

**STRATFORD UPON AVON TOWN COUNCIL**  
**CIVIC, HERITAGE AND EVENTS**  
**23 January 2024**

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

Cllrs: Cleeve, Duck, Harding, Hunter, McNaught-Barrow, Petrovic, Rashwan and Vos

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.

**AGENDA**

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 Draft Open Minutes** of the meeting of the Civic, Heritage & Events Committee held on 7 November 2023.  
[7.11.23](#)
7. **To Approve the Draft Open Notes** of the Website, Social Media and Newsletter sub-group held on 5 December, 2023 (attached to email).
8. **To Approve the Draft Open Notes** of a meeting of the Market Forum group held on 5 September and 7 November 2023 (attached to email).
9. **Town Clerk's Open Report**  
Pages 1- 4 and Appendices A, B, C, D, E, F, G

- 9.1 Commemorating the 80<sup>th</sup> Anniversary of D-Day Landings

- **To receive the programme and a proposed budget, attached as Appendices A, B, C, D and E**

9.2 Remembrance Weekend Concert

- **To receive a proposal regarding a Remembrance Weekend Concert.**
- **To determine whether free use of the Town Hall can be offered.**

9.3 Shakespeare Schools visit

- **To note the date of the proposed visit.**

9.4 Christmas Lights Switch-On

- **To receive an overview of the recent event, attached as Appendix 'F'**
- **To consider what type of event could be arranged, if the event remains on a Saturday and the funding level of 2023 is no longer available.**

9.5 Shakespeare Birthday Celebrations

- **To note the planning will commence by the end of January and following a meeting of the T & F group.**

9.6 Volunteers Reception Invitation List

- **To review the current list to update/delete as appropriate Appendix 'G'**
- Frequency of Meetings
- **To review the frequency of meetings and consider whether it would be possible to meet four times per year, with an option of meeting in September if necessary**

9.8 Civic Heritage and Events Budget

9.9 Room Hire Fees -Town Hall  
Wedding Ceremonies & Reception Charges

10. **Date of Next Meeting** - Tuesday 14 March 2023 at