

KIDDERMINSTER TOWN COUNCIL  
Wyre Forest House  
Finepoint Way  
Kidderminster  
DY11 7WF



office@kidderminstertowncouncil.gov.uk  
www.kidderminstertowncouncil.gov.uk  
01562 732680

---

17<sup>th</sup> August 2023

The meeting of the **EVENTS COMMITTEE** will be held in the **COUNCIL CHAMBER, WYRE FOREST HOUSE** on **THURSDAY 24<sup>TH</sup> AUGUST 2023** 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), D. Hine, B. Hopkins, S. Miah, T. Muir and M. Rayner.

## **EVENTS COMMITTEE AGENDA – THURSDAY 24<sup>th</sup> August 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 their 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.

### **4. Minutes**

To approve the minutes of the meeting of the Events and Services Committee held on Thursday 16<sup>th</sup> March 2023.

KTCE/02/22-23

### **5. Christmas Lights Switch-On**

To provide councillors with an update regarding arrangements the Kidderminster Town Council's Christmas Light Switch On event.

TC/16/23-24

### **6. Remembrance Sunday**

To consider arrangements for Kidderminster's Remembrance Sunday Parade on 12<sup>th</sup> November 2023.

To note that a final planning meeting for Remembrance Sunday will take place at St Mary's Church at 11 am on Tuesday 12<sup>th</sup> September to which all committee members are invited.

TC/17/23-24

### **7. Community Events Grant Funding from Wyre Forest District Council.**

To consider correspondence from Wyre Forest District Council and its proposed grant funding of £10k to Kidderminster Town Council in respect of Community Events in the current Financial Year. Members have been asked to consider proposing suitable activities.

TC/18/23-24

**KIDDERMINSTER TOWN COUNCIL**  
**Minutes of the Events meeting of Kidderminster Town Council**  
**held in the Council Chamber, Wyre Forest House**  
**on Thursday 16<sup>th</sup> March 2023 at 6:00pm**

Present:

Councillors:

Bishop (Vice Chair)  
Connolly  
Hine  
Hopkins  
Miah  
Phillips (substituting for Cllr N. Gale)  
Rayner

In Attendance:

Mr L. Jakeman, Chief Executive

**E010/22-23 APOLOGIES FOR ABSENCE**

Councillor N Gale

**E011/22-23 DECLARATIONS OF INTEREST**

Nil.

**E012/22-23 PUBLIC QUESTION TIME**

Members were informed that no public questions had been received. There being no members of the public present the meeting continued.

**E013/22-23 MINUTES**

Members approved the minutes of the Events & Services Committee meeting held on Thursday 3<sup>rd</sup> November 2022.

**E014/22-23 REMEMBRANCE SUNDAY**

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

**RESOLVED:** To form a working group to confirm arrangements for Remembrance Sunday comprising Councillors Gale, Miah, Bishop and Hopkins.

AND

To approve the Terms of Reference without amendment.

**E015/22-23 CHRISTMAS LIGHTS**

Members considered draft terms of reference for a working group to prepare proposals for the Christmas Lights Switch-on Event.

**RESOLVED:**

To form a working group to confirm arrangements for the Christmas Lights Switch-on Comprising Councillors N Gale, Miah, Hine, Rayner and Hopkins.

AND

To approve the Terms of Reference without amendment.

**E016/22-23 CORONATION GRANT FUNDING APPLICATIONS**

Members considered applications to the Town Council Coronation Grant Funding Scheme (£1,800).

**RESOLVED:** Members awarded the grants to the following organisations to support community activities to be held over the extended weekend (6<sup>th</sup> - 8<sup>th</sup> May) to celebrate the forthcoming Coronation:

| <b>Group/Applicant</b>                 | <b>Amount</b> |
|--|---------------|
| Kidderminster Baptist Church – Franche | £250          |
| The Gables Rest Home                   | £75           |
| Friends of Springfield Park            | £325          |
| St Peter’s Community Church            | £275          |
| Blakebrook Kidderminster               | £200          |
| Foley Grange Care Home                 | £125          |
| Friends of Brinton Park                | £325          |
| St John’s Social Club                  | £225          |

**E017/22-23 EVENTS 2023/24**

Members received an initial notification from Wyre Forest District Council that £10k of grant funding would be available to Kidderminster Town Council to fund additional arts/culture events. Formal notification which will include any terms and conditions and payment delivery have not yet been received.

Members considered Town Council events that might take place in 2023/24. Considering the additional £10k of funding anticipated from Wyre Forest District Committee members were of the view that it would be beneficial to defer the matter of identifying additional Town Council sponsored/co-ordinated events until receipt of the formal notification. Furthermore, members were generally of the view giving some time to consider having some theme running through events, or at least a co-

ordinated approach with other groups or activities in the community that might be in the pipeline would be beneficial. Members agreed to forward any initial ideas to the CEO for collation (and share with other members of the Committee) and asked that the CEO call an extraordinary meeting of the Events Committee once formal notification of grant terms and any conditions was received from the District Council and once committee members had an opportunity to provide some initial input as to the possibilities for Arts and Crafts events.

**E018/22-23 TERMS OF REFERENCE**

Members considered a draft Terms of Reference to be recommended to Full Town Council for adoption.

**RESOLVED:** To recommend to Full Town Council that draft Terms of Reference presented at the meeting without amendment be adopted.

Meeting closed at 7:00pm

**KIDDERMINSTER TOWN COUNCIL  
EVENTS COMMITTEE MEETING**

**Thursday 24<sup>th</sup> August 2023**

2023

15<sup>th</sup> August 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 5 – CHRISTMAS LIGHT SWITCH ON 2023

AIM

1. To provide councillors with an update regarding arrangements the Kidderminster Town Council's Christmas Light Switch On event.

BACKGROUND

2. The Council normally switches on the Civic Christmas lights during mid/late November on a Saturday and combines this with a countdown event.
3. With the closure of the Town Hall and building works due to commence it will not be possible to host the usual event that visitors and residents of the town have become accustomed to in recent years. Furthermore, due to the demolition of buildings in Worcester Street and the Town Hall redevelopment works, the lighting display is likely to be significantly reduced.
4. The Christmas Light Switch On is held within the Town Centre and has the benefit of increasing footfall in that area. As the Town Centre's retail activity/footfall is a major concern to the Kidderminster Business Improvement District (BID) we are looking to work with the BID in producing an event that is beneficial to residents and retailers.

DISCUSSION/ COMMENT

5. Officers of the Council have met with the BID and discussed possibilities and the challenges.
6. The event requires access to power supplies from various electric points in the town including the Town Hall. Due to the redevelopment works we will be unable to draw power from the Town Hall or access it as it will be handed over to the contractor at the start of the building works. An alternative location than outside the Town Hall might be required.
7. We will continue to meet regularly with the BID to discuss and organise the finer details of this event. Should members wish to attend these planning meetings then they are most welcome.

8. The Current plan is under discussion, Saturday 18<sup>th</sup> November 2023 has been identified as the date of Kidderminster Christmas Light Switch On, in line with the Stourport on Severn's Three Kings Parade and Christmas Light Switch On which will be taking place on Friday 24<sup>th</sup> November 2023 and Bewdley Christmas Light Switch On taking place on Saturday 2<sup>nd</sup> December 2023.
9. Members are asked to provide input into how they see the event being delivered.

## FINANCIALS

11. The Events Committee has a budget of £3,500 to deliver an event as part of the Christmas Light Switch On. This budget has been significantly reduced from the original budget of £8,000 set in 2021/2022 and £4,000 in 2022/2023. Bearing in mind the reduction in budget for this event, we envisage this being spent as follows:
  - a. Security
  - b. Advertising
  - c. Installation of Christmas Tree
  - d. Limited entertainment programme

## RECOMMENDATION(s)

12. To confirm that the Christmas Lights Switch On Event will be held on Saturday 18<sup>th</sup> November 2023.
13. To delegate the organisation and delivery of a suitable event to Town Council officers, in consultation with Kidderminster BID and Events Committee Members.

**KIDDERMINSTER TOWN COUNCIL  
EVENTS COMMITTEE MEETING**

**Thursday 24<sup>th</sup> August 2023**

LJ/2023

16<sup>th</sup> August 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 6 – REMEMBRANCE SUNDAY PARADE – SUNDAY 12<sup>th</sup> NOVEMBER  
2023

AIM

1. To provide councillors with an update regarding arrangements the Kidderminster Remembrance Sunday Parade

BACKGROUND

2. The Town holds an annual Remembrance Sunday Parade which is a joint effort primarily between the Town Council, The Royal British Legion and St Mary's Church. With the following areas of responsibility:
  - a. The Civic involvement and the Overarching Road Closure for the event falls to the Town Council.
  - b. The Act of Remembrance at the War Memorial / Angel of Peace is the responsibility of the Royal British Legion.
  - c. The Church Service lies with St Mary's Church.
  - d. The parade through the Town is co-ordinated by a nominated Parade Marshal.
3. In 2023, Remembrance Sunday falls 12<sup>th</sup> November.

DISCUSSION/ COMMENT

4. While there are 3 elements to the event each aspect is dependent upon the other players.
5. Attached to this report is check sheet of actions required/ being undertaken to deliver the event.
6. Work on the Town Hall Transformation Project has yet to be confirmed and as such we are presently unsure as to the availability of part of the Town Hall as a meeting point for the Civic Party.



RECOMMENDATION(s)

7. Events Committee members are asked to provide comment on the Remembrance Sunday 2023 checklist.

Lee Jakeman  
CEO

# Remembrance Sunday Checklist - Sunday 12<sup>th</sup> November 2023

| ACTION  | DUE DATE                 | COMMENTS  | RESPONSIBILITY |
|---|--------------------------|---|----------------|
| Confirm road closure process  | Fri 18 <sup>th</sup> Aug | Contacted WFDC 14/08/2023   |                |
| Submit road closure application to WCC (via WFDC?)                      | Mon 21 <sup>st</sup> Aug |   |                |
| Send out press release regarding road closure                           | Wed 1 <sup>st</sup> Nov  | Invitation to public to be mentioned in press release<br>Press release completed [insert date]<br>Approved by [insert date]<br>Distributed [insert date]  |                |
| Book Marshals<br>Arrange Road Closure Plan<br>(Traffic Management Plan) | Mon 16 <sup>th</sup> Oct | requested quote 14/08/2023 from Headway to provide Marshalls and a Road Closure Plan<br>Headway quote received 15/08/2023:<br>Bespoke Signs: £40.00 Per Sign<br>Delivery & Installation of AWS: £95.00<br>5 x Operatives Day Rate: £1495.00 |                |
| Final Planning Meeting  | Mon 11 <sup>th</sup> Sep | Meeting at St. Marys Church at 11am   |                |
| Finalise Risk Assessment  | Wed 25 <sup>th</sup> Oct | Review last year's Risk Assessment  |                |
| Arrange Public Liability Insurance                                      | Wed 15 <sup>th</sup> Sep | Notify insurer (Zurich)   |                |
| Booking Boys Brigade band   | Mon 4 <sup>th</sup> Sep  | Boys Brigade band booked with [insert date]<br>Approximately [XX] attending in parade   |                |
| Circulate draft church service booklet                                  | Fri 18 <sup>th</sup> Aug | <i>to confirm church service elements</i><br><i>RBL/Parade to review Act of Remembrance</i><br>KTC to review inputs   |                |
| Produce final church service booklet                                    | Fri 27 <sup>th</sup> Oct | To produce and print service sheets x 600 copies<br>Request from WFDC Print services<br>& request invoice   |                |
| Send civic invitations  | Tues 5 <sup>th</sup> Sep | Invitation sent [insert date]<br>To note attendees and update officers & church/parade marshal  |                |
| Send community invitations  | Wed 27 <sup>th</sup> Sep | Invitation sent [insert date]<br>To note attendees and update officers & church/parade marshal  |                |

## APPENDIX A

|   |                            |  |  |
|---|----------------------------|--|--|
| Order wreaths   | Fri 1 <sup>st</sup> Sep    | To order wreaths via British Legion (Poppy Shop)<br>For: <ul style="list-style-type: none"> <li>• Mayor of Kidderminster</li> <li>• TC party leaders (require payment - orders for individual wreaths to be placed with MB)</li> </ul> |  |
| Arrange car parking for parade participants                     | Fri 22 <sup>nd</sup> Sep   | Liaise with WFDC regarding parking during service and parade at Pike Mills.  |  |
| Confirm flag at War Memorial                                    | Mon 11 <sup>th</sup> Sep   | Confirm provision with RBL/ Parade Commander   |  |
| Arrange Dias  | Mon 11 <sup>th</sup> Sep   | Marshal arrange Dias   |  |
| Arrange standards rehearsal                                     | Done                       | Rehearsal for standard bearer on Thursday 9 <sup>th</sup> November at 5:30pm at St Mary's Church.  |  |
| Arrange sound equipment at War Memorial                         | Fri 15 <sup>TH</sup> Sep   | Arrange for sound system at War Memorial   |  |
| Arrange robes and robing venue                                  | Fri 22 <sup>nd</sup> Sep   | TBC  |  |
| Arrange First Aiders and Medical Cover with St John's Ambulance | Fri 15 <sup>th</sup> Sep   | First Aiders x 2<br>Request quote  |  |
| Confirm Bugler  | Mon 11 <sup>th</sup> Sep   | Confirm through Parade Commander   |  |
| On day event management   | Thurs 12 <sup>th</sup> Nov | As required  |  |

**KIDDERMINSTER TOWN COUNCIL  
EVENTS COMMITTEE MEETING**

**Thursday 24<sup>th</sup> August 2023**

LJ/2023

16<sup>th</sup> August 2023

REPORT TO TOWN COUNCILLORS

AGENDA ITEM 7 – COMMUNITY EVENTS GRANT FUNDING FROM WYRE FOREST DISTRICT COUNCIL

AIM

1. To consider correspondence from Wyre Forest District Council and its proposed grant funding of £10k to Kidderminster Town Council in respect of Community Events in the current Financial Year. Members have been asked to consider proposing suitable activities.

BACKGROUND

2. Kidderminster Town Council has received correspondence from WFDC (enclosed), notifying the availability of £10k worth of grant funding regarding provide a grant towards 'the running of community events'.
3. With the Town Hall currently closed the Town Council does not have its own dedicated venue at which to put on events.

DISCUSSION/ COMMENT

4. Members are asked to consider suggesting events that might meet the criteria of the grant offer and having due regard to current in house resource available.
5. Members might wish to consider working with community groups to enhance an already planned event or encourage community groups to develop an event that they have to date been unable to deliver due to lack of funding.

RECOMMENDATION(s)

6. Events Committee members are asked to provide direction on how they see the Town Council taking advantage of the Grant offer form WFDC for the benefit of the community.

Lee Jakeman  
CEO

**GRANT AGREEMENT**

**THIS AGREEMENT** is made on

2023

**PARTIES:**

**Wyre Forest District Council** of Wyre Forest House Finepoint Way Kidderminster  
Worcestershire DY11 7WF (“the Council”)

**[name and address of Applicant]** (“the Applicant”)

**BACKGROUND:**

- a. The Council is to provide a grant towards the running of community events in **[location of TC/Parish]**.
- b. The Council has agreed to award the Applicant a grant of **[£10,000]** to be paid as a one-off payment (“the Grant”).
- c. This agreement sets out the terms of the Grant.

**DEFINITIONS AND INTERPRETATION:**

Application means the completed application form provided by the Applicant and agreed by the Council and attached at Appendix B

The Project means the works, goods, services or event(s) to be carried out, purchased or arranged by the Applicant as set out in the Application

**IT IS AGREED:**

**1. THE COUNCIL’S OBLIGATIONS**

The Council shall pay the Grant to the Applicant directly into the bank account specified by the Applicant by Bank Automated Clearance System within 14 days of the date of this Agreement.

**2. THE APPLICANT’S OBLIGATIONS**

The Applicant shall:

- 2.1 only use the Grant for the Project;
- 2.2 if requested make available to the Council details of expenditure and the events that the Grant contributed to;
- 2.3 repay to the Council any amount of the Grant which is not spent on the Project by 31 March 2024;
- 2.4 include the Council’s logo on any promotional material where agreed but shall not and shall procure that its staff do not say or do anything that might lead any other person to believe that the Applicant is acting as the agent of the Council;

## APPENDIX B

- 2.5 be committed to anti-discriminatory and anti-oppressive practices and policies and shall not discriminate on the grounds of age, race, gender, marital status, religion, sexual orientation or disability;
- 2.6 shall not assign the performance of any of its obligations under this Agreement without the Council's prior written consent;
- 2.7 shall have regard to the requirements of the Health and Safety at Work Act 1974 and any other Acts, Regulations, Directives or Orders regarding health and safety;
- 2.8 shall arrange adequate insurances (including public liability insurance) to cover such liability as may arise in the course of carrying out the Project;
- 2.9 shall indemnify and keep indemnified the Council for losses and liability arising from third party claims resulting from the performance of the Project;
- 2.10 in the event that the Council requires clawback under the provisions of Clause 3 shall repay the Grant or any lesser amount demanded by the Council within 30 days; and

### **3. POWER OF COUNCIL TO CLAWBACK AND TERMINATE**

The Council may reclaim the Grant from the Applicant in the following circumstances:

- 3.1 any information supplied by the Applicant under or in connection with the Grant proves to be materially incorrect or misleading;
- 3.2 the Applicant is in breach of any condition of this Agreement;
- 3.3 there is evidence of irregularity, impropriety or negligence;
- 3.4 the Applicant, being an individual becomes bankrupt or makes any composition or arrangement for the benefit of its creditors or the Applicant, being an unincorporated body is dissolved or the Applicant, being an incorporated body enters into liquidation or has a winding-up order made or (except for the purposes of amalgamation or reconstruction) passes a resolution for winding-up or has an administrative receiver appointed or has possession taken of any property comprised in a floating charge; or
- 3.5 if in relation to any contract or grant it has with the Council, the Applicant, or any person employed by the Applicant, commits an offence under the Bribery Act 2010.

### **4. SUBSIDY CONTROL**

- 4.1 The Grant is awarded in accordance with the Minimal Financial Assistance allowance ("MFA") of the Subsidy Control Act 2022 which enables the Applicant to receive up to a maximum level of subsidy without requiring the scheme to be assessed against the substantive subsidy control requirements. The current threshold is £315,000 to an individual enterprise over any period of three fiscal years.
- 4.2 The award of the Grant is conditional upon the Applicant providing the authority with the MFA declaration form (copied at Appendix A) confirming how much minimal financial assistance, if any, it has received in the current and previous 2 fiscal period, including any de-minimis state aid received during the same period.

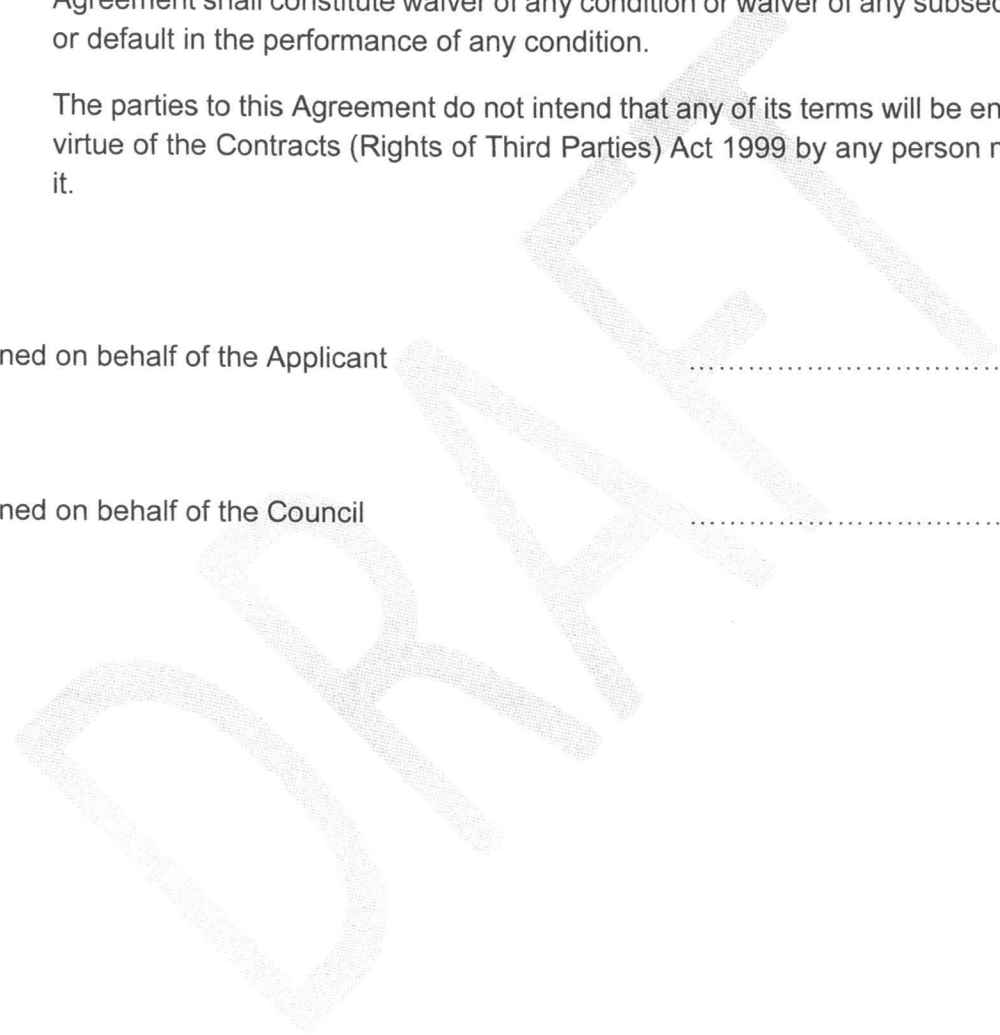
APPENDIX B

**5. GENERAL**

- 5.1 Any personal information provided by the Applicant will be used to process the application and may be used to monitor the support of projects. Personal data will only be held in accordance with Data Protection legislation. The Applicant understands that the Council is obliged by the requirements of the Freedom of Information Act 2000.
- 5.2 This Agreement contains all the terms which the Council has agreed in relation to the Grant and supersedes any prior written or oral agreements, representations or understandings between the Council and the Applicant.
- 5.3 No failure by either party to insist upon the strict performance of any condition of this Agreement or to exercise any right or remedy upon breach of any provision of this Agreement shall constitute waiver of any condition or waiver of any subsequent breach or default in the performance of any condition.
- 5.4 The parties to this Agreement do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it.

Signed on behalf of the Applicant .....

Signed on behalf of the Council .....



**MFA DECLARATION FORM**

Please tick the statement that applies:

|  |  |
|--|--|
|  | The Recipient, <b>has not received any subsidy</b> (whether from or attributable to the Council or any other public authority) during the current and two previous fiscal years. |
|  | The Recipient, <b>has received one or more subsidies</b> during the current and two previous fiscal years particulars of which are set out in the table below.                   |

Please insert the Recipient's fiscal year \_\_\_\_\_

Particulars of any subsidy received during the current or previous two fiscal years:

| Public Authority | Date Awarded | Total amount of subsidy <sup>1</sup> | Description of subsidy <sup>2</sup> | Recipient <sup>3</sup> | Date(s) received <sup>4</sup> |
|------------------|--------------|--------------------------------------|-------------------------------------|------------------------|-------------------------------|
|                  |              |                                      |                                     |                        |                               |
|                  |              |                                      |                                     |                        |                               |
|                  |              |                                      |                                     |                        |                               |

Signed \_\_\_\_\_

For and on behalf of \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_

<sup>1</sup> This should be the amount of subsidy awarded. However, please also inform us if the amount received differed

<sup>2</sup> Please confirm the nature of the subsidy (e.g. a grant or a loan etc) and the purpose for which it was awarded (e.g. any project funded by it).

<sup>3</sup> Please confirm the identity of the recipient of the subsidy if this is a separate entity forming part of a single economic actor with you.

<sup>4</sup> Please inform us if the subsidy was paid by instalments



**APPENDIX B**

**Grant Funding from WFDC to Town Councils for Events 2023/24**

|  |                                      |
|--|--------------------------------------|
| Town Council                                       |                                      |
| Please list the events that the grant will support |                                      |
| Please sign and date your application              | Name:<br><br>Signature:<br><br>Date: |