

STRATFORD-UPON-AVON TOWN COUNCIL

VIRTUAL MEETING OF THE CIVIC, HERITAGE AND EVENTS
COMMITTEE

In accordance with s78 of the Local Authorities and Police Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulation 2020

3 November, 2020

Minutes
Pages 1-7

Present:
Councillors:

Alcock	Jackson (Mayor)
Cleeve	Mackenzie
Curtis	Rolfe (Chairman)
J Fradgley	

Clerk: Civic Officer
Press: None
Public: None

The Town Clerk was also in attendance

- 29) To reaffirm the appointment of the Chairman and Deputy Chairman of the Civic, Heritage and Events Committee following the restructuring of the Committees

The Mayor took the chair and called for nominations for the position of Chairman. It was Proposed, Seconded and unanimously

RESOLVED: That Councillor Kate Rolfe be reaffirmed as Chairman of the Civic, Heritage and Events Committee for the municipal year 2020–2021.

Councillor Rolfe took the chair and called for nominations for the position of Deputy Chairman.

It was Proposed, Seconded and unanimously

RESOLVED: That Councillor Victoria Alcock be reaffirmed as Deputy Chairman of the Civic, Heritage and Events Committee for the ensuing year.

30) Apologies

Apologies were received prior to the meeting from Councillors Taylor, Warren-Howles and Wall and accepted for the reason stated.

Cllr Vos was absent from this meeting.

31) Declarations of Interest

Councillors Alcock and Rolfe declared a non-pecuniary interest in agenda item 10.2 (Christmas Lights Switch-On) minuted as 11.

32) To receive written requests for dispensation for disclosable pecuniary interests

None were received.

33) To grant any requests for dispensation as appropriate

There were no verbal requests for dispensation.

34) Public Participation

None were present.

35) To approve the draft minutes of the Mayoral, Civic Ceremonial & Events Committee held on 15 September, 2020

It was Proposed, Seconded and Unanimously

RESOLVED: That the draft open minutes of the Mayoral, Civic Ceremonial & Events Committee held

on 15 September 2020, be approved as a correct record.

In accordance with current procedures, the Chairman's signature and the date will be appended electronically to the minutes.

- 36) To approve the draft notes of the Website, Social Media and Newsletter sub-group meetings held on the 6 and 27 October, 2020

It was Proposed, Seconded and Unanimously

RESOLVED: That the draft open notes of the Website, Social Media and Newsletter sub-group meetings held on the 6 and 27 October, 2020, be approved as a correct record.

In accordance with current procedures, the Chairman's signature and the date will be appended electronically to the notes.

- 37) To approve the draft notes of the Market Forum meeting held on 2 October, 2020

It was Proposed, Seconded and unanimously

RESOLVED: That the draft open notes of the Market Forum meeting held on the 2 October 2020, be approved as a correct record.

In accordance with current procedures, the Chairman's signature and the date will be appended electronically to the notes.

- 38) Remembrance Sunday

The Civic Officer outlined the finite arrangements for Sunday 8 November, following the announcement of a return to a full lockdown on Thursday 5 November.

The ceremony in the Garden of Remembrance will be filmed before the lockdown comes into force with only principals in attendance, and streamed from 10:45am on Remembrance Sunday via the Town Council and District Council websites on YouTube, using the link: <https://ssv.uk.com/stratford>

It was Proposed, Seconded and unanimously

RESOLVED: To adopt the finite plan for Remembrance Sunday as presented. Council thanked the officers concerned for their hard work in what had been a very challenging and resolved that it be recorded in the minutes.

Members considered the idea of installing a permanent memorial plaque in the Tranquility Garden to commemorate those who had died during the Covid-19 pandemic. Consideration was also given to having a memorial book in the Town Hall where names of local victims could be recorded.

Although the aforementioned would be aimed primarily at those who had lost their lives due to Covid-19, this was thought too prescriptive. Irrespective of why/how they had died, people who had lost loved ones during the pandemic have been unable to follow a more traditional mourning pattern and procedure. Consequently, in the hope that it could perhaps provide a modicum of comfort, the name of anyone who had died during the period could, at the instigation of a friend or relative, be recorded in the book.

The suggestion for a plaque and memorial book was unanimously supported. It was AGREED that will be revisited again at a later date when it becomes apparent that the end of the current pandemic is in sight.

36) Christmas Lights Switch-On

The Civic Officer outlined information regarding the Switch-On that he had received following a meeting held between the Mayor and the Chairman of the Christmas Lights Committee, Matthew Coombes. However, it became clear that initial

arrangements have now been superseded and that timings for the 19 November Switch-On had changed.

It was Proposed, Seconded and

RESOLVED: To await further clarification regarding the finite details following a meeting of the Christmas Lights Committee on Wednesday 4 November. Members would then be informed of any final decisions and timings by email.

37) To appoint a representative on the Environmental Strategy Panel

Members noted that three members of the Committee, Cllrs J Fradgley, Cleeve and Curtis already served on the Environmental Strategy Panel, and therefore the Civic Heritage and Events Committee was already well represented.

Nonetheless, it was Proposed, Seconded and

RESOLVED: That Cllr J Fradgley would act as the liaison between the Environmental Strategy Panel and the Civic Heritage and Events Committee, and that in her absence, either Cllr Cleeve or Cllr Curtis would deputise.

38) Town Hall Tariffs

Members noted the report regarding Town Hall Tariffs, but any further discussion was deferred until the January meeting.

39) The Nominated Designated Reserve Requirement

The Report submitted by the Deputy Town Clerk was noted, and further discussion regarding this was deferred to the January meeting.

40) CIL Projects

The Chairman advised that as a member of the Overview & Scrutiny Committee at Stratford District Council she had received a weighty report on SDC's Infrastructure Funding Statement

2019/20. The list would be passed to the Town Clerk and any recommendations arising from the SDC document will be tabled for further discussion at the January Town Council meeting.

A list of possible Town Council CIL projects was prepared back in 2016 and a copy has been circulated to members for reference. Payments in connection with CIL are received on a half-yearly basis, and if members were to identify a worthy project, this would firstly need to be considered by Council, and if supported, acted upon when sufficient funds were available in order to move forward.

41) Civic Budget

It was accepted as work in progress, hugely hampered by the uncertainties of 2020 and possibly the beginning of 2021.

It is currently difficult to determine which civic events, if any, will go ahead in 2021 as there is still great uncertainty as to when the current pandemic might end. Since the 23 March, no major events have been staged, so there has been currently no call upon the funds set aside for this budget.

The Town Clerk and Civic Officer will carefully consider and put forward a proposed draft Civic Budget for 2021-22, which will be tabled at the January meeting for further debate.

Cllr Curtis asked whether the council budgets could be displayed as Excel spread sheets, which he considered would be easier to read and requested that a three year budget, rather than a one year budget is prepared. The proposal will be discussed with the Deputy Town Clerk and the Chairman of the Finance & Audit Committee.

42) Council Events Feedback

The Report from the Civic Officer was noted, although the points raised regarding the interpretation of the type of event by the name given to it were understood. Members deemed that it should remain the responsibility of the incumbent Mayor to choose how to describe their charity fundraising event, although it was clearly important to brand it accurately to avoid disappointment from those purchasing tickets.

43) Market Operation

The Report was noted, although it was made clear that throughout the forthcoming lockdown, only essential products would regularly be available at the weekly Friday market for sale. Currently many of the staff employed by LDS Promotions are furloughed and therefore the installation of the stalls has become an issue.

The Town Clerk advised members that NABMA will be issuing a report regarding markets, which should be received with a few days.

44) Additional Income Streams for the Town Hall

Members noted the report and approved the recommendation that only bookings for civil ceremonies, concerts and AGM's are taken for the time being. However, if another lockdown is imposed, all current bookings would be cancelled.

It was Proposed, Seconded and

RESOLVED: That additional income streams should be constantly under review, and would therefore be included as a recurring agenda item for future meetings.

45) Date and Venue of the Next Meeting

The next virtual meeting of the Civic, Heritage and Events Committee will take place at 6:00pm on Tuesday 5 January 2021, or at 6:30pm if a physical meeting is to be held at the Town Hall.

The Chairman declared the meeting closed at 7:20pm.