

STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC, HERITAGE AND EVENTS

05 November 2024

Town Clerk's Open Report

Agenda Item 9

1) Event Updates

- **To receive updates regarding forthcoming events**

a) Remembrance Concert – Friday 8 November 2024

The concert will commence at 7:30pm, doors open at 7pm. Tickets are available at £15.00. All profits raised in support of the Royal British Legion Poppy Appeal.

There will be two 45 minute sessions, raffle in the interval and bar available. Expected finish time of 10:00pm.

b) Remembrance Sunday 2024

A reminder of the annual commemoration will take place on Sunday 10 November, starting at 10:50am in the Garden of Remembrance.

The Civic party will leave the Town Hall in procession at 10:35am led by the ATC band, which will pause at the junction of Church Street and Old Town to allow the band to lead the contingents to the Remembrance Garden to be in place when the Civic party arrives.

Following the commemoration and wreath laying, the Civic Party will leave the Remembrance Garden by the College Street Gate, to return to Church Street for the March Past and Salute outside the District Council Offices. The ATC band will lead the contingents via Southern Lane, Waterside and Chapel Lane to the saluting base in Church Street.

On the 11th November there is an interfaith service at the Commonwealth War Graves at 4.00 pm.

c) Christmas Lights Switch On – Saturday 16 November 2024 at 5:30pm

Final arrangements are underway for the annual event to take place on 16 November 2024. Stratford-upon-Avon BID will be leading on the event and the planning as the major financial contributor. The Town Council will continue to contribute £5,000 to the event.

d) Birthday Celebrations

- **To note the progress and to consider the budget implications**

Following a recent meeting of the Working Group, consideration was given to the recruitment of a Community Event Producer for the parade. A fee had been considered for the service and interested parties have been contacted for a quote. The budget will need identifying in the forthcoming budget.

Additionally, the Town Clerk had been directed to reach out to the District Council to request a reconsideration of their stance on future funding for the event. This request would emphasise the importance of the parade to both our town and the district, highlighting its role in attracting visitors globally and delivering significant economic benefits to local businesses and promoting community engagement.

2) Pro-bono use of the Town Hall

- *To consider a request received*

A request to use the Town Hall for free for a community event has been submitted.

In accordance with the Committee's Terms of Reference the Committee has the power to

To approve dates for pro-bono use of the Town Hall to enable the Community Services Committee to engage with organisations within the community seeking to hire the Town Hall on a pro-bono basis.

In addition there is a specific delegation to the Town Clerk or Chair of the Civic Heritage and Events Committee regarding pro-bono use of the Town Hall if:

- a) *The request falls outside the normal round of grant applications*
- b) *The request relates to an organisation or initiative that has the support or involvement of the Town Council*
- c) *The bookings are arranged at the convenience of the Town Hall diary*
- d) *The Council incurs no additional expense and free use is limited to occupation during normal working hours*

The Shakespeare Hospice have approached the Town Council to hold a "Care And Support Towards Life's End" CASTLE is a collaboration of specialists working in palliative care (NHS and non-nhs) across Coventry and Warwickshire. They work together to provide information, clinical guidelines and education to support health and social care professionals locally. It is envisaged that this will be for between 60 and 100 people.

In accordance with d) above clarification is sought, as there are of course costs associated with any event held here, in the setting up and clearing up, particularly as for this event a number of people are in attendance.

Additionally, to minimise disruption to the office staff as they perform their duties, it is deemed essential to have a custodian on duty to assist with any housekeeping duties, such as operating the lift/ramp.

Appendices to be considered under confidential session

3) Budget update - Mayoral Allowance and Birthday Celebration Budget

At the last meeting it was requested that further information be provided on the Mayoral allowances and the Birthday Celebrations budget for previous years.

4) Town Hall Bookings

*To receive a six-monthly update of Town Hall bookings.
(confidential appendix to members of the committee only)*