

**Kidderminster Town Council
Events & Services Committee
Thursday 24th June 2021 at 6.00pm
Town Hall**

To Councillors

N. Gale (Chairman); R. Bishop (Vice-Chairman), G. Connolly, D. Hine, S. Miah, M. Rayner and E. Stokes.

The next meeting of Events & Services Committee, will be held on **Thursday 24th June 2021 at 6.00pm** in the Town Hall, Vicar Street, Kidderminster for the transaction of the business detailed below:



Tony Beirne
Town Clerk

AGENDA

Item	Subject	page
1.	Apologies	
2.	Minutes of the meeting held on 11 th February 2021 (attached)	3
3.	Declarations of Interest	
4.	Queen's Platinum Jubilee Programme & Ideas (attached)	5
5.	Services Update (attached)	7
6.	Events Update i. Civic Programme (attached) ii. Town Hall Events Update (attached)	9 11
7.	Budget (attached)	13
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.	War Memorial Naming (attached)	15

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KIDDERMINSTER TOWN COUNCIL
MINUTES OF THE EVENTS & SERVICES COMMITTEE
Virtual Meeting
Held on 11th February 2021 at 6.00pm

Present: Councillors N. Knowles (Chairman), R. Bishop, H. Dyke, N. Gale, F. Oborski MBE, M. Rayner, S. Rook, M. Stooke and P. Young

- ES.42 Apology**
Councillor D. Ross
- ES.43 Minutes of the meeting held on 5th Novemeber 2020**
RESOLVED: - that the minutes of the meeting held on 5th November 2020 be agreed as a correct record.
- ES.44 Declarations of Interests by Members**
None.
- ES.45 Queen's Platinum Jubilee Working Group Update**
The action list from the first working group meeting was circulated. After discussion it was
RESOLVED: - that the Town Clerk
- i. Circulate the membership of the group to all Councillors
 - ii. Set up a schedule of meetings
 - iii. Refine and cost up action plan
 - iv. Update the Events & Services Committee
- ES.46 Grit Bin off Wolverhampton Road**
The Town Clerk said it would be appropriate to liaise with the local ward members to identify the exact site the residents would like the bin and then to consult WCC
RESOLVED: - that the Committee agree to the installation of the grit bin subject to consultation with WCC; the costs to be met from current budgets
- ES.47 Kidderminster War Memorials**
The Town Clerk reported that the original agreement with the Trust when the Town Council took on the responsibility for the memorials was that Trust winding up and passing on any funds to the Town Council. However, with changes in Trust membership this had not happened. The Town Clerk was seeking permission to seek legal advice to pursue this transfer.
RESOLVED: - that the Committee agree to getting a legal opinion on how the Town Council can formally take over the work of the War Memorial Conservation Trust, the costs to be met within the current legal SLA
- ES.48 Civic Programme**
The Town Clerk informed the Committee that an outline civic programme had been agreed and would be delivered subject to Covid developments
RESOLVED: - that the outline civic programme be agreed
- ES.49 Water Feature Great Wall**
The Committee sought reassurances on the potential cost of the water supply to be used and that the appropriate permissions were in place from WCC.
It was also stated that this needed to be agreed as a Town council project and not a political group project. After discussion it was

RESOLVED: - that subject to those reassurances the Committee gives its support to the project

ES.50

Horsefair Clock

The Town Clerk reported that he had consulted Horsefair and Proud. The current plan is to replace the additional plaque with a new plaque to note all those who had contributed to the installation of the clock. The costs would be met by Horsefair and Proud

RESOLVED: - that update from the town Clerk be noted.

ES.51

Budget

The Town Clerk reported that service expenditure was being monitored closely to try and ensure a focus on critical spend and budgets could be managed and delivered over the next year too.

RESOLVED: - that the current budget position be noted

ES.52

Events & Services Update

The Town Clerk reported that the imposition of the new lockdown had meant a retrenchment on events, but services continued to be delivered

RESOLVED: - that the current position on events and service delivery be noted

ES.53

Artefacts New Meeting house, Church Street

Councillor Stooke reported the potential loss of local artefacts from the New Meeting house.

It was agreed the town Clerk would liaise with Councillor Stooke to get more details and update the Committee

ES.54

Budget Estimates 2021/22

RESOLVED: - that the budget estimates for 2021/22 be agreed.

The meeting ended at 6.57pm

Chairman

Date

Services & Events Committee

Thursday 24th June 2021

Queen's Jubilee Action Plan

1. Background

The Jubilee will take place from Thursday 2nd June 2022 to Sunday 5th June 2022 (4 days)

2. Initial ideas

	VENUE
	Kidderminster Town Hall
a)	Decorate Town Hall and light up Town Hall in Jubilee colours.
b)	Possible celebration concert involving Kidderminster Male Voice Choir, Valentines and any other local musical groups.
c)	Possible exhibition of 50's photos.
d)	Possible Afternoon Tea dance in Town Hall.
e)	Possible music tribute celebration concert.
	Kidderminster Town
f)	Possible civic parade on Thursday 2 nd through town with civic reception for regiment in Town Hall afterwards.
g)	Celebration Service of Thanksgiving at St Mary's church with reception in TH afterwards. Possible parade up to church including community groups such as military organisations, veterans, scouts, guides and other youth/community groups.
h)	Decorate the town centre with streamers in platinum colours using exiting Christmas lights wiring.
i)	Possible best theme 50's dressed shop window competition.
j)	Possible children's carousel in Exchange Place or on Crown House car park.
	Parks
k)	Possible funfair in Brinton Park.
l)	Possible cinema showing in Brinton Park.
	Schools & Colleges
m)	Engage with school and colleges re celebrations with a possible video creation to be showed online at organised events .
n)	Dressing up days.
o)	Possible mayoral visits to local school assemblies with Town Crier & Mayor's Officer.
	Other
p)	Gift for the Queen from Kidderminster Town
q)	Possible mugs, bookmarks, badges etc. with Kidderminster design available to be purchased as souvenir
r)	Possible civic badges for be given to councillors
s)	Suggestion of tea parties across local six wards
t)	Queen's Green Canopy <i>*please see appendix overleaf for background information</i>
u)	Dedicated memorial metal sculpture

3. Financial Position

No formal budget has been agreed. Once ideas have been identified they will be costed up and the Committee will need to request Town Council agrees a dedicated budget.

4. Risk

There are no strategic risks arising from this report

5. For Decision

The Committee are asked to agree what

- i. specific actions/projects they would like to take forward and develop
- ii. other proposal they would like to include and cost up

Appendix

BACKGROUND

THE QUEEN'S GREEN CANOPY "PLANT A TREE FOR THE JUBILEE"

All across the United Kingdom, people are being encouraged to "Plant a Tree for the Jubilee" through The Queen's Green Canopy initiative.

The project will see all Counties of the UK being invited to create a network of individual or specimen trees, tree avenues, copses and woodlands in honour of Her Majesty's 70 years of service to the Nation. As well as inviting people to plant new trees, existing woodland will also be dedicated to the QGC by erecting commemorative plaques to mark the occasion and preserve forests for the future, in The Queen's name.

A NATIONAL TREE INITIATIVE

The Queen's Green Canopy is a nationwide drive to plant trees where individuals, groups, businesses, and whole towns and cities will arm themselves with the knowledge and know-how to plant up thousands of trees to mark The Queen's Jubilee.

Cool Earth is the host the Queen's Green Canopy, helping people in the UK protect their local environment in the fight against the climate crisis.

They believe that

- carbon capturing, wildlife-homing, rain-making trees keep our planet and climate in balance.
- whether you live in the Peruvian rainforest, the city of London, or the Cornish coast, tree-based conservation is the smartest climate action you can take.

The campaign will see communities, charities, schools, scout groups, councils and landowners planting trees across the four nations to create a lasting legacy in honour of The Queen's leadership of the Nation, that will enhance our environment and the landscape, for generations to come. The campaign will encourage the planting of healthy native trees that will thrive in their environments.

Throughout Her reign, The Queen has planted more than 1,500 trees all over the world and has spoken alongside Sir David Attenborough of the importance of trees in Earth's future. The Platinum Jubilee will offer an opportunity for people to unite in celebration of The Queen's lifetime of service in support of the United Kingdom and the wider Commonwealth.

The global Covid-19 pandemic has been a challenging time which has profoundly changed the lives of all British citizens and generated a much greater public awareness of the need for green space. The Queen's Green Canopy will encourage people to come together with the common purpose of "greening" their local and national environments. Everyone is encouraged to take part in creating this special gift to Her Majesty by planting, and celebrating, trees at home, and within their community, through their local Government or County programmes.

Services & Events Committee

Thursday 24th June 2021

Services Update

1. Purpose

The purpose of this report is to update Members on the services overseen by the Committee

2. Background

Officers continue to manage services and, as the impact of Covid recedes, services are slowly returning to the previous normality.

3. Services & Events

	Service	Comment
a)	St Mary's Churchyard	Cleaning programme agreed – tree work needed in 2021/22
b)	Statues and Memorials	Maintenance programme agreed – building up a reserve for the 10 year clean and maintain programme
c)	Maintenance of Street Furniture	Maintenance programme agreed and will be reviewed in November 2021
d)	Grounds Maintenance (Allotments)	Maintenance programme agreed – no capital works planned in 2021/22
e)	Market Street Public Conveniences	Maintenance programme agreed
f)	St George's Paddling Pool	Summer opening planned for school holidays – maintenance checks being carried out
g)	Town Centre Hanging Flowers	Flowers delivered for 2021. Additional flowers delivered in partnership with the BID
h)	Horsefair Clock	In consultation with group to resolve final funding. Repair and clock maintenance in June/July
i)	Water Feature	Waiting on review of water management to formally confirm opening programme
j)	Artefacts New Meeting House, Church Street	In consultation with Asset Manager of Meeting House to agree artefacts to transfer. Currently looking as storage options for pulpit

4. Financial Position

There are no financial implications arising from this update. All events are being delivered within the current allocated budgets. The budget estimates were agreed in February 2021 and will be reviewed in July 2021 to update costs. There are currently no significant cost issues impacting the budget.

5. Risk

There are no strategic risks associated with this report. The Town Council delivers its services within the Covid19 guidance and to the budgets agreed.

6. Summary

Officers continue to monitor and manage the Covid19 guidance to ensure the Town Council is compliant. Services continue to be delivered within that guidance.

7. Recommendation

The Committee are asked to note the current position and the update on services

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**Kidderminster Town Council
Events & Services Committee
24th June 2021**

Civic Programme 2021/22

Service		£	Comment	Date
1.	Mayor Making (Freeman Ceremony)	Civic budget	Subject to Covid restrictions and consultation with the Mayor	Autumn 2021
2.	Mayor's Sunday	Civic budget	Subject to Covid restrictions and consultation with the Mayor	Autumn 2021
3.	No Barriers Awards	tba	KTC is taking this on from WFDC (<i>see attached appendix for background</i>)	Oct/Nov 2021
4.	Baxter Lecture	Civic budget	This lecture runs every 5 years and has been supported by the Former Trustees & the Town Council over the years. It is organised by the Town Clerk's team	11 th November 2021
5.	Remembrance Sunday	Civic budget	Subject to Covid restrictions	Sunday 14 th November 2021
6.	Christmas Lights Switch on	8,000	Subject to Covid restrictions	Saturday 20 th November 2021
7.	Dementia KDAA Concert	3,000	Subject to Covid restrictions	Spring 2022
8.	Mayor's Carol Service	Civic budget	Subject to Covid restrictions and consultation with the Mayor	Friday 10 th December 2021
9.	Father Christmas in the Town Hall	2,500	Subject to Covid restrictions	Saturday 11 th December 2021
10.	Mayor's Ball	Mayor	Subject to Covid restrictions and consultation with the Mayor	Friday 4 th March 2022

Appendix

Background - No Barriers the Mike Oborski Awards

What are the 'No Barriers' Awards?

The aim of 'No Barriers' the Mike Oborski Awards is to recognise local businesses, organisations and individuals that have provided significant access, service or employment possibilities for people with disabilities within the Wyre Forest district.

The awards also want to celebrate those who have given particular consideration for the wider needs of people within the community, for example, nursing mothers. Applications are invited for those who go the extra mile for people when it's not part of their usual role.

We hope that by celebrating these achievements it will promote best practice and encourage others to do the same.

The 'No Barriers' Awards Panel

The Award Panel considers the following factors:

- Customer-friendliness
- Accessibility
- Employment Opportunities

Who was Mike Oborski?

The Mike Oborski 'No Barriers' Awards have been set up in the memory of Councillor Mike Oborski, who initiated this project.

Mike was Polish Honorary Consul for the West Midlands. The idea for the awards came from a similar scheme that runs in Gdynia, Poland. We are very grateful to the Mayor of Gdynia for kindly allowing us to use the Gdynia 'Bez Barrier' logo.

Services & Events Committee

Thursday 24th June 2021

Town Hall Events – For Information

1. Background

The purpose of this report is to share with the Committee an overview of the community activities of the Town Hall team.

2. Detail

The Town Hall is progressing back to full opening. Events are now being programmed and bookings are coming through. It should be noted that the Arts Council funding has been used to support the running of the Town Hall through the pandemic and to, where possible, put on dedicated community events. The attached schedule is an overview of the events planned. They are in the vast majority of cases funded through external grants

3. Schedule

	Date	Funding Stream	Event Outline
2021			
a)	August	KTC/WBF	Across the summer - A series of Creative Workshops focused on finding our way out of the Pandemic. Delivery Partners - Arts Etc. (Flasks, Masks and Steamed up Glasses)
b)		No financial cost to KTC	Country Market. Delivery partners – Transition Kidderminster
c)		No financial cost to KTC	Community Celebration Day. Delivery partners - BID
d)		CRF	IOM Live Event (Isolation Open Mike) – live performers
e)	September		Heritage Open Day
f)	October	Arts Council	Launch Event of The Exchange Café -
g)		Arts Council	Half Term Family Activities
h)		No financial cost to KTC	Charity Fundraiser Concert with partners IOM & Kidderminster College
i)	November	CAF	Light Up Kidderminster Project Launch (linked to Christmas Lights Switch on)
j)		CAF	Light up life drawing / lantern workshops for families
k)	December	WBF	Christmas Activities -
2022			
l)	January	CAF	Winter Festival - Including: Immersive UV Exhibition / performances and street food and parade.
m)	February	WBF	Half Term activities

Funding Streams WBF = Welcome Back Fund CAF = Cultural Action Fund CRF = Cultural Recovery Fund

4. Financial Position

The Town Hall events detailed are either commercial or supported through external funding. They are delivered within agreed budgets

5. Risk

There are no strategic risks arising from this report

6. Summary

The Town Council has continued to deliver wherever possible through the pandemic. Officers have worked to coordinate activities to cover the needs of the community and to make sure the work of the Town Hall compliments the Civic Programme. This work will also be reported to the Town Hall Committee.

7. For Decision

The Committee are asked to note the report

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KIDDERMINSTER TOWN COUNCIL	2021/22 Original Budget	2020/21 Actual to 16/06/21	2020/21 Variance Budget to Actual
	£	£	£
4. EVENTS AND SERVICES			
<u>EXPENDITURE</u>			
Parks	95,040	0	95,040
St Mary's Churchyard	12,670	0	12,670
Statues and Memorials	4,950	302	4,648
Maintenance of Street Furniture - cleaning and replacement	5,200	0	5,200
Horsefair Clock	0	5,183	(5,183)
St Georges Paddling Pool	4,500	0	4,500
Market Street Public Conveniences	27,000	764	26,236
Grounds Maintenance (Allotments)	4,000	0	4,000
Lengthsman	200	366	(166)
Dementia Services	3,000	0	3,000
Grit Bins	1,000	0	1,000
Kidderminster Arts Support	5,000	0	5,000
Kidderminster Arts Promotion	0	0	0
Town Centre Hanging flowers and Planting	17,000	0	17,000
Town Centre Planting	0	0	0
Christmas Lights	29,000	0	29,000
Christmas - Santa in the Town Hall	2,500	0	2,500
GROSS EXPENDITURE	211,060	6,615	204,445
<u>INCOME</u>			
Lengthsman - Income from WCC	0	2,488	(2,488)
Earmarked Reserve - Baxter / Rowland Hill Statue	(500)	0	(500)
Earmarked Reserve - War Memorials	(2,950)	0	(2,950)
GROSS INCOME	(3,450)	2,488	(5,938)
TOTAL NET EXPENDITURE / (INCOME)	207,610	9,102	198,508

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