



6th March 2024

The meeting of the **EVENTS COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **THURSDAY 14TH MARCH 2024** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke
Chief Executive

Membership: Councillors: N. Gale (Chair); R. Bishop (Vice-Chair), D. Hine, B. Hopkins, S. Miah, T. Muir, and M. Rayner.

EVENTS COMMITTEE AGENDA – THURSDAY 14TH MARCH 2024

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 (Appendix 1)

To approve the minutes of the meeting of the Events and Services Committee held on Thursday 18th January 2024.

5. Committee Budget Expenditure

To note overspend on Remembrance Sunday Event to be taken to the next Finance and Overview Committee Meeting on Wednesday 10th April 2024.

6. Christmas Lights 2023

To note the Contract for the Christmas Lights falls under the functions of the Services Committee. We have received confirmation from Gala Lights that a discount in charges will be applied due to the areas decorated being greatly reduced than in previous years. Reduction is currently being calculated and will be confirmed shortly, with these details being reported at the next Services Committee Meeting on Wednesday 29th May 2024.

7. Civic and Mayoral Events (Appendix 2)

To receive a summary of Civic and Mayoral Events (Appendix 2).

8. Public Bodies

RECOMMENDED in terms of Schedule 12A, Local Government Act 1972, the following items will be likely to disclose exempt information relating to confidential financial information and it is, therefore, **RECOMMENDED** that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.

9. Community Events Grant Funding from Wyre Forest District Council (Appendix 3)

To consider the contents of the Community Events Grant Funding Report (Appendix 3).

**KIDDERMINSTER TOWN COUNCIL
EVENTS COMMITTEE**

**Minutes of the meeting held at 6pm on Thursday 18th January 2024
in the Kidderminster Room, Wyre Forest House**

Present:

- Councillor N.Gale (Chair)
- Councillor R.Bishop (Vice Chair)
- Councillor D.Hine
- Councillor B.Hopkins
- Councillor S.Miah
- Councillor M.Rayner

Hugh Peacocke, Chief Executive
 Laura Thomas, Deputy Town Hall Manager

Absent:

- Councillor T.Muir

E008/23-24 APOLOGIES FOR ABSENCE

Nil

E009/23-24 DECLARATIONS OF INTEREST

Nil

E010/23-24 PUBLIC QUESTION TIME

Nil

E011/23-24 INTRODUCTIONS

Hugh Peacocke introduced himself to the Committee as the new Chief Executive Officer of Kidderminster Town Council and informed Members that Laura Thomas, Deputy Town Hall Manager would be in attendance as the Lead Officer of the Council for future Events Committee Meetings.

E012/23-24 MINUTES

RESOLVED: To approve the minutes of the Events Committee meeting held on 24th August 2023.

E013/23-24 COMMITTEE BUDGET EXPENDITURE

Members noted a summary report of the Events Committee budget (income and expenditure)

Members noted that the overspend on Remembrance Sunday would be taken to the next Finance and Overview Committee.

TC/43/23-24

E014/23-24 **CIVIC EVENTS PROGRAMME NOVEMBER/DECEMBER 2023**

Members noted a summary report of the following 2023 events: Remembrance Sunday, Kidderminster Christmas Lights Switch On and Santa in the Town.

Members commented on the Kidderminster Christmas Lights Switch on and stated that they had received comments from members of the public that the event felt like a day out and that although the town was busy, it felt safe. They thanked the staff who worked on the event and for arranging the chocolates that were handed out to children on the day. Suggestions for the 2024 event regarding more diversity in fairground rides and a Christmas Street Market for the week of the Switch On Event.

Members commented on the Santa in the Town Event and again thanked the staff for setting up and breaking down of the event and their assistance on the day. Suggestions for the 2024 event: better signage directing families to the Santa's Grotto.

RESOLVED:

Members noted the date for Remembrance Sunday: Sunday 10th November 2024. Members agreed the date for Christmas Lights Switch On Event: Saturday 16th November 2024.

Members agreed the date for Santa in the Town Event: Saturday 7th December 2024, subject to check with the Swan Centre.

Officers were asked to check if the Council could receive a discount due to no lights on the Town Hall.

TC/44/23-24

E015/23-24 **COMMUNITY EVENTS GRANT FUNDING FROM WYRE FOREST DISTRICT COUNCIL**

Members received an update on the Wyre Forest Community Grant Funding.

Members discussed the possibility of events incorporating the activities which were agreed at the previous Events Meeting dated 24th August 2023.

AND

Members reviewed expenditure and voted (5 agreed and 1 declined) and

RESOLVED to retrospectively approve the granting of funds to:

-Friends of Brintons Park £150

-Green Living Fair £400

AND

RESOLVED:

To agree to publicise and consider the remainder of the funding, £8,219.83 be reserved for bid applications as an alternative to the originally agreed events, as detailed within the previous minutes.

AND

Commence advertisement on social media/website/press release and posters to apply for bid funding applications.

AND

Agreed to hold a special meeting on Thursday 14th March 2024 to consider application received by the closing date of Sunday 2nd March 2024.

E016/23-24 ANY OTHER BUSINESS

Members enquired about Mayor's Sunday Civic Event held following Mayor Making. Event has not taken place for a number of years.

Officers noted comments, advised that Events Budget has been cut, but would discuss with Mayor's Officer.

Members enquired about list of Civic Events which was historically circulated to Councillors but has not been received recently.

Officers noted comments and would liaise with the Mayor's Officer regarding producing a list of Civic Events.

Meeting closed 7.30pm

Key Civic Events

The four key civic events in Kidderminster Town that KTC would organise and lead on for the Mayor during his municipal year.

Mayor Making

Mayors Sunday (Civic Service)

Remembrance Sunday

Mayors Christmas civic service

Note: Unlike Remembrance Sunday and Mayor Making. The Mayor can decide if they are to host a Civic Sunday service and Christmas service and provides a lead on a suitable date and time for these events.

Other Significant Events

The Mayor would also attend other significant memorial events in the town. These event the Mayor attends, but they are organised and lead by other organisations.

Armed Forces Day

Merchant Navy Day

VJ Day

Armistice Day

Holocaust Memorial Day