

**STRATFORD-UPON-AVON TOWN COUNCIL**

**COMMUNITY SERVICES COMMITTEE**

**7 DECEMBER, 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, further changes to the application form were requested.

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

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

At the previous Community Services Committee meeting, further changes to the application form were requested.

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

2) **Fred Winter Centre – Responsible Financial Officer**

- **To review the Fred Winter Centre**

At a recent meeting to review the draft budget, a query arose over the Town Council's funding commitment to the Fred Winter Centre.

Members were advised that the original commitment was for a capital grant of £30,000 plus a revenue grant of £25,000 per annum for the life of the current Council.

For ease of reference, the relevant minute from the Finance & Scrutiny Committee meeting on 10 September, 2019 is included below:

20. **To consider and determine grant requests over £20,000**

*Before considering grant applications, clarification of the procedure was made for new Members of the Committee.*

## 20.1 Stratford Housing Plus

*Paul Spooner had submitted the grant applications on behalf of Spring Housing and was invited to summarise the project and progress being made with the proposed Fred Winter Centre, and then answered questions posed by Members and the Town Clerk.*

*Stratford Housing Plus is a partnership with Stratford-on-Avon District Council, Stratford Town Trust and numerous other local organisations. It was confirmed that Stratford Town Trust as the local grant awarding body is expecting the Town Council to be involved as a partner in this project and therefore there is no potential conflict with future grant applications which the Town Council may make to the Town Trust for other projects. The part of the grant application to the Town Council for a capital grant is for a discrete community garden and community space project which does not conflict with a separate grant application being made to the Town Trust for operational costs for running of the Hub.*

*Questions covered various items such as capital costs, operational costs going forward, timescales, governance, participants and beneficiaries, business plans and contingencies in the event the project was not ultimately successful.*

*Regarding a concern over the grant application towards capital costs, it was confirmed that the Town Council would have a charge if the project failed or the property was sold into private ownership. As the statutory obligations which the Centre will address fall on the District Council, all other capital costs are expected to come from the District Council and central government.*

*The project is still subject to planning permission and subject to sustainable funding but Paul Spooner expressed confidence that the Centre would prove itself. If for whatever the reason the Centre was not successful or no longer needed say after 10 years, it could potentially be converted into affordable housing units.*

*As this will be a Stratford-on-Avon District centre, there was the possibility that tenants or beneficiaries may be from the wider district though there was a current expectation that they would be predominantly from the Stratford town area.*

*There will be quarterly monitoring reports as well as a full annual review. The Town Council would be a member on the Partnership Board with statutory bodies, service providers and other partners, with the possibility*

*that a Community Interest Company is subsequently formed which will oversee running of the whole centre.*

*There were concerns that the Town Council's grant applications process was usually undertaken annually while this project required a commitment of 4 years, which was the life of the current Council. Paul Spooner confirmed the project required a longer commitment in order to complete a viable 5 year business plan.*

*It was Proposed, Seconded and unanimously*

**RECOMMENDED:** *That Spring Housing should be awarded a capital grant of £30,000 and a revenue grant of £25,000 for 4 years, subject to terms and conditions including sight of a business plan, annual review and membership on the Partnership Board.*

It was subsequently requested that this matter be referred back to the Community Services Committee to undertake an annual review, as this has not previously been done, in part because of the impact of the coronavirus pandemic on the project timescales.

Members are reminded that Councillor How was appointed as Council's representative on the Fred Winter Centre Strategic Board at the Town Council meeting on 26 November, 2019 (minute 81). His latest review of progress with the project is attached as **Appendix 'E'**.

Members are also advised that a further capital grant of £5,000 was awarded by Council to Spring Housing, due to additional funding requirements, and this was paid out in November 2020 along with the original capital grant award.

The latest draft budget for 2022-23 includes the sum of £25,000 for the revenue grant which Council committed to in 2019. The next instalment was included in the budget for 2021-22 and is due for payment in January 2022, with a further two payments in the next two financial years.

### 3) Printer Cartridge Recycling Bin – Admin Officer

- **To note an update on the printer cartridge recycling bin to be sited outside the Town Hall from the new year**

At the General Purposes meeting in October 2019, the Chairman advised members that the Town Council's stationery provider, Online Office Products, have offered to provide a printer cartridge bin (free of charge) to the Town Council in order to persuade residents to recycle their printer cartridges and

toners. The bin would however display the company's logo. Members agreed that this was acceptable.

Due to Covid, progress on this was halted. However, the Admin Officer now advises that this should be ready to be delivered and situated in early 2022.

#### 4) Cemetery Kerbing – Health and Safety Officer

- **To receive an assessment by the Health and Safety Officer to determine whether additional kerb works to the Cemetery driveway should proceed**

Following the previous meeting, Town Council Health and Safety Officer Richard Lees was asked to assess un-kerbed sections of the Evesham Road Cemetery and identify areas which would benefit from kerbing on grounds of health and safety.

The executive summary states:

*We have identified a linear length of approximately 26 metres which would benefit from kerbing. We recommend that this area is quoted for and when agreed, it is kerbed when prevailing weather conditions allow.*

*We have also identified areas of the road surface within the network which would benefit from specific surface preparation and treatment.*

The full assessment is attached as **Appendix 'F'**.

Following this advice, members are asked to determine if or how they would like to proceed with these works.

#### 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 external work to the Town Hall is almost coming to an end. The striking of the front and side elevation scaffolding is due from 1 December. Work to the rear of the building will be ongoing. Messenger anticipate all works to be finished by 17 December.

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

**Town Clerk**  
1 December, 2021