

KIDDERMINSTER TOWN COUNCIL
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8th September 2022

The meeting of the **EVENTS COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** on **THURSDAY 15TH SEPTEMBER 2022** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

A handwritten signature in blue ink, appearing to read 'Lee Jakeman'.

Lee Jakeman
Chief Executive

Membership: Councillors: N. Gale (Chairman); R. Bishop (Vice-Chairman), G. Connolly, D. Hine, B. Hopkins, S. Miah and M. Rayner.

EVENTS COMMITTEE AGENDA – THURSDAY 15TH SEPTEMBER 2022

1. Apologies for absence

2. Declarations of interest

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring officer.

3. Public Question Time

In accordance with Standing Order 3(c), to allow members of the public to make representations, ask questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

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.

4. Minutes

To approve the minutes of the meeting of the Events and Services Committee held on Thursday 21st April 2022.

5. Remembrance Sunday

To receive a report summarising the arrangements being made for the Remembrance Day parade and services on 13th November 2022.

(TC/15/22-23)

6. Christmas Light Switch-on

To receive a report summarising the arrangements being made for the Christmas lights switch-on event on Saturday 19th November 2022.

(TC/16/22-23)

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KIDDERMINSTER TOWN COUNCIL
MINUTES OF THE EVENTS & SERVICES COMMITTEE
Held in the Council Chamber on 21st April 2022 at 6.00pm

Present: Councillors N. Gale (Chairman), R. Bishop (Vice Chairman), G. Connolly, M. Rayner and E. Stokes

- ES.88 Apology**
Councillors S. Miah and J. Smith
- ES.89 Minutes of the meeting held on 24th April 2022**
RESOLVED: - that the minutes of the meeting held on 4th November 2021 be agreed as a correct record.
- ES.90 Declarations of Interests by Members**
None.
- ES.91 Events and Service Update including Grit Bins**
The Public Realm and Operations Manager presented a report to Committee to seek approval that any further requests to supply and install Grit Bins are directed back to Worcestershire County Council.
RESOLVED: - that an email be sent to all councillors referencing the Grit Bins policy and to contact the Public Realm and Operations Manager for any further advice.
- ES.92 Queen's Platinum Jubilee Celebrations**
The Committee reviewed the current action plan for the Queen's Platinum Jubilee Celebrations for the weekend. The Committee gave feedback on the plan.
RESOLVED: - that the update on the action plan be noted.
- ES.93 Budget Update**
RESOLVED: - that the current budget position be noted.

The meeting ended at 7:45pm

Chairman

Date

**KIDDERMINSTER TOWN COUNCIL
EVENTS COMMITTEE MEETING**

15th September 2022

LJ/2022

7th September 2022

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 5 – REMEMBRANCE SUNDAY 2022

AIM

1. To provide members with an update regarding the programme for and the preparation of the Remembrance Parade and Service scheduled for Sunday 13th November 2022.

BACKGROUND

2. The Town Council is responsible for the co-ordination of the Event that comprises; a parade, the Act of Remembrance, a Church Service and a Civic Reception.
3. The matter has not been discussed by the Events Committee over the course of the past 12 months. With the event being a standard annual occurrence officers have felt obliged to progress the matter.
4. 16th August 2022 – CEO and Office Manager meet with Parade Marshall WO2 CSM Keith Newman (Hereford & Worcester Army Cadet Force).

DISCUSSION/ COMMENT

5. The meeting with the Parade Marshall discussed previous years parades and it was agreed that the 2022 Remembrance Sunday event would be similar to events pre-Covid; a parade through the Town to St Mary's Church, the Act of Remembrance by the war memorial / angel of peace, a church service, a return parade through the Town with a salute being taken and some light refreshments available in the Town Hall. The Parade Marshall had confirmed the commitment of 'bike marshals' who had supported the event for many years.
6. An initial planning meeting is scheduled for 19th September with the Venerable Hayward Osborne who will leading the service at St Mary's Church. Subsequently it is intended to hold a final planning meeting in early October (date tbc) with the CEO, Office Manager, Parade Marshal, and the Clergy to confirm arrangements.
7. A summary checklist of actions required is enclosed for information.

FINANCIALS

8. There is no specific budget for Remembrance Sunday and as a result any costs incurred will need to be drawn from budget K003 / 42020 (*Mayor and Civic Expenditure*). The budget was set at £15k and has £6.5k remaining.
9. Expenditure is likely to include: recharging of staff time, hall hire, road closure application, diversion signage, wreath, refreshments, printing of service sheets and hire of band and bugler. Indicative costs might be in the region of £1,500.

RECOMMENDATION(s)

10. It is recommended that the Town Council RESOLVES:

To note that suitable arrangements are being made by the Town Council with support from partner organisations to deliver an event that marks Remembrance Sunday in a traditional fashion.



Lee Jakeman
Chief Exec

Encl:

1. Remembrance Sunday Check List.

Checklist – Remembrance Sunday 13th November 2022

ACTION	
Road closure application sent to WFDC.	Applied w/c 15/08.
Booking of King Charles Room for event.	Booked w/c 25/07.
Booking of Boys Brigade Band for Parade.	Contact with Graham Knight. He will confirm availability of band w/c 12/09.
Road Closure Signs.	Awaiting costs for road closure signs.
Church Service arrangements.	Officers to meet new Reverend w/c 19/09.
Invitation to civic party and local organisations.	To be emailed/posted w/c 19/09.
Marshalling of parade.	Booked.
Keys to close down lights from highways.	Keys in office.
War Memorial service sheet – 800 copies.	To be sent to WFDC once approved by church.
Wreaths.	To be ordered through Royal British Legion website. MB to order.
Car parking.	LJ to speak to CE of WFDC regarding parking arrangements at Pike Mills car park.
Flag at War Memorial.	Replacement flag needed. MB to order.
Press release regarding road closure.	To be written and sent to press w/c 31/10. To be added to website and social media.
Briefing list needed for DL.	ST to arrange.
Civic line up for parade.	Confirmed.

**KIDDERMINSTER TOWN COUNCIL
EVENTS COMMITTEE MEETING**

15th SEPTEMBER 2022

LJ/2022

7th September 2022

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 6 – CHRISTMAS LIGHTS SWITCH ON -SATURDAY 19th NOVEMBER 2022

AIM

1. To receive a report that provides an overview of arrangements being made for the switching on of the Town's Christmas Lights on Saturday 19th November 2022.

BACKGROUND

2. The Town Council has a set of Christmas lights that it installs in and around the Town Hall area.
3. Traditionally, the switching on of the Christmas Lights in mid/late November is an event organised by the Town Council.
4. The 2022/23 Town Council Budget did not provide funding for a Christmas Lighting Up event.
5. The Finance & Overview Committee have been asked to vire £4k of funds from the unspent budget K004/41052 (Kidderminster Arts and Food Festival) to K006 /40821 (Christmas Lights) to finance an event.

DISCUSSION/ COMMENT

6. The events committee has not discussed Christmas Lights during the calendar year. Officers have made tentative arrangement to organise an event that is much in line with previous years (pre-Covid); a small number of stalls, a stage with local performers and music and a count-down.
7. Our arts consultant was asked to plan a suitable event with a budget of £3.5k in anticipation of a budget for Christmas Lights being reinstated in some fashion). A summary task list/ project plan is enclosed along with an indicative running order for the day of the event. The project plan is simple and seeks to engage locals to perform.

FINANCIALS

8. It is likely that no funding was allocated in the budget (for a switch-on event) as the expectation at the beginning of the year was that the Town Hall would be closed and building works would be taking place. That is now not the case, and the Town Hall will not now close until 17th December 2022.
9. Assuming that the Finance and Overview committee approve the recommended virement of funds to the Christmas Light budget then, the outline project plan can be delivered within a budget £3.5k. There will be £500 available as a contingency for use in any exceptional circumstances that might arise.

SUMMARY

10. A routine event is being co-ordinated by officers for a switch-on / countdown event on Saturday 19th November. Much of the activity is confirmed, subject to a budget being approved by the Finance & Overview Committee.

RECOMMENDATION(s)

11. It is recommended that the Town Council RESOLVES (subject to budget K006 /40821 - Christmas Lights being funded to a level of £4k):

To note the arrangements being made for a Christmas light switch-on event on Saturday 19th November and further delegates to CEO to finalise arrangements for the delivery of a suitable event.



Lee Jakeman
Chief Exec

Encls:

1. Christmas Lights Switch-on Event - Task List - As at 6th September 2022.
2. Christmas Lights 2022 Running Order.

Christmas Lights Switch On Event - Task List - As at 6th September 2022

Enclosure 1

Column1		Column2		Column n3	Column n4	Column n5	Column 6	Column n7	Column8
Christmas Lights Switch on	Event Date: 19 November 2022								
Task	Notes	Lead	In Progress	Completed	Predicted Cost	Income / GIK	Actual Cost		
Book DJ / Stage / Lights	Steve Carrigan quoted / awaiting other quotes	MS	x		1200				
Book Cheerleading Group	Perform in MR. AP made contact / Holly has expressed interest. TBC	AP	x		0				
Book Ignite Dance Group	Perform in MR. AP made contact / Lucy confirmed involvement.	AP		x	0				
Book J's Dance Group	Perform in MR. AP made contact / Jess confirmed involvement.	AP		x	0				
Book singer (Annalise)	Perform in ExP. Mum Chrissie has been contacted. Expressed interest. TBC	AP	x		0				
Book singer (Maisy O)	Perform in ExP	AP	x		0				
Book Party Band	Perform in ExP. Gene Gene & LS confirmed. 1 hour set including lights on. 23/08/22	NP	x		1500		600		
Food Stalls	Fat Eddie's Smokehouse / Churros / Mulled Wine in ExP	NP/MS		x		100			
Inform Swan Pub		MS			0				
Inform 45 Live	Mark Carter contacted. MC to look at putting on a family friendly event to go on after the lights switch on. MC to get back to NP with info.	NP		x	0				
Inform Market	Discuss Christmas theme / access. AS has made contact.	AS	x		0				
Inform Exchange Café	Café will open as usual 10am - 3pm	NP		x					

Inform Sweet Shop	Ask if they want to set up stall in Corn Exchange? Charge income?	NP			0		
Arrange Christmas light installation	Removal of bunting Gala lights have been notified of the dates, they will have 2 x staff allocated for 19th November 17.15 for the switch on (as per previous years), lights will be installed and tested in advance to this date, tbc.	AS	x				
Christmas Film	Screen set up in CEx	NP/MS			0		
Kids Activities - Anthony Arnold	Circus Skills workshop (2pm - 4pm) Stilt walkabout (4pm - 5:30pm)	NP	x		200		170
Road Closure	Completed / awaiting confirmation	NP	x		200		162
BBC Hereford & Worcester	NP contacted Elliott Webb. Awaiting response.	NP	x				
Marketing	Ed to support with marketing / BID Shuttle. Nettl / BID. BBC H&W	TBC			100		
Staffing	DM / Bar / BID. (MS, NP, ST + DM) BID Team to confirm.	MS/LT			250		
Security	BID to supply.	AP	x		0		
Arrange Civic Engagement	Mayor / Mayoress / Town Crier / Councillors	ST			0		
Arrange Father Christmas	Peter Pickens	MS			0		
Book Corn Exchange Bar	NP bar form completed and returned to LT 16/08/22	NP/LT		x	100	200	
Book Exchange Place	WFDC Jane Berry. Completed 12/08/22	AP		x			
Internal booking forms	NP completed and returned to LT 16/08/22	LT/NP		x			
Christmas Card competition	School comp. Winner turns on christmas lights.	NP/ST					
Christmas Tree Sponsorship	Decorations? The Harriers?					1000	
Market Stalls	Christmas craft stalls. Max 10. £10ps					100	
					3550	1400	932

Christmas Lights 2022 Running Order

Pre-event Stage set up in Exchange Place / Barriers in place
 AM Food trucks Set Up in Exchange Place
 Screen / projector set up in Corn Exchange
 Christmas Tree in position

Time	Exchange Place		Music Room	Corn Exchange
14:00	Music / DJ Set			Christmas Film Bar Circus Workshop
14:15			Dance Performance 1	
14:30			Dance Performance 2	
14:45				
15:00			Dance Performance 3	
15:15				
15:30	1st Performer Set	Roaming Artist Father Christmas		
15:45				
16:00	2nd Performer Set			
16:15				
16:30	Party Band Set			
16:45				
17:00				
17:15	Lights Switch on Sing along finale			
17:30	Event End			