



Kidderminster
Town Council

Town Hall, Vicar Street
Kidderminster DY10 1DA

office@kidderminstertowncouncil.gov.uk

01562 732680

26th August 2026

The meeting of the **CIVIC AND EVENTS COMMITTEE** will be held in the **KIDDERMINSTER TOWN HALL, COUNCIL CHAMBER** on **WEDNESDAY 9TH SEPTEMBER 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 Civic, Community and Events Committee held on 30th June 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. Twinning 50th Anniversary Celebration (Appendix 2)

To note and approve updates from the Chair of the Twinning 50th Anniversary Celebration working group (**Appendix 2a**)

And

To approve Terms of Reference for the Working Group (**Appendix 2b**)

6. St George's Park Centenary

To receive an update.

7. 7a) Christmas Lights Switch On 2026 (Appendix 3)

To note updates on the Christmas Lights Switch On arrangements.

7b) Christmas Lights Additions and Christmas Tree Provision (Appendix 4)

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

8. Youth Mayor / Mayor's cadet (Appendix 5)

To approve Youth Mayor protocol.

9. Climate Change (Appendix 6)

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

10. Kidderminster Dementia Action Alliance

To approve donations of the EMR funds (£1483.23) to relevant local groups or charities.

11. Forward work programme (Appendix 7)

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 Tuesday 30th June 2026
in the Council Chamber, Kidderminster Town Hall**

Present:

Councillor D. Chambers

Councillor H. Dyke

Councillor N. Gale

Councillor D. Hine

Councillor S. Miah

Councillor M. McDonnell

Civic, Community and Events Manager

1. ELECTION OF DEPUTY CHAIR

The Committee agreed to bring forward Item 5 of the agenda to enable the election of a Deputy Chair to preside over the meeting.

RESOLVED: Councillor Nicky Gale was elected as Deputy Chair of Civic, Community and Events committee.

2. APOLOGIES FOR ABSENCE

Councillor M. Rayner (Chair).

3. DECLARATIONS OF INTEREST

Nil.

4. MINUTES

RESOLVED: That the minutes of the Civic and Events Committee meeting held on 27th April 2026 be approved, subject to the correction of the meeting date and spelling correction within Item 5.

5. PUBLIC QUESTION TIME

Nil.

6. TERMS OF REFERENCE (APPENDIX 2)

The committee noted the terms of reference.

7. CIVIC EVENTS REVIEW AND FEEDBACK (APPENDIX 3)

The committee noted feedback of civic events held since the last meeting of the Committee.

6.08pm Cllr M.McDonnell arrival

8. REMEMBRANCE SUNDAY (APPENDIX 4)

The committee approved the usual annual arrangements, considering feedback received, as attached.

9. CHRISTMAS

9a. CHRISTMAS LIGHTS SWITCH ON 2026 (APPENDIX 5)

The committee approved the usual annual arrangements, considering feedback received, as attached.

9b. CHRISTMAS EXTRAS AND COSTS (APPENDIX 6)

The committee deferred decisions until the next meeting.

10. MAYOR'S CADET/ YOUTH MAYOR (APPENDIX 7)

The committee noted Mayor Cadet processes adopted from other councils, and deferred consideration of introducing a Youth Mayor for future municipal years.

11. WORKING GROUPS PROTOCOL (APPENDIX 8)

RESOLVED: That Committee approved the draft Working Groups Protocol for inclusion in the Mayor and Civic Handbook, subject to the amendments agreed by the Committee.

12. TWINNING 50TH ANNIVERSARY CELEBRATION

The committee noted updates from the Working Group Chair and approved arrangements made to date for the Twinning 50th Anniversary Celebration.

13. UPDATE MEMBERSHIP OF ST GEORGE'S CENTENARY WORKING GROUP

The committee approved new membership of the Working Group for this municipal year.

Updated membership: Councillor N. Gale (Chair of working group), Councillor S. Miah, Councillor H. Dyke, Chair of FOSGP (Friends of St George's Park), Civic, Community and Events Manager, and Public Realm and Operations Manager.

14. CLIMATE CHANGE

The Committee deferred discussion on ways in which Civic, Community and Events activities and events can be made more environmentally friendly and sustainable.

15. FORWARD WORK PROGRAMME (APPENDIX 9)

The Committee agreed the forward work programme for 2026-27, including an extra meeting date for September 2026.

Meeting closed: 7.46pm

Signed: Date:

Working Group Report:

Civic Visit & 50th Twinning Anniversary Celebration, 28th August 2026

Since the last written report from the Civic Visit Working Group to the Civic, Community & Events Committee, we have met on the 28th July and the 25th August. Our next meeting will be on 22nd September and the final meeting before the celebration weekend is planned for October 14.

We have also had a kick-off meeting with our master of ceremonies, Chris Payne (from KODYs), and Julian Richards, our stage manager, with the line-up for the concert is approaching finalisation.

The delegation from Husum aim to arrive by train from London on Friday, 23rd October, at 17:36 – If it is on time. They are departing on Monday, 26th October by train at 9:39. In light of this we have moved the Reception in the King Charles Suite forward to 18:30, so that our guest have more time to rest and eat afterwards.

As mentioned in the previous report, confirmed to be visiting from Husum is Bürgervorsteher Robert Koch and 9 others. Bürgermeister Martin Kindl is not able to come. Some visitors will be staying at the Premier Inn (at their own expense), while others are staying with Twinning Association members.

On the Kidderminster side, we are planning for approximately 30 people to be involved in activities (visitors, councillors and members of the Twinning Association), such as the reception/welcome, church service and skittles night.

The Concert, the Sunday church service and the Sunday Lunch, are open to our visitors, councillors, regional dignitaries and the public. Apart from our guests and children under 12, concert tickets are £10, plus a £1.50 online booking fee. For the Sunday Lunch, it is £25 plus drinks for non-guests.

The budget and draft weekend programme are on following pages.

Working Group Report:

Civic Visit & 50th Twinning Anniversary Celebration, 28th August 2026

Expenditure

Item	Expenditure	Comments
Music Room hire	£820.80	Inc VAT - Inclusive of sound & lighting support, a screen, and stewarding
Julian Richards	£140	No VAT – Stage Manager
Kidderminster Valentines	£200	
Kidderminster Musical Theatre Company	£350	Included within performers budget
Coppice Shanty Crew	£180	
Zachary Ferreira	£50	
Jasmine Brick	£50	
Farefeld	£160	
Midge	£30	
Beatlesque	tbc	
South Asian Musician	tbc	
<i>Performers (overall)</i>	<i>~£1,020</i>	<i>Includes all performers thus far</i>
Refreshments	~£300	For reception
Commemorative gifts	~£65	Two gifts required
Transport	£100	Donation to KDYT for minibus
Printed Programme	~£15	100 copies of 2-sides of A4, folded
Sunday lunch	£200	£20pp x 10 guests' meals to be funded
	~£30	Guests' drinks to be funded
	~£1,000	£20pp x 50 attendees, Kidder Golf Club
Estimated Total Expenditure (at present)	£3,690.80	

Working Group Report:

Civic Visit & 50th Twinning Anniversary Celebration, 28th August 2026

Estimated Income

Item	Income	Comments
Concert tickets	~£800	80 paying (£10pp, Under 12s free)
Concert Raffle	~£200	40 x £5
Concert Sponsorship	~£300	150
Sunday lunch	~£1,250	£25pp x 50 paying attendees
Estimated Total Income:	~£2,550.80	Very rough estimate

Budget Summary (at present)

Estimated income	£2,550.80
Estimated expenditure	£3,690.80
Estimated Loss	£1,140.00

Projected loss of around £1,140 is well within the budget of £3,400

Working Group Report:

Civic Visit & 50th Twinning Anniversary Celebration, 28th August 2026

Programme

Rainer has requested that the schedule be simple one, not with the formality of the previous civic visit (2022). We recognise that all events are optional for our guests.

Fri 23rd October 2026 :

- Husum flag to be flown
- Visitor arrival at Kidderminster Train Station scheduled for 5.36pm
- 6.30pm - Welcome/Reception in King Charles Room (light refreshments)
- Commemorative carpets on display (J. Talbot to arrange)
- 7.15pm - Town Hall tour (M. Smith)
- Informal dining

Sat 24th October 2026:

- 10.30am, "Breakfast Club" at KDYT
- Crocus planting in Talbot Park on return walk
- Afternoon: HOGS Canal Walk
- Informal lunch and dinners
- 7pm - 9pm Twinning Celebration Concert

Sun 25th October 2026:

- 11.00am, Church Service at St Mary and All Saints Church
- 1.30pm Sunday Lunch: Kidderminster Golf Club, with speeches, presentation ceremony of personalised plaques with crests of both towns, plus Twinning displays (generic and Charter)
- 6.30pm Skittles and fish and chips at St Peters Church

Mon 26th October 2026:

- Guests depart for 9.39pm train

Draft Terms of Reference – Twinning Anniversary Working Group

- I. The Civic Visit Working Group is formed for the purpose of celebrating the 50th Anniversary of the signing of the Twinning Charter between Kidderminster and Husum. Celebratory activities will take place during the visit of a delegation from the City of Husum between Friday, 23rd October and Monday, 26th October 2026.
- II. The Working Group is a task-and-finish group and will be dissolved once **a review meeting has taken place after the events.** ~~All decisions have been made and all actions completed.~~
- III. The Working Group has a budget of up to £3400. The net cost to Council must not exceed this amount ~~without additional approvals.~~
- IV. The Working Group comprises:
 - The Civic, Community and Events Manager
 - Cllr Hine (Chair)
 - Mayor Cllr Miah
 - Cllr N Gale
 - Hilary Boyle (Twinning Assoc)
 - Jean Talbot (Twinning Assoc)
 - Colin Hill (HOGS)
 - Plus all councillors and executive members of the Twinning Association are welcome to contribute
- V. Quorum: At least 2 councillors and one officer **from either the Council or the twinning Association** must be present at the meeting for it to be quorate.

Christmas Lights Switch On 2026 – Update

- A meeting was held with the Kidderminster Business Improvement District (BID) on 20 August 2026 to discuss the initial planning arrangements for the Christmas Lights Switch-On, including feedback and improvements arising from the 2025 event.
- The event is currently planned for **Saturday 14 November 2026**, with the lights switch on at 6pm and activities taking place approximately between 3pm and 9pm across the town centre.
- The meeting established the key areas requiring further action, including:
 - Event site layout and traffic management.
 - Permissions for the use of town centre areas.
 - Entertainment and stage arrangements.
 - Traders and vendors.
 - Staffing and security and safety.
 - Christmas lights and tree arrangements.
 - Civic and publicity arrangements.
 - Event management and emergency planning.
- KTC and BID will continue to work jointly on these areas and provide progress updates, including financial information.
- Current confirmed KTC funding is £27,000, comprising:
 - £23,000 for the town centre Christmas lights.
 - £4,000 for event support.
- A £2,000 WFDC grant available & confirmed.
- With the BID contribution to event support still to be confirmed.

Report Title: **Christmas Lights Additions and Christmas Tree Provision**

Meeting: Civic, Community and Events

Date of Meeting: 9th September 2026

Author: Civic, Community and Events Manager

Christmas lights additions: the Committee is asked to determine how many additional lamp post columns it would like to progress for 2027 and agree that the associated increase in funding is considered as part of the 2027/28 budget-setting process.

Worcestershire County Council (WCC) has advised that its Lighting Column Attachments Request Procedure must be followed. This includes an initial assessment of the relevant columns, structural testing where required and WCC approval.

KTC will complete the initial assessment and submit the proposed locations to WCC. As the required infrastructure works cannot be completed during 2026, any additional installations would be for 2027.

The costs are:

- £545 excluding VAT per column – one-off cost for the motif.
- £375 excluding VAT per column per year – annual hire and installation.

The estimated first-year cost would therefore be:

- 2 columns: £1,840 excluding VAT
- 4 columns: £3,680 excluding VAT

Budget Position

The required increase in funding would be considered as part of the 2027/28 budget-setting process.

Option 1 – No Additional Lamp Post Lights

Do not progress any additional lamp post Christmas lights for 2027.

Option 2 – Additional Lamp Post Lights

Agree the number and locations of additional lamp post Christmas lights to be progressed, submit the proposed locations to WCC for assessment and include the required additional funding in the 2027/28 budget.

Christmas tree: the Committee is asked to consider the available budget and agree an appropriate tree size and installation arrangement.

The previous tree was approximately 19 ft. The supplier has advised that a tree of this size requires a suitable ground sleeve and associated safety measures, with the necessary groundworks to be arranged separately.

The estimated cost of the associated infrastructure is up to £2,000, potentially covering:

- heavy-duty ground sleeve/socket;
- excavation and ground preparation;
- paving/concrete works;

- labour and materials; and
- installation and associated safety requirements.

The final cost will depend on the specification and site conditions and will be confirmed by quotation.

Budget Position

The previously available £3,000 under budget code 401 3850 has been used to meet outstanding electricity costs relating to the Christmas lights and is therefore no longer available.

Budget code 401 3870 (Christmas Lights Switch On) currently has £4,000 available.

Any expenditure relating to the Christmas tree and associated infrastructure would therefore need to be met from this budget, with the cost shared equally (50/50) with Kidderminster BID.

Option 1b – Real Tree

Continue with a real Christmas tree of approximately 19 ft, as in previous years. This would require a suitable ground sleeve, associated groundworks and safety measures.

Approximate total cost: £2,000+, excluding VAT, subject to quotation

Option 2b – Purchase Similar Faux Tree

Purchase a new faux Christmas tree similar to the tree previously purchased by the Council, including a suitable supporting frame. This would provide a reusable tree for future years and avoid the need for the ground sleeve and associated works required for a larger real tree.

Approximate total cost: £6,594 excluding VAT

Option 3b – Use Previous Tree

Reuse town tree, subject to its condition and suitability. This would avoid the cost of purchasing a new tree and may reduce installation costs.

Cost: Nil

Option 4b – Do Not Replace the Tree

Do not provide a central town Christmas tree going forward.

Cost: Nil

The committee is also asked to review budget line 401 3860 (Christmas Lights Electricity) currently £800, to £3,500.

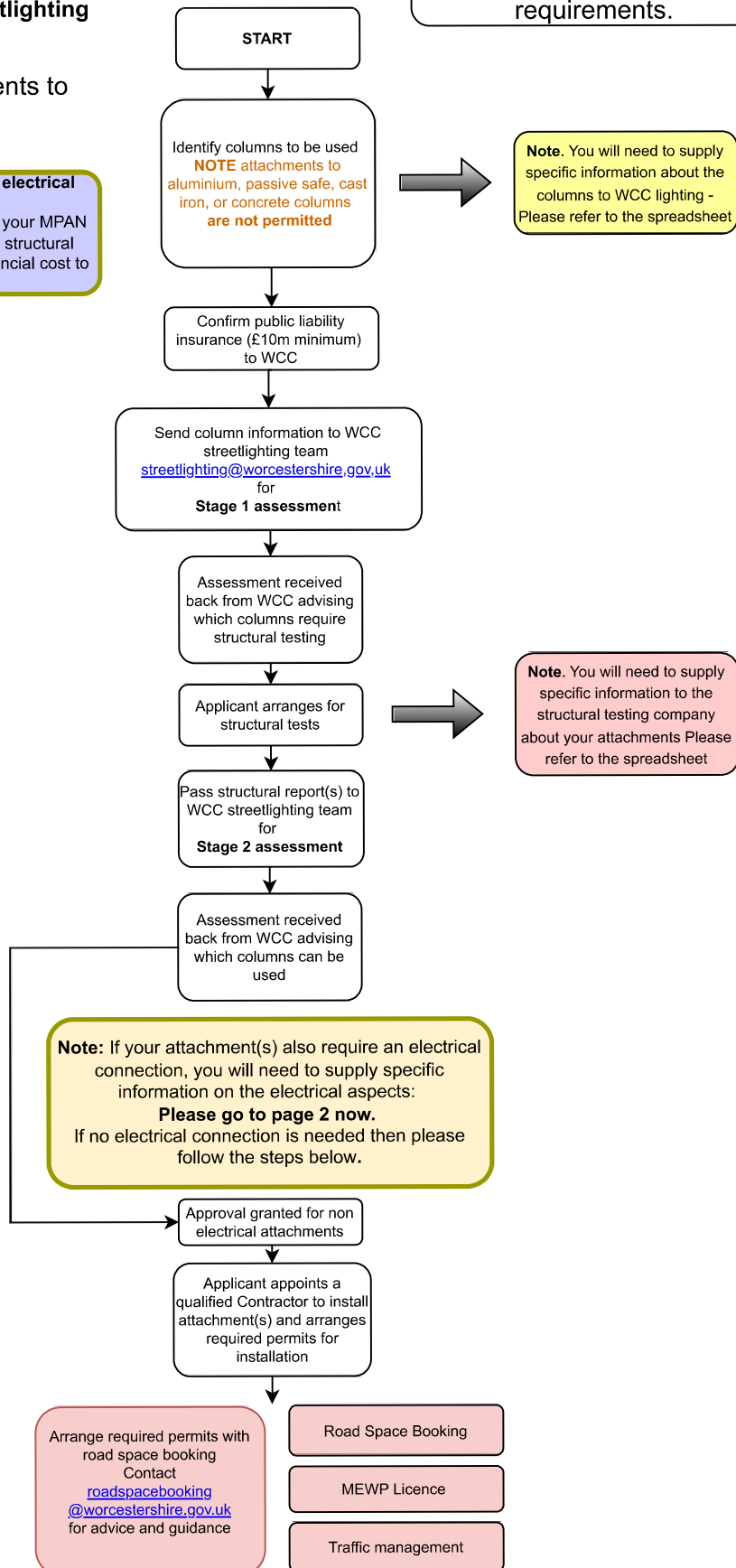
Highway Operations: Streetlighting

Guidance on
applying for attachments to
streetlights

If your attachment requires an electrical connection

You are strongly advised to obtain your MPAN certification **before** you instruct a structural report as the report will have a financial cost to you.

Page 1: Column identification & structural testing requirements.



Highway Operations: Streetlighting

Guidance on
applying for attachments to
streetlights

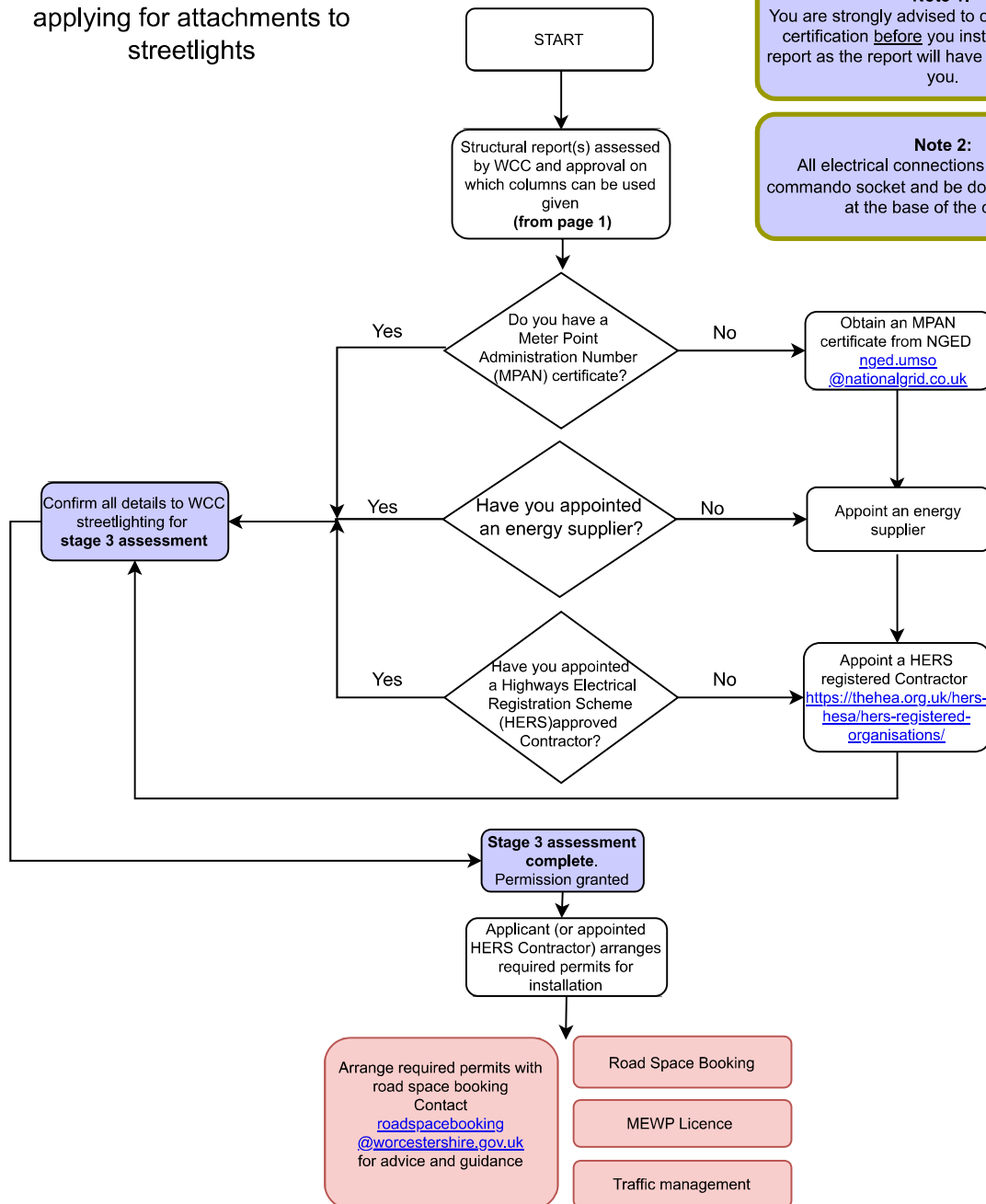
Page 2: Electrical compliance requirements.

Note 1.

You are strongly advised to obtain your MPAN certification before you instruct a structural report as the report will have a financial cost to you.

Note 2:

All electrical connections must utilise a commando socket and be double pole isolated at the base of the column.



Draft Youth Mayor Protocol

Purpose

The Youth Mayor scheme will provide a young person with the opportunity to represent young people in Kidderminster and take part in civic and community life.

The Youth Mayor will work alongside the Mayor of Kidderminster at appropriate events and activities and help strengthen links between the Town Council, local young people, schools, and youth organisations such as cadet groups.

Eligibility

The Youth Mayor should:

- be aged approximately 13–18 years;
- live in, attend school/college or be involved with a youth organisation in the Kidderminster area; and
- have an interest in the local community and be willing to take on the role.

Nominations and Selection

Nominations will be invited from local schools and youth organisations such as recognised cadet groups.

Each organisation may nominate a young person and provide a brief explanation of why they would be suitable for the role.

The Civic, Community and Events Committee will consider the nominations and make a recommendation to the incoming Mayor. The incoming Mayor will then appoint the Youth Mayor from the nominated candidates.

Term of Office

The Youth Mayor will serve for one civic year, starting at the annual Mayor Making ceremony.

The Youth Mayor will be formally recognised at Mayor Making.

At the end of their term, the Youth Mayor will receive a certificate recognising their service.

Role and Responsibilities

The Youth Mayor will be expected to:

- support the Mayor at selected civic engagements;
- promote positive engagement between young people and the Town Council; and
- represent young people's views where appropriate.

The Youth Mayor may participate in civic processions and other formal civic activities where appropriate.

Attendance

The Youth Mayor will be provided with details of key civic events at the beginning of their term.

Where possible, events should take place outside school or college hours. The Youth Mayor should not be expected to miss school or college to attend an engagement.

Attendance will be agreed according to the young person's availability and the suitability of the event.

The Youth Mayor will not be expected to attend every civic engagement.

Safeguarding and Consent

Where the Youth Mayor is under 18:
parental/carers consent will be obtained;
correspondence regarding events will be sent to the young person and their parent/carers;
parents/carers will be provided with relevant event details and may accompany the Youth Mayor where appropriate; and
the Council's safeguarding procedures will be followed.
Appropriate safeguarding and risk assessment arrangements, including relevant DBS checks for the incoming Mayor, will be considered where required.

Travel

The Youth Mayor and their parent/carers will normally be responsible for arranging travel to and from events.

Administration

The Civic, Community and Events Manager will maintain details of the current Youth Mayor and their nominating organisation.

The Civic, Community and Events Manager will coordinate invitations and provide the Youth Mayor and their parent/carers with relevant information about the role and upcoming events.

Schools, Youth Organisations and Cadet Groups

The Council will encourage participation from a range of local schools, colleges, youth organisations and cadet groups.

These organisations will be encouraged to:

nominate young people for the Youth Mayor role;
support young people's involvement in civic activities; and
provide opportunities for the Youth Mayor to engage with other young people.

Review

The Youth Mayor Protocol will be reviewed periodically by the Civic, Community and Events Committee.

Civic, Community & Events – Climate Change

Kidderminster Town Council's Climate Emergency Action Plan, attached, adopted on 22 October 2025, and reviewed this year, sets out the Council's commitment to reducing its environmental impact and considering climate action across all areas of its work.

As part of this commitment, Civic, Community and Events activities should, where relevant and proportionate, adhere to and support the objectives of the Climate Emergency Action Plan. Sustainability should therefore be considered when planning and delivering Council events, civic functions, ceremonies and community activities, with opportunities taken to reduce waste, minimise carbon emissions, use resources responsibly and promote sustainable practices.

The following are practical measures which have been incorporated into event planning and delivery:

Area	Action
Remembrance service sheets	Encourage attendees, where appropriate, to share service sheets rather than providing one per person.
	Provide clearly marked collection points for unwanted service sheets and other paper materials after events.
Reduce general printing	Use digital information, QR codes and online publicity where practical to reduce paper use.
Reuse materials/ equipment	Retain and reuse suitable signage, displays and event materials or equipment for future events rather than producing new items each time.
Waste & recycling	Provide clearly labelled waste and recycling points to minimise and remove their own waste.
Single-use plastics	Reduce the use of single-use plastics and encourage reusable or recyclable alternatives.
Christmas lights	Usage energy-efficient LED lighting and timers and consider the environmental impact when purchasing or replacing decorations.
Transport	Encourage walking, cycling, public transport and car-sharing through event publicity and information.
Local procurement	Use local suppliers where practical, helping to support the local economy while potentially reducing travel.
Civic events - general	Consider sustainability when planning civic receptions, Mayor's events, ceremonies and other Council functions, including catering, and materials.
Outdoor civic events	Minimise damage to grass and planted areas, restrict unnecessary vehicle access and protect local green spaces.
Digital promotion	Prioritise social media, the Council website, QR codes and digital invitations to reduce printed promotional materials.
Staff & volunteers	Encourage staff, volunteers and event organisers to follow simple sustainability measures as part of normal event planning.

Further suggestions to implement:

Event planning	Add an Environmental Sustainability section to event plans, covering waste, energy, transport, procurement and materials.
Food & catering	Encourage local caterers and food traders to minimise packaging and food waste.

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 50th Anniversary*
- *Christmas Lights Switch On*
- *St George's Park Centenary*

Other items of Business

Meeting Date	Item
30 June 2026	Terms of Reference
	Forward Work Programme
	Events feedback and Civic, community, events update
	Twinning 50 th Anniversary
	Mayor's cadet
	Working Groups
	Upcoming civic events (Remembrance, Christmas)
September 2026 (additional meeting)	<i>Twinning 50th Anniversary</i>
	<i>St George's Park Centenary</i>
	<i>Christmas Lights Switch On</i>
	Christmas lights and tree provision
	Mayors Cadet/ Youth Mayor
	Climate Change
	Terms of Reference for Working Groups (Twinning & St Georges)
	Kidderminster Dementia Action Alliance
6 October 2026	<i>Twinning 50th Anniversary</i>
	<i>Christmas Lights Switch On</i>
	<i>St George's Park Centenary</i>
	Christmas Lights and Santa in the Town
	Remembrance Sunday
	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
14 December 2026	<u>26/27 Budget</u>
	To recommend a Budget to the Finance and Overview Committee
	<i>Twinning 50th Anniversary</i>
	<i>Christmas Lights Switch On</i>
	<i>St George's Park Centenary</i>