

STRATFORD-UPON-AVON TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE MEETING

In accordance with s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020

20 October, 2020

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Present  
Councillors:

Cleeve	How
Coles	Jackson (Mayor)
Taylor (Chairman)	Rolfe
J Fradgley	Vos

Clerks: Deputy Town Clerk  
Committee Clerk

Public: The meeting was streamed live on YouTube for members of the public to watch

Press: No members of the press were present

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23) To Reaffirm the Chairman and Deputy Chairman

The Mayor took the Chair to reaffirm the appointment of the Chairman and Deputy Chairman of the Community Services Committee, following the change to the Standing Committee structure, approved at the Town Council meeting on 29 September 2020.

It was RESOLVED to appoint Cllr Taylor as Chairman of the Community Services Committee.

It was RESOLVED to appoint Cllr Cleeve as Deputy Chairman of the Community Services Committee.

24) Apologies

Apologies were received from Cllr Wall and accepted for the reasons given.

Cllr Fojtik was absent from this meeting.

25) Declarations of Interests

None.

26) To receive written requests for dispensation for disclosable pecuniary interests

None.

27) To grant any requests for dispensation

None.

28) Public Participation

There was no public participation.

29) Minutes

RESOLVED: That the Draft Open Minutes of the General Purposes Committee Meeting held on 19 August, 2020 be approved as a correct record.

30) To Adopt Draft Notes of Sub-Group Meetings

- Website, Social Media & Newsletter Panel

RESOLVED: That the notes from the Website, Social Media & Newsletter Panel held on 8 September and 6 October, 2020 be adopted.

- Climate Change Emergency Panel

RESOLVED: The draft notes from the Climate Change Emergency Panel meetings held on 7 October, 2020 be adopted.

- Market Forum

RESOLVED: The notes from the Market Forum meeting held on 21 August and the draft notes of the meeting held on 2 October, 2020 be adopted.

### 31) Budget Review 2020/21

#### 9.1 Management Accounts September 2020/21

The Deputy Town Clerk gave an update on the significant deficits and underspends for the first half of the financial year 2020/21. The loss of income from the Charter Market fees and Town Hall lettings means an even greater reliance on the Precept this year. However, significant underspends as a result of the coronavirus lockdown and ongoing restrictions, for example on Town Hall maintenance and on Civic Expenditure, means the substantial budgeted deficit is not expected to be realised, which will mean a smaller drawdown on reserves at year end.

Members noted the report.

#### 9.2 Budget Proposal First Draft 2021/22

The Deputy Town Clerk gave an update on difficulties in producing the initial draft budget for 2021/22 in light of the impact of the coronavirus pandemic on the current year's income and expenditure. Various assumptions have been made and figures are based on a mixture of current year budget, current year actuals and previous year's actuals. There is still a great deal of uncertainty on how long the pandemic will continue to impact on Council's activities.

Members raised a number of queries and comments.

It was confirmed the budget will continue to be reviewed and adjusted over the next three months until the final draft has to

be recommended and approved by Council in January 2021. Members therefore have the opportunity to request amendments and a further budget debate can take place at the next committee meeting in December.

Members were advised the Tax Base is a key element of the Precept calculation and is set annually by the District Council. It will not be confirmed until December.

It was also confirmed that work is ongoing to enable committee-specific versions of the budget to be produced following greater delegated powers and budget responsibilities under the new committee structure. However, the current format will continue to be maintained to enable cross reference to the Management Accounts and to assist comparisons with previous years.

Members noted the report.

### 9.3 Designated Reserve requirement for 2021/22

As this was a new requirement brought in as part of the new committee structure, there is currently no specific expectation of levels of designated reserves. However, members were reminded to be mindful that any new designated reserves will take funds which would otherwise be held in the General Reserve and therefore could have implications for the Reserves Policy.

If no specific requirements were identified in the next few months, it was suggested that the committee could request some of the budget surpluses from the current year to be carried forward as the Community Services Committee Designated Reserve.

Members noted the report.

### 9.4 Review of Town Hall tariffs for 2021/22

Tariffs for a number of years have been uplifted in line with inflation.

There was a suggestion that a review should take place over whether hire rates should be adjusted once the pandemic

restrictions were lifted and events could resume. There was also a suggestion over whether rates could be tiered for local town residents, district residents and non-residents.

It was subsequently queried whether the review of Town Hall tariffs should in fact come under the delegated powers of the Civic, Heritage and Events Committee, alongside their responsibility for identifying suitable income streams for the Town Hall.

Given timing restrictions on preparing the final draft budget for 2021/22, the Deputy Town Clerk advised that any amendments to the Town Hall tariffs would not be taken into account in preparing the budget figures, but tariffs would need to be confirmed by 1 April 2021.

It was AGREED that this matter should be deferred.

#### 9.5 Review of Cemetery & Tranquility Garden fees for 2021/22

It was AGREED that this item would be deferred to the next Community Services Committee meeting to be held on 8 December, 2020.

#### 9.6 Review of Allotment fees for 2021 (to be invoiced in January)

It was Proposed, Seconded and  
RESOLVED: to consider further enhancements to the allotments before raising the fees.

### 32) Dementia Friendly Stratford & The T3 Foundation

Cllr Taylor gave an outline on the T3 Foundation who will be launching a comprehensive pack that will make it easy to Crowdfund the purchase of a fantastic T3 Foundation Kit for a local care home, so the residents can enjoy the benefits that T3 Foundation brings to adults living with Dementia and Alzheimer's.

Cllr Taylor stated that he is prepared to lead this fundraising if we find a care home in Stratford that is suitable. He clarified that this table would be much smaller than standard table tennis tables and would be suitable for seated games.

There were conflicting opinions over whether the Town Council should be involved with this fundraising or whether we should put forward the money for a table ourselves. It was suggested that the Council could budget to fund the cost of one table as a pilot scheme but not to take on the responsibility beyond this.

It was

RESOLVED: that Cllr Taylor would approach all care homes in Stratford-upon-Avon to ascertain interest before a further decision is made.

### 33) Free Use of Town Hall

Due to the uncertainty over when restrictions may end, the grant application form for free use of the Town Hall has not yet been sent out to local community groups which have previously received the benefit of free use of the Town Hall. Due to the recent Committee Re-Structure, this process has now come to the Community Services Committee for review.

Members were asked to consider the procedure for determining grant applications for free use of the Town Hall for 2021/22 and to decide whether it should proceed at this stage or whether matters should be delayed until there is less uncertainty over when events can resume at the Town Hall.

It was Proposed, Seconded and

RESOLVED: that Cllr How should work on simplifying the grant application form and bring it back for review at the next meeting.

### 34) Green Advent Calendar

The Clerk read out a report from Cllr Warren-Howles who is leading on this project.

Despite the cost being specified as £450.00 in the report, the artist has since come back with a revised quote of £250.00. We will also need a license to use/modify her work and she has agreed that this

will cost £100. This will enable us to add the doors and also use the image elsewhere if we so wish i.e. for Christmas cards

It was Proposed, Seconded and

RESOLVED: that this project should proceed. The Deputy Town Clerk confirmed that a specific line in the budget could be added under Initiatives, Projects and Grants.

35) CCTV for the Cemetery

Members expressed concern over spending large sums of money from reserves, especially during this uncertain time. It was suggested that two further quotes were sought.

The Deputy Town Clerk confirmed that the quote was received from a contractor on Council's Approved Suppliers List and was within the limits set under Council's financial regulations.

It was Proposed, Seconded and

RESOLVED: that this work be included in the budget setting exercise for next year.

36) Town Hall Maintenance

The Clerk read out a report on behalf of the Finance and Facilities Officer. This report specified that the redecoration of the Town Hall will commence in the first week of January 2021 for a period of five – eight weeks. The report was noted.

*In view of the confidential nature of the business to be transacted, the Chairman suggested and it was AGREED to move the meeting into Confidential Session.*

*The minutes relating to the outcome of the business transacted under agenda item 10.6, minuted as 37, are not confidential and are therefore recorded as a continuance of these open minutes.*

37) Avon Mooring Agreement

While considering the request for changes to the current licence agreement, a number of queries and concerns were raised which included the following:

- any improvements made to the mooring by the licence holder should become the property of the Town Council;
- changes to the licence agreement do not require planning permission;
- no sub-letting of the mooring should be allowed;
- whether fees were comparable to other moorings in the area.

Subject to the above, it was Proposed, Seconded and

RESOLVED: to accept the requested changes to the licence agreement and offer the current licence holder a five-year licence with a one-year cancellation clause by either party. No additional fee will be charged as part of these amendments.

38) Date and Venue of the Next Meeting

The next virtual Meeting of the Community Services Committee will take place at 6:00pm on Tuesday 8 December, 2020, or at 6:30pm if a physical meeting is to be held at the Town Hall.

*The Chairman declared the meeting closed at 7:57 pm.*