



PUBLIC NOTICE COMMUNITY SERVICES COMMITTEE MEETING

Notice is hereby given of the meeting of Stratford-upon-Avon Town Council's Community Services Committee Meeting held at the Town Hall on Tuesday 7 December, 2021 at 6:30pm.

Precautionary measures during the ongoing COVID-19 pandemic

Due to the current COVID-19 situation, the capacity of the meeting room is significantly reduced and public admission to the meeting will be limited. Any members of the public wishing to attend Stratford-upon-Avon Town Hall to observe the meeting are strongly advised to contact the Town Council to reserve a seat: info@stratford-tc.gov.uk or 01789 269332. A condition of entry is that members of the public must wear a face mask until seated unless they have an exemption. The Town Council is keen that social distancing inside the building is still observed, and the public gallery is individual seats 2 metres apart from each other. Please scan in on arrival using the NHS track and trace code on the notice board to the left of the front door. A hand sanitising station is close by.

Recording of meetings by Press and the Public

Recording, filming and photography at meetings of the Council, which members of the public can attend is allowed as long as proceedings at the meeting are not disrupted. Recording is not allowed when the meeting has agreed to formally exclude the press and public due to the nature of business discussed. To minimise disturbance to others attending the meeting please switch your phone or other mobile device to silent mode. Unless agreed otherwise in advance, recording and reporting must take place from the public seating area and should be overt and focused on those speaking at the meeting, not other members of the public.

AGENDA

2. **To Accept Apologies for Absence;**
3. **Declarations of Interests** on items on the Agenda;
4. **To receive written requests for dispensation for disclosable pecuniary interests** (if any);
5. **To grant any requests for dispensation** as appropriate;
6. **Public Participation** of non-agenda items on matters under which the Council has control or is a consultative body (subject to a time limit of 15 minutes, 3 minutes per speaker);
7. **To Approve Draft Open Minutes** of the Community Services Committee Meeting held on 26 October, 2021, already circulated;
8. **To Adopt Draft Notes of Sub-Group Meetings** reporting to the Community Services Committee, already circulated:
 - 7.1 Website, Social Media & Newsletter Panel Meeting held on
19 October, 2021;
9. **Budget Review:**
 - 8.1. YTD Budget Review for 2021-22 (**Appendix 'A'**);
 - 8.2. Draft Budget Review for 2022-23 (**Appendix 'B'**);
10. **Town Clerk's Open Report:**
Open Report pages 1 - 4
Appendices 'C' - 'F'
 - 9.1 Town Council Grants/Initiatives
 - 9.1.1 To adopt the revised Town Council Initiatives (previously Grants) application form (**Appendix 'C'**);
 - 9.1.2 To approve and adopt a revised application form for Free Use of the Town Hall (**Appendix 'D'**);
 - 9.2 To review the Fred Winter Centre (**Appendix 'E'**);
 - 9.3 To note an update on the printer cartridge recycling bin to be sited outside the Town Hall from the new year;

- 9.4 To receive an assessment by the Health and Safety Officer to determine whether additional kerb works to the Cemetery driveway should proceed (**Appendix 'F'**);
- 9.5 To note the update on the external works on the Town Hall;

10. Date and Venue of Next Meeting

The next meeting of the Community Services Committee will take place at 6:30pm on Tuesday 1 February, 2022 at the Town Hall.

A handwritten signature in black ink, appearing to be 'S. Summers', with a long horizontal line extending to the right.

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Sarah Summers
Town Clerk
1 December, 2021