



Kidderminster
Town Council

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14th July 2026

The meeting of the **TOWN HALL COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** at **6:00 PM on THURSDAY 23rd JULY 2026**

Yours Sincerely,

Matt Smith
Town Hall Manager

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

TOWN HALL COMMITTEE AGENDA – THURSDAY 23rd JULY 2026

1. Apologies for absence

To receive any apologies.

2. Declarations of interest.

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

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

3. Public Question Time.

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

4. Minutes. (Appendix 1)

To approve the minutes of the meeting of the Town Hall Committee held on February 26th 2026.

5. Election of Deputy Chair

To elect a Deputy Chair Town Hall Committee.

6. Terms of Reference (Appendix 2)

To note the terms of reference of the committee, attached.

7. Town Hall Work Programme (Appendix 3)

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

8. Climate Change and Carbon Reduction (Appendix 4)

To receive a report of the Climate change and Biodiversity Working Group Papers.

To receive a report on Town Hall Climate and Biodiversity of the Town Hall and agree any actions arising from the report. **(Appendix 5 & 5.1)**

9. Update on the Town Hall Clock. (Appendix 6)

To receive a report and consider recommendations.

10. Security and Access arrangements at the Town Hall (Appendix 7)

To receive a report and consider recommendations

11. Town Hall Toilet Facilities – Access and Usage Policy (Appendix 8)

To receive a report and consider recommendations

12. Artifacts, Collections, Heritage Project and Tours.(Appendix 9)

To receive an update.

13. Exclusion of the press and public

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

14. Town Hall Events (Appendix 11 & 11.1)

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

**KIDDERMINSTER TOWN COUNCIL
TOWN HALL COMMITTEE**

Minutes of the meeting held on 26th February 2026 at 6pm
in the Council Chamber, Kidderminster Town Hall.

Present:

Councillors:

J. Beckingham (Vice Chair)

S. Hollands

F. Oborski

B. Connor

J. Aston

H. Dyke

In Attendance:

Town Hall Manager

Curtis Fudge – Business Development Lead

Absent:

B. Brookes (Chair)

1. APOLOGIES FOR ABSENCE

Apologies were received from:

B. Brookes (Chair)

2. DECLARATIONS OF INTEREST

Councillor J. Beckingham declared a friendship on social media with the owner of the Turkish Café when the loan of the black and white photo to the Turkish Café was discussed.

3. PUBLIC QUESTION TIME

Nil.

4. MINUTES

RESOLVED: To approve the minutes of the Town Hall Committee held on 9th December 2025.

5. TOWN HALL WORK PROGRAMME

Members considered the Forward Work Programme as set out in Appendix 2.

The update was noted and members agreed the contents of the programme.

6. TOWN HALL EVENTS

Members received an update from the Business Development Lead on Town Hall Events.

Members welcomed the positive progress being made and noted the verbal report.

Members asked for a written report in the future. The Town Hall manger agreed and said that the verbal report from The Business Development Lead at this meeting would be distributed to members with Meeting Minutes.

Councillor B. Connor suggested we hold a Town Crier Competition at the Town Hall. The Town Hall Manager said he would mention it to the Civic Event Manager.

7. NLHF – A JOURNEY THROUGH KIDDERMINSTER’S TOWN HALL

Members received an update from the Town Hall Manager on the NLHF project.

The update was noted.

8. TOWN HALL EVENT BANK ACCOUNT

Members received a report recommending the closure of the Town Hall Bank Account.

RESOLVED:

That the closure of the Town Hall Bank Account be approved.

9. TOWN HALL ARTIFACTS AND PAINTINGS

Members received an update from the Town Hall Manager on the artifacts and paintings that have been returned to the Town Hall.

The update was noted.

The Town Hall Manager confirmed the black and white photo of the Town will return to the Town Hall from the Turkish Café. Members were also advised that he was looking for the original photo or negative so a duplicate could be produced for the Turkish Café.

10. TOWN HALL CARTAKER

Members received an update from the Town Hall Manager regarding the recruitment of a part-time Town Hall caretaker.

Members noted the staffing Committee agreement and approved progression to recruitment.

11. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:

In terms of Schedule 12A of the Local Government Act 1972, the following item was considered likely to disclose exempt information relating to financial and contractual matters and it was therefore resolved that, pursuant to the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

12. TOWN HALL CATERING PROVISION

Members received an update on the Town Hall Bar and Courtyard operations and financial performance and seeking approval to formalise the negotiated move to a 10% of gross income commission model from March 2026 for an initial period of 13 months, after which the arrangement will be formally reviewed.

Councillor J. Beckingham provided feedback regarding the Courtyard Café, noting that the radiators in the Courtyard should have Hot Warning signs near them as they could pose a burn risk to children. It was also noted that the variety of snacks for young children was limited, with many appearing to have strong flavours. The Town Hall Manager confirmed he would investigate both issues.

1. Members noted the strong early performance of the Courtyard Café and Bars and their growing positive impact on town centre activity.
2. Members noted the level of private investment committed by Savva and the additional planned investment.
3. **RESOLVED:** Members approved the formal variation of both concession agreements to a 10% of gross income model from March 2026 for a 13-month period.
4. **RESOLVED:** Members approved we request a full performance review report before the next contract review on 1st April 2027.

KIDDERMINSTER TOWN COUNCIL

3. TOWN HALL COMMITTEE

Terms Of Reference

1. Scope

Kidderminster Town Council has delegated the functions listed below to the Town Hall Committee. The Committee will provide an opportunity where Officers and Members can bring together their knowledge, skills, and experience in pursuit of Services excellence. The group will consider and determine how the Town Hall can maximise its value as a major civic, community, cultural and commercial asset for the Council and the Communities we service.

2. Objective

The main objective of the Committee is to support the Council in delivering the Town Hall Transformation project and to work to ensure a safe, thriving and attractive Town Hall for all its various uses and functions.

3. Terms of Reference

1. To receive regular updates from the Town Hall Manager, including risk assessments
2. To oversee the operations to the Town Hall
3. To receive regular updates from the Town Hall Manager including risk assessments
4. If required, to make any recommendations required to Full Council arising from these reports
5. To oversee Town Hall budgets and inform the budget-making process
6. To vire funds between Council approved Town Hall Committee Cost Centres
7. To approve applications for external funding for any projects which are not already in the Council's budget and monitor their delivery, where successful.

4. Membership

- The Town Hall Committee will comprise of 7 Members of the Town Council. It will be supported by the Town Hall Manager.
- The quorum for a meeting shall be 4 members.
- All meetings will be open to the public and Guests may be invited to attend the Committee meetings for a specific agenda item or meeting.

5. Review of Terms of Reference

The Town Council will formally review the Terms of Reference annually.

6. Amendments to Terms of Reference

Amendments to the Terms of Reference may only be made by the Town Council.

7. Terms of Reference (meetings)

- The group shall meet as often as necessary to carry out the duties in these Terms of reference.
- The Town Hall Manager, or the Committee Chairman may call a meeting at any time, subject to proper notice procedures, etc.
- Minutes will be kept, and a copy supplied to each member of the group as soon as reasonably practicable.
- Every effort will be made to re-arrange cancelled meetings as soon as is reasonably practicable.

8. Meeting Dates

- All representatives should actively participate in the meetings and be committed to following through actions allocated to them.
- Agenda and notice of the time and place of the meeting to be published and circulated to members at least 3 clear days prior to meetings.
- Please arrive in readiness for the meeting to start promptly at the allocated time.

KIDDERMINSTER TOWN COUNCIL

Work Programme for Town Hall Committee Meetings for the Municipal Year 26/27.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of Previous Meeting
4. Questions/Petitions from members of the public

Meeting Date	Item
23 rd July 2026	Terms Of Reference
	Town Hall Events and Finances To receive an update on Town Hall Events
	Town Hall Artefacts and Paintings To receive an updated report
	Climate Change and Carbon Reduction To receive an updated report
	Town Hall Clock To receive an update
	Security and Access To receive an update
	Town Hall Toilets Facilities To receive an update
29 th Oct 2026	Town Hall Events To receive an update on Town Hall Events
	Budget 27-28 To agree a Town Hall Budget for 27-28
	Finance To receive an update

Kidderminster Town Council

Climate Change and Biodiversity Working Group

Notes of Meeting, 6.00 pm, 21st May 2026.

Present: Councillor Doug Hine (Chairman), Hugh Peacocke (KTC CEO)

Observing: Ben (a member of the public)

Apologies: Councillors John Beckingham and Nicky Gale

Agenda.

1. To review the Action Plan approved at the meeting of Full Council on 22nd October 2025 and consider any actions within the budget provided.

Progress and responses were received and noted (See attached). Other actions arising:

- Promote/ partner with organisations such as the monthly Repair café and Incredible/ Edible
- Contact emergency services and Environmental Agency re planning for extreme conditions

2. To review the Council's Biodiversity programme and report on same.

Noted the programme.

Update from Adam Stockhall:

We will continue to work closely with Natural England to enhance biodiversity gains across our parks and open spaces. This will be achieved through the creation and management of natural meadow areas, targeted native planting schemes, and the improvements of wetland and pond habitats.

Existing no-mow areas will continue to be maintained to encourage wildflower meadow establishment and support pollinators and other wildlife. Where appropriate, we will prioritise the planting of native trees and plants to strengthen local ecosystems and improve habitat connectivity.

We will also continue to explore opportunities to enhance wildlife infrastructure, including the installation of bird and bat boxes and other habitat features. In addition, interpretive signage and information boards will be further improved to provide visitors with greater awareness and understanding of the wildlife species and planting schemes present within the parks.

We do not use herbicides or weed killer on any of our parks.

3. Working with Utility Aid on Carbon Reduction initiatives.

Ask Utility Aid about a carbon audit and any other assistance/support they might be able to provide

Kidderminster Town Council

Climate Emergency Action Plan

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

Introduction

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

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

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

1. MET Office, What is Climate Change:

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

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

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

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

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

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

Agree approach to “Carbon Neutral”	Medium	£	Working Group/ All	At what stage might offsets be considered/ permitted?
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Action	Timescale	Cost £ low ££ medium £££ high	Committee/ Service Responsibility	Notes
Renewable Energy				
Request energy from Town Council's electricity providers is renewable	Medium	£	Corporate Services	If existing provision is not from renewable sources, assess alternative renewable tariffs and costs to switch.
Explore potential for installing Solar/Wind mitigating measures on Council Land/Buildings	Long	£££	Town Hall/ Operational Services	
Transport				
Explore infrastructure requirements and power capacity for electric vehicles	Long	££	Operational Services	
Encourage increased use of public transport by: 1. Lobbying for improvement of Kidderminster Bus Station 2. Enhancing our bus stop 3. Consider subsidising a Saturday discount bus fare 4. Work for more EV car charging in public spaces where private driveway charging is unavailable/limited.	Short Short Medium Medium	£ £ £££ ££	Operational Services	This year's budget?
Waste Minimisation				
"Paper-light" Council Meetings	Short	£	Corporate Services	Councillors still want hard copies
Encourage a policy of "Reduce, Reuse, Recycle, Compost" prior to landfill or incineration for contractors and Council operations	Short	£	All	Office waste is recycled, slightly more difficult with waste collected on recreation ground and bins as this is labour intensive also concerns for health and safety of staff-Courtyard café?
Promote schemes that can improve resource and waste efficiency, such as community waste reduction initiatives, repair cafes, reuse schemes, composting programmes and local exchange schemes	Short	£	Operational Services / Corporate Services	Councillors' Ward grants?

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

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

KIDDERMINSTER TOWN COUNCIL BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **Kidderminster Town Council** will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity within land owned by Kidderminster Town Council.

All committees of Kidderminster Town Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, Kidderminster Town Council will aim to improve the biodiversity of the area in the following ways:

- Ask the Planning Authority to consider the potential impact on biodiversity represented by relevant planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on relevant planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will ask the planning authority to consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain. This is a legal requirement, no need for KTC to do this.

Land and property management

- The council will carry out a biodiversity audit of its landholdings, subject to funding being available.
- The council will encourage the conservation and promotion of local biodiversity with regards to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

Subject to resources being available,

- The council will raise public awareness of biodiversity issues, including through its website and other media.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- Kidderminster Town Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the town.
- Subject to resources being available, it will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year together with a summary of how the policy has been implemented in the previous twelve months.

KIDDERMINSTER TOWN COUNCIL

TOWN HALL COMMITTEE

Report Title

Town Hall Carbon Reduction Programme

Meeting Date: Thursday 23 July 2026

Report Author: Matt Smith – Town Hall Manager

1. Purpose of the Report

To update Members on opportunities to further reduce the Town Hall's carbon footprint, outline a proposed Carbon Reduction Programme, and seek approval to utilise the £5,000 allocation provided by the Climate Change and Carbon Reduction Working Group to progress renewable energy and energy optimisation initiatives.

2. Background

Kidderminster Town Council declared a Climate Emergency in 2021 and subsequently adopted a Climate Emergency Action Plan, committing the Council to reducing its carbon emissions and improving environmental sustainability. The Action Plan identifies the Town Hall as a priority asset for improving energy efficiency and exploring renewable energy opportunities.

The Climate Change and Carbon Reduction Working Group has allocated **£5,000** to the Town Hall to support projects that will further reduce the building's carbon footprint.

Members will be aware that the Town Hall has recently undergone a **£12.2 million refurbishment**, during which significant investment was made in modern building services, including energy-efficient lighting, heating, ventilation and other mechanical and electrical systems.

As a result, many of the traditional energy-saving measures have already been delivered. The next stage is therefore to build upon this investment by exploring renewable energy generation and optimising the operation of the building to further reduce carbon emissions and operating costs.

3. Current Position

Following the refurbishment, officers have reviewed where further carbon reductions can realistically be achieved.

Rather than replacing recently installed infrastructure, investigations have focused on:

- generating renewable electricity on-site;
- reducing reliance on electricity imported from the National Grid;
- improving monitoring and management of building energy systems;
- optimising the operation of the existing heating controls.

This approach aligns with the Council's Climate Emergency Action Plan and ensures that previous investment continues to deliver maximum environmental and financial benefit.

4. Solar PV Proposal

Officers have entered into discussions with **Big Solar Co-op**, a not-for-profit community energy organisation specialising in commercial rooftop solar installations.

Following an initial desktop survey, Big Solar Co-op has confirmed that the Town Hall roof appears suitable for a substantial solar photovoltaic (PV) installation, subject to a detailed site survey and Listed Building Consent.

Summary of Proposal

Item	Estimated Value
Installed solar capacity	49.66 kWp
Annual renewable electricity generation	45,044 kWh
Capital cost to the Town Council	£0
Estimated annual carbon reduction	9 tonnes CO ₂ e
Estimated savings after 20 years	£86,750
Estimated savings after 30 years	£145,382

The proposal is based upon a long-term Power Purchase Agreement (PPA), whereby Big Solar Co-op would fund, install, own and maintain the solar installation.

The Town Council would purchase the electricity generated from the roof at a lower cost than current commercial electricity prices whilst continuing to purchase any additional electricity required from its existing supplier.

The proposal also includes:

- no capital investment by the Town Council;
- maintenance undertaken by Big Solar Co-op;
- protection from future electricity price increases;
- an option to purchase the installation after five years.

5. Listed Building Considerations

As the Town Hall is a Listed Building, any solar installation would require Listed Building Consent and any other necessary planning approvals.

Big Solar Co-op has confirmed that they would be willing to continue developing the proposal provided the Council is prepared to lead the planning and heritage application process.

No contractual commitment is requested at this stage.

Should Members wish to proceed, officers will commission the necessary surveys and bring a detailed business case back to Committee before any legal agreement is entered into.

6. Building Energy Optimisation

The Town Hall already benefits from modern building services installed during the refurbishment.

However, officers are investigating opportunities to further improve the efficiency of these systems through enhanced monitoring and smart control technology.

Potential improvements include:

- improved remote management of heating controls;
- better programming of heating to reflect building occupancy;
- enhanced energy monitoring;
- analysis of energy consumption trends;
- optimisation of plant operation to reduce unnecessary energy use.

These measures would complement the existing systems rather than replace them.

7. Proposed Use of the £5,000 Allocation

It is proposed that the allocation from the Climate Change and Carbon Reduction Working Group is used to progress the next stage of the Town Hall Carbon Reduction Programme.

Proposal	Estimated Cost
Listed Building and planning advice for Solar PV	£2,000
Structural surveys and feasibility work	£1,500
Energy monitoring and optimisation	£1,000
Contingency	£500

This approach will enable officers to develop fully costed proposals for future consideration whilst ensuring that the allocation is used to maximise long-term environmental and financial benefits.

8. Benefits

The proposed programme has the potential to deliver significant benefits.

Environmental

- Reduce the Town Hall's carbon emissions.
- Generate renewable electricity on-site.
- Reduce dependence on fossil fuel-generated electricity.
- Support delivery of the Council's Climate Emergency Action Plan.

Financial

- No capital cost for the proposed solar installation.
- Reduced electricity expenditure.
- Protection against future energy price increases.
- Potential savings of over **£145,000** over the lifetime of the proposal.

Corporate

- Demonstrates the Council's commitment to climate action.
- Builds upon the recent £12.2 million investment in the Town Hall.
- Positions the Town Hall as an example of best practice in sustainable heritage buildings.

9. Financial Implications

The Climate Change and Carbon Reduction Working Group has allocated **£5,000** towards reducing the Town Hall's carbon footprint.

The recommendations within this report seek approval to use this funding to progress feasibility work and energy optimisation initiatives.

No additional budget is requested at this stage.

Any future capital proposals would be presented to Members in a separate report.

10. Risk Assessment

The principal risks include:

- Listed Building Consent may not be granted.
- Structural surveys may identify constraints.
- Financial projections may change following detailed design.
- Legal review of any Power Purchase Agreement will be required.

These risks will be addressed during the feasibility stage before any commitment is made.

11. Conclusion

The Town Hall refurbishment has already delivered significant improvements in energy efficiency through modern lighting, heating and building services.

The opportunities identified within this report represent the next phase of the Town Hall's environmental journey by focusing on renewable energy generation and optimising the operation of the building.

The proposed approach supports the Council's Climate Emergency Action Plan while offering the potential for substantial long-term financial savings and a meaningful reduction in the Town Hall's carbon footprint.

12. Recommendations

Members are requested to:

1. **Note** the contents of this report.

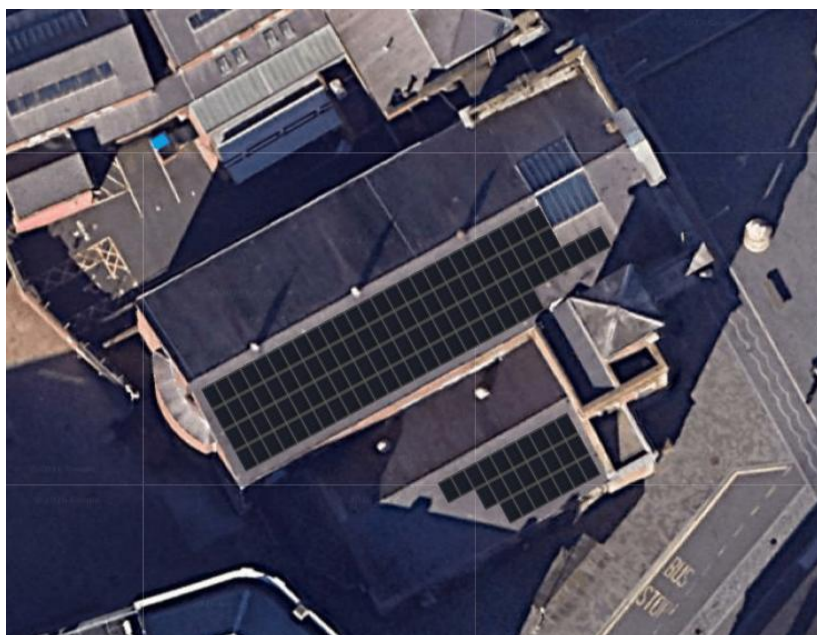
2. **Approve** the proposed Town Hall Carbon Reduction Programme.
3. **Approve** the use of the **£5,000 Climate Change and Carbon Reduction allocation** to progress feasibility work, surveys and energy optimisation initiatives.
4. **Authorise** officers to continue discussions with Big Solar Co-op regarding the proposed rooftop solar installation.
5. **Request** that officers submit a further report to Committee following completion of the feasibility work, heritage assessments and legal review, prior to any contractual commitment.

Appendix A – Big Solar Co-op Proposal Summary

Measure	Estimated Benefit
Solar capacity	49.66 kWp
Annual renewable electricity	45,044 kWh
Annual carbon reduction	9 tonnes CO ₂ e
Capital cost to Council	£0
Estimated savings (20 years)	£86,750
Estimated savings (30 years)	£145,382

ROOFTOP PV SOLAR PROPOSAL

Kidderminster Town Hall



This proposal has been done using a desktop survey only; a site visit is needed to confirm the figures.

The offer is also based on the understanding that the Council will apply for the listed building planning permission that will be necessary to go ahead with the solar installation should you decide to proceed with this project.

KEY INFORMATION	
Estimated solar capacity installed	49.66 kWp
Estimated annual energy generated output	45,044 kWh
Total capital cost to Kidderminster Town Hall	£0
Proposed cost per unit of solar generated electricity	16.5 p/kWh
Estimated savings at 20 years	£86,750.00
Estimated carbon savings in first year*	9 tCO ₂ e
Approximate buyout cost at 5 years	£46,705.00

Prepared for: Kidderminster Town Hall
Prepared by: Jo Nicholson

Date issued: 17/06/2026
Valid until: 17/08/2026

Version: 1

*Based on UK standard grid carbon emissions rates

Summary

The Big Solar Co-op is a non-profit organisation which builds and owns solar on sites across the UK.

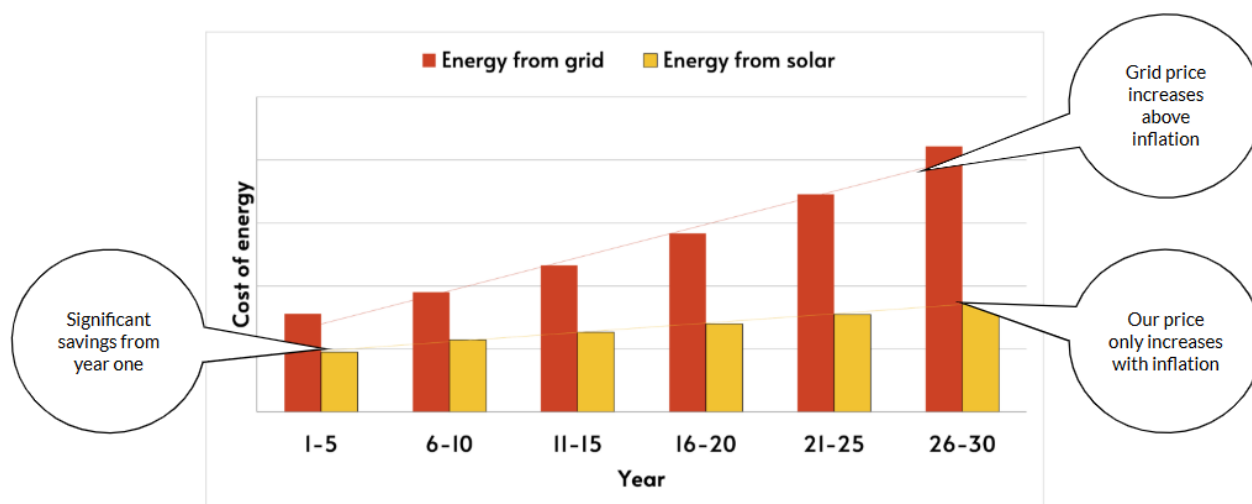
OUR OFFER	
Solar at zero capital cost	Hedge against future market price rises
Savings on bills and carbon from year one	Ethically sourced, highest quality equipment

Kidderminster Town Hall can reduce carbon emissions while making a long-term saving on electricity costs. Under our proposal we will install, own and maintain solar arrays on your buildings, with no capital cost to you. We then sell you clean energy, generated from the panels on the roof, for less than you are currently paying for grid electricity. The value of this saving is expected to increase significantly over time as electricity prices rise.

Financial offer

We propose to sell you energy generated from our solar panels based on a long-term Power Purchase Agreement (PPA). **In this model we have assumed that your import price at the time of installation will be 22.23p/kWh.** We assume that wholesale energy prices have stabilised and that your import price will rise in line with the long-term trend. **We think these are conservative assumptions. This would mean that your first-year price discount would be around 26% giving you a price of 16.5p/kWh.**

Our future price per unit (kWh) will rise only with inflation rather than with the electricity market, so the value of the savings is projected to increase over time.



The solar energy we generate on your rooftop helps to protect you against volatility and future price rises in the commercial electricity market. Grid electricity prices have historically risen at well above inflation and have in recent times seen spectacular spikes. Our price only rises with inflation.

How much you save

We estimate the total value of your saving as follows:

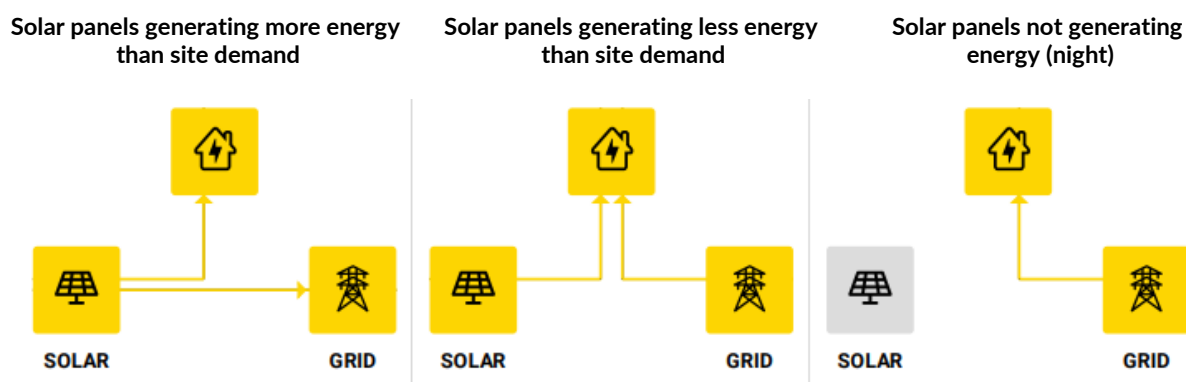
SAVINGS	
Estimated total savings at year 10	£36,462.00
Estimated total savings at year 20	£86,750.00
Estimated total savings at year 30	£145,382.00

These figures are given in real terms (today's money adjusted for inflation).

How the solar installation works

Our solar panels are installed on your roof. They are connected to inverters which transform the energy produced by the panels into electricity that can be used in the building. The inverters also monitor the panels to ensure they are working efficiently. The solar panel output is fed into your electricity system on your side of the main electricity meter.

During daylight hours, the panels will produce electricity which is directly used by you. When our solar panels are producing less energy than you are using, electricity from the grid will make up the difference. When our solar panels are producing more energy that you can use, the excess electricity is exported to the grid. This constant balancing between the solar panels and the grid happens automatically and your electricity supply will not be interrupted, even when we carry out maintenance on the system.



You can continue using your normal electricity supplier. By using our solar generated electricity, you will reduce the amount of energy you buy from them.

Who operates the solar installation?

We will manage the installation and maintenance of the solar panels. We will monitor the whole system; rectify any faults should they develop and seek to improve performance over time where possible. We will keep our equipment insured against damage to your property or the general public, and work with you to maximise your use of the renewable energy our panels generate. Whatever you use is accurately metered and billed to you at your agreed rate. Any solar energy that isn't used on site is exported to the grid – for that the Big Solar Co-op receives the wholesale energy price.

Legal agreement

Our legal agreement is designed to be as simple, clear and fair as possible. In most cases, the agreement is a lease, incorporating a Power Purchase Agreement (PPA).

We lease the space above your roof and you give us rights of access to install, maintain and connect to our solar equipment. We sell our solar generated electricity to you at a fixed rate which is cheaper than your current rate. You will keep your existing supplier for any electricity we cannot provide.

Our lease and PPA have been specially developed to take out some of the more onerous clauses that you'll find in commercial solar agreements, and to add some features you won't find anywhere else:

FAIR LEGAL AGREEMENTS	
5-year buyout option	Provision for roof repairs with no penalty
No minimum usage clause	PPA portable to replacement buildings

Term: Our minimum term is 5 years. After that you can buy the system from the Big Solar Co-op if you wish, at any point. The buyout cost is the depreciated value of the installation and does not include any penalties for our loss of future earnings. If you do not choose to buy us out in the interim, the Lease and Power Purchase Agreement (PPA) both run for 30 years.

Repair: If you need to repair the roof or carry out other works, we will make arrangements to remove and re-install panels at our cost. There is no penalty charged to you for our costs or lost revenue unless the panels need to be removed more than twice during the lease period or your repairs take over a month.

Change of use: If you need to change the use of the building or demolish it meaning that our panels cannot stay on the roof, we will seek to reinstall on another of your buildings. If there is no replacement site, you will need to pay the standard buyout cost.

Sale: If you sell the property, the lease will go with the property along with the Power Purchase Agreement (PPA).

Leasehold: Our flexible lease structure can accommodate either owner-occupiers or tenants, even if the tenancy is relatively short.

Insurance

During installation, works will be covered under the insurances held by our subcontracted installer. Once the work is complete the installation will be covered under the Big Solar Co-op's own insurance. We hold Public Liability insurance with indemnity of £5M.

Business benefits

Apart from the reduction in cost and carbon emissions there are other benefits in working with the Big Solar Co-op:

Publicity: working with the Big Solar Co-op brings you positive publicity on a local and national level. We will work with you to promote your adoption of a clean energy supply from our solar panels.

Certification: generating solar energy on your site may help you to meet Corporate Social Responsibility (CSR) and Environmental, Social and Governance (ESG) aims. For example, the addition of the solar PV system can aid certification to the ISO14001 standard in Environmental Management.

Local economy: Our community share offer is open to all and provides an opportunity for individuals and businesses local to you to invest in solar and receive a healthy financial return. Your own staff or stakeholders may also wish to invest. By working with the Big Solar Co-op, a proportion of your energy spend will help strengthen the local economy and underpin robust bonds with the community.

Catalyse local action: Your decision to go solar can help to catalyse local action on climate change by individuals and businesses.

Next steps

Should you wish to proceed with this project and secure the savings identified, please sign and return the letter of authority below. This gives us authorisation to make formal approaches to the distribution network operator for your area and other statutory bodies. We will also prepare a further refined solar array design and negotiate a draft Lease and Power Purchase Agreement with you. Upon signature of the lease and PPA, we will proceed to prepare a detailed work plan.

As a guide, we will aim to complete the installation of your solar array within 9 months of signature of the Letter of Authority. We will, as a matter of course, work around your operating requirements and agree a mutually suitable date for commencement and completion of works on site.

If you have any questions about this proposal, email dean@shareenergy.coop or call Dean on tel. 07443 879 329. Thank you.

About the Big Solar Co-op

The Big Solar Co-op is a UK-wide not-for-profit co-operative dedicated to enabling solar PV to continue being feasible in the absence of government subsidies, across the UK. The Big Solar Co-op is listed here on the [FCA Mutuals Register](#).

The Big Solar Co-op is a good partner – we are ethical, transparent and in it for the long haul. Our bottom line is to reduce climate change and our finance comes from community shares – members of the public investing for a combined environmental and financial return. Institutional and organisational investment is also an option with us.

From factories to schools, leisure centres to steelworks, golf clubs to community centres, we have over 40 sites signed up and ready to build over the next 2 years, all over the UK. Together, we already own a number of large solar rooftops. See our projects page: <https://bigsolar.coop/projects> for details



See our live solar monitor on our website for real time figures on what we are generating across the Big Solar Co-op sites at: <https://bigsolar.coop/live-solar-monitor>



“It was the perfect solution at the perfect time for us. We were worried about increasing energy costs, and I’d had a quote for solar of around £500K. As we’d just bought the building, we’d have needed a bank loan, which would have required a 25% deposit, which at the time we didn’t have.”

Richard Hall, Operations Director at EcoPak <https://bigsolar.coop/eco-pak-limited>

“Fundamentally each GP practice is a small business and having solar panels installed through the Big Solar Co-op saves us money on our monthly electricity spend. But also, by having a fixed rate it helps to safeguard us from the massive cost spikes which we have seen recently. We are really grateful that for the next 30 years that will be stable.”

Dr. Naresh Kumar Aggarwal, Eden Court Medical Practice

<https://bigsolar.coop/eden-court-medical-practice>



We work closely with Shareenergy, one of the UK’s leading community energy organisations. Shareenergy was founded in 2011 and has been involved in over 100 solar installations including some of the very first solar co-ops in the UK. They continue to provide us with technical and administrative support.

Further detail about the Big Solar Co-op is available on our website: <https://bigsolar.coop>

Meet the team



Jon Hallé – CEO

Jon is a co-founder of Shareenergy and the Big Solar Co-op. In his role as CEO, he has a wide remit from detailed support of projects to a nationwide strategic involvement with public, private and third sector bodies. Jon was a pioneer of community-owned solar in the UK and is a previous recipient of the Community Energy Champion Award.



Dean Hill – Client Lead

Dean comes from a multi-sector background, having run a Telecom Analysis Consultancy, and coordinating and collaborating with diverse teams of volunteers and stakeholders including the BBC. His primary focus is liaising with potential Big Solar Co-op sites, to get to the point of deployment.



Chris Rigby – Technical Lead

Chris holds a degree in renewable energy and his background is in solar PV and electrical building services engineering, with over 15 years of experience installing rooftop solar. He is responsible for the development, delivery and ongoing maintenance of all Big Solar Co-op host site installation



Joanna Nicholson – Project Lead

With a wealth of experience spanning the practical, technical and creative. Jos' eclectic career has ranged across Solar Management for a renewables company, R&D for a paraglider designer and manufacturer, financial management for a variety of environmental and arts charities, Head Housekeeper for an Earl and running welfare and catering units at festivals.



Noël Lambert – Community and Content Lead

Noël has a background in community building, online systems configuration, digital strategy and technical communication. She manages our Volunteer Member community and knowledge hub, helps develop digital tools and coordinates Big Solar Co-op communications through events and social media strategy.

LETTER OF AUTHORITY

To Whom It May Concern,

I/we, the undersigned, confirm that I/we am/are the legal owner(s) / occupier(s) of the premises located at: **Kidderminster Town Hall, Kidderminster, DY10 1DA**

I/we hereby authorise the Big Solar Co-op and its representatives, to discuss on my/our behalf matters relating to the electrical supply contract for the above premises.

This authority is granted specifically to assist with the assessment, design, and development of solar PV generation capacity at the premises, and to evaluate compatibility with the existing electricity supply.

This letter does not authorise any changes to the supply contract or service.

If you require any additional verification or clarification, please contact me/us at the details below.

Customer Name(s): _____

Company Name: _____

Position (if applicable): _____

Contact Number: _____

Email Address: _____

Signature: _____

Date: _____

The Meter Point Access Number (MPAN) used at this site are:

MPAN/s: _____ / _____ / _____

Meter location/s are: _____



The Big Solar Co-op is a Co-operative Society registered with the Financial Conduct Authority no. 4877

Registered office c/o Sharenergy, The Pump House, Coton Hill, Shrewsbury SY1 2DP

Kidderminster Town Council

Town Hall Committee Report: Town Hall Clock – Condition Assessment, Proposed Works and Funding Approval

Report Author: Matt Smith, Town Hall Manager

Date: 16/07/2026

Purpose of Report

To update Members on the current condition of the Town Hall Clock, advise on the forthcoming detailed inspection by the specialist contractor, and seek delegated approval for funding arrangements depending upon the outcome of that inspection.

Background

The Town Hall Clock is an important historic feature of the Grade II listed Town Hall and forms a significant part of the building's heritage and character.

Smith of Derby were originally commissioned to investigate reports of the clock stopping intermittently. During their inspection of the mechanism, the engineers identified additional concerns relating to the condition of the external clock dial, supporting ironwork and associated structural elements.

Initial advice indicated that the external clock dial was showing signs of deterioration and rusting, with corrosion evident on the supporting ironwork. Due to the clock's position above a pedestrianised public area, the contractor advised that restoration works should be considered a priority, as there was a potential risk of material becoming detached over time if the condition continued to worsen.

The estimates indicated that the restoration project, including scaffolding and specialist access requirements, would be in the region of £31,000, comprising approximately:

- Restoration works by Smith of Derby – £24,381 + VAT
- Scaffolding – £8,325 + VAT
- Additional costs for permits, traffic management and any necessary road closures, if required.

At that stage, it was considered appropriate to investigate external grant opportunities before committing Town Council funds towards the restoration project.

Following these findings, an internal inspection using a cherry picker was carried out. This inspection concluded that we felt that there was no immediate danger to public safety although there were signs of rust and deterioration of the clock case and face.

Smith of Derby also confirmed that the intermittent stopping of the clock is likely to be caused by a worn component within the mechanism, which is scheduled to be replaced during a planned maintenance visit within two weeks.

Current Position

Smith of Derby are scheduled to attend the Town Hall within the next two weeks to undertake the planned internal repair to the clock mechanism.

Whilst carrying out these works, the engineers will also undertake a significantly more detailed inspection of:

- the main iron supporting arm securing the clock to the building;
- the extent of corrosion and deterioration within the supporting ironwork;
- the stability and condition of the external clock face and associated fabric;
- the structural integrity of the clock's external components; and
- any further defects that may affect the long-term preservation of the clock.

This inspection will provide the Council with a more comprehensive assessment than has previously been possible and will enable the contractor to determine whether immediate remedial works are required on public safety grounds or whether the restoration can be programmed as part of a planned heritage conservation project.

Funding Options

Option 1 – Urgent Works Required

Should the specialist report conclude that the supporting structure or external clock presents an immediate or imminent safety risk, officers request that the Committee agrees, in principle, to make the necessary funding available without delay in order that essential works can commence.

Given the clock's position directly above a busy pedestrianised area, any deterioration affecting its structural integrity could present a significant public safety risk. Delaying essential repairs in these circumstances could expose the Council to unnecessary risk,

potential liability and the possibility of emergency closures or more extensive remedial works in the future.

Providing approval in advance would enable officers to act immediately upon receipt of the specialist report should urgent action be recommended, avoiding unnecessary delays whilst further Committee approval is sought.

Option 2 – Works Not Considered Urgent

Should the specialist advice conclude that restoration works remain necessary but are not considered urgent from a health and safety perspective, officers recommend that the Council pursues external funding opportunities before committing Council resources.

The National Lottery Heritage Fund (NLHF) currently offers grants throughout the year, with funding ranging from £10,000 to £250,000. Applications can receive a decision in as little as eight weeks following submission.

The Town Hall Clock is an important heritage asset, having originally been installed on the former Kidderminster Guildhall before being relocated to the Town Hall. Its historical significance makes it an appropriate candidate for National Lottery Heritage Fund support.

As part of any future funding application, officers also propose exploring improvements to access arrangements within the clock tower. Access to the clock is currently extremely limited, making inspection and maintenance difficult. Improving accessibility would:

- enable safer future maintenance and inspections;
- reduce long-term maintenance costs;
- assist with the conservation of the historic clock; and
- support the continuation and potential expansion of the Town Hall's popular "Behind the Clock" heritage tours, providing enhanced public engagement with this important historic asset.

Financial Implications

Current estimated costs are:

Item	Estimated Cost
Restoration works (Smith of Derby)	£24,381 + VAT
Scaffolding	£8,325 + VAT
Traffic management, permits and associated costs	To be confirmed

The current anticipated project cost is therefore approximately £31,000 plus VAT, subject to confirmation following the forthcoming detailed inspection and any additional works identified.

Risk Assessment

The principal risks associated with the project are:

- deterioration of the supporting ironwork leading to a public safety risk;
- increasing restoration costs if deterioration is allowed to continue;
- possible closure or restriction of the pedestrian area should emergency works become necessary;
- loss or deterioration of an important historic asset; and
- reputational impact arising from failure to appropriately maintain a significant heritage feature of the Town Hall.

Should the forthcoming inspection conclude that there is no immediate safety concern, pursuing external grant funding would provide the opportunity to restore and preserve the clock whilst reducing the financial impact upon the Town Council.

Recommendations

The Town Hall Committee is requested to:

1. Note the contents of this report.
2. Note that Smith of Derby will undertake a detailed inspection during the forthcoming scheduled maintenance visit and provide a full assessment of the condition of the clock's supporting structure and external components.
3. Agree that, should the specialist report conclude that urgent remedial works are required in the interests of public safety, the necessary funding be approved in principle to enable officers to instruct the works without delay.
4. Agree that, should the inspection conclude that restoration works are required but are not urgent, officers proceed with preparing and submitting an application to the National Lottery Heritage Fund, or other appropriate heritage funding body, before seeking Town Council funding.

5. Delegate authority to the Town Hall Manager, in consultation with the Chair of the Town Hall Committee, to determine the appropriate course of action following receipt of the specialist report and report the outcome to Members at the earliest opportunity.

Appendices

Appendix A – Smith of Derby Quotation and Proposed Restoration Works

The appendix contains the detailed quotation provided by Smith of Derby for the restoration of the Town Hall Clock, including:

- Removal of the external clock dial.
- Full restoration of the dial at the Smith of Derby workshops.
- Repair, treatment and repainting of the supporting iron beam.
- Reinstallation, testing and commissioning of the restored clock.
- Installation of a new service hatch to improve future maintenance access.
- Estimated cost of restoration works (£24,381 + VAT).

Appendix B – Birmingham Scaffolding Quotation

The appendix contains the quotation for the erection, hire and dismantling of specialist scaffolding required to safely access the clock tower, including:

- Four-week scaffold hire.
- Fully boarded working platform.
- Hoist provision.
- Pedestrian protection measures.
- Total scaffold cost of £8,325 + VAT (excluding any additional permits, traffic management or extended hire charges).



QUOTATION

Quote Reference: 56152

Date: 19/06/2026

Company: Smith and Derby Clockmakers

Site Address: Kidderminster Town Hall, DY10 1DB

Project Description: Scaffolding erect and dismantle, including up to 4 weeks hire. Additional weeks hire @ 10% of total job value. Scaffolding to provide safe access to the clock tower dial faces at Kidderminster Town Hall for specialist removal works. The scaffold will comprise a fully boarded working platform positioned immediately below the clock faces, designed to accommodate two operatives and associated equipment. The scaffold will include a hoist. The scaffold will be erected, inspected, and maintained in accordance with the latest TG20 guidance and NASC best practice. All works will be carried out by CISRS-qualified scaffolders. As the scaffold is to be erected on a public pavement, appropriate pedestrian protection measures will be implemented, including the fitting of foam protection, caps and nips to exposed scaffold components where required.

Qty	Product/Service	Unit Price	Line Total
1	Scaffold (erect, dismantle & up to 4 weeks hire from handover of scaffolding)	£7,340.00	£7,340.00
1	Steel hoarding to scaffold	£985.00	£985.00
0	Weekly inspections	£260.00	£0.00
Total (ex VAT):			£8,325.00

Payment Terms: Payment due on handover of scaffolding unless agreed otherwise. Non-payment may result in removal of scaffolding with costs charged to the client.

Birmingham Scaffolding

20 Wake Green Road

Moseley

B13 9EX

<https://birminghamsscaffolding.com>

info@birminghamsscaffolding.com



By accepting this quotation, you ("the Client") confirm acceptance of Birmingham Scaffolding's Terms and Conditions of Quotation and Hire, including all stated assumptions and exclusions on page 2-3

Terms & Conditions

1. Scope of Works

- This quotation is based solely on the drawings, specifications, and/or site information provided at the time of pricing.
- Any alterations, additions, or adaptations required after commencement of works will be subject to additional charges.

2. Adaptations / Variations

- Adaptations (e.g., adding lifts, towers, access points, edge protection, or modifying scaffold for other trades) are **not included** unless expressly stated in this quotation.
- All requests for variations must be confirmed in writing and will be priced separately.

3. Access & Programme

- Safe and unrestricted access to the work area must be provided at all times.
- Quotation assumes scaffolding can be erected in one continuous visit during normal working hours. Delays, phased work, or return visits may incur extra costs.

4. Ground Conditions & Fixings

- The client is responsible for providing suitable ground conditions and confirming permission for any fixings into the structure.

Birmingham Scaffolding

20 Wake Green Road

Moseley

B13 9EX

<https://birminghamscaffolding.com>

info@birminghamscaffolding.com



- Any additional equipment or measures required due to poor ground or unsuitable fixing points will be charged as extra.
- 5. **Handover & Inspection**
 - Scaffolding will be inspected and tagged upon completion. Ongoing statutory inspections remain the responsibility of the client unless otherwise agreed in writing.
- 6. **Hire Period**
 - The quoted hire period is 4 weeks. Extended hire will be charged at the agreed weekly rate thereafter.
- 7. **Exclusions**

Unless otherwise stated, this quotation excludes:

 - Traffic management, road closures, or permits.
 - Scaffold alarms, lighting, sheeting, netting, or debris chutes.
 - Protection fans, hoists, or loading bays.
 - Provision for adverse weather delays.

Assumptions & Exclusions

- **One continuous erection and dismantle visit** (no phasing).
- **Good ground conditions** for base plates, sole boards, or foundations.
- **Unrestricted site access** for lorries and deliveries.
- **Clear working area** free of obstructions at time of erection.
- **No requirement for night/weekend work** unless specifically agreed.
- **No allowance for scaffold alarms, fans, hoists, or lifting equipment.**
- **Standard working hours only** (typically 8am–4pm, Mon–Fri).
- **Weather delays not included** — hire charges continue during downtime.
- **Design drawings & calculations** only included if specifically requested.
- **Permissions, licences, or permits** (e.g. pavement/road occupation) to be obtained by the client unless stated otherwise.
- **After handover of scaffolding**, ongoing Maintenance of the scaffolding, including weekly inspections, are the responsibility of the client
- **Roofs are weight bearing** and appropriate surveys have been carried out by the client
- **Asbestos:** The quotation assumes no asbestos or other hazardous materials are present in areas where scaffolding is to be erected or tied in.

Birmingham Scaffolding

20 Wake Green Road

Moseley

B13 9EX

<https://birminghamscaffolding.com>

info@birminghamscaffolding.com



If asbestos (or suspected asbestos) is identified, works will be suspended until the area is made safe by the client, and any associated costs, delays, or return visits will be chargeable.

- **Tie-In Points:** The quotation assumes that we have permission to drill and tie into the building fabric where required. Any restrictions on tying into certain areas (e.g., glazed façades, cladding, listed structures) must be notified in advance. If alternative methods (e.g., freestanding scaffolds, buttressing, kentledge) are required due to restrictions on tie-ins, these will incur additional costs.
- **Delay / Standing Time:** The quotation assumes uninterrupted access and readiness of the work area. Where scaffolders are unable to proceed due to site delays, obstruction by other trades, restricted access, or unsafe working conditions, **standing time will be chargeable** at our prevailing labour rates. Return visits required as a result of such delays will also be chargeable.

Birmingham Scaffolding

20 Wake Green Road

Moseley

B13 9EX

<https://birminghamscaffolding.com>

info@birminghamscaffolding.com

Kidderminster Town Council

Paxton Access Control System – Review of Key Fob Management and Access Permissions

Meeting: Town Hall Committee

Date of Meeting: 23rd July 2026

Author: Matt Smith, Town Hall Manager

Date of Report: 14th July 2026

1. Summary

This report seeks to review the management and control of the Paxton Access Control System at Kidderminster Town Hall.

The Town Hall currently issues electronic key fobs to staff, some elected members, contractors and selected partners. Whilst the system provides excellent security and audit capabilities, a review has identified instances where fobs have not been returned, have been passed between individuals, or where the recorded holder details are no longer accurate.

The report recommends the introduction of a formal Access Control Policy and an audit of all active fobs to ensure security, accountability and compliance with good governance practices.

2. Background

The Town Hall is protected by a Paxton electronic access control system. The system allows authorised individuals to gain entry through designated doors using electronic key fobs.

Each fob can be:

- Assigned to a named individual.
- Programmed with specific access permissions.
- Restricted to certain doors or times.
- Deactivated remotely if lost, stolen or no longer required.

The system also maintains an audit trail recording:

- The fob used.
- The individual assigned to the fob.
- The date and time of access.
- The door accessed.

The system therefore provides an important security and safeguarding function for the building.

Current Situation

A review of the current arrangements has identified that a number of fobs have been issued to individuals and organisations over time. In some cases, fobs have not been returned when no longer required, and there have been instances where fobs have been passed between users, resulting in inaccurate records within the Paxton system.

Whilst the system retains the ability to deactivate fobs immediately, the current arrangements do not provide the level of control or accountability expected for a public building containing valuable assets, equipment and sensitive areas.

4. Options

Option 1 – Do Nothing

Continue with current arrangements.

Advantages:

- No additional administration.

Disadvantages:

- Continued risk of inaccurate records.
- Reduced accountability.
- Potential security concerns.
- Difficulty investigating incidents if access records are inaccurate.

Option 2 – Undertake a Full Audit of Existing Fobs

Review all active fobs, confirm current holders and deactivate any unnecessary or unaccounted-for fobs.

Advantages:

- Improves security.
- Ensures accurate records.
- Low implementation cost.

Disadvantages:

- Requires officer time.

Option 3 – Restrict Fob Issue and Introduce a Formal Access Control Policy (Recommended)

Undertake a full audit of all active fobs and implement a revised access control policy whereby permanent fobs, with full building access are issued only to:

- Town Council employees.
- The mayor during their term of office.

Authorised Café and Bar/Event staff with responsibility for opening and locking up the building will be issued with fobs allowing access to the areas essential for their operations

All other users, including:

- Contractors.
- Volunteers.
- Tour Guides.
- Temporary staff.
- Other authorised visitors.

will be issued with a temporary fob by the Facilities Team or Duty Manager whilst on site, with access limited to the relevant areas. The fob must be returned before leaving the building at the end of each visit or shift.

Advantages:

- Significantly improves security and accountability.
- Ensures the audit trail accurately identifies users.
- Reduces the number of active fobs in circulation.
- Reduces the risk of lost or unreturned fobs.
- Provides greater control over access permissions.

Disadvantages:

- Increased administration for Facilities and Duty Management staff.
- Requires robust sign-in and sign-out procedures.

Expected Outcomes

Success will be measured by:

- A reduction in the number of permanently issued fobs.

- All active fobs being assigned to authorised users.
- Accurate access records within the Paxton system.
- All temporary fobs being signed in and out.
- Improved building security and accountability.

6. Vision 2025–2029

This proposal supports the Council's objectives of:

- Good governance.
- Effective management of Council assets.
- Maintaining a safe and secure environment for staff, volunteers, tenants, contractors and visitors.
- Protecting the Town Hall as a significant community asset.

7. Consultation

Consultation has been undertaken with Town Hall management and officers responsible for building operations.

Further consultation will be undertaken with key users, including Sava Bars and contractors where appropriate.

8. Risk Assessment

8.1 Legal

The Council has a responsibility to protect its assets, staff and visitors and to maintain accurate records of authorised access to its premises.

8.2 Financial and Resources

The recommendations can be implemented using existing resources.

Potential savings may arise through reducing the number of active fobs and minimising security risks.

8.3 Environmental / Climate

No significant environmental impact.

8.4 Equality and Diversity

The proposals apply equally to all users requiring authorised access to the building.

8.5 Crime and Disorder

The proposals strengthen building security and reduce opportunities for unauthorised access.

8.6 Health and Safety

Improved control of access supports the Council's responsibilities for the safety of staff, contractors and visitors.

9. Action Plan

Action	Responsible Officer	Deadline	Status
Complete audit of all active fobs	Town Hall Manager	Within 3 months	Pending
Deactivate unidentified or unnecessary fobs	Town Hall Manager	Following audit	Pending
Create Access Control Policy	Town Hall Manager	Within 3 months	Pending
Establish annual review process	Town Hall Manager	Ongoing	Pending

10. Follow-up

Implementation will be monitored by the Town Hall Manager and reported to the Town Hall Committee as required.

An annual review of all active fobs and permissions will be undertaken.

Recommendations

The Committee is requested to:

1. Approve a full audit of all existing Paxton access fobs.
2. Authorise the cancellation of any fobs that cannot be accounted for or are no longer required.
3. Approve a revised Access Control Policy whereby permanent fobs and access are assigned in line with Option 3 above. or the Duty Manager and to return them before leaving the building.
4. Require an annual audit of all active fobs and access permissions and deactivate all obsolete users/ fobs The annual audit will be reported to the Committee and any amendments required to this Policy may be made at that stage.

12. Appendices

Appendix A – Summary of current active fobs and user categories.

Kidderminster Town Council

Report Title

Town Hall Toilet Facilities – Access and Usage Policy

Report Author

Matt Smith, Town Hall Manager

Purpose of Report

To seek Council approval for a formal policy confirming that the toilet facilities within Kidderminster Town Hall are not intended to operate as unrestricted public conveniences. (This policy does not apply to the Changing places facility in the Courtyard)

Background

Since the reopening of Kidderminster Town Hall, concerns have been raised where individuals have entered the building solely to use the toilet facilities without attending an event, using the Courtyard Café, participating in a meeting, or otherwise engaging with the services provided within the Town Hall.

The Town Hall was redeveloped as a civic, cultural and commercial venue and was not designed or funded to operate as a public convenience. The facilities are provided to support the operation of the venue and its users, including audiences attending performances and events, Courtyard Café customers, venue hirers, volunteers, contractors, councillors attending meetings and Town Council staff.

Public toilet facilities are available elsewhere within Kidderminster town centre, including those located at Market Street Car Park.

Current Issues

The unrestricted use of Town Hall toilet facilities by individuals who are not using the building presents a number of operational challenges and risks.

These include:

- Increased cleaning and maintenance requirements.
- Additional expenditure on consumables and facility upkeep.
- Increased wear and tear on Council assets.
- Reduced availability of facilities for paying customers and legitimate users of the building.
- Additional demands on staff resources.

- Security and safeguarding concerns associated with unmanaged access to the building.
- Increased risk of vandalism and malicious damage to Council property.

In addition, staff have identified evidence of inappropriate use of the facilities, including suspected drug-related activity. Whilst these incidents have been limited in number, they highlight the risks associated with unrestricted access and the need for appropriate management and control of the facilities.

The Town Hall has already experienced instances of damage and misuse within the building, and unrestricted access to toilet facilities increases the opportunity for vandalism, anti-social behaviour and associated repair costs. Any damage caused ultimately results in additional expenditure being borne by the Council and local taxpayers.

It should also be noted that dedicated public toilet facilities are available within Kidderminster town centre at Market Street Car Park. These facilities are specifically provided and managed for general public use. The Town Hall facilities were not designed, funded or intended to fulfil this function and are provided primarily to support Town Hall customers, visitors and users.

Commercial Considerations

The Town Council has invested significantly in the redevelopment of the Town Hall and the establishment of the Courtyard Café. Both the Town Hall and its café partner operate within a commercial environment and rely upon providing a positive, safe and welcoming experience for customers and visitors.

The toilet facilities form part of the overall customer offer and visitor experience. Unrestricted public access can negatively impact that experience and create additional operational pressures for both Town Council staff and café operators.

Many comparable venues, including theatres, museums, arts centres and hospitality venues, provide toilet facilities for customers and visitors but do not operate as unrestricted public conveniences. Eg Malvern Theatres, Birmingham Hippodrome, Birmingham Rep, Stourport Civic Centre and Ludlow Assembly rooms.



It is considered reasonable and consistent with industry practice that the Town Hall adopts a similar approach.

Safeguarding and Security

The Town Hall welcomes a wide range of users, including families, school groups, volunteers, performers, councillors, community organisations and members of the public attending events.

The Council has a responsibility to provide a safe environment for all building users. Restricting toilet access to those legitimately using the building supports safeguarding objectives, assists staff in monitoring activity within the venue and reduces opportunities for anti-social behaviour and inappropriate use of facilities.

Proposed Policy

It is proposed that the toilet facilities within Kidderminster Town Hall are designated for use by:

- Visitors attending Town Hall events and performances.
- Courtyard Café customers.
- Venue hirers and their guests.
- Councillors attending meetings and civic functions.
- Volunteers, contractors and staff working within the building.
- Other authorised users of the Town Hall.

The facilities would not be available for general public use by individuals who are not using the Town Hall or its services.

Appropriate signage would be displayed advising visitors of this policy and directing members of the public to nearby public toilet facilities.

Financial Implications

The proposal is expected to reduce unnecessary expenditure on cleaning, consumables and maintenance and assist in protecting Council assets from avoidable wear and damage.

Risk Implications

The proposal supports:

- Improved safeguarding arrangements.
- Enhanced building security.
- Reduction in opportunities for anti-social behaviour.
- Protection of the Council's reputation.
- Improved customer experience.
- Support for the Town Hall's commercial operations.

Recommendation

Council is requested to approve the following:

1. That the toilet facilities within Kidderminster Town Hall are designated for use by authorised users of the building only.
2. That Kidderminster Town Hall shall not operate as a public convenience for individuals who are not using the building or its services.
3. That appropriate signage be displayed advising visitors of the policy and directing members of the public to alternative public toilet facilities within the town centre.
4. That officers be authorised to implement and manage the policy as part of the day-to-day operation of the Town Hall.

Conclusion

The Town Hall toilet facilities are provided to support the operation of a civic, cultural and commercial venue. They are not intended to function as public toilets. Restricting access to authorised users is a proportionate and reasonable measure that supports safeguarding, security, customer experience, commercial objectives and the effective stewardship of Council resources.

It is therefore strongly recommended that Council adopts the proposed policy.

Report to Town Hall Committee

Artifacts, Collections and Heritage Tours – July 2026

Purpose of the report

To update the Committee on the conservation and display of the Council's historic charters and mayoral paintings, and to set out the proposed programme and booking arrangements for heritage tours of Kidderminster Town Hall.

Historic charters and documents

All of the interpretation boards and historic charters are now at the Town Hall and have been installed. The collection includes charters issued in the names of Henry VIII, Elizabeth I, Oliver Cromwell as Lord Protector, and George VI.

The Council also has other documents in its care dating from the 17th century, some of which are copies or transcriptions of earlier medieval documents. The Charter of Charles I does not currently require reframing and remains in situ.

Funding for the reframing was provided by the National Lottery Heritage Fund as part of the Town Hall refurbishment programme. The Council is grateful to Don Gilbert for sharing his knowledge of Kidderminster's history and to Jackie Murall for her assistance with the collection.

Mayoral paintings

Seven oil paintings of former Mayors are currently with a specialist frame conservator. Three have been completed to date and it is anticipated that all seven will be returned to the Town Hall by September 2026 at the latest. Once returned, the paintings will form an important part of the Town Hall's interpretation and civic heritage displays.

Heritage tour programme

Tours will be delivered by volunteer guides. Four types of tour are proposed so that the Town Hall can serve local organisations, the general public and schools while managing operational demands on the building.

Tour	Frequency and timing	Charge and arrangements
Evening tours for clubs	Up to one per month	£50 where a duty manager is required. Where possible, a tour will be arranged at no cost when the building is already open for meetings.

Monthly public heritage tours	Last Wednesday of each month from September 2026, following the Happy to Chat table session	Free of charge; no advance booking required.
Organ recital and tour	Quarterly, with the tour following the organ recital	Free of charge; no advance booking required.
School tours	Available weekly during the daytime	Free of charge and pre-booked. Each visit must follow the agreed three-hour framework: arrive, meet, tour and depart.

School visit framework

The same structure and parameters will be supplied to each school in advance so that expectations are clear and the visit can be managed consistently. A complete school visit must take place within a three-hour window and follow the sequence below:

Arrival at the Town Hall.

Welcome and meeting with the guide.

Guided heritage tour.

Departure within the agreed three-hour window.

Booking and administration

The following process will apply to all tour enquiries and bookings:

All enquiries must be sent to info@kidderminstertownhall.org.uk.

Sadie will liaise with the customer and confirm the booking.

Sadie will add the booking to TimeTree.

Sadie will email the booking information to Jackie.

Jackie will arrange the volunteer tour guide or guides.

Partnership working and flexibility

These arrangements provide a consistent framework rather than an inflexible policy. Where operationally possible, the Town Hall will seek to accommodate reasonable requests. There may also be opportunities to work with other organisations arranging wider tours of Kidderminster, including St Mary's Church and the Museum of Carpet.

Next steps

Maintain the installed interpretation boards and charters as part of the Town Hall's permanent heritage display.

Complete any remaining supporting digital information for visitors.

Confirm and publicise the monthly public heritage tour programme from September 2026.

Provide volunteer guides with an agreed tour route, core script and practical guidance.

Review demand, visitor feedback and operational impact after the initial programme has been running for six months.

Recommendation

The Committee is asked to:

Note the installation of the interpretation boards and historic charters, together with the progress being made on the mayoral paintings.

Support the proposed four-category heritage tour programme and associated booking arrangements.

Authorise officers and volunteers to develop and promote the programme within the operational guidelines set out in this report.