

KIDDERMINSTER TOWN COUNCIL  
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8<sup>th</sup> March 2023

The meeting of the **EVENTS COMMITTEE** will be held in the **COUNCIL CHAMBER, KIDDERMINSTER TOWN HALL** on **THURSDAY 16<sup>th</sup> MARCH 2023** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

A handwritten signature in blue ink that reads "Lee Jakeman".

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 16<sup>TH</sup> MARCH 2023

### 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 3<sup>rd</sup> November 2022.

### 5. Remembrance Sunday

To consider forming a working group to meet with appropriate stakeholders and confirm outline arrangements for Remembrance Sunday.

### 6. Christmas Lights

To consider forming a working group to prepare proposals for the Christmas Lights Switch On Event. It is likely that the event will need some serious modification in light of the redevelopment work that will be being undertaken at that time.

### 7. Coronation Grant Funding Applications

To consider applications to the Town Council's Coronation Grant Funding scheme.

(Note: closing date for applications is Tuesday 14<sup>th</sup> March – Applications to follow/ be tabled).

### 8. Events 2023/24

8.1 To receive notification from Wyre Forest District Council that £10k of grant funding is likely to be made available to Kidderminster Town Council to fund additional arts/culture events.

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

## **9. Terms of Reference**

To consider draft Terms of Reference that can be recommended to Full Town Council for adoption.

(TC/54/22-23)

**KIDDERMINSTER TOWN COUNCIL**

**Minutes of the Events meeting of Kidderminster Town Council held in the Council Chamber, Kidderminster Town Hall on Thursday 3<sup>rd</sup> November 2022 at 6:00pm**

Present:

Gale (Chair)

Bishop

Connolly

Hine

Hopkins

Oborski (substituting for Cllr Miah)

Dyke (substituting for Cllr Rayner)

In Attendance:

Mr L. Jakeman, Chief Executive

**E001/22-23 APOLOGIES FOR ABSENCE**

Apologies received from Councillor Miah and Cllr Rayner, noted.

**E002/22-23 DECLARATIONS OF INTEREST**

Nil.

**E003/22-23 PUBLIC QUESTION TIME**

Members were informed that no public questions had been received.

**E004/22-23 MINUTES**

Members approved the minutes of the Events & Services Committee meeting held on Thursday 21<sup>st</sup> April 2022.

**E005/22-23 REMEMBRANCE SUNDAY**

Members considered an update regarding the programme for and the preparations being made in respect of the Remembrance Parade and Service scheduled for Sunday 13<sup>th</sup> November 2022.

**RESOLVED:** To noted 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.

E006/22-23 **CHRISTMAS LIGHTS SWITCH ON**

Members considered 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.

**RESOLVED:** To note that suitable arrangements are being made for a Christmas Lights 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.

E007/22-23 **EVENTS 2023/24**

Members discussed events at length. They noted that the Town Hall would be closed during 2023 and 2024 and that this would limit the opportunity for the Town Council to host events. It was further noted that there was a grant application pending with the UK Shared Prosperity Fund which seeks to fund up to 80 'Town Hall on Tour' activities and events over 2-years from 1 April 2023. Any planning for 'Town Hall on Tour' events would be subject to the grant application outcome. Notwithstanding that members were of the view that a small number of 'regular' events should still be planned for 2023, regardless of external grant funding.

**RESOLVED:** A draft events programme for the FY 2023/24 should include the following:

- a. A Coronation Celebration event.
- b. Remembrance Sunday parade and civic reception.
- c. Christmas Lights Switch On.
- d. Santa on Tour.

In discussing the draft events programme members were of the general view that a revised draft Terms of Reference for the Events Committee should be considered before the end the current civic year.

E008/22-23 **BUDGET**

Members received a budget summary (as at 30<sup>th</sup> September 2022). It was noted that the budget summary included largely Services Committee information. This was a consequence of the split of the Events & Services Committee into 2 separate committees in July 2022.

**RESOLVED:**

- a. To note the budget summary

AND

b. To recommend to the Finance & Overview that the Events budget be set at £8,300 for FY 2023/24 to support the following events:

- Coronation Celebrations - £1,800
- Remembrance Sunday - £1,000
- Christmas Light Switch On - £3,500
- Santa on Tour - £2,000

#### E009/22-23 **Photography Competition**

Members received a report following the 'Celebrate Kidderminster' Photography Competition.

Members were informed that the competition had received several entries. The three winning entries would receive Amazon vouchers ranging from £75 to £25. The winners would 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.

## **Remembrance Sunday 2023 Working Group – Terms of Reference**

The Working Group will comprise up to 5 Members.

The Working Group will report to the Events Committee of Kidderminster Town Council.

The Working Group will be supported by the Town Council's Office Manager as directed by the CEO.

- The Working Group shall undertake the following roles and functions: -
  1. Appoint its own lead/chair.
  2. To meet with appropriate stakeholders (e.g. Churches/ Royal British Legion, Marching Bands) to prepare an outline plan for the Town's Remembrance Sunday activities on Sunday 12<sup>th</sup> November 2023.
  3. To work with the Office Manager to produce an action plan that can identify preparatory activity, identify resources required (e.g. who to invite, when to submit road closures, insurances, confirm staffing requirements).
  4. To consider input from appropriate officers regarding risk management / Health & Safety and finances.
  5. To produce an indicative budget (noting that the agreed budget is £1,000).
  6. To report back to the Events Committee meeting in August 2023 with a recommended plan for Remembrance Sunday activities on 12<sup>th</sup> November 2023.

*(Approved at Events Committee meeting dated 16<sup>th</sup> March 2023 Minute? refers)*

## **Christmas Lights Switching On Event 2023 Working Group – Terms of Reference**

The Working Group will comprise up to 5 Members.

The Working Group will report to the Events Committee of Kidderminster Town Council.

The Working Group will be supported by the Town Council's Town Hall Deputy Manager as directed by the CEO.

- The working group shall undertake the following roles and functions: -
  1. Appoint its own lead/chair.
  2. To meet with appropriate stakeholders (e.g. Kidderminster BID, Weavers Wharf Centre Manager) to prepare an outline plan for the switch on of the Town Council's Christmas Lights.
  3. To identify an appropriate date for the switching on of the lights.
  4. To co-ordinate any entertainment that might be provided.
  5. To work with the Deputy Town Hall Manager to produce an action plan that can identify preparatory activity, identify resources required (e.g. road closures, licences, insurances, confirm staffing requirements).
  6. To consider input from appropriate officers regarding risk management / Health & Safety and finances.
  7. To produce an indicative budget (noting that the agreed budget is £3,500).
  8. To report back to the Events Committee meeting in August 2023 with a recommended plan for the Switching on of the Christmas Lights 2023.

*(Approved at Events Committee meeting dated 16<sup>th</sup> March 2023 Minute ?? refers)*



**Kidderminster Town Council**  
**Events Committee Terms of Reference**

Purpose: To oversee and direct Town Council organised and/or sponsored events.

- Maximum 5 Members – Quorum: 3 Members.
- Where the Mayor or Deputy Mayor choose not to be a member of the committee, they are non-voting ex-officio members.
- The Committee may delegate any or all its functions to an officer of the Town Council.

Function of Committee	Delegation of Functions
<b>General</b>	
To oversee the management and control of: Christmas events, Christmas Lights, Remembrance Sunday and civic elements of Twinning.	Committee for strategic overview. CEO and Service Managers for operational management.
To set and monitor policies in relation to the management of Town Council's organised and/or sponsored events.	Committee.
To be responsible for the development and delivery of community events within the agreed budgets.	Committee
To approve formation and issue Terms of Reference to working or advisory groups supporting delivery of Town Council events.	Committee
If necessary, to provide advice and reports to the Council from time to time on matters within the Terms of Reference.	Committee
<b>Finances</b>	
To issue orders for work, goods and services related to event activity.	Committee. CEO and Service Managers in accordance with Financial Regulations.
To approve contracts/tenders relating to Events Committee existing functions that exceed officer delegated authorities.	Committee.
To inform the budget planning process.	Committee.
To oversee the budget spends, related to the events activities as agreed by Council.	Committee.
To vire funds between Council approved Events Committee Cost Centres	Committee.

Approved: Events Committee Minute ?? dated 8th March 2023