



14th October 2026.

The meeting of **KIDDERMINSTER TOWN COUNCIL** will be held at
6:00PM on **WEDNESDAY 21st OCTOBER 2026** in the **COUNCIL CHAMBER,**
KIDDERMINSTER TOWN HALL, VICAR STREET, KIDDERMINSTER DY10 1DB,
when all Members of the Council are summoned to attend.

Yours Sincerely

Hugh Peacocke
Chief Executive Officer

Membership: Councillors Shazu Miah (Mayor), John Aston, John Beckingham, Ben Brookes, Darren Chambers, Liam Carroll, Vicky Caulfield, George Connolly, Bernadette Connor, Mark Crosby, Helen Dyke, Nicky Gale, Doug Hine, Steve Hollands, Mary McDonnell, Fran Oborski (MBE), Mary Rayner and Mike Smith.

AGENDA

1. APOLOGIES FOR ABSENCE

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. APPROVAL OF MINUTES (Appendix 1)

To approve the minutes of the meetings of Kidderminster Town Council held on 11th June 2026.

5. TOWN MAYOR'S REPORT (To Follow)

To receive a report from the Town Mayor, Councillor Shazu Miah.

6. MINUTES OF COMMITTEE MEETINGS HELD SINCE THE APRIL MEETING OF FULL COUNCIL

To note the following minutes of Committee Meetings held since the Council meeting on 11th June (already circulated to Members and published on the Council's website):

- A) Planning Committee: 23rd June, 20th July, 25th August and 29th September
- B) Civic, Community and Events Committee: 30th June and 9th September
- C) Services Committee: 1st July and 8th October
- D) Staffing Committee: 8th July and 14th September
- E) Finance & Overview Committee: 16th July and 14th October
- F) Town Hall Committee: 23rd July.

(Note: the Chair of the Committee will introduce each set of minutes and may give a brief overview of notable matters from the meeting, for information. It is the responsibility of each Committee to approve its own minutes)

7. ASSERTION 10 AND WEBSITE ACCESSABILITY (Appendix 3)

To Resolve that the Council has in place satisfactory arrangements to meet the requirements of Assertion 10 for the financial year 2026-27.

8. EXTERNAL AUDITOR'S REPORT 2025-2026 (Appendix 4)

To receive the report from the Council's External Auditor

9. CLIMATE EMERGENCY AND BIODIVERSITY WORKING GROUP (Appendix 5)

WG reports and action plan update.

10. CORPORATE TRAVEL POLICY (Appendix 6)

To approve the Corporate Travel policy as recommended by the Climate Emergency and Biodiversity Working Group

11. BUDGET 2027-28 (Appendix 7)

To Receive the timetable for the preparation and adoption of the Council's budget for 2027-28.

12. CLEMENT DALLEY DRIVE PLAY PARK (SILVERWOOD'S ESTATE) PARK TRANSFER (Appendix[®])

To Approve arrangements for the transfer of Clement Dalley Drive Play Park (Silverwood's Estate), to Kidderminster Town Council, with effect from 1st April 2027.

13. THE FORWARD WORK PROGRAMME (Appendix[®])

To note the Forward Work Programme for Full Council for 2026/27 and consider any additions.

**KIDDERMINSTER TOWN COUNCIL
TOWN COUNCIL**

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

Present:

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

In Attendance

Hugh Peacocke, Chief Executive Officer.

APOLOGIES FOR ABSENCE

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

3. DECLARATIONS OF INTEREST

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

4. PUBLIC QUESTION TIME

None

5. APPROVAL OF MINUTES

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

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

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

6. TOWN MAYOR'S REPORT

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

7. NOTICE OF MOTIONS:

7.1 the People's Emergency Briefing film

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

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

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

RESOLVED:

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

7.2 Kidderminster Harriers FC Promotion

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

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

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

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

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

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

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

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

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

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

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

This policy will also be consistent with our Vision:

4. Take actions to address the climate emergency

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

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

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

7.4 Information for visitors and residents of Kidderminster:

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

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

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

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

This initiative is consistent with our Vision:

3. Foster a real sense of community and civic pride

3.A To be the “voice of Kidderminster”

3.B Upholding the Civic and Mayoral heritage of Kidderminster

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

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

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

(Councillor Mary McDonnell left the meeting at 7.03 PM)

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

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

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

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

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

9. Climate Change and Biodiversity Working Group

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

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

10. Financial Regulations

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

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

11. Outside Bodies

The Council confirmed the following appointments:

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

The Meeting received reports from the following:

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

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

12. Internal Auditor's Report 2025-2026

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

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

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

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

13. Internal Controls

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

RESOLVED: To approve the Annual review of Internal Controls.

14. End of Year Accounts 2025-2026

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

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

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

RESOLVED:

- A) To receive the Annual Return (subject to external audit) for the financial year 2025/26.
- B) To receive and note the Annual Internal Audit Report.

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

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

15. Public Works Loan

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

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

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

16. Full Council Forward Work Programme 2026-27

The meeting noted the Forward Work Programme.

Agreed to seek quarterly reports from the Police.

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

The Meeting concluded at 8.31 pm.

Kidderminster Town Council**Report Title:** Assertion 10 and Website Accessibility**Full Council, 21st October 2026**

Assertion 10 is a mandatory governance statement introduced by the Smaller Authorities' Proper Practices Panel (SAPPP) in the 2025/26 Practitioners' Guide. It requires parish and town Councils in England and Wales to formally confirm on their Annual Governance and Accountability Return (AGAR) that they have proper data, digital, and IT arrangements in place.

The Assertion sets out the actions that the Council needs to take and the table below illustrates how the Council has met these requirements:

	Action required	Action taken by the Council
1.	Email management – the Council must have a generic email account hosted on an authority owned domain,	The Council owns the domain name kidderminstertownCouncil.gov.uk and all officers and members have email addresses hosted on that domain for the purpose of transacting Town Council business
2.	The Council must meet legal requirements for all existing websites regardless of what domain is being used.	See Accessibility Statement attached (Appendix 3.1)
3.	The Council's websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).	Our website meets the required web content accessibility guidelines 2.2 AA; see Accessibility Statement and report attached (Appendix 3.1). Where requested, documents on the website can be provided in other formats-Word, Excel, etc.
4.	The Council's websites must include published documentation as specified in the Freedom of Information Act 2000 and the Transparency code for smaller authorities (where applicable).	The Council publishes information proactively and has a reliable process for handling FOI requests- we have added a section to the website to outline the process of making a FOI request (Freedom of Information (FOI) - Kidderminster Town Council). We already have a process for managing FOIs in place as we hold an FOI register, specific folders created for each request etc. The Council now has a separate page on the website to cover The Transparency Code
5.	The Council must follow both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018.	Data Protection and GDPR Roadmap attached (Appendix 3.2)

	Action required	Action taken by the Council
6.	The Council must process personal data with care and in line with the principles of data protection	Data Protection and GDPR Roadmap attached
7.	The DPA 2018 supplements the GDPR and classifies the Council as both a Data Controller and a Data Processor.	Noted.
8.	The Council must have an IT policy. This explains how everyone - clerks, members and other staff - should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.	IT policy was completed earlier this year 22 Jan 2026 and has been approved by Finance & Overview Committee on 22 Jan 2026. (See attached- Appendix 3.3)

Report Authors: Chris Pugh, Corporate Services Manager and Hugh Peacocke, Chief Executive Officer.

Dated: 12th October 2026.

Accessibility Statement

This accessibility statement applies to the website www.kidderminstertowncouncil.gov.uk, run by Kidderminster Town Council.

Our aim is for this website to be easily accessible for as many people as possible.

For example, that means you should be able to:

- change colours, contrast levels and fonts using browser or device settings
- zoom in up to 300% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader
- understand the website text in all sections

Please note that [AbilityNet](#) has advice on making your device easier to use if you have a disability.

How accessible this website is

We are pleased to confirm that this website is fully compliant with the Web Content Accessibility Guidelines (WCAG) version 2.2 AA standard.

The website has been reviewed and remediated to meet all applicable WCAG 2.2 Level AA success criteria.

What to do if you cannot access parts of this website

If you need information on this website in a different format, such as accessible PDF, large print, easy read, audio recording or braille then please contact us:

Email: office@kidderminstertowncouncil.gov.uk

Telephone: 01562 732680

Postal address: The Webmaster, Kidderminster Town Council, Town Hall, Vicar Street, Kidderminster DY10 1DB

Please allow 5 working days for us to process your request.

Reporting accessibility problems with this website

We are always looking to improve the accessibility of this website. If you find any problems not listed on this page or believe we are not meeting accessibility requirements, please contact us at office@kidderminstertowncouncil.gov.uk.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

If you are not happy with how we respond to your complaint, please contact the Equality Advisory and Support Service (EASS).

Technical information about this website's accessibility

Kidderminster Town Council is committed to making its website accessible, in accordance with:

- The Equality Act 2010
- The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

This website is fully compliant with the [Web Content Accessibility Guidelines version 2.2 AA standard](#).

Preparation of this accessibility statement

This statement was prepared on 19 February 2026.

The website was last tested in February 2026 against WCAG 2.2 Level AA.

The test was carried out using a combination of automated scanning tools and manual accessibility testing.

We review this statement at least once a year and following any significant website update.



AI-Powered Remediations

Detailed Web Accessibility & Compliance Report

Covers compliance for:
ADA, AODA, EN-301-549, RGAA, and others



Generated Feb 19, 2026

For <https://www.kidderminstertowncouncil.gov.uk>

UserWay's AI-Powered Accessibility Widget leverages artificial intelligence (AI), Machine Learning (ML), and computer vision technologies to support compliance and accessibility efforts. These automated technologies, coupled with human review and approvals ("Human in the Loop"), are designed to help your site align with WCAG guidelines.

This report provides insights into the site's accessibility progress with its comprehensive list of the issues identified as of the date of report generation.

UserWay's software continuously monitors and addresses accessibility issues detected on this site based on UserWay's WCAG Automated Remediation Technology (ART). UserWay aims to apply the latest requirements, rule bases, and updates as the W3C (the World Wide Web's standards body) releases new WCAG guidelines and adapts existing guidelines to evolving technologies, browsers, and devices. WCAG is widely recognized as a foundation for legal accessibility requirements under frameworks such as the ADA, AODA, EN 301 549, RGAA, and other regulations around the world.

For additional information about this report, the WCAG rule base, or UserWay's full suite of accessibility and compliance solutions, please visit UserWay.org or contact compliance@userway.org.

Remediation Summary



kidderminstertowncouncil.gov.uk



A (395 fixed)

AA (146 fixed)

AAA (586 fixed)

Pages on site: **75**

Violations found: **1,127**

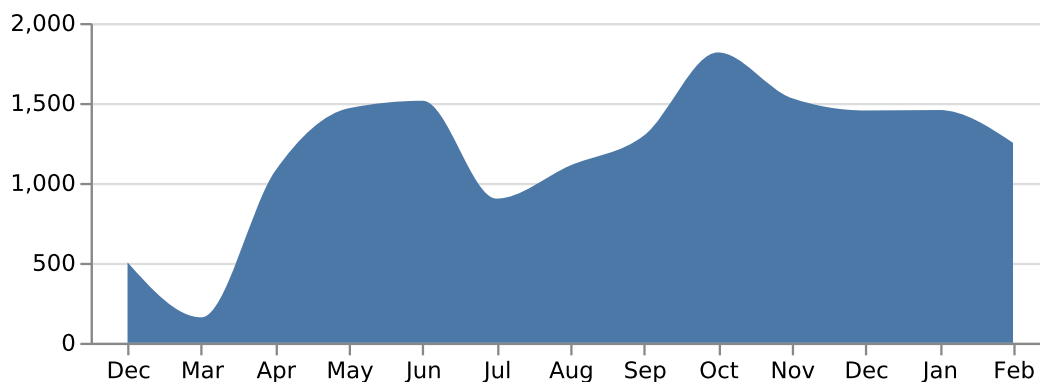
Violations remediated: **1,127**

History of Violations Remediated



kidderminstertowncouncil.gov.uk

1,127 issues fixed



Accessibility Violations by Page

Page Name	Date remediated	A	AA	AAA	
 / Homepage	Feb 19, 2026	1	24	3	28 violations fixed
 /news/	Feb 19, 2026	14	0	0	14 violations fixed
 /parks/	Feb 15, 2026	11	3	17	31 violations fixed
 /events	Jan 19, 2026	5	0	1	6 violations fixed
 /events/	Feb 15, 2026	5	0	1	6 violations fixed
 /contact/	Feb 13, 2026	5	1	22	28 violations fixed
 /gallery/	Jan 22, 2026	12	0	1	13 violations fixed
 /history/	Feb 11, 2026	9	0	3	12 violations fixed
 /toilets/	Feb 14, 2026	5	0	1	6 violations fixed
 /heritage/	Feb 17, 2026	7	10	2	19 violations fixed
 /waterfall/	Feb 14, 2026	8	0	1	9 violations fixed
 /vacancies/	Feb 15, 2026	5	1	1	7 violations fixed
 /monuments/	Jan 18, 2026	5	0	1	6 violations fixed
 /our-parks/	Feb 19, 2026	1	2	0	3 violations fixed
 /town-mayor/	Feb 16, 2026	7	8	13	28 violations fixed
 /allotments/	Feb 14, 2026	10	0	1	11 violations fixed
 /town-council/	Feb 16, 2026	8	0	4	12 violations fixed
 /accessability	Jan 22, 2026	5	0	1	6 violations fixed
 /author/admin/	Feb 18, 2026	5	1	0	6 violations fixed
 /news/partners/	Jan 20, 2026	13	9	10	32 violations fixed
 /town-twinning/	Feb 07, 2026	8	1	2	11 violations fixed
 /accessability/	Feb 02, 2026	4	0	1	5 violations fixed

 /pension-credit/	Jan 20, 2026	4	2	14	20 violations fixed
 /draft-our-parks/	Jan 22, 2026	0	0	0	0 violations fixed
 /street-furniture/	Feb 14, 2026	5	12	1	18 violations fixed
 /local-facilities/	Feb 06, 2026	5	0	1	6 violations fixed
 /honorary-freeman/	Feb 17, 2026	4	0	1	5 violations fixed
 /christmas-events/	Feb 17, 2026	0	0	0	0 violations fixed
 /january-newsletter/	Feb 17, 2026	4	0	1	5 violations fixed
 /book-of-condolence/	Feb 10, 2026	5	0	0	5 violations fixed
 /visit-kidderminster/	Feb 11, 2026	11	17	58	86 violations fixed
 /high-street-markets/	Feb 13, 2026	4	0	4	8 violations fixed
 /town-council /meetings/	Feb 16, 2026	4	8	338	350 violations fixed
 /town-council /elections/	Feb 05, 2026	5	3	4	12 violations fixed
 /project/councillor- rook/	Feb 05, 2026	12	0	1	13 violations fixed
 /town-council /councillors/	Feb 18, 2026	1	0	0	1 violations fixed
 /town-council /meetings-old/	Feb 18, 2026	2	19	0	21 violations fixed
 /kidderminster-tennis- club/	Feb 14, 2026	5	0	3	8 violations fixed
 /public-realm-and- operations/	Feb 13, 2026	6	0	0	6 violations fixed
 /kidderminster-market- update/	Feb 18, 2026	2	0	0	2 violations fixed
 /st-mary-and-all-saints- church/	Feb 16, 2026	6	0	4	10 violations fixed
 /cultural-events-grant- funding/	Jan 23, 2026	3	2	0	5 violations fixed
 /mayors-charity-ball-a- success/	Feb 15, 2026	4	0	0	4 violations fixed
 /national-lottery- heritage-fund/	Feb 14, 2026	7	2	0	9 violations fixed
 /town-hall- transformation-plans/	Jan 23, 2026	6	1	0	7 violations fixed
 /community-events- grant-funding/	Jan 18, 2026	6	0	0	6 violations fixed
 /kidderminster- community-awards/	Jan 19, 2026	4	0	0	4 violations fixed
 /project_category /previous-mayor/	Jan 18, 2026	3	5	1	9 violations fixed
 /st-georges-paddling- pool-update/	Feb 03, 2026	4	0	0	4 violations fixed
 /christmas-lights- switch-on-2025/	Jan 19, 2026	4	0	0	4 violations fixed

 /project/2019-mayor-councillor-ross/	Feb 05, 2026	15	1	1	17 violations fixed
 /project/2022-mayor-councillor-gale/	Feb 05, 2026	5	0	3	8 violations fixed
 /project/2021-mayor-councillor-smith/	Feb 05, 2026	5	0	1	6 violations fixed
 /kidderminster-educational-foundation/	Feb 11, 2026	4	0	1	5 violations fixed
 /new-town-council-unveils-first-clerk/	Feb 14, 2026	4	0	0	4 violations fixed
 /project/2023-mayor-councillor-darren/	Jan 16, 2026	3	0	1	4 violations fixed
 /project/2024-mayor-councillor-connolly/	Feb 10, 2026	5	0	9	14 violations fixed
 /project_category/previous-mayor/page/2/	Jan 22, 2026	4	2	1	7 violations fixed
 /town-council/accounts-policies-and-tenders/	Feb 18, 2026	2	5	47	54 violations fixed
 /town-council/accounts-policies-and-reports/	Jan 25, 2026	5	0	1	6 violations fixed
 /kidderminster-climate-emergency-action-plan/	Jan 19, 2026	4	0	0	4 violations fixed
 /grand-re-opening-of-kidderminster-town-hall/	Jan 19, 2026	3	0	0	3 violations fixed
 /privacy/terms-and-conditions-of-purchase.aspx	Jan 30, 2026	0	0	0	0 violations fixed
 /appointment-of-independent-chair-and-trustees/	Feb 10, 2026	3	3	0	6 violations fixed
 /kidderminster-town-council-supports-winter-warm-hub/	Feb 13, 2026	4	1	0	5 violations fixed
 /town-hall-project-to-give-3m-boost-to-local-economy/	Feb 13, 2026	5	0	0	5 violations fixed
 /kidderminster-town-council-appoints-new-chief-executive/	Feb 10, 2026	4	1	0	5 violations fixed
 /visit-from-high-sheriff-of-worcestershire-mark-jackson-obe/	Jan 27, 2026	4	0	0	4 violations fixed
 /honouring-our-heroes-armed-forces-flag-flying-ceremony-2025/	Jan 29, 2026	10	0	0	10 violations fixed
 /the-great-wall-and-waterfall-of-kidderminster-michael-loftus/	Feb 15, 2026	9	2	0	11 violations fixed
 /successful-applicants-announced-cultural-events-grant-funding/	Feb 17, 2026	4	0	0	4 violations fixed
 /contract-agreed-to-start-transformation-of-kidderminster-town-hall/	Jan 27, 2026	4	0	0	4 violations fixed

 /an-unforgettable-evening-4763-raised-at-the-mayor-of-kidderminsters-charity-ball-for-mnd/	Feb 15, 2026	4	0	0	4 violations fixed
 /high-sheriff-of-worcestershire-and-mayor-of-kidderminster-visit-local-charities-and-educational-support-services/	Feb 05, 2026	6	0	4	10 violations fixed

Accessibility Violations by WCAG Criteria

Image lacks a required 'alt' attribute (Level A)

Checks that each image has an alt attribute with a sufficiently clear and concise description to convey the meaning of the image to visually impaired users relying on screen readers and other assistive technologies.

URL	231 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/news/	12	Remediated	Desktop
kidderminstertowncouncil.gov.uk/parks/	2	Remediated	Desktop
kidderminstertowncouncil.gov.uk/events	3	Remediated	Desktop
kidderminstertowncouncil.gov.uk/events/	3	Remediated	Desktop
kidderminstertowncouncil.gov.uk/contact/	2	Remediated	Desktop

Image has 'alt' and 'title' attributes that are different (Level A)

Checks that the alt and title attributes for an image are identical. An alt attribute is read by screen readers whereas a title attribute is visible (as a tooltip or in the status bar). If they differ, different users are receiving different information, undercutting equivalency and equality in user experience.

URL	1 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/	1	Remediated	Desktop

Frame lacks a populated 'title' attribute (Level A)

Checks that all frames have populated title attributes. Users who rely on screen readers or other assistive technologies often use shortcut navigation methods to view a list of frames and their title attributes. A descriptive title attribute that identifies the frame's content or purpose helps these users.

URL	13 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/parks/	4	Remediated	Desktop
kidderminstertowncouncil.gov.uk/contact/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/history/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/allotments/	6	Remediated	Desktop
kidderminstertowncouncil.gov.uk/kidderminster-tennis-club/	1	Remediated	Desktop

Link lacks descriptive text (Level AAA)

Checks that each link contains descriptive text that clearly and meaningfully describes what will happen if the user selects it. Without descriptive text, a link can confuse users who rely on screen readers or other assistive technologies. If it is not possible to add link text, add an 'aria-label' attribute to describe the link instead. Or, if the link is necessary for the programming or functionality of the page but is not intended for user interaction, add an 'aria-hidden' attribute to hide it from screen readers.

URL	88 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/parks/	4	Remediated	Desktop
kidderminstertowncouncil.gov.uk/events	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/events/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/contact/	9	Remediated	Desktop
kidderminstertowncouncil.gov.uk/gallery/	1	Remediated	Desktop

Links with identical targets have different descriptive text (Level AA)

Checks that links with identical href attributes have identical descriptive text (link text). When multiple links to the same target exist, the descriptive text for each should be identical to avoid confusing users who rely on screen readers or other assistive technologies.

URL	24 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/	24	Remediated	Desktop

Page should have a single <h1> element (Level AA)

Checks that the page has a single <h1> element. Structuring pages with a logical and predictable heading hierarchy allows users to easily find information and more efficiently navigate the page. Users relying on screen readers and other assistive technologies should be able to understand the page structure by quickly skimming the page. Each page should have a single <h1> element under which all subsequent headings (<h2>, <h3>, etc.) should semantically fit.

URL	120 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/parks/	3	Remediated	Desktop
kidderminstertowncouncil.gov.uk/heritage/	10	Remediated	Desktop
kidderminstertowncouncil.gov.uk/vacancies/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/our-parks/	2	Remediated	Desktop
kidderminstertowncouncil.gov.uk/town-mayor/	8	Remediated	Desktop

Form field lacks a <label> element (Level AA)

Checks that each form field has an associated <label> element or descriptive text. Without labeling or description, users who rely on screen readers or other assistive technologies cannot determine the input requested.

URL	2 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/contact/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/pension-credit/	1	Remediated	Desktop

New tab or window opens without warning user (Level AAA)

Checks for new tabs or windows opening without warning user. New tabs or windows can be very disorienting for users, particularly those who rely on screen readers or other assistive technologies. Any link that opens a new tab or window should communicate this fact beforehand.

URL	498 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/	3	Remediated	Desktop
kidderminstertowncouncil.gov.uk/parks/	13	Remediated	Desktop
kidderminstertowncouncil.gov.uk/contact/	13	Remediated	Desktop
kidderminstertowncouncil.gov.uk/history/	3	Remediated	Desktop
kidderminstertowncouncil.gov.uk/heritage/	1	Remediated	Desktop

Broken link (Level A)

Checks for broken links. All links should point to live sources. Broken links diminish the user experience for all users but especially for blind users and for users with low vision, mobility impairment, or cognitive disabilities.

URL	72 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/news/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/parks/	2	Remediated	Desktop
kidderminstertowncouncil.gov.uk/events	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/events/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/contact/	1	Remediated	Desktop

Vague or undetermined link purpose (Level A)

Checks for vague link text that does not provide clear information on where the link leads to. Users who rely on screen readers or other assistive technologies often skip forward or backtrack to locate links. They need link text to be substantive. Vacuous, meaningless link text like click here, click this, download, etc. tell users nothing about what the link points to.

URL	13 Occurrences	Status	Detected on
-----	----------------	--------	-------------

kidderminstertowncouncil.gov.uk/parks/	2	Remediated	Desktop
kidderminstertowncouncil.gov.uk/toilets/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/town-council/	4	Remediated	Desktop
kidderminstertowncouncil.gov.uk/visit-kidderminster/	4	Remediated	Desktop
kidderminstertowncouncil.gov.uk/st-mary-and-all-saints-church/	1	Remediated	Desktop

Skip link missing for user to skip navigation or other repetitive content (Level A)

Checks for a mechanism that allows users to skip navigation and other repetitive content atop each page. Most websites repeat the main navigation or other content (banner links, etc.) at the top of each page. For users who navigate with a keyboard or other assistive technologies, having to tab through such repetitive content on each page is laborious, time-consuming and considered an accessibility barrier.

URL	65 Occurrences	Status	Detected on
kidderminstertowncouncil.gov.uk/news/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/parks/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/events	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/events/	1	Remediated	Desktop
kidderminstertowncouncil.gov.uk/contact/	1	Remediated	Desktop

Kidderminster Town Council GDPR Road Map								
Information Type	What personl information(data) is collected?	Category of individual	Where does the data go?	When and how is that data stored?	What security measures do you use?	Why do you need the data? Processing purpose	Lawful basis for processing	How long do you retain the data?
Information in								
Email	Email address, persons name and in some occasions phone number	Resident/Employee/Councillor/contractor	To the intended recipient	Cloud email systems/hard copy	Password/Cyber pro and advanced secure protection/ any hard copies needed are stored in secured drawers or cabinets and are disposed of in a secure confidential waste unit before being shredded	Management	Public interest/legal obligation/contract	As long as necessary/in line with our document retention policy
Phone Message	Persons name & phone number	Resident/Employee/Councillor/contractor	To the intended recipient	Telephone system/written note/email	Password/Cyber pro and advanced secure protection/written notes disposed of in a secure confidential waste unit before being shredded	Management	Public interest/legal obligation/contract	Until actioned
Phone Call	Name, Phone number and/or email address for follow up	Resident/Employee/Councillor/contractor	To recipient	N/A	None	Management	Public interest/legal obligation/contract	Until actioned
Invoices	Persons name/email address/address/bank details	Contractor	Finance team	Within the finance package/email	Password/Cyber pro and advanced secure protection	Sales	contract/legal obligation/public interest	6 years after the end of the financial year
Residents letters	Persons name/email address/address/bank details	Resident	Recipient/Council meeting	scanned onto computer system if necessary	Password/Cyber pro and advanced secure protection/original letter disposed of in a secure confidential waste unit before being shredded when no longer required	Management	Legal obligation/public interest	as long as necessary
Councillors acceptance of office forms	Name	Councillors	CEO	Hard drive	Password/Cyber pro and advanced secure protection	Legal requirement	Legal obligation	Term of office
Electoral roll	Name, address	Residents	CEO	Hard drive	Password/Cyber pro and advanced secure protection	Management	Public interest	Indefinite
Councillors register of interests	Name, address	Councillors	CEO	Website/Hard drive	Password/Cyber pro and advanced secure protection	Legal requirement	Legal obligation	Term of office
Planning applications	Name, address	Residents	CEO/Council meeting/Website	Hard drive/email	Password/Cyber pro and advanced secure protection	Management	Public interest	As long as necessary
Photographs	Name, address	Resident/Councillor/Employee	Website/Hard drive/Newsletter/Social Media	Hard drive/KTC social media page	Password/Cyber pro and advanced secure protection/Assigned access	Management	Consent	As long as necessary
Contractors insurance documents	Name, address, phone number, employment history	Contractor	CEO	Hard drive/Email	Password/Cyber pro and advanced secure protection/Assigned access	Legal requirement	Legal obligation	6 years after policy end
Accident book	Name, address, phone number, employment history	Resident/Employee/Councillor/contractor	First aid officer/CEO	Stored on hard drive/book in secure room with access control	Fob access/ Password/Cyber pro and advanced secure protection	Legal requirement	Legal obligation	3 years from date of last entry
Information out								
Email out	Persons name, email address	Resident/Employee/Councillor/contractor	Intended recipients	Email	Password/Cyber pro and advanced sercure protection	Management	contract/legal obligation/consent	as long as necessary

Invoices sent	Name, address, email address, bank details	Contractor	Intended recipients	Email, Finance package	Password/Cyber pro and advanced secure protection	Sales	Contract	6 years
Council contact details	Email address, persons name, address	Councillor	Calc	Email/website	Password/Cyber pro and advanced secure protection	Legal requirement	Contract	Duration of office
Minutes	Name	Councillor	Councillor/Website	Hard drive/Email/Website	Password/Cyber pro and advanced secure protection	Legal requirement	Public interest	Indefinite
Councillors register of interests	Name, Address	Councillor	CEO	Hard drive/website	Password/Cyber pro and advanced secure protection	Legal requirement	Legal obligation	Indefinite
Lease agreements	Name, address	Resident/contractor	Recipient	Hard drive/Email	Password/Cyber pro and advanced secure protection	Legal requirement	Legal obligation	12 years
Contracts	Email address, persons name, address	Contractor	Contractor	E-mail, hard drive	Password/Cyber pro and advanced secure protection	Financial/Management	Contract/public interest	6 years
Bank Mandate	Email address, persons name, address	Employee/councillor	To relevant bank	Hard drive	Password/Cyber pro and advanced secure protection	Financial/Management	Legal obligation	6 years
Grant request	Email address, persons name, address, bank details	Councillor/CEO	To grant provider	Email/Hard drive	Password/Cyber pro and advanced secure protection	Financial/Management	Contract/public interest	3 years
Records of grant submissions	Name, Address	Councillors	Council	Email, hard drive	Password/Cyber pro and advanced secure protection	Financial/Management	Public interest	3 years
Training requests	Name	CEO/Councillor	To CEO/councillor	Hard drive/Email	Password/Cyber pro and advanced secure protection	Management	Legal Obligation	Until actioned
Civic invitation list	Name, address, email address, phone number	Councillor/public	Civic/CEO	Hard drive/Email	Password/Cyber pro and advanced secure protection	Public interest	Public interest	As long as necessary
Employee information								
Payroll	Name, address, NI number, Bank details	Corporate services/CEO	Corporate services/CEO	Payroll portal	Password/only relevant staff members have access/Cyber pro and advanced secure protection	Financial obligation	Legal obligation	3 years
Employment contracts	Name, salary information	Employee & line manager/Corporate services/CEO	Corporate services/CEO/Staffing committee(private)	Private HR files on servers/HR management system with assigned permissions/Private minutes	Password/Cyber pro and advanced secure protection	Contract	Contract	6 years after ceasing employment
Appraisals	Name	Line manager/CEO	Line manager/CEO	Private HR files on servers/HR management system with assigned permissions	Password/Cyber pro and advanced secure protection	Contract	Contract	6 years after ceasing employment
Disciplinary/grievance files	Name, address	CEO/Corporate service	Corporate services/CEO/Staffing committee(private)	Private HR files on servers/HR management system with assigned permissions/Private minutes	Password/Cyber pro and advanced secure protection	Contract	Contract	6 years after ceasing employment
Application forms/CV(interviewed successful)	Name, address, phone number, employment history	CEO/Corporate service	Corporate services/CEO/Staffing committee(private)	Private HR files on servers/HR management system with assigned permissions/Private minutes	Password/Cyber pro and advanced secure protection	Contract	Contract	6 years after ceasing employment
Application forms/CV(interviewed unsuccessful)	Name, address, phone number, employment history	Public	Corporate services/CEO/Staffing committee(private)	Private HR files on servers/HR management system with assigned permissions/Private minutes	Password/Cyber pro and advanced secure protection	Contract	Contract	6 Months
Social media/Press								

Followers	Name	Public	Facebook account- used to advertise and make announcements- including H&S announcements	Facebook account/Followers list	Password/assigned access	Sales/Health and safety	Public interest	as long as necessary
Messenger service	Name, sometimes personal data i.e contact details	Public	Facebook messenger service- we don't answer private messages, an automated message refers query to phone or email	Within Facebook messenger account	Password/assigned access	Public interest/Management	Public interest	Cleared once a year
Press distribution list	Name, email address, phone number	Public	Corporate services/Civic	Hard drive	Password/Cyber pro and advanced secure protection	Public interest/Sales/Management	Public interest	as long as necessary
Town hall events								
Ticket sales	Name, email address, address, phone data	Public	Town hall events team	Booking system	Password protected, assigned access	Sales/Public interest/Management	Public interest	as long as necessary



IT POLICY

Introduction

Kidderminster Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

Monitoring of IT Use

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

Scope of this policy

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

Computer Usage Policy

Access to Council systems (I Drive/KTC network) is only permitted once the Computer Usage Policy has been read, understood, and signed. No individual is authorised to use council computers or access the I Drive or KTC network without having first completed this requirement.

Computer use

Hardware

- Council IT equipment is for official use; limited personal use is permitted only during breaks or outside work hours and must not disrupt council business.
- All users must lock devices when away from their desk; failure to do so may result in disciplinary action.
- All electronic equipment must be treated with care, kept clean, and protected from food and drink.
- All equipment will be asset-tagged and recorded in the council's asset register.
- Equipment must not be dismantled, modified, or reassembled without approval.
- Users must not purchase computer, mobile equipment, or software unless authorised.
- Personal storage devices (e.g., USBs, CDs, external drives) must not be used without CEO approval.
- Personal Wi-Fi hotspots that bypass council networks are prohibited.
- Any faults or required repairs must be reported to the Corporate Services Manager.

Equipment

Portable equipment

- Portable equipment includes laptops, tablets, and smartphones with email/internet access.
- Council backup procedures for portable equipment must always be followed.
- Portable devices must be stored securely, kept with the user where possible, never left unattended, and never left in parked vehicles.
- All portable devices holding council data must be encrypted and protected by a PIN; security settings must not be disabled.
- Multi-Factor Authentication (MFA) should be used to reduce the risk of unauthorised access and support data protection compliance.
- Any loss or damage to portable equipment must be reported to the Corporate Services Manager; users may be liable for costs if negligence is involved.

Use of personal devices (BYOD)

- Personal laptops or other devices must not be used to access council IT systems during working hours unless authorised by the CEO.
- The same security rules apply to personal devices as to council equipment.
- Work-related calls must be made using council phone numbers, and emails must be sent from a council email account (not personal addresses).
- All devices used to access council systems must be used ethically and in line with this policy; accessing inappropriate or illegal content via council infrastructure may result in termination or disciplinary action, regardless of device ownership.
- The council may take temporary possession of any device (council or personal) if required for legal proceedings.
- Users should keep a clear separation between council and personal data (use separate apps/profiles where available).

Data storage and handling

- Council personal data must not be stored on personal cloud accounts.
- Personal or sensitive council data must not be saved permanently on personal devices.
- Any data transferred via removable media (e.g., USB/CD) must be securely deleted after use.
- Cached copies of attachments must be deleted immediately after use.
- Before disposing of a device, or when leaving the council, users must allow the IT provider to remove all council data, passwords, and access shortcuts.

Responsibility and risk

- Users are responsible for understanding and following these rules when using personal devices for council work.
- The council will provide reasonable assistance, but users are personally responsible for risks or costs relating to their own devices.

Health and Safety

- Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.
- The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the council's expenses policy- Section 5.1.3

- Any VDU user who feels that their workstation requires changes to make it compliant must speak to the corporate services manager
- If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the corporate services manager or the IT provider

Password and Authentication Policy

Password Security

- All user accounts must be protected by strong, secure passwords.
- Multi-Factor Authentication (MFA) must be enabled wherever possible.

Password Creation and Management

- Initial user passwords must be generated by the IT provider.
- Default/vendor passwords must be changed immediately upon setup.
- Service/system account passwords are generated and managed by the IT provider.
- Council follows best practice to support compliance with UK GDPR and the Data Protection Act 2018 (see NCSC Password Guidance).

Access to Passwords

- Passwords are personal and must never be shared.
- Only the assigned user may use their account password.
- In exceptional circumstances, authorised IT personnel may access system credentials with appropriate approval and logging.
- Administrative credentials must be stored securely and restricted to authorised personnel.

Password Storage

- Passwords must not be stored in plain text or written in insecure locations.
- Passwords must be stored in a council-approved encrypted password manager.

Password Changes

- Passwords must be changed immediately if compromise is suspected.

Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Unauthorised attempts to access passwords will be treated as a security incident.

Responsibilities

- Users are responsible for maintaining secure passwords.
- The IT security provider is responsible for managing system credentials, enforcing policies, and auditing compliance.

Monitoring

- The council may monitor and log all computer, email, and internet use, and inspect any files stored on council systems to ensure policy and legal compliance.
- Monitoring is carried out in accordance with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.
- Monitoring will be necessary, proportionate, and based on a documented impact assessment, and is conducted in the council's legitimate interests.
- Information obtained through monitoring may be shared internally (e.g., councillors, IT staff) or with external HR/legal advisers where necessary and appropriate.
- Monitoring data will be retained only as long as necessary for any investigation or resolution of a breach.
- Users retain their data protection rights, including rights to access, rectify, or request erasure of their data, in line with the council's Subject Access Request policy.
- Monitoring may be used to check legitimate use, recover lost data, investigate wrongdoing, or comply with legal obligations.
- The council may inspect all files and monitor websites accessed, including outside working hours, to prevent misuse or reputational damage.
- Improper use of council systems may result in disciplinary action.
- All council computers will be regularly scanned for viruses and unauthorised software.

Remote Working

- Enhanced IT security measures apply when working away from council premises (e.g. travelling, working from home, or at other venues).
- When using non-council devices to access council systems, passwords must not be saved; users must log out and clear browser history/logs after use. If this cannot be done, council systems must not be accessed.
- Screens must be positioned to prevent others viewing confidential information.
- Any printed material must be collected and stored securely.

- Electronic files should be password protected and saved to council systems as soon as possible.
- Papers, files, or equipment must not be left unattended in non-council premises unless securely locked away.
- All data must be stored safely and disposed of securely.
- Council data or storage devices must not be left unattended in vehicles except for short, unavoidable periods, when they must be locked in the boot; overnight they must be taken into accommodation.
- Remote wipe capability should be enabled on mobile devices holding sensitive information where possible.
- Users working remotely with sensitive data should use a screen privacy filter on mobile devices at all times.

E-Mail

- Council email is provided for work purposes and should be used carefully to avoid security risks, including viruses.
- Email should not replace face-to-face or telephone communication where those are more effective.
- These rules aim to reduce legal risk; if unsure, users should seek guidance from the Corporate Services Manager.
- Users who require email for their role will be issued a council email account, which may be withdrawn if no longer needed or if misused.
- Council email accounts should be used only for council business; personal use is not permitted

Use of the Internet

Copyright

- Most material on the internet is protected by copyright; unauthorised copying (including software) is illegal and prohibited.
- Breaches of copyright may expose the council to legal action and may result in disciplinary action against individuals.
- The council will comply fully with copyright law and not "bend the rules."
- Users must not assume online material can be freely copied; public domain and copyright-free material are different.
- Website copyright conditions should be checked before downloading or copying material.
- If unsure about copyright or database rights, users must seek advice from the CEO.

Trademarks, links and data protection

- The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with the CEO.
- Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection.

Use of Social Media

Social Media – General

- Social media includes blogs, wikis, video-sharing sites, social networks, messaging apps, virtual worlds, and traditional media. Care must be taken at all times when using social media.
- Personal use of social media during working hours should be limited to breaks (or outside working hours with permission).
- Use of social media for work-related purposes is acceptable where relevant to the role.

Standards of Conduct

- Inappropriate posts by employees (e.g., abusive, discriminatory, harassing, defamatory, or derogatory content) that could be associated with the council will be treated as a serious disciplinary matter, even if the council is not named. This applies to personal social media channels, as well as the Council's . For elected members, this may be a Code of conduct matter. For volunteers, their services may be discontinued.
- Users must be mindful that personal posts may be viewed by parishioners, partners, or the public.

Social Media Rules (apply to both personal and council use, at all times)

- Council contact databases must not be linked to personal social media accounts
- Any blog or post referring to the council must clearly identify the author and include a disclaimer that views are personal and not those of the council; users must not present themselves as speaking for the council.
- Users must act respectfully towards the council, its councillors, staff, and partners; unauthorised use of copyright or derogatory statements may constitute gross misconduct.
- Photos, videos, or audio recordings must not be taken or posted from council premises without permission; images of staff in council-branded clothing must not be posted if they could reflect negatively on the council.

- Online comments must be accurate, professional, and not compromise the council.
- Confidential, private, or internal council information must not be posted online; this includes personal data, internal documents, disciplinary matters, or sensitive operational/financial information.
- Users are personally liable for their online posts; councillors must observe the Members Code of Conduct and Nolan Principles; employees may face disciplinary action for inappropriate content.
- Posts must not breach copyright, defame individuals, or breach data protection law.
- Media enquiries relating to the council must be directed to the CEO or Corporate Services Manager.
- Social media profiles (e.g., LinkedIn/Facebook) must be accurate and updated on leaving the council.
- Professional contacts made through platforms such as LinkedIn in a council capacity are considered council property.

Monitoring and Data

- The council may monitor external social media postings. Users must not misrepresent their role with the council.
- Social media is not an appropriate forum for raising council complaints; these should follow formal procedures.
- External contact details remain council property; departing users must delete all council-related data and contacts from personal devices.

Misuse

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Approved by Finance & Overview Committee 22 January 2026

Review January 2027

KIDDERMINSTER TOWN COUNCIL
21st October 2026

PUBLIC REPORT TO MEMBERS

1. Agenda Item 8: EXTERNAL AUDITOR'S REPORT 2025-2026

To receive the report from the Council's External Auditor

The External Auditor's Report for 2025-2026

The Council has received the external auditor's report for the financial year ending under 31st of March 2026.

The Council's Annual Governance Statement and Statement of Accounts, as approved at the Council meeting on 11th June 2026, was submitted on 12th June to the External Auditors, PKF Littlejohn. The notice of public rights and publication of unaudited annual governance & accountability return was published the following day on the council's website and on the Town Hall notice board. The period commenced from Monday 15th June and ran until Friday 24th July. No submissions or representations were made either to the Council or the external auditors.

The External Auditors published their opinion, dated 15th September 2026, which was as follows:

"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability return (AGAR), in our opinion the information in sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

They also referred to other matters, not affecting their opinion, but which they wish to draw to the attention of the Council:

In the completion of their detailed internal audit report the internal auditor has identified several weaknesses in record-keeping for low value, routine purchases, overdue payments to HMRC, outstanding debts, the review of the investment strategy, the publication of some documents on the website and the need to strengthen the council's data governance framework.

The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

These matters are being dealt with as follows:

Matter	Action
<i>Record-keeping for low value, routine purchases,</i>	Accounts opened in some local stores; officers supplying receipts, less use of Amazon and online purchasing
<i>overdue payments to HMRC</i>	Awaiting response from HMRC
<i>outstanding debts</i>	Improved follow-up now that accounts are in-house.
<i>the review of the investment strategy</i>	Reviewed by Finance & Overview committee 14 th October 2026
<i>the publication of some documents on the website and the need to strengthen the council's data governance framework.</i>	Has been addressed and on the agenda for Council 21 st October 2026.

In accordance with statutory requirements, on 30th September notice was published of the public right of inspection of the Council's accounts following the receipt of the external auditor's report. No public comments have been received.

Conclusion and Recommendations

Notification of the Public Right of Inspection and the Externals Auditor's report are attached for the information of Members.

The Council is recommended to receive the report and to note the actions which officers are taking to address the other matters raised in the report.

The CEO will update the Internal Auditor and the Finance and Overview Committee on progress being made and report on these matters when presenting the Annual Governance return in June 2027.

Hugh Peacocke
Chief Executive Officer

8th October 2026.

Kidderminster Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Kidderminster Town Council for the year ended 31 March 2026 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection by any local government elector of the area of Kidderminster Town Council on application to:	
(a) Hugh Peacocke, Chief Executive Officer, Kidderminster Town Council, Town Hall, Vicar Street, Kidderminster, DY10 1DA	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) From 9.00 am to 4.30 pm, Monday to Friday, until Friday 16 th October 2026	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of <u>£10</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) Hugh Peacocke, CEO	(d) Insert the name and position of person placing the notice
Date of announcement: (e) 18 th September 2026	(e) Insert the date of placing of the notice

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Kidderminster Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	☒	☐	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	☒	☐	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	☒	☐	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	☒	☐	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	☒	☐	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	☒	☐	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	☒	☐	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	☒	☐	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	☒	☐	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	☒	☐	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

11/06/2026

and recorded as minute reference:

MINUTE No 14, COUNCIL 11/06/2026

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

[Signature]

[Signature]

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Section 2 – Accounting Statements 2025/26 for

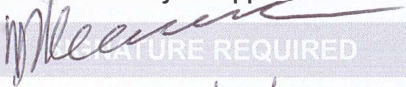
Kidderminster Town Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	1,251,968	1,332,502	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,024,716	1,224,286	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,943,283	2,451,184	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	Restated 363,495	509,965	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	109,605	119,689	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	Restated 8,414,365	3,868,774	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,332,502	509,544	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	2,069,518	534,045	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	227,541	393,013	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,971,353	3,069,385	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.


 Date 05/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

11/06/2026

as recorded in minute reference:

MINUTE NO 14, COUNCIL 11/06/2026

Signed by Chair of the meeting where the Accounting Statements were approved


 Date 11/06/2026

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Kidderminster Town Council – WO0162

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

In the completion of their detailed internal audit report the Internal Auditor has identified several weaknesses in areas requiring improvement, including weaknesses in record-keeping for low-value routine purchases, overdue payments to HMRC, outstanding debts, the review of the investment strategy, the publication of some documents on the website and the need to strengthen the Council's data governance framework. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

15/09/2026

Section 1 – Annual Governance Statement 2025/26

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Kidderminster Town Council

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11/06/2026

and recorded as minute reference:

MINUTE No 14, COUNCIL 11/06/2026

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Chair

Clerk

[Signature]

[Signature]

ENTER PUBLIC ADDRESS www.kidderminstertowncouncil.gov.uk ADDRESS

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Kidderminster Town Council

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Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED
Date 05/06/2026

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11/06/2026

as recorded in minute reference:

MINUTE NO 14, COUNCIL 11/06/2026

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Kidderminster Town Council – WO0162

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3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

 SIGNATURE REQUIRED

Date

15/09/2026

Kidderminster Town Council

Public Report: Town Council 21st October 2026

Item 9: Climate Emergency and Biodiversity Working Group

WG reports and action plan update.

Notes:

The Working Group met online on 17th September 2026 and the following attended: Councillors Doug Hine (Chairman), John Beckingham, Darren Chambers, Vicky Caulfield, Fran Oborski and Mike Smith.

Hugh Peacocke, CEO.

1. Notes of last meeting (05.08.26) and any updates

CEO updated on matters not included on the agenda:

- The Extreme Weather Policy for Staff was approved by Staffing Committee on 14/9
- The Council was awaiting an on-site survey from Utility Aid, which is expected to address, energy consumption, price and supplier, with a view to more sustainable outcomes
- Company exploring options for solar panels on the roof of the Town Hall. May require planning permission and listed Building consent.
- Town council staff had been advised of “good housekeeping” practices around energy consumption.

2. The Public Emergency Briefing, scheduled for 21/9/2026.

The CEO updated on the arrangements for the screening. About 70 are expected to attend. The Town Mayor will welcome/ open proceedings and the discussion will be facilitated by the Wyre Forest Green Alliance.

3. Resilience measures required to protect the Council from disruption which may be caused by extreme weather events.

The meeting referred to:

- A. The Extreme Weather policy
- B. The travel policy
- C. The Council's biodiversity Policy, and
- D. Improved bus services for Kidderminster, including a subsidy towards free bus travel on Saturdays- Diamond Buses.
- E. Explore “Worcestershire on Demand” and if it applies in Kidderminster.

4. Coordinate with Emergency Plans and support the work of the Environment Agency, Councils, emergency services, etc. during extreme weather events

The CEO to contact emergency services for details of Emergency plan for Kidderminster, so that the council can explore how they might support the plans.

5. Update from The Council's Civic, Community and Events Committee

The Committee approved arrangements for more sustainable ways to deliver civic and Community events.

6. Council Action Plan Update

The CEO updated on the Action plan review/ progress.

Noted that Operational services were acquiring EV chargers, which would be located inside the services depot.

7. Future meeting dates for the Climate Emergency and Biodiversity Working Group to be scheduled and all members invited to attend

It was agreed to bring forward the next scheduled meeting to 2/11, so that it would follow closer after the People's Emergency Briefing.

Please note: the Town Council contacted Worcestershire County Council further to 3. D above and received the following reply:

The concerns you raise regarding evening bus services are recognised within Worcestershire County Council's Bus Service Improvement Plan (BSIP). The BSIP identifies that there are gaps in evening service provision across parts of the Worcestershire bus network and sets out ambitions to increase service frequencies, extend service operating hours and improve connectivity where funding and demand support such enhancements. Through our Enhanced Partnership with local bus operators, we continue to review opportunities to improve evening and weekend services and have already supported a number of service enhancements across the county.

In relation to Kidderminster Bus Station, improving passenger infrastructure is a key element of the BSIP programme. We are currently progressing plans for enhancements at Kidderminster Bus Station, including the replacement of shelters and the introduction of Real Time Information displays. These improvements form part of a wider programme of investment aimed at delivering a more consistent, accessible and attractive public transport environment across Worcestershire.

We recognise that a reliable, attractive and accessible bus network is critical to supporting economic activity, reducing congestion and providing sustainable travel choices. The Council remains committed to working collaboratively with operators, local councils and stakeholder groups to deliver the improvements set out within the BSIP and Enhanced Partnership programme.

We would be pleased to continue engaging with Kidderminster Town Council and would welcome the opportunity to discuss these matters further with your working group.

Mr. Stuart Payton, Head of Transport Operations and Mr. Jim Bowe, Bus Service Improvement Programme Manager, Worcestershire County Council will be in attendance at the next meeting of the Working Group on 2nd November.

Kidderminster Town Council

Climate Emergency Action Plan

This Action Plan was adopted by Kidderminster Town Council on 22nd October 2025- this review is 31st August 2026.
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	Status (R/A/G)	Notes
Lobbying, Leadership and Community Engagement					
Organisational Review of Policies to align with Climate Emergency Commitment	Short	£	Working Group/ All	G	All committees have now reported.
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	A	Newsletters, Press release. Meetings online and open to all. PEB Screening 21.09.26
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	G	Planning Committee advised.
Add Climate Emergency References in all new contract specifications and Tenders and add to the evaluation process.	Short	£	All	G	Tender documentation- including new parks contract, now revised.
Encourage councillors and staff to undertake Carbon Literacy training	Medium	££	All	A	One day courses are available quite cheaply
Encourage Councillors to promote climate change	Short	£	Corporate Services	A	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	R	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	A	Policy drafted for Full Council October
Carbon Reduction - Assets					
Undertake Carbon Footprint Audit	Short	££	CEO	A	Seeking quotes for reductions in costs and carbon
Use carbon accounting tools such as the Worcestershire Decarbonisation Portal, and promote to other organisations	Short	£	Operational Services / Working Group	A	Obsolete?
Commit to Carbon Neutral Council by 2035	Long	£	All	G	In the Council's Vision
Undertake a Buildings Audit to identify any efficiency measures	Short	££	Town Hall/ Operational Services	A	September 2026: Utility Aid is to carry out an ISO 50002 Level 2 energy assessment at the Town Hall. Its energy reduction report will identify priority measures and expected energy, cost and carbon savings, and is due within 20 working days of the site visit and receipt of data.
Replace all Council lighting with LED	Short	££	Town Hall/ Operational Services	G	Town Hall lighting replaced or installed during redevelopment project are LED. Recent replaced fittings are LED and ongoing programme of replacing of old fittings will be LED. Broadwaters car park and tennis club - LED, operational unit is LED.
Consider climate impact on new purchases of plant & machinery	Medium	££	Operational Services	G	Next year, parks transfers
Support retro-fitting of existing housing with improved energy efficiency measures	short	£	Corporate Services	R	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	G	

Reduce carbon footprint of Town Council office activities	Short	£	Corporate Services	A	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?
Renewable Energy					
Request energy from Town Council's electricity providers is renewable	Medium	£	Corporate Services	A	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	G	We investigated Market St toilets, advised wouldn't be a suitable building for solar energy. September 2026: A site meeting is scheduled for 21 September 2026 to assess rooftop solar PV at the Town Hall. The proposal has no capital cost to the Council and uses a long-term Power Purchase Agreement, subject to site findings, listed building consent and Council approval

Action	Timescale	Cost £ low ££ medium £££ high	Committee/ Service Responsibility	STATUS (R/A/G)	Notes
Transport					
Explore infrastructure requirements and power capacity for electric vehicles	Long	££	Operational Services	G	Exploring EV charging and 3 x new vehicles will be all electric
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	A	Next year's budget? Looking to contact Diamond Buses. Also Cabinet Member
Waste Minimisation					
"Paper-light" Council Meetings	Short	£	Corporate Services	R	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	G	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 Policy is sustainable
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	R	Councillors' Ward grants?

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

Action	Timescale	Cost £ low ££ medium £££ high	Committee/ Service Responsibility	STATUS (R/A/G)	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	A	Extreme weather policy approved by Staffing committee. People's Emergency Briefing 21/9
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.	Medium	££	Operational Services/ Town Hall	A	Council committees and Town have considered and reported
Identify methods of funding this work					
Coordinate with Emergency Plans of the Environment Agency, Councils, emergency services, etc. during extreme weather events	Short	£	All	A	People's Emergency Briefing 21/9
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	A	People's Emergency Briefing 21/9
Monitoring					
Climate Actions should be a consideration of all committees	Short	£	All	G	All Committees have now considered and reported.
Report twice annually reviews against plan	Short	£	CEO	G	Dates to be calendared... April and October.
Undertake annual carbon footprint audit	Short	££	CEO	R	Evidence base

Kidderminster Town Council

Corporate Travel Policy for Officers and Members

Sustainable Transport First

This policy establishes guidelines to minimise carbon emissions from official travel and commuting by staff and Councillors.

1. Core Principle: The Travel Hierarchy

Personnel must consider alternatives to travel before booking.

When travel is necessary, choose the mode with the lowest environmental impact, where this is practical and possible.

- | | |
|--------------------|--|
| [Lowest impacts] | 1. Virtual Meetings (No travel, where permissible) |
| | 2. Walking or Cycling |
| | 3. Public Train or Tram |
| | 4. Public Bus or Coach |
| | 5. Electric Vehicle (EV) |
| | 6. Petrol/Diesel Vehicle |
| | 7. Shared vehicle |
| [Highest Impact] | 8. Domestic Aviation |

(This hierarchy also applies to commuting to work/ meetings of the Council)

2. Permitted Travel Modes

A) Active Travel & Public Transport

- **Local Journeys:** Walking, wheeling, or cycling must be the default for trips under a mile.
- **Rail First:** Train travel is the mandatory default for all domestic journeys over 50 miles.
- **Class of Travel:** Standard class ticketing applies to all rail journeys.

B) Vehicles and Driving

- **Car Sharing:** Personnel must share vehicles if traveling to the same destination.
- **Personal Vehicles:** Use of private fossil-fuel cars is permitted only if public transport adds over 90 minutes to the total journey time.

C) Aviation

- **Domestic Flights:** Domestic flights within the mainland UK are strictly prohibited.
- **Approval:** All flight requests require written sign-off from the Chief Executive.

3. Expenses and Incentives

A) Mileage Reimbursement

- **Cycling:** Cycling mileage is reimbursed at 20 pence per mile.
- **Electric Vehicles:** EV mileage is reimbursed at the standard government rate.
- **Fossil Fuel Cars:** Car mileage claims require written justification explaining why public transport was unviable.

B) Accommodation

- **Overnight Stays:** Staff may book overnight accommodation if choosing a slower, lower-carbon transport method requires an early departure or late return.

4. Compliance and Monitoring

- **Booking System:** All travel-related expenses must be approved at the relevant level.
- **Exemptions:** Exceptions are granted for accessibility needs, safety risks, or extreme medical conditions.

Approved by Full council on 21st October 2026

Kidderminster Town Council

Report Title: Corporate Travel Policy for Officers and Members -
Sustainable Transport First.

Full Council, 21st October 2026

- 1. Summary:** The Council's Climate Emergency and Biodiversity Working Group has recommended a Travel Policy for the Council, which puts "Sustainable travel first. It proposes a "Travel Hierarchy" of alternatives that officers and members should consider when making travel arrangements.
- 2. Background:** The services and activities of the Council generate travel needs, ranging from commuting to work, to travel around the parish, as well as occasional travel to Conferences and seminars around the Country and very occasionally, abroad. The draft Policy aims to make this more sustainable and reduce the Council's carbon footprint.
- 3. Current Situation:** as the parish area is relatively compact, and the vast majority of officers and members live in or close to the parish, the travel generated by the Council's services and activities is relatively limited. However, the Council's Operational Services remit will expand noticeably from April 2027 and this is an opportune time to introduce a Policy to address future travel arrangements.
- 4. Options:** The Council's current arrangements do not have regard to the sustainability of travel outputs and focus entirely on costs. The draft Policy concentrates on carbon emissions and would also reduce travel costs, through encouraging walking, cycling and online meetings, rather than travel to venues.
- 5. Expected Outcomes:** To reduce the emissions and costs arising from the council's travel arrangements for officers and members.
- 6. Vision 2025-2029:** Section 4 of the Council's Vision says that we will " Take actions to address the climate emergency", including:
 - 4.A. To Ensure the activities of the Town Council are carbon neutral by 2035, and
 - 4.C. Actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable.
- 7. Consultation:** The Climate Emergency and Biodiversity Working group is recommending the draft Policy.

8. Risk Assessment: Identifies potential risks and mitigation strategies:

8.1- Legal – The policy falls within the Council's General power of Competence.

8.2- Financial and Resources- there is little financial cost, and may be some minor savings, in delivering the aims of the Policy.

8.3- Environmental/ Climate- the Policy will help to reduce the council's carbon footprint. The future purchase or leasing of council vehicles and equipment will also have regard to the sustainable aspirations of the Policy.

8.4- Equality & Diversity- The Travel Hierarchy proposed in the Policy promotes walking or cycling over other forms of transport. However, the Council must also have regard to any disabilities or other physical limitations which might prevent some officers or councillors from walking or cycling.

8.5- Crime and Disorder- No impacts envisaged.

8.6- Health & Safety- Officers and members should have regard to their own personal safety when walking or cycling. The Policy should not require officers or Councillors to travel any unsafe routes, having regard to the time of travel, the nature of the terrain, the weather and public lighting/ safety.

9. Action Plan: The Policy would take effect immediately. It would be communicated to all officers and members, encouraging their compliance. Both officers and members will be invited to suggest any comments or ideas they might have in relation to the policy.

10. Follow-up: How will implementation be monitored: The Council will be undertaking a carbon footprint audit as part of the process of achieving carbon Neutral status by 2035. The Audit will include emissions caused by travel and reductions in these emissions will be reported on a regular basis.

The Policy will be reviewed every 2 years so that the council may assess its implementation and effectiveness.

11. Conclusion and Recommendation- the Council is recommended to approve the Policy.

12. Appendices: The draft Policy, including the hierarchy of travel, is attached.

Report author: Hugh Peacocke, Chief Executive Officer

5th October 2026

Kidderminster Town Council

Timetable for Budget 27-28 and Annual review of Vision 25-29

Date	Action	Who
15/10	Publish agenda for Full council 21/10 and include vision/ budget timetable, etc	CEO
8/10	CEO writes to all officers re salary reallocations- time spent and invite ideas for Strategy vision by 6/11	CEO
21/10	Full Council to note timetable for budget and Vision Review	CEO
22/10	CEO writes to all members inviting suggestions for Vision Review and Budget, responses by 1/11	CEO
29/10	Town Hall Committee Draft budget/ Vision	THM
30/10	Reminder to all staff to reply by 6/11	CEO
9/11	Services Committee meeting Draft budget/ Vision review	OM
11/11	CEO drafts budget V1	CEO
24/11	Planning Committee meeting Draft budget/ Vision	CSM
26/11	MT to consider draft budgets, including any suggestions from members/ officers.	CEO
27/11	CEO sends draft budget V2 to Group Leaders and Chair F & O	CEO
End Nov	Group Leaders' briefing, incl draft budget V2	CEO
7/12	CEO writes to WFDC re tax base for 27/28	CEO
9/12	CEO to coordinate committee proposals for Vision Working Group	CEO
10/12	Staffing Committee meeting – staff budgets 25-26	CEO
14/12	Civic and events Committee meeting Draft budget/ Vision Review	CCEM
17/12	Budget presentation to Members, followed by mulled wine and mince pies	MT
By 23/12	CEO applies recommendations from Vision Working Group and sends draft budget V3 and precept for 26-27 to all members for information	CEO
2026		
14/1	Vision Working group considers Committee proposals and makes recommendations for F&O	CEO
18/1	F & O Committee meets and recommends budget and vision	CEO
27/1	Full Council considers budget and approves precept	CEO
28/1	CEO advises WFDC of precept for 2025-26	CEO
By 29/1	CEO sends approved budget to all members and officers for information	CEO

Kidderminster Town Council

Report Title: Clement Dalley Drive Play Park (Silverwood's Estate) Park Transfer

Meeting: Full Council

Date of Meeting: 21 October 2026

Author: Adam Stockhall – Operational Services Manager

Date of report: 13 October 2026

1. **Summary:** To Agree the Council's approach to this matter, including asset and service transfer and financial arrangements.

2. **Background**

On 25 March 2026, Kidderminster Town Council (KTC) was approached regarding Clement Dalley Drive Play Park, located off Clement Dalley Drive [Clement Play Park - Google Maps](#) . The play area is currently owned by the developer, Vistry Homes, with ownership and responsibility ultimately intended to transfer to Stour Valley Management Phase 1 Limited, representing the residents of the development.

KTC has an interest in considering the adoption of the play area, which would align with the Council's ongoing programme of park and open space transfers, including sites already adopted and those currently progressing through the transfer process. Officers consider that the play area could represent a logical addition to the Council's existing portfolio of community assets, providing an opportunity to secure the long-term management, maintenance and continued provision of a recreational facility for local residents.

At its meeting on 1 July 2026, the Committee considered the proposal but resolved to defer making a recommendation to Full Council pending receipt of further information and clarification regarding the financial, legal and operational implications of the proposed transfer.

Members requested that Officers obtain confirmation of the following matters before any formal recommendation was made:

- Confirmation that the third-party landowner would meet KTC's reasonable legal costs associated with the transfer.
- Confirmation that residents would no longer be charged service or maintenance fees for the upkeep of the play area following its transfer to the Town Council.
- A draft Heads of Terms setting out the proposed arrangements for the transfer.
- Confirmation of any grant funding or financial contribution available to support the initial years of maintenance and assist with the transition of the asset to the Town Council.

2a. Update Following Further Discussions

At its meeting on 8 October 2026, the Committee received an update on the outstanding matters. Officers confirmed that the following arrangements had been agreed with Stour Valley Management Company.

Legal Costs

Stour Valley has agreed to contribute £1,000 towards KTC's reasonable legal costs associated with the transfer. This contribution is expected to cover the full cost of the legal work required.

Residents' Service and Maintenance Charges

Confirmation has been received that residents will no longer be charged service or maintenance fees for the upkeep of the play area once ownership has transferred to KTC.

Heads of Terms

The proposed transfer arrangements have been agreed in principle, with a draft Heads of Terms to set out the terms and conditions governing the transfer.

Financial Contribution Towards Maintenance

Stour Valley Management Company has agreed to provide a financial contribution towards the initial maintenance costs of the play area, as follows:

- **2027/28:** £3,000
- **2028/29:** £3,000

This contribution will provide financial support during the initial two years following the proposed transfer and assist the Council in managing the transition of the asset into its existing parks and public realm portfolio.

Condition of Play Equipment

Stour Valley Management Company has also agreed to ensure that all play equipment is in good working order before the transfer proceeds. A professional play inspection will be undertaken, and any necessary remedial works identified through that inspection will be completed before the transfer is agreed.

This arrangement will help provide assurance that the play area is handed over in an appropriate condition and reduce the risk of the Council inheriting outstanding defects or immediate remedial liabilities.

3. Service Delivery

Given the play area's close proximity to the Operational Unit and its accessibility within walking distance, responsibility for its routine maintenance is undertaken

in-house through existing staffing resources. This approach would enable the site to be incorporated efficiently into current operational schedules, with grass cutting, play inspection, litter collection, and the emptying of waste bins carried out by the Public Realm Operative as part of established maintenance programmes.

4. Conclusion

Both Officers and Members of the Services Committee are satisfied that the proposed financial and operational arrangements are robust and therefore support the recommendation that Full Council approve the transfer of the park. Subject to these arrangements remaining in place and all required legal and administrative formalities being completed, Kidderminster Town Council will be well positioned to proceed with the transfer and assume full ownership, management, and responsibility for the park.

5. Recommendation

It is recommended that Full Council RESOLVES:

- To support the recommendation of the Services Committee to take ownership of **Clement Dalley Drive Play Park (Silverwood's Estate)**, with a proposed timetable of 1st April 2027.
- To approve the provision of legal support for the park transfer, with Officers authorised to identify and agree to the most appropriate legal support, either through HB121 Solicitors or Wyre Forest District Council's Legal Services.

Appendices:

- Clement Dalley Drive Play Park (Silverwood's) 1 July 2026 Report
- Clement Dalley Drive Play Park (Silverwood's) 8 October 2026 Report
- Clement Dalley Drive Play Park (Silverwood's) Photos
- Clement Dalley Drive Play Park, Resident comments.

Kidderminster Town Council

Report Title: Clement Dalley Drive Play Park (Silverwood's Estate) Park Transfer

Meeting: Operational Services Committee

Date of Meeting: 8 October 2026

Author: Adam Stockhall – Operational Services Manager

Date of report: 23 September 2026

1. **Summary:** To Agree the Council's approach to this matter, including asset and service transfer and financial arrangements following
2. **Background:** The Operational Services Committee met on Wednesday 1 July 2026 and considered the attached report. Following consideration, the Committee resolved to approve the recommendations contained within the report.

The agreed resolutions are set out below, together with the matters subsequently agreed with the current developers. For ease of reference, the developer agreements and associated amendments are highlighted in red.

- That the third-party landowner will meet Kidderminster Town Council's reasonable legal costs associated with the transfer of the play area.

**Yes, Stour Valley has agreed to contribute £1,000 towards the legal costs.
This will 100% cover costs.**

- Confirmation that residents of the estate will not continue to be charged any service or maintenance fees for the upkeep of the play area once ownership has been transferred to the Town Council.

Yes, they have confirmed that residents will not continue to be charged service or maintenance fees.

- A draft Heads of Terms setting out the proposed arrangements for the transfer.

Agreed.

- Confirmation of any grant funding or financial contribution that may be available to support the first years of maintenance and assist with the transition of the asset to the Town Council.

Stour Valley Management Company has agreed to the following,

2027-28 - £3,000 per annum

2028-29 - £3,000 per annum

Agreed to ensure all play equipment is in good working order in accordance with a professional play inspection before agreeing transfer, any works will be undertaken if needed.

3. Conclusion

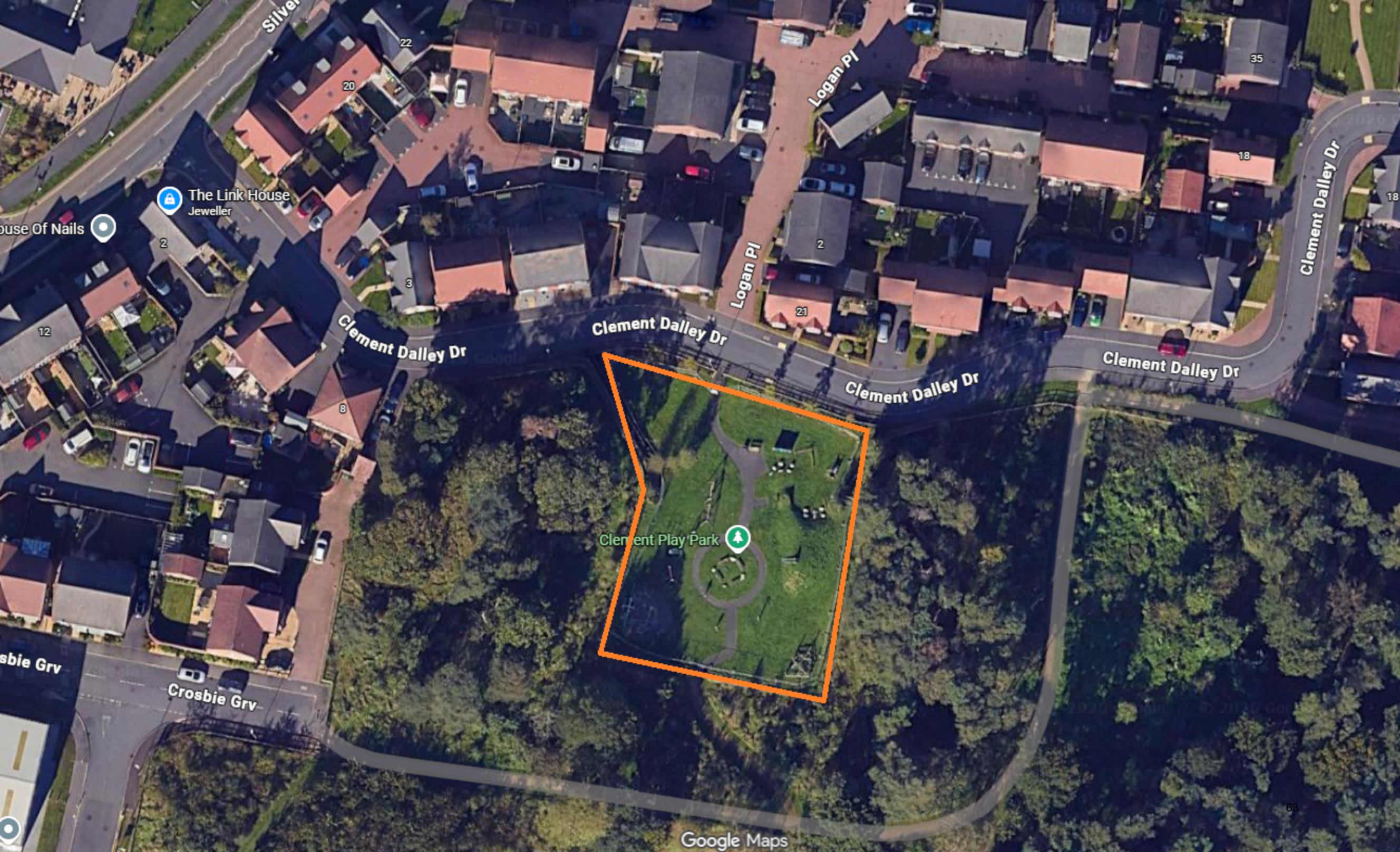
Officers are satisfied with the financial arrangements agreed and are now in a position to support the proposed transfer of the park, in line with these arrangements. Subject to the necessary formal approvals, Kidderminster Town Council can therefore proceed towards assuming full ownership and responsibility for the park.

4. Recommendation

It is recommended that Services Committee RESOLVES:

- The Operational Services Committee recommends that Officers proceed to seek Full Council approval.

Appendices – Clement Dalley Drive Play Park (Silverwood's) 1 July 2026 Report



Silverwood's Park









Kidderminster Town Council

Work Programme for Full Council Meetings for the Municipal Year 2026/27.

Standing Items on each (ordinary meeting) agenda:

1. Apologies
2. Declarations and Dispensations
3. Questions/ Petitions from members of the Public
4. Approval of Minutes of previous meeting and noting Committee minutes
5. Town Mayor's Report

Other items of Business

Meeting Date	Item
12 May 2026 (Annual Meeting and Mayor-making)	Election of mayor and Deputy Mayor for 26-27
11 June 2026	Approval of the internal control checklist, as recommended by the internal auditor
	End of Year Statutory Accounts
	To review the Council's Financial Regulations
	Reports from Outside body representatives
	Climate Change and Biodiversity Working Group
	To review Standing Orders and make any amendments agreed. (Reviewed Oct 25- move to Oct meeting)
October 2026	Kidderminster BID Presentation
	The Climate Emergency and Biodiversity Working Group
	External Auditor's report
	Timetable for Budget 26-27
	Final report on the Town Hall Transformation project
	Accessibility statement and GDPR
	To review Standing Orders and make any amendments agreed.
	Recommendations re In Bloom and Community Awards to Full Council October
January 2027	Review of Town Council Vision 2025-2029
	2027/28 Budget and Precept
	Schedule of meetings for the municipal year 2027/28
April 2027	Review of IT Policy
	Nomination of Mayor Elect and Deputy Mayor and approval of Mayor's Charities 27-28
	Annual Review of Strategic Risk register
	Review of Committees' Terms of reference for 27-28
	Committee Appointments To appoint memberships of Committees of the Council for 27-28
	Climate Change and Biodiversity Working Group

2026/27: Possible presentations: The Police, The Buses, Incredible Edible.