

Kidderminster Town Council

Civil Emergency Committee

Agenda

To: Councillors D. Ross (Chairman), H. Dyke, N. Knowles, F. Oborski MBE, and J. Smith
Meeting to be held on **Wednesday, 29th April 2020 at 10.00am** via video conferencing:



Tony Beirne
Town Clerk
22/04/2020

Agenda item	Subject	Page
PUBLIC		
1.	Minutes of the meeting held on 15th April 2020 (attached)	3
2.	Declarations of Interests	
3.	<p>Public participation In accordance with Standing Order 3, to allow members of the public to make representations, answer questions, and give evidence. This must be in respect of business on the agenda. <i>Members of the public will be called in order of receipt of notice of their intention to speak. Please email townclerk@kidderminstertowncouncil.gov.uk or telephone 01562 861429 to give your name and an indication of the topic you intend to raise</i></p>	
4.	Budget Overview (attached)	7
5.	Draft Meetings Schedule 2020/21 (attached)	15
6.	<p>Exclusion of the Press and Public To consider passing the following resolution: "That, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of "confidential information" or "exempt information" as defined in the standing orders."</p>	
7.	Co-Vid19 -Action Plan (attached)	17
8.	Date of next meeting (to be agreed)	

Declaration of Interests by Members – interests of members in contracts and other matters

Declarations of Interest are a standard item on every Council and Committee agenda and each Member must provide a full record of their interests in the Public Register.

In addition, alongside the Register of Interest, the Members Code of Conduct ("the Code") requires the Declaration of Interests at meetings. Members have to decide first whether or not they have a Disclosable interest in the matter under discussion.

Please see the Members' Code of Conduct for full details.

Disclosable Pecuniary Interest (DPI) / Other Disclosable Interest (ODI)

DPI's and ODI's are interests defined in the Code of Conduct that will be adopted by the Town Council at this meeting.

If you have a DPI (as defined in the Code) in a matter being considered at a meeting of the Council (as defined in the Code), the Council's Standing Orders require you to leave the room where the meeting is held, for the duration of any discussion or voting on that matter.

If you have an ODI (as defined in the Code) you will need to consider whether you need to leave the room during the consideration of the matter.

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**Kidderminster Town Council
Civil Emergency Committee
Minutes from the meeting held on 15th April 2020**

Present - Councillor D. Ross (Chairman), Councillors H. Dyke, N. Knowles, F. Oborski MBE, and J. Smith

1. Authority to set up the Committee

Noted

2. Public Participation

Town Clerk to liaise with WFDC to set public participation access for the next meeting

3. Declarations of Interest

None

4. Exclusion of the Press & Public

It was agreed that, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the disclosure of categories 1, 2 and 3 of “exempt information” as defined in standing orders.

5. Budget Overview

The Committee noted the estimated reserves of approximately £300K and agreed that £200K be kept in reserves for the future Town Hall development; £50K be kept in reserves for 2020/21 budget commitments; and the remainder be made available to help manage the impact of the Co-Vid19 pandemic, see below.

	Project	£K
i.	Town Hall Development	200
ii.	Earmarked reserves (elections; memorials etc.)	50
iii.	Post Co-Vid projects	(circa) 50
iv.	Total	(circa) 300

The Committee also raised the following points

- a) To check the total salaries budget was correct and reflected all staffing costs
- b) That any ‘on call’ allowances were only for ‘key workers’
Councillor Smith wished her concerns to be noted, that in the current pandemic the Town Council should not be seen to be offering any additional staff payments.
- c) To liaise with WFDC to see if KAFF was being postponed for 2020. The Committee agreed that the 2020/21 grant to KAFF should be utilized for Town Council needs
- d) To ensure St George’s Paddling Pool is ready to be open during the summer, subject to the Government lifting restrictions, and that any additional costs are identified

It was agreed that the Town Clerk would update the Committee and report to the next meeting

6. Keeping in Touch Protocol

It was noted that the political groups were ensuring all Councillors were contacted and that the Town Clerk had set in place a cascade system to ensure all officers were contacted daily

7. Co-Vid19 Action Plan

The Committee agreed that there are a lot of potential future sources of funding being discussed for Co-Vid19 and also post Co-Vid19 support, so there is a need to balance giving our funding directly with any other funding available. While the Town Council is not able to physically do much because of its size the website and Facebook page will be offering more signposting and links that the public can access for support.

The Committee noted our main offers are - Civic, Financial, and the Town Hall

Specific proposals are

(KEY – wcb = within current budgets: tbc = to be confirmed)

Actions				
	item	comment	status	£
A.	Civic			
i.	Mayoral visit programme	To thank key workers and the people who were critical during the lockdown	Office Manager currently outlining potential programme and dates for liaison with Mayor/Members once restrictions are lifted	wcb
ii.	Civic Memorial Service	St Mary's Church – to honour those we lost We could tie this in with 'Mayor's Sunday' when it is rescheduled.		wcb
iii.	'Thank you' events in Town Hall for Key Workers	NHS, uniformed, local authority, retail etc. (In the immediate aftermath we should refrain from any 'celebrations' and focus on remembering, thanking, and rebuilding.)		tbc
iv.	Election of Mayor for Civic Year	The principle was agreed that any Councillor servicing as Mayor should have a full civic year term. The current instruction for 2020/21 was to continue with the current Mayor until social distancing restrictions were lifted. Council would then agree how to proceed for the remainder of the Civic Year.	Town Clerk to liaise with Mayor/Deputy Mayor and future Deputy Mayor once there is clarity on dates	
v.	Communications	Fast track our communications developments – One website - better systems to get the Town Council message out – budget for boosting social media, improved IT equipment for Town Councillors etc.	Agreed	£5K
B.	Town Hall			
vi.	Price Freeze	Encourage new customers to book	Town Hall Manager is currently drawing up a plan to target new business, retain current business and put a reviewed (short term) pricing structure in place	tbc
vii.	Discount Programme	Encouraging rebooking of weddings/events etc.		tbc
viii.	Targeted Discount programme	<ul style="list-style-type: none"> To help promoters etc. get back to business 'Missed your significant celebration?' could be a tag 		tbc
ix.	School Children	In June/July 2020 we will have 8 weeks before schools reopen. There will be a real demand for family activities locally. There is the opportunity to work with the Arts & Play Officer or to use in house resources to set up a Town Council/Town Hall programme (The		tbc

		building is large enough for social distancing events!)		
x.	Marketing	Fast track our marketing developments. While this was going to be done in line with the development of the new business plan for the Town Hall, in light of current developments it is best to look at this now. Specifically to develop a more professional approach that fits with developing new business as well as recovering the business impacted by the pandemic	Town Hall Manager & Town Hall Project Officer to review our future marketing strategy and identify potential ways forward	
C.	Financial			
xi.	Ward Grants	Agree a further tranche of funding for Councillors to offer direct support in their wards. £9K already committed. Agree to double this and allow Councillors to best decide how this money can be used in their wards to help with managing the impact of Co-Vid19	Immediate release of £1K per Councillor to spend in their wards	9K
xii.	Grants – parish wide	Actively give grants rather than wait for applications - take a more direct approach to support parish wide services. This money should be specifically targeted across the parish of Kidderminster	Town Clerk to contact all Councillors to get feedback on potential grant recipients	10K
xiii.	Dementia Funding	Delegate to Councillor Rose Bishop (the Council’s Dementia Champion and Chair of Kidderminster Dementia Action Alliance) authority to allocate the budget to local dementia groups/services/causes	Town Clerk has contacted Councillor Bishop to update	3K (wcb)
xiv.	External Grants/Funding	Currently one of the Town Council officers is coordinating a brief on what financial support is being offered across Kidderminster and if we can access it for our communities	To be loaded on to the website when updated	wcb

8. Planning Committee

The Town Clerk informed the Committee that the Planning Committee agenda had been circulated and business was being conducted via email

9. Next Meeting

The next (virtual) meeting will be held on Wednesday 29th April 2020 at 10.00am

The meeting ended at 10.40am

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KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 24/04/20	2020/21 Variance Budget to Actual
	£	£	£
COMMITTEE			
1. COUNCIL	(630,990)	0	(630,990)
2. FINANCE	67,290	9,833	57,457
3. STAFFING & CIVIC	146,170	79	146,091
4. EVENTS & SERVICES	112,820	0	112,820
5. TOWN HALL DEVELOPMENT	63,810	0	63,810
6. TOWN HALL MANAGEMENT	279,040	24,937	254,103
TOTAL NET EXPENDITURE/(INCOME)	38,140	34,849	3,291
WORKING BALANCE PROJECTION			
Balance at 1st April	(315,282)		
Less: Deficit/(Surplus) on Year	38,140		
(Surplus) Working Balance at 31st March	(277,142)	0	0

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 24/04/20	2020/21 Variance Budget to Actual
	£	£	£
1. COUNCIL			
<u>EXPENDITURE</u>			
Contribution to future Election costs	10,000	0	10,000
Contribution to future Election costs (b/f from 17/18, 18/19 & 19/20)	38,450	0	38,450
GROSS EXPENDITURE	48,450	0	48,450
<u>INCOME</u>			
Precepts	(640,990)	0	(640,990)
Earmarked Reserve - Election costs	(38,450)	0	(38,450)
GROSS INCOME	(679,440)	0	(679,440)
TOTAL NET EXPENDITURE / (INCOME)	(630,990)	0	(630,990)

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 24/04/20	2020/21 Variance Budget to Actual
	£	£	£
2. FINANCE			
<u>EXPENDITURE</u>			
SUPPLIES AND SERVICES			
General Office Expenses	5,000	33	4,967
Audit Fees	1,300	0	1,300
Professional Subscriptions	3,000	2,902	98
Insurances	8,000	6,898	1,102
Discretionary Grants	5,000	0	5,000
Ward Grants	9,000	0	9,000
SUPPORT SERVICES			
WFDC Finance support	20,500	0	20,500
WFDC ICT	9,980	0	9,980
WFDC Legal	5,510	0	5,510
TOTAL NET EXPENDITURE / (INCOME)	67,290	9,833	57,457

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 24/04/20	2020/21 Variance Budget to Actual
	£	£	£
3. STAFFING AND CIVIC			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	92,340	0	92,340
National Insurance	6,990	0	6,990
Pension	9,220	0	9,220
Town Crier	500	0	500
Town Mayor's allowance	6,860	0	6,860
Deputy Mayor's allowance	2,260	0	2,260
Contingency for Tax/NI	2,000	0	2,000
SUPPLIES AND SERVICES			
Training	2,000	0	2,000
Mayoral Car	5,000	47	4,953
Mayor and Civic Budget	15,000	32	14,968
Twinning	2,000	0	2,000
HR Advice (CALC)	2,000	0	2,000
TOTAL NET EXPENDITURE / (INCOME)	146,170	79	146,091

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 24/04/20	2020/21 Variance Budget to Actual
	£	£	£
4. EVENTS AND SERVICES			
<u>EXPENDITURE</u>			
St Mary's Churchyard	12,360	0	12,360
Statues and Memorials	4,950	0	4,950
Maintenance of Street Furniture - cleaning and replacement	5,200	0	5,200
St Georges Paddling Pool	4,500	0	4,500
Market Street Public Conveniences	25,000	0	25,000
Grounds Maintenance (Allotments)	4,000	0	4,000
Signage Boards (b/f from 2017/18 & 2018/19)	7,360	0	7,360
Lengthsman	200	0	200
Dementia Services	3,000	0	3,000
Grit Bins	2,000	0	2,000
Kidderminster Arts and Food Festival	5,000	0	5,000
Kidderminster Arts Promotion	1,500	0	1,500
Town Centre Hanging flowers	12,040	0	12,040
Town Centre Planting	4,000	0	4,000
Christmas Lights	30,000	0	30,000
Christmas - Santa in the Town Hall	2,520	0	2,520
GROSS EXPENDITURE	123,630	0	123,630
<u>INCOME</u>			
Earmarked Reserve - Baxter / Rowland Hill Statue	(500)	0	(500)
Earmarked Reserve - War Memorials	(2,950)	0	(2,950)
Earmarked Reserve - Signage Boards	(7,360)	0	(7,360)
GROSS INCOME	(10,810)	0	(10,810)
TOTAL NET EXPENDITURE / (INCOME)	112,820	0	112,820

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 24/04/20	2020/21 Variance Budget to Actual
	£	£	£
5. TOWN HALL DEVELOPMENT			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Salary	45,810	0	45,810
SUPPLIES AND SERVICES			
Civic Furniture	3,000	0	3,000
Civic Furniture (b/f from 2018/19 & 2019/20)	6,400	0	6,400
Heritage Lottery Fund Consultants	0	0	0
Town Hall Alterations	5,000	0	5,000
ICT Contribution	8,400	0	8,400
Streaming / Webcasting Service	10,000	0	10,000
GROSS EXPENDITURE	78,610	0	78,610
INCOME			
Earmarked Reserve - Civic Furniture	(6,400)	0	(6,400)
Earmarked Reserve - ICT Contribution	(8,400)	0	(8,400)
GROSS INCOME	(14,800)	0	(14,800)
TOTAL NET EXPENDITURE / (INCOME)	63,810	0	63,810

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 24/04/20	2020/21 Variance Budget to Actual
	£	£	£
6. TOWN HALL MANAGEMENT			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	140,790	0	140,790
National Insurance	11,460	0	11,460
Pension	31,190	0	31,190
Other Enhanced Payments Salaries & Wages	830	0	830
Honorarium - Town Hall Organist	400	0	400
Staff Car Parking Passes	1,000	0	1,000
RUNNING COSTS			
Mobile Phone Charges	530	0	530
Broadband/WIFI	200	0	200
Purchase & Rental of Vending Machines	330	0	330
Clothing and Uniforms	400	0	400
Print Management Recharge	750	0	750
General Office Expenses	1,150	0	1,150
Sound and Lighting	3,500	0	3,500
Bank Charges	500	0	500
Phonographic Performance Licence	460	0	460
OVERHEADS			
Repairs and Maintenance of Buildings	50,000	1,008	48,992
Lift Maintenance	2,000	0	2,000
Maintenance of Town Hall Organ	1,880	0	1,880
Miscellaneous Licences and Rentals	470	0	470
Electricity	24,410	0	24,410
Gas	10,560	0	10,560
Non Domestic Rates	24,470	0	24,470
Water and Sewerage Rates	11,290	0	11,290
Fire and Burglar Precaution Alarms Maintenance	3,000	0	3,000
Window Cleaning	1,390	0	1,390
Waste Disposal Charges	2,790	0	2,790
Contractor Charges - Cleaning	25,940	0	25,940
Hygiene and Towel Services	2,950	0	2,950
Insurance	18,600	23,405	(4,805)
Support Services - Finance	13,950	0	13,950
Support Services - ICT	19,230	0	19,230
Support Services - Legal	1,360	0	1,360
Support Services - Facilities Management	9,800	0	9,800

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 24/04/20	2020/21 Variance Budget to Actual
	£	£	£
EVENTS AND MARKETING			
Marketing and Design	9,200	570	8,630
Wedding Ceremonies and Receptions Expenditure	100	0	100
Christmas Events	8,000	0	8,000
Youth Makes Music Expenditure	2,000	0	2,000
Event Expenditure	14,000	0	14,000
Hirers Ticket Expenditure	10,000	0	10,000
Sales Expenditure	1,300	0	1,300
Third Party Hirers PL Insurance	180	0	180
GROSS EXPENDITURE	462,360	24,983	437,377
INCOME			
Grant Income	(74,220)	0	(74,220)
Sales	(2,500)	0	(2,500)
Wedding Ceremonies and Receptions	(22,500)	0	(22,500)
Rents	(25,000)	53	(25,053)
Third Party Hirers Insurance Income	(600)	0	(600)
Hirers Ticket Income	(13,000)	0	(13,000)
Sound and Lighting Income	(3,500)	0	(3,500)
Bar Income and Bar Charge	(8,000)	(100)	(7,900)
Event Income	(18,000)	0	(18,000)
Registrar Rental Income	(8,000)	0	(8,000)
Youth Makes Music Income	(5,000)	0	(5,000)
Duty Manager Recharge	(3,000)	0	(3,000)
GROSS INCOME	(183,320)	(47)	(183,273)
TOTAL NET EXPENDITURE / (INCOME)	279,040	24,937	254,103

DRAFT
Kidderminster Town Council
Meeting Dates 2020/21

All meetings at 6.00pm unless otherwise stated

Day	Committee	2020							2021					
		May 7 th Elections	June	July	Sept	Oct	Nov budget	Dec	Jan	Feb	Mar	Apr	May	June
Tuesday	Planning		30 th	28 th	8 th	13 th	17 th	15 th	26 th	23 th	23 th	27 th	25 th	29 th
	KEF (4.30pm)		16 th			20 th				9 th		13 th		15 th
Wednesday	Annual Assembly											14 th		
	Council	20 th (Mayor Making) (7.30pm) 27 th (Adjourned)	10th	22 nd	16 th		18 th	16 th		3 rd (precept)		14 th	12 th (Mayor Making 7.30pm)	
	Finance & Overview		17 th		9 th			9 th				7 th		
	Staffing		24 th		30 th		11 th				3 rd			23 rd
Thursday	Events & Services		11 th		17 th	29 th				18 th				10 th
	Town Hall		11 th	23 rd	24 th		12 th			4 th		29 th		24 th

Civic Events

1. Mayor's Sunday – Sunday 5th July 2020
2. Remembrance Sunday – Sunday 8th November 2020
3. Christmas Lights Switch On – Saturday 21st November 20120
4. Mayor's Carol Service – Friday 4th December 2019
5. Sports Awards – Tuesday 19th January 2020