



6th October 2025

The meeting of the **CIVIC AND EVENTS COMMITTEE** will be held in the **KIDDERMINSTER ROOM, WYRE FOREST HOUSE** on **WEDNESDAY 14TH JANUARY** 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 29th October 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. Events feedback (Appendix 2 – to follow)

To note feedback of civic events:

- Town Hall Re-Opening
- Remembrance Sunday Service and Parade
- Christmas Lights Switch On
- Santa in the Town Hall
- Christmas Carol Service

6. Twinning celebration event – 50th Anniversary (Appendix 3)

To note content of report.

7. Vision 2025-2029 (Appendix 4)

To note recommended additions made to the Vision and propose any amendments.

8. CCE Budget (Appendix 5a) and report (Appendix 5b)

To note and recommend the CCE budget

AND

To determine a delivery option for the Christmas Lights Switch On event.

9. Civic Events Programme 2026-27 & 2027-28 (Appendix 6)

To note and agree dates for the civic calendar.

10. 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 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:

Dear Committee,

I have been communicating with the members of the Civic Visit Working Group, which we established at our last meeting. This meeting of the C&E Committee is our opportunity to specify the budgetary demands we can expect in relation to the civic visit, which comes on the 50th anniversary of the signing of the two council's twinning charter.

There will be other events and activities that take place during the Husumer's visit, but if they do not involve a cost to KTC, then they do not need to be fleshed out yet. For our part we need to allow space in the schedule for them to be programmed in. These will involve community organisations and early suggestions are:

- The Twinning Association hosting a social event, typically a meal and/or a skittle evening.
- HOGs taking the party on a canal walk and talk, which was successful last September.

So, the proposal is that the total budget for KTC for the 2026 Visit of the Husum Civic be comprised of the following:

- Return airfares for 2 Hamburg to Birmingham or London – £600. Discussed last committee meeting, it was said that this was customary/protocol. The cost could potentially be £1200 in total if their partners are also covered.
- Transport to/from airport: hopefully we can borrow minibuses from KDYT and Community Transport, but perhaps the Buergermeister and Buergervorsteher could be conveyed in a taxi – £60-£120
- Event: Reception – £500 (rough estimate, unclear cost of TH hire, food, drink, staffing. Attendees could buy their own drinks).
- Event: Concert – £1000 (rough estimate, unclear cost of TH hire). The Twinning Association has already been in touch with the Choral Society, the Male Choir and The Valentines to explore if they could perform.
- Dinner (costs for visiting delegation only, others pay) – £500
- Sunday Church Service – costs to KTC would be some staff support and light refreshments, £100.
- Production of a Renewal Charter to be signed at one of the events – £100 (rough estimate)

Maximum Budget: £3,520 (I'm not sure if we want to add an additional cushion?)

Thanks, Cllr Doug Hine,

Chair of the Civic Visit Working Group

KIDDERMINSTER TOWN COUNCIL

Vision/ Strategy 2025-2029

*Providing services to the people of Kidderminster***1. Help to make Kidderminster a more attractive, welcoming, safe and well cared for town**

- 1.A Providing services/ amenities and working with other partners and stakeholders to help to deliver a well-presented and safer town centre
- 1.B Provide outstanding parks, playgrounds and public spaces
- 1.C Provide public toilets
- 1.D Run vibrant markets
- 1.E Provide allotments
- 1.F Provide value for money services for the communities we serve, by maximising income and controlling costs.
- 1.G Consider further devolution of services from other tiers of local government wherever we feel that this is in the best interests of the communities we serve.

2. Make Kidderminster Town Hall a key community and civic asset

- 2.A To make the Town Hall accessible and inclusive for all our communities
- 2.B Protecting and preserving the Town Hall, its artefacts and its heritage, on behalf of all of our communities.
- 2.C Providing top class culture and entertainment events,
- 2.D Supporting the community use and enjoyment of the Town Hall
- 2.E To provide accessible, inclusive Civic Offices to deliver services for the people of Kidderminster

3. Foster a real sense of community and Civic Pride

- 3.A. To be “The Voice of Kidderminster”, by:
 - By lobbying and working in partnership with WFDC, WCC, Kidderminster BID, and others on matters relating to Kidderminster
 - Responding to public consultations on behalf of the people of Kidderminster,
 - Fulfilling our role as a statutory consultee for planning applications within the parish area,
 - Raising concerns with the relevant local and national organisations on behalf of the people of Kidderminster
- 3.B Upholding the Civic and Mayoral heritage of Kidderminster
- 3.C Inspiring Civic events and Mayoral calendar
- 3.D Enjoyable and inclusive community events
- 3.E Celebrate and recognise individual and community achievements
- 3.F Encourage and support contributions to our public and community life
- 3.G Promote “Kidderminster in Bloom”
- 3.H *Support and encourage the understanding of different cultures and peoples through organisations such as the Twinning Association and our various local faith groups*
- 3.I *Encourage and support the promotion of Kidderminster's history and heritage.*

4. Take actions to address the climate emergency

- 4.A. To Ensure the activities of the Town Council are carbon neutral by 2035.
- 4.B Promote biodiversity across our parks and open spaces
- 4.C Actively encourage and support actions that will make Kidderminster as a whole more environmentally sustainable.

5. Provide focused support for young people, the elderly, minorities and the vulnerable

5.A. Provide funding to organisations which support these groups in Kidderminster

5.B. Support and promote initiatives to make Kidderminster a more inclusive town

		Budget 25-26 (Revised)	Actual Expenditure to 30/09/2025 £	Projected 25-26	BUDGET 26-27	Budget 25-26	Actual Income to 30/09/2025 £	Projected 25-26	BUDGET 26-27
		EXPENDITURE				INCOME			
S4 - Civic, Communities & Events									
Civic	Salary Allocation	47,072	8,472	47,500	60,486				
	Mayor and Civic Budget	10,000	4,415	10,000	10,000				
*	Mayor's allowance	6,860	2,744	6,860	6,860				
	Civic Regalia	2,500	50	2,500	2,500				
	Town Crier	550	530	550	600				
Events	Christmas Lights provision	30,000	0	30,000	31,000				
	Christmas Lights Electricity	700	0	700	800				
	Christmas Lights Switch on	3,500	0	3,500	4,000				
	Salary Allocation	40,796	7,530	41,500	28,100				
	Remembrance Sunday	4,500	0	4,500	5,000				
	Santa in the Town Hall	2,000	0	2,000	2,500				
	Flag flying	1,000	107	1,000	0				
	VE Day 80th Anniversary	2,000	1,968	2,000	0				
	Use/Release of EMR						2,000		0
	WFDC Contribution to Events						1,000		1,000
	Income-Misc						1,000		1,000
	Advertising	2,000	0	2,000	4,000				
Community	Ward Grants	9,000	250	9,000	9,000				
	Twinning	600	0	600	1,000				
	Salary Allocation	10,461	1,883	11,000	15,598				
	TOTAL	173,539	27,948	175,210	181,444	0	4,000		4,000

Kidderminster Town Council

Report Title: Civic, Community and Events budget 2026-2027

- **Meeting:** Civic, Community and Events Committee
- **Date of Meeting:** 14/01/2026
- **Date of report:** 06/01/2026

1. Summary:

This report seeks to inform Members of the Committee of the proposed budget, including non-salary and salary costs, staffing allocations, discretionary civic and community events, and the associated resource implications required for delivery.

2. Background:

The Civic, Community and Events service area delivers a programme that supports community engagement, civic identity and mayoral duties. The annual budget-setting process enables Members to review proposed expenditure, consider discretionary activities, and ensure that available resources are aligned with Council priorities and the Vision and Strategy 2025–2029.

3. Current Situation:

The Draft CCE Budget for 2026-2027 has been prepared for Member consideration. Members are asked to note that:

- Costs shown against individual civic events (e.g. Mayor's Making) do not represent the full cost of delivery.
- A significant proportion of officer time is funded through salary allocations and is not attributed to individual events.

Salary Allocations (Cost Centre 11010)

- *K400: £60,486*
- *K401: £28,100*
- *K402: £15,598*
- ***Total Salary Allocation: £104,184***

These allocations fund staff time from the CCE Manager, the CEO and other members of staff across different service areas.

Members are therefore asked to consider both non-salary expenditure and staff resources when reviewing the events programme and budget.

Staff costs (non-salary costs) - events

Event	Actual staff costs 2025-26	Total budget amount 2025-26	Estimated Staff Costs 2026-27 (+3.2%)	Draft total budget amount 2026-27	Notes
Town Hall Re-Opening	£728.49 + 3.5 hrs Toil accrual	£0 (no specific CCE budget set)	N/A	N/A	Costs for Friday opening evening only. Budgeted within Town Hall budget & Mayor and Civic Exp.
Mayor Making	£69.40 + 25.5 hrs toil accrual	No specific budget, expenditure into Mayor and Civic £10,000 (approx. £3,000)	£71.62 +3.5% of toil accrual	Mayor & Civic (£10,000) of this, £3,000 approx. for Mayor Making	Amount does not include rehearsal
Mayors Sunday	£598.18	No specific budget, expenditure into Mayor and Civic £10,000 (approx. £500)	£617.32	Mayor & Civic (£10,000) of this, £500 approx. for Mayor Making	
Remembrance Sunday	£845.93 + 7 hrs toil accrual	£4,500	£872.99	£5,000	
Christmas Lights Switch On	£923.39 + 8hrs 16m toil accrual	£3,500 (not including lights and electricity provision)	£952.94	£4,000	Security £402.50 and DM costs £194.35 should also be noted
Santa in the Town Hall	£959.34	£2,000	£990.05	£2,500	
Christmas Carol Service	£242.02	No specific budget, expenditure into Mayor and Civic £10,000 (approx. £500)	£249.76	Mayor & Civic (£10,000) of this, £500 approx. for Carol Service	Includes Mayor Attendant expenses
Mayors Ball	-	Mayoral allowance + staff	-	Mayoral allowance + staff	

Subtotal = £3,839.49 + 35hrs 16mins TOIL

Please note:

- Estimated staff costs do not include:
 - Preparation undertaken by officers within and outside of the CCE service area prior to event dates.
 - Town crier cost, volunteer support, as well as Councillor support, which is particularly significant for Christmas events and essential to their delivery
 - Use of the Town Hall - the use of the Town Hall for civic and community events represents an opportunity cost that is not reflected in the financial figures presented.

Discretionary events

Much of our civic calendar events are discretionary (excluding the Annual Meeting/ Mayor Making)

Christmas Lights Switch On

The Christmas Lights Switch On is a discretionary event included within the draft budget and represents one of the most resource-intensive events delivered by the service. In addition to direct financial costs, the event requires significant officer time, volunteer support and Councillor involvement, as well as appropriate security arrangements.

In recent years, the event has been delivered through partnership working with the Business Improvement District (BID). For 2026/27, Members are asked to consider the preferred delivery model for the Christmas Lights Switch On, as this will have implications for cost, staffing, risk and civic involvement.

4. Options:

Budget

Option A1 – Approve the Draft Budget as Proposed

Approve the Draft Civic, Community and Events Budget for 2026-27 as presented.

Option A2 – Approve the Draft Budget with Amendments

Approve the Draft Budget subject to amendments.

Option A3 – Do not approve

Do not approve the Draft Budget at this stage and defer the decision. Deferring approval may impact service planning and the timely delivery of civic and community events in 2026-27.

Christmas Lights Switch On

Subject to approval of the budget, members are asked to determine the preferred delivery model for the Christmas Lights Switch On:

BID-led delivery & Council financial contribution only not available.

Option B1 – Partnership Delivery with the BID

The Council and the BID jointly deliver the event, consistent with arrangements in place for the past three years.

Option B2 – Council-led Delivery

The Council takes full responsibility for the planning and delivery of the event, with no partnership arrangements.

5. Expected Outcomes:

If the draft budget is approved:

- A clear and agreed framework for delivering civic and community events in 2026/27 will be in place.
- Staff and financial resources will be aligned to agreed priorities.
- Events will be delivered efficiently and within approved budgets.

Success will be measured through:

- Delivery of agreed events within budget.
- Effective use of staff resources.
- Monitoring through the CCE Committee and Finance & Overview Committee.

6. Consultation:

All members have been consulted.

7. Risk Assessment:

7.1- Legal

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

7.2- Financial and Resources

As listed above.

Possible grants may be available via Wyre Forest District Council, similar to those received in 2025-26.

7.3- Environmental/ Climate

Events such as Christmas Lights Switch On and Santa in the Town Hall are energy consuming events.

The Council aims to work as sustainably as possible.

7.4- Equality & Diversity

The Council aims to make its Civic events and service area related outputs as inclusive as possible.

7.5- Crime and Disorder

The Council liaise with West Mercia Police for events.

7.6- Health & Safety

The Council carries out appropriate risk assessments for civic events.

8. Action Plan:

Action	Responsibility	Deadline	Status
Draft budget proposal	CCE Manager	14/01/2026	To be approved
Recommended budget	Committee	14/01/2026	To be approved
Christmas lights switch On delivery	Committee	14/01/2026	To be approved

9. Follow-up:

Implementation of the approved budget will be monitored by the CCE Committee and the Finance & Overview Committee. Budget allocations and expenditure will be reviewed annually as part of the Council's financial monitoring arrangements.

10. Conclusion and Recommendation(s):

That the committee recommends this Budget for 2026/27 and the Vision and Strategy 2025–2029 for the Civic, Community and Events service area

AND

Determine a delivery option for the Christmas Lights Switch On event.

11. Appendices:

N/A

Civic Events Programme 2026-27 & 2027-28

2026-27			
	Event	Date	Notes
1.	Mayor Making (Annual Meeting)	Tuesday 12 th May 2026	Town Hall
2.	Mayors Sunday	Sunday 14 th June 2026	Town Hall St Mary and All Saints Church
3.	Remembrance Sunday	Sunday 8 th November 2026	Town Hall St Mary and All Saints Church
4.	Christmas Lights Switch On	Saturday 14 th November 2026	
5.	Santa in the Town Hall	Saturday 12 th December 2026	Town Hall
6.	Mayors Carol Service	Sunday 20 th December 2026	St Mary and All Saints Church
7.	Mayor's Ball	Friday 19 th March 2027	Town Hall

2027-28			
	Event	Date	Notes
1.	Mayor Making (Annual Meeting)	Thursday 13 th May 2027	Town Hall
2.	Mayors Sunday	Sunday 13 th June 2027	Town Hall
3.	Remembrance Sunday	Sunday 14 th November 2027	Town Hall St Mary and All Saints Church
4.	Christmas Lights Switch On	Saturday 20 th November 2027	
5.	Santa in the Town Hall	Saturday 11 th December 2027	Town Hall
6.	Mayors Carol Service	Sunday 19 th December 2027	St Mary and All Saints Church
7.	Mayor's Ball	Friday 10 th March 2028	Town Hall

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 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
1 September 2025	Honorary Freeman nomination and protocol and budget
	Remembrance Sunday
	St Georges Park 100 yrs celebration
	Town Hall opening welcomed 7th 8th November

29 October 2025	Civic Handbook – Twinning (Mayor as president)
	Remembrance Sunday
	Husum – Twinning 50 th Anniversary
14 January 2026	Civic Budget
July 2026	