



CIVIC HERITAGE AND EVENTS

30 September 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 08 July 2025.

[8 July 2025](#)

7. **To Approve the Draft Notes** of the Website, Social Media and Newsletter sub-group meetings held on 22 July, 20 Aug and 16 Sep 2025

8. **To Approve the Draft Minutes** of a meeting of the Market Forum held on 17 June 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) To review the Terms of Reference of the Civic Heritage and Events Committee

To carry out the annual review and amend the document accordingly, attached as Appendix 'B'

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

To be reviewed at the November meeting

4) Forthcoming Event Updates

To note updates regarding Remembrance Sunday, Christmas Lights Switch-On and Stratford Mop

10. Remembrance Concert - 7 November 2025

To approve a request for free use of the Town Hall

11. Replacement Past Mayor's Insignia

To receive a quotation for replacement badges

Date of Next Meeting – Tuesday 02 December 2025 at 6:30pm

