

**KIDDERMINSTER TOWNCOUNCIL  
TOWNCOUNCIL**

**Minutes of the meeting held at p.m. on Thursday 11<sup>th</sup> June 2026  
In the Council Chamber, Kidderminster Town Hall**

**Present:**

Councillors Shazu Miah (Town Mayor), John Aston, Liam Carroll, Vicky Caulfield, Darren Chambers, George Connolly, Bernadette Connor, Mark Crosby, Helen Dyke, Doug Hine, Mary McDonnell, Fran Oborski (MBE), Mary Rayner and Mike Smith.

**In Attendance**

Hugh Peacocke, Chief Executive Officer.

**APOLOGIES FOR ABSENCE**

Councillor John Beckingham, Ben Brookes, Nicky Gale and Steve Hollands.

**3. DECLARATIONS OF INTEREST**

Councillors Mark Crosby, Liam Carroll and Fran Oborski declared interests in relation to Kidderminster Harriers (Notice of Motion on the agenda)

**4. PUBLIC QUESTION TIME**

None

**5. APPROVAL OF MINUTES**

**5.1 RESOLVED:** To approve the minutes of the meeting of Kidderminster Town Council held on 22nd April and

**5.2** The draft minutes of the Annual Meeting of the Council, held 12th May 2026, were amended to record apologies from Councillor Mike Smith.

**RESOLVED:** To approve the minutes of the Annual Meeting of the Council, held 12th May 2026, as amended.

**6. TOWN MAYOR'S REPORT**

Councillor Shazu Miah, Town Mayor, reported on Mayoral activities since the last meeting of the Council and the Town Twinning Working group.

**7. NOTICE OF MOTIONS:**

**7.1 the People's Emergency Briefing film**

Proposed by Councillor Vicky Caulfield, seconded by Councillor Helen Dyke:

"This council notes the findings of the National Emergency Briefing, which outlines the significant and immediate risks of the climate and nature crisis to the UK's food systems, infrastructure, economy, and public health."

The meeting welcomed the motion and said that the Town Council should be at the forefront in these matters. It was agreed to invite the members of the District Council to the screening of the People's Emergency Briefing film in the Town Hall.

**RESOLVED:**

- A. To host a community screening of the People's Emergency Briefing film in the Town Hall, supported by the Wyre Forest Green Alliance.
- B. To request the Climate Emergency Working Group to consider the findings and report back on how Council's local risk assessments and emergency planning align with this evidence.

**7.2 Kidderminster Harriers FC Promotion**

Proposed by Councillor George Connolly, seconded by Councillor Fran Oborski:

“This Council congratulates Kidderminster Harriers F.C. on their outstanding victory away to South Shields in the National League North play-off final, securing promotion to the National League.

This Council recognises the exceptional efforts throughout the season of the players, management team, coaching staff, board, volunteers and supporters of the club, including the many fans who travelled to South Shields to support the team.

This Council acknowledges the important role that football plays in bringing together people from across our community and across all backgrounds and political views.

This Council further recognises the positive impact the success of Kidderminster Harriers F.C. has on the town, helping to promote civic pride, community spirit and wider economic benefits for Kidderminster.”

The meeting welcomed the motion and it was agreed that any event should be free of charge and open to the public.

It was agreed to set up a Working group including the Mayor, The Chair of the District Council (Councillor George Connolly), Councillor Mary Rayner (Chair of the Council's Civic, Community and Events Committee) and Councillor Liam Carroll, who is a member of the Harriers Foundation. The Harriers, the Foundation and The BID would also be invited to participate in the Working Group.

**RESOLVED:** That the Council asks the Mayor of Kidderminster to explore, in liaison with the Chairman of Wyre Forest District Council, Kidderminster Harriers and relevant partners, an appropriate civic recognition or celebration event to mark this achievement.

**7.3 A travel policy that favours use of the less carbon-intensive method of travel for staff and councillors (Appendix 3)**

Proposed by Councillor Doug Hine, seconded by Councillor George Connolly:

The Council notes that the Climate Emergency Action Plan recommends adoption of “a travel policy that favours use of the less carbon-intensive method of travel for staff and councillors.”

This policy will also be consistent with our Vision:

4. Take actions to address the climate emergency

4.C Actively encourage and support actions that will make Kidderminster more environmentally sustainable.”

Members mentioned the limited public transport services available in the evenings in Kidderminster and asked that these matters be referred to the Cabinet member for transport at the county council and to Diamond Buses.

**RESOLVED:** To ask the Climate Emergency Working Group to draft a travel policy that favours use of the less carbon-intensive method of travel for staff and Councillors, for approval at the next meeting of the Council.

**7.4 Information for visitors and residents of Kidderminster:**

Proposed by Councillor Doug Hine, seconded by Councillor George Connolly:

The Council notes that the Council website is rather sparse in information about Kidderminster’s history, and signposting for residents on local charities, faith groups and services.

We move that volunteers be called upon to contribute information that would be relevant to visitors to, and residents of the Town, and submit this to the Corporate Services Team for collating into a web-based information on our website.

By outsourcing the time required to research, consolidate and write this information, it will reduce officer time and cost to Council.

This initiative is consistent with our Vision:

3. Foster a real sense of community and civic pride

3.A To be the “voice of Kidderminster”

3.B Upholding the Civic and Mayoral heritage of Kidderminster

3.H Support and celebrate the understanding of different cultures and peoples...

3.I Support and celebrate Kidderminster's history, heritage and tourism.

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

(Councillor Mary McDonnell left the meeting at 7.03 PM)

Members discussed how this might be delivered, including links on the Council website to other Community organisations and an electronic notice board at the Town Hall.

**RESOLVED:** That the Council provides information that would be relevant and helpful to visitors and residents of the Town through web-based information on our website.

(The CEO to update at the Finance & Overview committee on 16<sup>th</sup> July.)

**8. Minutes of Committee Meetings held since the April meeting of full Council.**

The Council noted the minutes of the Planning Committee meetings held on 28<sup>th</sup> April and 22<sup>nd</sup> May, presented by the Committee Chair, Councillor Bernadette Connor.

**9. Climate Change and Biodiversity Working Group**

The Chairman of the Working Group, Councillor Doug Hine, presented the notes on the meeting held on 21<sup>st</sup> May. It was noted that actions have been assigned to the relevant Committees of the Council to take forward and the Working group will further update the October meeting of the Council.

It was agreed that future meeting dates for the Working Group should be scheduled and all members invited to join.

**10. Financial Regulations**

The Mayor told the meeting that it was recommended that the Council regularly reviewed its Financial Regulations, which govern the financial management of the Council and may only be amended or varied by resolution of the Council.

**RESOLVED:** That the Council approves the amended Financial regulations, as presented by the CEO.

**11. Outside Bodies**

The Council confirmed the following appointments:

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

The Meeting received reports from the following:

- Councillor Steve Hollands from the Friends of St Mary's Church Committee,
- Councillor Doug Hine re CALC and
- Councillor Liam Carroll regarding Kidderminster BID.

Councillor George Connolly (Community Transport in Wyre Forest) and Councillor Bernadette Connor(Fairtrade) told the meeting that there had been no contact from the Outside bodies and the Council should check if they still operated.

## **12. Internal Auditor's Report 2025-2026**

The CEO presented the internal Audit report for 2025-2026, received from Local council Auditor, Claire Tilley. He pointed out the matters raised and said that he would report quarterly to the Finance and Overview Committee on progress made on these.

The Council noted the conclusions on page 14 of the report:

"In general, I believe that the Council has competent arrangements in place to satisfy itself that its systems of internal financial control are transparent and effective. There are approval and authorisation controls to minimise risk. The audit and management trail for financial transactions is good. I was able to agree that all of the relevant Internal Objectives, except L- publication requirements, have been met."

**RESOLVED:** To receive the Internal Auditor's report, in full, and to approve the responses from the CEO to the items raised in the report.

## **13. Internal Controls**

The CEO presented a list of the Council's internal controls and his conclusion that the Council's system of internal control was judged to be effective.

**RESOLVED:** To approve the Annual review of Internal Controls.

## **14. End of Year Accounts 2025-2026**

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

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

He presented the Annual Internal Audit Report and the meeting noted the findings of the Internal Auditor's Annual Report 2025/26.

**RESOLVED:**

- A) To receive the Annual Return (subject to external audit) for the financial year 2025/26.

- B) To receive and note the Annual Internal Audit Report.
- C) To approve each individual paragraph (1-) of the Annual Governance Statement as defined at Section 2 of the Annual Return:
  - 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
  - 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
  - 3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
  - 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
  - 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
  - 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
  - 7. We took appropriate action on all matters raised in reports from internal and external audit.
  - 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and where appropriate, have included them in the accounting statements.
  - 9. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required. Independent examination or audit.
  - 10. We have put in place arrangements for the effective IT and data management in accordance with proper practises during the year under review.
- D) To authorise the signing of the Annual Governance Statement by the Mayor and the CEO.
- E) To adopt the accounts and to authorise the signing of the Annual Return (subject to external audit) by The Town Mayor and the Chief Executive Officer, in line with the regulatory requirement to sign the accounts by 30 June 2026.

The Mayor told the meeting that the Notice of Public Rights and publication of unaudited annual governance & accountability return, would be published on Friday 12<sup>th</sup> June, with the public rights inspection period running from Monday 15<sup>th</sup> June to Friday 24<sup>th</sup> July.

## 15. Public Works Loan

The Mayor referred Members to the report from the CEO stating that the current financial position and projected cash flows until May 2027. The CEO told the meeting that there remained £50,000 of the approved loan for the Town Hall transformation project, which had not yet been drawn down by the Council. The preferred position was not to add any further to the Council's overall borrowings of £3,069,385 at 31.03.2026 as reported earlier in the meeting. The loan approval expires at the end of September.

He said that if the cash flow projections were accurate, then the Council may not need to draw down the remaining approved £50,000. However, any unforeseen costs (such as the Town Hall clock, or any other emergencies) could result in the Council failing to meet its minimum level of reserves. The cash flow position would be carefully monitored until mid-September. The remaining £50,000 would not be drawn down unless necessary to maintain this level.

**RESOLVED** That the Council authorises the CEO to draw down the remaining £50,000 of approved loan, if required or in the best interests of the Council and that before doing so, he should consult the Chairman of the Council's Finance and Overview Committee and have regard to the Council's position, that the funds are necessary in order to maintain the minimum level of reserves.

## 16. Full Council Forward Work Programme 2026-27

The meeting noted the Forward Work Programme.

Agreed to seek quarterly reports from the Police.

Agreed to add CALC health and Wellbeing presentation to the Work Programme.

The Meeting concluded at 8.31 pm.