

**KIDDERMINSTER TOWN COUNCIL
CIVIC AND EVENTS COMMITTEE**

**Minutes of the meeting held on Wednesday 29th October at 6pm
in the Kidderminster Room, Wyre Forest House**

Present:

Councillor M. Rayner (Chair)
Councillor N. Gale (Vice Chair)
Councillor J. Aston
Councillor D. Chambers
Councillor M. Smith
Councillor S. Miah
Councillor M. McDonnell (Sub)

Civic, Communities and Events Manager

Councillor D.Hine
Friends of St George's Park Chair
Friends of St George's Park Secretary

1. APOLOGIES FOR ABSENCE

Councillor J. Beckingham

2. DECLARATIONS OF INTEREST

Nil.

3. MINUTES

RESOLVED: to approve the minutes of the Civic and Events Committee meeting held on Monday 1st September 2025.

4. PUBLIC QUESTION TIME

Nil

5. ST GEORGE'S PARK CENTENARY

The committee agreed to bring forward Item 7 for discussion as Item 5 on the agenda.

Members noted comments from the Friends of St George's Park regarding the centenary celebration to take place 2027.

The Committee agreed a working group comprising of:

Councillor Gale (Chair of working group), Councillor Miah, Councillor Smith, FOSGP (Friends of St George's Park) Chair, FOSGP Chair and Civic, Community and Events Manager, and Public Realm and Operations Manager.

6. KIDDERMINSTER-HUSUM TWINNING

6a. Twinning Association Visit 2026

The Committee discussed various ways in which the 50th anniversary of the Twinning Association may be celebrated.

The Committee agreed a working group comprising of:

Councillor Hine (Chair of working group), Cllr Gale and CCEM, HOGS Chair, Representative from the Twinning Association Group. and HOGS Colin Hill.

Cllr Mike Smith left meeting at 7.02pm.

Cllr Chambers left room 7.03pm

Cllr Chambers returned at 7.07pm

6B. Civic Handbook

RESOLVED: To consider including the Mayors role as president of Twinning Association within the Civic Handbook, and to use the following wording:

“Part of the Mayor’s role is being Honorary President of the Twinning Association, within their year of office. There is no financial responsibility in the role.”

6C. Flags (of Husum and Kidderminster)

Members agreed that 2 standard KTC flags be purchased in preparation for next year’s visit.

7. UPCOMING EVENTS (APPENDIX 2) as attached

Members received briefings and noted preparations for forthcoming events:

- Town Hall Re-Opening
- Remembrance Sunday Service and Parade
- Christmas Lights Switch On

The committee agreed that a letter be drafted and sent to the BID requesting appropriate acknowledgment of the contributions of the Town and District Councils.

- Santa In The Town Hall

Cllr McDonnell left at approx. 7.40, return at 7.43

- Christmas Carol Service
- KTC Anniversary

8. FORWARD WORK PROGRAMME

Forward Work Programme, noted, and amended as below.

Next Meeting:

Civic Budget 2026/27:

St George’s Centenary - £3,500

Community Awards?

Civic equipment, such as crockery, decorations?.

Kidderminster In Bloom support?

Cllr McDonnell left the meeting 8.07pm.

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

Meeting closed: 8.10pm

Signed: Date:

Friday 7th November (Civic opening)

5.30pm	Doors open Town Crier cries Trumpet player (Matt from Spellars) on podium People enter through courtyard, complimentary drinks - Prosecco & Orange juice
5.30pm-5.45pm	Pianist (Angela) on Steinway on stage while people enter Set up in Music Room, sound to Courtyard Doors open courtyard, music room and corn exchange.
5.45pm-6pm	Organist (Tim)
6pm-6.05pm	Compere (Steve Carrigan) thanks pianist and organist. Fire evacuation announcement and housekeeping. Introduces Mayor.
6.05pm-6.20pm	Formal welcome and speeches: Mayor, CEO, then Town Hall Manager On stage: All Councillors, All Staff
6.20pm	Ribbon cutting by Mayor
6.30pm	BBC MIDLANDS TODAY LIVE (approximate) Mayor to be interviewed
6.30pm-7pm	Pianist (Angela) on stage
6.35pm	Refreshments. Catering for 200 Savva to provide catering and tray service/ canapes
7pm	Public arrival for Blind Lemon ticketed event for public. Complimentary for dignitaries and other invited guests.
7.30pm	Blind Lemon performance start
8.30pm-10.30pm approx.	Courtyard and Corn Exchange Bars open. Background music in courtyard.

Saturday 8th November (Free public Event)

10.30am	Town Crier
11.30am-11.45am	Got2Sing (Flash mob)
11am-11.30am	Gaye Hill (historical research group) – talks in CE
12pm-12.45pm	WFSO
1pm	Got2Sing
2pm-2.30pm	Valentines
2.45pm-3.15pm	Wheely Different
3.45pm-3.00pm	Primary Chords
4.30pm – 5pm	KODYS
6pm-6.30pm	Luke Pinder
6.40pm	LOSA

Throughout day:

- Anthony Arnold - Walkabout and circus skills acts outside podium and courtyard & during breaks between performances

-Courtyard Bar open to the public

Remembrance Sunday – Schedule

Sunday 9th November 2025

9.30am – 2.30pm (approx.)

As Kidderminster Town Council has now returned to the Town Hall, the building will once again serve as the official assembly point for Councillors, Honorary Freeman, and other Dignitaries, in keeping with long-established tradition. During 2024, while the Town Hall was temporarily closed, official gatherings were held at the 45 Live Venue. The return to the Town Hall in 2025 marks the reinstatement of customary arrangements.

1. Robing and Arrival (Town Hall)

- **9.30am** – Councillors and Honorary Freeman arrive at the Town Hall to robe (new foyer area).
- **10am** – Other dignitaries arrive at the Town Hall.
- Hot drinks available on arrival.

2. Parade Organisation (Batemans Yard)

For all marching organisations:

- **10am** – Arrive at Batemans Yard Car Park
- **10am** – Form-up begins
- **10.30am** – Parade departs

Civic Party:

- Will join the parade as it passes the Town Hall at approximately **10.35am**

3. Processional Route to War Memorial and Church

Parade Route (outward):

- Batemans Yard Car Park
- New Road
- Bridge Street
- Oxford Street
- Vicar Street
- Bull Ring
- Lower Mill Street
- St Mary's Ringway
- War Memorial
- St Mary and All Saints Church

Managed by Midlands Bike Marshalls and Headway Traffic Management.

Increased police assistance – to be confirmed
BID security assistance – to be finalised

4. Services

- **10:45am** – Arrival at War Memorial.
- Kidderminster Male Choir to sing appropriately as people begin to gather (to be confirmed).
- Short outdoor service at War Memorial, two minute silence and bugle played, wreaths laid.
- Followed by a Service of Remembrance inside the Church, approx. 1 hour.
- Finishing at approx. **12pm**

5. Return Parade and Salute

- Parade returns via reverse route arriving at approx. **12.15pm**
- The salute taken at the Town Hall as the parade passes
- Parade continues to Batemans Yard for dispersal

6. Post-Parade

- On return to Batemans Yard, the Mayor will thank all participants
- Parade participants are invited to the Town Hall for light refreshments
- Refreshments will be served from **12.15pm – 2pm** approx.
- Performance by Barclay Square (30s/40s quartet) & Kidderminster Male Choir in the Courtyard

Summary Timeline

Time	Activity
9.30am	Councillors & Honorary Freemen robe at Town Hall
10.00am	Dignitaries arrive / Marching organisations arrive at Batemans Yard
10.15am	Marching organisations form up
10.30am	Parade departs
10.30am-10.45am	Kidderminster Male Choir perform whilst people gather at memorial
10.35am	Civic Party joins parade
10.45am	Service at War Memorial
11am	Service of Remembrance in Church begins
~12pm	Service ends / Parade begins return procession
~12.15pm	Salute at Town Hall / Return to Batemans Yard
~12.30pm	Mayor thanks participants / Light refreshments at Town Hall/ Performance

Group leaders wishing to lay a wreath at the memorial should contact the Town Council offices by Thursday 30th October.

Santa in the Town Hall - Saturday 6th December 2025

Quiet Hours

Designated quiet hours are proposed between 9.30am and 12.00pm, specifically tailored to children with special educational needs (SEN). Standard public sessions would follow from 12.00pm to 3.00pm.

This arrangement aims to ensure inclusivity while optimising the use of available space and staffing resources.

SEN Equipment

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, thereby further promoting accessibility and inclusivity within the event.

Venue Arrangements

Confirmation is sought regarding the use of the igloo structure within the Town Hall music room.

Event Materials

Teddy bears (used as free gifts to children visiting Santa) have been ordered for the event. Surplus to be used first.

Councillor Support

As with all major events, particularly during the Christmas period, Councillor support remains invaluable. Members who wish to volunteer are kindly requested to contact the CCE Manager to confirm their availability.

Christmas Carol Service – Sunday 14th December 2025

Preliminary discussions have taken place with St Mary and All Saints Church regarding the hosting of this year's Civic Christmas Carol Service. In discussion with the Church, who will host the service and invite local dignitaries: the Mayors of Kidderminster, Bewdley, and Stourport, and the Chairman of Wyre Forest District Council.

The Carol Service will follow a similar format to last year's event, with timings remaining the same. The service is scheduled to start at 4pm.

The service details are to be finalised following further liaison with St Mary and All Saints Church.

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

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

Ideas may include:

- Anniversary Newsletter or Special Publication
- Social media promotion (special dedicated 10 year banners/ logo)
- Commemorative plaque
- Tree planting in KTC park
- A group photograph of the past ten Mayors of Kidderminster Town Council on the Music Room stage.