

**Kidderminster Town Council  
Town Hall Committee**

Thursday 25<sup>th</sup> June 2020 at 6.00pm  
Virtua Meeting administered from the Town Hall, Vicar Street, Kidderminster

**To Councillors, F. Oborski MBE (Chairman), S. Chambers, H. Dyke, K. Gale, M. Kelly, N. Knowles, J. Smith, M. Stooke and P. Young**

Dear Councillor:

The next meeting of the Town Hall Committee to be held on Thursday 25<sup>th</sup> June 2020 at 6.00pm for the transaction of the business detailed below:



Tony Beirne  
Town Clerk

**AGENDA**

Item	Subject	Page
<b>Public</b>		
1.	Apologies	
2.	Minutes of the Meeting held on 27 <sup>th</sup> February 2020 ( <b>attached</b> )	3
3.	Declarations of Interest	
4.	Budgets Update	
	i. Town Hall Development ( <b>attached</b> )	7
	ii. Town Hall Management ( <b>attached</b> )	9
5.	Town Hall Action Plan ( <b>attached</b> )	
6.	Review Programme ( <b>attached</b> )	11
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."	
<b>Confidential</b>		
8.	Kidderminster Development Project - Options Appraisal ( <b>drawing plans attached</b> )	15
9.	Kidderminster Town Hall Development Overview ( <b>presentation attached</b> )	27
<b>Date of next meeting – Wednesday 23<sup>rd</sup> July 2020.</b>		

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KIDDERMINSTER TOWN COUNCIL  
MINUTES OF THE TOWN HALL COMMITTEE  
Held in the Council Chamber, Kidderminster Town Hall, Kidderminster  
On Thursday 27<sup>th</sup> February 2020 at 6.00pm

**Present:** Councillors F. Oborski MBE (Chairman), S. Chambers, K. Gale, M. Kelly, N. Knowles, M. Stooke, and P. Young

**TH.181 Apologies**

Councillors H. Dyke and J. Smith

**TH.182 Minutes 19<sup>th</sup> December 2019**

**RESOLVED:** - that the minutes of the meeting held on 19<sup>th</sup> December 2019 be agreed as a correct record

**TH.183 Declarations of Interest**

None

**TH.184 Pantomime Review**

The Town Hall Manager updated the Committee on the outcome of the pantomime. He said the pantomime had been a success. The feedback from the event had been very positive and the Town Council had made a small profit in year one. The intention is to build the pantomime into an ongoing annual event for Kidderminster, working in partnership with Michael Neri Theatrical productions.

The pantomime was booked again for Christmas 2020 and promotion and marketing was already underway.

The Town Hall Manager said significant lessons had been learned in year one which will help improve the delivery of the 2020 pantomime.

**RESOLVED:** - that

- i. the review of the 2019 pantomime be noted
- ii. the organisation for 2020 and the ongoing partnership with Michael Neri Theatrical productions be noted

**TH.185 Budget – Town Hall Development**

The Town Clerk went through the current budget estimates to apprise the Committee of the current financial position.

He stated current budgets were within planned spend.

**RESOLVED:** - that the current budget position be noted

**TH.186 Budget – Town Hall Management**

The Town Clerk updated the Committee on the budget spend to date. The latest estimates showed a projected overspend in Town Hall salaries. He said there were a number of factors impacting on this and they would be reported to the Staffing Committee.

**RESOLVED:** - that the current budget position be noted

**TH.187 Health & Safety Update**

The Town Hall Manager updated the Committee on the Health & Safety programme. The point was made that should anyone, officer or Councillor become aware of any Health & Safety concern it needs to be reported to the Town Hall Manager or Town Clerk immediately as there is the duty of care covers all people involved in running the Town Council.

The Town Hall manager also shared the costs for Duty Managers. The point was made that the costs of duty managers is borne by the hirer but the accounting

system does not make this clear at present and work was being done to update the system.

**RESOLVED:** - that the

- i. current budget work programme be noted
- ii. the position on Duty Manager charges be noted

**TH188 Town Hall Maintenance Schedule**

The Town Hall Manager updated the Committee on the current work schedule. He said work was being programmed to ensure that the building is kept in the best condition but works are also being managed so that the fit with any future development of the Town Hall.

**RESOLVED:** - that the Maintenance Schedule be noted

**TH.189 Town Hall Managers Work Programme**

**RESOLVED:** - that the Town Hall Manager's work programme be noted

**TH.190 Exclusion of the Press and Public**

**RESOLVED:** - 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 the appendix to the standing orders.

**TH.191 Kidderminster Town Hall Development Project**

The Project Officer updated the Committee on the ongoing works that were taking place post bid.

The project was progressing to timescales and the various options were now being 'reality tested' to ensure they are robust.

Member consultation on options is being programmed for March 2020

**RESOLVED:** - that the Committee approve the

- i. offering free office space in the Hub for the Kidderminster BID for 12 months.
- ii. marketing of the HUB space with Andrew Grant
- iii. adoption of the Town Hall Aims and Objectives with the inclusion of civic and community pride as an additional aim and objective

**TH.192 Town Hall Reception**

The Town Clerk explained that the initial estimates on visitors to the Town Hall, post the Hub moving to Green Street, had not worked out. There are still up to 25 individual visitors per day in to the Town Hall and this was impacting on capacity. He also expressed a desire to have two members of staff on reception to best deal with security and health & safety issues.

The College offered a customer care apprenticeship and this fitted with the needs of the Town Hall.

The estimated cost of taking on an apprentice would be in the region of £7,000 for 12 months. The Town Council was in the position to offer a related work programme for the apprentice and the 12 to 18-month contact would best suit the Town Council.

The Town Clerk said the additional costs could be met within the budget estimates for 2020/21

**RESOLVED:** - that the Committee support the proposal to recruit a Customer Services Apprentice for up to 18 months

**TH.193 Town Hall Stonework**

The Town Clerk explained that the original specification for the Stone work had been

worked out on an estimate of £58,226 from Stonemasons of Worcester. When the work was put out to tender all quotes received were significantly above that original estimate. As a result, the Town Hall Manager approached Stonemasons of Worcester to see if they would honour their original quote. They agreed. As a result, it is now proposed that the original quote for the work, at a cost of £58,226, it being lower than all other tenders, be agreed and the Town Council be asked to suspend Financial Regulations to appoint Stone Masons of Worcester to deliver the Town Hall stonework repairs.

It was

**RESOLVED:** - that the Committee asks the Town Council to suspend standing orders, to appoint Stonemason of Worcester to carry out the stone work repairs to the Town Hall as their original quote is cheaper than all other tenders.

The meeting ended at 7.25pm

Chairman

Date

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<b>TOWM HALL COMMITTEE</b>	<b>2020/21 Original Budget</b>	<b>2020/21 Actual to 17/06/20</b>	<b>2020/21 Variance Budget to Actual</b>
<u>Spend to date</u>	£	£	£
<b>5. TOWN HALL DEVELOPMENT</b>			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Salary	45,810	7,071	38,739
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	4,520	(4,520)
Town Hall Alterations	5,000	0	5,000
ICT Contribution	8,400	8,400	0
Streaming / Webcasting Service	10,000	3,048	6,952
<b>GROSS EXPENDITURE</b>	<b>78,610</b>	<b>23,039</b>	<b>55,571</b>
INCOME			
Grant Income - HLF	0	(1,420)	1,420
Earmarked Reserve - Civic Furniture	(6,400)	0	(6,400)
Earmarked Reserve - ICT Contribution	(8,400)	0	(8,400)
<b>GROSS INCOME</b>	<b>(14,800)</b>	<b>(1,420)</b>	<b>(13,380)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>63,810</b>	<b>21,619</b>	<b>42,191</b>

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<b>TOWN HALL COMMITTEE 25/06/20</b>	<b>2020/21 Original Budget</b>	<b>2020/21 Actual to 17/06/20</b>	<b>2020/21 Variance Budget to Actual</b>
<b><u>Budget Spend to date</u></b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>6. TOWN HALL MANAGEMENT</b>			
<b><u>EXPENDITURE</u></b>			
<b>EMPLOYEE COSTS</b>			
Basic Pay Salaries	141,170	22,615	118,555
National Insurance	11,460	1,865	9,595
Pension	31,190	4,590	26,600
First Aid Support	450	0	450
Honorarium - Town Hall Organist	400	0	400
Staff Car Parking Passes	1,000	0	1,000
<b>RUNNING COSTS</b>			
Mobile Phone Charges	530	25	505
Broadband/WIFI	200	0	200
Purchase & Rental of Vending Machines	330	0	330
Clothing and Uniforms	400	0	400
Print Management Recharge	750	(53)	803
General Office Expenses	1,150	(12)	1,162
Sound and Lighting	3,500	0	3,500
Bank Charges	500	0	500
Phonographic Performance Licence	460	809	(349)
<b>OVERHEADS</b>			
Repairs and Maintenance of Buildings	50,000	355	49,645
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	4,342	20,128
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	16,508	2,092
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

<b>TOWN HALL COMMITTEE 25/06/20</b>	<b>2020/21 Original Budget</b>	<b>2020/21 Actual to 17/06/20</b>	<b>2020/21 Variance Budget to Actual</b>
<b>Budget Spend to date</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>EVENTS AND MARKETING</b>			
Marketing and Design	9,200	1,242	7,959
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
<b>GROSS EXPENDITURE</b>	<b>462,360</b>	<b>54,992</b>	<b>407,368</b>
<b>INCOME</b>			
Grant Income	(74,220)	0	(74,220)
Grant Income HMRC	0	(2,536)	2,536
Sales	(2,500)	0	(2,500)
Wedding Ceremonies and Receptions	(22,500)	(4,074)	(18,426)
Rents	(25,000)	(349)	(24,651)
Third Party Hirers Insurance Income	(600)	(98)	(503)
Hirers Ticket Income	(13,000)	(990)	(12,010)
Sound and Lighting Income	(3,500)	(100)	(3,400)
Bar Income and Bar Charge	(8,000)	0	(8,000)
Event Income	(18,000)	(1,124)	(16,876)
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)
<b>GROSS INCOME</b>	<b>(183,320)</b>	<b>(9,270)</b>	<b>(174,050)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>279,040</b>	<b>45,722</b>	<b>233,318</b>

Town Hall Committee - 25/06/20 Review Programme	2020/21 Original Budget £	2021/22, 2022/23 & 2023/24 Comments
<b>5. TOWN HALL DEVELOPMENT</b>		
<u>EXPENDITURE</u>		
EMPLOYEE COSTS		
Salary	45,810	Staffing review being carried out by the Staffing Committee
SUPPLIES AND SERVICES		
Civic Furniture	3,000	Merge three budgets going forward
Civic Furniture (b/f from 2018/19 & 2019/20)	6,400	Merge three budgets going forward
Town Hall Alterations	5,000	Merge three budgets going forward
ICT Contribution	8,400	Capital IT cost - money has been allocated to pay for this upgrading
Streaming / Webcasting Service	10,000	
<b>GROSS EXPENDITURE</b>	<b>78,610</b>	
INCOME		
Earmarked Reserve - Civic Furniture	(6,400)	
Earmarked Reserve - ICT Contribution	(8,400)	
<b>GROSS INCOME</b>	<b>(14,800)</b>	
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>63,810</b>	

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TOWN HALL COMMITTEE 25/06/20	2020/21 Original Budget £	2021/22, 2022/23 & 2023/24 Comments
<b>Review Programme</b>		
<b>6. TOWN HALL MANAGEMENT</b>		
<b><u>EXPENDITURE</u></b>		
EMPLOYEE COSTS		
Basic Pay Salaries	141,170	Staffing review being carried out by the Staffing Committee
National Insurance	11,460	staffing review being carried out by the Staffing Committee
Pension	31,190	Staffing review being carried out by the Staffing Committee
Honorarium - Town Hall Organist	400	
Staff Car Parking Passes	1,000	
RUNNING COSTS		
Mobile Phone Charges	530	IT review through Finance Committee
Broadband/WIFI	200	IT review through Finance Committee
Purchase & Rental of Vending Machines	330	
Clothing and Uniforms	400	
Print Management Recharge	750	IT review through Finance Committee
General Office Expenses	1,150	
Bank Charges	500	
OVERHEADS		
Repairs and Maintenance of Buildings	50,000	
Lift Maintenance	2,000	
Maintenance of Town Hall Organ	1,880	
Miscellaneous Licences and Rentals	470	
Electricity	24,410	Review and monitoring of costs being conducted
Gas	10,560	Review and monitoring of costs being conducted
Non Domestic Rates	24,470	
Water and Sewerage Rates	11,290	
Fire and Burglar Precaution Alarms Maintenance	3,000	
Window Cleaning	1,390	
Waste Disposal Charges	2,790	
Contractor Charges - Cleaning	25,940	
Hygiene and Towel Services	2,950	
Insurance	18,600	Looking at a longer term deal
First Aid Support	450	
Sound and Lighting	3,500	
Phonographic Performance Licence	460	
Support Services - Finance	13,950	
Support Services - ICT	19,230	IT review through Finance Committee
Support Services - Legal	1,360	
Support Services - Facilities Management	9,800	
EVENTS AND MARKETING		
Marketing and Design	9,200	

<b>TOWN HALL COMMITTEE 25/06/20</b>	<b>2020/21 Original Budget £</b>	<b>2021/22, 2022/23 &amp; 2023/24 Comments</b>
<b>Review Programme</b>		
Wedding Ceremonies and Receptions Expenditure	100	
Christmas Events	8,000	Reviewing cost of event
Youth Makes Music Expenditure	2,000	Reviewing cost of event and future options
Event Expenditure	14,000	
Hirers Ticket Expenditure	10,000	
Sales Expenditure	1,300	
Third Party Hirers PL Insurance	180	
<b>GROSS EXPENDITURE</b>	<b>462,360</b>	
<b><u>INCOME</u></b>		<b>Income review to be presented to Committee in September 2020</b>
Grant Income	(74,220)	
Sales - pantomime	(2,500)	
Wedding Ceremonies and Receptions	(22,500)	
Rents	(25,000)	
Third Party Hirers Insurance Income	(600)	
Hirers Ticket Income	(13,000)	
Sound and Lighting Income	(3,500)	
Bar Income and Bar Charge	(8,000)	
Event Income	(18,000)	
Registrar Rental Income	(8,000)	
Youth Makes Music Income	(5,000)	
Duty Manager Recharge	(3,000)	
<b>GROSS INCOME</b>	<b>(183,320)</b>	
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>279,040</b>	<b>0</b>