

Kidderminster Town Council

Civil Emergency Committee

Agenda

To: Councillors D. Ross (Chairman), H. Dyke, K. Gale, N. Knowles, and F. Oborski MBE
 Meeting to be held on **Tuesday, 19th May 2020 at 10.00am** via video conferencing:



Tony Beirne
 Town Clerk
 14/05/2020

Agenda item	Subject	Page
PUBLIC		
1.	Minutes of the meeting held on 29th April 2020 (attached)	3
2.	Declarations of Interests	
3.	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>	
4.	Budget Overview (attached)	7
5.	Meetings Schedule 2020/21 (attached)	15
6.	Staffing Costs (attached)	17
7.	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."	
8.	Co-Vid19 -Action Plan (attached)	19

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 29th April 2020

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

10. Minutes of the meeting held on 15th April 2020

Agreed as a correct record.

11. Public Participation

None

The Town Clerk informed the Committee that the meeting had been advertised as required and information about the meeting had been circulated via social media to give as many people as possible the opportunity to contribute

12. Declarations of Interest

None

13. Budget Overview

The Town Clerk explained that the current approach was to minimise all expenditure, wherever possible, to protect the Town Council's financial position.

The Committee noted the current budget position

14. Draft Meetings Schedule

The Town Clerk presented the draft meetings schedule for 2020/21. He said it was currently suspended due to the Co-Vid19 pandemic.

He did however say that The Council should target Wednesday 10th June 2020 for a full (virtual) Town Council meeting and that the Committee dates should be circulated so that Councillors could have them in their diaries subject to changes in the social distancing guidance.

It was agreed that a (virtual) Town Council meeting be organised for Wednesday 10th June 2020 at 6.00pm

15. 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.

16. Co-Vid19 Action Plan

The Town Clerk reported that work was ongoing to ensure the Council best responded to the impact of the Co-Vid19 pandemic. However, finalising details on specific items are dependent on Government guidance and future instructions regarding social distancing rules. The Government would be reviewing the 'Lockdown' on 7th May 2020 which should give more clarity going forward.

Current actions include

(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	wcb
ii.	Civic Memorial Service	St Mary's Church – to honour those we lost		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.)	with Mayor/Members once restrictions are lifted	tbc
iv.	Election of Mayor for Civic Year	The principle was agreed that any Councillor serving as Mayor should have a full civic year term. Council would need to formally agree the details for the remainder of the Civic Year.	Report to Council on 10 th June 2020	
v.	Communications/I.T.	The current position has shown up the limitations of the current I.T. provision. Going forward in developing the Town Hall there will need to be a full review of what will be needed. The Committee agreed to fund an independent review to identify the Town Council's future requirements. This would be reported to Finance Committee	Agreed	£3.8K
B.	Town Hall			
vi.	Price Freeze	Encourage new customers to book	Town Hall Manager has drafted a plan to target new business, retain current business and put a reviewed (short term) pricing structure in place. Delivery will need to reflect the update on social distancing (7/5/20)	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.	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 reviewing our future marketing strategy and identify potential ways forward to report to the Town Hall Committee in July 2020	
C.	Financial			
x.	Ward Grants	The further tranche of £500 funding for Councillors to offer direct support in their wards has been released. £9K already committed. Agree to double this and allow Councillors to best decide how this	Immediate release of £1K per Councillor to spend in their wards	9K

		money can be used in their wards to help with managing the impact of Co-Vid19		
xi.	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	Next meeting	10K
xii.	Dementia Funding	Councillor Rose Bishop (the Council's Dementia Champion and Chair of Kidderminster Dementia Action Alliance) has authority to allocate the budget to local dementia groups/services/causes	Town Clerk has contacted Councillor Bishop to update her	3K (wcb)
xiii.	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

17. Next Meeting

The next (virtual) meeting will be held on Tuesday 19th May 2020 at 10.00am

The meeting ended at 11.30am

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KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 14/05/20	2020/21 Variance Budget to Actual
	£	£	£
COMMITTEE			
1. COUNCIL	(630,990)	(320,494)	(310,496)
2. FINANCE	67,290	12,023	55,267
3. STAFFING & CIVIC	146,170	10,394	135,776
4. EVENTS & SERVICES	112,820	765	112,055
5. TOWN HALL DEVELOPMENT	63,810	5,059	58,751
6. TOWN HALL MANAGEMENT	279,040	45,550	233,490
TOTAL NET EXPENDITURE/(INCOME)	38,140	(246,703)	284,843
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 15/05/20	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)	(320,494)	(320,496)
Earmarked Reserve - Election costs	(38,450)	0	(38,450)
GROSS INCOME	(679,440)	(320,494)	(358,946)
TOTAL NET EXPENDITURE / (INCOME)	(630,990)	(320,494)	(310,496)

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 14/05/20	2020/21 Variance Budget to Actual
	£	£	£
2. FINANCE			
<u>EXPENDITURE</u>			
SUPPLIES AND SERVICES			
General Office Expenses	5,000	(336)	5,336
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	1,800	7,200
Covid-19 Grant Expenditure	0	760	(760)
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	12,023	55,267

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 14/05/20	2020/21 Variance Budget to Actual
	£	£	£
3. STAFFING AND CIVIC			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	92,340	8,485	83,855
National Insurance	6,990	600	6,390
Pension	9,220	967	8,253
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	343	4,657
Mayor and Civic Budget	15,000	0	15,000
Twinning	2,000	0	2,000
HR Advice (CALC)	2,000	0	2,000
TOTAL NET EXPENDITURE / (INCOME)	146,170	10,394	135,776

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 14/05/20	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	765	24,235
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	765	122,865
<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	765	112,055

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 14/05/20	2020/21 Variance Budget to Actual
	£	£	£
5. TOWN HALL DEVELOPMENT			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Salary	45,810	3,535	42,275
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	1,524	8,476
GROSS EXPENDITURE	78,610	5,059	73,551
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	5,059	58,751

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 14/05/20	2020/21 Variance Budget to Actual
	£	£	£
6. TOWN HALL MANAGEMENT			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	141,170	11,687	129,483
National Insurance	11,460	977	10,483
Pension	31,190	2,284	28,906
First Aid Support	450	0	450
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	809	(349)
OVERHEADS			
Repairs and Maintenance of Buildings	50,000	185	49,815
Lift Maintenance	2,000	0	2,000
Maintenance of Town Hall Organ	1,880	0	1,880
Miscellaneous Licences and Rentals	470	180	290
Electricity	24,410	0	24,410
Gas	10,560	0	10,560
Non Domestic Rates	24,470	2,895	21,575
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	2,418	372
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 14/05/20	2020/21 Variance Budget to Actual
	£	£	£
EVENTS AND MARKETING			
Marketing and Design	9,200	648	8,553
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	110	13,890
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	45,597	416,763
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	45,550	233,490

Kidderminster Town Council Meeting Dates 2020/21

1. Purpose

The purpose of this report is to update the Committee on the programme of Committee meetings for 2020/21.

2. Intention

The intention now is to return our meeting schedule to some level of normality but to follow the social distancing guidelines.

To do this we will adapt the Music Room to allow Councillors to physically meet but to have the ability to attend meetings remotely if they are not able or do not want to attend in person

3. Music Room

The Music room is being set up to allow Councillors to carry out the business of the Town Council while still obeying the social distancing rules. Tables are being measured out, a one way walk system is being designed, face masks and sanitiser are being made available, a p.a. system is being calibrated, public access is being included and remote attendance is also being set up for any Councillors not able/wishing to attend in person.

4. Planned Meetings

All meetings at 6.00pm unless otherwise stated

Day	Committee	2020							2021					
		May	June	July	Sept	Oct	Nov budget	Dec	Jan	Feb	Mar Purdah 31 st	Apr	May Election 6 th	June
Tuesday	Planning	26 th	30 th	28 th										29 th
	KEF (4.30pm)													
Wednesday	Annual Assembly													
	Council		10 th	29 th									26 th (Mayor Making 7.30pm)	
	Finance & Overview			15 th										
	Staffing			1 st										
Thursday	Events & Services			9 th										
	Town Hall		25 th											

Going Forward

The Committee are asked to consider

- Setting up the Music Room for future meetings during the CoVid19 pandemic
- Is 26th May 2021 acceptable for Mayor Making for the 2021/22 Civic Year

The Committee are asked to note that a full timetable of meetings will be reported to the Town Council on 29th July 2020

Kidderminster Town Council
Civil Emergency Committee
Wednesday 19th May 2020

Staffing Costs

1. Purpose

The purpose of this report is to clarify the staffing budget costs for 2020/21

2. Current Position

The overall staffing costs were reported to this Committee on 15th April 2020. The cost given was £340, 530.

3. Issue

This cost was challenged by the Committee as being higher than what was agreed in the budget approved by Council in January 2020. This report aims to explain the breakdown of that cost

4. Budget Breakdown

KIDDERMINSTER TOWN COUNCIL Budget Extract	2020/21 Original Budget £
3. STAFFING AND CIVIC	
Basic Pay Salaries	92,340
National Insurance	6,990
Pension	9,220
Town Crier	500
5. TOWN HALL DEVELOPMENT	45,810
Salary	
6. TOWN HALL MANAGEMENT	
Basic Pay Salaries	141,170
National Insurance	11,460
Pension	31,190
First Aid Payment	450
Honarium - Town Hall Organist	400
Staff Car Parking Passes	1,000
TOTAL SALARY BUDGET	340,530

5. Detail

There are three costs making up this total

3. Town Council Civic Staff

5. Town Hall project officer (this is all inclusive and the contract runs until 31st December 2020)

6. Dedicated Town Hall staff

6. Other issues

The committee challenged any 'enhanced payments'. It was reported there were no enhanced payments and this figure has been amended to reflect the First Aid payments of £150 to three officers.

The First Aid payments have also been challenged. The first aid cost ensures we have appropriate cover for all the events that are run in the Town Hall, not just day to day office cover.

It is a factor of any risk assessment that we must have first aid cover for events.

These salary costs also include an uplift of 3% for the 2020/21 pay rise.

7. Summary

The figure originally reported to Committee in April was correct. It grouped all staffing costs together for ease of reference and those costs reflect what was agreed by Councillors in the budget for 2020/21

8. Recommendation

To note the agreed staffing costs