



CIVIC, HERITAGE & EVENTS COMMITTEE

TERMS OF REFERENCE

1. Sustainability

- 1.1 All Committees should first consider the environmental impact of any decision made by it on behalf of the Council

2. Equality

- 2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision making process

3. Advisory Powers

- 3.1 The Committee shall, at its September meeting annually, agree its recommended budget and advise the Finance & Audit Committee accordingly
- 3.2 The Committee shall, at its September meeting annually, agree its nominated designated reserve requirement and advise the Finance & Audit Committee accordingly
- 3.3 To recommend to Council any CIL spending projects
- 3.4 To advise Council of any recommended change to the Committee's Terms of Reference

4. Delegated Powers within budget

To receive and consider all the following matters using executive powers once general policy and expenditure has been approved by the Town Council

- 4.1 All matters relating to civic insignia and ceremonial
Previously Mayoral, Civic Ceremonial & Events
- 4.2 All matters relating to civic events and functions:
 - Mayor Making Ceremony/Civic Dinner
 - Civic Sunday
 - Civic Receptions
 - Shakespeare Birthday Celebrations
 - Shakespeare Schools Week/Heritage Open Day
 - Armed Forces Day
 - Remembrance Sunday Parade and Services
 - Christmas Lights Switch-On
 - Stratford-upon-Avon Christmas Markets
- 4.3 The planning, management and operation of any unforeseen event or festival solely or partly organised by the Town Council
- 4.4 Undertake a specific budget review for every event by September each year in order to determine the Committee's budget requirement
- 4.5 Undertake a specific Risk Assessment Management Review of each event or festival before the event takes place
- 4.6 To keep under review and monitor the level of feedback in relation to the Council's civic, ceremonial and events activity
- 4.7 In association with Stratford on Avon District Council, the operation of the town's Markets as undertaken under licence by the external market operator
- 4.8 The management of Hatton Rock storage facilities
- 4.9 To identify suitable income streams for the Town Hall
- 4.10 To review Stratford-upon-Avon Town Hall tariffs, at least annually
- 4.11 To undertake a specific Risk Assessment Management Review of Town Hall trading initiatives, at least annually

- 4.12 To review the Town Hall's facilities for hirers and to undertake regular reviews of bookings
- 4.13 To determine any Town Hall debt write-offs, if known.
- 4.14 Any arrangements for securing value for money
- 4.15 To consider the most appropriate and effective marketing and promotional material for the Town Hall
- 4.16 To approve dates for pro-bono use of the Town Hall to enable the Community Services Committee to engage with organisations within the community seeking to hire the Town Hall on a pro-bono basis
- 4.17 That any notes from previous meetings of the Website, Social Media and Newsletter sub-group be circulated with the papers to allow for formal adoption to be sought
- 4.18 To receive the minutes of the Market Forum and any reports for information from the Town Council's representatives on the Forum
- 4.19 To appoint any necessary external consultants or contractors
- 4.20 To approve the nomination of members of the Council when appropriate, to outside bodies where there is insufficient time or opportunity to refer to Council
- 4.21 Any such matter that, from time to time, Council may remit
- 4.22 The review of its Terms of Reference, at least annually
- 4.23 The review of the Protocol & Procedures Guidance for the Mayor of Stratford-upon-Avon, at least annually
- 4.24 The review of Civic Ceremonial & Procedures, at least annually

5. Powers Delegated to the Town Clerk after consultation, with the Chair or Vice Chair in the Chair's absence

- 5.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's

responsibilities. Anticipated expenditure above £5,000 to be referred to Committee.

5.2 Approval by the Town Clerk or Chair of the Civic Heritage and Events Committee regarding pro-bono use of the Town Hall if:

- a) The request falls outside the normal round of grant applications
- b) The request relates to an organisation or initiative that has the support or involvement of the Town Council
- c) The bookings are arranged at the convenience of the Town Hall diary
- d) The Council incurs no additional expense and free use is limited to occupation during normal working hours

6. Powers Delegated to the Town Clerk and Officers

6.1 The approval by the Town Clerk of expenditure of £3.500 or less relating to any matter within the Committee's responsibilities

6.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk, the approval by the Finance & Facilities Officer of expenditure of £1000.00 or less relating to any matter within the Committee's responsibilities

7. Membership

7.1 Membership of the Committee shall comprise no more than nine members, plus the Mayor

7.2 Council shall determine membership of the Committee annually

7.3 The Committee may co-opt non-voting members on to the Committee with relevant skill, experience and knowledge consistent with these Terms of Reference

7.4 Members of the Committee requesting a specific agenda item should ensure their proposal is well researched, feasible and costed if it is to be considered for debate

8. Quorum

- 8.1 The Committee shall be quorate when one third of voting members are present
- 8.2 If less than one third of voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chair, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken

9. Committee Chair

9.1 The Committee will elect a Chair and Vice Chair from their number in accordance with the procedure as specified in Council's Standing Orders

9.2 If the Chair is not present, the Vice Chair will take the meeting. If neither is present, members will elect a Chair for the meeting from amongst their number, unless the Mayor is present when he/she would take the Chair

10. Clerking Arrangements

10.1 The Town Clerk will ensure that appropriate clerking arrangements are in hand for the Committee

10.2 In exceptional circumstances and only at the request of the Chair, the Responsible Finance Officer may attend when budgetary or financial issues are under review

10.3 The Committee shall keep accurate Minutes of its transactions and shall cause the Minutes to be recorded in books kept for that purpose by Council

11. Frequency and Timing of Meetings

11.1 The Committee shall meet not less than six times a year. Meetings shall normally be held at 6:30pm on a Tuesday in the Town Hall

12. Standing Orders

12.1 The Standing Orders of Council will apply to the running of the Committee as appropriate

Town Clerk

Terms of Reference

Control Sheet

Document Ownership	<i>Civic, Heritage & Events Committee</i>
Full Review	Every year – September

Version	Description of Amendment (including paragraph)	Date
V3	Added 4.8	28.10.21
V4	4.13 To determine any Town Hall debt write-offs, if known. Members requested that the weekly Town Hall bookings sheet be circulated to Councillors in future, to provide them with updates regarding current bookings and financial implications. 4.17 That any notes from previous meetings of the Website, Social Media and Newsletter sub-group be circulated with the papers to allow for formal adoption to be sought. 5. Remove all references to Deputy Town Clerk 5.2 Approval by the Town Clerk or Chair if the Civic Heritage and Events Committee 6. / 6.1 Remove references to Deputy Town Clerk 10. Clerking Arrangements – the Responsible Finance Officer may attend when budgetary or financial issues are under review, with the agreement of the Committee Chair.	19.9.23
V5	Replace Chairman with Chair 1.2 The reference to the appointment to the Environmental Strategy Panel be deleted, as this was now undertaken by the Community Services and Environment Committee. 4.2 That the Victorian Christmas Festival be referred to going forward as 'The Stratford-upon-Avon Christmas Markets'	21.11.24



COMMUNITY SERVICES AND ENVIRONMENT COMMITTEE

TERMS OF REFERENCE

1 Sustainability

- 1.1 All committees should first consider the environmental impact of any decision made by it on behalf of the Council

2 Equality

- 2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly, with dignity and respect and every Committee will be mindful of these values in its decision making process

3 Advisory Powers

- 3.1 The Committee shall, at its October meeting annually, agree its recommended budget and advise the Finance & Audit Committee accordingly
- 3.2 The Committee shall, at its October meeting annually, agree its recommended designated reserve requirement and advise the Finance & Audit Committee accordingly
- 3.3 To recommend to Council any Initiatives and Special Projects over £2,500
- 3.4 To recommend to Council any CIL spending projects
- 3.5 To recommend to Council of any change to the Committee's Terms of Reference

4 Delegated Responsibilities within budget

To receive and consider all the following matters using executive powers once general policy and expenditure has been approved by the Town Council

- 4.1 The actions necessary to secure the future wellbeing of the Council's assets and to maintain the Council's Asset Register, to be reviewed at least annually
- 4.2 Any proposed purchase or sale of assets
- 4.3 To work within budget but to draw down from nominated designated reserve if overspend is unexpected and unavoidable
- 4.4 Any capital spending needs
- 4.5 Any arrangements for securing value for money
- 4.6 Any debt write-offs
- 4.7 The level of expenditure required for the allocation of Grants and Special Projects
- 4.8 To award Initiatives and Special Projects up to £2,500
- 4.9 To undertake a specific maintenance review and compile an ongoing Maintenance Schedule for the Town Hall which is sustainable and in accordance with the Town Council's fair trade ethics and objectives
- 4.10 To undertake specific reviews in accordance with the above and seek specialist or professional advice when necessary
- 4.11 The appointment of any necessary external consultants or contractors
- 4.12 The level of expenditure required for Town Hall maintenance and oversee any special projects or work therein

- 4.13 The management of Stratford-upon-Avon Cemetery and Tranquility Garden
- 4.14 To review Stratford-upon-Avon Cemetery and Tranquility Garden fees, at least annually
- 4.15 To review additional income streams for the Cemetery and Tranquility Garden, at least annually, including memorials, plaques, trees, benches etc.
- 4.16 To determine any Cemetery or Tranquility Garden debt write-offs
- 4.17 The management of Holy Trinity Churchyard
- 4.18 The management of the Garden of Remembrance and War Memorials
- 4.19 The management of the American Fountain and Clock
- 4.20 The management of the Tiddington Road Mooring
- 4.21 The management of the Allotments
- 4.22 The management of any miscellaneous open space coming under total or partial control of the Town Council
- 4.23 The installation and management of street furniture and amenities, including bus shelters, benches, litter/dog bins, grit bins and cycle racks
- 4.24 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council
- 4.25 Undertake a general/financial Risk Assessment at least annually
- 4.26 Any such matters that, from time to time, Council may remit
- 4.27 The review of its Terms of Reference, at least annually

- 4.28 Acting within the powers and responsibilities of Stratford-upon-Avon Town Council, determine achievable and sustainable carbon neutral targets
- 4.29 To actively measure the set carbon neutral targets with regard to their effectiveness
- 4.30 To review local biodiversity issues and identify means to improve the local environment
- 4.31 To work in partnership with officers, representatives from local environmental groups, residents and businesses to agree and instigate actions leading to behavioural change
- 4.32 To work-up and activate a communication strategy, advise and enlighten the community on ways residents and businesses can take independent action to cut greenhouse gas emissions
- 4.33 To provide the Town Council with enough factual information to lobby Government on a regular basis with the aim that Government provides the powers and resources needed to address the situation
- 4.34 To provide a progress report to the Town Council every six months

5 Powers Delegated to the Town Clerk or Responsible Financial Officer after consultation with the Chair or Vice Chair in the Chair's absence

- 5.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 to be referred to Committee

6 Powers Delegated to the Town Clerk or Responsible Financial Officer and Officers

- 6.1 The approval by the Town Clerk / Responsible Financial Officer of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities

- 6.2 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk, the approval by the Finance & Facilities Officer of expenditure of £ 1,000.00 or less relating to any matter within the Committee's responsibilities

7 Membership

- 7.1 Membership of the Committee shall comprise no more than ten members, plus the Mayor
- 7.2 Council shall determine membership of the Committee annually
- 7.3 The Committee may co-opt non-voting members on to the Committee with relevant skill, experience and knowledge consistent with these Terms of Reference
- 7.4 Members of the Committee requesting a specific agenda item should ensure their proposal is well researched, feasible and costed if it is to be considered for debate
- 7.5 To facilitate progress on environmental and climate change issues, the Committee will be encouraged to establish task and finish groups to undertake this. These groups will be responsible for expediting their work and will report their findings back to the Committee.

8 Quorum

- 8.1 The Committee shall be quorate when one third of voting members are present
- 8.2 If less than one third of voting members are present, the meeting shall stand adjourned unless, at the discretion of the Chair, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken

9 Committee Chair

- 9.1 The Committee will elect a Chair and Vice Chair

from their number in accordance with the procedure as specified in Council's Standing Orders

9.2 The Deputy Mayor will automatically be afforded the opportunity of serving as Chair of the Committee prior to being appointed Mayor Elect and subsequently, the Mayor

9.3 If the Chair is not present, the Vice Chair will take the meeting. If neither is present, members will elect a Chair for the meeting from amongst their number, unless the Mayor is present when he/she would take the Chair

10 Clerking Arrangements

10.1 The Town Clerk will ensure that appropriate clerking arrangements are in hand for the Committee

10.2 In exceptional circumstances and only at the request of the Chair and with the agreement of the Town Clerk, the Responsible Finance Officer or Finance & Facilities Officer may attend Committee meetings when budgetary or financial issues are under review

10.3 The Committee shall keep accurate Minutes of its transactions and shall cause the Minutes to be recorded in books kept for that purpose by Council

11 Frequency and Timing of Meetings

11.1 The Committee shall meet not less than four times a year. Meetings shall normally be held at 6:30pm on a Tuesday in the Town Hall

12 Standing Orders

12.1 The Standing Orders of Council will apply to the running of the Committee as appropriate.

Town Clerk
V4 November 2024

Terms of Reference Control Sheet

Document Ownership	Community Services Committee
Full Review	Every year – September

Version	Description of Amendment (including paragraph)	Date
V2	Removal of Hatton Rock to CHE	28/10/21
V3	Removal of Asset Register Sub Group to Finance and Audit Committee as they appoint Panel Change Deputy Town Clerk to Responsible Financial Officer Removal of Virtual meeting start time	
V3.1	Amended 6.2 – expenditure limit raised to £1,000.00 Amended wording in 10.2	September 2023
V4	Change committee name to Community Services and Environment Committee Replace Chairman with Chair 1.2 The reference to the appointment to the Environmental Strategy Panel be deleted, as this was now undertaken by the Community Services and Environment Committee. Change membership number in 7.1 to ten Inclusion of Environmental Clauses added at 4.28 – 4.34 and 7.5	November 2024



THE FINANCE & AUDIT COMMITTEE

TERMS OF REFERENCE

1 Sustainability

- 1.1 All Committees should first consider the environmental impact of any decision made by it on behalf of the Council

2 Equality

- 2.1 The Town Council is committed to equal opportunities in employment and service delivery. The policies and practices of the Council aim to promote an environment that is free from all forms of unlawful or unfair discrimination and values the diversity of all people. The Council seeks to treat people fairly and with dignity and respect and every Committee will be mindful of these values in its decision making process

3 Advisory Responsibilities

- 3.1 Recommendation to Council of the Budget to be set for the ensuing year
- 3.2 Recommendation to Council of the Precept to be levied for the ensuing year
- 3.3 Recommendation to Council of the Annual Accounts (Financial Statements), Annual Governance Statement and Accounting Statements of the Annual Return (AGAR)
- 3.4 Advise Council of any potential overspend of significance by Committees that does not have adequate nominated designated reserves to cover the expenditure
- 3.5 To recommend to Council any CIL spending projects

- 3.6 To advise Council of any recommended change to the Committee's Terms of Reference

4 Delegated Responsibilities within budget

To receive and consider all the following matters using executive powers once general policy and expenditure has been approved by the Town Council

- 4.1 The arrangements for the efficient control and management of the Council's financial affairs and on the financial standing of the Council
- 4.2 The external financial regulations as they relate to Council affairs
- 4.3 The consideration of annual estimates of income and expenditure and the provision for capital expenditure
- 4.4 Undertake a Financial Risk Assessment Management review, at least annually, to include an annual appraisal of approved suppliers and retained service providers
- 4.5 The release of funds from reserves
- 4.6 The release of nominated designated and restricted reserves to Committees
- 4.7 Any virement between budgets to be sanctioned by Council.
- 4.8 Any borrowing or investment activities
- 4.9 Any financial overspend implications relating to the Town Council and its Standing Committees
- 4.10 To review Town Hall expenditure over income, at least annually
- 4.11 To review Cemetery expenditure over income, at least annually
- 4.12 The control of the Council's insurance arrangements

- 4.13 The appointment of the Council's bank, investment provider, insurance provider, the internal auditor and accountant
- 4.14 To respond to the internal auditor's annual Management Letter
- 4.15 The appointment of any necessary external consultants or contractors
- 4.16 The review of its Terms of Reference, at least annually
- 4.17 Any arrangements for securing value for money
- 4.18 Any debt write-offs
- 4.19 Any such matters that, from time to time, Council may remit
- 4.20 To oversee the Asset Register Review Group and approve and adopt its minutes accordingly
- 4.21 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council

5 Powers Delegated to the Town Clerk or Responsible Financial Officer after consultation with the Chair or Vice Chair in the Chair's absence

- 5.1 The approval of expenditure between £3,501 and £5,000 relating to any matter within the Committee's responsibilities. Anticipated expenditure above £5,000 to be referred to Committee

6 Powers Delegated to the Town Clerk or Responsible Financial Officer and Officers

- 6.1 After a probationary period of at least six months, and subject to a further extension at the discretion of the Town Clerk, the approval by the Finance & Facilities Officer (FFO)

of expenditure of £1,000.00 or less relating to any matter within the Committee's responsibilities

- 6.2 The approval by the Town Clerk or Responsible Financial Officer (RFO) of expenditure of £3,500 or less relating to any matter within the Committee's responsibilities

7 Membership

- 7.1 Membership of the Committee shall comprise no more than nine members plus the Mayor
- 7.2 All members of the Committee will be serving members of the Town Council
- 7.3 Members of the Committee requesting a specific agenda item should ensure their proposal is well researched, feasible and costed if it is to be considered for debate

8 Quorum

- 8.1 The Committee shall be quorate when a third of voting members are present.
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9 Committee Chair

- 9.1 The Committee will elect a Chair and Vice Chair from their number in accordance with the procedure as specified in Council's Standing Orders
- 9.2 If the Chair is not present, the Vice Chair will take the meeting. If neither is present, members will elect a Chair for the meeting from amongst their number, unless the Mayor is present, when he/she would take the Chair

10 Clerking Arrangements

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12 Standing Orders and Financial Regulations

- 12.1 The Standing Orders and Financial Regulations of Council will apply to the running of the Committee as appropriate

Town Clerk
V8 September 2025

Terms of Reference Control Sheet

Document Ownership:	Finance and Audit Committee
Full Review:	Every year – September

Version	Description of Amendment (including paragraph)	Date
V3	References to Deputy Town Clerk (DTC) changed to Responsible Financial Officer (RFO) Authorisation Limit for FFO changed to £1,000	July 2021
V4	Addition of Asset Register Sub Group to Finance and Audit Committee Removal of Virtual meeting start time	April 2022
V5	Removal of June 2020 and replaced with version number. No change to policy.	September 2023
V6	Removal of Appointment to Environmental Sustainability Panel Amendment to Chairman to read Chair	November 2024
V7	Amendment to 4.6 to include the new classification of restricted reserve.	December 2024
V8	Amendment to 4.7 to include virements to be sanctioned by Council.	September 2025



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- 3.4 Advise Council of any potential overspend of significance by Committees that does not have adequate nominated designated reserves to cover the expenditure
- 3.5 To recommend to Council any CIL spending projects

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4 Delegated Responsibilities within budget

To receive and consider all the following matters using executive powers once general policy and expenditure has been approved by the Town Council

- 4.1 The arrangements for the efficient control and management of the Council's financial affairs and on the financial standing of the Council
- 4.2 The external financial regulations as they relate to Council affairs
- 4.3 The consideration of annual estimates of income and expenditure and the provision for capital expenditure
- 4.4 Undertake a Financial Risk Assessment Management review, at least annually, to include an annual appraisal of approved suppliers and retained service providers
- 4.5 The release of funds from reserves
- 4.6 The release of nominated designated and restricted reserves to Committees
- 4.7 Any virement between budgets to be sanctioned by Council.
- 4.8 Any borrowing or investment activities
- 4.9 Any financial overspend implications relating to the Town Council and its Standing Committees
- 4.10 To review Town Hall expenditure over income, at least annually
- 4.11 To review Cemetery expenditure over income, at least annually
- 4.12 The control of the Council's insurance arrangements

- 4.13 The appointment of the Council's bank, investment provider, insurance provider, the internal auditor and accountant
- 4.14 To respond to the internal auditor's annual Management Letter
- 4.15 The appointment of any necessary external consultants or contractors
- 4.16 The review of its Terms of Reference, at least annually
- 4.17 Any arrangements for securing value for money
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- 4.20 To oversee the Asset Register Review Group and approve and adopt its minutes accordingly
- 4.21 The nomination, when appropriate, of members of the Council to outside bodies where there is insufficient time or opportunity to refer to Council

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Town Clerk
V8 September 2025

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