

Minutes of the Civic & Community Committee



Held on Monday, 14 July 2025 at 6.30pm
at Stamford Town Hall

Membership

Cllr Brewin	*	Cllr Díaz- Muñoz	A
Cllr Kingman	*	Cllr Wheeler	*
Cllr Winterbourne	*		

Key: * - Present A - Apologies AB – Absent

Attendees:

Officer: Town Clerk – Sarah Dorson, Rachael Smith – Community Events Officer

County/District Councillors: None

Members of the press: None

Members of the public: Matt Wade RBL Branch Secretary

Public Question Time

Matt Wade, the Royal British Legion Branch Secretary, outlined the proposed plans for VJ Day on 15 August 2025. Unlike the commemorations held for VE Day, it was suggested that this occasion feature a more intimate memorial service at the Broad Street War Memorial. Matt recommended a 30-minute ceremony commencing at 11:00 a.m., with participation from representatives of local military detachments.

CC/25/001-Election of Chair of the Civic & Community Committee for the Municipal Year 2025–2026

Proposals for Chair were received from

Proposal 1 - It was **RESOLVED** That Cllr Jo Winterbourne duly elected as Chair of the Civic & Community Committee for the Municipal Year 2025 – 2026

Proposed by Cllr Kingman		
Seconded by Cllr Brewin,		
In Favour	4	Cllrs Brewin, Kingman, Winterbourne & Wheeler
Against		
Abstentions		
MOTION CARRIED		

CC/25/002-Election of Vice Chair of the Civic & Community Committee for the Municipal Year 2025-2026

Proposal 2 - It was **RESOLVED** That Cllr Lisa Brewin duly elected as Vice Chair of the Civic & Community Committee for the Municipal Year 2025 – 2026

Proposed by Cllr Winterbourne	
Seconded by Cllr Kingman	

In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/003-Apologies – To receive and consider for acceptance

Apologies were received from Councillor Diaz-Munoz

Proposal 3 - Apologies with valid reasons for absence were received and it was **RESOLVED** to accept apologies from Cllr Diaz-Munoz

Proposed by Cllr Wheeler		
Seconded by Cllr Brewin,		
In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/004-To receive any Declarations of Interests and Requests for Dispensation

None received

CC/25/005-Exclusion of the Press and Public

No items required for Confidential Session

CC/25/006-Appointment of Non-Councillor Members

Proposal 4 - It was **RESOLVED** to put out a social media post to see if there is any interest from non-councillor members to join the committee.

Proposed by Cllr Kingman		
Seconded by Cllr Brewin,		
In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/007-Appointment of Sub Committee, Advisory Committees or Working Groups

It was agreed that no working groups were required at this time.

CC/25/008-Minutes of the Previous Meeting

Proposal 5 - It was **RESOLVED** to confirm and sign the minutes of the meeting of the Civic & Community Committee held on Tuesday, 08 April 2025

Proposed by Cllr Kingman		
Seconded by Cllr Brewin,		
In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		

Abstentions		
MOTION CARRIED		

CC/25/009-Use of Delegated Powers

Nothing to Report

CC/25/010- Civic & Community Budget Report

The budget was received and noted by the committee. No further action.

CC/25/011- Breakdown Report on VE Day Events

Feedback was provided on the VE Day events and a post event breakdown report was reviewed by the committee. The event was a great success.

CC/25/012- Update on this year's Events:

CC/25/012a- VJ Day Update

Proposal 6 - It was **RESOLVED** to hold the VJ Day event on the 15th of August 2025 at the war memorial on Broad Street. This would take place between 10.45am – 12.30pm. Rachael to enquire about funding from SKDC.

Proposed by Cllr Wheeler		
Seconded by Cllr Winterbourne		
In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/012b- Christmas Light Switch On

Proposal 7 - It was **RESOLVED** to agree a budget of £8000 for the Christmas Light Switch On Event to approve delegated powers to the officer for book the entertainment for the event and any associated costs for the event.

Proposed by Cllr Winterbourne		
Seconded by Cllr Kingman		
In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/012c- Christmas Carols

The committee discuss the previous events and ideas collated with and the pros and cons of last year. A suggestion of choirs to contact and a location were provided.

CC/25/012d- Christmas Market

Proposal 8 - It was **RESOLVED** to approve the budget of £8000 for the Christmas Market plus income received from traders, to approve delegated powers to the officer for book the entertainment for the event and any associated costs for the event.

Proposed by Cllr Wheeler		
Seconded by Cllr Kingman		
In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/012e- Spooktacular

Proposal 9 - It was **RESOLVED** to set a budget of £1000 for Spooktacular to approve delegated powers to the officer for book the entertainment for the event and any associated costs for the event.

Proposed by Cllr Winterbourne		
Seconded by Cllr Brewin,		
In Favour	4	Cllrs Brewin, Díaz- Muñoz, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/013- Christmas Lights Logistics

The committee discussed the current supplier, and agreed no changes were required for this year however, the committee will review this for next season.

CC/25/014 -Other Events for 2025

The committee discussed holding additional summer events on the bandstand next year. With the view to invite local musicians and performers to showcase their talents.

Proposal 10 - It was **RESOLVED** to hold 4 summer concerts for 2026 with the view to inviting local musicians and performers to showcase their talents.

Proposed by Cllr Winterbourne		
Seconded by Cllr Kingman		
In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/015 -Christmas Market Vision 2026

It was confirmed that a plan would be created by the Officer and present to the committee on a 2026 Christmas Market vision.

CC/25/016 -New Events for 2026

The committee considered introducing additional events for 2026. Events considered were Pride, Easter Event and Bandstand Summer Concert events.

CC/25/017 -Marketing

Proposal 11 - It was **RESOLVED** to keep as much promotional material and social media design work in house to reduced costs, ensure quality and continuity.

Proposed by Cllr Winterbourne

Seconded by Cllr Brewin,		
In Favour	4	Cllrs Brewin, Kingman Wheeler & Winterbourne
Against		
Abstentions		
MOTION CARRIED		

CC/25/018-Closure

There being no further business, the meeting was closed at 8.27pm

Date of next meeting – Monday, 08 September 2025

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date