

# CIVIC, HERITAGE & EVENTS COMMITTEE

## TERMS OF REFERENCE

### Key:

Previously GP

Previously Mayoral, Civic Ceremonial & Events

Previously F&S

Previously PCC

Previously Town Hall Income, Facilities & Wellbeing

Across all Committees

New

### 1 Sustainability

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

**(Across all Committees)**

**1.2** The Civic Heritage & Events Committee will appoint one member from amongst their number to act as the liaison between the Committee and the Environmental Strategy Panel (ESP) and will provide feedback to the ESP Clerk on any environmental issues discussed by the Civic, Heritage & Events Committee

**(New – Across All Committees)**

### 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

**(New – Across All Committees)**

### 3 Advisory Powers

**3.1** The Committee shall, at its September meeting annually, agree its recommended budget and advise the Finance & Audit Committee accordingly

**Previously Mayoral, Civic Ceremonial & Events - PHIL**

**3.2** The Committee shall, at its September meeting annually, agree its nominated designated reserve requirement and advise the Finance & Audit Committee accordingly  
**(New) - PHIL**

**3.3** To recommend to Council any CIL spending projects  
**(Previously Finance & Scrutiny) - PHIL**

**3.4** To advise Council of any recommended change to the Committee's Terms of Reference  
**(Across All Committees) - SARAH**

#### 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 - CHARLES**

**4.2** All matters relating to civic events and functions:

- Mayor Making Ceremony
- 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
- Victorian Christmas Festival

**Previously Mayoral, Civic Ceremonial & Events - CHARLES/LISA**

**4.3** The planning, management and operation of any unforeseen event or festival solely or partly organised by the Town Council  
**Previously Mayoral, Civic Ceremonial & Events - SARAH/CHARLES/LISA**

**4.4** Undertake a specific budget review for every event by September each year in order to determine the Committee's budget requirement  
**Previously Mayoral, Civic Ceremonial & Events - CHARLES/LISA**

- 4.5 Undertake a specific Risk Assessment Management Review of each event or festival before the event takes place  
**Previously Mayoral, Civic Ceremonial & Events - CHARLES/LISA**
- 4.6 To keep under review and monitor the level of feedback in relation to the Council's civic, ceremonial and events activity  
**Previously Mayoral, Civic Ceremonial & Events - CHARLES/LISA**
- 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  
**Previously GP & CS) Lead Officers: TONY/PHIL**
- 4.9 To identify suitable income streams for the Town Hall  
**Previously Town Hall Income, Facilities & Wellbeing reporting to F&S) - EMMA/VIC/PAT**
- 4.10 To review Stratford-upon-Avon Town Hall tariffs, at least annually  
**(Previously GP) – EMMA/VIC**
- 4.11 To undertake a specific Risk Assessment Management Review of Town Hall trading initiatives, at least annually  
**(Previously Town Hall Income, Facilities & Wellbeing reporting to F&S) - EMMA/VIC/PAT**
- 4.12 To review the Town Hall's facilities for hirers  
**Previously Town Hall Income, Facilities & Wellbeing reporting to F&S) - EMMA/VIC/PAT**
- 4.13 To determine any Town Hall debt write-offs  
**Previously F&S - EMMA/VIC**
- 4.14 Any arrangements for securing value for money  
**(Previously F&S) – ALL as part of our day to day working practice**
- 4.15 To consider the most appropriate and effective marketing and promotional material for the Town Hall

**Previously Town Hall Income, Facilities & Wellbeing reporting to F&S) – EMMA/LISA**

- 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  
**(Previously F&S) – SARAH**
- 4.17 To oversee the Website, Social Media and Newsletter sub-group and approve and adopt its minutes accordingly  
**(Previously GP) - LISA**
- 4.18 To receive the minutes of the Market Forum and any reports for information from the Town Council's representatives on the Forum  
**(Previously GP) - LISA**
- 4.19 To appoint any necessary external consultants or contractors  
**(Across All Committees) ALL as part of our day to day working practice using the Council's Approved Suppliers list**
- 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  
**(Previously Mayoral, Civic Ceremonial & Events) SARAH**
- 4.21 Any such matter that, from time to time, Council may remit  
**(Across All Committees) - SARAH**
- 4.22 The review of its Terms of Reference, at least annually  
**Previously Mayoral, Civic Ceremonial & Events) SARAH**
- 4.23 The review of the Protocol & Procedures Guidance for the Mayor of Stratford-upon-Avon, at least annually  
**Previously Mayoral, Civic Ceremonial & Events) - CHARLES**
- 4.24 The review of Civic Ceremonial & Procedures, at least annually  
**Previously Mayoral, Civic Ceremonial & Events) - CHARLES**

5 Powers Delegated to the Town Clerk or Deputy Town Clerk after

## consultation with the Chairman or Vice Chairman in the Chairman'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 The approval, by the Town Clerk or Deputy Town Clerk of 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 or Deputy Town Clerk and Officers

- 6.1 The approval by the Town/Deputy Clerks 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 £500.00 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 Chairman, it be considered that the meeting should continue for information purposes only. No business will be transacted or vote taken

## 9 Committee Chairman

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

9.2 If the Chairman is not present, the Vice Chairman will take the meeting. If neither is present, members will elect a Chairman 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 Chairman, the Deputy Town Clerk may attend Committee Meeting/s 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 or at 6:00pm if the meeting is to be held virtually

12 Standing Orders

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

**Town Clerk**  
August, 2020

Updated 23.10.20  
Amended 28.10 21 Added 4.8