



# PUBLIC NOTICE

## TOWN COUNCIL MEETING

Notice is hereby given of the **meeting of Stratford-upon-Avon Town Council to be held at the Town Hall on Tuesday 21 March, 2017 at 6:30pm.** Members of the public are welcome to attend as observers or may wish to raise issues or concerns during the fifteen minutes set aside for Public Participation, commencing at approximately 6:45pm.

### 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

1. **To Accept Apologies for Absence;**
2. **Declarations of Interests on items on the Agenda;**
3. **To receive written requests for dispensation** for disclosable pecuniary interests (if any);
4. **To grant any requests for dispensation** as appropriate;
5. **Public Participation** (Subject to a time limit of 15 minutes, 3 minutes per speaker)  
To receive any questions from the public;
6. **To Approve Draft Open Minutes of Town Council Meeting** held on 21 March, 2017;
7. **To Adopt the Minutes of Planning Consultative Committee Meetings** held on 4 April and the Draft Minutes of Planning Consultative Committee Meeting held on 25 April, 2017;
8. **To Adopt Draft Open Minutes of General Purposes Committee Meeting** held on 28 March, 2017;

9. **To Adopt the Draft Open Minutes of the H R Sub-Committee Meetings** held on 11 April, 2017;
10. **Town Clerk's Open Report Pages 1-11 Appendices 12- 53**
  - 10.1 To appoint members to Standing Committees for the ensuing year;
  - 10.2 To appoint members to Sub-groups for the ensuing year;
  - 10.3 To appoint Town Council representatives to Outside Bodies;
  - 10.4 To approve and adopt governance documents:
    - Finance Regulations;
    - Finance & Scrutiny Committee Terms of Reference;
    - Asset Register Review Group Terms of Reference;
    - Protocol & Procedures Guidance for the Mayor;
  - 10.5 To approve changes to the Mayor Making Ceremony;
  - 10.6 To note the report on the Shakespeare Birthday Celebrations luncheon and to receive the Town Clerk's verbal update on plans for the 2018 Celebrations;
  - 10.7 To receive an update on the Town Council's Website;
11. **Ward Reports** to receive any **urgent** or important issues, for information purposes only, on issues affecting the town as a whole;
12. **Written Reports by Representatives to Outside Bodies**  
None;
13. **Town Clerk's General Verbal Report**  
For information only;
14. **Date and Venue of next Town Council Meeting**  
Annual Meeting and Mayor Making at the Town Hall on Thursday, 18 May at 12 noon. Please note the Civic Service at Holy Trinity Church on Sunday, 21 May is at 10:00am.

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Sarah Summers  
**Town Clerk**  
15 March, 2017