



CIVIC HERITAGE AND EVENTS COMMITTEE

17 September 2024

6:30pm

Town Hall, Sheep Street, Stratford upon Avon CV37 6EF

Members of the Civic Heritage and Events Committee are hereby summoned to this meeting.

Cllrs: Duck, Harding, Hunter, McNaught-Barrow, Petrovic, Rashwan, Rolfe and Vos

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

A G E N D A

- 1.** Apologies for Absence.
- 2.** Declarations of Interests of items on the Agenda.
- 3.** To receive written requests for dispensation for disclosable pecuniary interests (if any).
- 4.** To grant any requests for dispensation as appropriate.
- 5.** Public Participation of non-agenda items (subject to a time limit of 15 minutes).

6. To Approve the Draft Open Minutes of the meeting of the Civic, Heritage & Events Committee held on 16 July 2024.

[16.7.2024](#)

7. To Approve the Draft Open Notes of the Website, Social Media and Newsletter sub-group held on 16 August 2024.

8. To Approve the Draft Open Minutes of a meeting of the Market Forum held on 10 September 2024 (to follow).

9. Town Clerk's Open Report

9.1 Remembrance Sunday 2024

- **To receive the information and approve the programme, attached as Appendix 'A'.**

9.2 Remembrance Concert - 8 November

- **To receive an update regarding arrangements.**

9.3 Christmas Lights Switch-on

- **To note the report.**

9.4 Terms of Reference

- **To carry out the annual review and amend the document accordingly, attached as Appendix 'B'.**

9.5 Protocols and Procedures Guidance for the Mayor

- **To carry out the annual review and amend the document accordingly, attached as Appendix 'C'.**

9.6 Civic Ceremony and Procedure Document

- **To carry out the annual review and amend the document accordingly, attached as Appendix 'D'**

9.7 To review the Management Accounts

- **To begin the Civic budget review for 2025-2026, attached as Appendix 'E', 'F' and 'G'.**

9.8 Civic Parade Review

- **To note the recommendations regarding arrangements for Civic parades, to determine appropriate reductions in associated costs.**

9.9 Enhancing the Shakespeare Birthday Celebrations

- **To note the report.**

9.10 80th Anniversary of VE Day and VJ Day in 2025

- **To note the report.**

10. To receive a verbal report from the Town Clerk

11. Date of Next Meeting – Tuesday 5 November 2024 at 6:30pm

Caroline Nash
Town Clerk