

Kidderminster Town Council Agenda

To all Town Councillors

You are hereby summoned to attend a virtual meeting of Town Council, to be held on
Wednesday, 16th December 2020 at 6.00pm for the transaction of the business detailed below:



Tony Beirne
Town Clerk
9/12/2020

Public

Agenda item	Subject	Page
1.	Apologies for Absence	
2.	Minutes To approve the minutes of the Council meeting held on 30 th September 2020 (attached)	3
3.	Declarations of Interests	
4.	Mayor's Engagements & Announcements <ul style="list-style-type: none"> • Mr Jim Pearman – Town Crier 2006 to 2017 • High Sheriff's visit • Remembrance Sunday • Horsefair Clock • Christmas Lights 	
5.	Public participation 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 townclerk@kidderminstertowncouncil.gov.uk or telephone 01562 732680 to give your name and an indication of the topic you intend to raise.</i>	
6.	Presentation from Stepway Stepway is a registered charity which promotes social inclusion among veterans of the armed forces; preventing them from becoming socially excluded and assisting them to integrate into society. Presentation from Perminder Kundi (Bob) Founder & Chief Executive Officer	
7.	Budget Planning 2021/22 and potential future Town Council service provision (attached)	5
8.	Finance Reports <ul style="list-style-type: none"> a) Budget spend to date (attached) b) Accounts paid and income received to date (attached) 	15 25
9.	Queen's Platinum Jubilee Councillor Kevin Gale to update	

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
Documents referred to in this agenda may be viewed on Town Council’s website

Date of future meetings

Tuesday 12th January 2021 at 6.00pm
to discuss governance of the Town Hall
Virtual Meeting

Wednesday 3rd February 2021 at 6.00pm
Virtual Meeting

Kidderminster Town Council

MINUTES of the virtual meeting held on Wednesday 30th September 2020 at 6.00pm

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

C.565 Apologies

Councillor J. Aston & M. Cheeseman

C.566 Minutes of the meeting held on 29th July 2020

RESOLVED: - that the minutes of the meeting held on 29th July 2020 be agreed as a correct record.

C.567 Declarations of Interests by Members

None.

C.568 Mayor's Engagements

RESOLVED: - that the report of the Mayor's Engagements be noted

C.569 Public participation

None.

C.570 Report of the Events & Services Committee

Councillor Knowles, Chairman of the Events & Services Committee updated the meeting on the events that would be taking place for Christmas. Specifically, that, under current restrictions, no group events could be organised. A number of virtual events were being organised by the Town Council and the Christmas Lights would be put up in November. He encouraged any Councillors with ideas to contact the Town Clerk's team to try and help develop as many events as possible

RESOLVED: - that the report of the Events & Services Committee be noted

C.571 Report of the Staffing Committee

Councillor Dyke, Chairman of the Staffing Committee, updated the meeting on the work of the Staffing Committee. She reported that the outcome of the staffing review had seen the three posts being made redundant. She also said the Staffing Committee were recommending changing the Council's future pension offer for new employees to the 'Smart Pension' scheme as the overhead costs of the current Local Government Pension Scheme (LGPS) were disproportionate to the small size of the Town Council.

It was mentioned that any prospective staff transfers would need to accommodate the LGPS scheme as part of any TUPE transfer.

RESOLVED: - that Council

- i. notes the outcome of the staffing review
- ii. approves the changing the pension offer to the 'Smart Pension' scheme for any new employees
- iii. agrees to close down the LGPS offer
- iv. agrees to protect the remaining staff who are currently on the LGPS scheme and
- v. protect staff that may potentially TUPE transfer to the Town Council in the future, subject to a full risk assessment being carried out

C.572 Report of the Town Hall Committee

Councillor Oborski MBE, Chairman of the Town Hall Committee, updated the meeting on the work of the Town Hall Committee. She commented on the need to keep the Town

Hall project moving forward and reported that reviewing the governance arrangements for the Town Hall was an important project that needs to be delivered. She also referred to the appointment of Fresh Life Consultancy as the preferred contractor to take the work forward.

RESOLVED: -

a) that Town Council agree to: -

- i. suspend Financial Regulations to appoint Fresh Life Consultancy to take the next stage of the Town Hall Development project forward
- ii. vire the cost from the current Town Hall Project Manager Budget to finance the work (Fin Reg 4.2)
- iii. appoint Fresh Life Consultancy as a specialist contractor (Fin Reg 11.1.a.ii)
- iv. a sum of up to £25,000 for the work to be delivered

(Councillors R. Bishop, S. Chambers, N. Gale, J. Smith, and M. Stooke wished to be recorded as having voted against resolution **C.572a**)

b) that: -

- i. a detailed report be prepared to explore the best governance option to manage the Town Hall in the future
- ii. the Town Council agree a special meeting be convened to discuss the report when completed

C.573 Localism/County Government Review

The Town Clerk reported that the report recommended setting up a joint working group with WFDC officers and Members to examine the potential for future service transfers specifically in light of the forthcoming County Government review.

RESOLVED: - that

- i. six Councillors, (two per group) be appointed to the joint working group with WFDC to discuss possible future service transfer
- ii. the Town Clerk be asked to identify a suitable programme of meeting dates and times
- iii. the group report back to the next meeting of Town Council on progress

C.574 Finance Report

i. **Budget spend to date**

ii. **Accounts paid and income received to date**

The Town Clerk stated that throughout the pandemic officers continued to work to minimise spend and maximise income opportunities including potential grants.

The Town Clerk went through the expenditure list. He stated that balances as at 21st September 2020 were £406,975.72

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 7.36pm

Mayor

Date

Kidderminster Town Council

Wednesday 16th December 2020

Budget Planning 2021/22 and potential future Town Council service provision

1. Purpose

To ask Town Council to agree, in principle,

- i. to the transfer of
 - a) Brinton Park
 - b) St George's Park
 - c) White Wickets Park and
 - d) Springfield Park
 to the ownership and management of the Town Council from 1st April 2021
- ii. to raise the precept in 2021/22 to finance the running of the parks and note the transfer will have ongoing precept increase implications
- iii. to appoint 3 Councillors to support the Town Clerk in finalising the negotiations

2. Background

The Finance & Overview Committee met on 2nd December 2020 and agreed

F.161 ***Budget Planning 2021/22 and Potential Future Town Council Service Provision.***
The Committee considered the offer from WFDC to take on more services as part of the Town Council remit.

After discussion it was

RESOLVED: - that

- i. *subject to detailed costings and consideration of the precept implications, the Town Council be recommended to take on the ownership and running of the following four parks*
 - a) *Brinton Park*
 - b) *St George's Park*
 - c) *White Wickets and*
 - d) *Springfield Park*
- ii. *the Town Council be recommended not to take on the running of the Cemetery or the Community Safety Service*
- iii. *that future consideration of taking on any other services take place after the Town Council elections in May 2021*

Councillor Dyke had declared an interest and took no part in the discussion or voting
Councillor Knowles wished to be recorded as having voted against the resolution
Councillor Oborski MBE wished to be recorded as abstaining

3. The WFDC Offer

Attached as the **APPENDIX** to this report (**page 9**) is the 'Offer' paper from WFDC.

4. Issues Arising from the Offer

There are still a number of specific detailed issues that need to be agreed regarding the transfer. These include:

	Park	Issue	Action
a)	Brinton	Need support from the Heritage Lottery Fund (HLF) to ensure project continues to be delivered	WFDC consulting HLF on proposed changes

b)	St George's	WFDC not free to agree transfer of park and need agreement of 'Fields in Trust'	WFDC are consulting 'Fields in Trust' to agree permissions
c)	White Wickets	<ul style="list-style-type: none"> • Currently WFDC has shared ownership with WCC and ownership needs to be agreed. • Need to resolve management of football pitches on the site before transfer 	<ul style="list-style-type: none"> • WFDC are consulting WCC on ownership issues • WFDC ongoing negotiations with Worcestershire F.A. to resolve leases for football pitches.
d)	Springfield	<ul style="list-style-type: none"> • Also need sign off from 'Fields in Trust' to agree transfer. • Need to resolve management of football pitches on the site before transfer 	<ul style="list-style-type: none"> • WFDC are consulting 'Fields in Trust' to agree permissions • WFDC ongoing negotiations with Worcestershire F.A. to resolve leases for football pitches

Any transfer would also require advertisement of the disposal of public open space and any objections would need to be considered. WFDC will manage this aspect.

There is a need to review the actual costs identified by WFDC to ensure they are fully agreed by the Town Council.

Also, for the first year 2021/22 the management of the parks would need to be delivered through a service level agreement with WFDC. This would allow the transfer of expertise and allow the Town Council to produce a specification to market test the running of the parks from 1/4/2022 onwards. WFDC have agreed this but the town Council needs to review costs.

Finally, there are potential staffing issues that need to be understood and finalised regarding any contracting of the service post April 2022.

5. Financial Implications

The aspiration of WFDC is to transfer to the Town Council the parks on a grant support basis across the next three years. The total cost of these services is in the region of £240,000p.a. and would need be paid for through the ongoing increase in the Town Council's precept over the next three years. The details are identified in the **APPENDIX** to this report.

To follow the outline principles in this report it would mean recognising that the precept would need to increase at around £6.50 a year for Band D properties over the next 2 to 3 years. Across the national picture this would mean that for a town council of our size we would still be at the lower end of average precept charge.

6. Risk

While the principle of the transfer of the 4 parks is understood, the detail of transfer of the parks is not straight forward and there are a number of issues to sort out before the transfer can be formally agreed. There are other parties involved that need to give their support/permissions. (These organisations include HLF; WCC; Fields in Trust; and Worcestershire F.A.). WFDC would need to commit to the cost of resolving all these ownership issues before the Town Council could take on the ownership of the parks.

The Town Council will also need to satisfy itself that the full costings, staffing and contractual issues are understood.

7. For Decision

Town Council are recommended to agree, in principle, to

- i.** transfer
 - a) Brinton Park
 - b) St George's Park
 - c) White Wickets Park and
 - d) Springfield Parkto the ownership and management of the Town Council from 1st April 2021
- ii.** seek the agreement of WFDC that it will commit to resolving all the ownership issues relating to the parks prior to transfer and to cover the costs for the work
- iii.** seek the agreement of WFDC to set up an SLA for 2021/22, subject to transfer, to run the parks
- iv.** increase in the precept for 2021/22 to cover the costs of taking on the ownership of the parks and to note that, over the coming years, there will need to be further increases in the precept to manage the parks

Town Council are also asked to agree

- v.** to not to take on the running of the Cemetery or the Community Safety Service
- vi.** that future consideration of taking on any other services take place after the Town Council elections in May 2021
- vii.** to appoint 3 Councillors (D. Ross, N. Knowles and M. Rayner from the Localism Group) to support the Town Clerk in finalising the details of the transfer
- viii.** the Town Clerk report back to the February 2021 meeting of Council with detailed recommendations.

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WYRE FOREST DISTRICT COUNCIL

KIDDERMINSTER TOWN COUNCIL – REVISED LOCALISM OFFER V2

December 2020

This document builds on discussions over the summer and autumn and takes account of feedback from Kidderminster Town Council following the meeting of its Finance and Overview Committee on 2 December. In light of the recommendations from that Committee to the full Town Council meeting in December, it identifies a clear proposition, in particular around grant funding that WFDC would be prepared to offer alongside the illustrative implications for the Town Council's precept. This is presented over a three year period in line with the request for a clear timeline.

The offer responds to the list of assets that it is understood the Town Council wishes to encompass in an initial agreement with WFDC, focusing on some of the main parks. WFDC would wish to have a second round of discussion after next May's elections, particularly about the remaining parks and all other open green space that WFDC owns (other than nature reserves). Other assets and services could also be considered in future.

The proposal responds in particular to this priority in the Town Council's in its vision: "We will work to provide services across the parish of Kidderminster for the benefit of all residents by supporting improvements in housing, open spaces and education."

Assets to be transferred

The assets that would be transferred from WFDC to KTC on a freehold basis would be **Brinton Park, White Wickets Park, Springfield Park and St George's Park.**

This would include all built structures within those spaces, including (for clarity) toilets, sports and play facilities, the splash pad and the car parks that serve parks. The transfer would be subject to any leases to third parties which exist at some sites.

The Town Council would be able to organise or permit events on these parks and retain any net income from them.

Date of transfer of assets

The figures are presented for the next three years and assume transfer of the freehold on 1 April 2021. Important processes have to be concluded in respect of Fields in Trust, the dual use agreement affecting White Wickets, and the Heritage Lottery Fund project at Brinton Park.

Service level agreements

WFDC will not require a long-term SLA for maintaining the parks. KTC has indicated that it wishes to have an SLA for maintenance of the parks for 12 months from 1 April 2021. The value of the SLA in 2021-22 would be £238,897.

Brinton Park: Heritage Lottery Fund project

A successful grant award for this major project has been confirmed. For reasons of continuity and to avoid the complexity of the town council having to contract with the Heritage Lottery Fund in respect of the grant, WFDC would expect to be responsible for implementing the improvements that would be funded by the Heritage Lottery Fund bid – the Town Council would be directly involved in the project board and, to reflect transfer of the freehold, the board's governance could be structured to ensure that KTC had the final say on any issue within the overall financial envelope for the project.

The project board's role would be to deliver the project within the agreed financial envelope. If it was necessary to increase the envelope, the final say on this would fall to the Town Council within the project board and additional funding required would fall to the Town Council to address, either from its own resources or from other funding sources.

However WFDC is not prepared to increase its existing financial commitment, which already stands at a maximum of £200k.

WFDC will seek HLF's agreement to the above approach.

Other issues and processes relating to the four parks

White Wickets & Springfield: Despite strenuous efforts by WFDC over the last 5/6 years to resolve the matter, the Worcestershire FA/Carolians leases for playing pitches have not been signed. This has not stopped the organisations managing the pitches and maintaining them and collecting income from bookings. It seems unlikely that they will be signed before the transfer date and therefore this matter might still need resolution by KTC. KTC has a legal services SLA with WFDC – thus in effect the people who have been dealing with it will still be on hand to get this matter over the line if, for whatever reason, it has not been concluded by 31 March 2021.

White Wickets: part of White Wickets is owned by the county council and both the district's and county's parts are subject to a dual use agreement. In practice, WFDC maintains the whole (apart from the playing pitches). WCC have been contacted to encourage them to transfer their part to KTC as well, although the basis for that would be a matter for the county council. If we can persuade WCC to follow WFDC's lead, the dual use agreement would fall away but WCC may require other provisions.

Springfield & St George's are registered with Fields in Trust. There is a process to seek their agreement to the transfer, which WFDC will undertake, and KTC would be expected to enter a deed of dedication. Detailed information has been provided separately.

All: WFDC will have to advertise the disposal of public open space in accordance with section 123 of the Local Government Act 1972 and consider any objections that might arise. While this is a process WFDC has to comply with, it is not expected to cause insuperable difficulties – WFDC has plenty of experience of it elsewhere.

Section 106 monies

As these transfers do not encompass the totality of WFDC's parks and public open space in Kidderminster, no changes are planned to arrangements for handling section 106 monies. Where a section 106 contribution has been negotiated before the date of transfer and is specified to relate to a specific project within a transferred park (when a grant agreement will need to be entered into to enable monies to be handed over), then section 106 monies already committed for those parks will be passported to the Town Council. Thereafter the Town Council will be entitled to bring forward proposals for developments in the four parks that might benefit from future relevant section 106 contributions. (Note, however, the Government's proposals to replace section 106 contributions with a national infrastructure levy, the timetable and operation of which is not yet clear.)

Transfer of staff

No staff are expected to transfer from WFDC to KTC on 1 April 2021 as a result of the transfer of the freehold of the parks. However, it is yet to be established whether circumstances in April 2022 would trigger the application of Transfer of Undertakings (Protection of Employment) Regulations, either because that is when the SLA would come to an end and/or as a result of any further asset transfers that might be agreed subsequently to take effect from 1 April 2022. A further complexity is that, following the transition period and depending on the nature of any trade deal with the EU, it is possible that the Government might make changes to those regulations.

Approach to calculating WFDC's proposed grant

The table shows what grant WFDC is prepared to offer in respect of the transferred assets over a three year period. It takes account of the need for WFDC to see a significant reduction in its net expenditure.

The concomitant of the above is that KTC will need to increase its precept. However in order to produce "answers" for what grant WFDC will provide and what scale of precept increase KTC will need to contemplate, the starting point is figures that relate to WFDC expenditure on maintaining the parks in question.

The Town Council has previously been sent a mass of granular material on how WFDC accounts for its costs of grounds maintenance on parks. The intention is that the SLA would be based on WFDC's costs are not what KTC will necessarily pay: KTC's costs may turn out to be higher or lower. However WFDC's costs give a benchmark to establish what level of grant funding WFDC would be willing to provide.

For clarity, the figures below in respect of maintaining the parks:

- Are based on a 3-year average of expenditure (2016-17, 2017-18, 2018-19). These have previously been provided to Town Councils with very detailed figures based on actual costs.

- Remove overheads, support services and management recharges (including all on-costs for those elements) – WFDC is not prepared to fund KTC for these costs as they will remain with WFDC;
- Reduce grounds maintenance recharges by 5% - the 5% is a representative reduction for associated overheads and management time (plus on-costs). This represent the “surplus” element that WFDC seeks to achieve from grounds maintenance work and, again, it would not be appropriate to fund KTC in respect of it.

The figures therefore are based on major elements of the information previously received by the Town Council – the elements that it would be appropriate for WFDC’s grant to contribute towards.

A similar approach has been taken in respect of the operational and building-related costs for the toilets at Brinton Park. It appears that the toilets at Brinton Park are not separately rated for business rates, and that is being checked further. If there are any rates payable at present, it would be appropriate to take account of the impending effect of the Non-Domestic Rating (Public Lavatories) Bill, which will provide 100% mandatory relief. This Government Bill has been awaiting Second Reading in the House of Lords since early September 2020 and might yet come into force in time for April 2021. WFDC is prepared to proceed on the basis that any effect would be delayed until April 2022 and would reduce in a minor way the grant that WFDC would pay in 2022-23.

The proposed package is considered to be affordable by KTC with staged increases in its precept. In monetary terms, the illustrative impact is under £14 at Band D by the third year, which is about than 27p a week.

Table 1

	2021-22	2022-23	2023-24
	£	£	£
Cost of maintaining parks	216,792	216,792	216,792
Toilets: Brinton Park	22,105	22,105**	22,105**
Net position	238,897	238,897**	238,897*
Proposed WFDC grant	128,897	18,897**	0
Amount by which KTC would need to increase its precept to cover the net position (assuming there is no flexibility within its current precept level)	110,000	220,000	238,897
Year-on-year illustrative impact of precept at Band D (assumes no change in tax base from 2020-21)	£6.35	£6.35	£1.09
	17.2%	14.6%	2.2%

** figures may require downward adjustment to reflect effect of Non-Domestic Rating (Public Lavatories) Bill

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KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 09/12/20	2020/21 Variance Budget to Actual
	£	£	£
COMMITTEE			
1. COUNCIL	(630,990)	(640,255)	9,265
2. FINANCE	72,290	60,591	11,699
3. STAFFING & CIVIC	146,170	86,836	59,334
4. EVENTS & SERVICES	112,820	48,887	63,933
5. TOWN HALL DEVELOPMENT	63,810	29,972	33,838
6. TOWN HALL MANAGEMENT	279,040	133,180	145,860
7. CULTURAL RECOVERY FUND GRANT	0	(114,962)	114,962
TOTAL NET EXPENDITURE/(INCOME)	43,140	(395,751)	438,891
WORKING BALANCE PROJECTION			
Balance at 1st April	(315,282)	(358,479)	
Less: Deficit/(Surplus) on Year	43,140	(395,751)	
(Surplus) Working Balance at 31st March	(272,142)	(754,230)	0

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 09/12/20	2020/21 Variance Budget to Actual
	£	£	£
1. COUNCIL			
<u>EXPENDITURE</u>			
Contribution to future Election costs	10,000	733	9,267
Contribution to future Election costs (b/f from 17/18, 18/19 & 19/20)	38,450	0	38,450
GROSS EXPENDITURE	48,450	733	47,717
<u>INCOME</u>			
Precepts	(640,990)	(640,988)	(2)
Earmarked Reserve - Election costs	(38,450)	0	(38,450)
GROSS INCOME	(679,440)	(640,988)	(38,452)
TOTAL NET EXPENDITURE / (INCOME)	(630,990)	(640,255)	9,265

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 09/12/20	2020/21 Variance Budget to Actual £
	£	£	£
2. FINANCE			
<u>EXPENDITURE</u>			
SUPPLIES AND SERVICES			
General Office Expenses	5,000	3,773	1,227
Audit Fees	1,300	1,600	(300)
Professional Subscriptions	3,000	2,942	58
Insurances	8,000	6,898	1,102
Discretionary Grants	10,000	9,000	1,000
Ward Grants	9,000	9,800	(800)
Covid-19 Grant Expenditure	0	1,585	(1,585)
SUPPORT SERVICES			
WFDC Finance support	20,500	15,375	5,125
WFDC ICT	9,980	7,487	2,493
WFDC Legal	5,510	4,133	1,378
GROSS EXPENDITURE	72,290	62,591	9,699
INCOME			
Grant Income - Covid-19	0	(2,000)	2,000
GROSS INCOME	0	(2,000)	2,000
TOTAL NET EXPENDITURE / (INCOME)	72,290	60,591	11,699

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 09/12/20	2020/21 Variance Budget to Actual
	£	£	£
3. STAFFING AND CIVIC			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	92,340	63,147	29,193
National Insurance	6,990	5,321	1,669
Pension	9,220	5,665	3,555
Town Crier	500	500	0
Town Mayor's allowance	6,860	4,874	1,986
Deputy Mayor's allowance	2,260	2,260	0
Contingency for Tax/NI	2,000	(3,582)	5,582
SUPPLIES AND SERVICES			
Training	2,000	0	2,000
Mayoral Car	5,000	2,738	2,262
Mayor and Civic Budget	15,000	4,692	10,308
Twinning	2,000	0	2,000
HR Advice (CALC)	2,000	1,222	778
TOTAL NET EXPENDITURE / (INCOME)	146,170	86,836	59,334

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 09/12/20	2020/21 Variance Budget to Actual
	£	£	£
4. EVENTS AND SERVICES			
<u>EXPENDITURE</u>			
St Mary's Churchyard	12,360	9,270	3,090
Statues and Memorials	4,950	334	4,616
Maintenance of Street Furniture - cleaning and replacement	5,200	1,650	3,550
St Georges Paddling Pool	4,500	0	4,500
Market Street Public Conveniences	25,000	17,161	7,839
Grounds Maintenance (Allotments)	4,000	2,363	1,638
Lengthsman	200	3,131	(2,931)
Dementia Services	3,000	100	2,900
Grit Bins	2,000	0	2,000
Kidderminster Arts and Food Festival	5,000	5,000	0
Kidderminster Arts Promotion	1,500	0	1,500
Town Centre Hanging flowers	12,040	9,030	3,010
Town Centre Planting	4,000	0	4,000
Christmas Lights	30,000	0	30,000
Christmas - Santa in the Town Hall	2,520	500	2,020
GROSS EXPENDITURE	116,270	48,538	67,732
<u>INCOME</u>			
Lengthsman - Income from WCC	0	349	(349)
Earmarked Reserve - Baxter / Rowland Hill Statue	(500)	0	(500)
Earmarked Reserve - War Memorials	(2,950)	0	(2,950)
GROSS INCOME	(3,450)	349	(3,799)
TOTAL NET EXPENDITURE / (INCOME)	112,820	48,887	63,933

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 09/12/20	2020/21 Variance Budget to Actual
	£	£	£
5. TOWN HALL DEVELOPMENT			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Salary	45,810	19,495	26,315
SUPPLIES AND SERVICES			
Civic Furniture	3,000	0	3,000
Heritage Lottery Fund Consultants	5,580	9,595	(4,015)
Town Hall Alterations	5,000	265	4,735
ICT Contribution	8,400	8,400	0
Streaming / Webcasting Service	10,000	6,801	3,199
GROSS EXPENDITURE	77,790	44,555	33,235
INCOME			
Grant Income - HLF	0	(6,183)	6,183
Earmarked Reserve - Town Hall HLF	(5,580)		(5,580)
Earmarked Reserve - ICT Contribution	(8,400)	(8,400)	0
GROSS INCOME	(13,980)	(14,583)	603
TOTAL NET EXPENDITURE / (INCOME)	63,810	29,972	33,838

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 09/12/20	2020/21 Variance Budget to Actual
	£	£	£
6. TOWN HALL MANAGEMENT			
<u>EXPENDITURE</u>			
EMPLOYEE COSTS			
Basic Pay Salaries	141,170	100,864	40,306
National Insurance	11,460	8,619	2,841
Pension	31,190	17,674	13,516
Honorarium - Town Hall Organist	400	200	200
Staff Car Parking Passes	1,000	0	1,000
Redundancy	0	17,765	(17,765)
RUNNING COSTS			
Mobile Phone Charges	530	292	238
Broadband/WIFI	200	0	200
Purchase & Rental of Vending Machines	330	239	91
Clothing and Uniforms	400	0	400
Print Management Recharge	750	171	579
General Office Expenses	1,150	(12)	1,162
Bank Charges	500	122	378
Phonographic Performance Licence	460	0	460
Arts Council Expenditure	0	12,126	(12,126)
OVERHEADS			
Repairs and Maintenance of Buildings	50,000	7,946	42,054
Lift Maintenance	2,000	0	2,000
Maintenance of Town Hall Organ	1,880	0	1,880
Miscellaneous Licences and Rentals	470	180	290
Electricity	24,410	8,674	15,736
Gas	10,560	2,407	8,153
Non Domestic Rates	24,470	23,914	556
Water and Sewerage Rates	11,290	11,599	(309)
Fire and Burglar Precaution Alarms Maintenance	3,000	1,874	1,126
Window Cleaning	1,390	124	1,266
Waste Disposal Charges	2,790	2,418	372
Contractor Charges - Cleaning	25,940	3,564	22,376
Hygiene and Towel Services	2,950	1,251	1,699
Insurance	18,600	16,508	2,092
First Aid Support	450	0	450
Sound and Lighting	3,500	0	3,500
Support Services - Finance	13,950	10,463	3,488
Support Services - ICT	19,230	14,424	4,806
Support Services - Legal	1,360	1,020	340

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget	2020/21 Actual to 09/12/20	2020/21 Variance Budget to Actual
	£	£	£
Support Services - Facilities Management	9,800	7,350	2,450
EVENTS AND MARKETING			
Marketing and Design	9,200	1,769	7,431
Wedding Ceremonies and Receptions Expenditure	100	78	22
Christmas Events	8,000	0	8,000
Youth Makes Music Expenditure	2,000	0	2,000
Event Expenditure	14,000	38	13,962
Hirers Ticket Expenditure	10,000	0	10,000
Sales Expenditure	1,300	33	1,267
Third Party Hirers PL Insurance	180	0	180
GROSS EXPENDITURE	462,360	273,693	188,667
INCOME			
Grant Income	(74,220)	(55,665)	(18,555)
Grant Income WFDC Business Rates Grant	0	(25,000)	25,000
Grant Income HMRC	0	(26,047)	26,047
Grant Income Arts Council	0	(23,929)	23,929
Sales	(2,500)	0	(2,500)
Wedding Ceremonies and Receptions	(22,500)	(6,397)	(16,103)
Rents	(25,000)	(2,497)	(22,503)
Booking Fee	0	(4)	4
Third Party Hirers Insurance Income	(600)	(130)	(470)
Hirers Ticket Income	(13,000)	(826)	(12,174)
Sound and Lighting Income	(3,500)	50	(3,550)
Bar Income and Bar Charge	(8,000)	0	(8,000)
Event Income	(18,000)	0	(18,000)
Registrar Rental Income	(8,000)	0	(8,000)
Youth Makes Music Income	(5,000)	0	(5,000)
Duty Manager Recharge	(3,000)	0	(3,000)
Refreshment Sales	0	(69)	69
GROSS INCOME	(183,320)	(140,513)	(42,807)
TOTAL NET EXPENDITURE / (INCOME)	279,040	133,180	145,860

KIDDERMINSTER TOWN COUNCIL	2020/21 Original Budget £	2020/21 Actual to 09/12/20 £	2020/21 Variance Budget to Actual £
7. CULTURAL RECOVERY FUND GRANT			
<u>EXPENDITURE</u>			
EVENTS AND MARKETING			
Event Expenditure	0	2,851	(2,851)
GROSS EXPENDITURE	0	2,851	(2,851)
<u>INCOME</u>			
Grant Income Arts Council - Cultural Recovery	0	(117,813)	117,813
GROSS INCOME	0	(117,813)	117,813
TOTAL NET EXPENDITURE / (INCOME)	0	(114,962)	114,962

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**KIDDERMINSTER TOWN COUNCIL
WEDNESDAY 16TH DECEMBER 2020**

Finance Report

1. Accounts Paid 12th November 2020 to 8th December 2020 (also includes some payments relating to September, October and November)

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT £</u>	<u>A/C No.</u>
<u>FINANCE</u>				
28/09/20	Amazon Prime	Prime Delivery	7.99	Debit477
19/10/20	Zoom	Zoom Monthly Charge	11.99	Debit486
26/10/20	Amazon	PPE	7.99	Debit492
30/10/20	Zoom	Zoom Monthly Charge	11.99	Debit495
16/11/20	Guide Dogs for the Blind	Ward Grant	100.00	103
26/11/20	The Post Office	Postage	5.75	Debit500
26/11/20	WFDC	Mobile Phone Charges	21.75	IP576
26/11/20	PKF Littlejohn LLP	Audit Fee 2019/20	1,600.00	IP577
26/11/20	Rivers of C of E Academy	Ward Grant	150.00	IP578
26/11/20	Amazon Prime	Prime Delivery	7.99	Debit502
01/12/20	HELP	Ward Grant	250.00	IP583
01/12/20	Wyre Forest Gymnastics School Ltd	Ward Grant	200.00	IP584
02/12/20	Franch Community Church Food Bank	Ward Grant	2,000.00	IP585
04/12/20	WH Smith	Stationery	8.99	Debit504
07/12/20	Barclays Bank	Bank Charges	6.50	DD
<u>STAFFING & CIVIC</u>				
13/11/20	Cunliffe Photography	Pictures of Remembrance Sunday	50.00	IP571
17/11/20	Autoserve	Mayoral Car – Maintenance October	46.84	DD
18/11/20	Mercedez-Benz Finance	Mayoral Car – Hire Charge	295.28	DD
26/11/20	WFDC	Salaries - November	9,890.11	IP576
30/11/20	Vistaprint	Mayors Christmas Cards	187.63	Debit503
08/12/20	Boss HR Ltd	HR Advice November	28.40	IP588
<u>EVENTS & SERVICES</u>				
13/11/20	Benson Arts	Writing and Performing a Story for Winder/Christmas Time	500.00	IP572
13/11/20	Western Power Distribution	Horsefair Clock Supply	627.42	IP573
17/11/20	Dave Smith Vocal Services	Skastuds Recording, Editing and Supply - KTH Utube Channel (AC summer project)	980.00	IP574
19/11/20	John Woodhouse Garden Services Ltd	Lengthsman Scheme – October 2020	325.50	IP575
26/11/20	Water Plus	Market Street Public Conveniences	253.62	DD
01/12/20	WFDC	NNDR – Market Street Public Conveniences December	210.00	DD
08/12/20	John Woodhouse Garden Services Ltd	Lengthsman Scheme – November 2020	620.00	IP587
<u>TOWN HALL DEVELOPMENT</u>				
26/11/20	Intelect Electrical	Electrical Inspection on Mains	607.01	IP581

	Contractors Ltd	Distribution and Monitor Room Power Consumption		
02/12/20	Fresh Life Consulting Ltd	Project Management October 2020	2,296.65	IP586
<u>TOWN HALL MANAGEMENT</u>				
05/11/20	WFDC	Mobile Phones, Shortel. MFD Rental and Print Management	133.93	IP554
05/11/20	WFDC	Construction Industry Scheme (CIS) Payment	130.00	IP554
26/11/20	WFDC	CIS Payment	60.00	IP576
26/11/20	Newey and Eyre	Outside Bulbs	18.76	Debit501
26/11/20	WFDC	November Salaries	9,579.06	IP576
26/11/20	WFDC	Mobile Phone Charges	84.50	IP576
26/11/20	Smith of Derby	Service - Town Hall Clock	271.00	IP579
26/11/20	PTSG Electrical Services Ltd	Annual Test and Inspection of Town Hall lightening conductor	209.00	IP580
01/12/20	WFDC	NNDR – Town Hall December	11,594.25	DD
<u>CULTURAL RECOVERY FUND GRANT</u>				
26/11/20	Michael Neri Theatrical	Work Completed as part of Cultural Recovery Grant	2,000.00	IP582
TOTAL EXPENDITURE			<u>48,086.48</u>	

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

2. Income Received 12th November 2020 to 8th December 2020

<u>Date</u>	<u>Payee</u>	<u>Purpose</u>	<u>Amount Excl. VAT</u> £
<u>FINANCE</u>			
07/12//20	Barclays Bank	Business Premium Account Interest	13.25
<u>EVENTS & SERVICES</u>			
17/11/20	Horsefair and Proud	Contribution	627.42
TOTAL INCOME			<u>640.67</u>

3. Balances

Bank Balance as at 8th December 2020: **£600,091.76**

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