

**KIDDERMINSTER TOWN COUNCIL  
CIVIC AND EVENTS COMMITTEE**

**Minutes of the meeting held at 6pm on Tuesday 14<sup>th</sup> January 2025  
in the Kidderminster Room, Wyre Forest House**

**Present:**

Councillor M. Rayner (Chair)  
Councillor N. Gale  
Councillor S. Miah  
Councillor B. Connor

**In Attendance:**

Laura Thomas, Civic, Communities and Events Manager (Interim)  
Councillor G. Connolly (Mayor)

**Absent:**

Councillor D. Chambers

**1. APOLOGIES FOR ABSENCE**

Councillor J. Aston

**2. DECLARATIONS OF INTEREST**

**NOTED:** Councillor S Miah declared interest in the Cultural Events Grant Funding Application from H.E.L.P.

**3. MINUTES**

**RESOLVED:** to approve the minutes of the Civic and Events Committee meeting held on Wednesday 11<sup>th</sup> September 2024.

**4. PUBLIC QUESTION TIME**

Nil

**5. REVIEW OF CIVIC AND COMMUNITY EVENTS**

**RESOLVED:** Members noted the contents of the update and agreed to review and receive feedback on these events at the next meeting. Members wished for it to be noted that the Christmas Lights Switch On Event was also attended by a number of Councillors in addition to those Councillors who helped on the day.

**6. VE/VJ DAY EVENT PLANNING**

**RESOLVED:** Members noted the contents of the update and agreed to the recommendation of an evening event at St Mary and All Saints Church in line with set national timings and guidelines as detailed in the VE Day 80<sup>th</sup> Anniversary Guide.

**7. BUDGET 25/26**

**RESOLVED:** Members to recommend the Civic, Communities and Events Budgets 2025/2026 go to Finance and Overview Committee for approval following updates to the Projected outturn 2024-2025 budget for the Christmas Lights Switch On Event and renaming of the budget line from Santa on Tour to Santa in the Town Hall.

**8. CIVIC HANDBOOK/MAYOR’S PROTOCOL**

**DEFERED:** Members agreed to defer updates to Civic Handbook and Mayor’s Protocol to the next Civic and Events Committee Meeting and requested copies of the original Civic Handbook to be forwarded to all Town Councillors.

**9. FORWARD WORK PROGRAMME**

Forward Work Programme, noted, and amended as below.

Next Meeting:

Update on Civic and Community Events

Update on VE Day Celebrations

Flag Flying Ceremony 2025

Civic Handbook

Sheepfest 2025/2026

Future Applications for Grant Funding – Evaluation of Events

**RESOLVED:** Members agreed items for discussion at the next meeting. Members requested that the Committee holds an extra meeting before the next Annual Meeting of the Council.

**10. WYRE FOREST DISTRICT COUNCIL FUNDING UPDATE**

**10.1. To update members on Sheepfest Event**

**RESOLVED:** Members agreed not to proceed with this event.

**10.2. To update members on additional funding being made available for VE/VJ Day Events 2025/2026**

**RESOLVED:** Members noted additional funding being made available by Wyre Forest District Council.

**11. 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.

**12. CULTURAL EVENTS GRANT FUNDING**

**RESOLVED:** Members agreed to vire funds in the sum of £996.50 from Christmas Events to create Cultural Events Grant Fund.

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

Group/Applicant	Amount
Kidderminster Choral Society	£650
The Creative Cultural Collaborators <ul style="list-style-type: none"> <li>• The Museum of Carpet</li> <li>• H.E.L.P.</li> </ul>	£346.50

**Meeting closed: 8.25pm**

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