



STRATFORD-UPON-AVON TOWN COUNCIL MEETING

24 September 2024

6:30PM AT THE TOWN HALL

All Members of the Council are hereby summoned to this meeting.

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. To Accept Apologies for Absence**
- 2. Declarations of Interests (on items on the Agenda)**
- 3. To receive written requests for dispensation**
- 4. Presentation**

To receive a presentation from Colin Stewart, Chair Stratford Town Transport Group on their Integrated Transport Strategy and Action Plan.

5. **Public Participation** on matters under which the Council has control or is a consultative body (subject to a time limit of 15 minutes, 3 minutes per speaker).
6. **Mayor's Announcements**
7. **To Approve the Minutes of the Council meeting held on 23 July 2024.**
[23 July 2024](#)
8. **To adopt the Draft Open Minutes of the Civic Heritage and Events Committee Meeting held on 16 July 2024**
[16 July 2024](#)
9. **To adopt the Draft Open Minutes of the Planning Consultative Committee Meeting held on 20 August 2024**
[20 August 2024](#)
10. **To adopt the Draft Open Minutes of the Finance and Audit Committee Meeting held on 3 September 2024** [3 September 2024](#)
11. **To receive the Minutes of the Cemetery Extension Task and Finish Group held on 4 September 2024**
(Appendix 1)
12. **Cemetery Extension Task and Finish Group**

To receive a verbal update from Councillor Lee, Chair of the Group, on the project and the work on the Design Development Brief.
(Appendix 2 and 3)
13. **Standing Orders and Terms of Reference**

Standing Orders (Appendix 4)

An annual review of the Standing Orders has been undertaken. Changes have included minor administrative amendments, including the decision to use the term Chair for the person appointed to preside at a meeting.

RECOMMENDATION: That the Standing Orders be adopted.

Terms of Reference

(Appendix 5)

An annual review of the Terms of Reference for Council has been undertaken. No notable changes to report.

RECOMMENDATION: That the Terms of Reference be adopted.

13. Town Council Policies

To receive the following Policies for approval.

Publication Scheme (Appendix 6)

Data Protection Policy (Appendix 7)

RECOMMENDATION: That the Publication Scheme and the Data Protection Policy be adopted.

14. Town Clerk's Open Report

14.1 Integrated Transport Strategy & Action Plan

To consider endorsing the Integrated Transport Strategy & Action Plan (Appendix 8)

14.2 Warwickshire Association of Local Councils – AGM

To appoint one voting member for the Warwickshire Association of Local Councils AGM

14.3 Appointment to Outside Body – Two Shires Greenway

To consider a Town Councillor appointment

14.4 Members Allowances

To consider an annual review

14.5 Community Infrastructure Levy - Purchase of Land at Cemetery

To consider the use of the Community Infrastructure Levy fund for the purchase of the land for the Cemetery Extension project

- 15. To receive update reports on Outside Bodies from Councillors.**
- 16. Verbal Ward Reports to receive notification of important issues, for information purpose only, on issues affecting the town.**
- 17. Town Clerk's Verbal Report**
For information only.
- 18. Date and time of Next Meeting**

Tuesday 26 November 2024 at 6.30pm.

To note change of Council meeting for January 2025

7 January 2025

(Planning Committee to move to 4pm)

C Nash

Caroline Nash
Town Clerk