



STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC HERITAGE AND EVENTS COMMITTEE

Tuesday 30 September 2025

Meeting commenced: 6:30pm Meeting ended: 7:55pm

Present:
Councillors:

Cleeve	Petrovic
Harding	Rashwan (Chair)
Hunter	Rolfe
McNaught Barrow	Vos

Clerk: Civic Officer
Press: None
Public: None

The Town Clerk and Responsible Finance Officer were also present

13. Apologies

Apologies were received from Councillors Duck and Fojtik and accepted for the reasons given.

14. Declarations of Interest

There were none.

15. To receive written requests for dispensation for disclosable pecuniary interests

There were none.

16. **Public Participation of non-agenda items**

There were no public present.

17. **To approve the draft Minutes of the Civic Heritage and Events Meeting held on 8 July 2025**

It was Proposed, Seconded and

RESOLVED That the draft Minutes of the Civic Heritage and Events Committee held on 8 July 2025, be approved as a correct record.

18. **To adopt the Minutes of the Website, Social Media and Newsletter held on 22 July, 20 August and 16 September 2025**

It was Proposed, Seconded and

RESOLVED That the Minutes of the Website, Social Media and Newsletter sub-group held on 22 July, 20 August and 16 September 2025 be adopted.

19. **To adopt the draft Minutes of the Market Forum held on 17 June 2025**

It was Proposed, Seconded and

RESOLVED That the draft Minutes of the Market Forum held on 17 June 2025 be adopted.

Town Clerks Open Report

120. **To consider the Management Accounts Review documents, as a basis to start formulating a Civic Budget for 2026/27**

Due to the late circulation of the relevant paperwork, members were given insufficient time to study the information before the meeting.

RESOLVED That a Working Group be set up to look at the budget alongside the Responsible Finance Officer, to put any recommendations for ratification to the December meeting.

Councillors, McNaught Barrow, Petrovic, Rolfe and Vos indicated their willingness to join the working group.

21 **To carry out and Review the Terms of Reference of the Civic Heritage and Events Committee**

RESOLVED To accept the Terms of Reference as they stand.

22 **Protocols and Procedures Guidance for the Mayor and the Civic Ceremonial and Procedure Document**

These documents would both be reviewed at the December meeting

23 **To note updates regarding Stratford Mop, Remembrance Sunday, Christmas Lights Switch-on and Heritage Open Day's**

Councillors then turned their attention to upcoming events and reviewed the arrangements currently being planned for the remaining events of 2025:

- **Stratford Mop – Sunday 12 October at 11:00 am**

Councillors were welcome at the Coffee reception to accompany the Mayor and guests from the District Council and the Showman's Guild to the opening ceremony at 11:00am at Market Cross.

- **Remembrance Sunday - 9 November from 10:50am**
- **Armistice Day (Stratford Cemetery) 11 November at 3:55pm**

Full information regarding Remembrance Sunday will be circulated to all Councillors in early October

The Armistice Day commemoration at the Evesham Road Cemetery would take place on Tuesday 11 November at 4:00pm. Those

attending are invited to gather near to the Commonwealth War Graves from 3:50pm onwards. Everyone Welcome.

Christmas Lights Switch-On - Saturday 15 November at 5:30pm

The Christmas Lights would be switched on at 5:30pm by the Mayor from a stage located in Rother Street near to the American Fountain.

Heritage Open Day's – 13 September

Although this year's event had passed off without issue, Councillor Rolfe requested that when the rota was finalised in future, that Councillors should be allocated areas of responsibility to avoid some rooms being overstaffed and others understaffed.

24. Remembrance Concert in aid of the Poppy Appeal

To consider offering Free Use of the Town Hall

Following the inaugural concert in 2024, a second event was being organised for Friday 7 November. Members were requested to consider allowing free use of the Town Hall to maximise the monies raised for the Poppy Appeal.

Following a short debate, it was Proposed, Seconded and

RESOLVED To grant free use of the Town Hall, on the understanding that the event would be staffed by volunteers and that the Council would not incur any related costs.

25. Replacement Past Mayor's Insignia

To receive a quotation for replacement badges

Examples of insignia were circulated to illustrate the quality of various samples. To produce an identical badge to the current design in a base metal would cost approximately £113.00 per item, depending on the quantity ordered.

More examples were expected, and these would be available at the December meeting.

Date of the next meeting

Tuesday 02 December 2025 in the Town Hall at 6:30pm.

Chair: