



CIVIC HERITAGE AND EVENTS

02 December 2025 at 6:30pm

**at the Town Hall, Sheep Street,
Stratford-upon Avon, CV37 6EF**

Members of the Civic Heritage and Events Committee are hereby summoned to this meeting:

(Namely, Councillors Cleeve, Duck, Fojtik, Harding, McNaught-Barrow, Petrovic, Rashwan, Rolfe, Vos and Councillor Hunter (Mayor))

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

A G E N D A

1. **Apologies for Absence.**
2. **Declarations of Interests** of items on the Agenda.
3. **To receive written requests for dispensation** for disclosable pecuniary interests (if any).
4. **To grant any requests for dispensation** as appropriate.
5. **Public Participation** of non-agenda items (subject to a time limit of 15 minutes).
6. **To Approve the Minutes** of the meeting of the Civic, Heritage & Events Committee held on 30 September 2025.

7. **To Approve the Draft Notes** of the Website, Social Media and Newsletter sub-group meetings held on 22 Oct and 12 Nov 2025
8. **To Approve the Draft Minutes** of a meeting of the Market Forum held on 30 Sep 2025

9. **Town Clerk's Open Report**

- 1) Review of the Management Accounts

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

- 2) Review Protocols and Procedures Guidance for the Mayor and the Civic Ceremony and Procedure Document. **Appendix 'B'**

To review the documents and amend accordingly

10. Recent Event Updates

To review Remembrance Sunday, Christmas Lights Switch-On

11. Town Hall Tariff Review

To review the 2025 tariff, attached as appendix 'C' and determine the uplift in charges for 2026

12. Replacement Past Mayor's Insignia

To receive two quotations for replacement badges, attached as Appendix 'D'

13. Date of Next Meeting – Tuesday 27 January 2026 at 6:30pm