

**KIDDERMINSTER TOWN COUNCIL  
CIVIC AND EVENTS COMMITTEE**

**Minutes of the meeting held at 6pm on Wednesday 11<sup>th</sup> September 2024  
in the Kidderminster Room, Wyre Forest House**

**Present:**

Councillor M. Rayner (Chair)  
Councillor D. Round (Vice Chair)  
Councillor N. Gale  
Councillor D. Chambers  
Councillor J. Aston  
Councillor S. Miah

**In Attendance:**

Laura Thomas, Civic, Communities and Events Manager (Interim)  
Hugh Peacocke, Chief Executive

**Absent:**

Councillor B. Connor

**1. APOLOGIES FOR ABSENCE**

Nil

**2. DECLARATIONS OF INTEREST**

Nil

**3. MINUTES**

**RESOLVED:** to approve the minutes of the Events Committee meeting held on Thursday 11<sup>th</sup> July 2024.

**4. PUBLIC QUESTION TIME**

Nil

**5. EVENTS UPDATE**

5.1. Mayor's Civic Sunday – Sunday 13<sup>th</sup> October 2024

Members noted the details of the Mayor's Civic Sunday Event. Manager to remind Town Councillors that their attendance is important as they promote civic and community pride for residents who work and live in the town.

5.2. Mayor's Christmas Service – Sunday 15<sup>th</sup> December 2024

Members noted the details of the Mayors Christmas Service Event.

### 5.3. Remembrance Sunday – Sunday 10<sup>th</sup> November 2024

Members were advised there was an overspend on the Remembrance Sunday Parade and Service Budget.

#### **RESOLVED:**

To vire funds to the value of £3,000 to cover overspend on Remembrance Sunday. Members agreed transfer of fund from the Mayor's Vehicle Costs to the sum of £2,000 and £1,000 from Mayoral and Civic Budget.

Members requested the Manager provides details of budget for 2019 to the members of the Committee.

### 5.4. Christmas Lights Switch On – Saturday 16<sup>th</sup> November 2024

The Manager advised the members that funding for this event had been cut from £3,000 to £2,000 this year and that the BID had said that they were reducing their "match" funding accordingly. Officers met with the BID on 22/08/2024 and it was agreed that we should strive to repeat the success of last year's event.

#### **RESOLVED:**

To recommend to Services Committee to vire funds to the value of £500 from Christmas Lights Provision underspend to cover additional costs to pay £500 towards a second band for the event which Kidderminster BID have agreed to match fund.

Members wished for it to be noted that the Kidderminster BID give proper recognition to the Town Council for the full funding of the Christmas Lights which are the main focus of the Christmas Lights Switch On Event and also the Town Council's partnership contribution to the event itself. They did not feel that the Kidderminster BID gave the Town Council recognition for the partnership in organising the event and the full provision of the lights of last year's event on their social media advertising.

Members noted that Kidderminster BID would engage entertainment as part of their partnership funding. Members requested that the acts booked be mindful of the audience and material be age appropriate.

Members agreed the switch on time as 6pm.

### 5.5. Santa in the Town – Saturday 7<sup>th</sup> December 2024

The Manager advised members that the Venue Manager for the Swan Shopping Centre Kidderminster, had confirmed the Town Council were permitted to set up the Santa in the Town on Saturday 7<sup>th</sup> December 2024.

The meeting agreed the following:

- a) To engage new Santa for the event as the previous Santa has retired. Councillor Chambers to investigate Santa for this event.
- b) That Councillors Rayner and Gale be involved in the event on the day along with volunteers who have contributed in previous years. Councillor Gale agreed to bring Christmas inflatables and props for the event.
- c) That the Town Crier would be in attendance to announce the Santa in the Town Event to families visiting the Town on the day of the event.
- d) That a band accompany the event as last year. Manager to make enquires.
- e) To engage café to provide refreshments: Tea/coffee/squash to families attending the event. Manager to make enquiries.
- f) To purchase bears as free gift to children attending the event.
- g) That a 'quiet time' period for families with children with special educational needs be set and advertised as 2pm-3pm.
- h) That the Manager with the Entertainer Toy Shop to ensure no clash of Santas on this date. (Can their Santa do our Event also?)
- i) That the manager requests all members to volunteer to support the event.

## 6. COMMUNITY EVENTS GRANT FUNDING UPDATE

### 6.1. Kidderminster Male Choir's Final Report Update for 2023/2024

Members noted the contents of Kidderminster Male Choir's Final Report for 2023/2024.

### 6.2. Sheep Trail Event

Members received an update from Councillor Chambers regarding the Sheep Trail investigations he had made.

#### **RESOLVED:**

Councillor Gale to investigate wooden sheep to be part of the Sheep Trail Event supported by funding from Wyre Forest District Council.

### 6.3. Celebration of Cultures

Members received an update.

#### **RESOLVED:**

Members agreed, pending permissions from Wyre Forest District Council, to advertise Town Council/District Council Grant to support communities wishing to celebrate their culture, with the maximum amount to be granted being £250. Applications to be reviewed at the next meeting of the Civic and Events Committee on 14<sup>th</sup> January 2025.

## **7. REVIEW OF D DAY 80<sup>TH</sup> ANNIVERSARY AND PLANS FOR VE DAY 80<sup>TH</sup> ANNIVERSARY**

### **7.1. Review of D Day Event**

Members noted an update of comments received following a request for feedback on the D Day 80<sup>th</sup> Anniversary Event.

### **7.2. VE Day 80<sup>th</sup> Anniversary Event**

Following the update on the D Day 80<sup>th</sup> Anniversary Event members discussed how improvements could be made and put into practice for the upcoming VE Day 80<sup>th</sup> Anniversary Event.

#### **RESOLVED:**

- a) Budget to be set for next financial year for this event at the next meeting of the Civic and Events Committee.
- b) Manager to investigate cost for stand for Beacon to be used at this event and report back to committee at the next meeting.
- c) HOGS (Heritage Opportunities Group) would like to work with the Town Council on this event and hold a Tea Dance. Manager to liaise with HOGS to incorporate this into the VE Day Anniversary Event. Details to be reported back at the next committee meeting.
- d) Members noted that the national guidelines for the lighting of the Beacon are 9.30pm.

## **7. YOUTH MAYOR**

Members noted the content of the Youth Mayor update.

## **8. CIVIC INVITATIONS LIST**

The Manager provided Members with a list of contacts for Mayoral, Civic and Community Events.

#### **RESOLVED:**

Members commented, reviewed and agreed the Civic Invitations List. Manager to circulate to all members for contact details where required.

**9. ITEMS FOR CONSIDERATION AT THE NEXT MEETING**

Forward Work Programme, noted, and amended as below.

January Meeting:

Budget Recommendations for 2025/2026

Civic Handbook/Mayors Protocol

Youth Mayor Update

Update on Events and Attendance

Cultural Event Applications

Sheep Trail Planning

VE Day Budget and Event Planning and update

**RESOLVED:** Members agreed items for discussion at the next meeting.

**Meeting closed: 8.15pm**

DRAFT

Signed: ..... Date: .....