

# STRATFORD-UPON-AVON TOWN COUNCIL

## CIVIC, HERITAGE AND EVENTS

### Town Clerk's Open Report 23 January 2024

- 1) Commemorating the 80<sup>th</sup> Anniversary of the D-Day Landings
  - **To receive the programme and the proposed budget**

On 6 June, commemorations will be held to mark the 80<sup>th</sup> anniversary of the D-Day Landings. Amongst the activities being promoted are the following, attached as appendices A,B,C,D,E

- D-Day Proclamation - Town Criers
- Poem for Schools, to be undertaken by schools at 11:00am
- National Fish and Chip Day
- Beacon lighting and International Tribute
- Projected budget

#### The Proclamation

Attached as Appendix 'A'

#### Poem for Schools

Attached as Appendix 'B'

#### National Fish and Chip Day

Attached as Appendix 'C'

#### Beacon Lighting and International Tribute

Attached as Appendix 'D'

#### Projected costings for the event

Attached as Appendix 'E'

## 2) Remembrance Weekend Concert

- **To receive information regarding a proposal by Sam Jenkins to arrange a Remembrance Weekend concert.**
- **To determine whether free use of the Town Hall could be offered in support of this event.** *Recognising that FOC use is normally only granted when the event is scheduled between Mon-Thurs and during Office Hours*

The Town Clerk was approached by Sam Jenkins regarding arranging a Remembrance Weekend Concert at the Town Hall. Professional entertainers will be sourced, with surplus monies, after necessary expenses, being donated to the Poppy Appeal.

Proposal:

- Date: Friday 8 November
- Time: 7pm.
- Ballroom, for up to 100 people.
- Refreshments: Tea/coffee & biscuits for purchase
- Raffle.
- Ticket price £15.00
- Donations to the RBL Poppy Appeal.

It is recommended that we support the initiative and request free use of the Town Hall for the concert.

## 3) Shakespeare Schools Week

- **To note the proposed date of Tuesday 19 March for the Town Hall visit in connection with Shakespeare Schools week.**

More details to follow nearer the time when bookings are known.

## 4) Christmas Lights Switch-On

- **To receive an overview regarding the most recent event, attached as Appendix 'F'**
- **To consider what could be arranged for November this year if the event remains on a Saturday to coincide with the Christmas market, and the funding of 2023 is not available.**

For a second year, the Switch-On took place on a Saturday and attracted another very large crowd. The various issues that had occurred in 2022 in connection with health and safety, security, first aid and traffic management were addressed. The event last November passed off without major incident, although there are still more adjustments to be made to the Event Management Plan to help make this popular Stratford event more robust safer for those watching.

It is therefore recommended:

- The views of the Committee are sought regarding the way forward.
- That a full discussion is delayed until after the result of the BID vote is known, when a way forward regarding collaboration and funding will be clearer.
- Whether the event should remain on a Saturday by popular demand from businesses and locals or returned to a Thursday, when if it was outside the Town Hall a great many less people could be safely accommodated.
- If the BID is returned in the February vote, do the Council wish to continue to work in collaboration with them, or should the arrangements be taken back in house. A reduction in the funding levels which were available in 2023 will result in a much reduced event, and Council will need to manage expectations to minimise disappointment!

5) Shakespeare Birthday Celebrations – 20/21 April

- **To note that initial planning for this year's event will start before the end of January.**

A date for a Task and Finish Group to discuss the development of the Celebrations, open to all Councillors, to be arranged as soon as possible.

6) Volunteers Reception – Friday 19 April

- **To review the current list attached as Appendix 'G' to ensure the guest list is accurate before invitations are sent out in March.**

7) Frequency of Meetings

- **To review the frequency of meetings of the Civic Heritage and Events Committee, which according currently on the Terms of Reference, it is required to meet not less than six times a year.**

The Committee normally meets in July, September, November, January and March. We are required to convene to discharge our duties not less than six times per year, although we currently only meet on five occasions.

It is recommended that consideration is given to reducing the meeting dates to July, November, January and March. However, a September date should be kept in the diary, even if it is cancelled due to lack of business.

8) The Civic, Heritage and Events Budget

- **To approve the proposed budget for the D-Day Landings Commemoration, for inclusion within the Civic budget for the municipal year 2024-2025**
- **To receive information regarding the uplift in the Events budget for 2024, to meet the projected costs going forward for Traffic Management, Security, HVM and First Aid Cover.**

**Current indications are that most costs from our event suppliers will be increasing by at least 4%**

9) Hire Fees for the Town Hall

The Finance Committee discussed the proposed uplift in the Town Hall hire fees for the period commencing 1 April 2024.

Following a discussion, it was:

RECOMMENDED:

That there should be a 30% uplift for weddings ceremonies/ receptions and  
10% for Town Hall room hire from 1 April, 2024.

This proposal is placed before the Committee for ratification.

Civic Officer - 23.1.2024