



9th July 2025

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

Yours Sincerely,

Hugh Peacocke, CEO

Membership: Councillors: M. Rayner (Chair), N. Gale (Vice Chair), J. Aston, D. Chambers, M. Smith, J. Beckingham, 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 April 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. Committee Terms of Reference (Appendix 2)

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)

To receive feedback and review the following events:

6.1 VE 80 Day

6.2 Mayor-Making

6.3 Mayor's Sunday

7. Christmas Light Options (Appendix 4)

To review the options for Christmas lights and agree upon the preferred option for installation.

8. Upcoming Civic and Community Events (Appendix 5) *To follow*

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

8.1 Christmas Lights Switch On

To approve the current proposed arrangements for the 2025 Christmas Lights Switch On event.

8.1a – Presentation by BID

To receive a presentation from the Business Improvement District (BID) regarding the Christmas Lights Switch On event.

8.2 Santa in the Town Hall

To review and agree arrangements for the SEN Friendly Santa in the Town Hall event.

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.

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) *To follow*

To agree additions to the Civic Handbook: **(Appendix 6a)**

9.1 Protocol for Civic Funerals **(Appendix 6b)**

9.2 Protocol and criteria for awarding Honorary Freeman status **(Appendix 6c)**

9.3 Protocol for wearing of robes outside the Parish **(Appendix 6d)**

10. Covid 19 Day of Reflection (Appendix 7)

To consider the above event, to be held in March 2026.

11. Forward Work Programme (Appendix 8)

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

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)

Arrangements for storing, wearing and insuring Mayoral valuables.

**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:

Kidderminster Town Council

CIVIC & Events Civic, Community and 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
Honorary Freeman:
<ol style="list-style-type: none"> 1. To make recommendations to Full council regarding the awarding of this honour 2. To Liaise with the honorary Freeman of Kidderminster
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 2023~~^{16th May 2024}

REVIEW AND FEEDBACK OF EVENTS TO DATE

VE Day – Thursday 8th May 2025

The VE Day event, held at St Mary and All Saints Church, was well attended and positively received by those present. Guests included the Deputy Lieutenant, the MP for Wyre Forest, and an external Chairman, along with Town Council members and Honorary Freemen.

Verbal feedback on the day was very positive. The Deputy Lieutenant, in particular, commented favourably on the event and its organisation. Other feedback from attendees included:

- *'It was a wonderful event to celebrate the 80 years.'*
- *'I feel it went well and all seemed to enjoy the proceedings.'*

Attendance was higher than expected, and the atmosphere was warm and respectful throughout. Refreshments were served to dignitaries and members of the congregation in between the event.

Coverage in the local press was also positive, and those in attendance appeared to enjoy the occasion.

Thanks and recognition were extended to all those involved in making the event a success. This included the bagpiper, school choir, band, cadets, Armed Forces representatives, local police, the Deputy Lieutenant, church representatives, the Armed Forces Champion, bellringers, the CCE Manager at the time, and other members of staff who contributed on the day. Their contributions were vital to the smooth running and overall impact of the day.

Mayor Making – Thursday 15th May 2025

The Mayor Making ceremony took place at St George's Church and was well attended by dignitaries, Councillors, Honorary Freeman, members of the public, partner organisations and invited guests.

Verbal feedback from attendees was very positive, with many commenting on the traditions of the evening. Among the comments received was:

- *"The event was well organised and an evening to be proud of."*

Refreshments were served following the formal proceedings and were well received by those in attendance.

The ceremony was a fitting and respectful occasion to mark the formal appointment of the incoming Mayor.

This year marks the final occasion that Mayor Making will be held at St George's Church.

Thanks were extended to the church for their continued support over the years. Thanks were also extended to all involved in the delivery of this year's successful event, including Council staff. Their contributions were again vital to the smooth running and overall impact of the day.

Mayors Sunday – Sunday 22nd June 2025

Mayor's Sunday took place at St Mary and All Saints Church and was well supported by civic dignitaries and members of the community.

The Mayor, accompanied by fellow Town Councillors, Past Mayors, Honorary Freeman, and the CEO paraded from the Town Hall to the church. On arrival, they were welcomed by the High Sheriff, Reverend Hayward Osborne, civic dignitaries, and members of the public.

Verbal feedback from attendees was very positive. A number of the congregation noted that it was positive to see the full return of Mayor's Sunday traditions, following the more limited services held in the years after the pandemic.

The event provided an opportunity to acknowledge the Mayor's role within the wider community.

Thanks were extended to all those involved in supporting the event, including Council staff, the church team, and readers who contributed to its smooth and successful delivery.

Armed Forces Flag Flying – Monday 23rd June 2025

This year, Kidderminster Town Council had the honour of organising the Wyre Forest Armed Forces Flag Flying Ceremony, an event which rotates annually between the town councils of Wyre Forest.

The event was officially listed on the Armed Forces Day UK website, and local coverage of the event followed.

The Mayor led the proceedings and raised the flag, accompanied by the standard bearers lowering their standards and bugle playing. There was a strong turnout, including civic dignitaries, Mayors from neighbouring towns, a representative from the police, and a charity representative.

Thanks were extended to all those involved in organising and supporting the event, including Town Council staff, standard bearers, bugler and WFDC.

The success of the events outlined above relies heavily on a wide range of essential preparations behind the scenes, including:

- Conducting in depth risk assessments
- Stewarding and staffing
- Equipment setup and breakdown
- Room setup and layout planning
- Refreshment arrangements
- Coordination of points of contact and dignitaries
- Post event tidy and clean up
- Post event communications
- Handling and moving equipment, including high value items
- Managing event costings and budgets
- Preparing detailed scripts and schedules
- Organising parade processions

and other general preparation and admin tasks associated.

These essential tasks collectively contribute to the smooth, safe, and professional running of each event.

Kidderminster Designs

Christmas 2025

OPTION 1: WITH BESPOKE GATEWAY



MERRY CHRISTMAS KIDDY

Vicar Street

Gala Lights Limited ©2025

OPTION 2: WITH BESPOKE GATEWAY & CARPET ROLLS



Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

OPTION 3: 2M CIRCULAR SHAPED CENTREPIECES



Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

OPTION 4: BOWS & PRESENTS



Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

OPTION 5: BAUBLES



Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

OPTION 5: BAUBLES WITH COLOUR



Colour can be added to any part of the scheme if desired

Vicar Street

Gala Lights Limited ©2025

Page 14 of 53



Gala Lights
Leblanc Illuminations UK

OPTION 7: SNOWFLAKES



Vicar Street

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

HIGH STREET CENTREPIECES SHOULD FOLLOW
VICAR STREET DESIGN, BUT CAN BE WHATEVER
YOU WANT.



High Street **OPTION 1**
Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK



High Street **OPTION 2**
Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK

With Kidderminster Carpet Roll
Bespoke



High Street

OPTION 3

Gala Lights Limited ©2025



Gala Lights
Leblanc Illuminations UK



Worcester Street

OPTION 1



MERRY CHRISTMAS KIDDY

MERRY CHRISTMAS KIDDY

OPTION 2

Worcester Street also has 5 swagged crossings

Worcester Street





MERRY CHRISTMAS KIDDY

MERRY CHRISTMAS KIDDY

Worcester Street

OPTION 3

Worcester Street also has 5 swagged crossings





Worcester Street

Worcester Street also has 5 swagged crossings



Worcester Street

OPTION 4

Worcester Street also has 5 swagged crossings





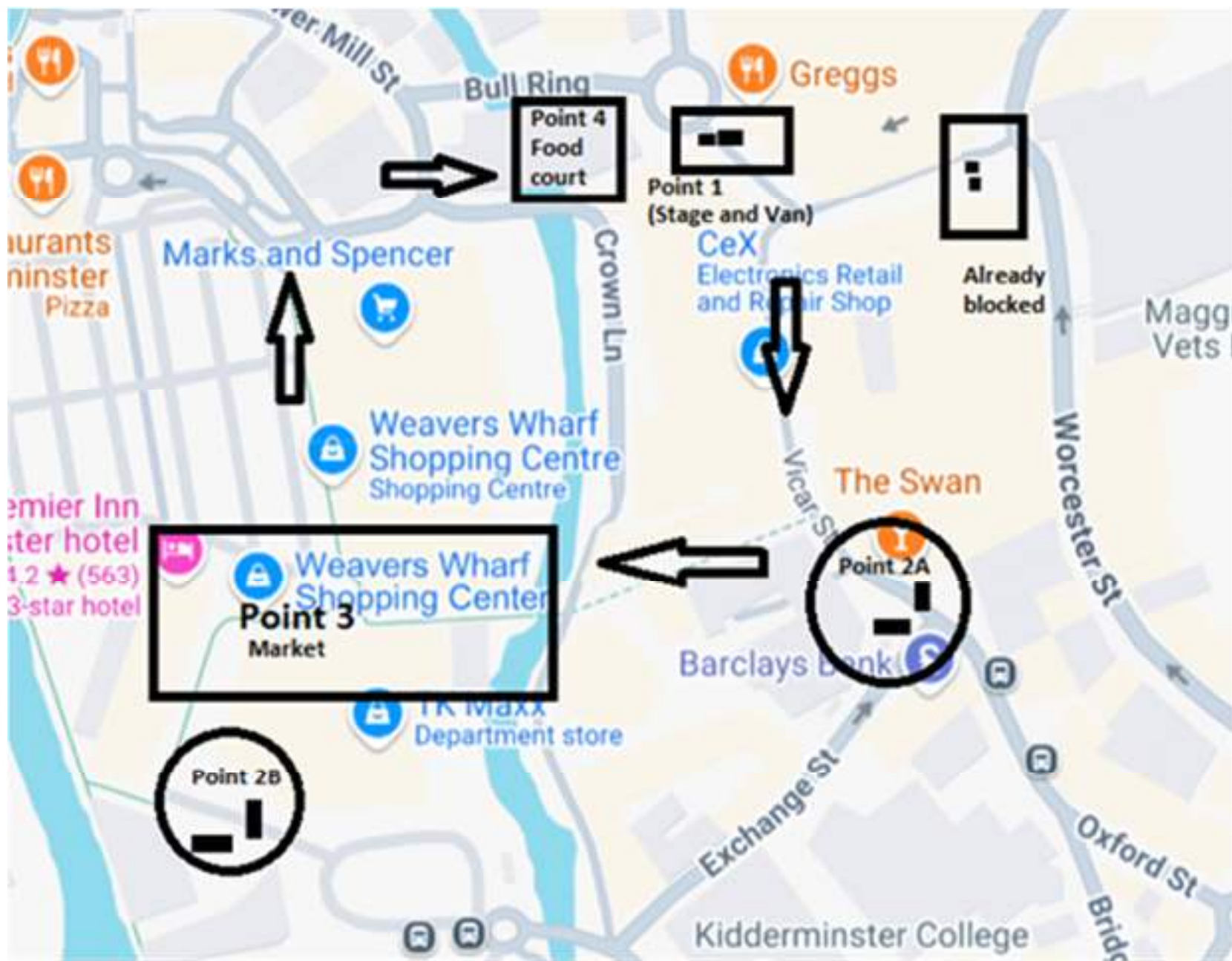
Broadwaters Mill Park

Gala Lights Limited ©2025

Our lighting scheme in Kidderminster will deliver:

- Bespoke gateway crossings to greet all visitors
- Classic, gently animated glittering Warm white lights used throughout
- Daytime effect materials used through-out. We are using new 3D Print technology so that all motifs look great in the daytime hours
- Subtle animation effects incorporated in motifs through-out scheme
- Environmentally-friendly LEDs used in all motifs, from energy-conscious supplier
- Experienced lighting provider with specialist knowledge
- Project Manager with 16 years Experience in the industry who is based an hour away
- HERs Registered Installation Specialists local to Kidderminster

All lighting will be new, so brightness and impact is guaranteed.



8.1 Christmas Lights Switch On – Saturday 15th November 2025

Draft arrangements for the 2025 Christmas Lights Switch On are currently being developed and include the following:

- The main 'switch on' will take place in front of the Town Hall, returning to its traditional location prior to building works. A secondary stage is proposed in this area.
- The main performance stage will be located in front of Bull Ring at the top of Vicar Street, following the format used last year.
A named artist will perform, arranged by the BID.
- Additional features will include local acts, other entertainment acts, food stalls, craft stalls, fairground rides, potential trail, providing entertainment for all age groups.
- Town Hall to be utilised effectively, with potential of a tour/ trail and exclusive meet and greet with headlining artist.
- Prizes (for categories such as most festively dressed) can include meeting the mayor, exclusive visit to the parlour and a photo as 'mini mayor'.

More detailed arrangements will be reviewed at the September CCE Committee meeting.

8.1a Presentation by BID

8.2 Santa in the Town Hall (SEN) - Saturday 6th December 2025

To review and agree arrangements for the SEN Friendly Santa in the Town Hall event.

Due to existing bookings in the Town Hall calendar on both Friday 5th and Sunday 7th December, it may not be feasible to hold a separate event in close proximity to those dates. As an alternative, it is proposed that the SEN-friendly session be incorporated into the main event on Saturday 6th December, rather than holding two separate events.

A suggested approach is to designate quiet hours between 9.30am and 12pm, specifically tailored to children with special educational needs, with the standard public sessions to follow from 12pm to 3pm.

This arrangement would ensure inclusivity while making the best use of available space and staffing.

Subject to budget availability, it may be possible to source SEN-specific equipment from a local provider to enhance the experience for disabled and neurodiverse attendees, promoting inclusivity and accessibility within the event further.

8.3 10th Anniversary of Kidderminster Town Council - Monday 1st December 2025

To consider arrangements to mark the 10th anniversary of the establishment of the Town Council.

Suggestions:

- Anniversary Newsletter or Special Publication
- Commemorative plaque
- Tree planting in KTC park

8.4 VJ Day

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

Town Council to assist with civic invitations and publicity.

Other events

Remembrance Sunday – Sunday 9th November 2025

As annually arranged. Preparations and refreshments shall return to the Town Hall.

Mayors Carol Service – TBC

Mayors Charity Ball – provisionally Saturday 28th February 2025

KIDDERMINSTER TOWN COUNCIL

CIVIC HANDBOOK ~~2020~~2025

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INTRODUCTION

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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 ~~your~~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~~Chairperson. ~~The Chairman 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.~~

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~~scan 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.

~~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~~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 ~~they~~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 ~~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.

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

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.~~

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~~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.

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

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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 <u>Attendant</u> to <u>or</u> other authorised Officer of the Council. Private places such as schools or churches; with agreement of the Town Clerk <u>Civic Manager</u> , 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 <u>Civic Manager</u> .
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 Mayors <u>Mayor's</u> badge of office	May be worn without an Officer of the Council present.
Past Mayors <u>Mayor's</u> 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	<p>Carried by the Mayor's Office <u>Attendant</u> before the Mayor at certain events like Town Council Meetings. A Mace bearer carries the Mace at civic events like Mayor Making and <u>Remembrance</u> Mayor's Sunday.</p> <p>The Mace is also placed in front of the Mayor at meeting <u>meetings</u> of the full Town Council.</p>
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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.

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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.

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.

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Cheque Presentation

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~~

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It should also be noted that the purchase of the above items would not necessarily qualify towards the allowance for tax-deductive 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.

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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, 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

Kidderminster Mayors should be ~~address~~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.

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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 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 all 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

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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 ~~Meeting~~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 ~~encourage~~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 ~~than~~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 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 is 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. It is 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 ~~Mayoral Allowance)~~Council.

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.

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

~~Approximately, once a~~

~~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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CIVIC FUNERAL PROTOCOL

1. Purpose

This protocol outlines the procedure to be followed when a civic funeral is considered or arranged for individuals associated with the Town Council. It is intended to ensure dignity, consistency, and respect, while remaining fully guided by the wishes of the deceased's family, usually the next of kin.

2. Eligibility for Civic Funerals

A civic funeral may be considered for:

- A serving member of the Town Council (Mayor or Councillor)
- A Past Mayor
- An Honorary Freeman
- A serving officer of the Council (at senior level)

Formal civic representation at funerals will typically be arranged **only where the family invites such participation.**

3. Family Wishes

The wishes of the deceased's family are paramount and shall take precedence over this protocol or tradition.

Council will consider a civic funeral where the family of the deceased approach the Council.

The CEO or CCE Manager shall liaise with the family (or their representative) to:

- Determine the appropriate level of civic involvement
- Discuss the format of the service and any Council participation

4. Format and Ceremonial Aspects

Subject to family wishes and agreement with the funeral director or officiant, civic funerals may involve:

- Production of service sheets
- Invitations
- Mayoral attendance (with chain of office)
- Councillors and Officers robed
- A civic procession (when entering the place of service)
- Wearing of civic insignia or badges
- If the Mayor is to attend and wear the chain of office, the officiant/church must be notified in advance.
- Appropriate mourning attire and regalia modifications (see below)

All the above arrangements shall be subject to agreement with the church/ funeral venue.

5. Mourning attire

If the Mayor is to attend and wear the chain of office, the officiant or place of worship must be notified in advance. The family may mention the Mayor's presence in the service, if they wish.

When attending a funeral with the chain, a black ribbon may be placed onto it as a mark of respect.

On all occasions of public mourning, including for royalty or members of the Council:

- The head of the mace should be draped in black, or a black bow tied around the shaft.
- Robed Members should wear a black rosette on the left lapel.
- Where appropriate, members and officers are expected to wear black ties.

6. Flags

On days where the Town Council flag is flown, it should be flown at half-mast:

- From the date of death notification (if confirmed)
- Until sunset on the day of the funeral

7. Memorial Services

Where a formal funeral is not possible or appropriate, a memorial service may be held if requested from the family.

The same principles of respect, consent, and family-led planning will apply.

The memorial service shall be held at the Town Hall.

The above advice is more relaxed for Mayoral attendance at Memorial Services. However, again, the family's wishes are paramount.

8. Financial Considerations

At the moment, the Council has no specific budget for civic funerals or memorial services. Any costs arising from civic participation (e.g. rosettes, programme printing, floral tributes, staffing) must be considered and authorised on a case-by-case basis.

9. Death of a Mayor in Office - Protocol

Where a serving Mayor passes away during their term of office, additional ceremonial considerations apply, with the family's full consent, as well as the above ceremonial aspects.

- The Mayor's Consort, when family mourner, should not wear the consort chains.
- The Deputy Mayor may wear robes and badge, as appropriate and shall carry the Mayoral Chain, unless otherwise directed.

10. Review

This protocol should be reviewed as required or following a civic funeral event to ensure it remains respectful, practical, and in keeping with the Council's values and capabilities.

HONORARY FREEMAN PROPOSAL PROTOCOL

Purpose:

To outline the procedure for nominating and awarding the title of *Honorary Freeman* of the Town Council.

(Note: This is an honorary title and should not be confused with the status of Freeman.)

Procedure:

1. Notification to CCE Manager

Any registered voter in Kidderminster wishing to propose an individual for the title of Honorary Freeman must first inform the Civic and Community Engagement (CCE) Manager, by completing the relevant form.

2. Agenda Inclusion

The CCE Manager will arrange for the proposal to be included as an agenda item for discussion at the next appropriate meeting of the CCE committee.

3. Assessment of Merits

The committee will consider the merits of the nomination, taking into account the individual's contribution to the town and community.
This criterion will be scored.

4. Committee Recommendation

If the committee supports the nomination, a formal recommendation will be made to Full Council.

5. Decision by Full Council

The Full Council will consider the recommendation. If approved by the required majority, the individual will be awarded the title of Honorary Freeman of the Town.

Protocol for Freeman of the Town of Kidderminster

Name of Person being proposed -----

Date of submission to Events Committee-----

Activity	Outcome	Scores Out of 5	Weight	Overall Group Score
1. How long has the nominee lived in Kidderminster?			1	
2. How many years have they been engaging with Kidderminster Community/Town?			2	
3. How many groups have they engaged with well. Name the groups			1	
4. How many people have in Kidderminster have benefited from their activities.			1	
5. Identify Significant Community Achievements that have influenced local policy /National Policy or made significant community improvements			2	
6. Exceptional and devoted service to the Town of Kidderminster or a specific ward.			2	

Max = 45

A score of 23 or above should be considered for Honorary Freeman of Kidderminster Town.

Mary Rayner July 2025.

WEARING ROBES OUTSIDE OF THE PARISH PROTOCOL

The wearing of civic robes outside the parish is permitted only in appropriate circumstances, and must follow the steps below:

Formal Invitation Required

The hosting Parish or Town Council must firstly issue a formal invitation to the Mayor or members.

Specific Request for Robes

Robes may therefore only be worn if the host authority specifically requests, typically for ceremonial events such as Civic Services or commemorative occasions.

COVID-19 DAY OF REFLECTION 2026

1. Purpose

To inform the Committee about the forthcoming National Day of Reflection in March 2026 (23rd March 2026 – to be confirmed) marking six years since the start of the COVID-19 pandemic, and to consider potential Council involvement in recognising this event.

2. Background

March 2026 will mark six years since the onset of the COVID-19 pandemic, a global event that profoundly affected our community and nation. The National Day of Reflection is a UK-wide initiative encouraging communities to come together to:

- Remember and honour those who lost their lives during the pandemic.
- Reflect on the sacrifices made by individuals, families, and society at large.
- Pay tribute to the dedication and commitment of health and social care staff, key frontline workers, researchers, community groups, volunteers, and neighbours who played vital roles in managing the crisis and supporting one another.

3. Event Details

At present, the exact date and nature of the 2026 event are yet to be confirmed by national organisers. The event may take various forms, including moments of silence, community gatherings, memorial displays, or virtual reflections.

4. Potential Council Role

Consideration of appropriate ways the Town Council might observe the Day of Reflection in 2026, such as:

- Lighting civic assets (Town Hall and Waterfall) in a commemorative manner
- Supporting or hosting a local Day of Reflection event
 - Issuing statements or encouraging community participation
 - Liaising with local health, voluntary, and community organisations

5. Next Steps

- Await further guidance and information from national organisers regarding the date and recommended activities.
- The Committee to review and consider the event and allocate a budget.
- Report back to the Committee with proposals and recommendations for Council involvement once details are confirmed.

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
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
25-26	Committee Terms of Reference
	Covid 19- Day of Reflection