

KIDDERMINSTER TOWN COUNCIL  
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26<sup>th</sup> October 2022

The meeting of the **EVENTS COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** on **THURSDAY 3<sup>rd</sup> NOVEMBER 2022** at **6:00PM** when Members are summoned to attend.

Yours Sincerely

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Lee Jakeman  
Chief Executive

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

## EVENTS COMMITTEE AGENDA – THURSDAY 3<sup>rd</sup> NOVEMBER 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](mailto: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 21<sup>st</sup> April 2022.

### 5. Remembrance Sunday

To receive a report summarising the arrangements being made for the Remembrance Day parade and services on 13<sup>th</sup> 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 19<sup>th</sup> November 2022.

(TC/16/22-23)

### 7. Events 2023/24

To begin to consider any Town Council events that will take place in 2023/24.

(Note: it appears to be custom and practice to deliver a Remembrance Sunday Parade and a Christmas Light switch-on event.)

## **8. Budget**

To receive a budget summary (as at 30<sup>th</sup> September 2022) and consider making any budget recommendations for FY 2023/24.

(Note: the budget summary includes Events and Services)

## **9. Photography Competition**

To receive an update report of the Photography Competition.

(TC/24/22-23)

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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 24<sup>th</sup> 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**

3<sup>rd</sup> NOVEMBER 2022

LJ/2022

8<sup>th</sup> 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 13<sup>th</sup> November 2022.

BACKGROUND

2. The Town Council is responsible for the co-ordination of the Event which 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. 16<sup>th</sup> 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 19<sup>th</sup> 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 Marshall, 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 Executive

Encl:

1. Remembrance Sunday Check List.

## Checklist – Remembrance Sunday 13<sup>th</sup> 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.
Car parking.	LJ to speak to CE of WFDC regarding parking arrangements at Pike Mills car park.
Flag at War Memorial.	Replacement flag needed.
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**

**3<sup>rd</sup> NOVEMBER 2022**

LJ/2022

8<sup>th</sup> September 2022

**REPORT TO TOWN COUNCILLORS**

**AGENDA ITEM 6 – CHRISTMAS LIGHTS SWITCH ON -SATURDAY 19<sup>th</sup> 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 19<sup>th</sup> 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 17<sup>th</sup> 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 19<sup>th</sup> 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 Events Committee 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 19<sup>th</sup> November and further delegates to CEO to finalise arrangements for the delivery of a suitable event.*



Lee Jakeman  
Chief Executive

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

Column2		Column n3	Column n4	Column mn5	Column 6	Column n7	Column8
Column1	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			
16:45	Party Band Set		
17:00			
17:15	Lights Switch on Sing along finale		
17:30	Event End		



KIDDERMINSTER TOWN COUNCIL	2021/22 Actual £	2022/23 Actual to 30/09/22 £	2022/23 Original Budget £	2022/23 Revised Budget £	2022/23 Predicted Outturn £	2023/24 Estimate £	2024/25 Estimate £	2025/26 Estimate £	2026/27 Estimate £
<b>4. EVENTS AND SERVICES</b>									
<b>EXPENDITURE</b>									
<b>EMPLOYEE COSTS</b>									
Salary Costs	18,179	19,142	45,650	45,650	45,650	45,650	45,650	45,650	45,650
National Insurance	1,993	2,292	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Pension Costs	0	226	2,280	2,280	2,280	2,280	2,280	2,280	2,280
<b>RUNNING COSTS</b>									
Parks	690	1,700	41,610	41,610	32,000				
changes to services						40,000	42,000	44,000	46,000
changes to services						500	500	500	500
service expansion contingency						18,000	19,000	19,000	19,000
St Mary's Churchyard	20,399	3,248	12,990	13,086	12,990	13,310	9,000	9,000	9,000
Statues and Memorials	1,305	1,976	4,950	9,040	3,950	1,500	1,500	1,500	1,500
Maintenance of Street Furniture - cleaning and replacement	6,207	1,106	5,200	5,200	5,200	5,200	5,200	5,500	5,700
St Georges Paddling Pool	7,500	13,033	4,500	13,033	13,033	4,500	4,600	4,700	4,800
Market Street Public Conveniences	19,714	6,760	23,400	24,040	24,000	25,000	25,500	26,000	26,400
Grounds Maintenance (Allotments)	4,460	828	4,000	4,664	4,000	4,000	4,000	0	0
Lengthsman	4,830	2,009	200	200	200	200	200	200	200
Dementia Services	1,217	1,271	3,000	3,000	3,000	1,000	700	400	0
Creation of Earmarked Reserve	1,783	0							
Grit Bins	792	0	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Kidderminster Arts Support	0	0	5,000	5,000	2,000	2,500	2,500	2,500	2,500
Town Centre Hanging flowers and Planting	12,340	3,163	13,000	13,000	13,000	13,000	13,000	13,000	13,000
Christmas Lights	25,274	575	29,000	29,000	29,000	29,000	29,000	29,000	29,000
Christmas - Santa in the Town Hall	2,492	162	0	0	0	0	0	0	0
<b>GROSS EXPENDITURE</b>	<b>129,174</b>	<b>57,490</b>	<b>201,280</b>	<b>215,303</b>	<b>196,803</b>	<b>212,140</b>	<b>211,130</b>	<b>209,730</b>	<b>212,030</b>
<b>INCOME</b>									
No Barriers Award Grant Income	(1,000)				0				
Lengthsman Income	(4,318)	(1,534)	0	0	0				
Income - External Works	(2,250)				0				
changes to services					(50,000)	(85,000)	(50,000)	0	0
changes to services					(1,200)	(5,000)	(6,000)	(7,000)	(8,000)
Grant Income	0	(100)	0	0	0	0			
Contribution from External Bodies	0	(750)	0	0	0	0			
Earmarked Reserve - Dementia	0	(298)	0	0	0	0			
Earmarked Reserve - Baxter / Rowland Hill Statue	0	0	(500)	(500)	(500)	0			
Earmarked Reserve - War Memorials	0	0	(2,950)	(2,950)	(2,950)	0			
<b>GROSS INCOME</b>	<b>(7,568)</b>	<b>(2,682)</b>	<b>(3,450)</b>	<b>(3,450)</b>	<b>(54,650)</b>	<b>(90,000)</b>	<b>(56,000)</b>	<b>(7,000)</b>	<b>(8,000)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>121,606</b>	<b>54,808</b>	<b>197,830</b>	<b>211,853</b>	<b>142,153</b>	<b>122,140</b>	<b>155,130</b>	<b>202,730</b>	<b>204,030</b>

**KIDDERMINSTER TOWN COUNCIL  
EVENTS COMMITTEE**

28 October 2022

REPORT TO EVENTS COMMITTEE

**Photography Competition Update**

AIM

To provide a report to members with regards to the Photography Competition that ran during the summer.

BACKGROUND

The theme for this year's competition was '*Celebrate Kidderminster*' and the competition ran online from 10<sup>th</sup> July 2022 until 30<sup>th</sup> September 2022. It was promoted through social media and the Town Council website. This year, the competition was specifically aimed at 18 and under. Entry requirements included being a resident in the Wyre Forest.

The judges for the competition were Terry Livesey – a professional photographer at DT Studios and the Mayor of Kidderminster, Councillor Kevin Gale. Judges considered each photo on its technical merit, content, composition, and style.

SUMMARY

The competition received several entries and three winning entries will receive Amazon Vouchers ranging from £75 to £25. The winners will be invited to a presentation by the Mayor on Saturday 26<sup>th</sup> November in the Mayor's Parlour and be invited to a tour of DT Studios. Images will be displayed on the Town Council website and social media channels from 1<sup>st</sup> November 2022.

RECOMMENDATION(s)

It is recommended that the Events Committee **RESOLVES**: to note the report regarding the Photography Competition.

Sharon Tandy  
Office Manager

28 October 2022