

**KIDDERMINSTER TOWN COUNCIL
CIVIC AND EVENTS COMMITTEE**
**Minutes of the meeting held on Monday 14th July at 6pm
in the Kidderminster Room, Wyre Forest House**

Present:

Councillor M. Rayner (Chair)
Councillor N. Gale (Vice Chair)
Councillor D. Chambers
Councillor B. Connor (Substitute for Cllr M. Smith)
Councillor J. Beckingham
Councillor D. Hine (Substitute for Cllr J. Aston)
Councillor S. Miah

In Attendance:

Civic, Communities and Events Manager
Chief Executive Officer

1. APOLOGIES FOR ABSENCE

Councillor J. Aston
Councillor M. Smith

2. DECLARATIONS OF INTEREST

Nil.

3. MINUTES

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

To include the Mayor, Councillor Doug Hine, in attendance.

4. PUBLIC QUESTION TIME

Nil.

5. COMMITTEE TERMS OF REFERENCE (Appendix 2)

RESOLVED: To note the Committee's Terms of Reference as approved by Full Council on 16th April.

6. CIVIC EVENTS HELD SINCE THE LAST MEETING OF THE COMMITTEE (APPENDIX 3)

RESOLVED: Members received feedback and reviewed the following events:

6.1 VE 80 Day

Successful event. It was noted that the national scheduling of such events often results in prolonged evenings; it was suggested that future schedules be more condensed where possible.

6.2 Mayor-Making

Successful event. It was noted that the evening's performer was well received.

6.3 Mayor's Sunday

Successful event.

6.4 Armed Forces Day

Successful event.

All of the above events received positive feedback from attendees. Members noted the importance of promoting future events more widely to encourage increased participation. It was further noted that Councillor attendance at these events was low. To address this, members requested that invitations to such events be sent as calendar invites. Additionally, it was agreed that the CEO would inform group leaders to encourage greater Councillor engagement in civic events.

7. CHRISTMAS LIGHT OPTIONS (APPENDIX 4)

RESOLVED: Members reviewed and agreed upon Option 3 in red, green and gold.

And

RESOLVED: To investigate additional lamp post lights for 2026.

8. UPCOMING CIVIC AND COMMUNITY EVENTS (APPENDIX 5)

RESOLVED: To approve arrangements and note updates for the following upcoming events:

8.1a – Presentation by BID Committee received a presentation from the Business Improvement District (BID) regarding the Christmas Lights Switch On event. (15th November)

8.2 Santa in the Town Hall Members reviewed and agreed arrangements for the Santa in the Town Hall event with a SEN session on Saturday morning (6th December)

8.3 10th Anniversary of Kidderminster Town Council (1st December 2025) To consider arrangements to mark the 10th anniversary of the establishment of the Town Council-on agenda for September meeting-

8.4 VJ Day To note the planned arrangements for VJ Day, organised by the Mercian Volunteers.

9. CIVIC HANDBOOK/MAYOR'S PROTOCOL (APPENDIX 6)

RESOLVED: To agree additions and amendments to the Civic Handbook Protocols:

Protocol for Civic Funerals

Protocol for wearing of robes outside the Parish

Members agreed to revisit the Protocol and criteria for awarding Honorary Freeman status at the next Committee meeting in September.

Cllr D.Hine left the meeting at 8.12pm

10. COVID 19 DAY OF REFLECTION (APPENDIX 7)

RESOLVED: Members noted this event, scheduled for March 2026 and agreed to await further details from the national organisers before proceeding.

11. FORWARD WORK PROGRAMME (Appendix 8)

Next Meeting:

- Christmas lights switch on event
- Honorary Freeman Protocol
- Homestart Christmas Party
- St Georges Park 100 years (2027)

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

April meeting 2026:

- Annual Civic Handbook review

RESOLVED: Members agreed that the CCE Committee should meet on a quarterly basis.

12. EXCLUSION OF THE PRESS AND PUBLIC

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.

13. PROTECTING COUNCIL ASSETS (APPENDIX 9)

Members noted the contents of the report and the arrangements regarding the wearing of the civic regalia and mace.

And

RESOLVED: Members agreed, for insurance purposes, for the Council to obtain valuation quotes for:

- A)** 9ct gold replica of Mayoral Chain
- B)** Replica of Mayoress Chain
- C)** Replica of Mace

Members acknowledged the importance of maintaining the Mayoral Chains and agreed that maintenance be carried out as appropriate, in stages, with necessary adjustments given priority.

Meeting closed: 8.45 pm

Signed: Date: