

# Kidderminster Town Council Events & Service Committee

To Councillors

N. Knowles (Chairman); R. Bishop; H. Dyke; N. Gale; F. Oborski MBE; M. Rayner; S. Rook;  
D. Ross; M. Stooke; and P. Young

You are hereby summoned to attend the meeting of Events & Services Committee, to be held on **Thursday 12th September 2019 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 13 <sup>th</sup> June 2019 ( <b>attached</b> )	3
3.	Declarations of Interest	
4.	Community Awards 2019 Update – Town Clerk	
5.	Christmas 2019 – Events ( <b>attached</b> )	5
6.	Work Programmes ( <b>attached</b> )	
	i. Events	7
	ii. Services	8
7.	Budget ( <b>attached</b> )	9
8.	Exclusion of the Press and Public To consider passing the following resolution: “That, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following item of business on the grounds that it involves the likely disclosure of “confidential information” or “exempt information” as defined in the standing orders.”	
9.	St George’s Paddling Pool – update from the Town Clerk	

**Date of next meeting Thursday 14<sup>th</sup> November 2019**

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KIDDERMINSTER TOWN COUNCIL  
MINUTES OF THE EVENTS & SERVICES COMMITTEE  
Held in the Council Chamber, Kidderminster Town Hall, Kidderminster  
On Thursday 13<sup>th</sup> June 2019 at 6.00pm

**Present:** Councillors R. Bishop, H. Dyke, N. Gale, N. Knowles, M. Kelly (substituting for Councillor S. Rook), F. Oborski MBE, D. Ross, M. Stooke and P. Young

**ES.01            Apologies**

Councillors M. Rayner and Rook

**ES.02            Appointment of Chairman for the Civic Year 2019/20**

**RESOLVED:** - that Councillor N. Knowles be appointed Chairman for the Civic Year 2019/20

**ES.03            Declarations of Interests by Members**

None.

**ES.04            Kidderminster Arts & Food Festival**

The Town Clerk agreed to post out a written update on the project plan to all Councillors

**RESOLVED:** - that the update be noted

**ES.05            Christmas 2019**

The Office Manager updated the Committee on the plans for Christmas 2019. The project plan was progressing to timescales.

Officers promoted the option of using Michael Neri Theatrical to run the Christmas Lights Switch On

**RESOLVED:** - that

- i. the update be noted
- ii. Michael Neri Theatrical Productions be agreed as the organisers of the Christmas Lights Switch On, subject to the Mayor, Deputy Mayor, and Committee Chairman signing off the detailed plan

**ES.06            Community Awards**

Councillor Bishop updated the Committee on the progress to deliver the awards for 2019. There was a detailed discussion on the event on which the Working group reassured the Committee that the project plan was running to schedule

**RESOLVED:** - that

- i. the update be noted
- ii. Tuesday 23<sup>rd</sup> July be confirmed as the date for judging the awards

**ES.07            Kidderminster Dementia Action Alliance (KDAA) Update**

Councillor Bishop updated the Committee on the work of the KDAA and the events and programmes that were being delivered. So far the KDAA had allocated £578 of the £3,000 budget to dementia projects across the parish

**RESOLVED:** - that the update be noted

**ES.08            Work Programme**

The Town Clerk went through the work programme to update the Committee on delivery of services.

He explained the intention is to merge the work programme with the budget and

adopt an 'exception' approach where anything delivered outside the specification or budget would be reported to Committee.

**RESOLVED:** - that the updates be noted

**ES.09**

**Budget**

**RESOLVED:** - that the budget updates be noted

**ES.10**

**Exclusion of the Press and Public**

**RESOLVED:** - that, under Section 100 of the Local Government Act 1972 and in accordance with Standing Order 3(b), the press and public be excluded from the meeting during the consideration of the following items of business on the grounds that they involve the disclosure of categories 1, 2 and 3 of "exempt information" as defined in the appendix to the standing orders.

**ES.11**

**Christmas Lights Tender**

The Committee considered five tenders to provide the Town Centre Christmas lights over the next 3 to 5 years. The Town Clerk reminded the Committee that a significant factor in deciding the best tender was quality

After detailed examination and consideration it was

**RESOLVED:** - that

- i. the tender of Gala Lights in the sum of £74,550.00 over the next three years 2019/20 to 2021/22 be agreed
- ii. the option of a further two year extension be agreed for 2022/23 to 2023/24 be agreed subject to contact negotiations

**ES.12**

**St George's Paddling Pool**

The Town Clerk updated the Committee on the condition and future of the paddling pool. After discussion it was

**RESOLVED:** - that

- i. The Town Clerk produce a detailed report on the fitness and future life span of the pool
- ii. The Town Clerk liaise with the Friends of St George's Group to try and plan a way forward for the long-term use of the pool post 2024

**S.76**

**Service Level Agreements**

The Committee considered the detail of the Service Level agreements and it was

**RESOLVED:** - that Council be ask to approve the five year schedule of prices detailed in the appendix to the minutes.

The meeting ended at 7.55pm

Chairman

Date

## Events & Services Committee Thursday 12<sup>th</sup> September 2019

### Christmas Events Action Plan

#### List of scheduled events at Kidderminster Town Hall

Highlighted dates are organised and managed by Kidderminster Town Hall/Council

<b>DATE</b>	<b>EVENT</b>
Friday 22 <sup>nd</sup> November	Wyre Forest Young Voices Concert
<b>Saturday 23<sup>rd</sup> November</b>	<b>Christmas Lights Switch On</b>
Saturday 23 <sup>rd</sup> November	Tribute to Buddy Holly Concert
Sunday 24 <sup>th</sup> November	CAN Comedy Night
Tuesday 26 <sup>th</sup> November	Wyre Forest Historical Research Group Event
Thursday 28 <sup>th</sup> November	KDAA Concert (afternoon)
Friday 29 <sup>th</sup> November	Jersey Boys Concert
<b>Saturday 30<sup>th</sup> November</b>	<b>Festive Food and Drink Festival</b>
Saturday 30 <sup>th</sup> November	Kidderminster Choral Society Concert
Sunday 1 <sup>st</sup> December	Severn Arts Concert
Monday 2 <sup>nd</sup> December	Bewdley Floral Arts Evening
Wednesday 4 <sup>th</sup> December	Kemp Hospice Fashion Show
Saturday 7 <sup>th</sup> December	Wyre Forest Symphony Orchestra Concert
<b>Saturday 7<sup>th</sup> December</b>	<b>Boys Brigade Band, Blue Cross and Crackerjacks Christmas Collection</b>
<b>Sunday 8<sup>th</sup> December</b>	<b>SEN Disco</b>
Wednesday 11 <sup>th</sup> December	Music Fusion Sessions – in partnership with Kidderminster College
<b>Saturday 14<sup>th</sup> December</b>	<b>Santa in the Town Hall &amp; Christmas Craft Fair</b>
Saturday 14 <sup>th</sup> December	Kidderminster Male Choir Concert
Friday 20 <sup>th</sup> December	Tribute to Elvis Concert
<b>Saturday 21<sup>st</sup> December</b>	<b>Festive Music and Bubbles from the Town Hall</b>
Monday 23 <sup>rd</sup> December till Wednesday 1 <sup>st</sup> January 2020	Talking Props Cinderella Pantomime

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**Kidderminster Town Council  
Events & Services Committee  
September 2019**

**Events Programme 2019/20**

Service		£	Actions	Date
1.	Mayor Making	Civic budget	May 2019 – Very positive responses and excellent feedback	<b>Completed</b>
2.	Mayor's Sunday	Civic budget	8 members in attendance Reception well attended and very positive feedback	<b>Completed</b>
3.	Kidderminster Arts & Food Festival	5,000	Action Plan being delivered by WFDC	October 2019
4.	Sheepfest	1,500	Plan agreed – event taking place 18/10/19 to 1/11/19	ongoing
5.	Dementia KDAA support	3,000	<ul style="list-style-type: none"> <li>• Dementia concert being organised</li> <li>• Grants being agreed through KDAA</li> </ul>	November 2019 ongoing
6.	Community Awards	3,000	Agenda item 4	<b>Completed</b>
7.	Remembrance Sunday	Civic budget	Planning meeting with Chaplain and Parade Commander completed.	August 2019
8.	Christmas 2019	8,000	Agenda item 5	December 2019
9.	Father Christmas in the Town Hall	2,520	Detailed planning and delivery begins post Community Awards	December 2019
10.	Christmas Lights	30,000	Final meeting with contactor taken place contacts and timetable in place	December 2019
11.	Mayor's Carol Service		Church et al booked Formal invitations to be sent out Oct/Nov 2019	Friday 6 <sup>th</sup> December 2019
12.	Mayor's Ball	n/a	tba	tba
13.	Sports Awards	750	Oct/Nov 2020 - Office Manager & WFDC officers agree organisation	Jan 2020

**Services Work Programme  
September 2019**

	<b>Service</b>	<b>Budget £</b>	<b>Actions</b>	<b>Delivery</b>
1.	St Mary's Churchyard	10,890	Deep clean carried out May 2019 and November 2019 for Remembrance Sunday	To agreed specification
2.	Baxter statue	500	Clean if needed	complete
3.	Rowland Hill		Agreed and work delivered	complete
4.	Clock Tower	500	Maintenance completed in July 2019.	complete
5.	War Memorials	1,500	All memorials now included on KTC insurance Currently trying to resolve previous War Memorials Charity and website need to avoid confusion with Town Council	To agreed specification
6.	Maintenance Street Furniture (and Replacement)	5,100	Work Schedule agreed	ongoing
7.	St George's Paddling Pool	4,280	Agenda item 9	delivered for 2019
8.	Public toilets	25,720	<ul style="list-style-type: none"> <li>• Market Street New signage delivered</li> </ul>	August 2019
9.	Grounds maintenance (allotments)	2,760	Schedule of works programmed and being delivered	To agreed specification
10	Horsefair Clock	0	Separate grant approved by Council November 2017 – <b>Town Clerk to update</b>	March 2019
11	Grit bins	3,000	Requests with WCC – Eastwood Drive grit bin installed	November 2019
12	Heritage Signage	8,000	Signs on order	March 2020



KIDDERMINSTER TOWN COUNCIL	2019/20 Original Budget	2019/20 Actual to 21/08/19	2019/20 Variance Budget to Actual
	£	£	£
<b>4. EVENTS AND SERVICES</b>			
<u>EXPENDITURE</u>			
St Mary's Churchyard	11,440	6,030	5,410
Baxter Statue	500		500
Clock Tower (Oxford Street)	500	293	207
Horsefair Clock	0	0	0
War Memorials	1,000		1,000
War Memorials (b/f from 2017/18 and 2018/19)	1,950		1,950
Maintenance of Street Furniture - cleaning and replacement	5,150	1,075	4,075
Maintenance of Street Furniture - replacement	0		0
Arts Collections Management - storage	3,000	1,500	1,500
St Georges Paddling Pool	4,280		4,280
Public Conveniences - Market Street			
Repair and Maintenance of Buildings	3,070	264	2,806
Hygiene contracts	170		170
Water rates	2,050	51	1,999
NNDR	2,240	1,032	1,208
Energy	690	432	258
Cleansing Contract	17,940	8,970	8,970
Grounds Maintenance (Allotments)	2,760	1,535	1,225
Signage Boards	0		0
Signage Boards (b/f from 2017/18 and 2018/19)	7,360	175	7,185
Lengthsman	0	984	(984)
Rowland Hill Restoration	0	13,081	
Dementia Services	3,000	1,240	1,760
Grit Bins	3,000		3,000
Kidderminster Arts and Food Festival	5,000		5,000
Kidderminster Arts Promotion / Sheep Fest	1,500	500	1,000
Town Centre Hanging flowers	5,090	6,215	(1,125)
Town Centre Planting	4,700	0	4,700
Christmas Lights	30,000		30,000
Christmas - Santa in the Town Hall	2,520	0	2,520
Community Awards	3,000	(240)	3,240
<b>GROSS EXPENDITURE</b>	<b>121,910</b>	<b>43,137</b>	<b>91,853</b>
<b>INCOME</b>			
Lengthsman - Income from WCC	0	161	(161)
<b>GROSS INCOME</b>	<b>0</b>	<b>161</b>	<b>(161)</b>
<b>TOTAL NET EXPENDITURE / (INCOME)</b>	<b>121,910</b>	<b>43,298</b>	<b>91,692</b>