Kidderminster
Town Council

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TOWN HALL COMMITTEE

Minutes of the meeting held on 23rd July 2026 at 6pm in the Council Chamber, Kidderminster Town Hall.

Present:
Councillors:
J. Beckingham (Chair)
S. Hollands
B. Connor
F. Oborski MBE (Deputy Chair)
H. Dyke
L. Carrol (deputising for M. Smith)

In Attendance:
Matt Smith - Town Hall Manager
Curtis Fudge - Business Development Lead

Absent:
M. Smith
B. Brookes

1. APOLOGIES FOR ABSENCE

Apologies were received from:

M. Smith, for whom L. Carrol deputised.

B. Brookes, submitted by S. Hollands.

2. DECLARATIONS OF INTEREST

Councillor B. Connor declared an interest in the Big Solar Co-op project as she was a member?? of the Co-op. The Committee noted the declaration.

3. PUBLIC QUESTION TIME

Nil.

4. MINUTES

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

13. EXCLUSION OF THE PRESS AND PUBLIC

Members agreed to move this item forward so that Curtis Fudge could present the Town Hall Events and Finance update under Item 14.

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. It was therefore resolved that, pursuant to the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

14. TOWN HALL EVENTS

Members received an update from the Business Development Lead on the 2026 events programme, financial performance, audience development and the commercial models used for programming.

RESOLVED:

That the Town Hall Events report and financial update be noted.

That the current programming and commercial strategy be supported.

That guarantee agreements be avoided for the foreseeable future unless there is an exceptionally strong commercial or strategic justification.

Following consideration of Item 14, the Committee returned to the published order of business.

5. ELECTION OF DEPUTY CHAIR

RESOLVED: Councillor F. Oborski MBE was elected Deputy Chair of the Town Hall Committee for the 2026/27 municipal year.

6. TERMS OF REFERENCE

Members considered the Committee's Terms of Reference as set out in Appendix 2.

RESOLVED: That the Terms of Reference be noted.

7. TOWN HALL WORK PROGRAMME

Members considered the Forward Work Programme as set out in Appendix 3.

Councillor S. Hollands requested that a report on the WFDC artefacts collection be added to the Work Programme following the visit to the Rushock Stores the following week.

RESOLVED: That the Forward Work Programme be noted and agreed, including the addition of the requested report on the WFDC artefacts collection.

8. CLIMATE CHANGE AND CARBON REDUCTION

Members received the Climate Change and Biodiversity Working Group papers and the report on opportunities to further reduce the Town Hall's carbon footprint. Members noted the energy-efficiency improvements delivered through the recent refurbishment and considered the proposed next phase of feasibility and optimisation work.

RESOLVED:

That the contents of the report be noted.

That the proposed Town Hall Carbon Reduction Programme be approved.

That the use of the £5,000 Climate Change and Carbon Reduction allocation to progress feasibility work, surveys and energy optimisation initiatives be approved.

That officers be authorised to continue discussions with Big Solar Co-op regarding the proposed rooftop solar installation.

That officers submit a further report to the Committee following completion of the feasibility work, heritage assessments and legal review, before any contractual commitment is made.

9. UPDATE ON THE TOWN HALL CLOCK

Members received the original report and the updated summary following advice from Smith of Derby and receipt of Shire Consulting Ltd's structural inspection report (Ref. S-26-350, Document RP1-1). Members noted the significant corrosion identified and the engineer's conclusion that there were no elevated concerns regarding the potential for the clock or its components to structurally fail and fall, subject to the limitations of the visual inspection.

RESOLVED:

That the advice received from Smith of Derby following its review of the video be noted.

That receipt of Shire Consulting Ltd's structural inspection report (Ref. S-26-350, Document RP1-1) be noted, including that, despite significant corrosion, the engineer identified no elevated concerns regarding the potential for the clock or its components to structurally fail and fall, subject to the limitations of the visual inspection.

That the Council does not proceed at this stage with the scaffolding, removal or major restoration of the external clock, and that the works be deferred while external funding is pursued.

That officers continue recorded visual monitoring of the clock and cantilever bracket.

That officers be authorised to pursue National Lottery Heritage Fund support and other appropriate external funding before committing Council resources.

That the position be reviewed immediately, further professional advice obtained and any necessary interim safety measures implemented if monitoring identifies movement, falling material or significant deterioration.

That routine maintenance to the internal clock mechanism continue separately from the proposed major external restoration works.

10. SECURITY AND ACCESS ARRANGEMENTS AT THE TOWN HALL

Members considered the report on the Paxton Access Control System and supported the proposed audit and strengthened controls. Members amended the recommended access arrangements so that all Town Councillors would be offered the opportunity to request an access fob.

RESOLVED:

That a full audit of all existing Paxton access fobs be approved.

That any fobs that cannot be accounted for or are no longer required be cancelled.

That a revised Access Control Policy be approved in line with Option 3 of the report, amended so that all Town Councillors are offered the opportunity to request an access fob, and that Town Hall Management issue fobs to those Councillors who request one, subject to acceptance of a Conditions of Use Policy.

That an annual audit of all active fobs and access permissions be undertaken; obsolete users and fobs be deactivated; and the outcome be reported to the Committee.

11. TOWN HALL TOILET FACILITIES - ACCESS AND USAGE POLICY

Members considered the report and the proposed policy governing access to the toilet facilities within Kidderminster Town Hall.

RESOLVED:

That the toilet facilities within Kidderminster Town Hall be designated for use by authorised users of the building only.

That Kidderminster Town Hall shall not operate as a public convenience for individuals who are not using the building or its services.

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.

That officers be authorised to implement and manage the policy as part of the day-to-day operation of the Town Hall.

12. ARTIFACTS, COLLECTIONS, HERITAGE PROJECT AND TOURS

Members received an update on the installed interpretation boards and historic charters, the conservation of the mayoral paintings, and the proposed programme and booking arrangements for heritage tours.

RESOLVED:

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

That the proposed four-category heritage tour programme and associated booking arrangements be supported.

That officers and volunteers be authorised to develop and promote the programme within the operational guidelines set out in the report.

Signed.. Dated..................................