

STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC, HERITAGE AND EVENTS

Town Clerk's Open Report 17 September 2024

1) Remembrance Sunday 2024

- **To receive an update regarding Remembrance Sunday 2024, and approve the draft programme (attached as Appendix 'A').**

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.

2) Remembrance Concert – Friday 8 November 2024

- **To receive an update regarding the proposed Remembrance Concert**

The concert will commence at 7:30pm, doors open at 7pm. 150 tickets will be available at a cost of £15.00 per ticket. No concessions, but all monies 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.

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

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.

3) Terms of Reference of the Civic Heritage and Events Committee

- **To carry out the annual review and amend the document accordingly. The points highlighted within the document, attached as Appendix 'B', currently require amendment.**

4) To Review the Protocol and Procedures Guidance for the Mayor

- **To carry out the annual review and amend the document, points highlighted within the current guidance, attached as Appendix 'C' need to be amended.**

5) To review the Civic Ceremony and Procedure Document

- **To carry out the annual review and amend the documents accordingly, attached as Appendix 'D'**

6) Review of the annual Civic Heritage and Events Expenditure to provide the 2025-2026 budget request

- **To review the Management Accounts and note the spend for the previous year (2023-2024). Consideration needs to be given to the 2025-2026 budget. Appendices 'E', 'F' and 'G'**

If members have any pertinent questions prior the meeting, the RFO will be able to review these, and she has also kindly agreed to be present at the meeting.

7) Review of Civic Parades

A review has been undertaken regarding the format of regular parades which the Town Council organises, specifically in light of the current substantial cost of providing traffic management, security in connection with the necessary road closures. The Task and Finish Group met on 9 August and determined the following revisions to the Civic parades on Shakespeare Sunday and Civic Sunday. The Civic parade on Remembrance Sunday remains unchanged.

Shakespeare Sunday - a new route to be investigated in order to reduce the impact of costs relating to Traffic Management, Security and other necessary infrastructure.

- Route 1 - via Sheep Street, Waterside and Southern Lane
- Route 2 - via Chapel Street, Chapel Lane and Avonbank Gardens.

Councillor Rolfe questioned whether available space in Chapel Lane due to vehicles parking might be too restricted and suggested County Highways should be consulted for an opinion.

Alternatively, there could no parade as has been suggested for Civic Sunday, guests would go straight to church and the Council would gather at the Parish Centre and go from there directly to the service. This approach would incur minimal expenditure and may be viewed positively by the District Council when it is considering future funding for the Celebrations.

Civic Sunday

It was recommended that the parades to and from Holy Trinity should be discontinued as generally this event is very poorly attended. Civic guests would be invited to go straight to church. The Council will informally assemble in the Parish Centre and parade directly into church. A decision regarding the location for a Civic Reception after the service has yet to be decided.

Remembrance Sunday – That there be no change to the current arrangements for this important national commemoration.

8) Enhancing the Shakespeare Birthday Celebrations

The task and Finish Group also considered options for enhancing the birthday celebrations. It was noted, that the Town Council team

currently lacked the capacity to further develop the concept of additional activities to complement the traditional parade during the celebrations as requested by Councillors. It was considered essential that an individual with the appropriate skills to implement a program of activities that will enhance the celebrations be contracted.

While sponsorship had been secured for 2024, along with arrangements for a stage and open mic in Bell Court, the sponsorship was unfortunately retracted at the last moment, resulting in the cancellation of the activity, which was quite disappointing.

Following a discussion, it was suggested that an events organiser be contacted and asked to submit their proposals and costings. The Town Clerk had made an initial contact, and we are currently searching for a mutually convenient date for a follow-up meeting to discuss this further.

9) National Commemoration of VE Day and VJ Day in 2025

On the 8 May and 16 August in 2025, the nation will mark the 80th anniversary of both VE and VJ Day. No further information is currently available, but members are requested to note the dates.

Civic Officer 17.09.24