

**STRATFORD-UPON-AVON TOWN COUNCIL**

**CIVIC HERITAGE AND EVENTS COMMITTEE  
19 September 2023**

**Minutes  
Pages 1- 4**

Present:  
Councillors:

Cleeve	Petrovic
Harding	Rashwan
	Vos
Hunter	
McNaught-Barrow	Mayor Rolfe

Clerk: Civic Officer  
The Responsible Finance Officer was also in attendance.

Press: None  
Public: None

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11 Apologies

Apologies were received from Councillor Duck.

12 Declarations of Interest

Councillor Rolfe declared an interest in Agenda item 10.2 Christmas Lights.

13 To receive written requests for dispensation for disclosable pecuniary interests

None were received.

14 To grant any requests for dispensation as appropriate

None were received.

15 Public Participation

None present.

16 To approve the draft minutes of the Civic Heritage and Events Meeting held on 18 July 2023

It was Proposed, Seconded and

**RECOMMENDED:** That the draft open minutes of the Civic Heritage and Events Committee held on 18 July 2023, be approved as a correct record.

17 To approve the draft notes of the Website, Social-Media and Newsletter sub-group held on 15 August and draft Open Minutes of the Market Forum held on 5 September 2023

Approval of these Notes/Minutes were deferred to the November meeting as Councillors had not had sight of them beforehand.

Councillor Rolfe requested that the contact details for Warwickshire County Council be added to the STC website.

18 Town Clerks Open Report

18.1 Remembrance Sunday -12 November

It was Proposed, Seconded and

**RECOMMENDED:** That the draft programme for Remembrance Sunday on 12 November be approved.

The Mayor reminded members that there would also be an Armistice day commemoration at the Canadian War Graves in the Cemetery on Armistice Day, the 11 November at 4pm, to which everyone was welcome.

18.2 Christmas Lights Switch-On

The Clerk confirmed that the funding was in place for this year's event and that arrangements were proceeding as planned.

18.3 Terms of Reference - Civic Heritage and Events Committee

The Terms of Reference of the Committee were approved, subject to the following amendments:

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.

5.0 Remove all references to Deputy Town Clerk

5.2 Approval by the Town Clerk or Chair if the Civic Heritage and Events Committee

6.0 / 6.1 Remove References to Deputy Town Clerk

10.0 Clerking Arrangements -The Responsible Finance Officer may attend when budgetary or financial issues are under review, with the agreement of the Committee Chairman.

#### 18.4 Protocols and Procedures for the Mayor

The Protocols and Procedures for the Mayor document was approved with the following amendments.

Paragraph 4, page 18

Remove references to the Governance and Policies Panel and replace with the Civic Heritage and Events Committee.

#### 18.5 Civic Ceremonial and Protocols

Paragraph 3, page 3

Open sessions of the Town Council Meetings are recorded and an officer present should ensure that the recording equipment is set to record just before members enter the Council Chamber.

Paragraph 6, page 3

The Mayor and Town Clerk remain within the Mayor's Parlour and the Macebearers with maces shouldered take up position behind the Beadle. The Responsible Finance Officer, if in attendance, should assume their position on the platform for when the Mayoral party enters the Council Chamber.

Throughout the document, all references to the loyal toast should

be updated to refer to 'The King'.

18.6

To review the Civic Heritage and Events Budget

The Management Accounts and Management Accounts Review document were examined and clarification regarding these were sought from the Responsible Finance Officer.

The documents were noted and will be discussed at the November meeting, when the budget for 2024/25 will be formulated.

Date of Next Meeting

Tuesday, 7 November 2023 at 6:30pm at the Town Hall.

*The Chairman declared the meeting closed at 8:05pm*