

**KIDDERMINSTER TOWN COUNCIL
CIVIC AND EVENTS COMMITTEE**

**Minutes of the meeting held on Tuesday 14th April 2025 at 6pm
in the Stourport-on-Severn Room, Wyre Forest House**

Present:

Councillor M. Rayner (Chair)
Councillor J. Aston
Councillor D. Chambers
Councillor B. Connor
Councillor N. Gale
Councillor S. Miah

Interim Civic, Communities and Events Manager
Hugh Peacocke, CEO

1. APOLOGIES FOR ABSENCE

Nil.

2. DECLARATIONS OF INTEREST

Nil.

3. MINUTES

RESOLVED: to approve the minutes of the Civic and Events Committee meeting held on Tuesday 14th January 2025.

4. PUBLIC QUESTION TIME

Nil

5. CIVIC AND COMMUNITY EVENTS

Members received an update on the feedback regarding recent Civic and Community Events and agreed to the recommendations contained within the report.

Members noted the calendar of planned events for the 2025-26 Mayoral year and requested an additional SEN Friendly Santa In the Town Hall event be explored.

It was noted that the incoming Mayor is planning to hold the Mayor's Civic Sunday on 22nd June.

Members asked that disabled access to the stage be arranged for Mayor-making.

6. VE/VJ DAY EVENT PLANNING

RESOLVED: Members received an update on the planned VE Day celebrations and approved the recommendation within the report.

7. CIVIC HANDBOOK/MAYOR'S PROTOCOL

RESOLVED: To approve approved the proposed updates to the Civic Handbook, with agreement that the document shall be reviewed annually.

Members requested that the following protocols be drafted for future inclusion within the Civic Handbook:

- Wearing of robes outside of the Parish
- Honorary Freemen
- Civic Funerals

8. 10TH ANNIVERSARY- KIDDERMINSTER TOWN COUNCIL

RESOLVED: To consider arrangements to mark the 10th Anniversary of the establishment of the Town Council on 1st December 2015.

9. CIVIC FUNERALS

Members considered if the Council should provide civic funerals for former Town Mayors. The Committee discussed potential terms and scope of services and requested that a draft protocol be prepared, as referenced in Minute 7 above. It was asked that the protocol also have regard to memorial services.

10. COMMITTEE TERMS OF REFERENCE

Members reviewed and agreed the updates to the Committee's Terms of Reference, to be presented to Full Council on 16th April 2025.

11. FORWARD WORK PROGRAMME

Forward Work Programme, noted, and amended as below.

Next Meeting:

- 10th Anniversary – Kidderminster Town Council
- Civic Handbook
- VE day review
- Covid-19 Day of Reflection

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

Members requested that an additional Committee meeting be scheduled during the week commencing 14 July 2025, ahead of the next scheduled meeting in September.

Members asked about calendar invites for meetings - officers to check with IT.

Meeting closed: 7.36pm

Signed: Date: