

STRATFORD-UPON-AVON TOWN COUNCIL

COMMUNITY SERVICES COMMITTEE

26 OCTOBER, 2021

TOWN CLERK'S OPEN REPORT

1) Town Council Grants/Initiatives – Admin Officer

- **To adopt the revised Town Council Initiatives (previously Grants) application form**

At the previous meeting of the Community Services Committee, it was requested that a Task & Finish group was set up to review the grant application process for funded support from the Town Council.

Three meetings of this group were held, the last of these including representatives from Stratford-upon-Avon Christmas Lights Company and Stratford in Bloom to receive their feedback on an amended application form.

Following this meeting, the form was revised and is attached as **Appendix 'C'** for approval and adoption.

- **To review Initiative applications from Stratford-upon-Avon Christmas Lights Company, and Stratford in Bloom**

A copy of the aforementioned application form has been sent to Christmas Lights and Stratford-in-Bloom in order for them to complete to request funding for 2022.

Due to the short turnaround of time, these applications will be tabled at this meeting for consideration.

- **To approve and adopt a revised application form for free use of the Town Hall**

At the previous Community Services Committee meeting, it was agreed that the form created by Cllr How should be adopted and used for those wishing to apply for free use of the Town Hall.

However, upon review, a few of the questions have been amended, as well as some added for clarity. The revised form is attached as **Appendix 'D'**.

Members are now asked to determine when applications should begin to be accepted.

2) Bike Marking – Admin Officer

- **To consider budgeting for another bike marking kit**

In April 2019, it was agreed that some funds should be ringfenced in the budget to purchase a bike marking kit in order to tackle the spate of bicycle thefts that were happening in the town.

Cllr I Fradgley has now asked that another of these kits is purchased in order for a bicycle marking exercise to be carried out again.

A quote for the kit has been attached as **Appendix ‘E’**.

Members are asked to note that there is currently no funding for this in the draft budget.

If the Committee agrees to recommend adding a provision for this to the budget, the Responsible Financial Officer will then amend the next version of the draft budget.

3) Cemetery Kerbing – Responsible Financial Officer

- **To determine whether additional kerb works to the Cemetery driveway should proceed**

There is a figure of £7,500 in the budget and it was resolved at a previous meeting that the work was approved but a decision on proceeding should be delayed until later in the financial year 2021/22 depending on how big the budget deficit was likely to be.

The Cemetery Foreman has now advised that the contractors have said they can only hold the price until the end of this calendar year. If the work is delayed until next year, the price is likely to go up by between £600 to £1,000 because of increased costs.

If the work does proceed, this will have to be funded from reserves because of the budget deficit.

5) Town Hall Maintenance – Finance & Facilities Officer

- **To note the update on the external works for the Town Hall**

The Finance & Facilities Officer provided the following update:

- The work to the Town Hall is now past the halfway point. The cleaning to the stone is quite impressive;
- The works required to chimneys is all complete;
- Maintenance to the stonework carried out by Alex Carrington the Conservator is complete along with the painting of the Coat of Arms and the restoration cleaning of 'God Save the King';
- Pointing required to the brickwork is well underway;
- Works to the roof are due to start on 1 November;
- Joinery and decorating to window frames and sills are yet to be done but are planned for the next couple of weeks;
- Scaffolding is due to be dismantled in the first week in December;
- There is a site meeting on the 27 October where we hope to be made aware of the completion of works date.

If members have any further enquiries regarding the external works, please contact the Finance and Facilities Officer ahead of the meeting so that can provide the Clerk with the information.

4) Other Debtors - Stratford Support cash only clients – Admin Officer

- **To note the accumulated debt owed by Stratford Support (cash only) clients**

At the last meeting, the Responsible Financial Officer advised that there is currently a balance of £168.43. This is the total shopping bill paid for by the Town Council for residents in need of support last year during lockdown who only had cash so did not pay for their shopping because handling of cash was avoided.

At the previous meeting Cllr Rolfe suggested that the issue should be raised at the next meeting of Stratford Support to see if the Town Trust would be prepared to pay half the debt. However, due to circumstances this was unable to be followed up.

Therefore, members are asked if whether we should collect the cash now COVID-19 restrictions have changed, or whether the debt is written off.

Town Clerk
20 October, 2021