

STRATFORD-UPON-AVON TOWN COUNCIL

MAYORAL AND PROTOCOL COMMITTEE

4 July, 2017

Minutes

Open pages 1 – 5

Confidential page 6

(As amended by Town Council 25.7.17)

Present:

Councillors:

Alcock (Mayor)	Lowe
Bates T	Short (Chairman)
Bott	Wall
J Fradgley	

Clerk: Civic Secretary

Press: Present

Public: None present

The Town Clerk was also present

17) Apologies

Apologies had been received from Councillors Brain and Rolfe and were accepted for the reasons given.

Councillor Lloyd was absent from the meeting.

18) Declarations of Interest

None were received.

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

None were received.

20) To grant any requests for dispensation as appropriate

There were no verbal requests for dispensation.

21) Public Participation

None were present.

22) To approve the draft minutes of the Mayoral & Protocol Committee held on 23 May, 2017.

It was Proposed, Seconded and

RESOLVED: That the draft open minutes of the Mayoral & Protocol Committee held on 23 May, 2017, be approved as a correct record.

23) To approve and adopt the draft minutes of meeting of the Festivals and Events Planning Group held on 20 June, 2017.

It was Proposed, Seconded and

RESOLVED: That the draft open minutes of the Festivals and Events Planning Group held on 20 June, 2017, be approved and adopted.

24) Town Awards

Following the request from Cllr J Fradgley, it became clear that there was currently no definitive list regarding Town Awards. In order to gather information and to formulate a list for publishing on the Town Council website, it was Proposed, Seconded and

RECOMMENDED: That an informal Task and Finish Group be established, and Councillors Alcock, J Fradgley, Lowe and Short agreed to serve on the group as members. The remaining council members not on M&P will also be invited to serve.

25) To review the Beadle's outside Activities

Following a recent request from the District Council, members considered whether it would be appropriate for the Beadle to carry out additional non-Town Council duties.

Currently there is no policy in place regarding the type of duties which the Beadle can or cannot undertake (apart from regularly attending the High Sheriff's Party as Master of Ceremonies), and clear guidelines would certainly help officers process any applications that are received.

It was Proposed, Seconded and unanimously

RECOMMENDED:

That a request be submitted to the Policies and Governance Committee, asking for a draft policy to be drawn up relating to the participation of the Beadle at any non-Town Council activities. The draft document should then be returned to the Mayoral & Protocol Committee for further consideration/ and or ratification at its next meeting.

The Policies and Governance Committee is to be made aware that the tradition and dignity of the Beadle, who is primarily the Mayor's officer first and foremost, must be maintained at all times.

26) Mayor's Chaplain in Civic Processions

Following a protracted debate, it was Proposed, Seconded and

RECOMMENDED:

To retain the status-quo with the Chaplain continuing to walk behind the Town Clerk in all Civic processions.

However, if neither the Town Clerk or the Chaplain were accompanied, they should walk together.

27) Flying the Red Ensign on Merchant Navy Day - 3 September

Members welcomed the opportunity to support Merchant Navy Day on the 3 September, by purchasing a Red Ensign Flag. However, it was not known what other activities were being planned in the town, and Cllr Wall expressed his willingness to speak to the Royal British Legion, Sea Cadets and other interested parties to gather more information.

It was Proposed, Seconded and unanimously

RECOMMENDED: To support the initiative by purchasing a Red Ensign flag 90" x 45", or one of an alternative size if necessary, and at the discretion of the Civic Secretary.

28) Amendment of the Terms of Reference

It was Proposed, Seconded and unanimously

RECOMMENDED: That Council should amend clause 2.4 of the Mayoral & Protocol Terms of Reference.

From: Make recommendation to the HR Committee on the appointment of the Beadle and Macebearers.

To: Make Recommendation to the HR committee on the appointment of the Beadle and Macebearers and other honorarium personal

29) Town Council Tie

Following the recent poll, option four proved to be the preferred choice for the new Town Council tie.

It was Proposed, Seconded and unanimously

RECOMMENDED: To purchase 50 ties at a cost of £369.08 + VAT.

It was further Proposed, Seconded and unanimously

RECOMMENDED: That the new ties would be distributed (foc) to Councillors, Officers and the Honorarium Personnel, and a distribution log kept. but If a replacement or additional tie was required in the future, they would be charged at cost.

Cllr Lowe requested that thanks should be recorded to the Civic Secretary for all the work he had done in relation to the purchase of the new Town Council tie.

To defer issues to Confidential Session

The Chairman proposed and it was AGREED that, due to the confidential nature of the business to be transacted, agenda item 9.7 minuted as 30, be moved to Confidential Session.