



## **STRATFORD-UPON-AVON TOWN COUNCIL**

### **DUTIES UNDERTAKEN BY THE BEADLE**

1. Town Council Meetings: Ordinary Meetings of the Town Council (typically 6 each year commencing at 6:30pm) and the Annual Meeting (Mayor-Making) normally held on the third Friday in May at 12noon.
2. Civic Dinner and Receptions: Normally on the evening of the day of the Annual Meeting (Mayor Making). TBC
3. Civic Sunday Service: Held at Holy Trinity Church, normally in the morning of the first Sunday immediately following the Annual Meeting (Mayor Making).
4. Shakespeare Birthday Celebrations Weekend (April): Shakespeare Birthday Celebrations held on the Saturday nearest 23 April. Shakespeare Service held at Holy Trinity Church on the Sunday morning of the Birthday Weekend at 11:15am.
5. Shakespeare Schools Day: The Beadle is required to attend with the Mace-Bearers on the schools day to assist the Mayor and Councillors with a mock Town Council meeting. (This generally takes place in March)
6. Heritage Open Day: The Beadle is generally in attendance to welcome visitors alongside Councillors, who act as guides offering information regarding the history of the Town Hall and its contents to visitors.
7. Mop Fair: The official opening ceremony held on the morning of the Mop Fair (12 October) at 11:00am, preceded by a Coffee Reception at the Town Hall.

8. Volunteers Reception: A reception hosted by the Mayor for the voluntary sector, held at the Town Hall. The date for this generally falls on the Friday evening prior to the Birthday weekend.
9. Mayor's Civic Service: A service held on a Sunday at the Mayor's local parish church, but at the discretion of the Mayor; TBC
10. Remembrance Sunday: Held on the morning of the nearest Sunday to 11 November. Involves attendance on the Mayor at the Town Hall and in the Garden of Remembrance, for the two minutes silence and wreath laying. Following the ceremony there is a March Past in Church Street involving the uniformed units.
11. Christmas Lights Switch-On: The Christmas Lights are switched on during an event on a Saturday afternoon about 5:30pm during November from a location in the town centre. Date and venue TBC
12. Christmas Visits: The Beadle is required to accompany the Mayor on Christmas Eve/Christmas Day visits to the hospital, fire and police station. The Mayor has discretion if the visits are to take place on Christmas Day morning, with a finish time of no later than 1pm. TBC
13. Mayor's Ball: This date varies at the discretion of each Mayor, although this event has not been held since 2019.
14. Town Council Projects, Services and Initiatives: to act in the capacity of Town Crier on occasions sanctioned by or connected with the Town Council.

The Civic Calendar is finalised as early in the New Year as possible. There are occasions when the Beadle will be required to attend the Mayor which had not been anticipated, e.g. a Royal Visit.

A Relief Beadle is available should the Beadle be indisposed but it is important to emphasise that a prime consideration in appointing a Beadle is the strength of a person's commitment to the office, both in terms of continuing the traditions of this historic role and in relation to the need to remain available for all functions at which the Beadle's presence is required.