

**Kidderminster Town Council  
Finance & Overview Committee**

Wednesday 4<sup>th</sup> December 2019 at 6.00pm in the  
Council Chamber, Town Hall, Vicar Street, Kidderminster

**To Councillors N. Knowles (Chairman), H. Dyke, K. Gale, F. Oborski MBE, and J. Smith**

You are hereby summoned to attend the meeting of **Finance & Overview Committee**, to be held on **4<sup>th</sup> December 2019 at 6.00pm in the Council Chamber**, Town Hall, Vicar Street, Kidderminster for the transaction of the business detailed below:



Tony Beirne  
Town Clerk

**AGENDA**

<b>Public</b>		
<b>item</b>	<b>subject</b>	<b>page</b>
1.	Apologies	
2.	Minutes of the Meeting Held on Wednesday 4th September 2019 (attached)	3
3.	Declarations of Interest	
4.	Budget Overview 2019/20 actual spend to date (attached)	5
5.	Budget Planning 2020/21 (Town Clerk to update)	
6.	The Localism Agenda & WFDC (Town Clerk to update)	
7.	Town Council & Town Hall Logos – (Town Clerk to update)	
8.	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.”	
9.	Town Clerk’s Absence - Update from the Town Clerk (attached)	21

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KIDDERMINSTER TOWN COUNCIL  
MINUTES OF THE FINANCE & OVERVIEW COMMITTEE  
Held in the Council Chamber, Kidderminster Town Hall, Kidderminster  
On Wednesday 4<sup>th</sup> September 2019 at 6.00pm

**Present:** Councillors N. Knowles (Chairman), K. Gale, N. Gale, and  
M. Rayner (substituting for H. Dyke)

- F.121            Apologies**  
Councillors H. Dyke and F. Oborski MBE
- F.122            Minutes of the Meeting held on 3<sup>rd</sup> July 2019**  
**RESOLVED:-** that the Minutes of the meeting held 3<sup>rd</sup> July 2019 be agreed as a correct record
- F.123            Declarations of Interests by Members**  
None
- F.124            Finance Budget Overview 2019/20 actual spend to date**  
The Town Clerk went through the current budget spend. After discussion it was **RESOLVED:-** that the Budget Overview be noted
- F.125            Localism Agenda**  
The Town Clerk reminded the Committee that there was a report to the next Town Council meeting and then a seminar for all Town Councillors to discuss future options on service delivery. He said that members will have time to formulate their policy and agree a way forward  
**RESOLVED:-** that the update be noted
- F.126            Town Council Fact Sheet**  
The Committee agreed that the production of a 'fact sheet' for all Town Councillors would be helpful  
They asked for additional information on the precept costs to be included:-  
**RESOLVED:-** that the fact sheet be updated and circulated to all Councillors
- F.127            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.
- F.128            Town Clerk's Absence**  
The Committee agreed the outline plan to cover the Town Clerk's proposed absence from 4<sup>th</sup> October 2019 to 18<sup>th</sup> November 2019. It was  
**RESOLVED:-** that, subject to confirmation of dates of the Town Clerk's absence the
- i. Town Clerk writes to all Councillors to update them and to inform them of the contingency plan to cover his absence.
  - ii. KEF & Town Hall Committee meetings programmed for October be postponed
  - iii. Staffing Committee in November 2019 is rearranged to 27<sup>th</sup> November 2019
  - iv. Office Manager assume the Town Clerk's delegations while he is absent to ensure all invoices are paid and the business of the Council continues to be delivered.

**F.129**

**Nettl – Logo/Branding Project**

The Town Clerk updated the Committee on the branding project that the Town Council had inherited as part of the takeover of the Town Hall.

As part of this work Nettle had also agreed to include the Town Council (civic) in the work to ensure both aspects of the business had distinct but matched branding.

The project had been delivered and officers were pleased with the outcome of the work.

The intention is, once agreed, to introduce the updated Town Hall branding immediately and to introduce the 'civic' aspect post-election in May 2019.

Members commented that

- i. Any pictures used in the branding should be of services within the parish
- ii. The two colour separate colours should be of different shades of blue
- iii. The logo used on the civic should be the original logo

**RESOLVED:-** that the work on the logos/branding be updated and presented to the next meeting of the Committee

The meeting ended at 6.45pm

Chairman

Date

**Finance & Overview Committee  
Wednesday 4<sup>th</sup> December 2019**

**KIDDERMINSTER TOWN COUNCIL  
WEDNESDAY 20<sup>TH</sup> NOVEMBER 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	Franché 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	15.14	Debit217

		Society visit to Town Hall		
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 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	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.

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<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>

KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 06/11/19	2019/20 Variance Budget to Actual
	£	£	£
<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>

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## Finance & Overview Committee Town Clerk Work Programme 2020/21 (Dec 2019)

	Item	Detail	timescale	responsible	status
<b>Strategic</b>					
1.	Vision	Facilitate 3 year business plan for Town Council (Review current Business Plan)	Post-election 2020	TC & Council	
2.	Financial Planning	Work with Councillors to deliver a balanced budget for 2020/21	Nov 19 - Jan 20	TC & Council	
3.	Risk Assessment	Ensure a robust risk assessment policy is in place	April 2020	TC	
4.	Asset Management	Ensure all assets are identified, insured, have a monitoring or work programme in place Review	April 2020	TC & Services, Town Hall and F&O Cttee	
5.	Corporate Governance	appropriate policies are in place to ensure Town Council fulfils its obligations (review annually) <ul style="list-style-type: none"> <li>• Complaints</li> <li>• Standing Orders</li> <li>• Asset Register</li> </ul>	April 2020	TC & Council	
6.	Treasury Management Strategy	Review Strategy	April 2020		
7.	Fin Regs/ Standing Orders/Complaints	Ensure an up to date policies and procedures are in place Review Annually	Annual/ April 2020	TC	
8.	Code of Conduct	Ensure Code of conduct is up to date and available to councillors Review Annually	April 2020	TC	
<b>Administration</b>					
9.	Committees	Prepare agendas, reports & minutes for all committees and working groups	ongoing		
10.	Mayor	Ensure Mayor has the appropriate support	May/November	TC	
11.	Web Site/I.T.	Ensure website is up to date Town Hall IT	April 2020 April 20120	TC	
12.	GDPR	Delivery and development of policies Review	July 2018 April 2020		

<b>Staff Management</b>					
13.	Appraisals	Carry out annual & six monthly follow up appraisals	October/ April	TC	
14.	Manage staff on a day to day basis	Clear work priorities and work programmes	Weekly	TC	
15.	Staffing Policies	Ensure all relevant staffing policies are in place Review annually	Dec 2018 Jan 2020	Staffing	
<b>Financial Management</b>					
16.	Budget	Monitor expenditure and income to ensure proper management of Town Council's finances	Every Council meeting	TC & Council	
17.	Insurance	Ensure policy is up to date and all inclusive Reviewed with Zurich Annually	May 2019 April 2020	TC & F&O Cttee	
<b>Facilities Management</b>					
18.	Town Hall	To oversee the management of the Town Hall staff and services	Monthly April /March 20	TC & TH Cttee	
19.	Town Hall	To oversee the long term development of the Town Hall	Monthly April /March 20	TC & TH Cttee	
20.	Town Hall	To oversee the integration of the Town Hall staff and services to the Town Council	Monthly April /March 20	Staffing Cttee	
21.	Town Hall	Development of dementia friendly Town Hall	Nov 2019	TC	
22.	Assets	Ensure Assets are monitored and protected (insurance)	April 2020	TC	
<b>Audit</b>					
23.	Internal Auditor	Audit Action Plan	Sept 2020	TC	
24.	External Auditor	Returns Completed on time	June 2020	TC	
<b>Grants</b>					
25.	Overview/Policy	Update Reviewed Annually	March 2019 April 2020	Council TC	
26.	Allocate Grants	F&O Cttee Members	April 2020 Jan 2020	F&O Cttee	
27.	KEF	Oversee the administration of the Trust	Quarterly	TC	
<b>Civic</b>					
28.	Civic Events	Oversee organisation of and delivery of Civic calendar	March/April	TC	

29.	Civic Services	Attend Civic Service, Remembrance Service, Carol Service (Now Events Committee)	As per calendar	TC	
30.	Twinning	Oversee the 4 year Twinning Programme	April 2020	TC	
<b>Contracts</b>					
31.	SLA's	To oversee the management of the SLA agreements with WFDC (public services) <ul style="list-style-type: none"> <li>i. Market Street Toilets</li> <li>ii. St Marys Churchyard and adjacent land</li> <li>iii. Floral displays</li> <li>iv. Allotments Maintenance</li> <li>v. Street Furniture</li> <li>vi. Bus Shelters</li> </ul>	Bi-monthly April 2019	TC Council	
32.	SLA's	To oversee the management of the SLA agreements with WFDC (support services) <ul style="list-style-type: none"> <li>i. ICT</li> <li>ii. Finance</li> <li>iii. Legal/Comms</li> </ul>	Bi-monthly April 2019	TC Council	
<b>Services</b>					
33.	KDAA	Act as lead officer for the district partnership	Monthly	TC/Councillor Bishop	
34.	Lengthsman	Coordinate work programme and payments	April 2020	TC/Services	