



STRATFORD-UPON-AVON TOWN COUNCIL MEETING

26 November 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. Presentations: (30 minutes in total)**

To receive presentations from

- John McCarthy from UK Sepsis Trust**
 - Diane Cockburn, Safeline**
- 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 24 September 2024

[24 September 2024](#)

8. To adopt the Draft Open Minutes of the Personnel Committee held on 8 November 2024

[8 November 2024](#)

9. To adopt the Draft Open Minutes of the Community Services and Environment Committee Meeting held on 15 October 2024

[15 October 2024](#)

10. To adopt the Draft Open Minutes of the Civic Heritage and Events Committee Meeting held on 5 November 2024

[5 November 2024](#)

11. To adopt the Draft Open Minutes of the Planning Consultative Committee Meeting held on 12 November 2024

[12 November 2024](#)

12. Terms of Reference

In accordance with Council's Terms of Reference to receive and adopt the Terms of Reference of all Standing Committee at least annually. NB: Council Terms of Reference agreed at September 2024 meeting. Minor administrative changes have occurred to the Terms of Reference of Committees.

RECOMMENDATION: That the revised Terms of Reference for Standing Committees be adopted. (Appendix A)

13. Council Policies

To give consideration to an existing policy and a new policy in line with Equalities Act 2010.

- **Gift and Hospitality (Appendix B)**
- **Sexual and General Harassment Policy & Procedure (Appendix C)**

RECOMMENDATION: To adopt the policies

14. Town Clerk's Open Report

- **Stratford Local History Society – Museum of Stratford**
(*confidential Appendix*)
- **Worths Way Public Open Space and Play Area, Stratford upon Avon** (Appendix D)
- **Pay Award**
- **Appointment of Responsible Financial Officer (Maternity Leave Cover)**

15. To appoint members to Working Groups

- **Community Infrastructure Levy Policy** – to review and amend the Town Council's CIL policy. Minimum of 3 councillors required.
- **Approved Suppliers Process** – to review current and recommend revised processes to ensure audit compliance in early 2025. At least 1 more councillor is required to join Councillor Smith, Councillor J. Fradgley.

16. To receive update reports on Outside Bodies from Councillors.

17. Verbal Ward Reports to receive notification of important issues, for information purpose only, on issues affecting the town.

18. Town Clerk's Verbal Report
For information only.

19. Date and time of Next Meeting - 7 January 2025 at 6:30pm.

C Nash

Caroline Nash
Town Clerk