

STRATFORD-UPON-AVON TOWN COUNCIL

CIVIC, HERITAGE AND EVENTS

Town Clerk's Open Report

19 September 2023

1) Remembrance Sunday 2023

- **To receive an update regarding Remembrance Sunday 2023, and approve the draft programme is attached as Appendix 'A'.**

The annual commemoration will take place on Sunday 12 November, starting at 10:50am in the Garden of Remembrance.

The Civic party will leave the Town Hall in procession at 10:35am led by the ATC band, which will pause at the junction of Church Street and Old Town to allow the band to lead the contingents to the Remembrance Garden to be in place when the Civic party arrives.

Following the commemoration and wreath laying, the Civic Party will leave the Remembrance Garden by the College Street Gate, to return to Church Street for the March Past and Salute outside the District Council Offices. The ATC band will lead the contingents via Southern Lane, Waterside and Chapel Lane to the saluting base in Church Street.

2) Christmas Lights Switch On – Saturday 18 November at 5:30pm

The stage for this year's event on the 18 November will be placed on the extended pavement area to the right of Barclays Bank. Agreement has been reached with LSD regarding the positioning of the market lower down Bridge Street, no higher than Marks and Spencer's, to allow a much greater space for the public to gather in to watch the Switch-On. Additionally, SDC have agreed to allow Waterside to be closed from the Encore to the bottom of Sheep Street so that the market can be extended, to compensate for the loss of stall pitches in upper Bridge Street.

Following the various issues of last year when there was insufficient provision in place for security, traffic management and first aid, the SAG de-brief meeting picked up on this and sought assurances that appropriate action would be taken to rectify the issues in time for this year's event.

Due to the additional but necessary traffic management, security and crowd safety and first aid provision required following the inadequate arrangements of last year, the cost for putting this event on have understandably increased. Following the Civic Heritage and Events meeting in July, the request for an additional top up of £3,000 for the Christmas Activities budget was submitted for consideration. It is hoped that this request will receive a favourable response when it comes before the Finance and Audit Committee on the 5 September.

Finally, it has been confirmed that all SDC town centre car parks except Bridgeway Multi-Storey Car Park and Bridgeway Surface Car Park, will be Free of Charge from 4pm until midnight only.

- 3) Terms of Reference of the Civic Heritage and Events Committee
 - **To carry out the annual review and amend the document accordingly. The points highlighted within the document, attached as Appendix 'B', currently require amendment.**

- 4) To Review the Protocol and Procedures Guidance for the Mayor
 - **To carry out the annual review and amend the document, points highlighted within the current guidance, attached as Appendix 'C' need to be amended.**

- 5) To review the Civic Ceremony and Procedure Document
 - **To carry out the annual review and amend the document accordingly, attached as Appendix 'D'.**

6) Review of the annual Civic Heritage and Events Budget

- **To review the Management Accounts and note the Management Accounts Review, attached as Appendices 'E' and 'F'**

The RFO has produced the Management Accounts up to 31 July 2023, including the Civic Expenditure budget on page 10, attached as Appendix 'E'. Also attached as Appendix 'F' is the Management Accounts Review - July 2023, and members are requested to note the comments relating to the Civic Budget on page 5.

If members have any pertinent questions prior the meeting, the RFO will be able to review these, and she has also kindly agreed to be present at the meeting.

Civic Officer 19.09.23