



ANNUAL REPORT
2022/2023
STRATFORD-UPON-AVON TOWN COUNCIL

Message from the Mayor

Stratford-upon-Avon Town Council is steeped in history, its inception can be dated back 470 years to 28 June 1553, when King Edward VI granted a charter of incorporation.

As a Borough Council, it ran the day-to-day affairs of the town from 1553 to 1974. However, with the addition of an intermediate tier of local government, Stratford District Council was born and many of Town Councils powers were transferred, and then we officially became a parish council. However, Her Majesty Queen Elizabeth II recognised the special position of Stratford-upon-Avon, and issued a charter allowing the town to continue to have a Mayor and Town Councillors. There are currently 18 Town Councillors, myself included and we are all volunteers, giving our time freely to the town we love.

With such a long history, it was a great privilege to become the 447th Mayor of Stratford upon Avon on May 20th, 2023.



*Councillor Gill Cleeve
Mayor of Stratford-upon-Avon
2022 - 2023*



*Councillor Kate Rolfe
Deputy Mayor of Stratford-
upon-Avon
2022 - 2023*



Mayor, Cllr Gill Cleeve and Consort, Giles Cleeve

As you can see from the following few pages, it has been a busy municipal year, with the number of events attended returning to pre-pandemic levels. It's been a year of highs and lows from the wonderful celebrations held in honour of HM Queen Elizabeth II's Platinum Jubilee in June, to her passing in September. We all knew this day would eventually come, but it was still a shock. The Council followed the national guidance in place, Operation London Bridge. The period of official mourning following the Queen's death was executed with appropriate dignity by all staff and councillors, for which I'm truly grateful.

Talking of staff, this municipal year has seen a few changes to the team; just before taking office, the PA to the Town Clerk - Lisa Cowley, left to follow her passion and work for South Warwickshire and Worcestershire Mind; we knew her departure would leave a hole and she was going to be missed, especially by me. However, we were delighted to welcome a new Lisa to the role of PA to the Town Clerk, and Administrative & Communications Officer. Lisa Campion has jumped straight into the position and has been incredible, she is the kind of person that other places dream of hiring, and I personally wish to thank her on the tremendous work she has done in her first year.

In July 2022, we also said a fond farewell to long serving Town Clerk, Sarah Summers, who retired after being the steady hand of the Council for 19 years. Sarah started her role as Town Clerk at the time that the Town Council applied for a new scheme which ultimately led to the Guild and College Estate being transferred to a newly formed charity: Stratford-upon-Avon Town Trust. Sarah moulded the Council into one that acted diligently and successfully. Sarah's departure heralded the arrival of Caroline Nash, those of us councillors who are also on the District Council knew Caroline from her work at Stratford District Council and were delighted when she was offered and accepted the job. Sarah left some big shoes to fill, but Caroline's leadership ability has really shone since she started and her committed approach to the Council is to be commended.

At the end of January, we said another hello and goodbye, with our Responsible Financial Officer, Phil Mills retiring and Georgina Kerrigan taking up the post. Phil has been extremely reliable in his role and has maintained the Council's accounts and budget with great precision, allowing us to continue to keep our precepts as low as possible. Georgina has already demonstrated that she is focused and enthusiastic and therefore we know going forward we can rely on her skills to keep the council within its budget.

With all these staff changes, I would like to thank all the other staff members, Charles, Victoria, Emma, Pat, Tony and the Outdoor Spaces Team for their support, dedication, and adaptability. Without you, we the elected members could not fulfil our duties.

I also wish to thank the Council's Chaplain Reverend Dr Paul Edmondson for his support. One of my goals for the year was to promote more inclusivity and he has supported me with this. Including events such as the Iqbal celebration in November, where we welcomed members from the Sufi Trust and members of the Pakistani community.

At the time of writing this I have 2 ½ months left as Mayor, and in this time, we still have the Youth Awards, Shakespeare's Birthday Celebrations and events celebrating the Coronation of King Charles III to come, which I am very much looking forward to.

With local elections happening on 4th May, I know we will be saying goodbye to a number of Councillors who have worked extremely hard during their time, but are not standing again and hello to new councillors who will be taking on this role with the determination and passion of those that have stood before them.

As my year comes towards its end, I know it will be a time I shall cherish forever. I am very grateful to my colleagues for affording me the privilege and the honour of serving them as the first citizen of the town of Stratford-upon-Avon. I especially wish to thank, my husband and Consort Giles and Deputy Mayor Cllr Kate Rolfe, who have both been an immense support to me and I couldn't have done it without them!

YEAR IN REVIEW

MAY 2022

- It was proposed, seconded, and resolved that I be elected as 477th Mayor of Stratford-upon-Avon



- A Civic Sunday service was held on 22nd May



*Rev Patrick Taylor welcomes
the Mayor, Cllr Gill Cleeve*

- Council appointed Members to Standing Committees.
- The following meetings were held during the month:
 - Planning Consultative Committee
 - Civic, Heritage & Events Committee
 - Annual Meeting and Mayor Making
 - Stratford Support Meeting
- The Town Council said farewell to Lisa Cowley and welcomed Lisa Campion as PA to the Town Clerk
- Mayoral Engagements:
 - Civic dinner
 - Stratford District Scouts County Camp
 - Civic Sunday Service, Holy Trinity Church
 - Queen's Green Canopy tree planting
 - Riverside Vets Anniversary
 - Opening of the Shakespeare's Marina
 - Welcombe Radio Interview



Scout County Camp, Ragley Hall



Opening the new Marina



Riverside Vets Anniversary



Welcombe Radio Interview

JUNE 2022

Many events were held during the Platinum Jubilee Celebrations. 17 jubilee parties were attended across the town!



Lighting the Platinum Jubilee Beacon



Platinum Jubilee Celebrations





School Mural Unveiling



Armed Forces Day

- Mayoral Engagements:

- Lighting of the Platinum Jubilee Beacon – Monument Field, Welcombe Hills
- Pictorial Exhibition – visits by the Queen to Stratford upon Avon since 1952
- Auto grass (Stratford) Dodwell, Evesham Road
- Platinum Jubilee Picnic in the Park – Bancroft Gardens
- Queen's Platinum Jubilee County Service, St Mary's Warwick
- Stratford Jubilee Market, winners cheque presentations
- Fred Winter Centre, Guild Street – job fair
- Warwick Town Council Mayor Making
- Stratford Boat Club Regatta
- Young Traders Competition – Stratford Market
- Bishopton School Mural unveiling
- Sculpture unveiling, Anne Hathaway's Cottage
- Armed Forces Day
- Rotary Luncheon
- Richard III press night

- The Town Council approved the Annual Accounts for Year ending 31st March 2022
- The Town Council approved the Annual Governance and Accountability Return for 31st March 2022
- The following meetings were held during the month:
 - Finance & Audit Committee
 - Youth Town Council
 - Planning Consultative Committee
 - Personnel Committee
 - Town Council
 - Website, Social Media & Newsletter Panel
 - Stratford Support Meeting

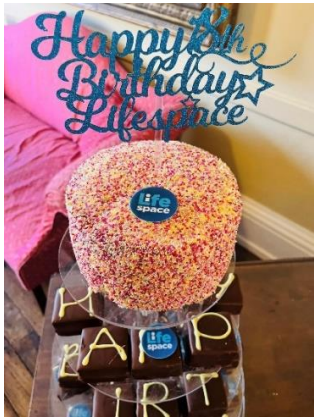
JULY 2022

- Mayoral Engagements:

- High Sheriff's Garden Party
- Lifespace 18th Anniversary Celebration
- Fun Regatta, Stratford Boat Club
- Songs of Praise, Recreation Ground Bandstand
- Civic Reception and BBQ, Kenilworth Town Council
- Welcombe Radio Mental Health event
- Warwickshire Pride
- Commonwealth Baton Relay
- JAVA FEPOWS, Memorial Service
- Licencing of new Alveston Priest-in-charge (Deputy Mayor)
- Guild Chapel Flower Festival preview (Deputy Mayor)

- The following meetings were held during the month:

- Community Services Committee
- Planning Consultative Committee
- Civic, Heritage & Events Committee
- Youth Town Council
- Town Council
- Website, Social Media & Newsletter Panel



Lifespace Celebrations



Fun Regatta!



Songs of Praise



Pride

July saw the Town Council say farewell to Sarah Summers after 19 years' service and welcomed Caroline Nash as the new Town Clerk



AUGUST 2022

- Mayoral Engagements:
 - MKI Cortina Club National Show
 - UK-Pakistan 75 year Relationship
 - Meet and Greet, Guides and Braunston Narrowboat Project
 - All's Well that Ends Well Press Night
 - Young Market Traders final (Deputy Mayor)



MKI Cortina Club National Show



Guides & Braunston Narrowboat Project

SEPTEMBER 2022

- Mayoral Engagements:
 - Annual General Meeting, Stratford District Scouts
 - Celebration of U3A Movement
 - Shakespeare Community Funday
 - Talk re Nature and Imagination, Saving the Planet
 - League of Friends coffee morning, Stratford Hospital
 - VIP Opening night, Judith's

- The following meetings were held during the month:
 - Civic, Heritage & Events Committee
 - Finance & Audit Committee
 - Youth Town Council
 - Town Council
 - Stratford Support Meeting
 - Market Forum Meeting
 - Website, Social Media & Newsletter Panel

The death of Her Majesty Queen Elizabeth II was announced on Thursday 8 September 2022. The Proclamation was read from the balcony on Sunday 11 September at 2pm. Books of condolence were opened and remained available at The Town Hall until the day following the State funeral on Monday 19 September 2022.



Books of Condolence at the Town Hall



The Proclamation was read from the balcony

OCTOBER 2022

- Mayoral Engagements:

- Stratford in Bloom Award Presentations
- Launch of the Repair Café, Foundation House
- Home Start Reception
- Services for the start of the Legal Year
- AURA Fine Art Event
- CAVA Volunteer Awards Evening
- Opening of Stratford upon Avon Mop Fair
- Alcester Court Leet Service, St Nicholas Church
- Royal Leamington Spa Civic Service
- Stratford Herald Business & Tourism Awards
- Polish Saturday School Production
- Molly Ollys Pink Gin launch (Deputy Mayor)

- The following meetings were held during the month:
 - Personnel Committee
 - Planning Consultative Committee
 - Community Services Committee
 - Website, Social Media & Newsletter Panel
 - Stratford Support Meeting



Repair Café, Stratford upon Avon Mop Fair, Stratford in Bloom winners and Alcester Court Leet Service

NOVEMBER 2022

- Mayoral Engagements:
 - Opening of Prospero Lounge Café Bar
 - Rugby Club annual Bonfire
 - Rotary Children of Courage Awards
 - Armistice Day Commemoration & Commonwealth War Graves
 - Remembrance Sunday
 - Christmas lights switch-on
 - Launch of the Scout Christmas postal service
- The following meetings were held during the month:
 - Civic, Heritage & Events Committee
 - Youth Town Council
 - Planning Consultative Committee
 - Finance & Audit
 - Town Council
 - Website, Social Media & Newsletter Panel
 - Stratford Support Meeting



Rugby Club Bonfire



Remembrance Day



Christmas Lights Switch-on

DECEMBER 2022

The Christmas season tends to be a time for connecting with loved ones near and far, it's a time for traditions old and new, but most of all it's the season for hope.

While I know it might not feel like we have a lot to be hopeful about right now, as 2022 was another tough year – and we don't know yet what 2023 will bring us, we do know that as a town and a community we can get through this together, just as we did during the pandemic.

As residents of Stratford upon Avon you have many reasons to be proud. During my first 6 months as Mayor, I have witnessed neighbours helping neighbours, community groups coming together, sharing warmth, compassion, and generosity — not just at Christmas, but year-round.

In the new year, and throughout the year to come, let's continue to make a difference. Whether by lending a hand to a neighbour, shopping from local businesses or volunteering for a cause we believe in, let's live out the values that unite us. Better days are ahead – and we'll reach them, together.

- Mayoral Engagements:

- Stratford Foodbank, food drive at Tesco
- Amicantus Concert
- Light up a Life Service, Shakespeare Hospice
- Shakespeare Birthplace Trust Carol Service
- Opening of the Victorian Christmas Market
- Festive Civic Heads Dinner, Coventry Lord Mayor
- Avon Bowls Club AGM
- Opening of the Fred Winter Centre
- Handel's Messiah Stratford Choral Society (Deputy Mayor)
- Visits over the Christmas period to:
 - Stratford Police Station
 - Warwickshire Fire and Rescue
 - Nicol Unit, Stratford Hospital
 - Tiddington Court
 - Stratford Bentley
 - Hylands House

- The following meetings were held during the month:
 - Additional Personnel Committee
 - Community Services Committee
 - Planning Consultative Committee (cancelled)
 - Youth Town Council (cancelled)
 - Stratford Support Meeting



Food drive – Tesco



Fred Winter Centre



Official opening of the Victorian Christmas Market





Christmas Visits 2022

JANUARY 2023

In the coming year, I would love to see us focus on the issues that affect us the most from fighting climate change to making our community safe and vibrant, to supporting local businesses and keeping ourselves healthy.

We know 2023 is not going to be easy for everyone, many might not have a lot to look forward to, so let's commit ourselves to the values of respect, openness, and compassion, by coming together as neighbours and supporting our community, this way we work towards building a brighter 2023 for everyone.

On behalf of Stratford-upon-Avon Town Council, I wish you and your loved ones all the very best in 2023.

Mayoral Engagements:

- Civic visit to Holy Trinity Church
- Coventry Blaze ice hockey game
- Whitnash Civic Dinner
- Warwick Town Council Civic Service

*Coventry Blaze Ice Hockey game and
Warwick Civic Service*



- The following meetings were held during the month:
 - Planning Consultative Committee
 - Finance & Audit Committee
 - Civic, Heritage & Events Committee
 - Youth Town Council
 - Town Council



February 2023

- Mayoral Engagements:

- The Tempest, press night
- Launch of Spicy Mike's
- Humble Boy, Bear Pit Theatre
- High Sheriff's Taste off challenge (Deputy Mayor)
- ILEAP – late Christmas party
- Launch of additional pavement plaques
- Solar Panel Switch On (Bridgetown Primary School)

- The following meetings were held during the month:

- Community Services Committee
- Planning Consultative Committee
- Website, Social Media & Newsletter Panel



Town Council, Finance Officers and Honorarium 2022 - 2023

Stratford-upon-Avon Town Council Members



Avenue Ward
Cllr Cohl Warren-Howles
Cllr Richard Vos



Bishopton Ward
Cllr Victoria Alcock
Cllr Roger Harding



Bridgetown
Cllr Ian Fradgley
Cllr Roy Dyer





Clopton Ward
Cllr Jason Fojtik
Cllr Phil How



Guildhall
Cllr Jenny Fradgley
Cllr Tony Jackson



Hathaway
Cllr Gill Cleeve (Mayor)
Cllr Toby Lee





Shottery
Cllr David Curtis
Cllr Bill Dowling



Tiddington
Cllr Kate Rolfe (Deputy Mayor)
Cllr Eva Mackenzie



Welcombe
Cllr Elizabeth Coles
Cllr Kevin Taylor



Appendix 'B'

CALENDAR OF MEETING 2023/24 AT THE TOWN HALL

Youth Town Council	Community Services Committee	Planning Consultative Committee	Finance & Audit Committee	Civic, Heritage & Events Committee	Personnel Committee	Town Council
Thursday (5:30pm)	Tuesday (6:30 pm or 6:00pm if virtual)	Tuesday (6:30 pm or 6:00pm if virtual)	Tuesday (6:30 pm or 6:00pm if virtual)	Tuesday (6:30 pm or 6:00pm if virtual)	Tuesday (6:30 pm or 6:00pm if virtual)	Tuesday (6:30 pm or 6:00pm if virtual)
8	5	16	5	6	4	8
14 June 2023		2 May 23 23 May 23	6 June 23			Annual Meeting & Mayor Making Friday 19 May 23 (noon) 13 June 23 (To approve Annual Accounts only)
20 July 2023	4 July 23	20 June 23 11 July 23		18 July 23	27 June 23	25 July 23 (Annual Photograph)
14 September 2023		1 August 23 22 August 23	5 September 23	19 September 23	8 August 23	26 September 23
9 November 2023	17 October 23	12 September 23 3 October 23 24 October 23	21 November 23	7 November 23	10 October 23	28 November 23
14 December 23 25 January 24	5 December 23	14 November 23 12 December 23 9 January 24	16 January 24	23 January 24	19 December 23	30 January 24
14 March 24	20 February 24	6 February 24 27 February 24 19 March 24	5 March 24	12 March 24	13 February 24	Town Meeting Thursday 7 March 2024 7:30pm 26 March 24
11 April 24	16 April 24	9 April 24 30 April 24			7 May 24	23 April 24

Annual Meeting and Mayor Making (unless General Election decrees otherwise) Friday 17 May 2024 at noon at the Town Hall.
Civic Sunday – Sunday 19 May 2024.

Appendix 'C'

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

STRATFORD UPON AVON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes	No*	*Yes' means that this authority:
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	✓	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

14/06/2022

and recorded as minute reference:

MINUTE REFERENCE

www.stratford-tc.gov.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Appendix 'D'

Section 2 – Accounting Statements 2021/22 for

STRATFORD UPON AVON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	166,780	88,928	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	514,351	527,576	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	237,645	483,684	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	355,833	355,893	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	474,015	644,663	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	88,928	99,632	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	101,951	145,473	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	11,443,001	11,217,436	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

14/06/22

I confirm that these Accounting Statements were approved by this authority on this date:

14/06/2022

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Appendix ‘E’

