committees, and appointed members for expenditure, decision-making, and operational actions.

3. Budget Setting and Monitoring Procedures

An annual budget is prepared, scrutinised, and approved before the financial year begins. Regular monitoring reports are presented to Council/Finance Committee, with variances investigated. Reserves levels are reviewed to ensure financial stability.

4. Bank Reconciliation Processes

Bank reconciliations are carried out monthly by the RFO and independently verified by a member who is not a signatory. Reconciliations are signed and reported to Council.

5. Proper Book-keeping

The Council maintains accurate and up-to-date accounting records using recognised software/manual systems. Entries are supported by documentation and follow a clear audit trail.

6. Controls Over Payments and Receipts

All payments are authorised by Council or under approved delegation. Invoices are checked and approved. Income is recorded, receipted where required, and banked promptly. Online banking controls protect against fraud, including dual authorisation where applicable.

7. Payroll Controls

Payroll is processed accurately and in accordance with employment contracts. PAYE, National Insurance, and pensions are correctly accounted for. Staff payments are approved and documented.

8. Asset Register Management

The Council maintains an accurate Asset Register, updated annually and whenever assets are acquired or disposed of. Values comply with Governance & Accountability guidelines.

9. Risk Management Procedures

The Council carries out an annual risk assessment covering financial, operational, and governance risks. Insurance cover is reviewed alongside the assessment. Data protection and business continuity risks are included.

10. Internal Audit Arrangements

An independent internal auditor is appointed regularly, but at least once in every 3 years. The scope of audit work is approved by Council. Reports are considered by Council, and recommendations are acted upon.

Approved by Full Council 22nd April 2026.

Review date: April 2027

ANNUAL REVIEW OF INTERNAL CONTROLS

Accounts & Audit Regulations 2015 – Regulation 6

1. GOVERNANCE

- The Council has up-to-date Standing Orders and Financial Regulations.
- Decisions are made lawfully and recorded clearly in the minutes.
- The Council receives sufficient information to make informed financial decisions.

2. BUDGET & FINANCIAL MANAGEMENT

- An annual budget was prepared and approved before the start of the financial year.
- Actual income/expenditure is monitored during the year and variances are reported.
- The level of reserves is reviewed and considered adequate.

3. ACCOUNTING & BANK RECONCILIATION

- The accounting records are kept up to date.
- Bank reconciliations are carried out monthly and reported to Council.
- VAT is properly accounted for.

4. PAYMENTS & INCOME CONTROLS

- All payments are authorised by Council or under delegated authority.
- Supporting invoices/receipts are retained.
- Income is recorded and banked promptly.
- Controls are in place for online banking access and signatories.

5. ASSETS & INSURANCE

- The asset register is accurate and up to date.
- Insurance cover (including Fidelity Guarantee) is reviewed annually.

6. RISK MANAGEMENT

- A general and financial risk assessment has been carried out within the last year.
- GDPR/Data Protection arrangements are in place and reviewed.
- Business continuity and security arrangements have been considered.

7. INTERNAL & EXTERNAL AUDIT

- An independent internal auditor was appointed and their report has been considered.
- The Council has taken action on any recommendations.
- The Annual Governance Statement (AGS) has been completed with proper consideration.

8. OVERALL CONCLUSION

- The system of internal control is judged to be effective.
- OR
- Areas requiring improvement have been identified and an action plan agreed.

Review completed by: Hugh Peacocke, CEO

Date: June 2026

Approved by Council on: 11th June 2026

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	G	On going, works planned and on target.
			Launch of competition in 2026.	Operational Services	R	Officers will need additional resource support to successfully deliver_Review?
			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	
			Grass cutting 17 annual cuts Litter picking & Empty Bins April – Sep 4 x weekly, Oct – March x 2 weekly	Operational Services	G	
			Quarterly & Annual Play Inspections Completed and reported.	Operational Services	G	
			Trees will be surveyed ...	Operational Services	G	
	Planning to take on other parks and open spaces.	When parks are transferred	Operational Services	G	Report to Full council 22/4/2026	
	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	
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	
			Measure how many days closed	Operational Services	G	
		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	KTC looking to resolve issue with tarmacadam at the entrance to the Courtyard
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	Artefacts restored
	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	
			Occupation rates		G	
			Survey and feedback	G	Very Positive 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	
			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	G	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
<p>3.A. To be “The Voice of Kidderminster”, by:</p> <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	Responses from other bodies			G

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	G	Resources applied
			1 newsletter (A4) per month		G	
		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	A	
		Support public involvement	Outcomes from matters raised	All	A	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. 75+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. In addition to this: The Mayor's charity events, including the Mayors Ball and Concert were successful, raising monies for charities. The High Sheriff visit to Kidderminster with the Mayor was also a success.
			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	No budget- review this item?
3.F Encourage and support	Financial assistance (grants)	Promote/ publicise	Public engagement	Civic, Community &	G	Done so via Mayors letters and social media

contributions to our		Community Awards?	Consider for budget 26-27?	Events	R	
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 budget- review this item? Support BID if they wish to run in Town Centre

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	Convene the Working group within 2 months
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	G	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.	Town Hall not delivering	8	3	24	Planning for return, to cover all classes of use.	<ul style="list-style-type: none"> Recruited business development officer. Commissioning necessary infrastructure and staff to make it work Insured against loss of business 	3	2	6
3.	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
4.	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 ***
5.	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 	3	2	6
6.	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
7.	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 ***
8.	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
9.	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
10.	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
11.	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.	9	1	9

Risk No.	Risk or Trigger Event	Impact*	Probability	Inherent Risk Score **	Current Controls	Mitigating Plans	Revised Impact	Revised Probability	Residual Risk ***
12.	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
13.	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
14.	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.?			
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Kidderminster Town Council- Asset Register 2026 (Assets with replacement value in excess of £500)									
Summary									
	Nominal asset values (£)	Insured value	Approx replacement value at 31.03.2026						
Buildings owned by KTC	11	21,273,232	21,573,867						
Lands owned by KTC	12	0	0						
Playground equipment	52,328	10,000	381,587						
Surfaces	2,892	0	0						
Machinery and operational equipment	27,410	49,980	21,410						
Street Furniture, Statues, Memorials, etc	32,654	1,769,336	95,421						
Office equipment	20,248	22,246	22,246						
Town Hall Venue Equipment	223,350	404,251	513,982						
Civic Regalia, Paintings, furniture and artefacts	34,108	460,521	389,219						
Totals:	393,013	23,989,566	22,997,732						

Office Equipment							
Date of Purchase/ Acquired	Description of Asset	Identification	Location	Nominal Value	Insurance valuation	Replacement Valuation	Other comments
	1X TV and stand		Town Hall	1,600	1,600	1,600	
2020	Office table		Town Hall	511	511	511	
2021	18 i-Pads		Town Hall	4,665	4,665	4,665	
2022	Home cinema projector	Full HD, Currys	Town Hall	567	567	567	
2022	Laptop	Mobit	Town Hall	549	549	549	
	Office chairs - multiple		Town Hall	1	1,000	1,000	
	Filing cabinets/ shelves		Town Hall	1	1,000	1,000	
2024	2 X Lenovo Thinkpads (laptops)	Dale & Laura	Town Hall	1,530	1,530	1,530	
				9,424	9,424	9,424	
2025	Desks x 3		Unit	900	900	900	
2025	Table		Unit	£200	200	200	
2025	Printer		Unit	£300	300	300	
			Total 31.03.2025	20,248	22,246	22,246	
	Laptops	Chris, Curtis, Liam, Sadie, Kate	Town Hall	4,000	4,000	4,000	
			Total 31.03.2026	24,248	26,246	26,246	

Date of Purchase/ Acquired	Description of Asset	Identification	Location	Nominal Value	Insurance valuation	Replacement Valuation	Other comments
	1X Lighting desk			3,388	0	0	
	4X Moving lights		Load Street Studio (on loan)	6,500		4,000	
	LED ceiling			0	0	0	no longer in use
	Lighting Dimmer packs			0	0	0	no longer in use
	Electric keyboard			0	0	0	no longer in use
	Scaffolding tower			0	0	0	no longer in use
	Leather Chesterfield and 2 wing chairs			1,200		1,200	worn out
	Stienway Piano Model B Grand Piano		Teagues Piano Removals LTD (storing & maintaining)	1	75,000	75,000	Loan agreement with WFDC - HP Please see agreement
	Piano Stool		Teagues Piano Removals LTD (storing & maintaining)	1			less than £500
	Mouseman table and 15 chairs			1	50,000	50,000	
	Pair of crystal chandeliers KCR			1	20,000	20,000	
	Microphones	Currently in storage		0			no longer in use
	Projectors x 2	Currently in storage		0			no longer in use
	Projector screens x2	Currently in storage		1			
	Lighting desk	Currently in storage		0			no longer in use
	Glass Washer - Bar	Bewdley Brewery (on loan)		0			no longer in use
	3X B&W canvas of Kidderminster	Eazy Lounge (on loan)		1			less than £500
	Kitchen Counter Fridge	Corn Exchange		0			no longer in use
	Small Kitchen Trolley	Corn Exchange		0			no longer in use
	Stainless steel counter	Corn Exchange		0			no longer in use
	Ice cream container	Corn Exchange		0			no longer in use
	3X café counter units	Food Bank (on loan)		0			no longer in use
	5X Tressel tables	Food Bank (on loan)		0			no longer in use
	30X Staging platforms	Town Hall		1	3,000	3,000	
	15X Platform	Wyre Forest Dance Festival (on loan)		0			included above
	2X Trolleys	Wyre Forest Dance Festival (on loan)		0			no longer in use
	Approx. 400X Town Hall Venue Chairs	Town Hall		1	40,000	40,000	
	Town Hall Venue Tables	Town Hall		1	2,000	2,000	20 round tables
	6XRope Barriers	Museum of Carpet		1			less than £500
	5X Red Ropes	Museum of Carpet		0			less than £500
	TH King Charles Room wedding chairs	Currently in Court Room		1	2,000	2,000	
2019	Water Heater	Town Hall offices		0	0	0	gone
2019	Water Heater	Corn Exchange		0	0	0	gone
2021	Christmas tree	Operations unit		4,224	4,224	4,224	
2021	Inflatable igloo	H. Preston Media	Corn Exchange	1,199	1,199	1,199	
2021	Projector equipment			0	0	0	no longer in use
2021	Screen	15M X 11M	Town Hall	783	783	783	
	Sound and Lighting equipment		Town Hall	98,875	98,875	203,406	advise Zurich
	Sound Equipment: WLA-112 - Array Tops x 6, WLA-118 - Array Sub x 2, WLA-121 - Floor Subs x 4, WLA-FF - Fly Frame x 2, DP-4100 - Amplifier x 5, DP-2200 - Amplifier x 3, GPL-15HQ - Balcony Infits x 4, WLA-15MX - Stage Monitor x 6, AX912 - Isoline 4 x 2, SCP-3 - Sound Desk x 1, SCSB-32i - Stage Box x 2						
	Sound and Lighting Equipment: Moving Wash Hybrid-Flood Lights x 16, Laser - Special FX x 2, Chauvet Hazer - Atmospheric FX x 2, Control Desk - Chamsys MQ50 x 1, Radio Mics Shure Lapel - Shure x 2, Radio Mics Handheld - Shure x 2, Drum Mics - Shure Beta x 1, Source 4 - Stage Lights x 4						
			Total 31.03.2025	116,180	297,081	406,812	
2025	Sound Equipment: Mics SM58 x 6, Mics SM57 x 6, Radio Mic H/H Shure 2 set x 1, Radio Mic LAV Shure 2 set x 1, Mic Stands K&M standard size x 12, Mic Stands Low Level x 6, DI box BSS x 6, XLR Vanne Damme 20m x 30, XLR Vanne Damme 10m x 20	Sound	Music Room	5,341	5,341	5,341	
2025	Hobart Ecomax Plus F515S Dishwasher with Softner	Kitchen	Café	2,945	2,945	2,945	
2025	Rational icombi classic 6 grid Combi oven with stand	Kitchen	Café	4,877	4,877	4,877	
2025	Foster EP1/2H 280ltr 2 door counter fridge with jacking kilt and upstand to rear	Kitchen	Café	2,940	2,940	2,940	
2025	Various Bespoke stainless steel fabrications to include tables, sinks and shelving	Kitchen	Café	3,763	3,763	3,763	
2025	Wall hung extraction canopy 1300x1200x400 connecting to existing duct work, stainless wall claddint to rear and fresh air grill and duct connecting to existing supply	Kitchen	Café	4,456	4,456	4,456	
2025	Mobile service trolley with cutlery and waste bags	Kitchen	Café	145	145	145	
2025	Hobart Ecomax Plus G515S wlasswasher with Softner	Bar	Corn Exchange Bar	2,895	2,895	2,895	
2025	Foster /Gamko MG3/250G Maxi Glass Bottle Fridge x 2	Bar	Corn Exchange Bar	2,670	2,670	2,670	
2025	Hoshizaki UK Model No. IM45CPE-F IM Series Ice Maker	Bar	Corn Exchange Bar	2,008	2,008	2,008	
2025	Foster HR360 360ltr double door fridge	Bar	Corn Exchange Bar	2,025	2,025	2,025	
2025	Roband Contact Grill 6 Slice Smooth Plates 2200W x 2	Bar	Corn Exchange Bar	1,820	1,820	1,820	
2025	Fabrications to include hand wash sink and base plinth for pizza oven	Café	Café	526	526	526	
2025	Cuppone Tiziano - LK1Z720 Pizza Oven	Café	Café	2,644	2,644	2,644	
2025	HIZ720SV Self Venting Hood for LK1Z720 Pizza Oven	Café	Café	2,595	2,595	2,595	
2025	Foster LR360 Double door under counter freezer	Café	Café	2,325	2,325	2,325	
2025	Foster HR200 Undercounter Fridge	Café	Café	1,445	1,445	1,445	
2025	Pujadas Retractable Heat Lamp Copper x 3	Café	Café	675	675	675	
2025	Evac & Chair International 25/02/2026 300H		Various Town Hall	2,548	2,548	2,548	
2025	EVAC+CHAIR MK 5 MODEL x 4		Various Town Hall	2,548	2,548	2,548	
2025	Box Office/Reception Desk and 2 x chairs	Box Office	Box Office	2,650	2,650	2,650	
2025	Box Office Screen, Tilt, Printer & 3 x ticket scanners	Box Office	Box Office	6,282	6,282	6,282	
2025	Ice cream freezer	Box Office	Box Office	500	500	500	
2025	2 x Desks, 2 x Chairs 2 x Shelving Units	Duty Manager	Duty Manager's Office	800	800	800	
2025	4 x Walkie Talkies RET15 and base charging unit	Duty Manager	Duty Manager's Office	750	750	750	
2025	3-Seater Green Velvet Sofa x 2	Reception	Box Office/Civic Reception	740	740	740	
2025	Brown Leather Armchairs x 18	Hospitality	Bar/Café/Box Office/Civic Reception	5,350	5,350	5,350	
2025	Pine Coffee Tables x 11	Hospitality	Reception	1,400	1,400	1,400	
2025	2-Seater Brown Leather Sofas x 2	Hospitality	Café	1,000	1,000	1,000	

2025	Brown Leather Swivel High Stool Chairs x 18	Hospitality	Com Exchange Bar	1,400	1,400	1,400
2025	Black Bar Poser Tables x 6	Hospitality	Com Exchange Bar	550	550	550
2025	2-Seater Green Velvet Sofas x 12	Hospitality	Bar/Café	3,500	3,500	3,500
2025	Green Velvet Armchairs x 4	Hospitality	Café	1,256	1,256	1,256
2025	Square wooden coffee tables x 6	Hospitality	Café	900	900	900
2025	2-Seater Pine dining table x 6	Hospitality	Café	1,605	1,605	1,605
2025	4-Seater Pine dining table x 3	Hospitality	Café	1,200	1,200	1,200
2025	6-Seater Pine dining table x 3	Hospitality	Café	2,472	2,472	2,472
2025	Black Leather dining chairs x 30	Hospitality	Café	3,570	3,570	3,570
2025	Black Leather High Stool Chairs x 6	Hospitality	Café	960	960	960
2025	Brown Leather High Stool Chairs x 6	Hospitality	Café	960	960	960
2025	2-Seater Black Leather Sofas x 2	Hospitality	Café	1,000	1,000	1,000
2025	WALL MOUNTED EXTERNAL BOARD & CARRIAGE			1,449	1,449	1,449
2025	Enviroscreen Systems 05/09/2025 Stage Curtains, curtain rack, heavy duty swivel arms		Music Room	18,233	18,233	18,233
			Total at 31.03.2026	223,350	404,251	513,982

CIVIC REGALIA, Paintings, Furniture and artefacts							
Date of Purchase/ Acquired	Description of Asset	Identification	Location	Nominal Value	Insurance valuation	Replacement Valuation	Other comments
2015	Mayors Chain and Badge	Safe		1	53,000	53,000	18ct Gold (663 grams)
2015	Mayoress Chain & Pendant	Safe		1	23,500	23,500	9 ct Gold with sapphires and Rubies
2015	Mace	Safe		1	27,000	27,000	Silver Gilt
2015	Mayoral Robes and hats	Storage		1	40,000	40,000	
2017	Robes, Gloves, Hats	Storage		2,006	2,006	2,006	
2018	Civic Robes	Storage		1,969	1,969	1,969	
2019	Town Crier regalia	Town Crier home		3,933	3,933	3,933	
2021	Mayoral Robes	Storage		2,170	2,170	2,170	
2021	Mayoral robes	Storage		2,158	2,158	2,158	
2022	Mayoral Robes	Storage		2,421	2,421	2,421	
2023	Mayoral Robes	Storage		2,499	2,499	2,499	
2015	Freemans' Robes and hats	Storage		1	10,000	10,000	
2015	Councillor Robes and hats	Storage		1	40,000	40,000	
2019	Robes, Gloves,	Storage		560	560	560	
2020	Civic Robes	Storage		3,585	3,585	3,585	
2015	Clerk's robe			1	3,000	3,000	
2015	Silver hall marked salver			1	820	820	
2015	Silver Hallmarked Tray			1	8,200	8,200	"Thursfield"
2015	Silver Salver			1	2,950	2,950	Hallmarked 'Sir G. Thomkinson Esquire'- Limited edition.
2015	Silver Cigarette Box	Mayors Parlour		1	820	820	Hallmarked 'John Player'
2015	Silver Cigarette Box	Mayors Parlour		1	1,300	1,300	"R.A.F."
2015	Silver Cigar Box Hallmarked 9" x 6" approx.			1	1,530	1,530	"D. Burcher"
2015	Silver Salver	Mayors Parlour		1	1,200	1,200	Hallmarked 'Alderman Tolley' & Mrs E. B. Church
2015	Silver Cigarette Box	Mayors Parlour		1	1,060	1,060	"Oakley"
2015	Embossed Silver Cup with Lid and Silver Lining	Mayors Parlour		1	15,400	15,400	"Earl of Dudley"
2015	Square 835 Silver Salver	Mayors Parlour		1	1,060	1,060	"Husum"
2015	Silver Cup	Mayors Parlour		1	3,870	3,870	"Franshawe"
2015	Kidderminster Weights	Mayors Parlour		1	1,200	1,200	
2015	Glass Jug mounted in E.P.N.S			1	590	590	
2015	Embossed Silver Punch Bowl			1	8,200	8,200	
2015	Silver Casket			1	16,550	16,550	Earl Baldwin' as Shuttle with Wood Base
2015	E.P.N.S. Salver	Mayors Parlour		1	590	590	G. Chadwick'
2015	Silver Cup			1	900	900	"civil Defence"
2015	Table cover with crest			1	825	825	
Paintings:							
2015	King Charles	King Charles Room		1	7,100	7,100	
2015	Charter	King Charles Room		1	3,500	3,500	
2015	William Best	King Charles Room		1	4,430	4,430	
2015	Arthur Dudley	Currently on stairwell		1	4,430	4,430	
2015	William Green	King Charles Room		1	4,430	4,430	
2015	Reginald Brinton			1	4,430	4,430	
2015	Sir George Eddy	Currently in courtroom		1	4,430	4,430	
2015	Cllr F.R. Bennett	Currently in courtroom		1	4,430	4,430	
2015	Richard Woodward	Currently in courtroom		1	4,430	4,430	
2015	Edward Morton	Currently in courtroom		1	4,430	4,430	
2015	Sir Rowland Hill	Music Room foyer		1	4,430	4,430	
2015	John Brinton	Currently in courtroom		1	4,430	4,430	
2015	Henry Dickson			1	4,430	4,430	
2015	William Grosvenor	Currently in courtroom		1	4,430	4,430	
2015	William Boycot	Currently on stairwell		1	4,430	4,430	

2015	Tempest Radford	Reception (to be placed on stairwell wall)		1	4,430	4,430	
2015	William Smith	Currently in courtroom		1	4,430	4,430	
2015	Mayoral Boards	Council Chamber		1	20,800	20,800	13@£1600 each
Mayor's Parlour							
2015	Desk	Mayors Parlour		1	1,200	1,200	Carved Knee Hole
2015	Sideboard	Mayors Parlour		1	1,775	1,775	Victorian Oak
2015	2 Armchairs	Mayors Parlour		1	880	880	Carved oak
2015	Blanket Chest	Mayors Parlour		1	540	540	Carved oak
2015	Side table	Mayors Parlour		1	590	590	Jacobean
2015	Two Armchairs	Mayors Parlour		1	1,180	1,180	Leather
2015	Oak Settle	Mayors Parlour		1	2,300	2,300	On linding
2015	Grant of Arms in Case	Mayors Parlour		1	4,440	4,440	Picture
2015	Husum Docks	Mayors Parlour		1	2,150	2,150	Oil painting
2015	Mayoral Robe and Hat	Mayors Parlour		1	1,100	1,100	
2015	Miscellaneous gifts etc	Mayors Parlour		1	5,370	5,370	
Storage							
2015	Robes and uniforms			1	32,250	32,250	
2015	Deeds and Documents			1	10,750	10,750	
2015	Former Borough Seal Press			1	530	530	
2018	Refurbished chairs			10,250	10,250	10,250	
2022	Baxter Pulpit			2,000	2,000	2,000	
2022	Beacon			500	500	500	Purchased in 2022, repaired in 2025
Total			31.03.2025	34,108	460,521	389,219	

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
22nd January 2025	Budget 26/27
	Complaints policy
	IT Policy
	Appointment of Internal Auditor
	Vision review
	Budget 26-27
15th April 2025	Climate Emergency Action Plan- 6 months (Also October) C/F to June 2026
	Annual Review of Asset Register
	Council Business Continuity Plan- C/F to June 2026