

24 November 2025

**To:** Councillors Phil Barnett, Vera Barnett, Jo Day, Billy Drummond, Nigel Foot, David Harman, Chris Hood, Andy Moore, Gary Norman and Graham Storey.

**Also to:** All members of the Council for information.

Dear Councillor,

You are summoned to attend a meeting of the **Civic Pride, Arts & Culture Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 1<sup>st</sup> December 2025** at 7.30pm. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/81069970015?pwd=UghUEp6FCuoorMaSJDOLdAC2wEeNx5.1>

Meeting ID: 810 6997 0015

Passcode: 221380

Yours sincerely,

**Joanna Aylott**  
**Civic Services Manager**

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## AGENDA

- 1. Apologies**
- 2. Declarations of Interest and Dispensations**  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes**  
**To approve** the minutes of a meeting of the Civic Pride, Arts & Culture Committee held on 8<sup>th</sup> September 2025 (Appendix 1).  
**To report** on the actions from previous minutes (Appendix 2).
- 4. Questions and Petitions from Members of the Public**  
Questions, in writing, must be with the Civic Services Manager by 2pm on Friday 28<sup>th</sup> November 2025.
- 5. Members' Questions and Petitions**  
Questions, in writing, must be with the Civic Services Manager by 2pm on Friday 28<sup>th</sup> November 2025.

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- 6. Committee Terms of Reference (Appendix 3)**  
**To approve** the Committee Terms of Reference.
- 7. Discretionary Events Grant Funding Applications (Appendix 4)**  
**To consider** a discretionary event grant funding application from Watership Brass.
- 8. Update from Local Democracy Working Group (Appendix 5)**  
**To note** the report on updates from the Local Democracy Working Group.
- 9. Mayor's Festive Afternoon Tea (Appendix 6)**  
**To note** the report on the Mayor's Festive Afternoon Tea 2025.
- 10. Civic Awards (Appendix 7)**  
**To review** the status of the Civic Awards.
- 11. Welcome to Newbury Signage**  
**To receive** an update from members of the Welcome to Newbury Signage Working Group.
- 12. Twin Towns Visual Recognition in Town**  
**To receive** an update from members on ideas to recognise our Twin Towns.
- 13. LVEP Update**  
**To receive** an update from the LVEP representatives on actions from this group.
- 14. Newbury Town Band Review (Appendix 8)**  
**To review** the agreement Newbury Town Council has with Watership Brass, Newbury's Town Band.
- 15. Budget 2026/2027 (Appendix 9)**  
**To approve** recommendations for the 2026/2027 budget.  
**To receive** recommendations for projects in future budget planning.
- 16. Civic Services Manager's Reports**  
**To note** the following reports:
  - Raising the Profile of the Council in the Community (Appendix 10)
  - Remembrance Sunday 2025 (Appendix 11)
  - Heritage Open Day 2025 (Appendix 12)
- 17. Civic Events (Appendix 13)**
  - 15.1 **To review** civic events since the last meeting of the Committee.
  - 15.2 **To note** the programme of civic events until the next meeting.
  - 15.3 **To receive** ideas for suggested or potential future events or activities.
- 18. Forward Work Programme 2025/26 (Appendix 14)**  
**To note** and agree any other items that Members resolve to add to the Forward Work Programme.

**Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the  
Council Chamber on Monday 8 September 2025 at 7.30pm**

**Present:** Councillors Jo Day, Nigel Foot (19:39), Chris Hood, Andy Moore, Sarah Slack (sub) and Graham Storey.

**Officer Present:** Joanna Aylott (Civic Services Manager)

**20. Apologies**

Councillors Billy Drummond, David Harman (substitute Sarah Slack), Gary Norman, Phil Barnett and Vera Barnett.

**21. Declarations of Interest and Dispensations**

It was declared that Councillor Nigel Foot is also Member of West Berkshire Council, which is declared as a general interest on his behalf and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council business.

**22. Minutes**

**Proposed:** Cllr Graham Storey

**Seconded:** Cllr Chris Hood

**Resolved:** The minutes of the meeting of the Civic Pride, Arts & Culture Committee held on 30<sup>th</sup> June were approved as a true and accurate record.

The Committee noted that actions from the previous meeting had been either completed or are ongoing. Outstanding items are scheduled for discussion during this meeting's agenda or have been deferred to a future meeting.

**23. Questions and Petitions from Members of the Public**

There were none.

**24. Members' Questions and Petitions**

There were none.

**25. Update from VE & VJ Day 80<sup>th</sup> Anniversary Working Group**

Cllr Jo Day gave a summary of the VJ Day 80<sup>th</sup> anniversary events in Newbury and thanked all those involved in the commemorations and Town Hall exhibit, including Cllr Tony Vickers, Sir Max Hastings, and former Town Marshal Dave Stubbs.

**Proposed:** Cllr Jo Day

**Seconded:** Cllr Andy Moore

**Resolved:** To dissolve the Working Group as its deliverables have been achieved.

**26. Update from Local Democracy Working Group**

Cllr Jo Day updated the Committee on recent actions from the Local Democracy Working Group. A schedule of sessions for local democracy visits is taking shape from Monday 6<sup>th</sup> to Friday 17<sup>th</sup> October, and Cllrs will be sent reminders in the following weeks. Members were encouraged to volunteer for these sessions where possible.

**27. Art on the Park**

Cllr Jo Day gave a verbal report on the event which took place on Sunday 24<sup>th</sup> August. It was a well-attended event, with all pitches booked from a variety of artistic mediums. The standard of work on show was excellent. Thanks were relayed from the organising committee to all who helped facilitate this event.

**28. Heritage Open Day**

The Committee noted that this year's Heritage Open Day will take place on Saturday 13<sup>th</sup> September at the Town Hall, with the theme "Architecture." Thanks were given to those volunteering.

**29. Remembrance Sunday Parade and Service**

The Committee received a report on plans for this year's Remembrance Sunday Parade and Service. It was noted that a pre-event briefing will be delivered to all Councillors at Full Council on 20<sup>th</sup> October 2025. Attendance from all members was encouraged.

**30. Mayor's Festive Afternoon Tea**

The Committee considered a report reviewing the current age threshold for invited guests, set at over 75, with a view to change this to over 80.

**Proposed:** Cllr Garaham Storey

**Seconded:** Cllr Andy Moore

**Resolved:** The revised age criteria of 80+ to be adopted for the 2025/26 event, with exceptions outlined in the report. Cllrs Jo Day and Sarah Slack abstained.

**31. Welcome to Newbury Signage**

**Proposed:** Cllr Jo Day

**Seconded:** Cllr Nigel Foot

**Resolved:** To form a Working Group with representation from Civic Pride, Arts and Culture, and Planning and Highways, to progress the Welcome to Newbury signage project. Terms of Reference approved. Cllrs David Harman and Graham Storey volunteered to serve on the Working Group as representatives of Civic Pride, Arts and Culture.

**32. LVEP Representative**

**Proposed:** Cllr Sarah Slack

**Seconded:** Cllr Nigel Foot

**Resolved:** Cllr Graham Storey was appointed as the Town Council's representative to the Local Visitor Economy Partnership, with Cllr Andy Moore as a reserve. It was noted the next meeting is taking place on Wednesday 24<sup>th</sup> September, which Cllr Nigel Foot will attend.

**33. Flag Flying Requests**

A request was considered from UNA Newbury to fly the UN Flag on Friday 24<sup>th</sup> October.

**Proposed:** Cllr Jo Day

**Seconded:** Cllr Andy Moore

**Resolved:** Request approved for 24<sup>th</sup> October 2025.

**34. Pancake Day Race**

The Committee noted that since the last meeting, the Refugee Support Group has come forward with plans to hold a Newbury Pancake Race in February 2026, supported by Newbury BID. The Committee thanked Newbury BID for their support.

**35. Discretionary Events Grant Funding Application**

The Committee considered a funding request from the Refugee Support Group for the Pancake Race Day.

**Proposed:** Cllr Graham Storey

**Seconded:** Cllr Sarah Slack

**Resolved:** That a grant of £500 be awarded.

**36. Civic Services Manager's Reports**

The Committee noted the following report: Raising the Profile of the Council in the Community. Letters sent by the Mayor's Office were noted to be highly valued by recipients. Thanks were extended to the Civic Officer for their efforts in this regard.

**37. Civic Events**

Information regarding VJ Day 80 (15 August), the Mayor's Coffee Morning for Berkshire Youth (23 August), Art on the Park (24 August), and the Annual Bowls Match (3 September) held since the last meeting of this Committee was received and noted. Information relating to future Civic Events was noted including Heritage Open Day (13 September) Local Democracy Events (from 6 October), Remembrance Sunday Parade & Service (9 November), the Mayors Festive Afternoon Tea, and the Civic Carol Service (21 December).

Cllr Sarah Slack noted that Thatcham hosted a KidsFest over the August Bank Holiday and asked if Newbury Town Council could consider an event like this. It was noted that Newbury BID deliver a full schedule of activities, and it was agreed that Newbury BID's forecasted events programme will be reviewed at a future meeting, to identify whether there are any opportunities for additional events.

**38. Forward Work Programme 2025/26**

The Committee reviewed and discussed items for inclusion in the Forward Work Programme for 2025/26. The following items were proposed:

Updates around the Local Visitor Economy Partnership.

Review of events schedule from Newbury BID.

**There being no further business, the Chairperson declared the meeting closed at 20:28pm.**

**Chairperson:**

**Date:**

## Civic Pride, Arts &amp; Culture Committee

Date: 08 09 2025

**ACTION SHEET**

<b>Item</b>	<b>Resolved</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>
Agenda Item 1 – Apologies	Apologies – Cllrs Phil Barnett, Vera Barnett, Billy Drummond, David Harman and Gary Norman.	Write up attendance register.	CC	As soon as possible
Agenda Item 3 – Minutes	Approved and signed.	Send signed minutes to CC.	CSM	As soon as possible
Agenda Item 6 – Update from VE and VJ 80 Working Group	That the working group is dissolved as its deliverables have been achieved.	Notify members.	CSM	As soon as possible
Agenda Item 11 – Mayors Festive Afternoon Tea	That the revised age criteria of 80+ are adopted for the 2025/26 event.	Modify the invitation advert.	CO	November 2025
Agenda Item 12 – Welcome to Newbury Signage	That a Working Group be formed, with representation from Civic Pride, Arts and Culture, and Planning and Highways, to progress the Welcome to Newbury signage project. Terms of Reference approved.	CSM to inform the CEO that the ToR have been approved, and Planning and Highways Committee are to submit two representatives to the group.	CSM/CEO	As soon as possible
Agenda Item 13 – LVEP Representative	Cllr Graham Storey appointed as the Town Council's representative to the Local Visitor Economy Partnership (LVEP) with Cllr Andy Moore as a reserve.	Update the Committee on activities from the LVEP.	Cllr Storey Cllr Moore	At subsequent meetings
Agenda Item 14 – Flag Flying Requests	Request approved for UNA Newbury to fly the UN Flag on Friday 24 <sup>th</sup> October.	Inform the applicant of the outcome.	CSM	As soon as possible
Agenda Item 16 – Discretionary Events Grant Funding	That a grant of £500 is awarded to the Refugee Support Group, for the Pancake Race Day.	Inform the applicant of the outcome.	CSM	As soon as possible
Agenda Item 19 – Forward Work Programme	Add the following: -Updates around LVEP -Newbury BID Events Schedule	Add for future meetings.	CSM	November 2025

CC = Committee Clerk

CSM = Civic Services Manager

CO = Civic Officer

## **Public Report to Civic Pride, Arts and Culture Committee**

**1 December 2025**

### **Agenda Item 6: Terms of Reference Review – Civic Pride, Arts and Culture Committee**

This report reviews the current Terms of Reference for the Civic Pride, Arts and Culture Committee and proposes updates for the Committee's consideration. The recommended amendments will be referred to Full Council for approval at the January 2026 meeting, where a decision will also be taken regarding the continued use of Substitutes. The existing Terms of Reference, adopted in 2023, have been updated as shown in green following consultation with the Chair.

#### **Terms of Reference - Civic Pride, Arts and Culture Committee**

Membership: 10 Councillors

Quorum: A minimum of one third = 4 Councillors (previously 5)

Substitutes: The remaining members of the Council.

The Leader of the Council and Deputy Leader of the Council are ex-officio members of the Civic Pride, Arts and Culture Committee.

Members of the Committee are appointed at the Annual Meeting of the Council.

Committee vacancies occurring during the year may be filled by appointment by the Council.

The Committee has delegated responsibility from Council for the following:

- (a) To help promote and co-ordinate civic pride, arts and culture facilities and activities for the community, which will also attract visitors to the town.
- (b) To promote, support and celebrate the civic function of the Mayor as well as other activities and functions relating to the heritage and traditions of the town.
- (c) To work with the Community Services Team in the use and promotion of the Town Hall as a major civic asset.
- (d) To administer any allocated budget.
- (e) To award grants for local events, subject to allocated budget provision and compliance with the Council's approved criteria.
- (f) To review all flag-flying requests and to approve or refuse such requests in accordance with the Council's flag-flying policy.
- (g) To set the membership and delegated powers of its Sub-Committees and the terms of reference of its working groups. At the time of this review, comprising:
  - i. Local Democracy Working Group

**Public Report to Civic Pride, Arts and Culture Committee**

**1 December 2025**

**Agenda Item 7: Discretionary Events Grant Funding Applications**

Overview

To review and consider approval of a Discretionary Events Grant application submitted by Watership Brass for a joint concert with the De Brasserie Band from Belgium, scheduled for April 2026.

Background

Watership Brass (the Newbury Town Band) has submitted an application requesting financial support from the Council's Discretionary Events Fund to assist with the organisation and delivery of a concert in April 2026 (see application form on the following page).

They are seeking £500 towards the costs of hosting a joint concert with the De Brasserie Band from Ypres, Belgium, who will be visiting the UK as part of a tour. Last year, Watership Brass travelled to Belgium and performed in a joint concert organised by De Brasserie and their local council. Watership Brass now wishes to reciprocate that hospitality by arranging a concert in central Newbury for residents.

Funding Context

The Council currently has £500 remaining in the Discretionary Events Grant fund. The most recent grant award was £500 to the Refugee Support Group to support their Pancake Day Race event.

Decision Required

That the Committee reviews the application and approves the grant allocation of up to £500.

JA

Civic Services Manager

24 11 2025



## Newbury Town Council – Event Grant Funding

### Application Form

Completed forms should be emailed to: [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)

Name of organisation:	Watership Brass - The Newbury Town Band
Name and role of the person submitting this application:	[REDACTED]
Contact Telephone Number:	[REDACTED]
Contact E-mail:	[REDACTED]
Contact Address:	[REDACTED] [REDACTED]
Date of Application:	10/11/2025
Name and date of event:	Concert with the De Brasserie Band from Belgium ( <a href="https://www.facebook.com/DeBrasserieleper/">https://www.facebook.com/DeBrasserieleper/</a> ) and Watership Brass on Saturday 11th April 2026
Is your event open to the public?	Yes
Please explain the purpose of the event for which you are seeking funding:	We would like to put on a joint concert with the De Brasserie Band from Ypres, Belgium who are visiting the UK on a concert tour. Last year, Watership Brass visited Belgium, where we participated in a joint concert organised by De Brasserie and their local council. We want to return the favour by organising a concert in a venue in central Newbury for the local residents.
Amount of funding requested and a how it will be used for the event:	We would like to request £500 to help with venue hire.
Charity registration number (if applicable):	N/A
Is your organisation currently active and operational?	Yes we are currently active and operational, for example we lead Newbury's annual remembrance parade: <a href="https://www.watershipbrass.co.uk/">https://www.watershipbrass.co.uk/</a>
How many Newbury residents are expected to attend or benefit from the event?	100-200

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Are there particular groups of residents who will benefit from the event? (e.g., specific age groups, people with particular needs):	The concert would be open to all residents, our typical audiences range across all ages - anyone interested in music or community exchange would benefit. Our band is made up of Newbury residents, aged between 15 and 91.
What positive outcomes do you anticipate for both your organisation and the local community if this grant is awarded?	It is a great opportunity for Watership Brass to perform in a high profile Newbury setting, providing the community with a high quality, entertaining concert with a band from Europe.

## **Newbury Town Council – Event Grant Funding**

### **Criteria For Grant Aid**

Priority will be given to events which:

- Are based within the boundary of Newbury Town Council, or which primarily benefit residents of Newbury.
- Provide benefit to the greatest number and broadest range of Newbury residents.
- Deliver a positive impact to the wider community beyond serving the direct interests of the organising group.
- Demonstrate efforts to raise funds independently and are not solely reliant on external grants or donations to finance the event.
- Show a clear commitment to sustainability and environmentally responsible practices.
- Actively promote equality, diversity, and inclusion in their planning and delivery.

In addition:

- Grants will not be awarded for activities that are the statutory responsibility of another authority or organisation.
- Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy.
- Preference will be given to applications for capital items or one-off event costs, rather than for ongoing or recurring funding needs.

Applications will be assessed against the above criteria.

Short-listed applicants may be invited to attend the scheduled Civic Pride, Arts & Culture Committee meeting to make a short presentation and answer questions from Members of the Committee.

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## **Public Report to Civic Pride, Arts and Culture Committee**

**1 December 2025**

### **Agenda Item 8: Local Democracy Working Group Report**

This report provides an update from the Local Democracy Working Group on recent engagement activities with local schools and ongoing proposals to refresh Saturday Surgeries to improve community outreach. The Local Democracy Working Group have met on two occasions (30 September & 20 October) since the last Committee meeting.

The Local Democracy Working Group hosted 'Meet the Town Council' events during the month of October with an aim to encourage local children to take an interest in and understand the workings of their local council.

Our local primary schools were invited into the Town Hall where they could meet Councillors, the Mayor, have a tour of the Town Hall, and listen to a short presentation explaining what Newbury Town Council do, as well as try on Councillor robes and hats. The Civic Team were invited to showcase the maces and talk about their history.

For the secondary schools, we had a mixture of visits. Some at the Town Hall, and others where Councillors had an opportunity to visit the schools, give a presentation about the Town Council and host Q&A sessions with the students about local politics.

### **Primary Schools**

We received a positive response to our invitations, with 7 primary schools attending sessions on offer from the 6<sup>th</sup> to the 17<sup>th</sup> of October. Primary school sessions were as follows:

<b>Date</b>	<b>Time</b>	<b>Name of School</b>
Tues 7 <sup>th</sup> Oct	10am - 12pm	St Joseph's Primary
Tues 7 <sup>th</sup> Oct	1pm - 3pm	The Willows Primary
Thurs 9 <sup>th</sup> Oct	10am - 12pm	Robert Sandilands Primary
Thurs 9 <sup>th</sup> Oct	1pm - 3pm	The Winchcombe Primary
Mon 13 <sup>th</sup> Oct	10am - 12pm	St Nicolas Junior School
Mon 13 <sup>th</sup> Oct	1pm - 3pm	St Nicolas Junior School
Tue 14 <sup>th</sup> Oct	10am - 12pm	Highwood Copse
Wed 15 <sup>th</sup> Oct	10am -12pm	Fir Tree Primary

Over 180 primary school children visited us as part of these sessions. Feedback from the schools was incredibly positive, some examples are highlighted below:

*"The session was excellent. Engaging for all children of all abilities. Pace was great and children had enough movement breaks. Lovely time visiting and learning lots of new facts."* – Fir Tree Primary

*"A fantastic, informative morning which all the children enjoyed. Fabulous practical sessions. Thank you! Great organisation of the morning."* – St Nicolas Junior School

### **Secondary Schools**

We invited 7 schools and colleges to take part and confirmed visits with 4 of them. Sessions have taken place with St Barts, Trinity, Mare Hare and St Gabriels. Over 200 students were involved, and again feedback from the schools was positive:

*“It was a really interesting session. Well catered for all students from Y7 to A-Level politics. Friendly and knowledgeable staff – we were well looked after.” – St Gabriel’s Secondary*

*“Thank you to Jo Day and David Marsh. A very interesting session all about local government. Good communication from the Mayor’s Office re: organising of visit.” – Mary Hare Secondary*

### **Update on Proposals for Refreshing Saturday Surgery**

The Local Democracy Working Group has continued work on refreshing Saturday Surgeries to improve councillor outreach to adults in our community. Several items from the proposals have now been ordered, including lighter equipment, lanyards with the council logo and activity title, and a dedicated tablet for recording public feedback efficiently.

The name for the activity has been agreed as “Meet Your Town Councillors”, replacing the previous title “Saturday Surgery” to make it clearer to the public. Councillors will continue to operate in pairs for safety.

Councillors will be encouraged to be proactive in engaging with residents and distributing newsletters and information about council activities. Officers will continue to update the display board, remind councillors of upcoming duties, post weekly reminders to residents on social media, maintain the website with duty swaps, and follow up on issues raised, keeping councillors informed of progress.

We are looking to launch the refreshed Saturday Surgeries in the New Year, incorporating these updates to make the experience more visible, efficient, and welcoming for residents.

Jo Aylott  
Civic Services Manager  
24 11 2025

**Public Report to Civic Pride, Arts and Culture Committee**

**1 December 2025**

**Agenda Item 9: Mayor's Festive Afternoon Tea**

The Mayor's Festive Afternoon Tea will take place on Friday 12 December 2025, from 2:00pm to 4:30pm in the Baptist Church Hall.

The event will be hosted by the Mayor and follow the same principles as previous years, an afternoon tea for residents in the town. This year, for the first time, the event is being offered to those aged 80 and over, whereas previously it was open to residents aged 75 and over.

A press release was issued on 10 November inviting eligible residents to contact the Civic Office to reserve a place. Ticketed entry is required to ensure we can safely accommodate guests within the venue capacity and manage the catering ordered in advance. At present we have almost reached the 50-person guest list limit.

Tickets will be sent to attendees who register, and a guest list will be maintained to ensure that all those who book are able to attend. All guests are required to arrange their own transport to and from the venue.

Guests will be welcomed by the Mayor and Mayoress on arrival and offered a welcome drink before taking their seats for afternoon tea. Catering will be provided by Wendy at the Empire Bakery, who will supply Christmas-themed afternoon tea boxes.

Entertainment will be arranged in-house. Children from St Nicolas School will perform festive carols, Christmas music will be played throughout, and the Mayor will host a game of bingo and a group quiz, with prizes for the winners.

A call for volunteers has been issued to all Councillors; those able to assist are encouraged to contact the Civic Office. Volunteer roles include meeting and greeting guests, serving welcome drinks, offering tea and coffee, supporting guests during the event, and assisting with clearing up afterwards.

Events such as this rely heavily on volunteer support. Councillors are kindly asked to consider assisting to help make this occasion especially memorable for our older residents. Thank you to all those who have already offered their help.

Joanna Aylott  
Civic Services Manager  
24 11 2025

## **Public Report to Civic Pride, Arts & Culture Committee**

**1 December 2025**

### **Agenda Item 10: Newbury Town Civic Awards Review**

This report invites Members to consider the future direction, relevance, and format of the Newbury Town Civic Awards in light of the growing number of award schemes now operating across the Town. It aims to support discussion on whether the awards should continue in their current form, be adapted, or be re-positioned to ensure they continue to deliver value, avoid duplication, and remain aligned with Council priorities.

#### **Background**

The Newbury Town Civic Awards have been an annual feature since their inception in 1998, designed to recognise and celebrate exceptional contributions made by individuals, groups, and businesses within our community. The 2025 awards were successfully delivered with strong engagement, positive publicity, and delivery within budget.

However, the local awards landscape has evolved significantly in recent years. Several established schemes now operate within Newbury and West Berkshire, including but not limited to:

- Greenham Trust Annual Awards
- Newbury Weekly News Best in Business Awards
- West Berkshire Council Community Champion Awards
- Additional sector-specific or community-led recognition schemes emerging through schools, charities, and volunteer networks.

Many of these cover similar categories such as community service, youth achievement, environmental work, business contributions, and voluntary action, which raises the question of overlap and potential dilution of local recognition across multiple platforms.

#### **Considerations**

##### **1. Relevance and Distinctiveness**

While the Civic Awards continue to attract high-quality nominations and positive feedback, there is increasing similarity between our categories and those of other schemes. This risks duplication for nominators, 'award fatigue' within the community, and a reduced sense of uniqueness around the Civic Awards.

##### **2. Visibility and Impact**

Although the Civic Awards received strong engagement across Council communications channels, larger schemes benefit from wider media coverage, sponsorship, and resources. The Civic Awards remain valued, but their relative visibility may be diminishing as more prominent or well-funded awards become established.

**3. Resource and Officer Time**

While the scheme is delivered within a modest budget, it requires meaningful officer time to oversee nominations and organise the presentation evening. With overlapping recognition schemes now available, Members may wish to consider whether this resource continues to be best invested in the current format.

**4. Opportunities for Collaboration**

The changing awards environment may present an opportunity to explore partnership approaches with joint ceremonies or consolidating categories with other organisations to create a more unified civic recognition platform.

**Recommendation**

Members are asked to:

- Discuss the continued relevance and distinctiveness of the Newbury Town Civic Awards in their current format.
- Consider whether the Awards should be maintained or adapted.
- Provide direction to officers on the preferred approach, including whether further research or consultation with stakeholders should be undertaken.

**Financial**

No immediate financial implications arise from this discussion. Future costs would depend on Members' preferred direction. The current provision for 2025/2026 remains £1,040 should the existing format be retained.

**Strategy**

2.E. Celebrate and recognise individual and community achievements.

2.E.a. Run and sponsor Newbury's annual Civic Award scheme to recognise the contributions of our residents to the town.

JA

Civic Services Manager

24 11 2025

**Public Report to Civic Pride, Arts & Culture Committee**

**1 December 2025**

**Agenda Item 14: Newbury Town Band Review**

This report provides an update following the Committee's review of the Watership Brass retainer agreement in 2024 and brings forward a proposal for an increase in the annual retainer fee to £850, to take effect from the 2026/27 financial year. Members are asked to consider the proposed uplift in recognition of the long-standing partnership with the band and increased operational costs.

**Background**

Watership Brass have supported Newbury Town Council at civic ceremonies and commemorative events since the original agreement was established in 2004. Under this agreement, the band receive an annual retainer in return for providing musical support at key events throughout the civic calendar.

During the 2024 review, Watership Brass shared their increasing operational costs, including venue hire, insurance, equipment maintenance, and transport, all of which have continued to rise year-on-year. The band also highlighted the impact on volunteer musicians who absorb additional personal costs to maintain a high standard of performance for civic events. The annual retainer fee was agreed at £800 for 2025/2026, under the condition that this be reviewed annually.

The Committee agreed in principle that an increase should be considered during the next budget-setting cycle.

**Proposal**

In recognition of Watership Brass' longstanding contribution and rising costs, it is proposed that the annual retainer be increased to £850 for the 2026/27 financial year.

JA

Civic Services Manager

24 11 2025



**Civic Pride, Arts and Culture Committee (1 December 2025)****Agenda Item 15: Civic Pride, Arts and Culture Budget 2026/2027**

Proposed budget figures for 2026/2027 against this year's budget and expected expenditure for comparison.

Cost Code	Budget Description	Agreed Budget 2025/2026	Projected Expenditure 2025/2026	Draft Budget 2026/2027	NOTES
500	CPAC General				
4600	CPAC Committee Fund	£1500	£1000	£1500	Small pot of money for smaller projects by the Committee where no other allocated budget line would be suitable. No change.
4625	Art Trail	£750	£750	£750	Printing budget for town trails. No change.
4637	Local Democracy WG	£250	£250	£250	Local Democracy materials, including Saturday Surgery refresh. No change.
4639	Art on the Park	£525	£0	£500	£500 grant to support the Art on the Park project group which are now self-sufficient in their operations. Not required for 25/26 but will be needed for 26/27.
4643	Ceremonial Commitments	£500	£0	£500	So far not needed in 25/26. Keep for 26/27.
501	CPAC Events and Projects				
4686	VE & VJ DAY 80	£3000	£2553	£0	Commemoration events for VE and VJ Day, now concluded.
4687	NTC 30 Year Anniversary	£0	£0	£1000	Request for NTC 30th 2026/27: £1000 & 2027/28: £1000.
4689	Welcome to Newbury Signs	£0	£0	£0	For the design element only, £2500 held in an EMR.
505	Civic Responsibility				
4652	Mayors Allowance	£1000	£1000	£1000	No change.
4655	Honorarium	£3640	£3500	£3640	No change.
4660	Mayor Making	£2600	£2520	£3000	Increasing operational costs.
4661	Mayors Festive Afternoon Tea	£1000	£950	£1040	Small uplift for increasing operational costs.
4665	Remembrance	£3500	£1500	£3500	Under budget due to affordable first aid, not guaranteed moving forward, potential need for traffic management company as currently relying on volunteers.
4670	Regalia & Robes	£2400	£2400	£3500	Increase requested to build up EMR which is now empty.
4680	Civic Hospitality & Events	£1500	£1200	£1500	No change.
4690	Twin Towns	£250	£0	£250	May 2027/2028 25 <sup>th</sup> Anniversary of Eeklo twinning & TT international reunion. Budget £1000 for this in 27/28 under a new project code.
4700	Civic Award Scheme	£1040	£1040	£1040	No change, assuming Civic Awards format remains the same.
4705	Watership Brass	£800	£800	£850	Annual retainer, recommended uplift.
210	Grants Expenditure				
4217	Discretionary Events Fund	£3000	£3000	£3000	No change.

**Public Report to Civic Pride, Arts & Culture Committee**

**1 December 2025**

**Agenda Item 16: Civic Services Manager's Reports - Raising the Profile of the Council in the Community**

In line with the objectives set out in the Newbury Town Council Strategy, the Mayor of Newbury's office issues letters of congratulations to celebrate and acknowledge individual and community achievements. This initiative helps to strengthen community engagement and enhance the Council's profile within the town.

Below is a list of letters sent since the last meeting of this committee (as of 24/11/2025):

2025 09 07 – 1<sup>st</sup> Scout's 100<sup>th</sup> Anniversary

2025 09 25 – Sharps Autos charity golf day fundraising.

2025 09 25 – Students at St Bartholomew's School raised £10,000 to help schools in Cambodia and Tanzania through the FutureSense Foundation.

2025 10 09 – Jimmy Morales from Care UK Newbury shortlisted for the "Catering Hero" award.

2025 10 10 - City Arts Newbury 10<sup>th</sup> Anniversary.

2025 10 16 – PALS (West Berkshire) on celebrating 25 years of outstanding support.

2025 10 23 – Berkshire Youth 85th Anniversary.

**Public Report to Civic Pride, Arts and Culture Committee**

**1 December 2025**

**Agenda Item 16: Civic Services Manager's Reports - Remembrance Sunday Parade and Service 2025**

This year's Remembrance Sunday Parade and Service took place on 9 November. The event unfolded successfully, attended by local dignitaries, military personnel, veterans, uniformed youth organisations and members of the community.

Watership Brass, The Newbury Town Band, lead the parade down Northbrook Street towards the Market Place. There were over 800 individuals within the parade, and the Parade Marshall effectively positioned the participating groups with the younger children positioned at the front.

The service was conducted by Keri Eynon, Chaplain to the Newbury Royal British Legion, who is retiring from this role after many years of committed leadership. We extend our thanks for his valued support.

Again, we employed the services of a British Sign Language interpreter for those in our community who are deaf and hard of hearing. Kennet Radio provided effective sound provision, with speakers positioned by the War Memorial and in the Market Place.

The Civic Party was effectively led by the new Town Marshal, Innes Mason. Wreaths were laid at the war memorial by dignitaries and members of the community.

In St Nicolas Church, Revd Will Hunter-Smart led a service of Remembrance, and the Mayor of Newbury supported and delivered a reading. Following the Church service, the Royal British Legion held a welcoming reception.

Coordination between Newbury Town Council, an on-site medical team, volunteer marshals and Thames Valley Police ensured safety of spectators and effective crowd control. Consideration was also given to the forthcoming requirements of Martyn's Law, and this will continue to form part of the planning for future events.

A wash-up meeting took place on Wednesday 19 November with key stakeholders involved in the planning of this year's event. The event was considered highly successful, with smooth organisation, strong attendance, and excellent performance by all participating groups.

I would like to extend my thanks to all those involved in the planning of this year's event, with special thanks to the Royal British Legion, for their exceptional support, and to Alan Barnes, the outgoing Parade Marshal, for his leadership and organisation. Thank you to all Councillors who attended to represent the town and support this important civic occasion.

JA  
Civic Services Manager  
24 11 2025

**Public Report to Civic Pride, Arts and Culture Committee****1 December 2025****Agenda Item 16: Civic Services Manager's Reports - Heritage Open Day 2025**

On Saturday 13 September, the Town Hall opened its doors to the public as part of the National Heritage Open Days Festival.

Visitors were invited to explore the Council Chamber, the Civic Staircase, the Council's maces, and other items of civic regalia. The Mayor's Parlour was also open, offering the opportunity for guests to meet the Mayor, who was dressed in his chain and robes.

This year's event centred on the theme of Architecture. To support this, we displayed information on the Town Hall's architectural evolution over the years, along with a selection of images from inside the clocktower.

A promotional campaign helped raise awareness of the event. This included a press release, social media posts, a news item on the Council's website and newsletter, and posters in the Town Hall noticeboards. The event was also registered on the national Heritage Open Days website as an official listing.

The day was fully supported by Councillors, Civic Staff, and Officers, who provided stewarding and visitor assistance throughout.

We experienced good footfall, welcoming a total of 144 visitors, all of whom offered highly positive feedback. I am extremely grateful to everyone involved in making the day such a success.

Below are some examples of the feedback received:

*"We took some amazing photos that we will look back on. The staff were very helpful and a delight to speak with."*

*"Loved seeing the Town Hall in person and learning about our new hometown."*

*"Really interesting, so much fun to see the maces and Mayor's Parlour!"*

*"Very informative. Many thanks to the volunteers who so kindly gave up their time."*

*"We are so lucky to call this beautiful and historic town our home."*

*"Fabulous displays. Great to learn about the history of Newbury."*

*"My 3-year-old really enjoyed getting a flag and learning about the maces."*

*"A beautiful building. Thank you for the warm welcome and the detailed local history lesson. Newbury is a wonderful Town."*

JA

Civic Services Manager

24 11 2025

**Public Report to Civic Pride, Arts and Culture Committee**

**1 December 2025**

**Agenda Item 17: Civic Events**

- a. To review civic events since the last meeting of the Committee
  - b. To note the programme of civic events until the next meeting
  - c. To receive ideas for suggested or potential future events or activities.
- 
- a. **To review** civic events since the last meeting of the Committee:
    - Heritage Open Day – 13 September 2025
    - Local Democracy Week – 6 to 17 October 2025
    - Coffee Morning for Over 80's Parcel Fund – 1 November
    - Remembrance Sunday – 9 November 2025
  - b. **To note** the programme of civic events until the next meeting:
    - Mayor's Festive Afternoon Tea – 12 December 2025
    - Civic Carol Service at St Nicolas Church – 21 December 2025
  - c. **To receive** ideas for suggested or potential future events or activities.

JA

Civic Services Manager

24 11 2025

**Public Report to Civic Pride, Arts & Culture Committee****1 December 2025****Agenda item 18: Work Programme for Civic Pride, Arts & Culture Committee Meetings****Standing Items on each (ordinary meeting) Agenda:**

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of Previous Meeting & Update on Actions
4. Questions/ Petitions from Members of the Public
5. Questions/ Petitions from Members of the Council
6. Flag Flying Requests
7. Event Grant Funding Applications
8. Civic Services Manager's Reports
9. Civic Events
10. Work Programme and Future Business

<b>June 2025</b>	Election of Chairperson VE & VJ Day Working Group TOR Local Democracy Working Group TOR Heritage Open Day Planning Walking Tour of Newbury Civic Awards Report Mayor Making Report Royal Engineers Association Parade Report
<b>September 2025</b>	Welcome to Newbury Signage Remembrance Sunday Planning Heritage Open Day Update Local Democracy Working Group Update Art on the Park Report VJ Day Report
<b>December 2025</b>	Festive Afternoon Tea Planning Civic Awards Planning Budget 2026/27 Newbury Town Band Review Heritage Open Day Report Local Democracy Events Report Remembrance Sunday Report
<b>February 2026</b>	Civic Awards Planning Welcome to Newbury Signage Update Mayor Making Planning NTC 30 Year Anniversary Planning Local Democracy Working Group NTTA Report Festive Afternoon Tea Report