



27th June 2024

The meeting of the **CIVIC AND EVENTS COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **THURSDAY 11TH JULY 2024** at **6:00PM** when Members are summoned to attend.

Yours Sincerely,

Laura Thomas
CIVIC, COMMUNITIES AND EVENTS MANAGER (INTERIM)

Membership: Councillors: M. Rayner (Chair), D. Round (Vice Chair), B. Connor, N. Gale, D. Chambers, J. Aston and S. Miah.

EVENTS COMMITTEE AGENDA – THURSDAY 11TH JULY 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. Minutes (Appendix 1)

To approve the minutes of the meeting of the Events Committee held on Thursday 14th March 2024.

4. Terms of Reference (Appendix 2)

Members are to note the contents of the Terms of Reference.

5. 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.

6. Calendar of Events (Appendix 3)

To consider arrangements for the events approved by Full Council on 26th June 2024.

7. Youth Mayor

To consider if the Council should support a Youth Mayor for Kidderminster.

8. Community Events Grant Funding Update (Appendix 4)

8.1 To update members on the grants paid for 2023/24.

8.2 To update members on Community Events Grant Funding 2024/25.

**KIDDERMINSTER TOWN COUNCIL
EVENTS COMMITTEE**

**Minutes of the meeting held at 6pm on Thursday 14th March 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 M.Rayner

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

Absent:

- Councillor T.Muir

E017/23-24 **APOLOGIES FOR ABSENCE**
Councillor S.Miah

E018/23-24 **DECLARATIONS OF INTEREST**
Nil

E019/23-24 **PUBLIC QUESTION TIME**
Nil

E020/23-24 **MINUTES**

RESOLVED: To approve the minutes of the Events Committee meeting held on 18th January 2024.

E021/23-24 **COMMITTEE BUDGET EXPENDITURE**

Members noted that the overspend on Remembrance Sunday would be taken to the next Finance and Overview Committee on Wednesday 10th April 2024.

E022/23-24 **CHRISTMAS LIGHTS 2023**

Members noted that supply and installation of Christmas Lights falls under the functions of the Services Committee and that the reduction in supply costs for 2023 is currently being calculated by our provider and will be reported at the next Services Committee.

E023/23-24 **CIVIC AND MAYORAL EVENTS**

Members noted the summary of the Civic and Mayoral Events.

The Committee discussed the possibility of the current Events Committee becoming the Civic and Events Committee allowing them to have more involvement in Civic Mayoral Events and the role and Job Description of Mayor. This is to be raised at the next Events Committee Meeting.

E024/23-24 **PUBLIC BODIES**

RESOLVED: that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the following item as confidential financial information would be discussed.

E025/23-24 **COMMUNITY EVENTS GRANT FUNDING FROM WYRE FOREST DISTRICT COUNCIL**

Members considered applications to the remainder of the Community Events Grant Funding from Wyre Forest District Council (£8,219.83).

RESOLVED: Members awarded the grants to the following organisations to support community events in Kidderminster:

Group/Applicant	Amount
Kidderminster District Youth Trust	£427
Offmore Primary School	£427
Kidderminster Male Choir	£849.83
Comberton Primary School	£250
St Peter's Community Church	£427
St George's Church	£427
Kidderminster Elim Church	£250
Offmore and Comberton Action Group (OCAG)	Borrington Bash: £927 Halloween Disco: £250 Meet Santa: £250
Kidderminster Choral Society	£652
Friends of Springfield Park	£652
Harkaway Scout Group	£427

Museum of Carpet	Reuniting Retired Town Residents: £225 Sheep Trail: £175
Friends of Broadwaters Park	£652
SEN Station	£652
Berrington Court (Community Housing)	£300

E016/23-24 ANY OTHER BUSINESS

Members discussed the D-Day 80th Anniversary. It was agreed a Lamp Light of Peace be purchased in connection with this celebration and this can be used at the next Remembrance Day Event. Councillors considered and agreed that a proclamation be made by the Town Crier, with the playing of bagpipes prior and following the announcements at St Mary’s Church, Kidderminster. Times are to be in line with National Guidelines Proclamation and Bagpipes at 8.00am, Bell Ringing is to take place as part of the ‘World Ringing Out for Peace’ at 6.30pm, followed by a second Proclamation before the lighting of the Lamp Light of Peace which is to be lit at 8.15pm to coincide with lamps being lit on Utah, Omaha, Juno and Sword Beaches in Normandy, France.

Meeting closed 8.35pm

Kidderminster Town Council
CIVIC & Events Committee Terms of Reference

- Maximum 7 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.

Functions of Committee
CIVIC
To approve the protocols, arrangements and support that the Town Council provides for the Mayor of Kidderminster
To agree arrangements for the delivery of any Civic events approved by the Full Council and the protocol for these events
To promote the civic and heritage aspects of the Council and the mayoralty of Kidderminster
To allocate any Community grants provided by the Council
To liaise with any other partners or stakeholders promoting civic pride, culture or heritage in Kidderminster
EVENTS
To agree any community events that the Council wishes to organise
To agree any support that the Council provides to other persons, bodies or organisations providing community, not for profit, events for the benefit of the communities in Kidderminster
To approve any applications for external funding for projects not included in the Town Council's budget
To set and monitor policies in relation to the management of Town Council's organised and/or sponsored events, including community events and events organised by other parties for the benefit of the communities in Kidderminster.
To approve the formation and Terms of Reference to working or advisory groups supporting delivery of Town Council events.
Where necessary, to provide recommendations to the Council from time to time on matters within the Terms of Reference.
FINANCES
To inform the budget planning process.
To oversee the budget spends, related to the events activities as agreed by Council.
To vire funds between Council approved Events Committee Cost Centres

Draft presented to Council 23rd May 2024

Calendar of Events

Confirmed Civic & Community Events for 2024/2025

•	<p><u>Remembrance Sunday – Sunday 10th November 2024</u></p> <p>Civic Event working with the support of local veteran and cadet organisations along with scouts and girl guides associations.</p>
•	<p><u>Kidderminster Christmas Lights Switch On Event – Saturday 16th November 2024</u></p> <p>Civic Partnership Event with Kidderminster BID hosting entertainment to the residents and the local community as part of the Christmas Programme of Events.</p>
•	<p><u>Santa in the Town – Saturday 7th December 2024</u></p> <p>Civic Event working with members and local businesses to offer children of the local community the opportunity to meet Santa and receive a gift.</p>

Proposed Civic & Community Events for 2024/2025

•	<p><u>Mayors Sunday</u></p> <p>The Mayor and Civic and Events Committee have emphasized their enthusiasm to host a Mayor’s Sunday event this year. Historically these were held at St Mary’s and All Saints Church. There is no specific budget set aside for this event.</p>
•	<p><u>Mayors Community Christmas Service</u></p> <p>This is a Civic Event which is generally held at St Mary’s and All Saints Church on a Friday or Sunday prior to Christmas. There is no specific budget set aside for this event.</p>
•	<p><u>Other Community Events</u></p> <p>There is no budget to hold Community Events.</p> <p>Notification has been received from Wyre Forest District Council, regarding Community Events Funding. There is currently no further information regarding the amount of grant funding available. This was reported at the Full Council meeting held on Wednesday 26th June 2024 with the suggestion that Full Council considers using part of this funding to support the current community events (Christmas Lights Switch On and Santa in the Town) and any proposed events undertaken would be dependent on the amount of funding granted</p>

	<p>and organisation and preparation time available. Events suggested for previous years funding are as detailed below:</p> <ul style="list-style-type: none"> • Food Festival • Sheep Trail • Music Festival • Celebration of Cultures. <p>Full Council were asked to consider possible Community Events to be supported by Wyre Forest District Council's Community Grant Funding and prioritise depending on funding and time available.</p>
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Proposed Civic & Community Events for 2025/2026

•	<p>Full Council requested that VE Day 80th Anniversary, which falls within this Municipal Year (next Financial Year) on 8th May 2025 be added to the Calendar of Events.</p>
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2023/2024 Community Events Grant Funding Update

At the previous Events Committee Meeting held on Thursday 14th March 2024, members agreed to distribute funding following applications for community events within Kidderminster. A portion of this funding supported the Town Council's Santa in the Town event held on Saturday 9th December 2023, details of how the funds were distributed are listed below:

Santa in the Town 2023	£1,230.17
Friends of Brinton Park - Christmas Fayre at Santa Fun Run	£150.00
Greener Living Fair	£400.00
Kidderminster & District Youth Trust – Celebration of Young People's Achievements	£427.00
Kidderminster Choral Society – 125 Years Celebration Concert	£652.00
Kidderminster Male Choir – Wyre Men Sing	£849.83
Offmore & Comberton Action Group – Borrington Bash	£927.00
Offmore & Comberton Action Group – Halloween Disco	£250.00
Offmore & Comberton Action Group – Meet Santa	£250.00
Comberton Primary School – Cultural Dance Workshops and Performance	£250.00
St George's Church – Pop Up Café & Knit and Natter Group	£427.00
Offmore Primary School – Community Café for Young and Old	£427.00
St Peter's Community Church – Easter Trail Activities	£427.00
Museum of Carpet – Reuniting Retired Town Residents	£225.00
Museum of Carpet – Sheep Trail	£0.00
Kidderminster Elim Church – Easter Family Breakfast and Activities	£0.00
SENstation – Family Fun Day at St George's Park	£652.00

APPENDIX 4

Berrington Court (Community Housing) D Day 80 th Anniversary Celebration	£300.00
Friends of Broadwater's Park – Christmas Nativity Celebration	£652.00
Friends of Springfield Park – Summer Holiday Children's Activities	£652.00
Harkaway Scout Group (Broadwaters) – Annual Summer Fair	£427.00
Funds returned to Wyre Forest District Council due to cancellation of Museum of Carpet Sheep Trail (£175.00) and Kidderminster Elim Church Easter Family Breakfast and Activities (£250.00) Events.	£425.00