

STRATFORD-UPON-AVON TOWN COUNCIL

GENERAL PURPOSES COMMITTEE MEETING

14 July, 2020

TOWN CLERK'S OPEN REPORT

1) Defibrillators

- **To Receive a Presentation on defibrillator equipment from the Secretary of Community Heartbeat Trust, Martin Fagan**

The GP Clerk has been looking into the provision of defibrillators in the case of the decision to use the Shipston Road BT kiosk to home one. She has been in contact with Community Heartbeat Trust who provided the following information on how to best choose a defibrillator (**Appendix 'A'**). Secretary of Community Heartbeat Trust, Martin Fagan has kindly agreed to speak to the General Purposes committee in more detail regarding this at the meeting on 14 July, 2020.

2) Bridging the Gap

- **To receive an update on the changes regarding the production and distribution of the Bridging the Gap newsletter**

At two previous Website, Social Media & Newsletter Panel meetings held on 25 May and 9 June, members discussed options on how to move forward with the Bridging the Gap newsletter.

The Town Clerk informed the panel that the last edition of Bridging the Gap cost the Council £3,420 (this cost is made up of design, print and distribution through the Stratford Herald's sister paper, The Midweek which is no longer being produced).

It was suggested that the BtG artwork could be designed in-house using Affinity Publisher. This software has now been purchased and the GP Clerk has been creating some pages of Bridging the Gap for its July/August edition (**Appendix 'B'**).

Conversations were also had with Set Square Creative Solutions who, up until now, have created the newsletter for us. Set

Square confirmed that they do not own any copyright on the design of BtG, so we can use the same format going forward.

The biggest question would be who we would ask to print and distribute Bridging the Gap. The Website, Social Media and Newsletter Panel have had sight of quotes from four companies **(Appendix 'C')**.

At the Website, Social Media and Newsletter Panel held on 30 June, members decided that the July edition of Bridging the Gap would be available digitally on the Town Council website and it would include information on how to opt-in to receive a copy of BtG in the post. It was agreed that we would print 1,000 copies for displaying outside of the Town Hall, for placing in businesses and for anyone who wishes to receive a hard copy. The Clerk agreed to contact the two most local companies to request a quote for printing of 1,000 copies.

The following four ways that we could choose to distribute BtG going forward were discussed:

- Opt-in for mailing;
- Inserting in the Stratford Herald;
- An online version;
- Copies available outside of the Town Hall;

This matter will continue to be addressed by the Website, Social Media and Newsletter Panel and any decisions would be fed back to the General Purposes Committee.

3) Remembrance Garden

- **To note an update on the Repair of Garden of Remembrance wall**

At the Town Council meeting that took place on 26 May it was

Proposed, Seconded and unanimously

RESOLVED: To appoint local construction company S J Nurdin Ltd to undertake the repair to the Garden of Remembrance wall as soon as possible and that the Council's Insurance Company be notified accordingly.

The company have been instructed to begin this work and are

due to start week commencing 20 July.

4) Cemetery Kerbing

- **To consider the next phase of the Cemetery kerbing**

On 15 May the Outside Spaces Foreman confirmed that the second phase of the kerbing at the cemetery has been completed. This phase included work on the pathway from the roundabout to the Chapel. Photographs of the complete works are attached as **Appendix 'D'**.

There are two further phases yet to be completed:

- First island and first island roadway - £6,624 + VAT
- Second island and second island roadway - £6,840 + VAT

Council has yet to agree to proceed with this work, but no additional funds have been allocated in the budget for 2020/21.

Information on costs undertaken at the Cemetery since 2017 have been attached as **Appendix 'E'**.

It is therefore requested that the General Purposes Committee consider progressing with the next stage of this work.

5) Signage Opportunities

- **To consider signage opportunities for STC owned amenities**

In March 2020 STC had a bus shelter was installed on Wordsworth Avenue in Bridgetown Ward. The Ward Councillor has suggested that we put a plaque/notice on the bus shelter to let the community know that the amenity has been provided by STC.

This matter has been brought to General Purposes to consider that we badge our amenities as a matter of course going forward. It is thought that the notice would displays a simple statement such as 'Provided by Stratford-upon-Avon Town Council' and that names and dates are not included.

The GP Clerk has been doing so research into companies that produce these signs and has sought the following quote:

Bus Shelters Ltd

*Clear vinyl with Stratford-upon-Avon Town Council logo
£125.00 each. Postage and packaging would be £24.95*

Prices exclude VAT.

The GP Clerk has also requested a quote from another local company, but has yet to receive a response.

General Purposes Clerk
8 July, 2020