

STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC HERITAGE AND EVENTS COMMITTEE

17 September 2024

Meeting commenced: 6:30pm Meeting ended: 8:35pm

Minutes

Present:

Councillors:

Duck	Harding
Hunter	Petrovic
Rashwan	Rolfe (Chair)
Smith	Vos

Clerk: Civic Officer, the Town Clerk and Responsible Finance Officer were also in attendance

Press: None

Public: None

13 Apologies

Apologies were received from Councillor McNaught-Barrow and accepted for the reason given.

14 Declarations of Interest

Councillor Rolfe declared an interest in Minute 20.3.

15 To receive written requests for dispensation for disclosable pecuniary interests

None were received.

16 To grant any requests for dispensation as appropriate

None were received.

17 To approve the draft Minutes of the Civic Heritage and Events Meeting held on 16 July 2024

It was Proposed, Seconded and

RESOLVED: That the draft Minutes of the Civic Heritage and Events Committee held on 16 July 2024, be approved as a correct record.

18 To approve the draft Open Minutes of the Website, Social Media and Newsletter held on 16 August 2024

It was Proposed, Seconded and

RESOLVED: That the draft open Minutes of the website, Social Media and Newsletter sub-group held on 16 August 2024, be approved as a correct record.

19 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.

20 Town Clerks Open Report

20.1 Remembrance Sunday

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

20.2 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.

20.3 Christmas Lights Switch-On - 16 November 2024

Following uncertainty regarding the legal challenge to the BID it had been confirmed that, in light of their successful outcome, they would continue with the majority funding and organising of the event

The Mayor would continue to attend and perform the switching-on of the Christmas Lights.

20.4 Review the Terms of Reference for the Civic Heritage and Events Committee

The Terms of Reference for the Committee were approved, subject to the following amendments:

1.2 The reference to the appointment to the Environmental Strategy Panel be deleted, as this was now undertaken by the Community Services and Environment Committee.

4.2 That the Victorian Christmas Festival be referred to going forward as 'The Stratford-upon-Avon Christmas Markets'

20.5 To Review the Protocol and Procedures Guidance for the Mayor

The Terms of Reference of the Committee were approved, subject to the following recommendation:

20.6 Following a discussion, it was agreed that the Committee would like to review the Mayor's expenses to date, before the next tranche becomes due for payment in October. The Responsible Finance Officer was asked to produce a breakdown of the current Civic expenses for the November meeting.

20.6 To Review the Civic Ceremony and Procedure Document

Following the review of Civic Parades, references to Shakespeare Sunday parade, and Civic Sunday parade in Part 6, pages 21-25 and Part 10 pages 39-42 respectively should be amended.

20.7 Review the Civic and Heritage Committee Budget for 2025/26

In considering the review of the budget for the next financial year, Councillors were conscious of the rising costs associated with Civic Events.

20.8 Review of Civic Parade Arrangements

The Committee had been tasked with addressing the rising costs associated with parades and managing the budgets more effectively. Following careful consideration, it was agreed that moving forward there would be no civic parade on Shakespeare Sunday and Civic Sunday, for the avoidance of doubt the Church Services would continue, but alternative arrangements would be made for the receptions before or afterwards and officers were tasked at looking into this.

It was Proposed, Seconded and

RESOLVED:	That the changes identified in the preamble be instigated for 2025 onwards, unless a review was necessary.
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There would be no changes to the Remembrance Sunday Parade.

20.9 Enhancing the Shakespeare Birthday Celebrations

The Task and Finish Group (TF&G), in addressing a review of the Birthday celebrations, considering the indication that after 2025 the District Council would no longer be making a matched contribution to the funding, had requested that an events specialist be approached to see whether they could bring together a programme of activities to enhance the Birthday parade. The Town Clerk indicated the results of an initial contact and Councillors were enthusiastic about this approach and request a more detailed case be put to the T&FG.

The Town Clerk noted that while there is consensus for enhancing the celebrations, a consideration of this T&FG was also to identify potential savings in order to approach the District Council for a reassessment of their decision.

As an alternative, the Town Clerk reported that officers had been in contact with Playbox Theatre Company who were available to put on

two Shakespeare related performances in the Town Hall during the afternoon of the Saturday at limited cost to the Council.

In addition, Dr David Sterling Brown, an award-winning Shakespeare and critical race studies scholar was available to speak at the Civic Reception on the Sunday before / or after the Shakespeare Service. He proposes to give a short Shakespeare-related tribute of not more than 5 mins.

20.10 National Commemoration of VE Day and VJ Day 2025, and to determine whether to accept the invitation from the Town Trust to contribute towards the refurbishment of the Bandstand

Following a verbal update from the Town Clerk, who had been approached by the Town Trust to ascertain whether the Town Council wished to contribute to the refurbishment to the Bandstand, to be re-opened on the 8 May to mark VE Day

Following consideration, it was Proposed, Seconded and

RESOLVED: To decline the invitation of the Town Trust to contribute towards the bandstand refurbishment.

It was further Proposed, Seconded and

RESOLVED: To continue with the independent commemorations in the Garden of Remembrance along the lines of the one organised for D-Day, to mark the 80th anniversaries of VE and Day's on 8 May and 15 August 2025.

20.11 Town Clerks Verbal Report

D-Day Veteran Philip Sweet's 100th Birthday – 25 October 2024, 12-2pm

Following a request from Municipal Charities, who would also contribute towards the cost of refreshments, to mark this very special occasion, it was Proposed, Seconded and

RESOLVED:

To offer the Town Hall FOC for a Civic Reception, hosted by the Mayor, to celebrate the 100th birthday of Stratford based Philip Sweet, a D-Day Veteran.

21.00 Date of the next meeting

Tuesday 05 November in the Town Hall at 6:30pm.