



Kidderminster
Town Council

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16th April 2026

The meeting of the **CIVIC AND EVENTS COMMITTEE** will be held in the **KIDDERMINSTER TOWN HALL, COUNCIL CHAMBER** on **MONDAY 27TH APRIL** at **6:00 PM** when Members are summoned to attend.

Yours Sincerely,

Hugh Peacocke, CEO.

Membership: Councillors: M. Rayner (Chair), B. Connor, N. Gale, D. Chambers, J. Aston and 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 January 2026.

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. A Minute's Silence

To observe a minute's silence in memory of Reverend Rose Lawley, of St Mary and All Saints Church

6. Mayor's Cadet

To consider possibility of introducing a Mayor's Cadet for future municipal years.

7. Kidderminster Town Council Vision

To consider ideas for promoting the Council's vision, specifically:

- 3.E Celebrate and recognise individual and community achievements
- 3G. Promote 'Kidderminster in Bloom'

8. The Kidderminster Dementia Action Alliance

To receive an update from Council representative for the Kidderminster Dementia Action Alliance

9. Joint Civic Events (Appendix 2)

To note a draft protocol and resolve to agree to add into Mayor and Civic Handbook.

10. Forward work programme:

- Draft Civic Events plans

**KIDDERMINSTER TOWN COUNCIL
CIVIC AND EVENTS COMMITTEE**

**Minutes of the meeting held on Wednesday 14th January at 6pm
in the Council Chamber, Kidderminster Town Hall**

Present:

Councillor M. Rayner (Chair)
Councillor N. Gale (Vice Chair)
Councillor D. Chambers
Councillor S. Miah
Councillor L. Carroll (Sub)

Civic, Communities and Events Manager

Councillor D.Hine

Twinning association representatives: Mrs Jean Talbot and Mrs Hiliary Boyle

1. APOLOGIES FOR ABSENCE

Councillor J. Beckingham
Councillor M. Smith
Councillor J. Aston

2. DECLARATIONS OF INTEREST

Nil.

3. MINUTES

RESOLVED: to approve the minutes of the Civic and Events Committee meeting held on 29th October 2025, with the amendment to add Cllr S. Miah to the Kidderminster-Husum Twinning Civic Visit and 50th Anniversary Celebration Working Group.

4. PUBLIC QUESTION TIME

Nil

5. TWINNING CELEBRATION EVENT – 50TH ANNIVERSRY (APPENDIX 3)

The committee agreed to bring forward Item 6 for discussion as Item 5 on the agenda.

Members noted the content of report from the Chair of the working group.

6. EVENTS FEEDBACK (APPENDIX 2)

Members noted 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

Cllr L. Carroll left the meeting at 7.10pm.

7. VISION 2025-2029 (APPENDIX 4)

Members noted the recommendation to the Vision, and proposed the following amendments:

3.H Wording amended to:

Support and encourage the understanding of different cultures and peoples through organisations.

3.I wording amended to:

Encourage and support the promotion of Kidderminster's history and heritage, such as the Kidderminster-Husum Twinning Association.

8. CCE BUDGET (APPENDIX 5A) AND REPORT (APPENDIX 5B)

RESOLVED: Option A2 - Members noted and recommended amendments to the CCE budget.

The committee recommended an additional:

£2,000 for Christmas Lights Electricity (currently at £800) – in order to improve the infrastructure for the lights in the town.

£4,000 for Twinning (currently at £1,000) – to accommodate the Kidderminster-Husum Twinning Civic Visit and 50th Anniversary Celebration, as per the WG Chair's report.

AND

Deferred decision on delivery options 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, with additions of:

- The Kidderminster-Husum Twinning Civic Visit and 50th Anniversary Celebration – October 2026
- The St George's Park Centenary celebration – 23rd July 2027
- Flag Flying – June 2028

The committee recommended an additional meeting date of 29th April 2026, subject to availability.

10. FORWARD WORK PROGRAMME (APPENDIX 7)

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

- Vision 2025-2029:
 - 3.E Celebrate and recognise individual and community achievements
 - 3G. Promote 'Kidderminster in Bloom'
- Update from Council representative for the Kidderminster Dementia Action Alliance
- Draft Civic Events plans
- Protocol for shared/ joint civic events with other local government organisation
- Committee to observe a minute's silence in memory of Reverend Rose Lawley, of St Mary and All Saints Church

Meeting closed: 8.36pm

Signed: Date:

Protocol for Joint Civic Events

When participating in or hosting joint civic events with other councils or organisations, the following principles should apply:

1. Advance Notice

Reasonable notice must be given to Council officers to enable proper planning, coordination, and resource allocation. As a guide, a minimum of 6 weeks' notice should be provided where possible.

2. Cost Sharing

All participating councils or organisations will be expected to make an appropriate financial contribution towards the event. Costs should be agreed in advance and proportionate to involvement.

3. Roles and Responsibilities

Responsibilities for organising the event (including venue, catering, invitations, and protocols) should be clearly agreed at the outset to avoid duplication or misunderstanding.

4. Approval Process

Participation in joint civic events should be agreed in line with the Council's usual decision-making processes and budgetary approvals.

5. Civic Protocol and Precedence

Agreed civic protocol should be observed, including precedence of office, use of insignia, and appropriate forms of address.

6. Communication and Publicity

Any publicity or communications should be agreed jointly in advance and reflect all participating councils appropriately.

7. Review

Following the event, a brief review may be undertaken to inform future joint working.