



STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC, HERITAGE AND EVENTS

02 December 2025

Town Clerk's Open Report

Agenda Item 9

1) Review the Civic and Heritage Committee Budget

To consider a draft budget, as a basis to start formulating a Civic Budget for 2026/27, attached as Appendix 'A'

The RFO (Maternity Cover) has prepared this initial budget proposal, attached as Appendix 'A', as a basis for discussion.

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

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

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

As Civic Officer, I have reviewed both documents and have boldened and highlighted the areas requiring amendment.

3) An update regarding recent Events

Remembrance Sunday - 9 November

The event on Sunday 9 November passed off without issue, attracting a large number of attendees. It was particularly encouraging to see the large numbers who attended representing the youth organisations.

It was noted that Community Infrastructure Levy funds were used to cover the increased costs, and Councillors are asked to consider whether they wish this fund to be used in this way on a longer-term basis.

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

The annual switching on of the Christmas Lights took place from a stage in Wood Street on 15 November at 5:30 pm. It attracted a large number of people, although crowds also congregated in Bridge Street near the Christmas market where the event had taken place until 2024. It was once again organised by BID, in collaboration with the Christmas Lights Company Limited and financially supported by the Town Council.

Remembrance Concert – 7 November 2025

Update regarding this year's event

Following the success of the inaugural Remembrance Concert in 2024, it was very disappointing that insufficient tickets were sold for this year's event, resulting in the concert being cancelled.

4. Town Hall Room Hire Tariff for 2026

The current tariff for room hire at the Town Hall to determine what the percentage uplift might be for 2026.

5. Replacement Past Mayor's Insignia

Michaels Civic Robes can supply a badge based on the current design at a unit cost of £113.00. A three year supply of both badges including a 10% discount will cost £ 614.79. A five year supply will cost £910.80 including a 20% discount.

At the September meeting, the idea was floated that this cost could be absorbed into the Mayor's allowance, therefore not attracting any additional cost to the Council.

Tower Trophies have submitted a quotation based on 50 x gold coloured medal type design incorporating a bespoke badge design at a unit cost of £20.00, including no discount.

Town Clerk