

# Kidderminster Town Council Agenda

To all Town Councillors

You are hereby summoned to attend the meeting of Town Council, to be held on **Wednesday, 18<sup>th</sup> December 2019** in the **Council Chamber, Town Hall, Vicar Street, Kidderminster** at **6.00pm** for the transaction of the business detailed below:



Tony Beirne  
Town Clerk  
11/12/2019

## Public

Agenda item	Subject	Page
<b>PUBLIC</b>		
1.	<b>Apologies for Absence</b>	
2.	<b>Minutes</b> To approve the minutes of the Council meetings held on 11 <sup>th</sup> September 2019 ( <b>attached</b> )	<b>5</b>
3.	<b>Declarations of Interests</b>	
4.	<b>Mayor's Engagements &amp; Announcements (attached)</b> To receive a list of the Mayor's engagements and any announcements by the Mayor.	<b>9</b>
5.	<b>Presentation to the Town Council of a Gift of a Silver Cream Jug</b> Councillor Knowles	
6.	<b>Public participation</b> In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence. <i>Members of the public will be called in order of receipt of notice of their intention to speak. Please email <a href="mailto:townclerk@kidderminstertowncouncil.gov.uk">townclerk@kidderminstertowncouncil.gov.uk</a> or telephone 01562 732680 to give your name and an indication of the topic you intend to raise.</i> Two written requests have been received for the Town Council to support national initiatives – Town Clerk to update <ol style="list-style-type: none"> <li>a) Knife Angel/Angel of Peace</li> <li>b) Jo Cox - Great Get Together/Community Matters</li> </ol>	
7.	<b>Honorary Burgess</b> To propose the appointment of Anne Hingley as an Honorary Burgess of the Town of Kidderminster in recognition of her work, alongside Charles Talbot, in leading the Campaign for the creation Kidderminster Town Council	
8.	<b>Motions</b> <b>a) Recording of Meetings</b> Council meetings can be lengthy and, as accuracy is of paramount importance, taking complete minutes can prove challenging. At the moment, our minutes are very brief and specific statements made by meeting attendees are not recorded. A complete record of: <ul style="list-style-type: none"> <li>• Full Council meetings;</li> <li>• Committee meetings;</li> <li>• Meetings between the Clerk and WFDC; and</li> <li>• Any meetings between the Clerk and groups from the community (eg Friends of St George's paddling Pool)</li> </ul>	

Agenda item	Subject	Page
	<p>could be needed for evidential purposes in the future, so it is essential that to have clear and complete records of what was discussed and/or agreed.</p> <p>Similarly, in the interests of transparency and openness, we should be producing accurate minutes for publication. The residents of Kidderminster have a right to know what is discussed and agreed at our meetings in as complete and accurate a way possible. We want the residents to feel involved and support our plans for the future and the circulation of information is key to achieving this buy-in.</p> <p>At the moment, we do not even publish clearly the brief minutes available to Councillors in written form on the website. There is a section on our website called 'Agendas and minutes', but only agendas can be found there. We appreciate that each Agenda contains brief minutes for the previous meeting, but this is not clear enough for website users who are not familiar with meeting agendas.</p> <p>To allow staff members to fully take part in meetings more easily and to allow the production of clear, accurate and complete minutes for publication, we propose that all Council meetings should be digitally recorded. We are not proposing the use of a stenographer or proposing each meeting is transcribed. We are proposing using some form of digital recording equipment for important meetings. It is extremely easy to record a meeting making this option the simplest and most cost-effective way forward.</p> <p><b>b) Anti-bullying/Against Abuse/Hate Crime</b></p> <p>Recent years have seen a dramatic increase in hate crime, abuse and bullying (especially online). As a Town Council we should be doing everything we can to raise awareness of these issues and offer support where we can. Anti-Bullying Week happened in schools across England recently — this year the theme was 'Change Starts With Us'. We propose that the Clerk investigates the inclusion of a page on the Town Council's website that offers links to organisations and helplines for anyone suffering from bullying, hate crime or abuse of any kind.</p> <p><b>c) Resilience for Mental Health</b></p> <p>The first Wednesday in November was 'National Stress Awareness' Day. Becoming overwhelmed by stress can lead to mental health problems or make existing problems worse and recent statistics have revealed that the incidence of anxiety and mental health issues is increasing at a dramatic rate. National Stress Awareness Day was a great opportunity to think about mental wellbeing and find advice or support on managing stress. This year, employers were asked to start a conversation about how to deal with stress. We would like to take this a step further. We propose that the Clerk investigates the possibility of offering all staff (and councillors) resilience training to learn techniques and processes that can help alleviate stress.</p> <p><b>d) Xmas Recycling</b></p> <p>Protecting our environment and ensuring that we all recycle as much as possible has never been more important. Christmas is a time of excess in every way – and this includes an excessive amount of rubbish produced. An estimated six million Christmas trees are discarded every year and UK households throw away more than 277,000 miles of Christmas wrapping paper. A leading waste collection company has estimated that we create 30 per cent more rubbish than usual at Christmas, using more than 300,000 tonnes of card and sending more than 100 million bags of garbage to landfill. It is also estimated that one billion Christmas cards are sold in the UK alone each year and we would like to try to do something about this at a local level. We propose that the Clerk sets up a recycling point for</p>	

Agenda item	Subject	Page
	<p>Christmas cards in the Town Hall to open in the New Year (2020).</p> <p><b>e) Car parking</b>            Kidderminster has 757 parking spaces – 47% of the total for the District of Wyre Forest. For 2018/19, 49% of the income Wyre Forest District Council (WFDC) made from car parking came from Kidderminster amounting to £449,320. This is a significant amount of money and shows the importance of Kidderminster within the District.</p> <p>For a number of years, WFDC has offered free parking across some of its car parks. One hour's free parking is available in three (3) Kidderminster car parks:</p> <ul style="list-style-type: none"> <li>• St Mary's Church (Kidderminster)</li> <li>• Comberton Place (Kidderminster)</li> <li>• Bromsgrove Street (Kidderminster)</li> </ul> <p>Information published by WFDC at its recent Overview &amp; Scrutiny Committee (November 2019), stated that free car parking usage in the District increased from 128,081 to 214,120 in 2018/19, an increase of 86,039 (67%).</p> <p>However, despite this clear need and increased use of free car parking, the Progressive Alliance Administration at WFDC is going to remove the free parking offer from April 2020. The reason for this is given as climate change. There will also be new increased charges from Monday 6<sup>th</sup> April 2020; charging extended to 9pm; and new seasonal charges in Stourport and Bewdley.</p> <p>We call for Kidderminster Town Council to write to the Progressive Alliance Administration at WFDC demanding that it reconsiders these changes as they will serve only to damage trade, tourism and activity within Kidderminster Town Centre. We want it made clear that Kidderminster Town Council condemns these changes given the need for the Town Centre's traders to be supported; tourism to be encouraged; and activity within the Town Centre increased.</p>	
9.	<b>Dementia Support</b> – update from the Town Council's Dementia Champion Councillor Bishop	
10.	<b>Town Hall Committee</b> – update from the Chairman Councillor Oborski MBE	
11.	<b>Events &amp; Services Committee</b> – update from the Chairman Councillor Knowles	
12.	<b>Membership of Outside Bodies (attached)</b>	11
13.	<b>Lengthsman (attached)</b>	13
14.	<b>Finance Report</b> <ol style="list-style-type: none"> <li>i. Budget spend to date (<b>attached</b>)</li> <li>ii. Accounts paid and income received to date (<b>attached</b>)</li> </ol>	15 27
15.	<b>Budget Planning 2020/21</b> Presentation from the Town Clerk on the draft budget for 2020/21 ( <b>attached</b> )	37

**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.

**Register of Interests**

As part of managing the risk assessment Councillors are reminded to ensure they keep their register of interests up to date. If you have any questions please contact the Town Clerk

**For further information**

If you have any queries about this Agenda or require any details of background papers, further documents or information you should contact Tony Beirne, Town Clerk, Kidderminster Town Council, DY11 7WF. Telephone: 01562 732680 or email [townclerk@kiddermistertowncouncil.gov.uk](mailto:townclerk@kiddermistertowncouncil.gov.uk)  
Documents referred to in this agenda may be viewed on Town Council's website

**Date of next meeting**  
**Wednesday 29<sup>th</sup> January 2019 at 6.00pm**

**Kidderminster Town Council**

**MINUTES of the meeting held on Wednesday 11<sup>th</sup> September 2019 at 6.00pm in the Council Chamber, Kidderminster Town Hall, Kidderminster**

Present: The Mayor (Councillor D. Ross)  
Councillors J. Baker, R. Bishop, M. Cheeseman, H. Dyke, K. Gale, N. Gale, M. Kelly, N. Knowles, F. Oborski MBE, M. Rayner, S. Rook, J. Smith, M. Stooke and P. Young

**C.489 Apologies**

Councillor J. Aston, S. Chambers and L. Hyde

**C.490 Minutes of the meeting held on 12<sup>th</sup> June 2019**

**RESOLVED:** - that the minutes of the meeting held on 12<sup>th</sup> June 2019 be approved as a correct record.

**C.491 Declarations of Interests by Members**

None

**C.492 Mayor's Engagements and Announcements**

**a. Staffing – Mr B. Harris and Ms M. Baten**

The Mayor introduced Mr Bryan Harris, the new Mayor's Officer and Ms Malia Baten, the new HR apprentice.

**b. Staffing – Mr L. Hollis**

The Mayor informed Council that Mr Liam Hollis would be leaving the Council after a year and 9 months service as the Town Council's first apprentice to take up a place at Nottingham Trent University to study Marketing. On behalf of the Town Council he thanked Mr Hollis for his service and support and wished him well in all his future endeavours.

**c. Honours Presentation at the Town Hall**

The Mayor thanked Councillor Sarah Rook, the Deputy Mayor, who had represented the Town Council at the presentation of the MBE to Doctor Pamela Ball in the Town Hall. He said it was an historic event as it was the first time the Town Hall has hosted the presentation of such a prestigious honour. He expressed his congratulations to Doctor Ball and thanked Councillor Rook for looking after Vice Lord-Lieutenant, The Hon Lady Morrison who made the formal presentation.

**RESOLVED:** - that the Mayor's announcements and engagements be noted

**C.493 Public participation**

None.

**C.494 Presentation by Inspector David King, West Mercia Police**

Inspector King was the newly appointed Police Inspector for Kidderminster. In his presentation he made the following points:-

- One of his main priorities in post was to promote better interagency working

across Kidderminster and as a result he had set up the 'Multi-agency Task Enforcement Group'

- He explained the new police patrol areas across Kidderminster, aligning with the ward boundaries
- He looked forward to working with the Town Council to promote heritage work in Kidderminster
- Inspector King also shared his views on how having an office facility in the Town Hall could best work to support the police and the community

In discussion with Councillors Inspector King updated Council on knife crime, county lines, youth issues and working with schools. He reiterated that Kidderminster was a safe, low level crime area but recognised that 'fear of crime' did have a major impact on the perceptions of the community.

At the end of the presentation the Mayor thanked Inspector King for taking the time to meet and update the Town Councillors.

#### **C.495 Motion**

##### **i. Plastic Free**

It was proposed by Councillor S. Rook, and seconded by Councillor N. Knowles that

*'Kidderminster Town Council agrees to Objective 1 of the Surfers Against Sewage requirements by passing this motion in support of the Town becoming plastic-free, and committing to making the required changes within its premises;*

*Kidderminster Town Council will be open to reviewing requests of additional resources, be that financial or practical support.*

*We will ensure that wherever possible all items will be recycled by staff, hirers and visitors and install recycling bins throughout the premises'*

After discussion it was

**RESOLVED:-** that the motion be agreed and the item referred to the Town Hall Committee for action

#### **C.496 Motion**

##### **ii. Hidden Disabilities**

It was proposed by Councillor F. Oborski MBE and seconded by Councillor P. Young that

'Council recognises that not all disabilities are visible.

Council therefore resolves to support the Hidden Disabilities Awareness Scheme which encourages those with such disabilities to wear the discrete sunflower badges and lanyards.

Council will ensure that all frontline staff are aware of the scheme and recognise that those wearing the badge or lanyard may need extra help.'

After discussion it was

**RESOLVED:-** that the motion be agreed and the item referred to the Staffing Committee for action

#### **C.497 Town Hall Committee update – Councillor F. Oborski MBE (Chairman)**

Councillor Oborski MBE updated Council on the move of the Hub to Green Street and the office moves that were now in progress. All works were within the agreed timescales. She also updated Council that the Heritage Lottery work was progressing on time.

She informed Council that, for the first time ever, there would be a professional pantomime at the Town Hall this Christmas.

Finally she said the furniture restoration work was being rescheduled due to illness.

**RESOLVED:** - that the update be noted

**C.498 Events & Services Committee Update – Councillor N. Knowles (Chairman)**

Councillor Knowles updated Council on the following events:-

- The Community Awards
- Christmas Lights Switch-on
- ‘Sheepfest’ and
- Remembrance Sunday

All were progressing to the agreed budgets and timetables

**RESOLVED:** - that the update be noted.

**C.499 Dementia Support Update – Councillor R. Bishop (Council Dementia Champion)**

Councillor Bishop updated Council on the dementia work being delivered by the Council.

Working in partnership with local organisations the Council was able to support many local initiatives and she particularly referred to the Dementia Concert which was being organised for November 2019.

All the work was being delivered within the agreed budget

**RESOLVED:** - that the update be noted.

**C.500 Service Level Agreements (SLA's) with WFDC**

Further to Minute C.476 of Council Detailed below

**Wyre Forest District Council (WFDC) Service Level Agreements (SLA's)**

**RESOLVED:** - that the Town Council

- i. agree in principle to the setting up a five year programme with WFDC for all existing SLA's*
- ii. refers the detailed examination of the agreements to the relevant committees for approval instructs the Town Clerk to report back to Council once the Committees have completed their examinations*

All the appropriate Committees had reviewed and agreed the detail of the SLA's. As a result it was

**RESOLVED:** - that the Town Council agree to the setting up the five year programme up to 2023/24 with WFDC for all existing SLA's, subject to ongoing negotiations.

**C.501 Budget Planning 2020/21 and future Town Council Service Provision**

The Town Clerk updated Council on the proposed budget planning process for 2020/21 and beyond.

It was

**RESOLVED:** - that the report and timetable be noted.

**C.502 Membership of Outside Bodies & Committee Appointments**

**RESOLVED:** - that Council

- i. notes the updates from Councillors*
- ii. notes that Councillor N. Gale is now leader of the Conservative Group*

**C.503 Completion of the External Audit for 2018/19**

Council noted the letter from PKF, the external auditors, informing Council that the audit had been signed off without any qualifications or comment.

The Town Clerk informed Council that the relevant public notices had been issued.

**RESOLVED:** - that the completion of the 2018/19 audit be noted.

**C.504 Finance Report**

**RESOLVED:** - that Council

- i. notes the expenditure to date
- ii. approves the accounts paid to date
- iii. notes the income received to date
- iv. notes the current balances

The meeting ended at 8.13pm

Mayor

Date



## Kidderminster Town Council 19<sup>th</sup> December 2019

### Mayoral Engagements

#### SEPTEMBER

<b>Saturday 14<sup>th</sup></b>	Heritage Day	Kidderminster Town Hall
<b>Thursday 19<sup>th</sup></b>	Community Awards 2019	Kidderminster Town Hall
<b>Sunday 22<sup>nd</sup></b>	Droitwich Mayor's Civic Service	St Andrews Church, Droitwich Spa
<b>Friday 27<sup>th</sup></b>	Worcester Inaugural Banquet	The Guildhall, Worcester
<b>Saturday 28<sup>th</sup></b>	Summer Reading Challenge	Kidderminster Library
<b>Saturday 28<sup>th</sup></b>	Ludlow's Motown Night	Assembly Rooms

#### OCTOBER

<b>Thursday 3<sup>rd</sup></b>	Blue Plaque Opening	Café Masala
<b>Saturday 5<sup>th</sup></b>	Opening of Rhydd Covert	Rhydd Covert, Bewdley
<b>Sunday 6<sup>th</sup></b>	Boys Brigade Parade & Service	Kidderminster Town Hall
<b>Sunday 6<sup>th</sup></b>	Redditch Civic Service	St Stephens Church, Redditch
<b>Thursday 10<sup>th</sup></b>	DeBeers Fashion Show	DeBeers Garden Centre
<b>Saturday 12<sup>th</sup></b>	Wyre Forest Talking Newspaper AGM – DEPUTY	Franch Community Church
<b>Saturday 12<sup>th</sup></b>	Mayor of Bewdley's Bingo Night – DEPUTY	Shaw Hedge Community Centre
<b>Saturday 12<sup>th</sup></b>	Kidderminster Festival Orchestra Concert	Kidderminster Town Hall
<b>Wednesday 16<sup>th</sup></b>	Launch Event for Cinderella	Kidderminster Town Hall
<b>Thursday 17<sup>th</sup></b>	Mayor's Chinese Buffet & Quiz	China Legend
<b>Sunday 20<sup>th</sup></b>	Malvern Hills District Council Civic Service	St Phillips and St James Church, Hallow
<b>Friday 25<sup>th</sup></b>	Wheely Different Theatre Company performance	Kidderminster Town Hall
<b>Saturday 26<sup>th</sup></b>	Poppy Appeal Launch	Severn Valley Railway
<b>Saturday 26<sup>th</sup></b>	Droitwich Spa Mayor's Dinner & Dancer	Droitwich Spa Golf Club
<b>Sunday 27<sup>th</sup></b>	Mayor of Bewdley's Civic Service	Worcester Guildhall
<b>Tuesday 29<sup>th</sup></b>	St Richard's Hospice Afternoon Tea and Tour	St Richard's Hospice, Worcester

#### NOVEMBER

<b>Friday 1<sup>st</sup></b>	Judging of Sheepfest Competition	Swan Centre, Kidderminster
<b>Saturday 2<sup>nd</sup></b>	Kidderminster Male Choir Free Concert	St Mary's Church, Kidderminster
<b>Tuesday 5<sup>th</sup></b>	Royal Visit	Berrington Court, Kidderminster
<b>Wednesday 6<sup>th</sup></b>	University of Worcester Graduation Ceremonies	Worcester Cathedral
<b>Thursday 7<sup>th</sup></b>	Opening of Kidderminster Beer Festival	Kidderminster Town Hall
<b>Sunday 10<sup>th</sup></b>	Remembrance Sunday	St Mary's and Town Hall
<b>Thursday 14<sup>th</sup></b>	Kidderminster Bowling Club Presentation Night – DEPUTY	Kidderminster Carolians Club
<b>Friday 15<sup>th</sup></b>	Holy Trinity Production of Les Mis	Holy Trinity School
<b>Tuesday 19<sup>th</sup></b>	Robert Fleming Civic Funeral	St Mary's and Town Hall
<b>Wednesday 20<sup>th</sup></b>	Full Council Meeting	Kidderminster Town Hall

## Kidderminster Town Council 19<sup>th</sup> December 2019

### Mayoral Engagements

#### NOVEMBER

<b>Thursday 21<sup>st</sup></b>	Civic Reception for Husum dignitaries	Kidderminster Town Hall
<b>Friday 22<sup>nd</sup></b>	Civic Funeral	St Mary's Church
<b>Friday 22<sup>nd</sup></b>	Three Kings Parade	Civic Centre, Stourport-on-Severn
<b>Saturday 23<sup>rd</sup></b>	Christmas Lights Switch On	Kidderminster Town Hall
<b>Saturday 23<sup>rd</sup></b>	Old Carolians Dinner	King Charles School
<b>Monday 25<sup>th</sup></b>	Royal Visit	Youth House, Kidderminster
<b>Thursday 28<sup>th</sup></b>	Dementia Awareness Concert	Kidderminster Town Hall
<b>Thursday 28<sup>th</sup></b>	Worcester Victorian Christmas Fayre	Worcester Cathedral
<b>Saturday 30<sup>th</sup></b>	Wyre Forest Sea Scout Christmas Party	Hoo Road, Kidderminster
<b>Saturday 30<sup>th</sup></b>	Kidderminster Choral Society Concert	Kidderminster Town Hall

#### DECEMBER

<b>Sunday 1<sup>st</sup></b>	Santa Fun Run	Brinton Park
<b>Wednesday 4<sup>th</sup></b>	Lights of Love Service	Droitwich Methodist Church
<b>Friday 6<sup>th</sup></b>	Mayor's Carol Service	St Mary's and All Saints Church
<b>Saturday 7<sup>th</sup></b>	Mayoral Collection	Kidderminster Town Hall
<b>Saturday 7<sup>th</sup></b>	Wyre Forest Symphony Orchestra Concert	Kidderminster Town Hall
<b>Monday 9<sup>th</sup></b>	WCC Carol Service	County Hall
<b>Monday 9<sup>th</sup></b>	SOS Pre Christmas Dinner	The King Arms, SOS
<b>Thursday 12<sup>th</sup></b>	Home Start Wyre Forest Christmas Party	The Salvation Army, Kidderminster
<b>Friday 13<sup>th</sup></b>	Christmas Carol Service	Kidderminster Hospital
<b>Saturday 14<sup>th</sup></b>	Opening of St John's Ambulance Unit	Elgar House, Green Street
<b>Saturday 14<sup>th</sup></b>	Santa in the Town Hall & Craft Fair	Kidderminster Town Hall
<b>Sunday 15<sup>th</sup></b>	West Midlands Light Orchestra Concert	Stourport Manor Hall
<b>Wednesday 18<sup>th</sup></b>	Wychavon Civic Service	Civic Centre, Pershore
<b>Wednesday 18<sup>th</sup></b>	Full Council	Kidderminster Town Hall

## Kidderminster Town Council Wednesday 19<sup>th</sup> December 2019

### Membership of Outside Bodies and Committees

#### 1. Purpose

The purpose of this report is to receive any updates from outside bodies and update any changes to committee membership

#### 2. Outside Bodies

	<b>Organisation</b>	<b>Appointments</b>	<b>Duration</b>
1)	Carpet Museum Trustees (2)	M. Stooke	Full term
2)	CALC (2)	N Knowles P. Young	Full term
3)	Local Plans Review Panel (2)	J. Baker M. Stooke	Full term
4)	Friends of St Mary's Church Committee (1)	K. Gale	Full term
5)	Historical Societies Group (1)	F. Oborski MBE	Full term
6)	Community Transport in Wyre Forest	N. Knowles	Full Term
7)	Fairtrade	R. Bishop	Full term
8)	Wyre Forest Local Children's Trust	S. Rook	Full term

#### 4. Recommendations

Council is asked to note any updates from outside bodies

**This page is  
intentionally  
blank**

# Kidderminster Town Council

## Wednesday 10<sup>th</sup> April 2019

### The Lengthsman

#### 1. Purpose

The purpose of this report is to update Council on the work of the Lengthsman

#### 2. Worcester County Council Lengthsman Policy

The County Council policy states:-

“The Parish Lengthsman looks after the highways verges and drainage.

Duties include • Clearing gully grates • Digging out blocked gullies • Clearing verge grips • Clearing headwalls • Rodding blocked drains if practical • Advising landowners & frontagers when their ditches need cleaning. • Might clear ditches in exceptional circumstances. • Cleaning dirty signs (but not illuminated signs) • Removing vegetation obstructing signs and removing noxious weeds. • Siding out footways to normal width. • Negotiating with frontagers for them to cut back overhanging vegetation. Also has authority to clear snow and ice from the highways and apply grit/sand; remove illegal fly postings, site and monitor Vehicle Activated Road Signs (VARs).

This service is delivered by the Parish Council thanks to delegated authority and funding provided by Worcestershire County Council.”

The Town Council took on this service in April 2017.

#### 3. Financial Position

Worcestershire County Council’s annual allocation for the Kidderminster Lengthsman’s work is a £6,000 budget. In 2018/19 the Town Council incurred costs of just under £4,000. There is still capacity for the Council to initiate more Lengthsman related work.

#### 4. Managing the Lengthsman Work Programme

The Lengthsman has an ongoing work programme that includes the servicing, maintenance and moving of the VAR signs across the Parish. There are currently 8 signs in use which are provided by County Councillors and the siting agreed by the Highways Authority. At present 7 signs are in use and 1 is being repaired.

The other work of the Lengthsman is determined by the schedule inherited on 1<sup>st</sup> April 2017, which was determined by the local County Councillors. Additional work has been added since then by Town Councillors.

Ensuring the satisfactory completion of the work is predominantly via the local Councillor, who commissioned the work, specifically that they are satisfied that it has been done. There is also an ongoing dialogue between the Lengthsman and Town Clerk about priorities.

This is a small service, often reactive, and performance management is kept as light touch as possible. It is a well-regarded service.

#### 5. Future Opportunities

As detailed in paragraph 3 of this report there is still capacity to take on more work. However any work commissioned must fulfil the criteria detailed in paragraph 2. The current commissioning process is for Town Councillors to email or call the Town Clerk who will check it and add it to the Lengthsman’s work programme.

#### 6. Risk

There are no strategic risks associated with this service. The Lengthsman is long serving, experienced and fully qualified. The payment and reclaim processes are established.

## **7. Financial Implications**

As stated previously, the County Council reimburse the Town Council for the cost of this service. The only financial implications to the Town Council are VAR batteries and maintenance. This cost is in the region of £200.00 per year and has been included in the budget for 2020/21.

The service has not yet been commissioned to full capacity. However should future work demands exceed the budget available this would be reported back to Council for action.

## **8. Recommendations**

Council is asked to:-

- i. note the processes for the management of the Lengthsman service
- ii. reaffirm that requests for work are directed through the Town Clerk
- iii. agree a £200 budget in 2020/21 for the maintenance of VAR signs.

**Kidderminster Town Council**  
**Wednesday 18<sup>th</sup> December 2019**

**Finance Report****1. Accounts Paid 22<sup>nd</sup> August to 6<sup>th</sup> November 2019**

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Inc. VAT £</u>	<u>A/C No.</u>
<b><u>FINANCE</u></b>				
12/07/19	Istock.com	Illustrations for artwork for Facebook	8.40	Debit173 A
29/08/19	WFDC	Mobile phone charges July 19	44.28	IP217
04/09/19	Franche Womens Institute	Ward Grant	250.00	IP218
04/09/19	PKF Littlejohn LLP	Audit 2018/19	1,560.00	IP219
05/09/19	The Post Office	Postage	6.36	Debit220
05/09/19	Barclays Bank	Bank charges	4.55	DD
06/09/19	Wilkinsons	Miscellaneous stationery	10.50	Debit222
06/09/19	WH Smiths	Miscellaneous stationery	11.48	Debit223
10/09/19	St Peters Birchen Coppice DCC	Ward Grant	100.00	IP225
12/09/19	Cash Point	Leaving gift – Liam Hollis	50.00	Debit226
20/09/19	Sight Concern Worcestershire – Kidderminster	Ward grant	100.00	IP228
27/09/19	Victoria Academies Trust – Birchen Coppice School	Ward grant	100.00	IP240
27/09/19	Victoria Academies Trust – Foley Park Forest School	Ward grant	100.00	IP241
07/10/19	Barclays Bank	Bank charges	14.63	DD
11/10/19	WH Smith	Miscellaneous stationery	23.97	Debit247
11/10/19	Hereford and Worcester ACF	Ward grant	100.00	IP259
16/10/19	Facebook	Facebook promotion	23.32	Debit248
23/10/19	H. Hayden-Jones	Refreshments for meetings	19.03	IP265
04/11/19	Barclays Bank	Bank charges	5.60	DD
06/11/19	WFDC	Shortel, mobiles, printer rental & print management recharge	1,296.21	IP274
06/11/19	B. Harris	Car washes and parking	37.00	IP275
<b><u>STAFFING &amp; CIVIC</u></b>				
29/08/19	WFDC	August salaries	5,078.08	IP217
03/09/19	Hampshire Flag Co	New Flag	143.93	Debit218
06/09/19	The Right Fuelcard	Mayoral car – fuel	44.66	DD
16/09/19	Autoserve	Mayoral car – maintenance	56.21	DD
18/09/19	Mercedes-Benz Finance	Mayoral car – hire charge	354.00	DD
27/09/19	WFDC	September salaries	8,894.26	IP236
30/09/19	Amazon	Full car cover	19.95	Debit239
04/10/19	The Right Fuelcard	Mayoral car – fuel	42.50	DD
08/10/19	B. Harris	Salary payment	968.92	IP253
10/10/19	Greggs	Mayors lunch	45.00	Debit242
10/10/19	Iceland	Mayors lunch	8.23	Debit244

11/10/19	The Right Fuelcard	Mayoral car – fuel	0.60	DD
11/10/19	1st Kidderminster Brigades Band	Remembrance Sunday band	200.00	IP260
15/10/19	Autoserve	Mayoral car – maintenance	56.21	DD
18/10/19	Mercedes-Benz Finance	Mayoral car – hire charge	354.00	DD
23/10/19	DPS Print 4U	Remembrance Sunday order of service	94.80	IP262
25/10/19	The Right Fuelcard	Mayoral car – fuel	33.02	DD
26/10/19	WFDC	October salaries	10,348.29	IP269
31/10/19	Interflora	Condolence flowers	76.00	Debit253
<b><u>EVENTS &amp; SERVICES</u></b>				
23/08/19	Iceland	Refreshments - Police Dementia Cafe	11.04	Debit215
27/08/19	Npower	Electricity - Clock Tower 01/05/19 - 31/07/19	85.64	DD
02/09/19	WFDC	NNDR - Market Street Toilets Sept	206.00	DD
05/09/19	AV Parts Master	Rear projection screen with stand & guylines	480.00	Debit221
11/09/19	The Big Print Shop	Banners - Community Awards	73.85	Debit224
11/09/19	Poundland	Batteries - Community Awards	9.00	Debit225
16/09/19	Water Plus	Market Street Toilets 10/09/19-06/08/19	373.57	DD
17/09/19	Moss Worcestershire	Suit Hire - Community Awards	95.00	Debit229
18/09/19	Wyre Florist	Flowers - Community Awards	308.00	Debit230
19/09/19	Wilkinsons	Miscellaneous items - Community Awards	12.50	Debit234
20/09/19	Wilkinsons	Miscellaneous items - Community Awards	38.07	Debit235
24/09/19	Miriam Cunliffe	Community Awards Pictures	100.00	IP232
24/09/19	Kateabell Cakes	Cupcakes for Community Awards	205.00	IP233
27/09/19	Kidderminster Cricket Club	Ground Hire - Dementia	100.00	IP238
27/09/19	Worcester City Police Cricket Club	Match sponsorship - Dementia	50.00	IP239
27/09/19	Iceland	Refreshments - Dementia	13.78	Debit237 B
01/10/19	WFDC	NNDR - Market Street Toilets Oct	206.00	DD
01/10/19	DPS Print 4U	Community Awards Booklets	173.90	IP242
01/10/19	John Harrison	Musical Entertainment - Community Awards	100.00	IP243
01/10/19	The Big Print Shop	Community Awards Banners	274.80	IP244
02/10/19	Plyvine Catering	Community Awards Buffet	1,514.00	IP249
02/10/19	John Woodhouse Garden Services	Lengthsman Scheme August 2019	333.25	IP250
08/10/19	John Woodhouse Garden Services	Lengthsman Scheme September 2019	480.50	IP251
18/10/19	DPS Print 4U	Printing - Community Awards	173.90	IP261
26/10/19	WFDC	Paddling pool June to August	4,880.11	IP269
28/10/19	Npower	Electricity – Market Street Toilets 01/07/19 - 30/09/19	458.10	DD
01/11/19	WFDC	NNDR – Market Street Toilets November	206.00	DD
01/11/19	Total Merchandise	Christmas Teddy Bears	1,056.00	Debit254
<b><u>TOWN HALL DEVELOPMENT</u></b>				
29/08/19	WFDC	August Salaries	3,599.94	IP217
03/09/19	Tesco	Refreshments - Birmingham Victorian Society visit to Town Hall	15.14	Debit217
05/09/19	Mr G Baker	Volunteer Expenses	55.75	IP224
11/09/19	Jenni Waugh Consulting Ltd	Consultants fees for Audience survey and research 40%	1,600.00	IP226
13/09/19	Fresh Life Consulting	Kidderminster Town Hall - Interim fee 2	2,000.00	IP227



24/09/19	A Merrie Noyse (Sue Pope)	Education and Volunteering Strategy	2,000.00	IP229
27/09/19	Iain Soden Heritage Services Ltd	Heritage Asset Survey on KTH May-Aug 19	6,400.00	IP234
27/09/19	WFDC	September Salaries	3,599.94	IP236
27/09/19	Coniston Coaches	Visit to Birmingham Town Hall	185.00	IP237
27/09/19	Wilkinsons	Misc Items - Town Hall Alterations	23.25	Debit237 A
27/09/19	B&M Retail Ltd	Misc Items - Town Hall Alterations	31.97	Debit237 C
02/10/19	Lauren Russell	Promotional Video for KTH	210.00	IP245
04/10/19	A & D Lock and Key	New Safe Lock	594.00	Debit240
08/10/19	Pixel Design And Print (Nettl)	Kidderminster TC Branding	594.00	IP252
09/10/19	Rodney Melville and Partners	Town Hall Condition Survey - interim fee	4,800.00	IP256
09/10/19	St Pauls Associates	Architectural Services re planning approval	1,831.00	IP258
26/10/19	WFDC	October Salaries	3,599.94	IP269
<b><u>TOWN HALL MANAGEMENT</u></b>				
14/08/19	St John Ambulance	First Aid Course	258.00	Debit208 A
14/08/19	Wilkinsons	Paint/Brushes	23.00	Debit208 B
29/08/19	WFDC	August Salaries	14,963.10	IP217
29/08/19	WFDC	Mobile Phone Charges July 19 KTH	8.52	IP217
29/08/19	WFDC	Invoice payment on behalf of KTC from Counterfeit Band	992.25	IP217
30/08/19	Giffgaff	Duty Manager Phone	10.00	Debit216
02/09/19	WFDC	NNDR - Town Hall Sept	1,218.00	DD
04/09/19	Iceland	Refreshments for meeting and bookings	16.30	Debit219
05/09/19	Novar Systems Limited	Honeywell Service Maintenance Agreement Fire Alarm 01/08/19 to 31/07/20	2,142.00	IP220
05/09/19	Pixel Design And Print (Nettl)	Website Subscription	432.00	IP221
05/09/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP221
05/09/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP221
05/09/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP221
05/09/19	Independent Taekwondo Schools	Ticket Sales for International Competition 29/06/19	1,509.00	IP222
05/09/19	WFDC	Annual licence fee for KTH & Corn Exchange	180.00	IP223
05/09/19	AV Parts Master	Rear projection screen with stand & guylines	511.19	Debit221
17/09/19	AV Parts Master	Rear projection screen fabric	324.00	Debit228
20/09/19	Wilkinsons	Air Fresheners plug ins and fridge deodoriser	5.00	Debit236
24/09/19	Iceland	Refreshments for meetings	12.60	Debit237
24/09/19	Pixel Design And Print (Nettl)	Website Subscription	432.00	IP230
27/09/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP230
27/09/19	County Lifestyle and Leisure Magazine	Advert quarter page	108.00	IP235
27/09/19	County Lifestyle and	Advert quarter page	108.00	IP235

27/09/19	Leisure Magazine County Lifestyle and Leisure Magazine	Advert quarter page	108.00	IP235
27/09/19	WFDC	September Salaries	14,556.00	IP236
27/09/19	WFDC	Mobile Phone Chares	53.16	IP236
30/09/19	Giffgaff	Duty Manager Phone	10.00	Debit238
01/10/19	WFDC	NNDR - Town Hall Oct	1,221.00	DD
02/10/19	Heritage Opportunities Group	Heritage Day Ticket Sales	205.00	IP246
02/10/19	Pixel Design And Print (Nettl)	Domain Name	29.99	IP247
02/10/19	Nicolson & Co Ltd	Organ Tuning	470.40	IP248
08/10/19	Facebook	Facebook advertising	50.80	Debit240 A
09/10/19	Pixel Design And Print (Nettl)	Website Subscription	432.00	IP254
09/10/19	Pixel Design And Print (Nettl)	SSL Certificate for Nettl	34.80	IP254
09/10/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP254
09/10/19	Dragon Leisure Limited	Technical Services 16/09/19	120.00	IP255
09/10/19	Dragon Leisure Limited	Technical Services 26/09/19	120.00	IP255
09/10/19	Veldonn Printers Ltd	Youth Makes Music Tickets	283.20	IP257
10/10/19	Amazon	Wall Planner	2.99	Debit241
10/10/19	Currys	Office Computer	537.99	Debit243
11/10/19	Iceland	Refreshments	10.20	Debit245
17/10/19	John Beard Tools and Ironmongery	Misc Items Aug & Sept	355.90	Debit249
21/10/19	Ofcom	Microphone Licence	135.00	Debit250
22/10/19	Zoro	Key Safe	56.99	Debit251
23/10/19	Nettl of Kidderminster	Wordpress Hosting	18.00	IP263
23/10/19	Alarm 2000 Ltd	Installation of override switch on Access Control in King Charles Room	240.00	IP264
26/10/19	The Kidderminster Festival Orchestra	Autumn 2019 Concert Box Office Takings	834.67	IP266
26/10/19	Zurich Municipal	Additional cover - Weddings and Events	175.77	IP267
26/10/19	Kidderminster Jazz Club	Wendy Kirkland Show	230.35	IP268
26/10/19	WFDC	October Salaries	15,081.35	IP269
31/10/19	Giffgaff	Duty Manager Phone	10.00	Debit252
01/11/19	WFDC	NNDR - Town Hall Nov	1,221.00	DD
04/11/19	Top2bottom Cleaning	Carpet Clean for Offices	292.00	IP270
06/11/19	Mr A T Morris	2nd Quarterly Payment re Town Hall Organist	100.00	IP271
06/11/19	Pixel Design And Print (Nettl)	Website Subscription	432.00	IP272
06/11/19	Fairmont Painters Ltd	Decoration of hub offices	3,000.00	IP273
06/11/19	WFDC	Mobiles, Print Management Recharge	163.18	IP274
<b>TOTAL EXPENDITURE</b>			<b>173,776.63</b>	

IP – Internet Payment  
Debit – Debit Card Purchase  
DD – Direct Debit

## 2. Income Received 2<sup>nd</sup> August 2019 to 6<sup>th</sup> November 2019

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Inc. VAT £</u>
<b><u>COUNCIL</u></b>			
27/09/19	WFDC	Precept	310,338.00
<b><u>FINANCE</u></b>			
03/06/19	Barclays Bank	Business Premium Account Interest	208.61
05/09/19	Barclays Bank	Business Premium Account Interest	251.29
<b><u>EVENTS &amp; SERVICES</u></b>			
12/09/19	Banked Cheques	Sheepfest	100.00
12/09/19	Banked Cheques	Sheepfest	50.00
<b><u>TOWN HALL MANAGEMENT</u></b>			
05/11/19	The Rose Theatre	Hire of equipment	83.33
09/08/19- 17/10/19	Various	Wedding ceremonies income	3,140.03
30/08/19- 05/11/19	Various	Rents (room hire)	10,405.10
30/08/19- 21/10/19	Various	Town hall hirers ticketed income	2,312.07
13/09/19- 24/10/19	Various	Technical and health and safety support income	550.00
05/09/19- 05/11/19	Various	Refreshment sales	915.31
10/09/19- 29/10/19	Various	Bar income and bar charge	4,922.36
03/09/19- 06/11/19	Various	KTC event income	3,955.75
05/09/19- 21/10/19	Various	Income miscellaneous (Youth Makes Music)	869.67
<b><u>OTHER</u></b>			
10/10/19	HMRC	VAT Refund	4,983.84
<b>TOTAL INCOME</b>			<b><u>32,137.46</u></b>

## 3. Civic Budget

Two recent civic funerals have impacted on the expenditure of this budget. Council are asked to note the budget overspend; and agree that it can be met from reserves. The final cost is estimated to be £1,000.

## 4. Balances

Bank Balance as at 6<sup>th</sup> November 2019: **£518,043.84**

There is also a £100,000 investment with Wyre Forest District Council.

**Kidderminster Town Council**  
**Wednesday 18<sup>th</sup> December 2019**

**Finance Report**

**1. Accounts Paid 22<sup>nd</sup> August to 9<sup>th</sup> December 2019**

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Inc. VAT £</u>	<u>A/C No.</u>
<b><u>FINANCE</u></b>				
12/07/19	Istock.com	Illustrations for artwork for Facebook	8.40	Debit173 A
29/08/19	WFDC	Mobile phone charges July 19	44.28	IP217
04/09/19	Franche Womens Institute	Ward Grant	250.00	IP218
04/09/19	PKF Littlejohn LLP	Audit 2018/19	1,560.00	IP219
05/09/19	The Post Office	Postage	6.36	Debit220
05/09/19	Barclays Bank	Bank charges	4.55	DD
06/09/19	Wilkinsons	Miscellaneous office supplies	10.50	Debit222
06/09/19	WH Smiths	Miscellaneous stationery	11.48	Debit223
10/09/19	St Peters Birchen Coppice DCC	Ward Grant	100.00	IP225
12/09/19	Cash Point	Leaving gift – Liam Hollis	50.00	Debit226
20/09/19	Sight Concern Worcestershire – Kidderminster	Ward grant	100.00	IP228
27/09/19	Victoria Academies Trust – Birchen Coppice School	Ward grant	100.00	IP240
27/09/19	Victoria Academies Trust – Foley Park Forest School	Ward grant	100.00	IP241
07/10/19	Barclays Bank	Bank charges	14.63	DD
11/10/19	WH Smith	Miscellaneous stationery	23.97	Debit247
11/10/19	Hereford and Worcester ACF	Ward grant	100.00	IP259
16/10/19	Facebook	Facebook promotion	23.32	Debit248
23/10/19	H. Hayden-Jones	Refreshments for meetings	19.03	IP265
04/11/19	Barclays Bank	Bank charges	5.60	DD
06/11/19	WFDC	Shortel, mobiles, printer rental & print management recharge	1,296.21	IP274
06/11/19	B. Harris	Cash washes and parking	37.00	IP275
08/11/19	Wilkinsons	Paper	15.00	Debit255
22/11/19	WFDC	SLA Payment Q3 Oct 19 – Dec 19	10,542.76	IP290
26/11/19	Poundland	Stationery	4.00	Debit275
28/11/19	Kidderminster College	Diploma in Business Administration Fee	125.00	IP301
29/11/19	Wheeley Different	Ward Grant	250.00	IP300
29/11/19	WFDC	Mobile Phones Oct 19	20.70	IP306
05/12/19	Barclays Bank	Bank Charges	11.90	DD
06/12/19	Staples	Stationery	94.97	Debit286
<b><u>STAFFING &amp; CIVIC</u></b>				
29/08/19	WFDC	August salaries	5,078.08	IP217
03/09/19	Hampshire Flag Co	New Flag	143.93	Debit218
06/09/19	The Right Fuelcard	Mayoral car – fuel	44.66	DD
16/09/19	Autoserve	Mayoral car – maintenance	56.21	DD
18/09/19	Mercedes-Benz	Mayoral car – hire charge	354.00	DD

	Finance			
27/09/19	WFDC	September salaries	8,894.26	IP236
30/09/19	Amazon	Full car cover	19.95	Debit239
04/10/19	The Right Fuelcard	Mayoral car – fuel	42.50	DD
08/10/19	B. Harris	Salary payment	968.92	IP253
10/10/19	Greggs	Mayors lunch	45.00	Debit242
10/10/19	Iceland	Mayors lunch	8.23	Debit244
11/10/19	The Right Fuelcard	Mayoral car – fuel	0.60	DD
11/10/19	1st Kidderminster Brigades Band	Remembrance Sunday band	200.00	IP260
15/10/19	Autoserve	Mayoral car – maintenance	56.21	DD
18/10/19	Mercedes-Benz Finance	Mayoral car – hire charge	354.00	DD
23/10/19	DPS Print 4U	Remembrance Sunday order of service	94.80	IP262
25/10/19	The Right Fuelcard	Mayoral car – fuel	33.02	DD
26/10/19	WFDC	October salaries	10,348.29	IP269
31/10/19	Interflora	Condolence flowers	76.00	Debit253
08/11/19	The Right Fuelcard	Mayoral car – fuel	0.60	DD
11/11/19	Wilkinsons	Mayors' Christmas card photos	6.00	Debit257
11/11/19	Iceland	Remembrance Sunday refreshments	14.00	Debit258
11/11/19	Poundland	Remembrance Sunday misc items	21.00	Debit259
11/11/19	Hannaby Services	Catering for funeral	500.00	IP277
14/11/19	Dragon Leisure Ltd	PA Hire Remembrance Sunday	300.00	IP279
14/11/19	Miriam Cunliffe	Pictures of Remembrance Sunday and for Christmas Card	100.00	IP280
14/11/19	Hannaby Services	Catering for funeral	600.00	IP282
15/11/19	Autoserve	Mayoral car – maintenance	56.21	DD
15/11/19	Bryan Harris	Cleaning of table cloths	64.00	IP286
18/11/19	Mercedes-Benz Finance	Mayoral car – hire charge	354.00	DD
19/11/19	Wilkinsons	Displays – civic funeral	12.50	Debit261
19/11/19	Iceland	Refreshments – civic funeral	7.00	Debit263
19/11/19	Bryan Harris	Correction of salary re National Insurance	30.24	IP289
20/11/19	Tesco	Flowers – civic funeral	24.00	Debit265
22/11/19	The Right Fuelcard	Mayoral car – fuel	51.61	DD
22/11/19	Iceland	Refreshments- Christmas Lights Switch On	12.00	Debit270
22/11/19	Kateabell Cakes	Cakes for Remembrance Sunday	180.00	IP291
22/11/19	Darren Chambers	Chauffeur 29/06/19 - 27/10/19	356.25	IP292
25/11/19	Poundland	Refreshments – civic funeral	12.00	Debit272
25/11/19	Iceland	Refreshments – civic funeral	2.00	Debit273
28/11/19	Boss HR Ltd	HR advice 4 <sup>th</sup> Sept – 21 <sup>st</sup> Oct	700.00	IP302
29/11/19	WFDC	November salaries	9,772.58	IP306
06/12/19	The Right Fuelcard	Mayoral car – fuel	0.60	DD
<b><u>EVENTS &amp; SERVICES</u></b>				
23/08/19	Iceland	Refreshments - Police Dementia Cafe	11.04	Debit215
27/08/19	Npower	Electricity - Clock Tower 01/05/19 - 31/07/19	85.64	DD
02/09/19	WFDC	NNDR - Market Street Toilets Sept	206.00	DD
05/09/19	AV Parts Master	Rear projection screen with stand & guylines	480.00	Debit221
11/09/19	The Big Print Shop	Banners - Community Awards	73.85	Debit224
11/09/19	Poundland	Batteries - Community Awards	9.00	Debit225
16/09/19	Water Plus	Market Street Toilets 10/09/19-06/08/19	373.57	DD
17/09/19	Moss Worcestershire	Suit Hire - Community Awards	95.00	Debit229
18/09/19	Wyre Florist	Flowers - Community Awards	308.00	Debit230
19/09/19	Wilkinsons	Miscellaneous items - Community Awards	12.50	Debit234

20/09/19	Wilkinsons	Miscellaneous items - Community Awards	38.07	Debit235
24/09/19	Miriam Cunliffe	Community Awards Pictures	100.00	IP232
24/09/19	Kateabell Cakes	Cupcakes for Community Awards	205.00	IP233
27/09/19	Kidderminster Cricket Club	Ground Hire - Dementia	100.00	IP238
27/09/19	Worcester City Police Cricket Club	Match sponsorship - Dementia	50.00	IP239
27/09/19	Iceland	Refreshments - Dementia	13.60	Debit237 B
01/10/19	WFDC	NNDR - Market Street Toilets Oct	206.00	DD
01/10/19	DPS Print 4U	Community Awards Booklets	173.90	IP242
01/10/19	John Harrison	Musical Entertainment - Community Awards	100.00	IP243
01/10/19	The Big Print Shop	Community Awards Banners	274.80	IP244
02/10/19	Plyvine Catering	Community Awards Buffet	1,514.00	IP249
02/10/19	John Woodhouse Garden Services	Lengthsman Scheme August 2019	333.25	IP250
08/10/19	John Woodhouse Garden Services	Lengthsman Scheme September 2019	480.50	IP251
18/10/19	DPS Print 4U	Dinner Booklets Printing - Community Awards	173.90	IP261
26/10/19	WFDC	Paddling pool June to August	4,880.11	IP269
28/10/19	Npower	Electricity – Market Street Toilets 01/07/19 - 30/09/19	458.10	DD
01/11/19	WFDC	NNDR – Market Street Toilets November	206.00	DD
01/11/19	Total Merchandise	Christmas Teddy Bears	1,056.00	Debit254
14/11/19	1 <sup>st</sup> Kidderminster Brigades Band (Boys Brigade)	Sheepfest Prize	100.00	IP283
15/11/19	John Woodhouse Garden Services	Lengthsman scheme October 2019	573.50	IP287
19/11/19	TFH Gazebos	Gazebo for Christmas lights switch on	515.00	Debit262
22/11/19	WFDC	SLA Payments Q3 Oct 19 – Dec 19	15,195.00	IP290
26/11/19	Wilkinsons	Dementia friendly signage	6.00	Debit276
28/11/19	Npower	Electricity – Clock Tower 01/08/19 – 31/10/19	90.53	DD
28/11/19	Friends of the Elderly	Kidderminster Day Care outdoor project	175.00	IP303
29/11/19	Iceland	Refreshments – dementia concert	6.06	Debit278
29/11/19	Card Factory	Dementia concert	6.06	Debit279
02/12/19	WFDC	NNDR – Market Street Toilets November	206.00	DD
02/12/19	Total Merchandise	Christmas teddy bears	1,044.00	Debit281
05/12/19	Miriam Cunliffe	Dementia concert photos	80.00	IP307
05/12/19	Kateabell Cakes	Dementia concert cakes	225.00	IP308
06/12/19	Iceland	Carol service refreshments	30.19	Debit285
09/12/19	B & M	Santa in the Town Hall	8.97	Debit287
09/12/19	Wilkinsons	Santa in the Town Hall	16.00	Debit288
<b><u>TOWN HALL DEVELOPMENT</u></b>				
29/08/19	WFDC	August Salaries	3,599.94	IP217
03/09/19	Tesco	Refreshments - Birmingham Victorian Society visit to Town Hall	15.14	Debit217
05/09/19	Mr G Baker	Volunteer Expenses	55.75	IP224
11/09/19	Jenni Waugh Consulting Ltd	Consultants fees for Audience survey and research 40%	1,600.00	IP226
13/09/19	Fresh Life Consulting	Kidderminster Town Hall - Interim fee 2	2,000.00	IP227
24/09/19	A Merrie Noyse (Sue Pope)	Education and Volunteering Strategy	2,000.00	IP229
27/09/19	Iain Soden Heritage Services Ltd	Heritage Asset Survey on KTH May-Aug 19	6,400.00	IP234

27/09/19	WFDC	September Salaries	3,599.94	IP236
27/09/19	Coniston Coaches	Visit to Birmingham Town Hall	185.00	IP237
27/09/19	Wilkinsons	Misc Items - Town Hall Alterations	23.25	Debit237 A
27/09/19	B&M Retail Ltd	Misc Items - Town Hall Alterations	31.97	Debit237 C
02/10/19	Lauren Russell	Promotional Video for KTH	210.00	IP245
04/10/19	A & D Lock and Key	New Safe Lock	594.00	Debit240
08/10/19	Pixel Design And Print (Nettl)	Kidderminster TC Branding	594.00	IP252
09/10/19	Rodney Melville and Partners	Town Hall Condition Survey - interim fee	4,800.00	IP256
09/10/19	St Pauls Associates	Architectural Services re planning approval	1,831.00	IP258
26/10/19	WFDC	October Salaries	3,599.94	IP269
12/11/19	Rachel Shepherd	Fundraising consultancy 7 days	630.00	IP278
14/11/19	Mr G Baker	Volunteer Expenses	31.60	IP281
15/11/19	A Meredith Associates	KTH resilient heritage activity – second stage	2,000.00	IP284
22/11/19	Kim Tibbetts	Volunteer Expenses	67.50	IP293
29/11/19	WFDC	November Salaries	3,599.94	IP306
02/12/19	Worcester County Council	Photographic permit	87.40	Debit282
<b><u>TOWN HALL MANAGEMENT</u></b>				
14/08/19	St John Ambulance	First Aid Course	258.00	Debit208 A
14/08/19	Wilkinsons	Paint/Brushes	23.00	Debit208 B
29/08/19	WFDC	August Salaries	14,963.10	IP217
29/08/19	WFDC	Mobile Phone Charges July 19 KTH	8.52	IP217
29/08/19	WFDC	Invoice payment on behalf of KTC from Counterfeit Band	992.25	IP217
30/08/19	Giffgaff	Duty Manager Phone	10.00	Debit216
02/09/19	WFDC	NNDR - Town Hall Sept	1,218.00	DD
04/09/19	Iceland	Refreshments for meeting and bookings	16.30	Debit219
05/09/19	Novar Systems Limited	Honeywell Service Maintenance Agreement Fire Alarm 01/08/19 to 31/07/20	2,142.00	IP220
05/09/19	Pixel Design And Print (Nettl)	Website Subscription	432.00	IP221
05/09/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP221
05/09/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP221
05/09/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP221
05/09/19	Independent Taekwondo Schools	Ticket Sales for International Competition 29/06/19	1,509.00	IP222
05/09/19	WFDC	Annual licence fee for KTH & Corn Exchange	180.00	IP223
05/09/19	AV Parts Master	Rear projection screen with stand & guylines	511.19	Debit221
17/09/19	AV Parts Master	Rear projection screen fabric	324.00	Debit228
20/09/19	Wilkinsons	Air Fresheners plug ins and fridge deodoriser	5.00	Debit236
24/09/19	Iceland	Refreshments for meetings	12.60	Debit237
24/09/19	Pixel Design And Print (Nettl)	Website Subscription	432.00	IP230
24/09/19	Pixel Design And Print	Wordpress Hosting	18.00	IP230

	(Nettl)			
24/09/19	WFDC	Removal of bulky waste	300.00	IP231
27/09/19	County Lifestyle and Leisure Magazine	Advert quarter page	108.00	IP235
27/09/19	County Lifestyle and Leisure Magazine	Advert quarter page	108.00	IP235
27/09/19	County Lifestyle and Leisure Magazine	Advert quarter page	108.00	IP235
27/09/19	WFDC	September Salaries	14,556.00	IP236
27/09/19	WFDC	Mobile Phone Chares	53.16	IP236
30/09/19	Giffgaff	Duty Manager Phone	10.00	Debit238
01/10/19	WFDC	NNDR - Town Hall Oct	1,221.00	DD
02/10/19	Heritage Opportunities Group	Heritage Day Ticket Sales	205.00	IP246
02/10/19	Pixel Design And Print (Nettl)	Domain Name	29.99	IP247
02/10/19	Nicolson & Co Ltd	Organ Tuning	470.40	IP248
08/10/19	Facebook	Facebook advertising	50.80	Debit240 A
09/10/19	Pixel Design And Print (Nettl)	Website Subscription	432.00	IP254
09/10/19	Pixel Design And Print (Nettl)	SSL Certificate for Nettl	34.80	IP254
09/10/19	Pixel Design And Print (Nettl)	Wordpress Hosting	18.00	IP254
09/10/19	Dragon Leisure Limited	Technical Services 16/09/19	120.00	IP255
09/10/19	Dragon Leisure Limited	Technical Services 26/09/19	120.00	IP255
09/10/19	Veldonn Printers Ltd	Youth Makes Music Tickets	283.20	IP257
10/10/19	Amazon	Wall Planner	2.99	Debit241
10/10/19	Currys	Office Computer	537.99	Debit243
11/10/19	Iceland	Refreshments	10.20	Debit245
17/10/19	John Beard Tools and Ironmongery	Misc Items Aug & Sept	335.90	Debit249
21/10/19	Ofcom	Microphone Licence	135.00	Debit250
22/10/19	Zoro	Key Safe	56.99	Debit251
23/10/19	Nettl of Kidderminster	Wordpress Hosting	18.00	IP263
23/10/19	Alarm 2000 Ltd	Installation of override switch on Access Control in King Charles Room	240.00	IP264
26/10/19	The Kidderminster Festival Orchestra	Autumn 2019 Concert Box Office Takings	834.67	IP266
26/10/19	Zurich Municipal	Additional cover - Weddings and Events	175.77	IP267
26/10/19	Kidderminster Jazz Club	Wendy Kirkland Show	230.35	IP268
26/10/19	WFDC	October Salaries	15,081.35	IP269
31/10/19	Giffgaff	Duty Manager Phone	10.00	Debit252
01/11/19	WFDC	NNDR - Town Hall Nov	1,221.00	DD
04/11/19	Top2bottom Cleaning	Carpet Clean for Offices	292.00	IP270
06/11/19	Mr A T Morris	2nd Quarterly Payment re Town Hall Organist	100.00	IP271
06/11/19	Pixel Design And Print (Nettl)	Website Subscription	432.00	IP272
06/11/19	Fairmont Painters Ltd	Decoration of hub offices	3,000.00	IP273
06/11/19	WFDC	Mobiles, Print Management Recharge	163.18	IP274
07/11/19	Top2bottom Cleaning	Carpet clean for offices	576.00	IP276
15/11/19	County Lifestyle and Leisure Magazine	Advert quarter page	108.00	IP285
19/11/19	Newsquest Media Group	Advert in shuttle	194.64	IP288
21/11/19	Novelty Imports	Christmas lights	355.60	Debit267



22/11/19	Catering24 Limited	Cups and stirrers	71.06	Debit268
22/11/19	JTF Wholesale Ltd	Mulled wine and mince pies	254.11	Debit269
22/11/19	WFDC	SLA Payment Q3 Oct 19 – Dec 19	14,043.74	IP290
22/11/19	Pixel Design and Print (Nettl)	Wordpress Hosting	18.00	IP294
22/11/19	Dragon Leisure Ltd	Technical services 14/10/19	120.00	IP295
22/11/19	Dragon Leisure Ltd	Technical services 15/10/19	120.00	IP295
25/11/19	Poundland	Lights switch on	8.00	Debit271
25/11/19	Wilkinsons	Ribbon for lanyards for Christmas lights switch on	4.00	Debit274
26/11/19	Michael Neri Theatrical	Actor fees for Cinderella	12,500.00	IP297
26/11/19	Dragon Leisure Ltd	18 <sup>th</sup> Nov – technical services	120.00	IP298
26/11/19	Hamish Wood	Christmas lights switch on – refreshments	43.97	IP299
29/11/19	Fusion Prog Festivals	Profusion gig November 13 <sup>th</sup>	143.30	IP305
29/11/19	WFDC	November salaries	15,292.02	IP306
29/11/19	WFDC	Mobile phones Oct 19	29.40	IP306
02/12/19	DPR Productions	What the Floyd performance	6,048.00	IP304
02/12/19	WFDC	NNDR – town hall November	1,221.00	DD
02/12/19	Giffgaff	Duty manager phone	10.00	Debit280
05/12/19	1 <sup>st</sup> Service Frozen Foods Limited	Ice cream for Christmas lights switch on	427.17	IP305
05/12/19	Kidderminster Jazz Club	Swing from Paris performance	284.53	IP306
<b>TOTAL EXPENDITURE</b>			<b>238,983.66</b>	

IP – Internet Payment  
Debit – Debit Card Purchase  
DD – Direct Debit

## 2. Income Received 2<sup>nd</sup> August 2019 to 6<sup>th</sup> November 2019

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Inc. VAT</u> £
<b><u>COUNCIL</u></b>			
27/09/19	WFDC	Precept	310,338.00
<b><u>FINANCE</u></b>			
03/06/19	Barclays Bank	Business Premium Account Interest	208.61
05/09/19	Barclays Bank	Business Premium Account Interest	251.29
<b><u>EVENTS &amp; SERVICES</u></b>			
12/09/19	Banked Cheques	Sheepfest	100.00
12/09/19	Banked Cheques	Sheepfest	50.00
<b><u>TOWN HALL DEVELOPMENT</u></b>			
27/11/19	National Heritage	Grant	19,880.00
<b><u>TOWN HALL MANAGEMENT</u></b>			
05/11/19	The Rose Theatre	Hire of equipment	83.33
09/08/19-09/12/19	Various	Wedding ceremonies income	3,615.04
30/08/19-29/11/19	Various	Rents (room hire)	11,644.27
30/08/19-09/12/19	Various	Town hall hirers ticketed income	3,907.22

13/09/19- 20/11/19	Various	Technical and health and safety support income	650.00
05/09/19- 05/11/19	Various	Refreshment sales	915.31
10/09/19- 18/11/19	Various	Bar income and bar charge	5,277.09
03/09/19- 09/12/19	Various	KTC event income	6,305.27
05/09/19- 21/10/19	Various	Income miscellaneous (Youth Makes Music)	703.00
22/11/19	WFDC	Grant Income Q3 Oct to Dec 19	30,632.50
<b><u>OTHER</u></b>			
10/10/19	HMRC	VAT Refund	<u>4,983.84</u>
		<b>TOTAL INCOME</b>	<b><u><u>399,544.77</u></u></b>

### 3. **Balances**

Bank Balance as at 11<sup>th</sup> December 2019: **£486,772.67**

There is also a £100,000 investment with Wyre Forest District Council.

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2019/20 Actual to 06/11/19</b>	<b>2019/20 Variance Budget to Actual</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>COMMITTEE</b>			
1. COUNCIL	(582,230)	(620,676)	38,446
2. FINANCE	65,680	36,066	29,614
3. STAFFING & CIVIC	139,480	78,737	60,743
4. EVENTS & SERVICES	121,910	54,062	67,848
5. TOWN HALL DEVELOPMENT	69,490	37,036	32,454
6. TOWN HALL MANAGEMENT	192,030	87,104	104,926
<b>TOTAL NET EXPENDITURE/(INCOME)</b>	<b>6,360</b>	<b>(327,671.52)</b>	<b>334,032</b>
<b>WORKING BALANCE PROJECTION</b>			
<b>Balance at 1st April</b>	<b>(249,427)</b>	<b>(315,282)</b>	
Less: Deficit/(Surplus) on Year	6,360	(327,672)	
<b>(Surplus) Working Balance at 31st March</b>	<b>(243,067)</b>	<b>(642,954)</b>	

KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 06/11/19	2019/20 Variance Budget to Actual
	£	£	£
<b>1. COUNCIL</b>			
<u>EXPENDITURE</u>			
Contribution to future Election costs	15,000		0
Contribution to future Election costs (b/f from 17/18 & 18/19)	23,450		0
<b>GROSS EXPENDITURE</b>	<b>38,450</b>	<b>0</b>	<b>0</b>
<u>INCOME</u>			
Precepts	(620,680)	(620,676)	620,676
<b>GROSS INCOME</b>	<b>(620,680)</b>	<b>(620,676)</b>	<b>620,676</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>(582,230)</b>	<b>(620,676)</b>	<b>620,676</b>

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2019/20 Actual to 06/11/19</b>	<b>2019/20 Variance Budget to Actual</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>2. FINANCE</b>			
<u>EXPENDITURE</u>			
SUPPLIES AND SERVICES			
General Office Expenses	5,000	3,160	1,840
Audit Fees	1,300	1,300	0
Professional Subscriptions	3,000	2,887	113
Insurances	8,000	6,898	1,102
Discretionary Grants	5,000	2,550	2,450
Ward Grants	9,000	1,700	7,300
SUPPORT SERVICES			
WFDC Finance support	20,000	10,000	10,000
WFDC ICT	9,000	4,881	4,119
WFDC Legal	5,380	2,690	2,690
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>65,680</b>	<b>36,066</b>	<b>29,614</b>

KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 06/11/19	2019/20 Variance Budget to Actual £
	£	£	£
<b>3. STAFFING AND CIVIC</b>			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	87,940	52,802.79	35,137
National Insurance	6,660	4,111.39	2,549
Pension	8,780	5,880.85	2,899
Town Crier	3,500	1,153.00	2,347
Town Mayor's allowance	6,660	5,548.15	1,112
Deputy Mayor's allowance	2,190	3,421.24	(1,231)
Contingency for Tax/NI	4,250	(4,122.36)	8,372
SUPPLIES AND SERVICES			
Training	500	312	188
Mayoral Car	5,000	2,686	2,314
Mayor and Civic Budget	10,000	4,731	5,269
Twinning	3,000	1,014	1,986
HR Advice (CALC)	1,000	1,200	(200)
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>139,480</b>	<b>78,737</b>	<b>60,743</b>

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2019/20 Actual to 06/11/19</b>	<b>2019/20 Variance Budget to Actual</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>4. EVENTS AND SERVICES</b>			
<u>EXPENDITURE</u>			
St Mary's Churchyard	11,440	6,030	5,410
Baxter Statue	500		500
Clock Tower (Oxford Street)	500	374	126
Horsefair Clock	0	0	0
War Memorials	1,000		1,000
War Memorials (b/f from 2017/18 and 2018/19)	1,950		1,950
Maintenance of Street Furniture - cleaning and replacement	5,150	1,075	4,075
Maintenance of Street Furniture - replacement	0		0
Arts Collections Management - storage	3,000	1,500	1,500
St Georges Paddling Pool	4,280	4,067	213
Public Conveniences - Market Street			
Repair and Maintenance of Buildings	3,070	264	2,806
Hygiene contracts	170		170
Water rates	2,050	436	1,614
NNDR	2,240	1,650	590
Energy	690	869	(179)
Cleansing Contract	17,940	8,970	8,970
Grounds Maintenance (Allotments)	2,760	1,535	1,225
Signage Boards	0		0
Signage Boards (b/f from 2017/18 and 2018/19)	7,360	175	7,185
Lengthsman	0	1,798	(1,798)
Rowland Hill Restoration	0	13,081	
Dementia Services	3,000	1,415	1,585
Grit Bins	3,000		3,000
Kidderminster Arts and Food Festival	5,000		5,000
Kidderminster Arts Promotion / Sheep Fest	1,500	350	1,150
Town Centre Hanging flowers	5,090	6,215	(1,125)
Town Centre Planting	4,700	0	4,700
Christmas Lights	30,000		30,000
Christmas - Santa in the Town Hall	2,520	880	1,640
Community Awards	3,000	3,217	(217)
<b>GROSS EXPENDITURE</b>	<b>121,910</b>	<b>53,901</b>	<b>81,090</b>
<b>INCOME</b>			
Lengthsman - Income from WCC	0	161	(161)
<b>GROSS INCOME</b>	<b>0</b>	<b>161</b>	<b>(161)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>121,910</b>	<b>54,062</b>	<b>80,929</b>

KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 06/11/19	2019/20 Variance Budget to Actual
	£	£	£
<b>5. TOWN HALL DEVELOPMENT</b>			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	31,800	18,300	13,500
National Insurance	3,140	1,576	1,564
Pension	8,690	5,324	3,366
SUPPLIES AND SERVICES			
Civic Furniture	3,000		3,000
Civic Furniture (b/f from 2018/19)	3,400		3,400
Artefact Cleaning	3,000		3,000
Town Hall Alterations	25,480	3,792	21,688
Town Hall Heritage Lottery Fund (KTC Contribution)	5,580		5,580
Town Hall Heritage Lottery Fund	41,420	24,285	17,135
Town Hall Dementia Project (b/f from 2017/18)	2,000	9	1,991
ICT Contribution	8,400	33,600	(25,200)
<b>GROSS EXPENDITURE</b>	<b>135,910</b>	<b>86,886</b>	<b>49,024</b>
INCOME			
Grant Income (HLF)	(41,420)	(24,850)	(16,570)
Rental Income	(25,000)	(25,000)	0
<b>GROSS INCOME</b>	<b>(66,420)</b>	<b>(49,850)</b>	<b>(16,570)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>69,490</b>	<b>37,036</b>	<b>32,454</b>



KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 06/11/19	2019/20 Variance Budget to Actual
	£	£	£
<b>6. TOWN HALL MANAGEMENT</b>			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
<b>Direct Employee Expenses</b>			
Basic Pay Salaries	107,400	79,177.23	28,223
National Insurance	8,110	6,193.69	1,916
Pension	12,480	17,033.17	(4,553)
Other Enhanced Payments Salaries & Wages	380	0.00	380
<b>Indirect Employee Expenses</b>			
Other Employee Expenses	450	51.00	399
Staff Car Parking Passes	940	1,000.00	(60)
PREMISES RELATED EXPENDITURE			
<b>Repairs, Alterations &amp; Maintenance of Buildings</b>			
Repairs and Maintenance of Buildings	68,840	16,666.83	52,173
Lift Maintenance	2,000	0.00	2,000
Maintenance of Town Hall Organ	1,880	392.00	1,488
<b>Rents</b>			
Miscellaneous Licences and Rentals	150	492.50	(343)
<b>Energy Costs</b>			
Electricity	24,410	4,341.97	20,068
Gas	10,560	1,202.94	9,357
<b>Non-Domestic Rates</b>			
Non Domestic Rates	24,470	10,947.50	13,523
<b>Water Services</b>			
Water and Sewerage Rates	10,680	11,293.72	(614)
<b>Fixtures &amp; Fittings</b>			
Fire and Burglar Precaution Alarms Maintenance	3,000	1,785.00	1,215
<b>Cleaning &amp; Domestic Supplies</b>			
Window Cleaning	1,190	54.00	1,136
Waste Disposal Charges	2,790	1,170.00	1,620
Contractor Charges - Cleaning	25,940	4,322.10	21,618
Hygiene and Towel Services	2,950	837.27	2,113
<b>Premises Insurance</b>			
Premises Insurance	17,000	15,495.03	1,505
SUPPLIES & SERVICES			
<b>Equipment, Furniture &amp; Materials</b>			
Equipment Purchase and Repair	500	454.62	45
Direct Materials	600	60.42	540

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2019/20 Actual to 06/11/19</b>	<b>2019/20 Variance Budget to Actual</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Catering</b>			
Purchase & Rental of Vending Machines	330	96.10	234
Tea and Coffee Supplies etc.	300	163.94	136
<b>Clothing, Uniforms and Laundry</b>			
Protective Clothing and Uniforms	500		500
<b>Printing, Stationery &amp; General Office Expenses</b>			
Print Management Recharge	310	372.76	(63)
Design Charges	2,800	3,257.99	(458)
General Office Expenses	50	17.16	33
Advertising & Public Notices	6,400	556.03	5,844
<b>Services</b>			
Honorarium - Town Hall Organist	400	200.00	200
Technical and Health and Safety Support	5,500	2,150.00	3,350
Bank Charges	500	86.09	414
Insurance for Contents and Equipment	1,600	175.77	1,424
Third Party Hirers PL Insurance	360		360
<b>Grants &amp; Subscriptions</b>			
Partnership Funding - Expenditure	8,000	6,000.00	2,000
<b>Sponsorship and Competitions</b>			
General Show Sponsorship etc	3,000	1,729.98	1,270
<b>Communications &amp; Computing</b>			
Mobile Phone Charges	530	248.87	281
Broadband/WIFI	200		200
<b>Miscellaneous Expenses</b>			
Wedding Ceremonies and Receptions Expenditure	100	655.00	(555)
<b>THIRD PARTY PAYMENTS (SERVICES PROVIDED)</b>			
<b>Private Contractors</b>			
WFDC Act, Band and Performer Expenditure	12,500	435.35	12,065
Town Hall Hirers Ticket Payment	10,000	7,367.57	2,632
<b>Other Agencies</b>			
Phonographic Performance Licence	460	357.34	103
<b>SUPPORT SERVICES</b>			
Support Services - Finance	14,040	7,020.00	7,020
Support Services - ICT	20,520	10,826.24	9,694
Support Services - Legal	1,360	680.00	680
Support Services - Facilities Management	8,340	4,880.00	3,460
<b>GROSS EXPENDITURE</b>	<b>424,820</b>	<b>220,247</b>	<b>204,573</b>

KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 06/11/19	2019/20 Variance Budget to Actual
	£	£	£
<u>INCOME</u>			
<b>Other Grants, Reimbursements &amp; Contributions</b>			
Grant Income	(122,530)	(64,075.00)	(58,455)
Grant Income	(2,810)		(2,810)
<b>Customer &amp; Client Receipts</b>			
Sales	0	(83.33)	83
Wedding Ceremonies and Receptions	(25,000)	(16,035.16)	(8,965)
Rents	(23,500)	(20,012.08)	(3,488)
Rents - Court Room and Council Chamber	(700)	0.00	(700)
Booking Fee	0	(33.00)	33
Third Party Hirers Insurance Income	(500)	(539.25)	39
Town Hall Hirers Ticketed Income	(13,000)	(11,700.75)	(1,299)
Technical and Health and Safety Support Income	(5,500)	(1,745.00)	(3,755)
Refreshment Sales	(500)	(915.31)	415
Bar Income and Bar Charge	(7,250)	(4,922.36)	(2,328)
KTC Event Income	(16,500)	(3,955.75)	(12,544)
Property Rental Income	(8,000)	(4,000.00)	(4,000)
Fees and Charges	(5,500)	0.00	(5,500)
Income - Miscellaneous	(1,500)	(5,125.77)	3,626
<b>GROSS INCOME</b>	<b>(232,790)</b>	<b>(133,143)</b>	<b>(99,647)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>192,030</b>	<b>87,104</b>	<b>104,926</b>

**This page is  
intentionally  
blank**

# Kidderminster Town Council

## Wednesday 18<sup>th</sup> December 2019

### Budget Planning 2020/21 and potential future Town Council service provision

***Please note, at the meeting there will be a presentation on the draft budget for 2020/2 which is attached to this report.***

#### **1. Purpose**

To seek an indication from Council on the level of precept that the Town Council will set for 2020/21 and beyond

#### **2. Background**

The Town Council has grown steadily over the last 4 years and the demand for it to further develop its services continues. This report reviews both services that have previously been discussed with WFDC and are currently delivered by the Town Council.

#### **3. The Budget Planning Process**

This report seeks an indicative view from Council on the scale of services to be delivered for the future.

Attached to this report is a draft budget with a zero precept increase.

The question for Members is what precept they would like to set and what additional services, if any, they would like the Town Council to take on

In January 2020 Council will be required to agree the precept for 2020/21

#### **4. Potential New Services**

	<b>Service</b>	<b>2020/21 cost £</b>
<b>i</b>	Community Safety	55,980
<b>ii</b>	Arts Development	31,810
	<b>TOTAL</b>	<b>87,790</b>

Councillors have previously considered the implications of adding these services to the Town Council.

This would equate with a £5.00 band B precept increase

#### **5. Review of Current Services**

##### **i. Community Awards**

The Community Awards have run for the last three years and have proved to be very successful. However, the critical issue now is the capacity to find future 'unsung heroes' to celebrate their work. We have seen in the last two years a significant repeat of nominees and the issue is whether the awards can be sustained on an annual basis.

A suggestion has been made that the Awards should be run once every 4 years. Specifically this would be in the third year of an electoral term and allow Councillors to have better overview of their 'patch'. Should this view prevail the next Community Awards would be 2023.

Council are asked to advise the Town Clerk

##### **ii. St George's Paddling Pool**

The Services and Events Committee have kept an oversight of the running and management of the pool. While the pool remains a very popular attraction for many children and parents its fitness for purpose is a concern.

The Town Council has previously agreed a £4,200 annual budget to deliver the service but it is becoming apparent there is capital works needed to fix the pool for future use.

The Friends of St George's Group have identified a potential solution and are currently raising the capital costs to fix the pool.

The issue that arises is whether the Town Council is willing to continue to finance the running of the pool.

The current realistic life expectancy of the pool is 2 to 3 years before maintenance costs rise disproportionately.

The issue for Council is whether, subject to the Friends of St George's identifying a solution and finding the finance, Council wishes to give a longer term commitment to supporting the running of the pool.

As a way forward it may be appropriate for a Member Task Group to meet with the Friends of St George's to discuss their work and then make a detailed recommendation to the Events & Services Committee.

## **6. Financial Implications**

The Town Council has developed and delivered its services while building a healthy financial reserve. The issue for Council is to agree what level of precept should be set for 2020/21

## **7. Risk**

There are no strategic risks arising from this report as it seeks an indication from Council on future service provision.

## **8. For Discussion**

Town Council are asked to indicate what level of service provision they would like for 2020/21 and what precept they would set to deliver those services.

Town Council are also asked to:-

- i. Indicate the frequency of the Community Awards for the coming years
- ii. Indicate if they wish to consult the Friends of St Georges to get fully costed options for the future provision of the paddling pool

## **9. Recommendation**

Town Council are asked to instruct the Town Clerk on their preferred budget options.

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Original Budget</b>
	<b>£</b>	<b>£</b>
<b>COMMITTEE</b>		
1. COUNCIL	<b>(582,230)</b>	<b>(609,280)</b>
2. FINANCE	65,680	67,290
3. STAFFING & CIVIC	139,480	148,670
4. EVENTS & SERVICES	121,910	118,010
5. TOWN HALL DEVELOPMENT	69,490	78,810
6. TOWN HALL MANAGEMENT	192,030	288,500
<b>TOTAL NET EXPENDITURE/(INCOME)</b>	<b>6,360</b>	<b>92,000</b>
<b>WORKING BALANCE PROJECTION</b>		
<b>Balance at 1st April</b>	<b>(249,427)</b>	<b>(315,282)</b>
Less: Deficit/(Surplus) on Year	6,360	92,000
<b>(Surplus) Working Balance at 31st March</b>	<b>(243,067)</b>	<b>(223,282)</b>

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Original Budget</b>
	<b>£</b>	<b>£</b>
<b>1. COUNCIL</b>		
<u>EXPENDITURE</u>		
Contribution to future Election costs	15,000	15,000
Contribution to future Election costs (b/f from 17/18, 18/19 & 19/20)	23,450	38,450
<b>GROSS EXPENDITURE</b>	<b>38,450</b>	<b>53,450</b>
<u>INCOME</u>		
Precepts	(620,680)	(624,280)
Earmarked Reserve - Election costs	0	(38,450)
<b>GROSS INCOME</b>	<b>(620,680)</b>	<b>(662,730)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>(582,230)</b>	<b>(609,280)</b>



<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Original Budget</b>
	<b>£</b>	<b>£</b>
<b>2. FINANCE</b>		
<u>EXPENDITURE</u>		
SUPPLIES AND SERVICES		
General Office Expenses	5,000	5,000
Audit Fees	1,300	1,300
Professional Subscriptions	3,000	3,000
Insurances	8,000	8,000
Discretionary Grants	5,000	5,000
Ward Grants	9,000	9,000
SUPPORT SERVICES		
WFDC Finance support	20,000	20,500
WFDC ICT	9,000	9,980
WFDC Legal	5,380	5,510
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>65,680</b>	<b>67,290</b>

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Original Budget</b>
	<b>£</b>	<b>£</b>
<b>3. STAFFING AND CIVIC</b>		
<u>EXPENDITURE</u>		
EMPLOYEE COSTS		
Basic Pay Salaries	87,940	92,340
National Insurance	6,660	6,990
Pension	8,780	9,220
Town Crier	3,500	500
Town Mayor's allowance	6,660	7,990
Deputy Mayor's allowance	2,190	2,630
Contingency for Tax/NI	4,250	2,000
SUPPLIES AND SERVICES		
Training	500	2,000
Mayoral Car	5,000	5,000
Mayor and Civic Budget	10,000	15,000
Twinning	3,000	3,000
HR Advice (CALC)	1,000	2,000
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>139,480</b>	<b>148,670</b>

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Original Budget</b>
	<b>£</b>	<b>£</b>
<b>5. TOWN HALL DEVELOPMENT</b>		
<u>EXPENDITURE</u>		
EMPLOYEE COSTS		
Salary	43,630	45,810
SUPPLIES AND SERVICES		
Civic Furniture	3,000	3,000
Civic Furniture (b/f from 2018/19 & 2019/20)	3,400	6,400
Artefact Cleaning	3,000	0
Town Hall Alterations	25,480	5,000
Town Hall Reception	0	15,000
Town Hall Heritage Lottery Fund (KTC Contribution)	5,580	0
Town Hall Heritage Lottery Fund	41,420	0
Town Hall Dementia Project (b/f from 2017/18)	2,000	0
ICT Contribution	8,400	8,400
Streaming / Webcasting Service	0	10,000
<b>GROSS EXPENDITURE</b>	<b>135,910</b>	<b>93,610</b>
INCOME		
Grant Income (HLF)	(41,420)	0
Rental Income	(25,000)	0
Earmarked Reserve - Civic Furniture	0	(6,400)
Earmarked Reserve - ICT Contribution	0	(8,400)
<b>GROSS INCOME</b>	<b>(66,420)</b>	<b>(14,800)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>69,490</b>	<b>78,810</b>

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Original Budget</b>
	<b>£</b>	<b>£</b>
<b>6. TOWN HALL MANAGEMENT</b>		
<u>EXPENDITURE</u>		
EMPLOYEE COSTS		
<b>Direct Employee Expenses</b>		
Basic Pay Salaries	107,400	136,700
National Insurance	8,110	10,920
Pension	12,480	30,280
Other Enhanced Payments Salaries & Wages	380	380
Honorarium - Town Hall Organist	400	400
Other Employee Expenses	450	450
Staff Car Parking Passes	940	1,000
RUNNING COSTS		
Mobile Phone Charges	530	530
Broadband/WIFI	200	200
Purchase & Rental of Vending Machines	330	330
Protective Clothing and Uniforms	500	400
Print Management Recharge	310	750
General Office Expenses	1,150	1,150
Technical Support	5,500	3,500
Bank Charges	500	500
Phonographic Performance Licence	460	460
EVENTS AND MARKETING		
Marketing and Design	9,200	9,200
Wedding Ceremonies and Receptions Expenditure	100	100
Christmas Events	8,000	8,000
Youth Makes Music Expenditure	3,000	2,000
KTC Event Expenditure	12,500	14,000
Town Hall Hirers Ticket Payment	10,000	10,000
Sales Expenditure	300	1,300
Third Party Hirers PL Insurance	360	180
OVERHEADS		
Repairs and Maintenance of Buildings	68,840	60,000
Lift Maintenance	2,000	2,000
Maintenance of Town Hall Organ	1,880	1,880
Miscellaneous Licences and Rentals	150	470
Electricity	24,410	24,410
Gas	10,560	10,560
Non Domestic Rates	24,470	24,470
Water and Sewerage Rates	10,680	11,290
Fire and Burglar Precaution Alarms Maintenance	3,000	3,000
Window Cleaning	1,190	1,390
Waste Disposal Charges	2,790	2,790

<b>KIDDERMINSTER TOWN COUNCIL</b>	<b>2019/20 Original Budget</b>	<b>2020/21 Original Budget</b>
	<b>£</b>	<b>£</b>
Contractor Charges - Cleaning	25,940	25,940
Hygiene and Towel Services	2,950	2,950
Insurance	18,600	18,600
<b>SUPPORT SERVICES</b>		
Support Services - Finance	14,040	13,950
Support Services - ICT	20,520	19,230
Support Services - Legal	1,360	1,360
Support Services - Facilities Management	8,340	9,800
<b>GROSS EXPENDITURE</b>	<b>424,820</b>	<b>466,820</b>
<u><b>INCOME</b></u>		
Grant Income	(122,530)	(74,220)
Grant Income	(2,810)	0
Sales	(500)	(2,500)
Wedding Ceremonies and Receptions	(25,000)	(17,500)
Rents	(24,200)	(25,000)
Third Party Hirers Insurance Income	(500)	(600)
Town Hall Hirers Ticketed Income	(13,000)	(13,000)
Technical Support Income	(5,500)	(3,500)
Bar Income and Bar Charge	(7,250)	(8,000)
KTC Event Income	(16,500)	(18,000)
Registrar Rental Income	(8,000)	(8,000)
Youth Makes Music Income	(5,500)	(5,000)
Duty Manager Recharge	(1,500)	(3,000)
<b>GROSS INCOME</b>	<b>(232,790)</b>	<b>(178,320)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>192,030</b>	<b>288,500</b>