



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 £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 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	<p>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.</p> <p>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.</p> <p>5. Remove all references to Deputy Town Clerk</p> <p>5.2 Approval by the Town Clerk or Chair if the Civic Heritage and Events Committee</p> <p>6. / 6.1 Remove references to Deputy Town Clerk</p> <p>10. Clerking Arrangements – the Responsible Finance Officer may attend when budgetary or financial issues are under review, with the agreement of the Committee Chair.</p>	19.9.23
V5	<p>Replace Chairman with Chair</p> <p>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.</p> <p>4.2 That the Victorian Christmas Festival be referred to going forward as 'The Stratford-upon-Avon Christmas Markets'</p>	21.11.24