

Kidderminster Town Council Events Committee

To Councillors **S. Chambers (Chairman)**, **R. Bishop**, **N. Gale**, **D. Ross**, **S. Rook**, **M. Stooke** and **P. Young**

You are hereby summoned to attend the meeting of Events Committee, to be held on **Tuesday 27th February 2018 at 6.00pm in the Council Chamber**, Town Hall, Vicar Street, Kidderminster for the transaction of the business detailed below:



Tony Beirne
Town Clerk

AGENDA

Item	Subject	page
1.	Apologies	
2.	Minutes of the meeting held on 5 th December 2017 (attached)	2
3.	Declarations of Interest	
4.	Review of Events – verbal update i. Sports Awards – (Dale Evans WFDC attending) ii. Santa in the Town Hall (attached)	4
5.	2018 Events – Planning Update (Kay Higman WFDC attending) • Kidderminster Arts Festival (KAF) • Christmas 2018	
6.	May Day Bank Holiday Community Event Planning (Councillor N. Gale)	
7.	Budget Monitoring 2017/18 (attached)	5
8.	Work Programme (attached)	6

**KIDDERMINSTER TOWN COUNCIL
EVENTS COMMITTEE**

Minutes of the meeting held on
Tuesday 5th December 2017 at 6.00pm in the Town Hall

Present: Councillors S. Chambers (Chairman) R. Bishop, N. Gale, D. Ross, M. Stooke and P. Young

E.25 Apologies

Councillor S. Rook

E.26 Minutes 7th November 2017

RESOLVED: - that the minutes of the meeting held on 7th November 2017 be agreed as a correct record

E.27 Declarations of Interest

None

E.28 Christmas Santa in the Town Hall

The Committee went through the risk assessment to ensure the project was covered and the assessment up to date. The Office Manager update the meeting

- Over 200 people had expressed an interest via Facebook

The following points were raised:-

- Raffle tickets for access
- Heating in the Town Hall for the event
- Baby changing and breast feeding facilities
- Signage (toilets, exits and parental responsibilities)
- Providing additional bins
- Providing Christmas music in the building

RESOLVED:- that

- i. the risk assessment be updated and agreed
- ii. the Office Manager update the 'Event Plan' to include the items raised by the Committee

E.29 Budget Monitoring 2017 & Preparation 2018/19

RESOLVED: - that the budget be noted and the service aspirations identified in the table below be forwarded to the Finance & Overview Committee

EVENTS COMMITTEE	2016/17 Budget £	2017/18 Estimate £
<u>EXPENDITURE</u>		
Kidderminster Arts Festival	5,000	5,000
Kidderminster Arts Promotion	5,000	5,000
Town Centre Hanging flowers	4,850	4,970
Town Centre Planting	5,000	0
Christmas Lights	19,480	20,000
Christmas Events - WFDC Grant	8,000	8,000
Christmas Events - Other	2,520	2,520
Community Awards	2,000	3,000
GROSS EXPENDITURE	51,850	48,490
TOTAL NET EXPENDITURE / (INCOME)	51,850	48,490

E.30 Review of Events Committee

- i. Remembrance Sunday**
- ii. Husum**
- iii. Christmas Lights Switch on**

The Committee were happy that in the main the organisation of the three events had gone well but expressed their disquiet and the lack of consultation from the Town Centre Manager on Remembrance Sunday and the Christmas Lights Switch on. It was agreed that the Town Clerk would prepare a letter the WFDC detailing the specific issues.

E.31 Work Programme

The Committee examined the detail of the work programme. After consideration it was

RESOLVED: - that the Work Programme be noted the retendering of the Christmas Lights Contract be added to the work programme

The meeting ended at 7.55pm

Chairman

Date

Events Committee 27th February 2018

Santa in the Town Hall – Review Report from Town Clerk

Overview

This was a very successful and well attended event and feedback both on the day and after was very positive. Over 250 children met Santa on the day

	<u>Item</u>	<u>Comment</u>	
1. Town Hall Set up			
a.	Councillors N. Gale & Bishop worked through Friday to set the event up	Worked well	
b.	Other organisation	Office Manager took responsibility for leading on all other organisation. Worked well	
c.	Public Liability	Checked & agreed with Zurich	
d.	Safeguarding	Office Manager ensured there was good cover from both volunteers and independent security firm – worked very well	
2. On the day			
e.	Throughput	Worked well	
f.	Market	Office Manager ensured stall holders had access on Friday but lost 4 stalls because of weather. However it was popular with visitors	
g.	Santa's	Well received by the children	
3. On the day			
h.	Staffing	Worked well – private security staff were a great support	
i.	Volunteers	Worked well	
j.	Photography	Professional photographer covered the event well	
4. Post Event			
k.	Tidy up	Need more volunteers/staff	
l.	Staff debrief	Monday after	
m.	Full review	Events Committee	
5. Budget			
n.	Overview	Delivered within budget	

Future Questions

1. Ticketed event?
2. Agree Santa rota earlier?

TOWN COUNCIL	2017/18 Budget	2017/18 Actual to 15/02/18	2017/18 Variance Budget to Actual
	£	£	£
EVENTS COMMITTEE FEBRUARY 2018			
EXPENDITURE			
Kidderminster Arts Festival	5,000	5,000	0
Kidderminster Arts Promotion	5,000	0	5,000
Town Centre Hanging flowers	4,850	4,850	0
Town Centre Planting	5,000	300	4,700
Christmas Lights	19,480	0	19,480
Christmas Events - WFDC Grant	8,000	8,000	0
Christmas Events - Other	2,520	1,866	654
Community Awards	2,000	2,942	(942)
GROSS EXPENDITURE	51,850	22,957	28,893
TOTAL NET EXPENDITURE / (INCOME)	51,850	22,957	28,893

**Kidderminster Town Council
Events Committee
27 February 2018**

Work Programme

Service		2016/17 £	Actions	Status
1.	Christmas 2017	8,000	Grant to WFDC -	complete
2.	Father Christmas in the Town Hall	2,520	Separate agenda item	complete
3.	Arts Festival	5,000 5,000	Grant to WFDC - Sheepfest for 2018/19 - (budget not needed)	complete complete
4.	Community Awards	2,000	September 2017	complete
5.	Floral displays	4,730	Meet with WFDC officers to agree programme for 2017 –	complete
6.	Town Centre Greenery	5,000	<ul style="list-style-type: none"> • Summer 2017 • Meet with WFDC officers to agree permanent planting for 2018 onwards 	complete Meeting in March 2018