

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



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

8<sup>th</sup> January 2025

The meeting of the **CIVIC AND EVENTS COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **TUESDAY 14<sup>TH</sup> JANUARY 2025** at **6:00 PM** when Members are summoned to attend.

Yours Sincerely,

Laura Thomas  
CIVIC, COMMUNITIES AND EVENTS MANAGER (INTERIM)

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

## **EVENTS COMMITTEE AGENDA – TUESDAY 14<sup>TH</sup> JANUARY 2025**

### **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 11<sup>th</sup> September 2024.

### **4. 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.

### **5. Review of Civic and Community Events (Appendix 2)**

To update members on the Civic and Community Events and our intention to review and receive feedback these.

### **6. VE/VJ Day Event Planning (Appendix 3)**

Members to receive an update on the VE Day Event Planning

### **7. Budget 25/26 (Appendix 4)**

Members to recommend the Civic, Communities and Events Budgets for 2025/2026.

**8. Civic Handbook/Mayor's Protocol (Appendix 5)**

To review and agree updates to the Civic Handbook.

**9. Forward Work Programme (Appendix 6)**

To agree items for discussion at future meetings of the Civic and Events Committee on date to be set.

**10. Wyre Forest Funding Update**

10.1. To update members on Sheepfest Event

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

**11. 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.

**12. Cultural Events Grant Funding (Appendix 7)**

Members to consider applications for the Cultural Events Grant Funding and agree to vire funding from Christmas Events to the Cultural Events Grant.

**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: .....

## **REVIEW OF CIVIC AND COMMUNITY EVENTS**

### **Mayors Civic Sunday – Sunday 13<sup>th</sup> October 2024**

The Mayor's Civic Sunday took place on Sunday 13th October 2024 at 11am. Town Councillors and past Mayors gathered at 45 Live Venue and walked through the town to St Mary and All Saints Church for the service. The event was attended by key dignitaries, including the High Sheriff of Worcestershire, the MP for Wyre Forest, the Wyre Forest District Council Chairman, and other town mayors and chairmen.

St Catherine's CE Primary School Choir gave a beautiful performance, which was praised by the High Sheriff for adding a strong sense of community to the service. The choir members were each presented with teddy bears as a special thank you for their contribution.

Donations were collected during the service in support of the Kidderminster Foodbank.

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

On Sunday 10th November 2024, Remembrance Sunday was marked by a service at the Angel of Peace Monument. Military personnel, youth organisations, and veterans assembled at the Pike Mills Car Park in Kidderminster, joined by the Civic Party from 45 Live Venue.

The service was attended by several dignitaries, including the Deputy Lord Lieutenant, the MP for Wyre Forest, and West Mercia Police Chief Inspector Poucher. During the service, wreaths were laid at the Angel of Peace Monument, followed by a church service. Afterward, the Civic dignitaries returned to 45 Live Venue, where the Mayor and Deputy Lord Lieutenant received salutes from the parading groups. Refreshments were served to all those in attendance.

Issues regarding the road closure during the event were raised and have been addressed with the Road Closure and Bike Marshal organisations for future events.

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

The annual Christmas Lights Switch On took place on Saturday 16th November 2024, in partnership with the Kidderminster BID. The event was supported by Councillors Mary McDonnell, Mary Rayner, and Pat, along with Councillor Darren Chambers. The team distributed sweets and chocolates to children and flyers for the upcoming Santa in the Town event to parents.

The lights were switched on by the Mayor of Kidderminster, attended by the Mayoress. The event was well-attended and featured a variety of local performances, including dance acts, magic acts, a juggling stilt walker, and a firebreather. Local bands, including the SKA Studs, headlined the evening's entertainment.

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

Despite Storm Darragh affecting weather conditions, Santa in the Town on Saturday 7th December 2024 was a great success. The event, supported by Wyre Forest District Council and the Swan Shopping Centre, saw good attendance and ran slightly over the scheduled time due to increased demand. Each child visiting Santa received a free teddy bear, while families enjoyed mince pies, chocolates, and sweets. Drinks were provided by Tilly's Café, who worked tirelessly to meet the demand.



The event was assisted by a number of councillors, including Nichola Gale, Mary Rayner, Doug Hine, and volunteers such as Pat, Rose Bishop, and Kevin Gale, who ensured everything ran smoothly. Special thanks to Councillor Nichola Gale and Kevin Gale for bringing extra festive cheer with their Christmas inflatables, teddies, and lights. Rose Bishop also played a key role by donating toys for the event's tombola, which raised funds for the Mayor's Charity Event with support from Councillor Hine. Councillor Chambers, acting as Santa, made a special effort to ensure no child was left waiting and did not take a tea break during the event. The Mayor of Kidderminster, the Mayor's Attendant, and the Town Crier made special appearances during the event, adding to the festive atmosphere.

### **Mayors Christmas Service – Sunday 15<sup>th</sup> December 2024**

On Sunday 15th December 2024, the Mayor's Christmas Service was held at St Mary and All Saints Church. The Mayor and Mayoress welcomed dignitaries, and the service was organised by Ven Hayward Osborne. St Mary's CE Primary School Choir gave a wonderful performance, adding a festive touch to the service and further fostering community spirit.

The service included readings by parishioners and the Mayor, who also spoke about his chosen charity, the MND Association. The service was well-attended by dignitaries, including the Lord Lieutenant, Worcestershire County Council Chairman, and Wyre Forest District Council Chairman. After the service, school choir members were presented with teddy bears by the Mayor as a token of appreciation.

Refreshments were served to dignitaries and congregation members. A collection was held following the service in support of the Mayor's Charity.

### **VE/VJ Day 80<sup>th</sup> Anniversaries**

A meeting regarding the VE/VJ Day 80th Anniversaries was convened by the WFDC Armed Forces Champion, Kevin Gale, on 5th November 2024. Representatives from Wyre Forest District Council and Town Councils were invited to provide updates on their plans for the commemorative dates. The District Council has confirmed its financial support to assist with the organisation, advertising, and media promotion of the events, with the aim of bringing together celebrations taking place across the district.

It was agreed during the meeting that VE Day would be marked with a larger celebration, while VJ Day celebrations would be held on a smaller scale.

In preparation for VE Day, flags have been ordered and were received just before Christmas. Additionally, a bagpiper has been booked for the event, and further coordination with the local church, bell ringers, and military organisations will commence shortly.

Following liaison with the Heritage Opportunities Group (HOGS), they have taken the difficult decision not to arrange a tea dance as part of the VE Day celebrations, due to the Town Hall being closed during the event.

RECOMMEND: to follow the format of the D-Day 80th Anniversary event held in June 2024, which consisted of a series of separate events throughout the day. To facilitate higher attendance for the VE Day 80th Anniversary event, it is proposed to consolidate the activities into one evening event. We are looking to include a bagpiper performance, bell ringing, a proclamation, tribute readings, and military standards, followed by light refreshments in the church hall at St Mary and All Saints Church, Kidderminster. This approach is aimed at enhancing attendance and engagement by offering a single, memorable occasion.

Cost Centre	Cost Code	Description	Expenditure			Income			Budget 26-27		Budget 27-28	
			Budget 24-25	Projected outturn 24- 25	Budget 25-26	Budget 24-25	Projected outturn 24- 25	Budget 25-26	Est Expenditure	Est Income	Est Expenditure	Est Income
<b>K400 - Civic, Communities &amp; Events</b>												
Civic	11010	Salary Allocation			47,072				50,285		51,793	
	42020	Mayor and Civic Budget	10,000	10,000	10,000				10,000		10,000	
*	13085	Mayor's allowance	6,860	6,860	6,860				6,860		6,860	
	31010	Mayoral car hire/ travel	4,000	1,000	0				0		0	
		Civic Regalia		3,500	2,500				2,700		3,000	
	12810	Town Crier	500	500	550				600		600	
Events	49130	Christmas Lights provision	23,000	20,000	30,000				31,000		32,000	
	22030	Christmas Lights Electricity	600	600	700				800		900	
	48021	Christmas Lights Switch on	2,000	2,000	3,500				3,700		4,000	
	11010	Salary Allocation			40,796				43,580		44,887	
	48023	Remembrance Sunday	1,000	4,000	4,500				5,200		5,500	
	48021	Santa on Tour	2,000	2,000	2,000				2,100		2,300	
	?	Flag flying			1,000				0		0	
	?	VE Day 80th Anniversary			2,000				0		0	
	?	Advertising			2,000				2,200		2,500	
Community	48041	Ward Grants	9,000	9,000	9,000				9,000		9,000	
	41545	Twinning	500	500	600				600		600	
	11010	Salary Allocation			10,461				11,174		11,510	
		<b>Subtotal 4</b>	<b>59,460</b>	<b>59,960</b>	<b>173,539</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>179,799</b>	<b>0</b>	<b>185,450</b>	<b>0</b>

# KIDDERMINSTER TOWN COUNCIL

## CIVIC HANDBOOK 2024

### INTRODUCTION

This Civic Guide has been produced to assist the Town Mayor, Deputy Town Mayor, their Consorts/Mayoresses and Councillors alike to understand the civic roles and responsibilities of the Mayoralty and provide useful information which may be of assistance when undertaking this important Civic role.

The Mayor of Kidderminster serves, represents and leads the community of the Town and is identified as the First Citizen.

The role of the Town Council and Mayoralty is constantly evolving and changing. This civic protocol is designed to assist Mayors, Councillors and employees to apply a consistent approach when dealing with issues connected to the civic function. The object of the information is to try and ensure that the Mayor's civic year runs as smoothly as possible.

Not all eventualities will be covered by this protocol, but please remember that assistance is always available at the Town Council Office.

### THE ROLE OF THE MAYOR

#### Background

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council and the Chairperson of the Town Council the title of 'Town Mayor'.

The Mayor is elected by the Full Council at the Annual Town Council Meeting in May. A Deputy Mayor is elected at this meeting. The new Mayor and Deputy each make a declaration when accepting the Term of Office at Mayor Making.

The Declaration of Acceptance of Office is signed by the new Mayor/Deputy Mayor and is witnessed by the CEO.

#### The Role of the Mayor as Chairperson of the Council

A Town Mayor has the same rights and duties as a Local Council Chairperson and the Town Mayor is the Chairperson of the Town Council. As Chairperson of the Town Council, the Town Mayor may exercise a casting vote in addition to their ordinary

vote in decision-making by the Full Town Council but otherwise has no additional formal powers to those of other Councillors.

The Mayor will concentrate on representing the whole community of Kidderminster, during their Term of Office while maintaining an appropriate and active role on the Town Council.

When present at a meeting of the Town Council, the Mayor will chair the meeting in accordance with the Standing Orders. As Chairperson of the Council, the Mayor is expected to ensure fair debate and decision making, and to promote good working relationships between all members of the Council to enable Council decisions to effectively reflect the wishes of the Council and the community.

The Mayor will act as ambassador for the Town. The Mayor can expect to be asked for public statement concerning Town Council policies and actions. As Mayor, the statements should reflect the agreed policy of the Town Council rather than individual or party-political views. The CEO/Responsible Financial Officer (RFO) is available to provide a briefing on any aspect of Town Council policy. The Mayor should not on any occasional use or give the impression of using the prestige of the historic office of Mayor for personal or political advantage.

The Mayor may be consulted by the CEO, as appropriate, on matters related to the business of Full Council.

### **The Civic Role of the Mayor**

The Office of Town Mayor of Kidderminster is respected and held in high regard by the community because of its service to the community and the dignified behaviour of successive Mayors and Deputy Mayors. A Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business and promote the voluntary sector. The Mayoralty can also be a front-line focus for the expression of community concerns. The CEO and Council staff will support and advise the Mayor as appropriate.

The Mayor will be the first point of contact concerning the appointment of Honorary Freeman in consultation with the Town Clerk.

The Mayoralty can expect to be asked to fulfil in the region of 200+ engagements each year and the role has the potential to be both mentally and physically demanding.

A Mayor will also have many meetings, some with dignitaries; numerous engagements, late night, early morning and is in the public eye for virtually the whole year. With this in mind, the Mayor needs to exhibit a keen and genuine interest in

those they meet, show enthusiasm and commitment to the role, ensure that are non-party political, speak up for the Town's interest and always be mindful of the dignity of the Office.

### **Invitations and Events**

Invitations are received from a wide variety of organisations or meetings and events within the Town and outside. The Town Council considers that the first consideration when deciding whether to accept an engagement is the benefit to the community of the Mayor's attendance. The Town Council is financially transparent and it is expected that the costs of attendance are considered in relation to the benefit to the Town.

Invitations are considered on their own merits and should be ranked in order of priority. A guideline is below:-

- State occasions
- Invitations and events within the Town.
- Invitations and events in the district.
- Other events.

The Civic Manager will advise where there is a clash of events or on any other issues concerning engagements. The CEO is responsible to the Town Council for the proper use of Council's resources including officer time.

All engagements are arranged through the Office. Where the Mayor is approached personally concerning an official Mayoral event s/he must advise that the Town Council office is the only route through which an engagement is authorised. Invites should be sent in plenty of time in advance to the engagement.

### **Mayor's Chaplain**

The Mayor may signify a recognised minister of religion to act as Town Mayor's Chaplain or Chaplain to the Town Council at the Annual Mayor Making. The Chaplain may be invited to provide appropriate support to the Mayor and Council and to act as the religious lead on certain civic occasions such as Remembrance Sunday and Mayor's Sunday. The Chaplain is expected to attend and says prayers at all Town Council Meetings.

### **Civic Regalia**

Official chains and badges of office are normally worn for civic engagements within the Town. Officers must request permission for the Mayor to wear the chain if an engagement is in another Town or Parish **if appropriate**. Invitations should specify the regalia to be worn. In any case of doubt, Town Council staff will clarify the most appropriate regalia with the event hosts.

Chains of Office will normally be worn in public places where the Mayor is accompanied by the Mayor's Officer. The Mayor's Attendant is responsible for the

Chains of Office and any other Town Council property. The CEO is responsible to the Town Council for the safe keeping of Town Council assets and does not have the power to authorise use of the chain or other assets in any case of unacceptable risk.

The maintenance and security of the civic regalia and historic items is the responsibility of the Mayor's Attendant under the direction of the Civic Manager.

Civic chains are not worn with military uniform but may be worn over academic dress or full canonicals by a member of the clergy.

Guidance on wearing and/or use of the chains and badge of office and other items of regalia is set out below.

Item of Regalia	Guidance on wearing/use of them
Mayor's Chain of Office	<p>Public places: The mayor should normally be accompanied by the Mayor's Attendant or other authorised Officer of the Council.</p> <p>Private places such as schools or churches; with agreement of the Civic Manager may be worn without an Officer of the Council present.</p>
Mayor's Badge of Office	May be worn alone without the Chain and without an Officer of the Council present with the agreement of the Civic Manager
Mayoress's/Consort's Chain	The Mayoress/ Consort will only wear the chain when accompanying the Mayor wearing the chain and the same guidance applies.
Mayoress/Consort's Badge	The Mayoress/Consort will only wear the badge of office when accompanying the Mayor wearing the badge and the same guidance applies.
Deputy Mayor's badge of office	May be worn without an Officer of the Council present.
Past Mayor's Badge	May be worn at civic events when the Mayor is present and at other occasions when clearly indicated on the invitation or notification.
Mace	<p>Carried by the Mayor's Officer before the Mayor at certain events like Town Council Meetings. A Mace bearer carries the Mace at civic events like Mayor Making and Mayor's Sunday.</p> <p>The Mace is also placed in front of the Mayor at meetings of the full Town Council.</p>

## **Mayoral insignia**

The rules governing the wearing of the Mayoral insignia vary from council to council. Listed below, are the functions where robe and chain are appropriate.

- Public functions within the Town attended by a member of the Royal Family (subject to arrangement with the organisers).
- Mayor Making
- Civic Church services
- The Mayor's Ball (welcoming reception)
- Remembrance Sunday
- Freedom March
- Other events organized by the Town Council, at which the Mayor is requested to wear the chain.

## **Support For The Mayor**

Day to day support for the Mayor is provided by Town Council Officers under the direction of the Civic Manager. The exact nature and extent of support and processes will be agreed with the Town Clerk and will be appropriate to the duties undertaken by each Mayor. The Mayor may accept all diary arrangements and processes to support them in undertaking duties in a comfortable and relaxed manner appropriate to the occasion. This may include the attendance of the Mace Bearer.

Town Council Officers are responsible to and take instruction from the CEO. Officers will be responsible for keeping the Mayoral engagement diary, travel arrangements and liaison between the event hosts and the Town Council. The Mayor must refer and agree all such matters with the Town Council Office to avoid confusion concerning event arrangements.

If the Mayor is unable to accept an invitation, then it may be passed to the Deputy Mayor.

Once an invitation has been properly accepted it should not be cancelled unless absolutely necessary. All engagements are important, no matter how small.

All correspondence for the Mayor is kept in the Town Council Office, will be opened by Officers (as with all other mail), and belongs to the Town Council. Items addressed in error to former Mayors will be redirected to the current Mayor.



## **Mayors' Charities**

The Mayor's Charities traditionally raise funds for one or more local charities. It is advisable to choose the charity or charities to be supported at an early stage. The Mayor can decide on either one main charity to support or two or three local charities or good causes. It is preferable to announce the chosen charity at the Meeting where the Mayor is nominated for election and the charity is approved by the Council.

The chosen charity will be notified and all funds raised at the events to be held by the Mayor will be donated to the chosen charity at the end of the Mayoral year.

Funds raised for the Mayor's Charities cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised.

Charity events vary with individual Mayors but may include a Charity Dinner/Ball. Other events may be organised by local organisations, clubs, or institutions, with proceeds given to the Mayor's Charity. If the Mayor wishes to hold his/her own charity night, then he/she must discuss the proposals with the Civic Manager to be clear as to the full implication of so doing.

Apart from the Mayor's Charity Ball, it is expected that the charity will undertake all fund raising and its administration, as the Council does not have the staffing resources to support this type of activity. However, the staff in the Mayor's office are happy to advise the charity as to the suitability of events, appropriate procedures and matters of protocol if required.

## **Donations**

To enable the Mayor to raise funds for local charities, the Council relies on local businesses donation prizes to be used on raffles and auctions. Although many businesses do support the Mayor's Charity, there are still those who will not donate prizes. The Mayor may feel it necessary to visit local businesses around the Town to request prizes as a more personal approach can encourage businesses to support the chosen charities. It is considered good practice to disclose publicly the donations received.

## **Cheque Presentation**

The Mayor will announce the total amount raised for their charity at the Annual Meeting and will also be presenting the cheques to the charities at a suitable date.

## **MAYOR'S EXPENSES**

All of the members of the Town Council act on an entirely voluntary basis and give of their time and commitment completely free of charge for the communities they serve. However, it is not expected that Councillors, and more particularly, the Town Mayor, should be out of pocket for expenses incurred in carrying out their council duties and roles.

The Council will allocate provision for payment of expenses to the Mayor for all expenses properly arising from the duties of the role.

The Mayor may be paid expenses to recompense for the costs of maintaining the dignity of the Office. Items covered by expenses can include: -

- Clothing/hairdressing
- Consort's clothing
- Donations to charities
- Collections
- Personal hospitality (including lunches and dinners)
- One off events held by the Mayor
- Church offertories/collections
- Bazaars/sales
- Mayor's drinks for use solely in the Mayor's Parlour
- Tickets
- Raffle tickets and auction
- Donations to any mayoral charities

The Town Council's budget contains provisions for certain events including Remembrance Sunday, Mayor's Sunday and receiving civic visitors. It is important for the Mayor to plan the use of the allowance over the year.

## **SUPPORT BY THE DEPUTY MAYOR**

The Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unavailable or has another engagement.

If the Mayor is not present at a Full Council Meeting, the Deputy Mayor will preside.

In effect, the Deputy Mayor has no standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when they are

deputising for the Mayor rather than acting as Deputy. Notwithstanding the presence of the Mayor, the Deputy Mayor is permitted to wear insignia at Council Meetings and Civic Events within the Town.

Invitations to the Deputy Mayor should be dealt with as follows:

- a. Invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not attend functions in their own right, except when deputising for the Mayor.
- b. All invitations should be sent for consideration by the Mayor as First Citizen and, if the Mayor cannot attend, it may be appropriate to 'pass down' an invitation firstly to the Deputy Mayor,

## **PRECEDENCE AND PROTOCOL**

Kidderminster Mayors should be addressed as Mr./Madam Mayor. A female Mayor should still be termed as Mayor, not a Mayoress.

Precedence and protocol for visits and events is often set up by custom and practice, with the exception of Royal visits.

## **THE CIVIC YEAR**

Below is a list of typical events, which are organised during the Mayor's Year in Office. These dates should be discussed and arranged during meetings with the Mayor and the Civic manager at the beginning of each new Year to suit the Mayor's diary.

### **Civic Service**

The Civic Service is held in one of the Town's places of worship, normally St Mary's and All Saints. Consultation for the date of service is carried out by a meeting with the minister or leader of the place of worship.

The Civic Service should be held in the early part of the Mayoral Year, normally in June/July, but care should be taken to avoid clashes with similar events organised by neighbouring authorities.

Civic Dignitaries from the Town Council designated list, together with colleagues, friends and family are invited to partake of refreshments at the conclusion of the service at the Town Hall.

### **Remembrance Sunday**

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day, which is on November 11<sup>th</sup>. The Town will organise and host a parade through

the Town up to the Parish Church of St Mary and All Saints. The Mayor and other civic dignitaries will lay wreaths and be present at the war memorial service and service inside the church.

The Mayor and civic dignitaries will take the salute outside the Town Hall. Light refreshments will take place inside the Town Hall.

### **Mayor's Charity Ball**

The Charity Ball is a highlight of the Mayor's year. The Mayor's Ball normally takes place in the Town on a Friday evening usually in Feb/March. Invitees will include civic dignitaries from neighbouring local authorities and Town Councils, Town Councillors, and representatives of local organisations. Other invitees will be at the discretion of the Town Mayor.

The date of the Ball will be at the discretion of the Town Mayor but every effort will be made to avoid any clash with a similar event organised by a neighbouring authority.

It usually commences at 7:00pm with a drinks reception and photographs and ends at 11:30pm. A three-course meal and entertainment are normally provided, costs are covered in the price of the tickets and any additional funds are normally raised through auctions, a raffle, donations, and an envelope draw. However, the Mayor is welcome to propose alternative fund-raising ideas, subject to the approval of the Civic, community and Events Committee of the Council.

### **Freedom March**

The Town Mayor and Officers can be given notice at any time if a Freedom March is requested. The Freedom of the Town has been granted to the 2<sup>nd</sup> Battalion of the Mercian Regiment.

On these occasions, the Mayor and other civic dignitaries are expected to robe, attend, and take the salute of the Mercian Regiment, which parade through the Town. This can be up to 100+ soldiers.

The Town Mayor supported by the Town Council usually hosts the Mercian Regiment in the Town Hall after the parade and provides refreshments for the soldiers and other dignitaries.

### **Miscellaneous events within the Town**

Various miscellaneous events are attended by the Mayor, examples of which are listed below:

- Presenting awards and prizes to individuals and organisations
- Entertaining guest and visitors at the Town Council offices and the Town Hall
- Presentations at local schools.
- Attending and meeting Royal visitors to the Town

## **Miscellaneous events outside of the Town**

The Mayor is invited to a number of events organized by civic dignitaries from the surrounding areas, which may include:

- Civic services.
- Civic carol services.
- Civic dinners.
- Charity Evening.

## **Mayor's End of Year**

At the Annual Town Council Meeting, which denotes the end of the Mayor's Year of Office, the custom is to invite the outgoing mayor to make a short speech as a response to a vote of thanks for their services during the year. This normally comprises a short review of their period of office, thanks to the organisations and people of Kidderminster who extended hospitality and have worked with the Mayor and Town Council during the year and to any other organisations or individuals who supported the Mayor during their year of office.

The new Mayor will present the previous Mayor with a Past Mayor's Badge. When a Past Mayor has already received a Past Mayor's Badge for a previous term of office, a second badge will be presented but a bar will be added to the badge previously received.

Former Mayors are encouraged to help incoming Mayors to find their feet and become comfortable in the role. It is helpful to avoid confusion by members of the public to ensure that an outgoing Mayor does not attend events which are being attended by the incoming Mayor or Deputy Mayor except in a particularly private capacity. Former Mayors are advised not to comment on the style or actions of the current Mayor as this may be seen as criticism by members of the public.

## **MAYORAL TRANSPORT**

The Mayor's Attendant may transport the Mayor for engagements when the Chain of Office is normally worn.

## **SPEAKING AT ENGAGEMENTS**

In recent years, the expectation on the Mayor to give a speech at an engagement has increased. This is something that is reflected nationally. Even when there have been assurances of no speech required, when it comes to the event the Mayor can sometimes be put on the spot!

It is important for the Mayor to do some research beforehand on the people they are visiting and to read any briefing paper the Mayor's Office might provide. The Civic

Manager will assist as required, with information on the organisation, people, or event, in composing any speech.

## **GIVING AND RECEIVING GIFTS**

### **Giving**

A small gift can be used to reciprocate any generosity of visiting groups and individual if it is considered by the Mayor to be appropriate. These gifts are funded by the civic budget. On special occasions, e.g. Royal visits, Twin Towns etc., a specific gift will be purchased separately the costs of which will be borne by the civic budget.

### **Receiving**

The Mayor should exercise caution if accepting any offer of gift, favour or hospitality that is made. The person or organization making the offer may be doing, or seeking to do, business with the Council or may be applying to the Council for planning permission or some other kind of decision.

There are no hard or fast rules about the acceptance or refusal of hospitality or tokens of goodwill. For example, working lunches may be a proper way of doing business provided that the Civic Office approves them and that no extravagance is involved. Likewise, it may be reasonable for a member of the Council to attend at a social function or event organised by outside persons and bodies.

## **CHRISTMAS CARDS**

The majority of Mayor's have chosen an official Christmas card. Sometimes cards have been purchased in support of a local charity or appeal or on other occasions a photograph relating to Kidderminster has been used. Several Mayors have run competitions in local schools to design a Christmas Card.

In the region of 200 cards are needed to send to people with whom the Mayor has had contact through the year and to reciprocate those received by the Office. To this figure must be added the number of cards the Mayor requires personally.

Most of the cards are dispatched using the Scouts Post, in December.

The cost of the cards and postage is borne by the civic budget.

In recent years, some mayors have opted for Christmas e-cards, which have obvious savings in staff time, finances and environmental impacts.

## **TWINNING ASSOCIATION**

The Town of Kidderminster is twinned with the Town of Husum, a small market town in Northern Germany. For over 40 years the Towns have had excellent communications through the Twinning Association, which is supported by a grant of £500 from the Council.

Every second year, the Mayor and their guest, normally the Mayoress/Consort, will visit the Town of Husum for the weekend and witness the crowning of the Crocus Queen, the crocuses in full bloom and other civic events.

The accommodation, flights and expenses are covered in the civic budget.

Every other year, the Town receives guests from the Town of Husum. The Mayor and Council normally host a small civic reception for the guests, ranging from a meal at a local restaurant/and or a buffet/drinks in the Town Hall. The costs are normally paid out of the civic budget but any members of the Council or Twinning Association pay for their own expenses.

## **Town Council Robe-Wearing Protocol**

### **Purpose**

This protocol establishes the guidelines for when the Mayor, Deputy Mayor, Town Clerk, and Town Councillors should wear ceremonial robes.

The aim is to maintain the dignity and tradition of the Council while ensuring consistency and appropriateness in the use of robes.

### **1. Introduction**

Ceremonial robes are an important symbol of office and tradition within the Town Council. They represent the authority and responsibilities of the Mayor, Town Clerk, and Town Councillors. The following protocol outlines the occasions on which these robes should be worn.

### **2. Who Should Wear Robes**

- The Town Mayor
- Deputy Mayor: When representing the Mayor or at designated events
- Town Councillors: As outlined below
- Honorary Freemen
- The CEO: When specified by the Mayor or Council

### **3. Hats**

For the purposes of this protocol, any references to the wearing of robes shall also include the wearing of hats by the Mayor and Deputy Mayor and Town Councillors, as appropriate.

### **4. Occasions for Wearing Robes**

#### **4.1 Council Meetings**

Full Council Meetings: No robes shall be worn.

Annual Council Meeting or Mayor Making: All Councillors, the Mayor, the honorary freemen and the CEO are required to wear robes, especially during the formal election of the Mayor.

## 4.2 Civic Ceremonies and Events

### Civic Service

- Remembrance Day
- Church Service and any other church services
- Town Councillors, attending as representatives of the Town Council at any of the above church services, are expected to robe and process with the Mayoral party.
- General Events: The Mayor may wear robes, when requested to do so, at events to which they are invited.

## 4.3 Special Occasions

- Visits by Royalty: The Mayor, Deputy Mayor and the CEO are required to wear robes during official visits by members of the Royal Family.
- Other Ceremonial Events: The Mayor may designate other occasions as appropriate for the wearing of robes, such as when hosting dignitaries, attending countywide ceremonies, or participating in regional or national events.

## 4.4 Public Celebrations and Commemorations

Significant Anniversaries or Historical Events: Robes should be worn to mark important local or national anniversaries as determined by the Mayor or Council.

## 5. Guidelines for Wearing Robes

Proper Attire Underneath Robes: Appropriate attire is requested beneath robes. The Mayor, Councillors, and the CEO should ensure that their dress is appropriate for the occasion.

Robes Condition and Maintenance: The Civic Manager is responsible for ensuring that robes are well-maintained and available for all designated events.

## 6. Exemptions and Exceptions

Inclement Weather: If weather conditions are unsuitable, the Mayor may decide whether robes should be worn.

Personal Preference: Councillors may opt out of wearing robes on specific occasions with the approval of the Mayor.



Special Circumstances: The Mayor, in consultation with the Civic Manager, may grant exemptions for wearing robes on other grounds as deemed necessary.

## Kidderminster Town Council

Work Programme for Civic and Events Committee Meetings for the Municipal Year 2024/25.

**Standing Items on each (ordinary meeting) agenda:**

1. Apologies
2. Declarations and Dispensations
3. Approval of Minutes of previous meeting
4. Questions/Petitions from members of the Public

**Other items of Business**

<b>Meeting Date</b>	<b>Item</b>
<b>11 July 2024</b>	Terms of Reference
	Calendar of Events
	Youth Mayor
	Community Events Grant Funding Update
<b>11 September 2024</b>	Christmas Lights and Santa in the Town
	Community Events Grant – Sheep Fest and Celebration of Cultures
	Review of D-Day 80 and plans for VE Day 80
	Remembrance Sunday
<b>14 January 2025</b>	<b>Budget 25/26</b>
	To recommend a Budget to the Finance and Overview Committee
	Mayors Protocol – possibility of Mayoress of Kidderminster Badge
	Review of Civic and Community Events
	Wyre Forest Funding Update
VE/VJ Day Event Planning	
<b>Date of Next Meeting to be confirmed</b>	Update on Civic and Community Events Update on Community Events Grant Update on VE Day Celebrations Flag Flying Ceremony 2025