

**12<sup>th</sup> February 2024**

**To:** Councillors Phil Barnett; Vera Barnett, Jo Day, Billy Drummond; Nigel Foot; David Harman; Chris Hood; Steve Masters, Gary Norman and Meg Thomas.

**Substitutes:** All the remaining members of the Council.

**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 on **Monday 19<sup>th</sup> February 2024 at 7.30pm**. This meeting will be held in the **Council Chamber** and if required streamed via zoom. This meeting is open to the Press and Public.

Members of the public may join the meeting over zoom by using the following link:

Join Zoom Meeting

<https://zoom.us/j/6096546571?pwd=aTc5cWN0UXBec2VSZUN3aTJjTDhDQT09&omn=92450512623>

Meeting ID: 609 654 6571

Passcode: Fa46uC

Yours sincerely,

**Elisa Mullen**

**Civic 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 (Appendix 1 & Appendix 2)**

**3.1 To approve** the minutes of the meetings of the Civic Pride, Arts & Culture Committee held on Monday 27<sup>th</sup> November 2023 (previously circulated)

**3.2 Report** on the actions from previous minutes

Town Hall, Market Place, Newbury, RG14 5AA

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📘 NewburyTC

Making Newbury a Town  
we can all be proud of.

4. **Questions and petitions from members of the public**  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 16<sup>th</sup> February 2023)
5. **Members' questions and petitions**  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 16<sup>th</sup> February 2023)
6. **Newbury Twin Town Association (Appendix 3a & 3b)**  
**To receive** a report from the Newbury Twin Town Association on their activities of the past year, and their forthcoming activities.  
**To approve** the Service Level Agreement between Newbury Town Council and Newbury Twin Town Association.
7. **Newbury & District Arts Association (Appendix 4)**  
**To receive** a report from the Newbury & District Arts Association on their activities of the past year, and their forthcoming activities.
8. **D Day 80<sup>th</sup> Anniversary Working Group (Appendix 5)**  
**To approve** the terms of reference for the D Day 80<sup>th</sup> Anniversary Working Group  
**To receive** a verbal report on the events that are due to take place for the D Day 80<sup>th</sup> Anniversary.
9. **Ebb and Flow Information Panel Refurbishment (Appendix 6)**  
**To approve** the artwork for the Ebb & Flow Information Panel to reflect the history of Newbury Lock Cottage.
10. **Town Hall Civic Awards 2024**  
**To note** the current status of the Newbury Town Civic Awards 2024.
11. **Mayor Making 2024 (Appendix 7)**  
**To note** the current status of Mayor Making 2024 and the updates that will be taking place for this years event.
12. **Review of the Mayor's Benevolent Fund (Appendix 8)**  
**To recommend** to Full Council to change the Mayor's Benevolent Fund's charitable objectives, and the charity's future activities.
13. **Newbury Town Flag Display (Appendix 9)**  
**To approve** arrangements for a display in the Town Hall on the history of the Newbury Town Flag, in dedication to former Macebearer Rod Thomason.
14. **Flying the Pride Progress Flag from the Town Hall (Appendix 10)**  
**To approve** the flying of the Pride Progress Flag from the Town Hall during Newbury Pride celebrations.
15. **Flying the Town Flag from the Town Hall**

**To resolve** whether to revert to flying the Town Flag as the default flag from the Town Hall.

**16. Civic Manager's Reports (Appendix 11 & 12)**

**To note** the following reports:

Mayor's Festive Afternoon Tea

Raising the Profile of the Council in the Community

**17. Civic Events (Appendix 13)**

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.

**18. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2023/24 (Appendix 14)**

**To note** and agree any other items that Members resolve to add to the Forward Work Programme

**19. Exclusion of the Press and Public**

**To move:** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**20. Civic Team Structure (Appendix 15)**

**To review** the Civic Team staffing structure and succession plan.

**Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the Council Chamber on Monday 27 November 2023 at 7.30pm**

**Present:**

Councillors Phil Barnett; Vera Barnett, Jo Day, Billy Drummond, David Harman, Chris Hood; Steve Masters and Andy Moore (sub Meg Thomas)

**Officers present:**

Virginia Robins, Civic Manager

**1. Apologies for absence**

**Apologies:** Councillors Meg Thomas, Gary Norman

**2. Declaration of Interest and Dispensations**

The Civic Manager declared that Councillor Phil Barnett and Nigel Foot are also members of the West Berkshire Council, which is declared as a general interest and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

**3. Minutes**

**Proposed:** Councillor Phil Barnett

**Seconded:** Councillor Nigel Foot

**Resolved:** That the Minutes of the meeting of the Civic Pride, Arts & Culture Committee held on Monday 4 September 2023 be approved and signed by the Chairperson.

**Actions from previous meeting**

Actions were completed bar Ebb and Flow Display Panel and further outcomes to be discussed through relevant agenda items in this meeting.

**4. Questions and petitions from members of the public**

There were none.

**5. Members' questions and petitions**

There were none.

**6. Report on Remembrance Sunday Planning (Appendix 3)**

The Committee received a report from the Civic Manager on this year's Remembrance Sunday Parade and Service which went very well. A follow up meeting had been held with key stakeholders on 27 November with the Royal British Legion and other representatives includes the Police, Kennet Radio, Buglers, Scouts, Civic Team etc to discuss the event and resolve any concerns.

**7. Heritage Open Day (Appendix 4)**

The Committee received a report from the Civic Manager on this year's Heritage Open Day on 9<sup>th</sup> September. There was an excellent turnout with a very positive response from visitors. Steve Masters reminded the Committee that he was present on the day and worked as a downstairs roamer.

**8. Local Democracy Working Group (Appendix 5)**

The Committee received a report from the Civic Manager regarding Local Democracy Working Week. Primary and secondary schools have taken part as well as Berkshire Youth and a session with Wash Common Scouts will be taking place. Ian Jee is in discussion with Newbury College. The Berkshire Youth session had a contingent of Bradfield College (a local private school) present for the session which expressed an interest in their own session – which will be pursued.

**9. Festive Afternoon Tea (Appendix 6)**

The Committee received a report from the Civic Manager. All is progressing well for a tea with over 75s on 14 December. A local school has been invited to come along to sing carols to the 50 older people who have said they would like to attend. Councillors have been asked to support and Phil Barnett and Jo Day said they would be there on the day. Cllrs Sarah Slack, Vera Barnett, Jane French-Drayton as well as Nigel Foot and Andy Moore said they would attend.

**10. Ebb and Flow information Panel Refurbishment (Appendix 7)**

Mock up is in the process of being produced. West Berkshire Museum curators are currently researching the pictures they have available of Lock Cottage. Then we can proceed to a design. £1500 has been budgeted for this.

**11. Civic Awards (Appendix 8)**

We plan to have a Civic Awards event on Wednesday 13 March and asked the Committee for their approval which they were happy to grant. There was a suggestion that the Climate Change Working Group are the judges for the Environmental Contribution Award.

Proposed: Steve Masters

Seconded: Nigel Foot

**12. Town Council Strategy (Appendix 9)**

The Council were asked to recommend any proposed changes to the Town Council Strategy (2023-2028). The councillors stressed the importance of the Newbury Spring Festival referenced in the Strategy being as inclusive as possible, with more people involved and a targeted approach to attracting specific groups. Cllr Nigel Foot and Steve Masters both highlighted the importance of avoiding elitism and reaching out to the wider community.

Proposed: Nigel Foot

Seconded: Steve Masters

**13. CPAC Budget (Appendix 10)**

The Committee reviewed the CPAC budget and made the following comments:

- Please can the financial figures be reviewed – variance figure not right in total
- Budget needs to be increased for the CPA&C Committee budget line as the Ebb and Flow Panel cost is likely to exceed the Projected Expenditure of £1,125 and use up some of the Draft Budget for 2024/2025 of £500. £1500 has been allowed in the 2034/24 budget according to previous Minutes.
- An upgrade of the Mayor's Chain is likely to be needed with early intervention recommended to reduce its deterioration – previous repairs have not been long-lasting Phil Barnett commented.

**14. Raising the Profile of the Council in the Community (Appendix 11)**

The Committee were pleased with the number of congratulations messages being sent to local community members – the Civic Support Officer, Amy Xing was thanked for her work. Steve Masters commented that he had seen letters published on X (previously known as Twitter). The Civic Manager confirmed that some IT glitches had been resolved.

**15. Civic Events**

- a. The information regarding Civic Events held since the last meeting of this committee (apart from the events already reported on) was received and noted
  - Thomas Hardy Blue Plaque presentation, Mayor's Coffee Morning, Armistice Day
- b. The information relating to future Civic Events (apart from events already reported on) was received and noted by the Committee – Carol Service at St Nicolas Church on 17 December
- c. The Committee were keen to pursue an 80<sup>th</sup> anniversary of D-Day Landings event on 6<sup>th</sup> June 2024. They requested a Working Group be set up with councillors to be invited in the early weeks of 2024. Also to be invited to the Group / liaised with were the Royal British Legion and RAF Welford and Greenham Control Tower to ensure a high profile event. The Civic Manager was tasked with setting up a first Working Group meeting and work with the Committee to produce an outline of the Terms of Reference for the Working Group.

**16. Forward Work Programme for Civic Pride, Arts & Leisure Committee Meetings.**

Noted. Councillors requested that the 80<sup>th</sup> anniversary of D-Day Landings / Ebb and Flow Display Panel are added to the next CPAC agenda.

**There being no further business the Chairperson declared the meeting closed at 9 pm.**

**Chairperson:**

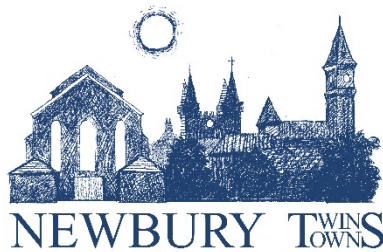
**Date:**

**Civic Pride, Arts and Culture Committee****Date: 27 11 2023****ACTION SHEET**

<b>Item</b>	<b>Resolved</b>	<b>Actions</b>	<b>who</b>	<b>when</b>
Agenda Item 2 – Apologies	Apologies: Councillors Meg Thomas, Gary Norman	Write up attendance register	Kym	08 12 2023
Agenda Item 4 - Minutes	Approved & Signed	Send signed minutes to Corporate Support Officer	CM	28 11 2023
Agenda Item 8 – Local Democracy Working Group	Following the successful Local Democracy Week sessions with primary schools, more organisations are keen to be involved	Councillors to pursue sessions with: Newbury College Winchcombe School Bradfield College (Nigel Foot to send details of lead to Jo Day) Wash Common Scouts	All	As soon as possible
Agenda Item 9 – Heritage Open Day	Festive Afternoon Tea arranged for 14 December	50 Over 75s will be attending and some councillors will be helping	CM	14 December 2023
Agenda Item 10 – Ebb & Flow Information Panel	West Berkshire Museum are sourcing pictures for the panel.	Once ready, the designer will produce mock up	CM	December 2023
Agenda Item 11 – Civic Awards	Event planned for Wednesday 13 March	Preparations to start	CM / Chairperson	8 January 2024
Agenda Item 12 – Town Council Strategy	Jo Day requested an expansion to the Town Council Strategy – to emphasise the inclusiveness of the Newbury Spring Festival	Submit request to the Strategy Working Group / Policy and Resources Committee	CM	December 2023
Agenda Item 13 – CPAC Budget	Request for CPAC budget to allow for the £1500 cost of the Ebb and Flow Panel	Contact Finance Manager to clarify budget.	CM	Jan 2024

	<p>Correct figures in the variance column</p> <p>Check there is enough budget for repairs to regalia that is in need of refurbishment</p>			
Agenda Item – 15 Future Event	The Committee requested that a Working Group be set up to manage the 80 <sup>th</sup> anniversary of the D-Day Landings	Organise a meeting of the first Working Group in first two weeks of January 2024. Add to the next CPAC agenda	CM	9/1/2023?





## Appendix 3a

### A Brief Outline of the Newbury Twin Town Association

Newbury Town Council has twinned with 5 European towns:

Braunfels in Germany	since 1963/64
Bagnols-sur-Cèze in France	since 1971
Eeklo in Belgium	since 1977
Feltre in Italy	since 2002
Carcaixent in Spain	since 2019

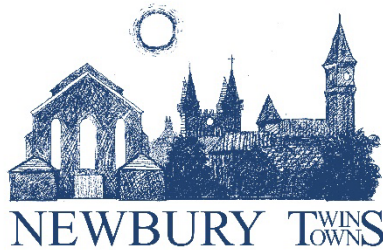
Unusually all of our Twin Towns are twinned with each other, and a couple of other towns are also involved in our twinning activities: Kiskunfélegyháza in Hungary and Zamosc in Poland. Shortly after the first twinning with Braunfels, the Twin Town Association was formed to develop and maintain links to our Twin Towns, on behalf of the Town Council. Without the Association it would be the responsibility of the Town Council to organise twinning events.

All our members (we have around 70) are volunteers, and pay £10 each or £20 for a family each year as a subscription. The Association has not received any funding from the Council for many years now, and is currently self-sufficient, although following Brexit, grants from the EU will no longer be available.

### NTTA activities since February 2023 and forthcoming events

- Welcoming 30 Eeklo students to Newbury Town Hall to meet the Mayor and have lunch, on 29 March 2023. Earlier in the day they had visited St Barts School and been shown round by students.
- Five members visited Feltre in Italy for the Palio in August 2023
- Two young people travelled to Eeklo in Belgium for five days for the annual 'Youth for Europe' event, with 18 – 25 year olds from 8 countries taking part.
- Twenty five members visited Braunfels in Germany in September 2023 to celebrate 60 years of twinning, including the Mayor and Mayoress of Newbury.
- Eleven visitors from Bagnols sur Cèze in France stayed with host families in Newbury in December, and enjoyed activities including making lanterns at The Base in Greenham, visiting the Winchester Christmas market, meeting the Mayor at the Town Hall to celebrate 50 years of twinning, taking part in the Lantern Procession in the high street, and a meal and carol singing with members at Shaw-cum-Donnington village hall. The whole weekend went very well.

Members enjoyed a number of social activities in 2023 including a delicious meal at Newbury College in the June, regular coffee mornings in Angelica's Café, Camp Hopson, two quiz nights and a well-attended Christmas Dinner at the Fox and Hounds. It was lovely to have the Mayor and Mayoress join us for the occasion.



### Appendix 3a

On Saturday 10<sup>th</sup> February will be hosting a coffee morning at the Town Hall, and the Association would like to thank the Mayor for gifting the use of the Council Chamber. On the same day we are holding our Annual General Meeting, to be attended by the Mayor and typically over 30-40 members of the Association. After the business part of the meeting will provide a free curry supper prepared by members.

#### Membership

Membership is open to all local residents who enjoy taking part in visiting our Twin Towns or welcoming visitors to Newbury, and some town councillors are members – but we would welcome more! Activities are publicised in our newsletters, social media and by email. Membership costs £10 per person or £20 for a family. Members are entitled to a 10% discount at Angelica's Café in Camp Hopson.

#### Clubs and Societies

We are also very keen to hear from organisations within Newbury who would like to know more about our Twin Towns, or are keen to visit. In the past we have helped arrange concerts for choirs and exchanges for individuals and groups, and this year we have put several local golf courses in touch with the one in Bagnols sur Cèze, hopefully this will generate some extra twinning activities! Our Twin Towns all have interesting things to see and do, for example Feltre has an exciting running race each September, the 'Giro della Mura' which is run at night with headlamps around the ancient city walls <https://www.giodellemura.it/> and Carcaixent takes part in the thrilling Fallas festival each March The NTTA can help facilitate trips by such groups to our Twin Towns.

#### NTTA and NTC

The Association is still looking forward to seeing Carcaixent added to the Newbury 'welcome' signs, following the twinning in 2019, or recognised in some way in the town.

Gillian Durrant  
Chairperson  
Newbury Twin Town Association  
6 February 2024

## **Memorandum of Agreement Between Newbury Town Council and Newbury Twin Town Association**

Newbury Town Council (NTC) and Newbury Twin Town Association (NTTA) an independent voluntary organisation AGREE that NTC is responsible for creating any new formal twinning with towns and communities of other countries and that NTTA is the formal body for exchanges between Newbury town and those towns with which Newbury is twinned. NTTA will thus organise any Twin Town events on behalf of NTC and NTTA accordance with its Constitution NTTA will assist NTC to encourage links between the people of Newbury and Newbury's Twin Towns, with special emphasis on the Towns' Schools.

### **Communication**

NTTA will make an annual report of its activities to NTC's Arts & Culture Committee. To ensure that the Town Mayor and that Committee are kept fully informed and given as much notice as possible of forthcoming events by communicating regularly with the Civic Manager. NTC will advise the NTTA of any direct invitations received. The NTC Officer responsible for Twin Town matters and first point of contact is the Civic Manager.

### **Twin Town Reunions, Youth for Europe and other events hosted in Newbury**

Because the Mayor Making weekend is a particularly busy time for NTC members and officers NTTA will avoid that date for International Reunions in Newbury.

Preferably, at least eighteen months prior to an International Reunion or other major event in Newbury, the NTTA will set up a Working Party of its members to create a programme for the event. NTTA will invite NTC to appoint a member and an officer to serve on each such Working Party.

For invitations issued by NTTA, the NTTA will be responsible for arranging all UK transportation, accommodation and food (including cost) for those Twin Town representatives attending. The cost of transportation to Newbury is normally borne by the participants. For invitations issued by the Mayor on behalf of NTC to Twin Town Mayors and their partners, or their representatives and partners, NTC will be responsible for all UK transportation, accommodation and food (including cost) for those Mayors or their representatives attending unless they're travelling with a group and participating in group events and activities. Any sub-event hosted by NTC will be at the cost of NTC; for example the Mayor of Newbury hosting a dinner, anniversaries or formal Twinning. Where political representation is required, NTC will invite appropriate MPs or other political representatives and bear their resulting costs. The NTTA will be responsible for all other events. Any events hosted by the Mayor of Newbury will be covered by NTC e.g Youth4Europe or school visits to Meet the Mayor.

### **Town Council Chamber**

The Town Council Chamber will be the responsibility of NTC for these events, as much notice as possible should be provided if the Chamber needs to be booked. The NTTA are responsible for booking the Chamber for the Coffee Morning and AGM, this will be a gift of the Mayor.

## Appendix 3b

### **Gifts**

Gifts from one mayor to another will be borne by NTC. Costs of certificates at Twinning and anniversaries of Twinning are borne by NTC.

Signed for and on behalf of  
Newbury Town Council

Signed for and on behalf of  
Newbury Twin Town Association

## Newbury and District Arts Association

### February 2024 - Arts News and Update

The Arts community remains resilient despite continuing financial challenges. The last year has seen a greater focus on the well-being aspect of participating in Arts activities. This is partly a response to criteria set for receiving funding from grant-awarding organisations.

The Corn Exchange, Shaw House and the Library Service all offer workshops which include art, craft and singing. Volunteer run City Arts Hub runs a full programme of participatory events. Some of these are free and open to all.

The town has also benefitted from several free outdoor events throughout the year, delivered by Studio 101 and The Corn Exchange. Art on the Park held two events which provided a showcase for local talent and there was a successful community Boxford Masque production based on the history of the former public house, The Bell, held in the Boxford recreation ground in summer 2023.

Greenham Trust continues to offer huge support to Arts Groups. This can be in the form of grants for specific projects or in match-funding. The Arts in West Berkshire and North Hampshire would be greatly reduced without help from Greenham Trust.

The remit of Newbury Spring Festival is to bring world-class musical performances to the town and surrounding area. During two intensive weeks in May, there is much to stimulate and focus the mind, both in performance and arts related events. Although it is not the best time in the academic year to organise workshops in schools, a number of school students attend lunchtime concerts and take part in workshops.

Open Studios also takes place in May and offers a multitude of exhibitions showcasing various art forms. Altered States, featuring sculpture displayed in the grounds of Shaw House during August and September seems, to be a welcome annual fixture,

At least three long established Newbury choirs and Newbury Symphony Orchestra give two or more concerts a year in the town. Ace Space, a community run venue in St Nicholas Road and Arlington Arts, based at Mary Hare School, offer interesting programmes of rock and folk music performances, including open mic nights, which encourage emerging, local talent.

An arts forum under the auspices of the Volunteer Centre, Arts Voice, has been meeting every few months for the past year. This welcome initiative will hopefully contribute to a unity of purpose and co-operation between the many diverse arts organisations operating in our area. I feel confident that all arts practitioners, whether from the professional or community and volunteer sector, would agree that we all need to be 'singing from the same hymn sheet'.

A continual challenge is raising awareness of our rich, creative environment. The Visit Newbury website run by Newbury Bid is greatly improved and now displays an events calendar. An aim for this year is to ensure that the majority of arts events can be included in this, so that it more accurately represents the wealth of arts in Newbury and the surrounding area.

Jane Shillam

Chairman NDAA

## **80<sup>th</sup> anniversary of the D-Day Landings Working Group**

### **Terms of Reference**

#### **Background:**

At the Civic Pride, Arts & Culture Committee meeting of Newbury Town Council on 27 November 2023, it was resolved that a Working Group be formed to consider how Newbury Town Council can help to commemorate the 80<sup>th</sup> anniversary of the D-Day Landings – the largest naval, air and land operation in history – on 6 June 2024. The Working Group will involve other relevant groups, bodies and individuals.

One of the key asks from the national organisers is that villages, towns, cities and organisations of all sizes mark the 80<sup>th</sup> anniversary of D-Day by lighting a beacon at 9.15pm on 6th June 2024, in celebration of the 'light of peace' that emerged out of the darkness of war, followed by an event to commemorate one of the most momentous achievements in living memory. The event could be devoted to raising valuable funds for The Royal Naval Association, ABF The Soldiers' Charity, The Royal Air Force Benevolent Fund and The Merchant Navy Association.

#### **Proposed Members:**

- Councillors Jo Day, Andy Moore, Nigel Foot, Steve Masters, Phil Barnett, Vera Barnett, Ian Jee
- Major Smith – RAF Welford
- Friends of Newtown Road Cemetery
- Greenham Control Tower representative
- Angela Logue or another representative (Royal British Legion)
- Schools?
- David Peacocke (Local Historian)
- Elisa Mullen (Newbury Town Council)
- West Berkshire Museum?
- Event participants – as to be announced

Additional members are welcome, either on an individual basis, or as a representative of any relevant group.

If a member is unable to attend a meeting then they can nominate a substitute to represent their area of responsibility.

Town Council Officer support is provided by Elisa Mullen, Civic Manager and Amy Xing, Corporate Support Officer.

Quorum is 4 members of the group, including 1 Councillor.

#### **Goals:**

- To ensure that the 80<sup>th</sup> anniversary of the D-Day Landings is appropriately commemorated in Newbury; and
- To recognise the contribution made by local people and the impact on the people of Newbury.

#### **Deliverables:**

The Working Group is tasked with delivering to the parent Committee (Civic Pride, Arts and Culture) and to the community of Newbury:

- A costed and timelined action plan of commemoration, with clear responsibilities.
- The implementation of the recommendations and actions approved by the parent committee while the Working Group is in action.

[As the action plan is populated with specific ideas, this deliverable list may be expanded to include the main specific deliverables]

### **Scope / Jurisdiction**

To primarily work on items that have a direct impact on Newbury civic parish.

Where relevant, to work with the District Council and adjacent parishes where wider or joint commemoration is appropriate.

### **Outside of Scope / Jurisdiction**

TBA.

### **Guidance from the Council / Parent Committee**

Provided at initial resolution and at each report back to the Civic Pride, Arts and Leisure Committee.

### **Resources and Budget**

Uses Town Council meeting rooms, administration resources and Officer time as required.

A budget line will be proposed in the draft budget annually. Any further funding authorisation is sought from the parent Committee of Civic Pride, Arts and Culture or Full Council.

Grant funding will be sought from grant funding bodies as relevant.

National support is available from the First World War Centenary Partnership Programme at the Imperial War Museum and should be used.

Guidance will be sought from other bodies as relevant.

### **Governance**

Decisions agreed mostly by consensus, but where necessary a majority vote of those present, with Chairperson's casting vote if necessary. The Chairperson must be an elected Councillor.

### **Additional Notes**

- The Working Group will work collaboratively with the Heritage Working Group (which reports to the Planning and Highways Committee of the Town Council)
- Methods of work (e.g. consultations, press releases, surveys, progress reports etc) are entirely up to the Working Group to decide
- Communications are generally informal and via e-mail
- Relevant documentation is stored in a sub-folder under the Civic Pride, Arts and Culture folder on the Town Council IT data store, plus in an e-mail store within the Civic Manager's e-mail folders
- The group will meet as often as necessary to ensure progress as required
- Sub-groups (with other nominated members) can be created as necessary to progress specific items
- Occasionally reporting back to the Civic Pride, Arts and Culture Committee or Full Council on progress (via the Chairperson) and whenever it needs additional authority for action
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.



## Appendix 5

These Terms of Reference may be reviewed and changed as necessary by the Working Group in the light of additional information, with significant changes requiring authorisation by the parent Committee.

# NEWBURY LOCK COTTAGE A short history



Next to Newbury Lock was a building widely known as Newbury Lock Cottage, demolished in 1989. This was in two parts, both built before Newbury Lock. The main part of the building, the Lock Cottage itself, was probably built about 1720, with heavy beams supporting the loft, and served in the 18th-century as a warehouse.

When it was decided to build the waterway westwards from Newbury in the 1790s, Newbury Lock was the first lock to be completed, in front of the pre-existing building. This lock opened in 1796, when the building was adapted to become home to the lock-keeper, a role it continued to fulfil for over 160 years.

A succession of lock-keepers occupied the cottage, many with their families. Among them was John Ferris, who served for forty years. At his funeral in 1921, four of his fellow lock-keepers bore his coffin, and he was buried in the Newtown Road cemetery. The last lock-keeper here was Albert Emberlin, who served for 41 years before his retirement in 1958 at the age of 70. He was awarded the Royal Humane Society medal in 1934 for saving and resuscitating a man who had fallen into the canal.

Adjacent to this cottage on the east side was a building sometimes known as the Boat House, parts of which dated from the 17th century or earlier. This building had a varied range of occupiers, with 19th and 20th century uses including bicycle repairs, a printing works, and an artists' studio. In the 1950s it was rented by the newly-formed Kennet & Avon Canal Association, the predecessor of the current Kennet and Avon Canal Trust.



John Gould opening upper gate of lock, with Lock Cottage in background. 1989. Photograph taken by David Peacock. Image courtesy of West Berkshire Museum Collection. Reference: 2005.26.117



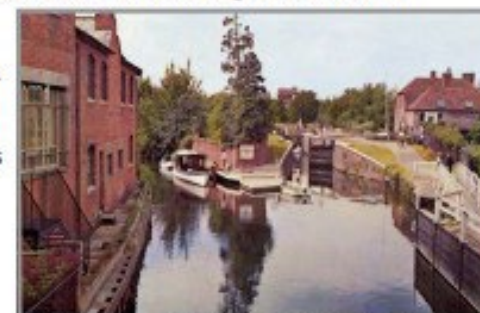
Lock Cottage at the time. 1989. This photograph was published in a report on the restoration of West Mills by Peacock. Image courtesy of Newbury Library Trust and West Berkshire Museum Collection. Reference: 2005.26.117

The buildings had a strong association with John Gould (1913-99), who played a crucial role in fighting the closure of the canal in the 1950s, and in subsequently protecting the character of the area.

Inserted windows had weakened the original structures, and in 1979 a chimney on the Lock Cottage collapsed, damaging both buildings. Little was done while controversial planning applications were made in the 1980s to build a pub on the site. The buildings remained in poor condition until severely damaged by a fire in October 1989. Days later, the Cottage and Boat House were declared unsafe, and complete demolition began.

The footprints of the Lock Cottage and adjacent Boat House are marked out in brick and gravel, and benches were added in a facelift for the area which was officially opened in June 1996.

*Text kindly provided by David Peacock, June 2023*



Lock Cottage taken from Newbury Bridge. 1989. Photographer unknown. Image courtesy of West Berkshire Museum Collection. Reference: 2005.26.117

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

**19<sup>th</sup> February 2024**

Agenda Item 11: Mayor Making 2024

### **Background:**

Mayor Making is the one of the biggest public events for the Town Council. Our next Mayor Making ceremony will take place on 12<sup>th</sup> May 2024.

In Newbury, we invite roughly 200 people to attend the ceremony at the Corn Exchange; including dignitaries, local charities & organisations, schools, the services and families. We receive a lot of support from the technical team at the Corn Exchange, St Nicolas Church, the Combined Cadet Force as well as a lot of press attention on the day.

While the event has been running for a long time, it is always important that those who have key involvement are familiar with what they will be doing on the day, ensuring event preparation, and that all are aware of what arrangement are in place on the day. It is also important that there are provisions to seek improvement to the event and to ensure that the event can run as efficiently as possible, ensuring that both the Mayor, their guests and all other invited guests are given the opportunity to enjoy the day as much as possible.

### **Evaluation & Feedback:**

Following a comprehensive evaluation session with the Civic Team after 2023's event and following Councillor's feedback. There have been a few suggestions that have come to review, with some to be put in place for 2024.

It is important to remember and to respect the wishes of the incoming Mayor in relation to ceremonial and religious aspects of the event.

- Statutory Aspects to be shortened, similar to that of 2021's. 2023 was a special case where we had an election year so the statutory aspects for this year's will not be as extensive.
- Feedback about the length of speeches being too long. A blueprint will be provided to all Members prior to Mayor Making with guidance on speech preparation. This document will include, what should/shouldn't be included in the speeches, advice on the length of speech and other tips and advice on how to keep it engaging and appropriate for the audience.
- The changing of the robes was seen to take too long. This also has a knock-on effect for how long the entertainment interlude is. It is suggested for 2024 that this takes between 6-8 minutes, meaning the act providing entertainment is limited to 2 songs which will shorten this aspect.

- There was feedback regarding the service at the Corn Exchange being rather long, as well as not having much opportunity for a comfort break between the Corn Exchange and St Nicolas church. We would hope that the guidance for speeches and the shortening of the entertainment will have an impact on this to give an opportunity for comfort prior to the church service at St Nics. More thought is to be given about how this will pan out; whether the comfort break takes place outside the Corn Exchange following the ceremony, or Councillors head back to the Council instead of going straight to the church before reforming outside the Town Hall to process to the church service. This will be clarified in due course following further exploration with the Civic Team.
- There were suggestions that the reception could take place straight after the Ceremony at the Corn Exchange. This would provide a very big logistical problem as some of the equipment used in St Nics is also used as part of the Ceremony. There were also suggestions regarding the Civic Service taking place in the Corn Exchange, so all events happen at the same venue; or the civic service to not take place at all. It is only appropriate for this decision to be taken to the discretion of the Incoming Mayor based on their personal values and wishes for the day. Nevertheless, there will be transparency within the service regarding the timing of the church service and how long this is expected to take, so those who don't wish to attend the church service know they're still welcome to join the reception in the Church Hall.
- There was feedback about the sound on stage and it being reported that were not able to hear the speeches very clearly. We will work with the sound technician at the Corn Exchange to see if there is a viable solution which won't cause technical interference.

Elisa Mullen

Civic Manager

22 01 2023

## **PUBLIC REPORT**

**Civic Pride, Art and Culture Committee**

**19<sup>th</sup> February 2024**

### **Agenda Item 12: Mayor's Benevolent Fund Review**

#### **BACKGROUND**

The Mayor of Newbury's Benevolent Fund has been in existence since the 1920's but has been registered as a small charity with the Charities Commission since 1998.

The aims of the charity are:-

- To help those in financial need within the Newbury Town boundary. This is done through the Christmas Gift Appeal where applicants request support from the charity and are provided gifts of vouchers to support their living needs.
- To fund an event for the over 75s in the town to bring the community together. This was previously the Mayor's Drive and Tea Party, but is now the Festive Afternoon Tea.
- And to aid local support groups/charities. This is upon consultation with the Mayor during their year.

The most recent change to the charity is the Mayor's Drive and Tea Party which was previously organised by the local community and sponsored by the Mayor's Benevolent Fund. This event finished in 2019 and has not been held since then as the organisers are no longer able to commit to make it viable to run again following its long hiatus. The Mayor's Festive Afternoon Tea now runs in place of this, funded by the Mayor's Benevolent Fund.

Following the changes in delivering the tea party event, it has also brought to light further concerns about our ability to deliver the charity aims in the future moving forward as well as questions whether if the Mayor's Benevolent Fund is able to continue to serve the community in the ways in which it used to.

#### **ISSUES ARISING**

##### **DEPLETING FUNDS**

The main outgoings of the Mayor's Benevolent Fund go towards the Tea Party and also the Christmas Gift Appeal.

In its current model, since 2019 the charity has made a loss but is being supported by the charity's sinking fund (aside from 2021). While the Mayor's Benevolent Fund has made a loss and has been in the red for the past few years, the Mayor's chosen charities have made significantly more profit, specifically the past few years which has been a fair few thousand pounds more than the Mayor's Benevolent Fund Charity.

Recent years have also proven difficult for both local businesses and public to help us raise funds (as is the case with many charities nationwide who are calling for donations), this makes operating the charity much more difficult when considering how much we are able to offer those in financial hardship.

## RESOURCE

As things currently stand, the Civic Manager provides the sole administrative support for the Mayor's Benevolent Fund. The Civic Manager works closely with the Mayor during their elective year to raise funds for both the Mayors Benevolent Fund Charity as well as their local chosen charity they wish to support during their mayoral year.

This is proving a lot of resource and time required from the Civic Office and, according to the feedback from our Staff Structure Report in 2022, is not a common activity for Civic Officers to be engaging in. Instead, other Councils around the country support mayoral fundraising by solely focusing on a local charity as nominated by the Mayor during their year. It is only larger Borough and City Councils who offer similar models to the Mayor's Benevolent Fund Charity in supporting local people in financial hardship directly as they have the staff infrastructure and expertise to offer this service.

Most of the Mayor's Benevolent Fund Charity fundraising come from coffee mornings, which inevitably come at a cost for the Council- staff, lighting, etc. In some cases the costs to the Council might exceed the money raised at the coffee morning. There are also other events such as, but not limited to, quiz nights and raffles which contribute to the fundraising total but once again call on Town Council staff resource. The Festive Afternoon Tea's staff and volunteer resource also comes at a cost to Newbury Town Council.

## LOCAL IMPACT

Roughly £1000 is raised and distributed to applicants in financial need on an annual basis as part of the Christmas Gift Appeal in December. There has been steady increase in the number of applicants requesting from the Appeal in recent years mainly because of covid and the cost-of-living crisis. It is worth noting that we do receive repeat applicants year on year and can be questioned if the fund gets abused.

Even though our strategy for awarding funds has changed in recent to prioritise those who referred to us from GP surgeries and local organisations, it is disputed if the donations we give have much impact on those who receive them. Recipients receive Tesco vouchers which can range from £20 to £100 depending on their personal financial circumstances, family size and if they are a referral. The only way in which this can change is if more money is raised for the charity, however this brings us back to the issue regarding how the charity is resourced and its depleting funds.

At the heart of the issue, not being able to offer the Mayors Benevolent Fund Charity the full attention required to grow the fundraising for the specific aims of the charity.

## **OPTIONS CONSIDERED**

In its current format, the charity model is not a sustainable one to continue with moving forward. The gap between the issues present and the solution to these is too big for the Town Council resource to manage, and the Mayor's Benevolent Fund cannot continue to make advantage of the ever decreasing sinking fund year on year.

There is conflict about if there is a need for the Mayor's Benevolent Fund charity to continue operating moving forward and whether the activity of raising funds solely for the Mayor's Benevolent Fund should cease. However, if it is appropriate for this to be done now during a cost-of-living crisis is something that would need to be considered.

As an alternative, instead the Mayor could primarily focus on raising funds for a chosen charity and working directly with them throughout their year to run events and distribute funds to their nominated charity during their mayoral year. This is something that many other Mayors and Councils around the country currently do effectively, raising awareness and much needed funds for local causes within the town boundary which are of general interest to the Mayor.

To do this, the Mayor's Benevolent Fund charity would need to do a full reassessment of its aims and change its constitution to no longer run the Christmas Gift Appeal, and the way in which the Charity Account is used, with a recommendation to change the name of the 'Mayor's Benevolent Fund' charity to something more appropriate such as 'Mayor's Chosen Charity Fund' or 'Mayor's Charitable Trust' which will better reflect its new purpose.

If this was to be considered, the Council would also have to look at an alternative means to fund the Mayor's Festive Tea. The most likely possibility for this is for the Mayor's Festive Tea to become a completely Town Council run event with budget allocated in 2025/26.

In conclusion, the Mayor's Benevolent Fund's future objectives is in serious need of consideration. The service resource that the charity requires is currently much greater than the impact the charity has on the local community based on its current activities, with recommendation to solely focus on raising funds for a single charity as decided by the Mayor upon taking office.

## **CONSULTATION**

The Civic Manager has sought advice from many local councils upon a National level. They have provided best practice for appropriate use of the Charity Bank Account in regard to complying with Charity Law to distribute funds raised to a nominated charity at the end of every Mayoral year.

It is much more common for local charities to support one local charity than to do the work of what we were doing for the Mayor's Benevolent Fund. It is only larger Borough and City Councils who offer similar models to the Mayor's Benevolent Fund Charity in supporting

local people in financial hardship directly as they have the staff infrastructure and expertise to offer appropriate support to those in need.

Newbury & Thatcham Welfare Trust and Thatcham Parochial Charities are available to provide people who are in medical and financial need with grants to help pay for a variety of items, services or facilities in the local area who require support. For example; carpet fittings, appliances etc. They do not accept applications to repay debt cover council tax, rent or mortgage payments.

Citizens Advice have also said that they would be willing to provide us with a list of organisations that help people out at Christmas time with vouchers and grant for various amenities such as food, fuel, toys etc which they would be happy for us to share in a letter to anybody who may pop into the Town Hall in November expecting to complete an application for the Fund.

## **FINANCIAL**

To clarify, the Mayor's Benevolent Fund Charity account is a separate bank account with Lloyds Bank, held away from any of the budgets held by Newbury Town Council. Upon consultation with other local authorities, it is recommended that this account is used to continue fundraising activities, providing a sinking fund and to make purchases in advance of events in preparation of funds raised to come into the account. This would remain in compliance with Charity Law as long as the charitable objectives and charity name are changed to reflect the new aims. At the end of the Mayor's year in office, the funds raised would then be distributed to their chosen charity.

Regarding the Festive Afternoon Tea, it would be recommended that this take place solely as a Town Council event with a specific budget allocation for 2025/26 Budget. It is recommended that this be £1000.

The Mayor's Benevolent Fund currently does have enough funds to support the delivery of a Festive Afternoon Tea in 2024, however not that for the Christmas Gift Appeal.

## **CONCLUSION**

If the decision below is accepted, the following will come into effect upon recommendation to Full Council.

- To solely focus on raising funds of the Mayor's chosen charity at the start of their term.
- The Mayor's Benevolent Fund charity changes its name to reflect these new charitable objectives.
- To cease operation of the Mayor's Christmas Gift Appeal
- The Festive Afternoon Tea Party to become funded by Newbury Town Council as of 2025.
- To bring a draft charity governing document to the next meeting of Full Council.



**DECISION REQUIRED:**

To recommend to Full Council change in the charitable objectives of the Mayor of Newbury's Benevolent Fund to solely focus on raising funds for a charity chosen by the Mayor during their year in office.

Elisa Mullen – Civic Manager  
31 01 2023

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

**19<sup>th</sup> February 2024**

### **Agenda Item 13: Newbury Town Flag Display**

#### **Background**

In 2013 a Working Group was formed to design and commission a flag for the Town of Newbury.

The desire to create a flag to represent the town and fly from the Town Hall has been around for quite some time, but the approaching 50<sup>th</sup> anniversary of the twinning of Newbury with Braunfels in Germany gave an added impetus to complete the project.

The flag was brought into use for the Newbury Carnival on Sunday 14<sup>th</sup> July 2013 and has been flying proudly from the Town Hall ever since.

Information on the town flag is available in the 'Regalia of the Town of Newbury' compiled by the late former macebearer, Rod Thomason. Information is often shared at Meet the Town Council sessions as part of Local Democracy Week with primary schools.

Since Autumn 2023's Meet the Town Council sessions, one school contacted us with a request to arrange a Councillor to visit their school to run an information session on the Town Flag.

From this, the information that was presented to the school could then be used on display with a framed version of the flag in the Town Hall. This means that visitors will also be able to learn about the history of how the flag was created and the significance of its design for the town.

The display would include information about the formation of the Working Group, the process of how the flag was designed and who was involved, as well as what each section of the flag symbolises and why it's important to Newbury.

Our former macebearer Rod Thomason was a keen vexillologist and also the Keeper of the Flags at St Nicolas' Church. He was invited to share his knowledge and experience on the construction and flying of flags with the Working Group. Because of the service he has given to the Town Council for more than 28 years, it is suggested that an unveiling event take place in dedication to Rod.

It is suggested that a small ceremony take place on 17<sup>th</sup> October 2024; this would be the first anniversary of Rod's death and also his birthday.

#### **Consultation:**

If approved, a mock up of the display would be brought to the next Civic Pride, Arts and Culture meeting.

Rod's family would also be invited to attend the unveiling.

**Strategy:**

2G. Celebrate and encourage appreciation of public art and Newbury's heritage.

**Financial:**

This would be paid for from the Civic Hospitality & Events Budget 2024/25. Because the display would be created in house, the project won't be too costly.

**Recommendation:** to approve the arrangement of a Newbury Town Flag display in the Town Hall.

Elisa Mullen

Civic Manager

22 01 2024

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

**19<sup>th</sup> February 2024**

### **Agenda Item 14: Flying the Pride Progress Flag**

#### **Context**

Last year, Newbury Pride flew their Pride Progress flag from the Town Hall. This took place from 24<sup>th</sup> June which is when Newbury Pride held their event until World Pride Day which was 27<sup>th</sup> June. This was very well received by the public and the LGBT+ community.

The Flag Flying policy was approved at the Civic Pride, Arts and Culture meeting which took place on 5<sup>th</sup> July 2021. As per the policy, the request for the rainbow Pride flag, or the Pride Progress flag should be taken to Civic Pride, Arts and Culture Committee for consideration to be flown.

#### **Strategy**

4B. Support initiatives to make Newbury a more inclusive town.

#### **Consultation**

Following consultation with Newbury Pride, they would very much like the Pride Progress flag to be flown once again this year for their Newbury Pride event taking place on Saturday 13<sup>th</sup> July 2024.

They have also requested the possibility of the Pride Progress flag to be flown throughout the whole of Pride month in June, as well as the week leading up to the Newbury Pride event.

It's important to take into consideration the National Government's designated Union Flag Flying days for 2024; this includes 6<sup>th</sup> June (D Day), 15<sup>th</sup> June (Official Birthday of HM The King) and 21<sup>st</sup> June (Birthday of HRH The Prince of Wales) where the flying of the Union Flag will take precedence on these days.

#### **Risk Assessment**

The flag will be put up by a trained Officer.

#### **Equality**

Newbury Town Council prides itself on being an inclusive organisation, celebrating diversity and wishes to support initiatives to encourage inclusivity in the town.

#### **Decision Required:**

**To approve** the flying of the Pride Progress Flag from the Town Hall during Newbury Pride celebrations.

Elisa Mullen, Civic Manager

08 02 2024

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

**19<sup>th</sup> February 2024**

### **Agenda Item 16: Civic Manager's Reports (Festive Afternoon Tea)**

#### **REPORT**

The Mayor's Festive Afternoon Tea took place on Thursday 14<sup>th</sup> December 2023, 2pm – 4pm in Newbury Baptist Church Hall.

The event followed the same principles as the previous event and was for residents in the town aged 75 and over and funded by the Mayor's Benevolent Fund.

2023's event followed the same event plan of that of 2022, at the same venue: Newbury Baptist Church Hall which can accommodate a good number of guests and provide easier disabled access.

A press release was issued 5 weeks before the event took place inviting residents to contact the Civic Office to book their place to attend. Ticketed entry is required for an event of this nature to ensure we were able to accommodate guests in the venue and manage the food that would be confirmed and ordered in advance.

This year there was great enthusiasm from some councillors (Vera Barnett, Phil Barnett and Sarah Slack) to provide a cheaper but good quality tea. We therefore picked a caterer who charged £500 less than the previous caterer and provided scones, sausage rolls, mince pies and fairy cakes in a cake box. Vera supplied cream and scones and we ordered some sandwiches from Waitrose. We also provided non-alcoholic mulled wine which proved popular and put up plenty of decorations. Vera had made individual table decorations which added to the festive scene.

There was a great amount of interest in attending the party and we easily filled up the 50 places with a waiting list for more people.

Tickets were sent to majority of attendees who registered their interest far enough in advance; those closer to the date didn't receive tickets but details were still taken on a guest list to ensure entry. A condition of attending was that all guests had to provide their own transport to and from the venue, this was not provided.

On the day, we had 50 guests in attendance. Each guest was welcomed by the Mayor and Mayoress and were offered a welcome drink before taking to their seats for afternoon tea.

Once guests had finished their afternoon tea, entertainment was provided. It began with a visit from local school St Nicolas. Thirty children and their teachers entertained the audience with carols and then dances they had learned such as the foxtrot and waltz. Everyone thoroughly enjoyed the singing and dancing which was of a very high standard. The Mayor then hosted a game of bingo and encouraged tables to take part in a group quiz. Prizes were also given out to the oldest lady and gent present, and a random prize draw was done for 3 guests to win £25 Tesco vouchers.

Verbal feedback was given to volunteers and the Mayor upon exit, all seemed to thoroughly enjoy their day. It was a very nice, wholesome event to host which got everyone into the festive spirit and brought the community together. The number of guests in attendance was a good, manageable number where volunteers were able to provide attention to each attendee and make them feel a part of the experience.

## Appendix 11

The Civic Manager had put a volunteer call out to all Councillors who would like to take part and support the event, this was positively received. Roles included meeting and greeting upon arrival, pouring of welcome drinks, serving of tea or coffee, clear up, making sure guests felt accommodated throughout the event and wash up after service and pack down and tidy of the venue once the event is finished.

All volunteers deserve a huge thank you for all their support for this event, without volunteer involvement events like this are not possible to run.

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

### **Agenda Item 16: Civic Manager's Reports (Raising the Profile of the Council in the Community)**

#### **Raising the Profile of the Council in the Community**

##### **Background**

In accordance with the Newbury Town Council Strategy, Other Objectives No. 5 "Acknowledge the contributions made by those who improve Newbury life"

##### **Objective**

To raise the profile of all the positive things that happen in the community and, wherever possible, to acknowledge them.

##### **Raising the Profile of the Council in the Community**

As well as directly emailing the people with a congratulations message we are also featuring on social media (with their permission).

The total number of letters of congratulations sent since the last meeting of this committee is **17** (as of xx xx 2024):

27/11/2023 – Newbury Rotary Club Santa Fun Run

04/12/2023 – Newbury Living Advent Calendar

13/12/2023 – HSS Sewa group for donating 30 trees to NTC

15/12/2023 – NWN Over 80's Parcel Fund

18/12/2023 – Corn Exchange Festival of Light

18/12/2023 – Newbury AC Wednesday Runners fundraising

17/12/2023 – Home-Start West Berkshire fundraising

17/12/2023 – West Berkshire Mencap fundraising

22/12/2023 – John's Red Bus Christmas celebration for Ukrainian friends

22/12/2023 – Volunteer Centre West Berkshire Christmas celebration for Ukrainian friends

22/12/2023 – Angela Dudley 20 years of service to the Local National Trust

05/01/2024 – West Berkshire Council's Ukrainian Hub Christmas celebration for Ukrainian friends

05/01/2024 – Newbury Building Society fundraising

05/01/2024 – Nicolas & Lee Farmer donating to Loose Ends

11/01/2024 – New Chairman at Newbury Spring Festival

12/01/2024 – Christians Together in The Newbury Area event

17/01/2024 – Volunteer Centre West Berkshire Volunteer Recruitment Event





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

**19<sup>th</sup> February 2024**

### **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:
    - Mayor's Festive Afternoon Tea – 14<sup>th</sup> December 2023
    - Civic Carol Service – 17<sup>th</sup> December 2023
    - Civic Awards Launch – 29<sup>th</sup> January 2024
  
  - b. **To note** the programme of civic events until the next meeting:
    - Mayor's Easter Raffle – 13<sup>th</sup> February – 2<sup>nd</sup> April
    - Mayor's Coffee Morning for West Berkshire Homeless – 4<sup>th</sup> March 2024
    - Civic Awards Ceremony – 13<sup>th</sup> March 2024
    - Mayor's Fundraising Concert – 23<sup>rd</sup> March 2024
    - Brian Sylvester 25 Years as Town Crier – 1<sup>st</sup> April 2024
    - Mayor's Fundraising Quiz Night – 12<sup>th</sup> April 2024
    - Mayor Making – 12<sup>th</sup> May 2024

E.J. Mullen

Civic Manager

09 02 2023

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

### **Agenda item 18: Work Programme for Civic Pride, Arts & Culture Committee Meetings**

**19<sup>th</sup> February 2024**

#### **Standing Items on each (ordinary meeting) agenda:**

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting & update of actions
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions form Members of the Council
6. Work programme and future business
7. Mayoral Letters
8. Flying of the Ukrainian Flag from the Town Hall
9. Civic Managers Reports
10. Civic Events
11. Discussion on Potential Future Civic Events

<b>July</b>	Election of Chairperson Report on Mayor Making Report on Civic Awards Heritage Open Day Planning Local Democracy Working Group
<b>September</b>	Remembrance Sunday Planning Heritage Open Day Local Democracy Events Art on the Park Report
<b>November</b>	Remembrance Sunday Report Heritage Open Day Report Local Democracy Events Report Festive Afternoon Tea

Appendix 14

	Civic Awards Planning Strategy Review Budget 2024/25
<b>February</b>	NTTA Report Civic Awards Mayor Making Festive Afternoon Tea Report Newbury and District Arts Association report from Jane Shillam Ebb and Flow Display Panel 80 <sup>th</sup> anniversary of the D-Day Landings Working Group