



19<sup>th</sup> August 2025

The meeting of the **CIVIC AND EVENTS COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **MONDAY 1<sup>ST</sup> SEPTEMBER 2025** at **6:00 PM** when Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke, CEO

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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 14<sup>th</sup> 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. Honorary Freeman Protocol and Budget**

To approve the Honorary Freeman proposal protocol (**Appendix 2a**)

To approve the Honorary Freeman nomination form (**Appendix 2b**) and scoring sheet (**Appendix 2c**)

**And**

To approve the recommendations within the budget report (**Appendix 3**).

### **6. St George's Park Centenary - July 23rd 2027 (Appendix 4)**

To discuss possible ways the Council may be able to offer support for this event.

**7. Remembrance Sunday (Appendix 5)**

To discuss possible ways the Council may be able to offer support for this event.

**8. Town Hall Opening Event (Appendix 6)**

To review draft plans of the Town Hall opening event.

**9. Forward Work Programme (Appendix 7)**

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 on Monday 14<sup>th</sup> 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 14<sup>th</sup> 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. (15<sup>th</sup> 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 (6<sup>th</sup> 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: .....

## **HONORARY FREEMAN PROPOSAL PROTOCOL**

### **Purpose:**

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

An annual quota is set for 1 Honorary Freeman award per year.

*(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, Community and (CCE) Manager, by completing the relevant nomination 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. The Committee's decision in this matter will be final.

#### **5. Decision by Full Council**

The Full Council will convene a meeting to consider the recommendation. Approval of the award requires support of two thirds of those voting at the meeting. (Local Government Act, 1972, S. 249(8)).

The Council's decision in this matter will be final.



# Kidderminster Town Council Honorary Freeman Nomination

Appendix 2b

## Details of individual you wish to nominate as an Honorary Freeman

Full name	
Email address	
Contact number	
Address	

## Reasons for nomination

How many years have they been engaging with Kidderminster Community/Town?
How many groups have they engaged with? Name the groups.
How many people have in Kidderminster have benefited from their activities?
Identify their significant community achievements that have influenced local policy /national policy or made significant community improvements.
Identify and explain any exceptional and devoted service to the Town of Kidderminster or a specific ward.
<b>Further comments:</b>



# Kidderminster Town Council Honorary Freeman Nomination

Appendix 2b

## Details of individual making nomination

Full name	
Email address	
Telephone number	
Relationship to proposed nominee	
DECLARATION:	I hereby declare: A) That all of the information given is accurate, to the best of my belief, and B) That I am registered to vote in the parish of Kidderminster
Signature	
Date	

Please return from either by email to [office@kidderminstertowncouncil.gov.uk](mailto:office@kidderminstertowncouncil.gov.uk)

Or by post

Civic, Community and Events Manager  
Kidderminster Town Hall  
Vicar Street  
Kidderminster  
DY10 1DA

*For office use only:*

<i>Date received</i>	
<i>Date acknowledged</i>	
<i>Reference no.</i>	
<i>Next cttee meeting date</i>	



## Protocol for Freeman of the Town of Kidderminster

Name of Person being proposed -----

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Date of submission to Events Committee-----

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

Max = 40

A score of 20 or above can be considered for Honorary Freeman of Kidderminster Town.

## Kidderminster Town Council

### **Report Title:** Honorary Freeman Protocol and Budget

- **Meeting:** Civic, Community and Events Committee
- **Date of Meeting:** Monday 1<sup>st</sup> September 2025
- **Author(s):** Malia Rivers
- **Date of report:** 21/08/2025

#### **1. Summary:**

Impact: Enables the Council to formally recognise outstanding local contributions in a consistent and financially supported manner, enhancing civic pride and community cohesion.

There is currently no allocated budget for the provision of awarding Honorary Freeman status.

The proposed action is for the committee to determine appropriate financial actions for 2025/26 and to agree an allocation of a dedicated Honorary Freeman budget for 2026/27 and future years.

#### **2. Background:**

Section 249 of the Local Government Act 1972 allows parish councils to appoint persons as Honorary Freemen by a resolution passed by not less than two thirds of the members voting at a specially convened meeting. Granting the status of honorary freeman is a means of paying tribute to the recipient.

#### **3. Current Situation:**

A key aim of the Council's Vision - Strategy 2025-2029 is to "Foster a real sense of community and Civic Pride". It provides that the Council should:

3.E Celebrate and recognise individual and community achievements

3.F Encourage and support contributions to our public and community life

The highest award that the town council may make in this regard is to make someone an Honorary Freeman of our Town.

There is no agreed protocol for the Council to make these awards.

Also, there is no existing budget line for Honorary Freeman related expenses.

Previous awards have relied on reallocation of funds or minimal cost ceremonies.

Without an allocated budget, planning for ceremonies, robes and regalia, or related publicity is limited and inconsistent.

This presents an opportunity to create a dedicated provision.

The VE Day 80th Anniversary budget is showing an underspend of £2,000 due to financial support received from WFDC. As such, members may wish to consider viring the surplus funds towards the potential costs associated with a future Honorary Freeman award for 2025/26.

Alternatively, the underspend could be redirected to support other civic-related areas, such as Civic Regalia or Civic Funerals, depending on current and anticipated priorities.

#### **4. Expected Outcomes:**

An agreed protocol and guidance for the making of Honorary Freeman awards.  
Clarity and consistency in funding arrangements for the Honorary Freeman award.  
A formalised budget allows for appropriate ceremony planning, including robes and regalia.

#### **5. Consultation:**

All members to be consulted, any comments to be taken to CCE Committee.

#### **6. Risk Assessment:**

##### **6.1- Legal**

Section 248-249 of the Local Government Act 1972 allows local councils to appoint persons as Honorary Freeman

This action is also supported under the General Power of Competence (Localism Act 2011), provided procedures under existing legislation are followed.

##### **6.2- Reputational**

The absence of a formal process for awarding Honorary Freeman status can present several reputational risks such as devaluation of the honour and lack of transparency.

##### **6.3- Financial and Resources**

- Estimated costs for each Freeman award and uniforms, as at August 2025:
  - Robe: £1,865
  - Bicorn/ Tricorn Hat: £495-£515
  - Jabot: £115
  - Gloves: £16.95
  - Badge: circa £590

Circa £3,081.95-£3,101.95

Plus circa £500 (costs such as deliveries, engraving, staffing, meeting, event/ presentation, hospitality etc).

**Circa £3,581.95-£3,601.95 in total**

- Staff time to also be considered for administration, meetings, publicity etc.

A proposed annual budget of £4,000 from 2026/27 onwards would provide appropriate flexibility. In years where an Honorary Freeman is not awarded, any unspent funds could be transferred to an Earmarked Reserve for future use. For 2025/26, the underspend from the overall VE Day 80th Anniversary budget, approximately £2,000 due to external grant funding, may be considered for reallocation towards the costs associated with the Honorary Freeman award.

### **6.3- Environmental/ Climate**

Minimal environmental impact.

### **6.4- Equality & Diversity**

The process for nomination and selection should be transparent and inclusive.

### **6.5- Crime and Disorder**

No direct implications.

## **7. Action Plan:**

<b>Action</b>	<b>Responsible Officer</b>	<b>Deadline</b>	<b>Status</b>
Create Hon Freeman protocol.	<b>CCE Manager</b>	<b>27/08/2025</b>	<b>Done</b>
Draft budget proposal	<b>CCE Manager</b>	<b>27/08/2025</b>	<b>Done</b>
All Councillors asked for comments on protocol	<b>CCE Manager</b>	<b>01/09/2025 12pm</b>	<b>To be received</b>
Committee decision on Honorary Freeman Protocol and Budget.	<b>CCE Manager</b>	<b>01/09/2025</b>	<b>Committee to meet on 01/09/2025</b>

## **8. Follow-up:**

Implementation of budgets will be monitored by the CCE Committee and Finance & Overview Committee. As well as budget allocation to be reviewed annually.

## **9. Conclusion and Recommendation(s):**

- Committee to approve the Honorary Freeman Protocol
- Committee to approve the allocation of for any potential Honorary Freeman award in 2025/26, subject to available resources.
- Agree in principle to the establishment of a recurring Honorary Freeman budget line starting in 2026/27.

Friends of St George's Park will be celebrating its centenary on July 23rd 2027, and believe it is an event that Kidderminster Town Council should consider in marking.

In 2011, FoSP hosted a visit from HRH The Duke of Kent and took the opportunity of inviting the Grandchildren of the Park donors; George Woodward, Cecil Brinton and Reginald Brinton; along with the current Lord Cobham; whose Grandfather had opened the park; to attend. It was a memorable occasion photos of which can be viewed here:

[Royal Visit Gallery](#)

## **Remembrance Sunday – Sunday 9<sup>th</sup> November 2025**

With Kidderminster Town Council now returned to the Town Hall, the building will once again serve as the assembly point for Councillors, Honorary Freeman, and Dignitaries, as it has in previous years. In 2024, while the Town Hall was closed for renovation, attendees gathered at 45 Live Venue. This year marks a return to established arrangements.

All arrangements and proceedings will follow the established format of previous years:

- Councillors and Honorary Freeman to gather at 9.30am on the day to robe and prepare for the parade to the church, robing shall be taking place in the new foyer area at the Town Hall.
- Other dignitaries are invited to gather from approximately 10am.
- Morning refreshments will be available on arrival, with light refreshments served in the afternoon.
- The civic processional route to the St Mary and All Saints Church will follow the usual route: New Road Car Park, Bridge Street, Oxford Street, Vicar Street, Bull Ring, Lower Mill Street, and St Mary's Ringway, returning to the Town Hall in reverse order.
- The Civic Party will join the parade from the Town Hall at approximately 10.30am.
- A short service will be held at the War Memorial before proceeding into the church for a further Service of Remembrance.
- Any Councillor wishing to lay a wreath at the memorial should contact the Town Council offices by Thursday 6th November.
- After the service, the parade will return through the town to take the salute at the Town Hall.

## **Draft Town Hall Opening Plans**

### **Friday 7<sup>th</sup> November (Civic opening)**

**5.30pm** – Doors open, guests arrive

**6.30pm** – Ribbon cutting and speeches

**6.45pm** – Guests take seats for Organ performance (Tim Morris)

**7pm** – Blind Lemon performance (ticketed event for public)

**8.30pm** – Bar remains open

Invitees:

Dignitaries, Press, Other VIPs

Public to arrive for approx. 6.30pm

### **Saturday 8<sup>th</sup> November**

**12pm-12.45pm** – WFSO

**2pm-4.30** – Valentines

**3pm-3.30pm** – Primary Chords

To approach:

- Splinters
- Talking Props
- HOGS – talks in CE/ CC
- Civic society – talks in CE/ CC
- Children's entertainer
- West Mercia Police Band
- KODS – Kidderminster Operatic and Drama Society
- Wheely Different
- Volunteers - Tours
- TH Organist
- Artist- to display piece

### **Sunday 9<sup>th</sup> November**

**AM** – Remembrance Sunday

**PM** – Opening Event continues

After Remembrance Procession:

**Approx 2pm** - Refreshments available in Courtyard & Performance.

**Approx 2pm** - Volunteers - Tours of the Town Hall

**7.30pm** – Amy Dowden (ticketed event for public)

Bar remains open after event

General:

- Publicity: Flyers/ posters on community boards, social media, press.

## Kidderminster Town Council

### Work Programme for Civic and Events Committee Meetings for the Municipal Year 2025/26

#### 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 <sup>th</sup> 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	<b>Civic and Community Events (Appendix 2)</b>
	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
1 September 2025	Honorary Freeman nomination and protocol and budget
	Remembrance Sunday
	St Georges Park 100 yrs celebration
	Town Hall opening weekend – 7 <sup>th</sup> -9 <sup>th</sup> November



<b>7 October 2025</b>	KTC Anniversary 10 year Anniversary budget
	Civic Handbook – Twinning (Mayor as president)
<b>2026</b>	COVID Day of reflection