



STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC, HERITAGE AND EVENTS

30 September 2025

Town Clerk's Open Report

Agenda Item 9

1) Review the Civic and Heritage Committee Budget

To consider the Management Accounts Review documents, as a basis to start formulating a Civic Budget for 2026/27, attached as Appendix 'A'

In considering the review of the budget for the next financial year, Councillors need to be mindful of the rising costs associated with Civic Events, particularly in connection with the provision of Hostile Vehicle Mitigation (HVM).

An initial paper is attached as Appendix 'A', and additional papers will be tabled at the meeting by the RFO who will email them to you for information prior to the meeting.

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

To carry out the annual review and amend as necessary. The document is attached as Appendix 'B'.

3) Protocols and Procedures Guidance for the Mayor and the Civic Ceremony and Procedure Document

These documents will both be reviewed at the November meeting.

4) An update regarding Events

Remembrance Sunday - 9 November

Being mindful of the greatly increased costs associated with the provision of approved Hostile Vehicle Mitigation compared to last year, Officers have looked in detail at various options to potentially reduce the overall expenditure.

In order to expedite matters, the Town Clerk provided a verbal report on the issue at the recent Council meeting to seek initial guidance. Three proposals for revising the format of the Remembrance Parade were presented, and Councillors were asked to indicate their preferred option. It was suggested that, should Community Infrastructure Levy (CIL) funds be available to cover the additional expenditure, there was support for retaining the current format, including a full road closure. This approach has since been confirmed as acceptable.

The longer-term use of CIL funds for event-related costs is noted and may warrant further consideration regarding sustainability.

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

To note the update

The annual switching on of the Christmas Lights by the Mayor is taking place on Saturday 15 November at 5:30pm in Wood Street. This event is being organised by BID, in collaboration with the Christmas Lights Company Limited.

Heritage Weekend – 13 September 2025

Review of the event

The Heritage Open Day event passed off without issue, attracting a steady number of locals and visitors to the Town Hall. Thank you to the Councillors who volunteered to act as guides, although it was noted that information in some of the written room guides now require updating which is in hand.

Stratford Mop 11 and 12 October 2025

To note the information

The official mop opening will be on Sunday 12 October, when the Mayor will host a coffee reception prior to the opening of the Mop at 11:00am. The Runaway Mop will take place on the 25 and 26 October.

10) Remembrance Concert – 7 November 2025

To approve a request for free use of the Town Hall

Following the success of the inaugural Remembrance Concert last year, Sam Jenkins has offered to organise a similar event again for Friday 7 November, all profits after expenses to the Royal British Legion Poppy Appeal.

Free use of the Town Hall would be appreciated for this event, to allow the maximum donation to be passed on to the RBL Poppy Appeal.

11) Replacement Past Mayor's Insignia

Several companies who provide civic insignia were approached. Michaels Civic Robes have provided a quotation for producing a much cheaper copy of the current Past Mayor's insignia, with either a 10% or 20% reduction available depending on the quantity ordered.

Examples of insignia made for other Councils have been provided for inspection and a quotation for consideration is attached as Appendix 'C'.

Town Clerk