



9th April 2025

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

Yours Sincerely,

Hugh Peacocke, CEO.

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

EVENTS COMMITTEE AGENDA

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 14th January 2025

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. Civic and Community Events (Appendix 2)

- 5.1 To update members on the feedback received from Civic and Community Events
- 5.2 Calendar of events 25-26.

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

Members to receive an update on the VE Day Event Planning

7. Civic Handbook/Mayor's Protocol (Appendix 4)

To review and agree updates to the Civic Handbook.

8. 10th Anniversary- Kidderminster Town Council

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

9. Civic Funerals

To consider if the Council should provide civic funerals for former Town Mayors.

10. Committee Terms of Reference (Appendix 5)

To review the Committee's Terms of Reference and make recommendations to Full Council on 16th April.

11. Forward Work Programme (Appendix 6)

To agree items for discussion at future meetings of the Civic and Events Committee

**KIDDERMINSTER TOWN COUNCIL
CIVIC AND EVENTS COMMITTEE**

**Minutes of the meeting held at 6pm on Tuesday 14th 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 11th 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 80th 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"> • The Museum of Carpet • H.E.L.P. 	£346.50

Meeting closed: 8.25pm

Signed: Date:

Report on Review of Civic and Community Events

Introduction

A feedback form was distributed on 29th January 2025 to town councillors, freemen, and partnership organisations requesting their input on a range of civic and community events held throughout the past year. These events included:

- Mayor's Civic Sunday
- Remembrance Sunday
- Christmas Lights Switch-On
- Santa in the Town
- Mayor's Christmas Service

The aim of the feedback was to gather thoughts on the events' success, areas for improvement, and suggestions for future initiatives.

Summary of Feedback

1. Mercian Regiment (Remembrance Sunday Parade)

- A feedback form was returned by the Mercian Regiment, who have consistently participated in the Remembrance Sunday Parade. The Regiment reported that they regularly receive positive feedback from their representatives regarding the service. They expressed their appreciation for the event and confirmed they look forward to receiving their invitation for the 2025 Remembrance Service.
- *See attached feedback form for further details.*

2. Girlguiding Kidderminster (Remembrance Sunday Parade)

- A second form was submitted by Girlguiding Kidderminster, who have also attended the Remembrance Sunday Parade. They expressed interest in becoming more involved in events in the future and increasing their visibility in the town. Specifically, they suggested the possibility of participating in the Christmas Lights Switch-On or other similar community events. This feedback highlights the desire from local groups to engage more actively in civic activities.
- *See attached feedback form for further details.*

3. Additional Responses

- One respondent noted that, based on their observations, community groups, members, and attendees were satisfied with the events, expressing general approval of the proceedings.
- The final respondent expressed anticipation for the outcome of this review and future recommendations.

Discussion and Key Points

- **Civic Engagement and Participation:** There is clear interest from community organisations like Girlguiding Kidderminster in being more involved in town events. This could present an opportunity to expand community participation, offering diverse groups the chance to showcase their involvement in civic life.
- **Civic and Community Atmosphere at Mayoral Events:** At the previous Civic and Events Committee meeting, a desire was expressed for more formal civic elements at both the Mayor's Civic Sunday and Christmas Events. This includes incorporating the National Anthem and ensuring the presence of chains and the mace. This suggestion aims to enhance the civic feel of these events. However, it is important to note that both the Mayor's Civic Sunday and the Mayor's Christmas Service are currently partnership services with St Mary and All Saints Church, linking them to the church's own congregation. A shift toward making these events standalone town council services could potentially result in lower attendance, as the majority of attendees at these services were linked with the church's congregation.

Conclusion and Recommendations

1. **Increased Community Involvement:** Encourage greater involvement from local groups like Girlguiding Kidderminster in future events, such as the Christmas Lights Switch-On. This can increase visibility and foster stronger community engagement.
2. **Civic Enhancements:** Explore with the Church the possibility for more civic elements (National Anthem, chains, mace) with the current partnership nature of events with local church. While enhancing the civic atmosphere may be desirable, care should be taken not to alienate churchgoers or decrease attendance by making the events overly formal.

The next steps will include reviewing these suggestions in more detail and considering how to best implement changes that align with the interests of the council and the broader community.

Attachments

- Mercian Regiment Feedback Form
- Girlguiding Kidderminster Feedback Form

Kidderminster Town Council

Civic Community and Events Committee meeting 14th of April 2025

Calendar of planned events for Mayoral year 2025-26

Event	Date	Organiser	Partners	Notes
VE 80 day	8 th May	KTC	RBL, Standard Bearers, WMP, St Mary's Church, girl guides/ scouts?	Beacon, bagpipes
Mayor-making ceremony	15 th May	KTC	Church, Mayor's charities?	Civic event with full chains, robes, etc.
Armed Forces Flag-flying Day	Monday, June 23rd.	KTC	Armed forces, WFDC, other towns	Town Hall flag pole?
Mayor's Sunday	TBC	KTC	TBC	TBC
VJ 80	15 th August	HOGS?	HOGS	KTC will assist/ support, as appropriate.
Remembrance Sunday	9 th November	KTC	RBL, Standard Bearers, WMP, Church or Town Hall?, girl guides/ scouts?	Town Hall may be available. Civic event, with robes and regalia. Parade to church
Christmas Lights Switch on	15 th November (TBC)	KTC, in partnership with the BID. RECOMMENDATION: Based on the continued success of this partnership, we recommend the ongoing collaboration with Kidderminster BID for the 2025 Christmas Lights Switch On event. The proposed date for the event is Saturday, 15th November 2025, and we ask that this date be confirmed in the calendar to allow for effective planning and coordination. We look forward to another successful collaboration with Kidderminster BID to make the 2025 Christmas Lights Switch On a memorable and impactful event for the town.	The BID, WMP, girl guides/ scouts?	Town Hall may be available.
Santa in the Town Hall	6 th December?	KTC	The BID? girl guides/ scouts?	Town Hall may be available.
Civic Carol Service	TBC	Church	KTC, Church, Schools	
Mayor's Charity Ball	March 2026?	Town Mayor	KTC, Mayor's charities	Town Hall venue

VE/VJ Day 80th 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.

KIDDERMINSTER TOWN COUNCIL

CIVIC HANDBOOK ~~2020~~2025

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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.

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

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The role of the Town Council and Mayoralty is constantly evolving and changing.

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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 ~~you~~the Mayor's civic year runs as smoothly as possible.

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

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THE ROLE OF THE MAYOR

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Background

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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 ~~Chairman~~Chairperson of the Town Council the title of 'Town Mayor'.

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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. ~~.~~

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

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The Role of the Mayor as ~~Chairman~~Chairperson of the Council

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A Town Mayor has the same rights and duties as a Local Council ~~Chairman.~~ ~~The Chairperson and the~~ Town Mayor is the ~~Chairman~~Chairperson of the Town Council ~~and is a member by virtue of being elected to the Office of Mayor (ex officio) of all Council Committees.~~ As ~~Chairman~~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.

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The Mayor will concentrate on representing the whole community of Kidderminster, during their Term of Office while maintaining an appropriate and active role ~~in their ward.~~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~~ ~~Chairman~~Chairperson of the Council, the Mayor is expected to ~~act as leader of the elected Councillors.~~ 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.

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The Mayor will act as ambassador for the Town. ~~The Mayor can expect to be~~ asked for public statement concerning Town Council ~~polices~~policies and actions. ~~As Mayor,~~ the statements should reflect the agreed policy of the Town Council rather than individual or party ~~political~~ views. ~~The Town Clerk~~ ~~or CEO/~~Responsible Financial Officer (RFO) is available to provide a briefing on any aspect of Town Council policy. ~~On occasions, the Mayor may need to make it clear whether s/he is speaking as Mayor, as a Councillor or in a personal capacity to avoid confusion.~~ 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.

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The Mayor ~~will~~may be consulted by the ~~Town Clerk~~CEO, as appropriate, on matters related to the business of ~~the Full Council, including both strategic and day to day issues.~~

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The Civic Role of the Mayor

The Office of Town Mayor of Kidderminster is respected and held in high ~~regards~~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~~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 Town Clerk~~CEO and Council staff will support and advise the Mayor ~~at all times. as appropriate.~~

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

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

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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 ~~they~~are non-party political, speak up for the Town's interest and always be mindful of the dignity of the Office.

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Invitations and Events

Invitations are received from a wide variety of organisations or meetings and events ~~with~~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's~~Council is financially transparent and it is expected that the costs of attendance are considered in relation to the benefit to the Town.

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

- State occasions
- Invitations and events ~~with~~within the Town.

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- ~~Initiation~~ Invitations and events in the district.
- Other events.

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

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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 engagements engagement is authorised. Invites should be sent in plenty of time in advance to the engagement.

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Mayor's Chaplain

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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.

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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.

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~~When c~~Chains of Office ~~are~~ will normally be worn in public places ~~where~~ the Mayor ~~and the Mayoress/ consort are is~~ accompanied by the Mayor's ~~Officer/Attendant. The Mayor's Officer is responsible for the Chains of Office and any other Town Council property.~~ The Town Clerk ~~council~~ 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.

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

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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.

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Item of Regalia	Guidance on wearing/use of them
Mayor's Chain of Office	Public places: when accompanied by the Mayor's Officer Attendant to other authorised Officer of the Council. Private places such as schools or churches; with agreement of the Town Clerk Civic Manager, may be worn without an Officer of the Council present.
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 Town Clerk 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 Mayers Mayor's badge of office	May be worn without an Officer of the Council present.
Past Mayers 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.

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Mace	Carried by the Mayor's Officer Attendant before the Mayor at certain events like Town Council Meetings. A Mace bearer carries the Mace at civic events like Mayor Making and Remembrance Mayor's-Sunday. The Mace is also placed in front of the Mayor at meeting meetings of the full Town Council.
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Mayoral insignia

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

- ~~Public functions~~ ~~with~~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.

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Support For The Mayor

Day to day support for the Mayor is provided by Town Council Officers under the direction of the ~~Town Clerk~~-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 use of the civic vehicle and~~ the attendance of the Mace Bearer.

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Town Council Officers are responsible to and take instruction from the ~~Town Clerk~~~~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.

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

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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.

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Mayors' Charities

The Mayor's Charities traditionally ~~raises~~~~raise~~ funds for ~~more than one~~ or more local charities. ~~It is advisable to choose the charity or charities to be supported at an early stage. The Mayor can~~ ~~decided~~~~decide~~ on either one main charity to support or two or three local charities or good causes.

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It is preferable to announce the chosen charity at the ~~Annual~~ Meeting ~~when~~~~where~~ the Mayor is ~~elected~~.

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~~Support will be given by the Clerk, Mayor's Officer~~ ~~nominated for election~~ and ~~Secretary. However, if the charity is most helpful is a separate support mechanism is set up amongst colleagues. approved by the Council.~~

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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.

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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 ~~Town Clerk~~Civic Manager, to be clear as to the full implication of so doing.

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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.

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Donations

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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 ~~business~~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.

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Cheque Presentation

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

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MAYOR'S ALLOWANCE

The Mayor may be paid an allowance to meet the expenses of the Office. The Local Government Act does not stipulate to the type or category of expenditure or which the Mayor may use the Civic Allowance. However, it is commonly described as recompense for the expenses of maintaining the dignity of the Office.

~~to recompense for the expenses of maintaining the dignity of the Office.~~

~~Furthermore, general items~~ 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
- ~~One off events held by the Mayor~~

It should also be noted that the purchase of the above items would not necessarily qualify towards the allowance for tax-deductible purposes; it merely suggests that the items relate to maintaining the dignity of the office.

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.

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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, t~~The Deputy Mayor is ~~not~~ permitted to wear insignia at Council Meetings and Civic Events within the Town, ~~unless they are deputising for the Mayor-~~

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

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- a. Invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not ~~normally~~ 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, ~~then previous Mayor and then another Councillor chosen by the Mayor.~~
- c. ~~On the rare occasion when the Deputy Mayor is invited to a function in their own right, there should be a clear procedure whereby the invitation is shown formally by the Mayor's PA, in order that there is no misunderstanding.~~

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~~Invitations to the Councillors~~

~~Invitations to Councillors other than the Mayor or Deputy Mayor to represent the Town or the Town Council should be dealt with in the same way as invitation to the Deputy Mayor.~~

~~The Deputy mayor may claim expenses properly arising from their duties, including the items listed above under the Mayor's allowance, as well as travelling expenses, where incurred.~~

PRECEDENCE AND PROTOCOL

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

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

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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, ~~Town Clerk~~ and ~~Mayor's Secretary~~ the Civic manager, at the beginning of each new Year to suit the Mayor's diary.

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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 Mayor may also consult the Civic Manager and the minister regarding the theme of the Service.

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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~~ organised by neighbouring authorities.

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The Service should include the Town Prayer and readings can be by read by members from the mayor's chosen charities.

Councillors, past Mayors and Honorary Freemen process from the Town Hall to the service, led by the Mayor. On the return to the Town Hall, the Councillors, past Mayors and Honorary Freemen should lead the Mayor.

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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.

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Remembrance Sunday

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day, which is on November 11th. 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.

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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 ~~a~~ neighbouring local authorities and

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~~neighbouring~~ Town Councils, Town Councillors, and representatives of local organisations. Other invitees will be at the discretion of the Town Mayor.

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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 ~~deal~~meal and entertainment ~~is~~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~~, 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.

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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 2nd Battalion of the Mercian Regiment.

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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.

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

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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~~

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~~Town Hall~~

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- Presentations at local schools.

- ~~Christmas Lights Switch-on.~~

- Attending and meeting Royal visitors to the Town

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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:

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

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Mayoral's End of Year

At the Annual Town Council ~~Meting~~Meeting, at which the mayor is elected, ~~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 comprise~~comprises a short review of their period of office, thanks to the ~~organizations~~organisations and people of Kidderminster who ~~extend~~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.

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The ~~incoming~~new Mayor will ~~represent~~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.

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Retired

~~Former~~ Mayors are ~~encourages~~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 thaat~~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.

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~~It is normal practice for the incoming Mayor to organise entertainment during the break in proceedings when they are being robed as Mayor,~~

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MAYORAL TRANSPORT

The ~~Mayor's Attendant may transport the~~ Mayor has a use of the civic car for engagements when the Chain of Office is normally worn. ~~The Mayor's Car is also used during normal office hours to transport the Mayor to functions when the Badge of Office is worn. The Deputy Mayor may be transported in the~~

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~~Mayors car when the Mayor is away and the engagement (s) undertaken requires its use.~~

~~The Mayors car must not be used for private use by the Mayor, Mayoress, Consort or Deputy Mayor and must not be used as a service for any other civic dignitaries.~~

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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 ~~Mayor's PA or Town Clerk~~ Civic Manager, will assist as required, with information on the organisation, people, or event, in composing any speech.

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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.

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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.

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Receiving

~~You~~The Mayor, should ~~with~~exercise caution ~~if accepting~~ any offer of gift, favour or hospitality that is made ~~to you.~~ The person or organization making the ~~offer~~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.

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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 ~~to 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.

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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.

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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.

E-Cards may also be used and distributed by email.

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

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MAYORAL COLUMN

~~Since 2011, The Mayor in Office has written a column in the local newspaper, the Express and Star. Once a month, the newspaper requests the Mayor to write about the previous monthly activities. This column can be used to promote their Mayoral charity and any future fundraising activities. Is in not to be used in a political arena.~~

MAYOR'S REPORT TO THE COUNCIL

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The Mayor's Report is a standing item on Council agendas, where the Mayor has the opportunity to update the Council Members on engagements attended, Civic functions held or planned, highlights since the last meeting of the Council and any other relevant matters.

TWINNING ASSOCIATION

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The Town of Kidderminster is twinned with the Town of Husum, a small market town in Northern Germany. For over 40 years the ~~Town's Towns~~ have had excellent communications through the Twinning Association, which is supported by a grant of £750 ~~(through 500 from the Mayor's Allowance)~~ Council.

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~~Once a~~

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

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

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~~Approximately, once a~~

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~~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.

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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
- 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, 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, within the parish of Kidderminster. Outside of that, permission should be obtained from the event organisers.

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, unless otherwise requested.
- 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, within Kidderminster.

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, within Kidderminster.

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.

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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 any Civic events approved by the Full Council and the protocol for these events
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
<p style="color: red; margin: 0;"><u>Honorary Freemen:</u></p> <ol style="list-style-type: none"> <li style="color: red; margin: 0;"><u>1. To make recommendations to Full council regarding the awarding of this honour</u> <li style="color: red; margin: 0;"><u>2. To Liaise with the honorary Freemen of Kidderminster</u>
EVENTS
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 ~~16th April 2025~~^{23rd May 2024}

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

Meeting Date	Item	
11 July 2024	Terms of Reference	
	Calendar of Events	
	Youth Mayor	
	Community Events Grant Funding Update	
11 September 2024	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	
14 January 2025	<u>Budget 25/26</u> To recommend a Budget to the Finance and Overview Committee Additional Events: VE Day 80 th Anniversary, Flag Flying Ceremony, Cultural Event Increase budgets: Christmas Events budget, increase in Remembrance Day Budget	
	Civic Handbook/Mayors Protocol – possibility of Mayoress of Kidderminster Badge	
	Youth Mayor update	
	Update on Events and attendance	
	Cultural Event Fund	
	Sheep Fest Planning	
	VE Day Budget and Event Planning/HOGs partnership tea dance event	
	14 April 2025	Civic and Community Events (Appendix 2) 1. To update members on the feedback received from Civic and Community Events 2. Calendar of events 25-26.
		VE/VJ Day Event Planning
Civic Handbook/Mayor’s Protocol		
10th Anniversary- Kidderminster Town Council		
Civic Funerals		
Committee Terms of Reference		
25-26		Covid 19- Dayof Reflection