



**Kidderminster**  
Town Council

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16<sup>th</sup> June 2026

The meeting of the **CIVIC AND EVENTS COMMITTEE** will be held in the **KIDDERMINSTER TOWN HALL, COUNCIL CHAMBER** on **TUESDAY 30<sup>TH</sup> JUNE 2026** when Members are summoned to attend.

Yours Sincerely,

Civic, Community and Events Manager

Membership: Councillors: M. Rayner (Chair), D. Chambers, H. Dyke, N. Gale, D. Hine, M. McDonnell, 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 27<sup>th</sup> April 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. Election of Deputy Chair**

To elect a Deputy Chair of Civic, Community and Events committee.

### **6. Terms of Reference (Appendix 2)**

To note the terms of reference of the committee, attached.

### **7. Civic Events review and feedback (Appendix 3)**

To note feedback of civic events held since this municipal year.

since the last meeting of the Committee.

**8. Remembrance Sunday 2026 (Appendix 4)**

To approve usual annual arrangements, considering feedback received, as attached.

**9. 9a. Christmas Lights Switch On 2026 (standing item until event) (Appendix 5)**

To approve usual annual arrangements, considering feedback received, as attached.

**9b. Christmas extras and costs (Appendix 6)**

To approve arrangements for Christmas lamp post lights, and Christmas tree, subject to budget.

**10. Twinning 50<sup>th</sup> Anniversary Celebration (Appendix 6 – to follow) (standing item until event)**

To note and approve updates from the Chair of the Twinning 50<sup>th</sup> Anniversary Celebration working group.

**11. Mayor's Cadet (Appendix 7)**

To note Mayor Cadet processes from other Councils.

And

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

**12. Working Groups**

**12a. Working Groups Protocol (Appendix 8)**

To approve the draft protocol for inclusion in the Mayor and Civic Handbook.

**12b. Update membership of St George's Centenary Working Group**

To approve new membership of Working Group for this municipal year.

**13. Climate Change**

To discuss and consider ways in which Civic, Community and Events activities and events can be made more environmentally friendly and sustainable.

**14. Forward work programme (Appendix 9)**

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

**KIDDERMINSTER TOWN COUNCIL  
CIVIC AND EVENTS COMMITTEE**

**Minutes of the meeting held on Wednesday 14<sup>th</sup> 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)  
Councillor J. Aston

Civic, Communities and Events Manager

**1. APOLOGIES FOR ABSENCE**

Councillor M. Smith  
Councillor J. Beckingham

**2. DECLARATIONS OF INTEREST**

Nil.

**3. MINUTES**

**RESOLVED:** to approve the minutes of the Civic and Events Committee meeting held on 14<sup>th</sup> January 2026.

**4. PUBLIC QUESTION TIME**

Nil

**5. A MINUTE'S SILENCE**

The committee observed a minute's silence for Reverent Rose Lawley of St Mary and All Saints Church.

**6. MAYOR'S CADET**

The committee discussed the possibility of introducing a Mayor's Cadet for future municipal years and requested that research be carried out for such processes.

**7. KIDDERMINSTER TOWN COUNCIL VISION 2025-2029**

The committee considered ideas for promoting the Council's vision for future years, specifically:

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

**8. THE KIDDERMINSTER DEMENTIA ACTION ALLIANCE**

The committee received an update from Council representative for the Kidderminster Dementia Action Alliance, Cllr John Aston, who advised that there was an EMR of £1483.23.

Members discussed the possibility of donating funds to relevant local groups or charities.

**9. JOINT CIVIC EVENTS (APPENDIX 2)**

**RESOLVED, with amendment:** That the draft protocol be approved for inclusion in the Mayor and Civic Handbook, subject to the addition in the first paragraph under 'Advance Notice' specifying the mayoral email as a point of contact.

**10. FORWARD WORK PROGRAMME**

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

- Standing items: To include the following as standing items on CCE committee agendas going forward: Twinning 50<sup>th</sup> anniversary celebration & Christmas lights Switch On.
- Draft Civic Events Plans
- Possibility of hosting a Town Crier competition
- Possibility of budget and event for Town Council awards, bi-annually
- Possibility of town councils taking on No Barriers Awards in future
- Protocol: Working groups protocol

**Meeting closed: 7.18pm**

Signed: ..... Date: .....

**Kidderminster Town Council  
CIVIC & Events Committee Terms of Reference**

- Maximum 7 Members – Quorum: 3 Members.

<b>Functions of Committee</b>
<b>CIVIC</b>
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 Freemen: <ol style="list-style-type: none"> <li>1. To make recommendations to Full council regarding the awarding of this honour</li> <li>2. To Liaise with the honorary Freemen of Kidderminster</li> </ol>
<b>EVENTS</b>
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.
<b>FINANCES</b>
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 22nd April 2026

## **Kidderminster Town Council**

### **Report Title: Civic, Community and Events Update**

**Meeting:** Civic, Community and Events Committee

**Date of Meeting:** 30 June 2026

**Author:** Civic, Community and Events Manager

**Date of Report:** 16 June 2026

### **1. Summary**

This report provides Members with an update on Civic, Community and Events activity since the previous meeting. It highlights recent civic engagements, community initiatives, event delivery and communications activity. Members are invited to note the report.

### **2. Background**

#### **Civic**

Civic activities have continued to promote the role of the Mayor as the First Citizen of Kidderminster. The Mayor has represented the Town Council at a wide range of civic, charitable and community functions, strengthening relationships with residents, businesses and partner organisations.

#### **Community**

The Council continues to engage with residents through its website and social media channels. These platforms are used to promote local initiatives, share community information and encourage participation in civic life.

#### **Events**

Several significant civic events have taken place during the reporting period, including Mayor Making, Mayor's Sunday, the COVID-19 Day of Remembrance and the St George's Day Parade Reception. Planning is also underway for forthcoming civic and community events throughout the municipal year.

### **3. Current Position**

#### **Civic, Community and Events Engagement**

The Mayor has maintained a visible presence within the community through attendance at a variety of local events, meetings and civic functions. These engagements continue to strengthen relationships between the Town Council, residents, businesses and community organisations.

Council communications have successfully promoted the Mayor's activities and highlighted the positive contribution of civic leadership across the town.

The Annual Meeting and Mayor Making communications also celebrated the appointment of Kidderminster's first ethnic minority Mayor, reflecting the diversity of the local community and reinforcing the Council's commitment to equality, inclusion and representation.

The Council continues to engage effectively with residents through both traditional and digital communication channels. The Council's digital communications have seen an increase in engagement.

The Council's website and Facebook page remain the primary communication platforms and are regularly used to:

- Promote civic events and ceremonies.
- Share mayoral engagements and photographs.
- Publicise community initiatives and opportunities.
- Promote Council meetings and encourage public participation.
- Highlight environmental campaigns and community projects.
- Share information relating to the Town Hall and wider Council activities.

Engagement across the Council's digital platforms has continued to increase, resulting in greater interaction with residents and community organisations, which may have led to an increase in invitations for the Mayor and Council representatives to attend local events and initiatives.

#### **4. Review and Feedback of Events**

##### **Mayor Making Ceremony – Tuesday 12 May 2026**

The Mayor Making Ceremony marked the return of this prestigious civic occasion to Kidderminster Town Hall following completion of the Town Hall Transformation Project.

The event was attended by civic dignitaries, Councillors, Honorary Freemen, partner organisations, invited guests and members of the public.

Feedback received was overwhelmingly positive, with many attendees commenting on the successful organisation of the evening, the welcoming atmosphere and the return of traditional civic ceremony to the Town Hall.

Comments received included:

“Thank you for a great event yesterday. It seemed to go very well and lots of guests so it didn't finish too early.”

“Well done last night, it was really good to see us back in the Town hall.”

“So much effort went into tonight's event.”

“We had an amazing night and everything went smoothly. The briefing pack was fantastic and really helped us make the evening a success.”

Refreshments were served following the formal proceedings and were well received.

The ceremony provided a fitting occasion to formally install the incoming Mayor and celebrate the start of the new municipal year.

The Council extends its thanks to all staff, volunteers and partners whose professionalism and commitment contributed to the successful delivery of the event.



## Mayor's Sunday

Mayor's Sunday was held at St Mary and All Saints Church and was well supported by civic dignitaries, community representatives and members of the public.

The Mayor, accompanied by Town Councillors, Past Mayors and Honorary Freemen, processed from the Town Hall to the church as part of the traditional civic parade.

On arrival, the civic party was welcomed by the High Sheriff, the Reverend and members of the congregation.

The Deputy Lieutenant of Worcestershire was also in attendance.

Feedback from attendees was very positive, with many welcoming the continuation of traditional civic ceremonies and recognising their importance in strengthening civic identity and community spirit.

However, attendance by Kidderminster Town Councillors was lower than anticipated, and greater participation in future civic events would be welcomed.

The Council thanks the church, volunteers, readers and all those involved in supporting the successful delivery of the event.



## Other Civic Events

The Town Council also marked the COVID-19 Day of Remembrance, providing an opportunity for reflection and remembrance within the community.

Following the St George's Day Parade, the Council hosted a civic reception at the Town Hall, for dignitaries and selected young participants.

The Council also marked the 10 years anniversary of Kidderminster Town Council.



**Covid 19 Day of Reflection**  
Sunday 8<sup>th</sup> March

**Covid 19 Day of Reflection**  
Sunday 8<sup>th</sup> March

In tribute, the Town's COVID memorial waterfall lights will be switched on for the evening. Residents are invited to visit the memorial at any time on this date, for moments of reflection and, if they wish, to lay flowers or a tribute. This simple gesture offers an opportunity for our community to pause, remember, and reflect together.

This year, Sunday 8<sup>th</sup> March 2026 marks the UK's COVID-19 Day of Reflection, a day to remember and reflect on the lives lost during the pandemic and the impact it had on our community and nation. It is also a time to remember the sacrifices made by many and appreciate those who showed acts of kindness during this unprecedented time.

**DAY OF REFLECTION**

We also invite residents to sign the book of remembrance, linked below, to share a message, memory, or tribute in honour of those affected by the pandemic.

**To submit your message, please use the link in this post.**



## 5. Event Delivery

The successful delivery of civic and community events relies on significant planning and preparation undertaken by officers and volunteers.

This includes:

- Comprehensive event planning and administration, Risk Assessments and H&S measures
- Stewarding and staffing arrangements.
- Equipment transportation, setup and breakdown.
- Venue preparation and room layout.
- Coordination of civic dignitaries and invited guests.
- Refreshment arrangements.
- Budget management and cost control.
- Preparation of event scripts and running orders.
- Organisation of civic processions and parades.
- Post-event communications and evaluation.
- Venue clearance and restoration.

These activities ensure that events are delivered safely, professionally and to a consistently high standard.

## **6. Expected Outcomes**

The Civic, Community and Events programme aims to:

- Continue to increase community engagement and civic participation.
- Strengthen relationships with local organisations.
- Enhance the visibility of the Mayor and Town Council.
- Celebrate Kidderminster's civic traditions and heritage.
- Increase resident engagement through digital communications.
- Deliver high-quality civic events that promote civic pride.

Success will be measured through: event attendance, community feedback, increased social media engagement, growing partnership opportunities and continued invitations for civic representation.

## **7. Consultation**

Members of Civic, Community and Events committee are consulted. Feedback received through events and online engagement helps shape future activities and service delivery.

## **8. Risk Assessment**

### **8.1 Legal**

The Council has the authority to undertake civic, community and events activity under its statutory powers and the General Power of Competence.

### **8.2 Financial and Resources**

Activities are delivered within approved budgets and existing staffing resources. Event expenditure is monitored through the Council's financial management processes.

### **8.3 Environmental and Climate**

Where practical, events seek to minimise environmental impact through sustainable procurement, waste reduction and recycling.

#### **8.4 Equality and Diversity**

The Council is committed to ensuring that civic events are inclusive, accessible and welcoming to all sections of the community.

#### **8.5 Crime and Disorder**

Appropriate risk assessments and event management procedures are undertaken to minimise risks associated with public safety, crime, anti-social behaviour and disorder in accordance with Section 17 of the Crime and Disorder Act 1998.

### **9. Action Plan**

<b>Action</b>	<b>Responsible Officer</b>	<b>Deadline</b>	<b>Status</b>
Deliver 2026/27 Civic Programme	Civic, Community and Events Manager	Ongoing	In Progress
Continue promotion of mayoral engagements	Civic, Community and Events Manager	Ongoing	In Progress
Increase community engagement and partnerships	Civic, Community and Events Manager	Ongoing	In Progress
Monitor website and social media engagement	Civic, Community and Events Manager	Ongoing	In Progress
Deliver forthcoming civic and community events	Civic, Community and Events Manager	Ongoing	In Progress

### **10. Follow-Up**

Progress against the Civic, Community and Events programme will continue to be monitored by the Civic, Community and Events Manager and reported to future meetings of the Civic, Community and Events Committee.

### **11. Conclusion and Recommendation**

The reporting period has seen a successful programme of civic engagement, community activity and event delivery. The return of Mayor Making to the Town Hall, the successful delivery of Mayor's Sunday and other civic commemorations, together with increasing digital engagement and growing community partnerships, demonstrate the continuing positive impact of the Council's Civic, Community and Events service.

#### **Recommendation**

Members are asked to:

1. Note the contents of this report.

2. Acknowledge the successful delivery of the Council's civic and community programme.
3. Support the continued development of the Civic, Community and Events service throughout the 2026/27 municipal year.

## **12. Appendices**

- **Appendix 3a:** Civic and Community Events Programme

2026-27				
	Event	Date	Notes	Event type
1.	St George's Day Parade	Sunday 26 <sup>th</sup> April 2026	Parade	Community
2.	Mayor Making (Annual Meeting)	Tuesday 12 <sup>th</sup> May 2026	Town Hall	Annual Civic
3.	Mayors Sunday	Sunday 14 <sup>th</sup> June 2026	Town Hall St Mary and All Saints Church	Annual Civic
4.	Kidderminster-Husum Twinning 50 <sup>th</sup> Anniversary and civic visit	Friday 23 <sup>rd</sup> October 2026 – Sunday 25 <sup>th</sup> October (3 days)	Town Hall	Civic (2026-27)
5.	Remembrance Sunday	Sunday 8 <sup>th</sup> November 2026	Town Hall St Mary and All Saints Church	Annual Civic
6.	Christmas Lights Switch On	Saturday 14 <sup>th</sup> November 2026		Annual Civic
7.	Santa in the Town Hall	Saturday 12 <sup>th</sup> December 2026	Town Hall	Annual Civic
8.	Mayors Carol Service	Sunday 20 <sup>th</sup> December 2026	St Mary and All Saints Church	Annual Civic
9.	Mayor's Ball	<i>Friday 19<sup>th</sup> March 2027 (TBC)</i>	Town Hall	Mayor's Charity

**KEY**

- Annual Civic Events
- Mayors Charity Events
- KTC Civic Event 2026
- Triennial Civic
- Community-run Events

<b>2027-28</b>				
	<b>Event</b>	<b>Date</b>	<b>Notes</b>	<b>Event type</b>
1.	St Georges Day Parade	<i>Sunday 25<sup>th</sup> April (TBC)</i>	Parade	Community
2.	Mayor Making (Annual Meeting)	Thursday 13 <sup>th</sup> May 2027	Town Hall	Annual Civic
3.	Mayors Sunday	Sunday 13 <sup>th</sup> June 2027	Town Hall	Annual Civic
4.	St George's Park Centenary celebration	Friday 23 <sup>rd</sup> July 2027	St George's Park	Community
5.	Remembrance Sunday	Sunday 14 <sup>th</sup> November 2027	Town Hall St Mary and All Saints Church	Annual Civic
6.	Christmas Lights Switch On	Saturday 20 <sup>th</sup> November 2027		Annual Civic
7.	Santa in the Town Hall	Saturday 11 <sup>th</sup> December 2027	Town Hall	Annual Civic
8.	Mayors Carol Service	Sunday 19 <sup>th</sup> December 2027	St Mary and All Saints Church	Annual Civic
9.	Mayor's Ball	<i>Friday 10<sup>th</sup> March 2028 (TBC)</i>	Town Hall	Mayor's Charity

**KEY**

- Annual Civic Events
- Mayors Charity Events
- KTC Civic Event 2026
- Triennial Civic
- Community-run Events

<b>2028-29</b>				
	<b>Event</b>	<b>Date</b>	<b>Notes</b>	<b>Event type</b>
1.	St Georges Day Parade	<i>Sunday 23<sup>rd</sup> April 2028 (TBC)</i>	Parade	Community
2.	Mayor Making (Annual Meeting)		Town Hall	Annual Civic
3.	Mayors Sunday		Town Hall	Annual Civic
4.	Flag Flying		Town Hall	Triennial Civic
5.	Remembrance Sunday	Sunday 12 <sup>th</sup> November 2028	Town Hall St Mary and All Saints Church	Annual Civic
6.	Christmas Lights Switch On			Annual Civic
7.	Santa in the Town Hall		Town Hall	Annual Civic
8.	Mayors Carol Service		St Mary and All Saints Church	Annual Civic
9.	Mayor's Ball		Town Hall	Mayor's Charity

**KEY**

- Annual Civic Events
- Mayors Charity Events
- KTC Civic Event 2026
- Triennial Civic
- Community-run Events

## Appendix 4

### **Remembrance Sunday**

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day, which is on November 11<sup>th</sup>. 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.

The Mayor and civic dignitaries will take the salute outside the Town Hall. Light refreshments will take place inside the Town Hall.

### **Remembrance Sunday 2025 review**

The service was attended by dignitaries, including the Deputy Lord Lieutenant, and West Mercia Police Chief Inspector. During the service, wreaths were laid at the Angel of Peace Monument, followed by a church service. Afterward, the Civic dignitaries returned to the traditional location of the Town Hall, where the Mayor and Deputy Lord Lieutenant received salutes from the parading groups.

The parade and service were well attended as usual, and the event went very safely.

Remembrance returning to the Town Hall was very well received. The performance by the Male Choir received positive engagement. Refreshments served in the courtyard were also very well received by those who were involved within the parade/ otherwise.

#### Lessons:

A lack of service sheets - discussed with Church. To help resolve this, increase production for next year & distribute via email to organisations involved.

A revised Risk Assessment discussed with H&S supplier. To help resolve this, updated and to be distributed to organisations involved well in advance.

#### Other issues raised:

It was felt by a number of organisations involved that the announcement of the names and titles of individuals laying wreaths detract from the central purpose of the Act of Remembrance, and that the focus of the ceremony should remain solely on remembering those who have fallen.

## **Christmas Lights Switch On**

The Christmas Lights Switch On is a discretionary resource-intensive event in the Town Council's. In recent years, the event has been delivered through partnership working with the Business Improvement District (BID).

### **Christmas Lights Switch On 2025 review**

The annual Christmas Lights Switch On took place in the Town Centre in partnership with the Kidderminster BID and support from Wyre Forest District Council. The event was supported by Councillor Darren Chambers, Councillor Nicky Gale, Councillor Mary Rayner, Rose Bishop, Kevin Gale and Pat. The team distributed sweets and chocolates to children and helped where necessary.

The lights were switched on by the Mayor and Mayoress of Kidderminster with the help of a local young individual who attended with family. The event was extremely well-attended and featured a variety of local and high-profile performances.

#### **Lessons:**

The event was extremely busy, which led to a lack of space and congestion in certain areas. Suppliers arranged through the BID were positioned near the main stage, taking up more room than anticipated. To help address this for next year, the removal of the Town Hall fencing will significantly improve space and flow. A potential road closure is also being considered, and Weavers Wharf will be informed of any proposed plans in advance.

The young people's dance groups who performed, along with their parents and carers, felt let down due to the lack of an appropriate stage for performers. Although these groups were booked through the BID, KTC responded by offering the Town Hall stage for their use. This solution worked extremely well and resulted in very positive feedback from teachers, young performers, and families.

A cable from a snack station was not properly secured to the ground, causing a trip hazard. Feedback has been shared with the operator, requesting a review of their cable management to prevent future incidents. Additionally, KTC could consider investing in large cable covers as a precautionary measure to help avoid similar situations in the future.

## **Christmas extras and costs 2026**

### **£3,000 budget**

This appendix is provided to support Members in determining the preferred approach to Christmas lighting extras and tree provision for future years.

### **Christmas Lights – Extra lamp post column costs:**

- One-off cost: £545 (ex VAT) per column
- Annual hire of 3m motif (including installation): £375 (ex VAT) per column, per year

### **Option 1A – Maintain current provision of lights**

Continue with existing motifs, with no additional lamp post infrastructure and lights.

### **Option 1B – Expand provision**

Introduce additional lamp post columns where required, noting the above unit costs.

### **Christmas Tree**

The town Christmas tree is now in a poor condition. This was purchased five years ago, with costs previously split 50/50 with the BID.

A replacement tree, similar to the existing tree, would cost £6,594 (ex VAT) in total. Kidderminster BID has previously contributed 50% of the cost, and have indicated exploring a hire or rental model in future, with costs similarly shared between both parties.

### **Option 2A – Hire / rental tree**

Annual hire cost (subject to quotation)

Potential additional costs during the hire period, if damaged

### **Option 2B – Replace / purchase tree**

Cost of approx. £6,594 (ex VAT)

### **Option 2C – Do not replace tree**

No capital or hire cost

No central town Christmas tree provision going forward

## Mayor's Cadet

### Knutsford Town Council – Mayors Cadet process

An invite is sent out to all the uniformed groups in Knutsford in February so they can have a think about the young person they may wish to put forward.

They are then asked to explain briefly why they think that person will make a good cadet and then sit down with the mayor elect to discuss these. If there are a few, hold informal chats with the cadet and mayor elect.

The chosen cadet is then invested at Mayor Making

In terms of Safeguarding, a DBS check on the deputy mayor when they are elected, so this is in place for when they are mayor. All correspondence is sent via Officer to the parent/guardian of the cadet, or to the cadet themselves if they are 18+

On the invite the mayor page, an option to also invite the cadet, but generally they mostly attend civic events with mayor.

### Dudley Council – Mayors Cadet process

- How cadets are nominated and selected – receive nominations directly from the cadet groups. The mayor confirms they are happy with the nomination
- Which organisations are eligible to participate – all cadet groups within Dudley Borough
- Whether there is a formal application or interview process – no
- The expected duties and level of commitment – attend any civic events, military engagements. When accepting engagements, we add a line to ask if the cadet is ok to attend (these are mainly weekend or evenings when they are not at school/college)
- Any guidance, protocols, or policies used – we don't have any currently
- Any safeguarding or consent arrangements in place – all invitations are sent to their parents, and they can accompany the cadet to all engagements if they wish to
- How the scheme is managed administratively – done at the same time as accepting invitations, receiving pro-formas
- How many applications do you normally receive for the Mayor Cadet position? – normally only one, as I believe the cadet groups speak with each other before contacting us
- Is there an option for the cadet to travel to engagements, or are they normally within the town? – the cadet normally make they own way to engagement and meet the mayor there

Provide them with a cadet's badge which they can sew onto their uniform.

## Warwick Town Council – Mayors Cadet process

The cadet serves for a year and takes up their role at Mayor making each year. Prior to this, officer approaches the relevant service to ask them to give the name for a Mayor's cadet and ideally they live in or around Warwick. Warwick rotates the opportunity for a cadet between the Army, Air and Seacadets. These are the only services / groups approached, similar to the Lord Lieutenant in Warwickshire as the High Sheriff supports police cadets. The choice of the individual is left to each service – how they pick is entirely up to them. The cadet is invited to the Mayor making x 2 ( beginning and end of civic year) Civic service, Remembrance Sunday and anything else the Mayor and office think appropriate eg Christmas tree judging !

Invitations are for events at the weekend only, being Mayor's cadet is not an excuse to miss school.

At Mayor making when they're the incoming cadet they get a badge to sew on their uniform and when leaving they get a certificate to say they were a cadet.

Dress code = always in their uniform

Depending on the event, the cadet is part of the Civic procession – near the Mayor and Town Clerk – and hold the wreath on Remembrance Sunday when the Mayor goes to lay it.

It is expected that the cadet ( if under 18 years of age ) will be accompanied by a parent/carer at an event, if this is not possible the cadet does not attend.

As for the admin for cadets, I keep a list of who the Mayor's cadets are and which service they're from so I can rotate appropriately and I send the incoming cadet a list of dates for the upcoming civic year with the events above. I have an email address for the cadet and a parent so that whatever I send to the cadet also goes to a parent.

## **Kidderminster Town Council, Civic Community and Events**

### **Working Group Protocol**

The Civic and Community Events Committee may appoint working groups to make recommendations regarding particular events or specific items where more detailed consideration or specialist knowledge is required.

#### **1. Purpose**

The purpose of a working group is to examine a specific event or item and make recommendations to the parent committee.

#### **2. Remit**

The parent committee shall determine the remit, objectives and scope of any working group it establishes.

#### **3. Status**

Working groups are advisory only and shall have no decision-making powers. Any recommendations must be referred to the parent committee for consideration and determination.

#### **4. Membership**

The membership of a working group shall be determined by the parent committee.

The parent committee may appoint a Chair of the working group.

A working group may invite other Town Councillors and/or individuals who are not members of the Council where their knowledge, experience or expertise would assist the working group in carrying out its remit.

#### **5. Meetings**

The working group shall determine whether its meetings are held in public or private, making this clear for all meetings and having regard to the nature of the matters being considered.

#### **6. Reporting**

The working group shall report its findings and recommendations to the parent committee.

#### **7. Dissolution**

Upon completion of its task, or when otherwise directed by the parent committee, the working group shall be disbanded.

**Kidderminster Town Council**

Work Programme for Civic and Events Committee Meetings for the Municipal Year 2026/27

**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

*Standing items until end of business:*

- *Twinning 50<sup>th</sup> Anniversary*
- *Christmas Lights Switch On*
- *St George's Park Centenary*

**Other items of Business**

<b>Meeting Date</b>	<b>Item</b>
<b>30 June 2026</b>	Terms of Reference
	Forward Work Programme
	Events feedback and Civic, community, events update
	Twinning 50 <sup>th</sup> Anniversary
	Mayor's cadet
	Working Groups
	Upcoming civic events (Remembrance, Christmas)
<b>6 October 2026</b>	<i>Twinning 50<sup>th</sup> Anniversary</i>
	<i>Christmas Lights Switch On</i>
	<i>St George's Park Centenary</i>
	Christmas Lights and Santa in the Town
	Remembrance Sunday
	St George's Centenary (to agree as Standing Item until event)
	Civic protocols update, such as: Flag Flying
	Possibility of hosting Town Crier Competition
	Possibility of budget and event for Town Council awards, bi-annually
	Possibility of town councils taking on No Barriers Awards in future
<b>14 December 2026</b>	<u>26/27 Budget</u>
	To recommend a Budget to the Finance and Overview Committee
	<i>Twinning 50<sup>th</sup> Anniversary</i>
	<i>Christmas Lights Switch On</i>
	<i>St George's Park Centenary</i>