



STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC HERITAGE AND EVENTS COMMITTEE

Tuesday 02 December 2025

Meeting commenced: 6:30pm Meeting ended: 7:15pm

Present:
Councillors:

Fojtik (Chair)	Petrovic
Harding	Rolfe
Hunter	Vos
McNaught Barrow	

Clerk: Civic Officer
Press: None
Public: None

The Town Clerk and Responsible Finance Officer were also present

26. Apologies

Apologies were received from Councillors Cleeve, Duck and Rashwan and accepted for the reasons given.

27. Declarations of Interest

The Mayor declared an interest in Agenda Item 12 Civic Insignia

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

There were none.

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

There were no public present.

30. **To approve the draft Minutes of the Civic Heritage and Events Meeting held on 30 September 2025**

It was Proposed, Seconded and

RESOLVED That the draft Minutes of the Civic Heritage and Events Committee held on 30 September 2025, be approved as a correct record.

31. **To adopt the Minutes of the Website, Social Media and Newsletter held on 22 October and 12 November 2025**

It was Proposed, Seconded and

RESOLVED That the Minutes of the Website, Social Media and Newsletter sub-group held on 22 October and 12 November 2025 be adopted.

32. **To adopt the draft Minutes of the Market Forum held on 30 September 2025**

It was Proposed, Seconded and

RESOLVED That the draft Minutes of the Market Forum held on 30 September 2025 be adopted.

Town Clerks Open Report

33. **To consider the suggested Budget for 2026/27**

Members considered the suggested 2026-27 budget put forward by the Acting Responsible Finance Officer. There being no further information required

It was Proposed, Seconded and

RESOLVED That the budget proposal be approved, and that it be put before to the Finance and Audit Committee for ratification at its December meeting.

Members were keen that Kate Livingston was made aware of the proposed dates for 2026, and that she provided her proposal of costs for inclusion in the budget

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

RESOLVED To accept the Terms of Reference as amended.

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

RESOLVED To accept the Terms of Reference as amended.

36. **To review Remembrance Sunday and the Christmas Lights Switch-On**

Councillors then turned their attention to reviewing recent events.

- **Remembrance Sunday - 9 November**

The commemoration was very well supported, and it was particularly pleasing to see so many young people in attendance.

Christmas Lights Switch-On - Saturday 15 November

The Christmas Lights Switch-On attracted a large number of spectators who gathered in Rother Street by the American fountain and Wood Street for the switch-on at 5:30pm by the Mayor.

The difficulties at the Barclays roundabout with crowding in the live carriageway (requiring the police to close the road), would be discussed at a de-brief meeting for the event.

37.

- **To review Town Hall Tariffs for 2026**

Following a brief discussion, it was Proposed, Seconded and

RESOLVED To increase the Town Hall Tariffs from April 2026 by 3.5%.

No decision was taken regarding charges relating to Civil Weddings and Receptions. It was recommended that the Business Support Manager be tasked to research the wedding venue fees charged by local venues, to help determine what out tariff should be implemented for 2026.

38. Replacement Past Mayor's Insignia

To determine a replacement Past Mayor's Insignia

An additional example of insignia provided by Tower Trophies was circulated but was not considered appropriate. Michaels Civic Robes had provided a quotation for reproducing the current design in a base metal, costing approximately £113.00 or less. Depending on whether a three or five year supply is order, the overall cost would be discounted by either 10 or 20%.

Following a brief discussion, it was Proposed, Seconded and

RESOLVED To place an order for a five year supply of ten badges with Michaels Civic Robes, attracting a 20% discount.

Date of the next meeting

Tuesday January 27 2026 in the Town Hall at 6:30pm.

Chair: