

STRATFORD-UPON-AVON TOWN COUNCIL

VIRTUAL TOWN COUNCIL MEETING

In accordance with s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

27 April, 2021

Open Minutes pages 1 - 9

Present: The Mayor (Councillor Jackson) in the Chair

Councillors:

Alcock	Fojtik
Cleeve	How
Coles	Lee
Curtis	Mackenzie
Dowling	Rolfe
Dyer	Taylor
I Fradgley	Vos
J Fradgley	Warren-Howles

Clerks: Town Clerk, Deputy Town Clerk and for part of the meeting, an Admin Clerk and the new Committee Clerk

Press: Absent

Public: There were three members of the public present, with one remaining throughout the meeting

Prior to declaring the meeting open, the Mayor called on the Council's Chaplain to give his contemplative 'thought for the day'. This being the last meeting as the Council's Chaplain, Revd Dr Paul Edmondson was thanked most sincerely by the Mayor for his inspiring observations at the start of each Town Council Meeting.

164) Apologies

Apologies for absence was received from Councillor Wall and accepted for the reason given.

165) Declarations of Interest

There were no declarations of interest.

- 166) To receive written requests for dispensation for disclosable pecuniary interests

There were no requests.

- 167) To grant any requests for dispensation

There were no requests.

- 168) Public Participation

No one had registered to speak in Public Participation.

- 169) To Adopt Draft Open Minutes of the Town Council Meeting held on 30 March, 2021

RESOLVED: The Draft Open Minutes of the Town Council Meeting held on 30 March, 2021 be approved as a correct record.

In accordance with current practice, the Mayor's electronic signature will be appended to the minutes.

- 170) To Adopt the Minutes of the Planning Consultative Committee Meetings held on 13 April, 2021

RESOLVED: The Minutes of Planning Consultative Committee Meeting held on 13 April, 2021 be approved and adopted.

- 171) To Adopt the Minutes of the Community Services Committee Meetings held on 6 April, 2021

RESOLVED: The Minutes of the Community Services Committee Meeting held on 6 April, 2021 be approved and adopted.

- 172) To Adopt the Draft Notes of the COVID-19 Stratford Support Meetings held on 30 March and 6 April, 2021

Councillor Rolfe confirmed that although the weekly meetings of the Stratford Support Group were no longer necessary, the group intends to meet approximately every eight to twelve weeks so that everyone can keep abreast of what is happening in the town.

Councillor How thanked Councillor Rolfe for chairing the meetings, and advised that due to work commitments, he would now step down from the group.

RESOLVED: To Adopt the Draft Notes of the COVID-19 Stratford Support Meetings held on 30 March and 6 April, 2021.

172) To Adopt the Draft Notes of the Town Centre & Town Traffic Task and Finish Group Meeting held on 13 April, 2021

RESOLVED: To Adopt the Draft Notes of the Town Centre & Town Traffic Task and Finish Group Meeting held on 13 April, 2021.

173) To Adopt the Draft Minutes of the Youth Council Meeting held on 1 April, 2021

RESOLVED: The Draft Minutes of the Youth Council Meeting held on 1 April, 2021 be approved and adopted.

174) To Meet and Greet the new Committee Clerk

The Mayor welcomed the Council's new Committee Clerk, Mrs Margo Galvin. Margo introduced herself, advising that she was very much looking forward to working with everyone and hoped that her background in marketing, PR and communication would be of benefit to the Council.

Prior to the introduction, the Mayor acknowledged and thanked the previous Committee Clerk, Mrs Joanne Mayes for her commitment and excellent work, sighting her as being 'a very hard act to follow'.

175) Stratford-upon-Avon Foodbank – Strategic Plan

The Food Bank Manager, Marion Homer, accompanied by Food Bank Trustee, Lavinia Derrick gave a whistle-stop but extremely comprehensive presentation on the governance and work of Stratford-upon-Avon's Food Bank. Marion's address was augmented by a Power Point presentation and a copy of this is appended to the minutes.

Following quite a lengthy question and answer session, Marion and Lavinia were thanked for their time, and then withdrew.

176) To consider actions relating to the Community Catalyst Proposal

Councillor Fojtik advised that currently, the time was not right for many potential partner organisations to contribute to the project, and considering this, it had been decided to delay proceedings to ascertain whether it would be feasible to appoint someone on a three-year contract rather than for one year.

This would require considerably more funding and an application to the Big Lottery is anticipated which is likely to take up to six months.

Consequently, Councillor Fojtik thanked the Council for its support and confirmed that he was withdrawing his request temporarily and would submit a new proposal when the time was right. The Mayor requested that this issue be returned to the Community Services Committee for their prior scrutiny before the matter is considered further by Council.

It was unanimously agreed that the proposal put forward by Councillor Coles would be returned to the Community Services Committee to consider and that a working party be instigated to ensure that enough information is available for the Committee to fully understand the concept.

Councillors Alcock, Cleeve, Coles, Fojtik, J Fradgley, How and Rolfe agreed to serve on the Task & Finish working party.

177) To note the report on the Local Government Association Model Members' Code of Conduct

The report was noted. Members were advised that this matter would be returned to Council when the Code is adopted by Stratford on Avon District Council as the monitoring Council.

178) To appoint the Scheme of Delegation for Granting a Dispensation to the Town Clerk

It was unanimously agreed that the Town Clerk would be the arbiter for granting dispensations and was requested to provide the dispensation application form in Word format rather than as a PDF.

179) To record formal support for Fairtrade Stratford and to appoint a Town Council representative to the Fairtrade Steering Group

It was unanimously

RESOLVED: To fully support the work of the Fairtrade Foundation and the undertaking by Stratford-upon-Avon's Fairtrade Steering Group to renew the biennial registration of the town's status as a Fairtrade Town.

Councillors Dyer and Mackenzie agreed to serve on the Fairtrade Steering Group as the Council's representatives.

180) To appoint members to Standing Committees for the ensuing year 2021/2022

Membership of Standing Committees for the ensuing year was agreed by consensus and **RESOLVED** as follows:

Civic Heritage & Events:

Mayor Ex-officio, Alcock, Cleeve, Curtis, J Fradgley, Mackenzie, Rolfe, Vos, Wall, Warren-Howles.

Community Services Committee:

Mayor Ex-officio, Councillors Cleeve, Coles, J Fradgley, How, Jackson, Mackenzie, Rolfe, Vos, Wall.

Finance & Audit:

Mayor Ex-officio, Councillors Coles, Curtis, Dowling, Dyer, Fojtik, How, Jackson, Lee, Vos.

Personnel Committee:

Councillors Alcock, I Fradgley, Mackenzie, Vos, Wall, Warren-Howles.

Planning Consultative Committee:

Mayor ex-officio, Councillors Alcock, Curtis, Dowling, Fojtik, I Fradgley, J Fradgley, Jackson, Lee.

A question was raised whether the Council should adopt substitute members for standing committees. The Clerk advised that this had been considered in the past, particularly with planning but as planning was very specialised, Councillors without specific planning training and knowledge would be unlikely to make a meaningful contribution.

It was agreed however, that the Town Clerk would look at a substitute structure and return the issue to the next Town Council Meeting.

181) To appoint members to sub-groups for the ensuing year 2021/2022

Membership of sub-groups for the ensuing year was agreed by consensus and RESOLVED as follows:

Asset Register Review Group – Finance & Audit

Mayor Ex-officio, Councillors Cleeve, Coles, How, Lee, Warren-Howles

Emergency Response Group – Town Council

Mayor, Councillors Alcock, Cleeve, Coles, J Fradgley, Jackson, Rolfe

Environmental Strategy Panel – Community Services

Mayor Ex-officio, Councillors Coles, Curtis, Dyer, J Fradgley, Lee Warren Howles.

Mayor Jackson advised that if a further member proved necessary, he would be willing to stand.

Market Forum – Civic, Heritage and Events

Councillors I Fradgley, Taylor, Rolfe.

Town Centre & Town Traffic Group – Town Council

Mayor Ex-officio, Councillors Curtis, Coles, J Fradgley, How, Lee, Rolfe, Vos.

Mayor Jackson advised that if a further member proved necessary, he would be willing to stand.

Town Hall Maintenance/Repairs – Community Services

Mayor Ex-officio, Councillors Cleeve, Coles, How, Jackson, Mackenzie, Vos.

Town Hall Fees/Income Task & Finish Group – Civic Heritage & Events

Mayor Ex-officio, Councillors Coles, Curtis, J Fradgley, How, Jackson, Mackenzie, Rolfe, Vos

Website, Social Media & Newsletter Panel - Community Services

Mayor Ex-officio, Councillors Alcock, Cleeve, Curtis, Dyer, How, Warren-Howles

The question was raised whether sub-group meetings would continue virtually. The Town clerk advised that the legislation to return to physical meetings was for those called by statute, were open to the public and where binding decisions were resolved.

There should be no reason why meetings of sub-groups cannot continue remotely as they are randomly called and are not open to the public. However, members must be mindful that the decision-making process should be purely that of recommendations and not resolutions. The recommendations would be ratified at the relevant Standing Committee which is open to the public and as of 7 May, must be held in person, unless the High Court decrees otherwise. The Court judgement on whether it is possible to continue to hold all meetings remotely under the LGA 1972 is expected this week.

It was unanimously

RESOLVED: That sub-group meetings usually held during normal working hours would continue remotely, unless it proves unlawful to do so.

N.B. In the process of writing these minutes, the High Court has now concluded that primary legislation will be needed for Council and Committee Meetings to continue remotely, and that physical meetings will resume as of 7 May, 2021.

182) Written Reports by Representatives to Outside Bodies

182.1 **Stratforward BID** – Councillor Taylor

182.2 **Ping Stratford-upon-Avon** – Councillor Taylor

182.3 **Fred Winter Centre** - Councillor How

The written reports were noted.

183) Verbal Ward Reports

183.1 Councillor I Fradgley advised that the Planning Consultative Committee has been considering a strategy for street naming in line with particular themes, with Councillor Lee preparing a map of the variations and themes.

If a member has an idea for a particular theme, this should be submitted to the Planning Clerk by noon on 28 April, in order for the suggestion to be included in the planning papers.

183.2 Councillor Rolfe advised that Knights Lane will be closed for seven weeks.

184) Town Clerk's Verbal Report

The Town Clerk had nothing further to report.

185) Date and Venue of Next Town Council Meeting

The next meeting of the Town Council will be Mayor Making at the Town Hall on Friday, 21 May, 2021 at 12 noon.

The virtual Town Meeting is on Thursday, 29 April at 6:30pm using zoom.

The Mayor declared the virtual meeting closed at 7:35pm.