**20th February 2024**

**To:**

Councillors Phil Barnett; Vera Barnett, Jo Day, Billy Drummond; Nigel Foot; David Harman;

Chris Hood; Steve Masters, Andy Moore (sub Meg Thomas) and Gary Norman

**Substitutes:**

Elisa Mullen (Civic Manager)

1. **Apologies for absence**

Apologies received from Councillor Meg Thomas.

1. **Declarations of interest and dispensations**

The Civic Manager declared that Councillors Billy Drummond, Phil Barnett, Nigel Foot and Andy Moore are also members of West Berkshire Council, which is declared as a general interest on their behalf, and a dispensation is in place to allow them to partake in discussions relating to West Berkshire Council business.

Councillors Phil Barnett, Vera Barnett, Billy Drummond, and Nigel Foot also declared that they were members of the Twin Town Association.

1. **Minutes**

**Proposed:** Billy Drummond

**Seconded:** Vera Barnett

**Resolved:** With an alteration to item 11. Civic Awards, the proposer being David Harman and seconder Steve Masters, Council resolved that the Minutes of the meeting of the Civic Pride, Arts and Culture Committee held on 27th November 2023 were approved.

**Actions from Previous Meeting**

Actions were completed and further outcomes to be discussed through relevant agenda items.

Item 8 – Local Democracy Working Group. The Civic Manager updated the Committee that Councillor Ian Jee had been liaising with Newbury College who may be interested in hosting sessions with us week commencing 18th March. The Winchcombe School also wished to have a session specifically learning about the Newbury Town Flag but we’ve not heard further from them. Councillor Norman was following up with St Barts School. Councillor Foot informed the committee that Councillor Sarah Slack was liaising with Mary Hare School who were interested in being involved and having sessions adapted for their accessibility requirements.

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

There were none.

1. **Members’ questions and petitions**

There were none.

1. **Newbury Twin Town Association**

The Committee received a report from Gillian Durrant, Chair of Newbury Twin Town Association. Gillian mentioned that they were keen to promote their Youth For Europe initiative for young people and were hoping to facilitate club and society swaps with our Twin Towns.

**Proposed:** Nigel Foot

**Seconded:** Phil Barnett

**Resolved:** That the Service Level Agreement between Newbury Town Council and Newbury Twin Town Association was approved.

The Chair thanked Gillian for her attendance to the meeting.

1. **Newbury & District Arts Association**

The Committee received a report from the Newbury & District Arts Association on their activities of the past year, and their forthcoming activities. The Committee wished to pass on their thanks to Jane Shillam for her comprehensive report.

1. **D Day 80th Anniversary Working Group**

**Proposed:** David Harman

**Seconded:** Andy Moore

**Resolved:** That the terms of reference for the D Day 80th Anniversary Working Group were approved, on the condition that a representative from Greenham Parish Council was invited to be a part of the Working Group. The Civic Manager will follow this up.

The Chair, Councillor Jo Day provided a verbal update on the Working Group’s plans to commemorate the occasion by supporting the work of Greenham Control Tower. There would be an 11am service on the morning of 6th June; and in the evening, there are plans to host a beacon lighting and lighting of the Control Tower along with entertainment and fish and chips.

1. **Ebb and Flow Information Panel Refurbishment**

**Proposed:** Billy Drummond

**Seconded:** Vera Barnett

**Resolved:** That the artwork for the Ebb & Flow Information Panel to reflect the history of Newbury Lock Cottage was approved. The Civic Manager will follow up in the hope that the project will be completed by the next meeting.

1. **Newbury Town Civic Awards 2024**

The Civic Manager provided an update on the current status of the Newbury Town Civic Awards 2024. So far there have been 14 nominations, with the closing date for nominations 25th February. The Councillors were encouraged to attend the Presentation Evening in the Council Chamber on 13th March and encouraged to RSVP to their invitation.

1. **Mayor Making 2024**

The Civic Manager provided an update on the status of Mayor Making due to take place on 12th May 2024. Feedback from last year’s event has been taken on board with explanation of how the logistics of the event operations worked.

From discussions, it was agreed that the position of our Civic Band would be added to our Forward Working Programme to be reviewed. There would also be further clarity in both the invitations and on-stage directions setting an expectation of timings for the church service and reception.

1. **Review of the Mayor’s Benevolent Fund**

**Proposed:** Steve Masters

**Seconded:** David Harman

**Resolved:** On the basis that this is reviewed on an annual basis, that the committee recommend to Full Council to change the Mayor’s Benevolent Fund’s charitable objectives, and the charity’s future activities to solely focus on raising funds for the Mayor’s Chosen Charity.

The Civic Manager will ensure a report, inclusive of figures and a sinking fund, and a draft Governing Document is provided to Full Council on 8th May.

Councillors Gary Norman and Billy Drummond voted against this proposal, Councillor Jo Day abstained from voting.

1. **Newbury Town Flag Display**

**Proposed:** Vera Barnett

**Seconded:** Steve Masters

Resolved: That arrangements for a display in the Town Hall on the history of the Newbury Town Flag, in dedication to former Macebearer Rod Thomason were approved.

The Civic Manager with bring a draft display to the next meeting.

1. **Flying the Pride Progress Flag from the Town Hall**

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

**Proposed:** Andy Moore

**Seconded:** Gary Norman

Resolved: That the flying of the Pride Progress Flag from the Town Hall will take place between 27th June – 13th July.

1. **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.

The Councillors present felt that this wasn’t the right time to take down the Ukrainian flag as it was coming up to the 2 year anniversary since the start of the war. However, there was a consensus that we did have to begin thinking about how and when the flag should be retired.

It was proposed that the Chair opens conversations with the Ukrainian community, through Gillian Durrant, to form up a plan of how we can facilitate discussions and host a ceremony to retire the Ukrainian Flag and return to flying the Town Flag, welcoming them into the Newbury community.

**Proposed:** Jo Day

**Seconded**: Steve Masters

Resolved: To work with the Ukrainian Community to appropriately retire the Ukrainian Flag.

* It was also brought to light out that our Flag Flying policy was out of date and would require updating. This was added to the Forward Working Programme with the Civic Manager due to bring a draft updated flag flying policy to the next meeting.

1. **Civic Manager’s Reports**

The Civic Manager’s reports on the Festive Afternoon Tea and Raising the Profile of the Council in the Community were noted by the Committee.

The Council offered their thanks to the Civic Manager and also welcomed her back to work following her return from maternity leave.

1. **Civic Events**
2. The information regarding Civic Events held since the last meeting of this committee was received and noted.
3. Information relating to future Civic Events was noted including Mayoral Fundraising events, D Day and the Town Crier celebrating 25 Years of service with Newbury Town Council.
4. There were no suggestions for new future events or activities.
5. **Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2023/24**

Noted. Councillors requested to add the following to the Forward Work Programme

* Flag Flying Policy Review
* Newbury Town Flag Display
* Outcome of Mayor’s Benevolent Review with Full Council
* Twin Town Signage

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

**Proposed:** Billy Drummond

**Seconded:** Steve Masters

**Resolved:** 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**.**

1. **Civic Team Structure**

The Councillors reviewed the Civic Team staffing structure and succession plan following the retirement of our Mayor’s Attendant and our Town Crier imminent.

A recruitment plan will be put in place for the vacant positions, working with the CEO to do so.

**There being no further business, the Chairperson declared the meeting closed at 9:35pm.**

**Chairperson: Date:**