

STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC HERITAGE AND EVENTS COMMITTEE

05 November 2024

Meeting commenced: 6:30pm Meeting ended: 8.02pm

Minutes

Present:

Councillors:

Hunter	McNaught Barrow
Rolfe	Vos

Clerk: Town Clerk

Press: None

Public: None

22 Apologies

Apologies were received from Councillors Duck, Harding, Petrovic and Rashwan.

23 Declarations of Interest

None were received.

24 To receive written requests for dispensation for disclosable pecuniary interests

None were received.

25 To grant any requests for dispensation as appropriate

None were received.

26 Public Participation of non-agenda items

There were no public present.

27 To approve the draft Minutes of the Civic Heritage and Events Meeting held on 17 September 2024

Subject to the removal of Councillor Smith's name as having been in attendance, it was Proposed, Seconded and

RESOLVED: That the draft Minutes of the Civic Heritage and Events Committee held on 17 September 2024, be approved as a correct record.

28 To approve the draft Open Minutes of the Website, Social Media and Newsletter held on 20 September and 18 October 2024

It was Proposed, Seconded and

RESOLVED: That the draft open Minutes of the Website, Social Media and Newsletter sub-group held on 20 September and 18 October 2024, be approved as a correct record.

29 To approve the draft Open Minutes of the Market Forum held on 10 September 2024

It was Proposed, Seconded and

RESOLVED: That the draft open Minutes of the Market Forum held on 10 September 2024 be approved as a correct record.

30 Budget 2025/26

The draft budget for 2025/26 was reviewed, and Councillors were invited to evaluate potential expenditure and identify areas for savings for the Committee:

The budget allocation for the Christmas Markets should remain at its existing level, as a new format was set to be introduced over two weekends in 2024, albeit on a reduced footprint and it remained uncertain whether this will lead to increased or decreased expense.

Funds for Website Maintenance should be increased to £5000, as the current contract would conclude in 2025, necessitating the evaluation of a revised website.

£1000 should be allocated for celebrations of the VE/VJ Day in 2025.

Shakespeare Birthday Celebrations budget was to be increased by £5000 given the rise in associated infrastructure costs. Councillors agreed an additional £3500 to allow for an enhanced community

entertainment experience, which was to be funded solely by the Town Council, unless sponsorship could be secured.

Councillors then deliberated on the expenses associated with the rental costs of hiring the Town Hall for meetings and events. They formally requested that a proposal which illustrated a modest increase in fees of 5 or 10% be prepared for review and approval at the next committee meeting. It was agreed that Wedding hire be held for 2025.

31 Town Clerks Open Report

31.1 Remembrance Concert - 8 November 2024

Ticket sales for the Remembrance Concert were currently slow, but as the social media promotion for the event had been positive, it was hoped that sales would increase nearer to the event.

31.2 Remembrance Sunday – 10 November 2024

The programme for the annual commemoration on 10 November 2024 was noted and approved.

31.3 Christmas Lights Switch-On - 16 November 2024

Event planning was progressing and the Mayor would continue to attend and perform the switching-on of the Christmas Lights at 5:30pm.

31.4 Birthday Celebrations 2025

A meeting had been secured with the Leader and Chief Executive of the District Council and would be attended by the Town Clerk and the Chair of this Committee, to discuss the future funding. It was important to note that the 2025 event was financially secure.

Local events companies had been approached with a view to assuming the role of a Community Producer for the parade. At the time of the meeting only one company had expressed an interest in this position.

32 To consider a request for pro-bono use of the Town Hall

Consideration was given to a request from the Shakespeare Hospice for free use of the Town Hall for an event they wished to run in the new year in collaboration with others working in palliative care in Warwickshire.

In reviewing the request in line with the Terms of Reference, members were informed that, although this was classified as free use, there would still be associated costs for the Town Council related to setup and

staffing on the day. Members acknowledged this and expressed their support for the request, especially given that it pertains to one of the mayor's chosen charities.

Accordingly, it was

RESOLVED That free use of the Town Hall, during a weekday, be approved

Note: Minute 33 and 34 below contained confidential appendices and were considered in closed session.

33 To receive an update on the Mayoral Budget and the Birthday Celebrations Budget

Members noted the update provided. It was requested that the Mayor be reminded that receipts needed to be kept for items over £30.00 wherever possible. Councillors also requested that the Gifts and Hospitality Guidance be re-issued to members.

35 To undertake a six-monthly review of Town Hall bookings

Consideration was given to the confidential report which has been comprised of recent bookings and up to the end of December 2024.

Councillors expressed their appreciation for the improved format, noting that it provided a clear representation of the actual costs associated with events at the Town Hall, after accounting for staffing, security, and set-up expenses.

36 Town Clerks Verbal Report

There was no verbal update.

37 Date of the next meeting

Tuesday 21 January 2025 in the Town Hall at 6:30pm.

Chairman:.....

Date: