

25 February 2020

To: The Leader and Deputy Leader of the Council; Councillors Jeffrey Cant; Jo Day; Billy Drummond; Sue Farrant; Nigel Foot; David Marsh; Gary Norman; Sarah Slack.

Substitutes: Councillors Jeff Beck; Chris Foster; Steve Masters; Elizabeth O'Keeffe; Martha Vickers.

Also to: All Members of the Council for information.

Dear Councillor

You are required to attend a meeting of the **Civic Pride, Arts & Leisure Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 2nd March 2020 at 7.30pm**. The meeting is open to the Press and Public.

Yours sincerely,

Elisa Adams
Civic Manager

AGENDA

1. **Apologies**
Civic Manager
2. **Declarations of interest and dispensations**
Chairperson
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)**
Chairperson
3.1 To approve the minutes of the meetings of the Civic Pride, Arts & Leisure Committee held on Monday 2 December 2019 (previously circulated).
3.2 Report on actions from previous minutes.
4. **Questions and petitions from members of the public**
Chairperson
5. **Members' questions and petitions**
Chairperson

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we can all be proud of.

6. **Music in the Market Place**
Chairperson/David Marsh
To receive an update from Cllr David Marsh on the continuation of this event.
7. **Newbury & District Arts Association (Appendix 3)**
Chairperson/Civic Manager
To note Newbury Town Council's involvement in NDAA's procedures and to note the list of organisations involved in NDAA.
8. **Newbury Twin Town Association (Appendix 4)**
Chairperson
To receive a presentation from Mrs. Gillian Durrant, Chairperson of Newbury Twin Town Association on their activities of the past year with forthcoming activities.
9. **75th Anniversary of VE Day 8-10 May 2020**
Chairperson
To receive an update on the progress of the VE Day Working Group plans.
10. **Newbury Town Civic Awards 2020**
Civic Manager
To note that the Civic Awards in 2020 have been launched and the Awards will be presented on Wednesday 1st April 2020. (Nominations close on 15 March)
11. **Local Democracy Week 2020**
Chairperson
To note that Local Democracy Week Working Group will now report to Civic Pride Arts and Leisure Committee & update on current progress for 2020.
12. **Civic Pride, Arts & Leisure Key Performance Indicators**
Chairperson/Civic Manager
To consider key performance indicators for Civic Pride, Arts and Leisure Committee.
13. **Civic Pride Arts & Leisure Budget 2020/21 (Appendix 5 & 6)**
Chairperson
To report on expenditure for 2020/21 and earmarked reserves.
To review a report on how the Mayor's Allowance is used.
14. **Raising the Profile of the Council in the Community (Appendix 7)**
Chairperson
To note the letters of congratulations that the Mayor of Newbury has sent to residents and organisations in the community since the last meeting of this committee.
15. **The Council's Official Church for Civic Services (Appendix 8)**
Civic Manager/Elizabeth O'Keeffe
To consider investing St Nicolas Church.
16. **Mayor's Cadet (Appendix 9)**
Civic Manager/Elizabeth O'Keeffe
To consider the appointment of a Mayor's Cadet.
17. **Civic Events**
Chairperson/Civic Manager

- a) **To review** civic events since the last meeting of the Committee
- Mayor's Coffee Morning in aid of Mayor's Benevolent Fund & Time to Talk West Berkshire: 14th December 2019
 - Christmas Carol Service: 22nd December 2019, St Nicolas Church
 - Launch of Civic Awards 2020
- b) **To note** the programme of civic events until the next meeting
- Mayor's Fundraiser, Town Hall Open Day: 21st March 2020
 - Civic Awards: 1st April 2020
 - VE Day 75th Anniversary, Picnic in the Park: 8th May 2020
 - Mayor Making: 17 May 2020
- c) **To receive** ideas for suggested or potential future events or activities.

18. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2018/19 (Appendix 10)

Chairperson

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

If you would like a paper copy or large print copy of this agenda, please request this from the Reception Desk at the Town Hall.

Next Meeting:
2nd June 2020, 7:30pm

Minutes of a meeting of the Civic Pride, Arts & Leisure Committee held in the Council Chamber, Town Hall, Market Place, Newbury on Monday 2 December 2019 at 7.30pm

Present

Councillors Martin Colston; Jo Day (Chairperson); Billy Drummond; Sue Farrant; Olivia Lewis; Gary Norman; Elizabeth O’Keeffe (named substitute); Sarah Slack.

Officers present:

Elisa Adams, Civic Manager

Margaret Gore, Corporate Services Officer

1. Apologies for absence

Councillor: Nigel Foot; David Marsh.

Absent: Councillor Jeffrey Cant.

The Leader asked that the Committee’s disappointment be recorded that Councillor Cant had not attended the meeting and had not given his apologies.

2. Election of Chairperson and Vice-Chairperson

Proposed: Councillor Billy Drummond

Seconded: Councillor Olivia Lewis

Resolved: That Councillor Jo Day be elected as Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2019/2020.

There were no other nominations.

Proposed: Councillor Gary Norman

Seconded: Councillor Jo Day

Resolved: That Councillor Sarah Slack be elected as Vice-Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2019/2020.

There were no other nominations.

3. Declaration of Interest and Dispensations

The Civic Manager declared that Councillor Billy Drummond is also Members 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.

4. Minutes

Proposed: Councillor Billy Drummond

Seconded: Councillor Sarah Slack

Resolved: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 2nd September 2019 be approved and signed by the Chairperson.

It was agreed that the following line be added to all future agendas under the line approval of minutes:

Report on actions from previous minutes.

5. Questions and petitions from members of the public

There were none.

6. Members' questions and petitions

There were none.

7. Music in the Market Place

Councillor David Marsh forwarded a report which was read out by the Civic Manager in his absence.

David's report said that there had not been much progress getting in contact with Kennet Radio's Business Development Manager. Councillor Marsh would like to arrange a meeting as soon as possible with members of Kennet Radio to see what would be required for this event.

The Chairperson requested that Councillor Marsh be requested to fix a date for a meeting with Kennet Radio, and to report back to inform the committee of this date by Friday 13 December 2019.

8. Newbury & District Arts Association

It was noted that the correct title for the organisation be used in future: Newbury & District Arts Association.

After a short discussion regarding online event calendars etc. it was agreed that Councillor Colston approach Newbury BID; Newbury & District Arts Association and NTC to discuss the possibility of bringing all calendars together as one.

It was agreed that more information was required from Newbury & District Arts Association. The Civic Manager, Elisa Adams has been tasked to find out the following:

- List of Members for Newbury & District Arts Association
- When and where do these organisations meet.
- The Chairperson of the Committee be invited to attend future meetings to represent this committee and ensure that the Council gets correspondence from Newbury & District Arts Association.

9. **Newbury Town Civic Awards 2020**

It was noted that the Civic Awards and the Annual Town meeting will now be stand-alone events. The Annual Town Meeting is scheduled for Monday 23 March 2020.

It has been suggested that the Civic Awards be held on Wednesday 1st April 2020 and that the format be like past events.

The following suggestions were put forward for the Civic Awards:

- That there be a new award – Environment Award
- Nominations – advertisement with Newbury Weekly News, Penny Post etc. and e-mails be started ASAP.
- Mailing list (e-mail) to be updated to include Schools, Community Groups, Climate Change Groups and any other relevant organisations of which we are aware (within the Parish of Newbury).
- Consideration be given to the replacement of the existing awards, it was suggested that these could be sponsored, but this would mean finding those new sponsors.

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Gary Norman

Resolved: That the Civic Awards would be taken forward as a stand-alone event, commencing on Wednesday 1st April 2020, taking into consideration the items listed above.

Members also discussed the Annual Town Meeting scheduled for Monday 23 March 2020. It was suggested that the format be changed so as to encourage people to attend. It was suggested that it could possibly incorporate a coffee morning. The Leader and The Mayor were actioned to discuss the format of the Annual Town Meeting with the CEO.

10. **Mayor Making – 17 May 2020**

After a short discussion it was agreed that the Chairperson would discuss the recommendation regarding the speeches directly with the CEO.

11. Heritage Open Day

The Civic Manager informed members that the event was well received with 150 people in attendance. It was felt that having the Town Crier on the steps encouraged more people to come in to have a look around. It was noted that the quality of the photos being displayed needed to be of a better quality.

It was suggested that tours of the town hall could be given at future events, similar to those given during our Local Democracy event. The Deputy Mayor suggested that the Mayor's Parlour be opened, and the silverware be on display to the public next year.

The Leader asked if it were possible to do tours of the cellar, unfortunately due to health & safety this would not be possible, we could however possibly document in photos the areas below stairs and display them with information as to what used to be there.

It was noted that volunteers should be requested as soon as possible to enable dates to be logged in diaries.

The Civic Manager expressed her thanks to everyone who helped and volunteered on the day.

12. Remembrance Sunday Planning

The Civic Manager informed members that this year's Remembrance Sunday was well attended and well received.

Some feedback was received from members of the public and these comments were considered by the 'wash up' meeting which took place between the key event organisers on 27 November 2019. Areas requiring attention for 2020 included more resource towards the sound system, the Royal British Legion's intentions to find a new Parade Marshal – which caused issues in relation to the 2-minute silence being early, and the idea to be explored of the possible use of a screen and a live-stream of the service, depending on the cost.

The Civic Manager expressed her thanks to all the Councillors for their attendance support in the lead up to the day.

13. 75th Anniversary of VE Day 8-10 May 2020

Members received the report from the Chairperson. However, some concerns were raised as to the number of events happening in such a short space of time and were concerned at the workload being put on the officers and the cost involved.

Members agreed to the arrangements in principle but decided that the vote to approve arrangements for the commemoration of VE Day be deferred. It was agreed that this be added to the Policy & Resources agenda for 14 January 2020.

14. Civic Pride, Arts & Leisure Budget 2020/21

Members suggested the following:

- Annual Town Meeting – due to the suggested format might require a small budget (Possible coffee morning and using the Town Crier). Nothing to be decided about this until The Leader and The Mayor have discussed the format with the CEO.
- Regalia - chain and /or robe etc. This was to remain in the budget in case of any damage or repairs required.

Members asked for a small report as to how previous Mayors have spent the Mayor's Allowance.

15. Raising the Profile of the Council in the Community

Members noted the letters of congratulations that the Mayor of Newbury had sent to residents and organisations in the community. Councillors were encouraged to come forward with any success stories of residents and organisations who they believe are deserving of a letter.

16. Civic Events

- a. The information regarding Civic events held since the last meeting of this committee was received and noted. Fundraising events were well supported with a good sum of funds raised and the Christmas Lights Civic Reception was encouraged for future years.
- b. The information relating to future Civic Events as detailed on the agenda was received and noted by the Committee. Councillor O'Keeffe, as Mayor, expressed her wishes to review the Civic calendar of events with a few members of the committee, due to her not completing a deputy mayoral year, and with a new Civic Manager in place. The purpose of this is to review the agreed procedures for the arrangements of all civic events (with some experienced councillors providing background context), ensuring that civic events have appropriate formalities and which events have any or no flexibility towards usual civic procedures. Councillors Billy Drummond, Gary Norman, Jo Day and Sue Farrant agreed to join The Mayor and the Civic Manager for this meeting.
- c. There were no additional ideas for suggested or potential future events or activities.

17. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2018/19.

The information was received and noted by the Committee.

**There being no further business the Chairperson declared the meeting closed at 8.50pm.
Chairperson**

CPA&L Action Sheet**Civic Pride, Arts and Leisure Committee****Date: 02/12/2019**

Item	Resolved	Actions	who	when
Agenda Item 7 – Music in the Market Place	Meeting to be arranged with Kennet Radio.	Cllr David Marsh to arrange meeting and notify rest of committee of when the meeting will take place.	DM	13/12
Agenda Item 8 – Newbury & District Arts Council		A list of members of Newbury and District Arts Association & information on when and where do these organisations meet.	EA	14/2/20
Agenda Item 9 – Newbury Town Civic Awards	Civic Awards will take place on Wednesday 1 st April 2020, introducing a new Environmental Contribution Award.	Mailing list to be updated for notification of awards. Look into sponsorship of awards. Advertisement to go out for nominations.	EA	27/1/20
	Annual Town Meeting will take place on 23 rd March 2020	Annual Town Meeting format to be discussed with the CEO.	MC/EO'K	3/2/20
Agenda Item 10 – Mayor Making		Discuss the recommendation regarding speeches with the CEO	JD	14/2/20
Agenda Item 13 – 75 th Anniversary of VE Day 8-10 May 2020	Refine plans in Working Group to be presented to P & R	Working Group to meet.	EA	18/12
	Defer vote to Policy and Resources Meeting in January 2020	Add item to the Policy and Resources Meeting agenda	MC	14/1/20
Agenda Item 14 – Civic Pride, Arts and Leisure Budget 2020/21	Members asked for a small report as to how previous Mayors have spent the Mayor's Allowance	Civic Manager to speak to FCSM for further information	EA	14/2/20
Agenda Item 16 – Civic Events	A small meeting to review the Civic Calendar. Councillors Billy Drummond, Gary Norman, Jo Day, Sue Farrant and Elizabeth O'Keeffe (as current Mayor) expressed their interest in being involved.	Civic Manager to arrange a meeting and for it to have taken place.	EA	14/2/20
Agenda Item 17 – Forward Work Programme	Add a standing item to the agenda to cover follow up actions arising from the minutes of the previous meeting	Amend the Forward Work programme to include this as a standing item after the minutes are approved.	EA	14/2/20

Public Report

Civic Pride, Arts and Leisure Committee

Monday 2nd March 2020

Newbury Town Council's Involvement in NDAA's procedures

Current Position

The Newbury and District Arts Association NDAA) Committee consists of:

Jane Shillam – Chairman (Newbury Symphony Orchestra)
Ashley Morris – Acting Treasurer (Newbury Spring Festival)
Isabel Carmona Andreu (City Arts)
Tony Trigwell Jones (Newbury Youth Theatre, Arlington Arts)
Glenn Clarkson – Website Manager (Open Studios website)

The committee make use of the Newbury Spring Festival offices to hold their meetings.

Current membership, dating December 2019 is as follows:

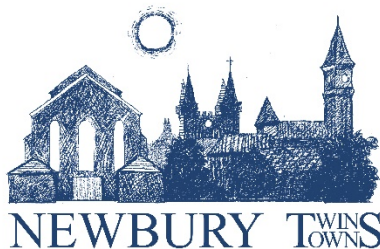
Newbury Spring Festival
Newbury Symphony Orchestra
Arlington Arts
City Arts
National Trust
Corn Exchange
New Era Players
Culture and Libraries WBC
National Needlework Archive
Newbury Photography Club
The Art Society, Newbury
Ace Space
East Woodhay Band
Newbury Choral Society
Cecilia Consort
Newbury Dramatic Society
Nomads
Newbury Theatre Group
Watermill Theatre
Newbury Chamber Choir
Apollo Big Band
Cromwell Singers
Arts for Hungerford

According to the NDAA Constitution (point 3.2), Newbury Town Council and West Berkshire Council are both entitled to nominate up to two representatives to serve as non-voting observers of the NDAA.

At the time of writing this report, there has been no indication of why or when this decision was made, as well as no date being provided for the next Annual General Meeting.

Elisa Adams

25 02 2020



NTTA activities for February 2018 to February 2019 and forthcoming events

Newbury is very fortunate to have such an active Twin Town Association. Newbury Town Council has now twinned with 5 European towns:

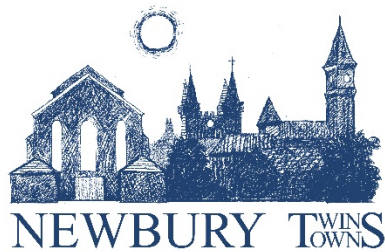
Braunfels in Germany
Bagnols-sur-Ceze in France
Eeklo in Belgium
Feltre in Italy
Carcaixent in Spain

Unusually all of our Twin Towns are twinned with each other, and a couple of other towns are also involved in our twinning activities: Kiskunfelegyhaza in Hungary and Zamosc in Poland. The Twin Town Association exists to keep our links to our Twin Towns alive, on behalf of the Town Council (some larger councils employ staff to do this!). We are all volunteers, and members (we have around 100) pay £10 each or £20 for a family each year as a subscription. The Association has not received any funding from the Council for a number of years now, and is currently self-sufficient, although following Brexit, grants from the EU will no longer be available.

The Newbury Twin Town Association (NTTA) has enjoyed another busy year of activities in Newbury and visits to our twin towns. Membership is open to all local residents who enjoy taking part in visiting our twin towns or welcoming visitors to Newbury, and a few town councillors are members – but we would welcome more! Activities are publicised in our newsletters, social media and by email communication. Press releases are sent to the Newbury Weekly News for publication.

Since we reported to this committee last Spring, the Association has undertaken the following activities:

- Hosting 7 Belgian school students for two weeks in March. They were undertaking work experience with local companies, arranged by the Education Business Partnership, funded by Erasmus.
- Welcoming about 30 Eeklo school students for a morning walking tour of Newbury and lunch with the Mayor at Newbury museum, this is the 5th year this secondary school has come to England for a weeks trip and visited Newbury.
- 15 members visited Carcaixent to officially twin with the town, as part of a Thematic Network Project long weekend involving about 60 visitors from all of the towns.
- Six members visited Bagnols for a four-day weekend in May, celebrating Europe Day.
- Over 60 visitors were hosted and entertained by Newbury members in July for the official twinning weekend with Carcaixent. The weekend included a conference at Newbury College discussing Brexit and the future of Europe, an Italian play at the Pheonix Centre and a dinner at the Racecourse.



Appendix 4

- Six young people aged 16-25 stayed in Braunfels for a week in August, camping and taking part in various activities and trips to nearby towns and to Frankfurt.
- One member visited Braunfels for a planning weekend.
- One member visited Kiskunfelegyhaza for a weekend for the traditional Goose Fair.
- In February we held our annual coffee morning in the Town Hall to raise funds, and held our AGM at the Town Hall, to which over 40 members and the Mayor attended.

Looking ahead to the events taking place in 2020, the association has received invitations to go to

- Eeklo in March 2020
- Welcoming 30 Eeklo students to Newbury for a guided tour and lunch in April 2020
- Bagnols France in May 2020
- Zamosc in Poland in July 2020
- 40 young people from all the linked countries will be invited to spend a week in Newbury (Thirtover Place) in August 2020
- Feltre in August 2020
- 30 people from Bagnols will be invited to Newbury in the Autumn to celebrate 50 years of twinning between our towns.

In addition to our Twinning activities, the members also have monthly coffee mornings at Angelica's Café in Camp Hopson (where our membership cards command a 10% discount), quiz nights, social lunches at Newbury College, and of course a Christmas dinner.

Finally, I would like to thank the Town Council for the support given to the Association in 2019 and to the Madam Mayor for the use of the council chamber for our recent AGM and Coffee morning.

Gillian Durrant
Chairperson
Newbury Twin Town Association
5th February 2020

		2019/20			Next	Variance
		Agreed	Spend to	Projected	Year's	
500 CPA&L General		Budget	30/11/19	Expenditure	Budget 2020/21	
500	<u>CPA&L General</u>					
4045	Salary Reallocation	28,549	19,262	28,549	23,778	4,771
4600	CPA&L Committee Fund	1,500	-	1,500	500	1,000
4610	Env Improvement Sche	1,000	-	1,000	-	1,000
4620	Music in the Market Place				1,000	(1,000)
4625	Art Trail	1,000	-	1,000	1,000	-
4636	VE/ VJ Day celebrations				2,000	(2,000)
		32,049	19,262	32,049	28,278	3,771
						-
1990	Miscellaneous Income	-			-	-
		-	-	-	-	-
						-
500		32,049	19,262	32,049	28,278	3,771
						-
505	<u>Civic Responsibility</u>					
4045	Salary Reallocation	34,383	23,199	32,656	31,766	2,617
4652	Mayors Allowance 2019/20	2,500	104	500	-	2,500
4651	Mayors Allowance 2020/21		-		2,500	(2,500)
4655	Honorarium	3,375	1,800	3,375	3,375	-
4660	Mayor Making	2,500	1,774	2,353	2,500	-
4665	Remembrance	1,400	882	1,400	2,400	(1,000)
4670	Regalia	-	1,428	1,428	2,000	(2,000)
4680	Civic Hospitality & Events	1,500	945	1,000	1,500	-
4690	Twin Towns	250	1,724	1,724	250	-
4700	Civic Award Scheme	500	-	500	1,000	(500)
4705	Watership Brass	650	650	650	650	-

		47,058	32,506	45,586	47,941	(883)
		-	190	190	-	-
1600	Sponsorship	-	1,225	1,225	-	-
1990	Miscellaneous Income	-	1,415	1,415	-	-
505		47,058	31,091	44,171	47,941	(883)

The Mayor's Allowance – what it can be used for

A Local Council may pay their Mayor an allowance under section 15(5) Local Government Act 1972 for the purpose of enabling them to meet the expenses of their office. The allowance should be a sum the Council determines reasonable and adequate to meet expenses. This differs from the basic allowance, which is payable to Parish Councillors in England by virtue of the Local Authorities (Member's Allowances) (England) Regulations 2003. The Mayor is not eligible for the latter if taking an allowance under the 1972 Act.

There should be no stigma in Mayors using their allowance. Whilst some Councillors can readily afford the additional costs of being a Mayor, others may be put off becoming Mayor if they perceive that they wouldn't be able to afford to do so.

In recent years the allowance has been used to pay for the Mayor's Christmas cards (if some are used by the Mayor for personal contacts). Other uses of the allowance have been:

- For charitable donations, raffle tickets etc (for example the Mayor usually donates to the Christmas Toy Appeal)
- Smart clothing for functions (for example a councillor may not own a formal suit, which would be very useful for many of the 250+ engagements in the year).
- Thank you presents
- Costs of an end of year reception to thank those who have invited the Mayor to events during the year
- When I was Mayor, I spent part of my allowance initiating the 10 year service medal, created for councillors and staff of the Council.

It is important that each cost claimed can be backed up by a receipt where possible, as this is evidence that the allowance is being used to reimburse expenses, and not as remuneration. If the allowance were treated as remuneration for the Mayor, then the Council should pay it through the payroll and deduct PAYE and National Insurance.

Gillian Durrant

Finance and Corporate Services Manager

4 December 2019

Raising the Profile of the Council in the Community Report

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

Letters of congratulations sent since the last meeting of this committee:

- 03 12 2019 – Ethan Keable Brave the Shave for Macmillan
- 03 12 2019 – Izzy Fry 2nd Place in British Athletic Cross-Country Championships
- 03 12 2019 – Luke Humphries World Youth Darts Champion
- 03 12 2019 – Sara Vaughan appointed Mencap Chief Executive
- 09 12 2019 – Adrijaa Saika Bronze in UK National Kumite Championships
- 09 12 2019 – Hog & Hedge collaboration with Bread & Beyond
- 09 12 2019 – John Manners RAF Veteran medal presented from Norwegian Government
- 18 12 2019 – Izzy Fry Gold at European Cross-Country Championships
- 18 12 2019 – Jess Franklin V40 Cross-Country Champion
- 18 12 2019 – Jo Fulker coordinating the Over 80's Parcel Fund
- 18 12 2019 – Kint Newbury creating a knitted panel of our town for charity
- 18 12 2019 – NADARS radio station launch
- 20 12 2019 – iCollege new learning Pod
- 06 01 2020 – Donnington Valley Hotel & Spa winning Tourism Award
- 06 01 2020 – St Barts school, 2 pupils' part of the National Youth Orchestra
- 16 01 2020 – CTNA Community Christmas Day
- 16 01 2020 – Newbury Ecobrickers new initiative
- 16 01 2020 – Swift Logistics Toy Appeal & condolence to colleague
- 20 01 2020 – Gail Davis Newbury Artist showcasing in London

20 01 2020 – Newbury Crafters Network supporting Australian bush fires
20 01 2020 – Trinity School reaching finals of National design competition
30 01 2020 – St Gabriels rated Excellent school in inspection
30 01 2020 – Jamie Leach winning 8 gold medals in regional swimming competition
30 01 2020 – Newbury Soup Kitchen supporting rough sleepers
30 01 2020 – Trinity School's student success in Youth Speaks competition.
10 02 2020 – Falkland Grange Care Home National Dementia Care Award
10 02 2020 – Josie Robertson junior Cross County championship success
10 02 2020 – Newbury Building Society Winter Wrap-Up Appeal
17 02 2020 – Greggs, Northbrook Street winning National Store of the Year
17 02 2020 – Kelvin Johnson long service to Donnington Valley Hotel
17 02 2020 – Trinity School pupils success in Design & Innovation competition
25 02 2020 – Valeria Davino & Andrea King, opening of new beauty salon.
25 08 2020 – Callum O'Neill record breaking 5km run in Northern Ireland

All letters written since May 2019 will be showcased at the Newbury Town Civic Awards on Wednesday 1st April 2020 on a projector.

Elisa Adams

25/02/2020

Public Report

Agenda Item 15: The Council's Official Church for Civic Services

To consider investing St Nicolas Church as the Council's official church for Civic Services.

Background

Currently the Mayor, councillors and Civic Team take part in three events that include a church service. They are Mayor Making, Remembrance Sunday and Christmas Carol Service. Mayor Making is entirely managed by the Civic Manager. Remembrance Service is in partnership with the Royal British Legion. The service element of these two events is in liaison with the vicar of St Nicolas Church. Currently the carol service is slightly different as it is not a full civic event. The Mayor, Councillors and guests attend, the Mayor does a reading; but the service is the churches Town Carol Service. The Mayor and Councillors also attend the Tigris Memorial Service at St Nicolas managed by The Royal British Legion. Historically, all took place at St Nicholas as it is the town parish church and seen to be so by the community.

In the past, some Mayors have requested holding the Mayor Making and Carol services at other churches where they themselves attend. Recently this has led to some confusion with some of the Civic Departments partners.

When the Mayor Making Service takes Place at St Nicolas; the Mayor, attendants, Mayors Chaplin, Councillors with guests process from Newbury Corn Exchange to the church. After the service a reception is held in the church hall. The buffet is provided by The Royal British Legion Ladies Group.

If the service is held elsewhere it is removed from the centre of Newbury with the link of procession around the main iconic buildings.

In holding the event elsewhere, it includes –:

- The Mayor, attendants and all regalia must be transported, at a cost and time delay. All must be returned. There is no vehicular access to the Market Place at the time.
- All guests must arrange their own journey.
- Reception needs to be reorganised with the appropriate facilities for lunch.

There are three churches within walking distance, but their use would entail other security and management of the public and traffic. The three being Baptist and Methodist church and Friends Meeting House. St Josephs, St Georges, St Johns and St Francis de Sales are all further out. There are of course other venues where various faith groups meet, including the Mosque in Pound Street.

Religion in the UK has been dominated by various branches of Christianity. It should be kept in mind that a Mayor may wish to celebrate their inauguration with their own faith community and in their place of worship. It also important to note that the Mayor's Chaplain may be an Elder, Brother Rabbi, Imam to name a few. A solution could be for the Mayor to organise a second service at their own place of worship, if they so wish. There would be an expectation that the Civic Manager assisted with it.

Objective

- To have an agreed arrangement that all future mayors will feel able to accept.

- To enable the Civic Manager to efficiently manage events and build sound working relationships.
- To ensure the attendants and staff team have a regular process to follow.

Financial

No implication.

Environmental

Travel kept down lower carbon footprint.

Consider

- That the committee **agree** that St Nicolas Church is the official church for all Civic Services.
- That they **agree** that a Mayor may request an additional service at a place of worship of their choosing. That the Civic Manager will arrange the service with them.

Elizabeth O’Keeffe

19/01/2020

Public Report to Civic Pride, Arts and Leisure Committee

2 March 2020

Agenda Item 16: Mayor's Cadet

To Consider

A: The proposal that the Mayor of Newbury can appoint a Mayor's Cadet on an annual basis.

B: A policy and procedure should be developed to acknowledge the role of Mayor's Cadet

Background

Upon taking the role of Mayor of Newbury, it had been assumed that the Mayor's Cadet is an annual appointment. Upon research, the Civic Manager and the Mayor of Newbury discovered that this was not the case. It is known that the Mayor's of 2003/4, 2004/5 and 2018/19 all had a Cadet, it is not confirmed of any others between these dates.

The rationale for appointing a Cadet is that it involved young people in the Civic role and that they are the civic representation of young people. The two cadets that have been served throughout the Mayor's year so far, have been very proud of their role and are always keen to attend civic occasions.

The main events that the Cadet attends include, but are not limited to; Mayor Making, Remembrance Parade, Carol Service, Michaelmas Fair, Mayors Coffee Mornings, Lord Lieutenants and High Sheriffs at home events as well as wreath laying events at RAF Welford and the Greenham Control Tower. They carry out a range of supportive duties, holding wreaths ready for laying, assisting with seating guests, guiding guests to facilities.

Currently the cadet is selected through 211 ATC Squadron. This group have supported Mayor Making and Remembrance Parade for many years. At their Award Ceremony in June, the Cadet of the Year is named and presented with the Mayors Cup. This cup is owned and inscribed by 211 ATC Squadron. The mayor presents the cup and awards them a Mayor's arm badge. This person becomes the Mayors Cadet.

Consultation

Following research, many District and Town Councils appoint cadets. Whether that be one single cadet or a group, the methods of appointment used vary between councils. These range from application/interviewing processes, asking the Unit Commander to propose a candidate to the Mayor to one young person from each of the three cadet units to form 'Civic Cadets'.

However, one similarity is that they all appoint military cadets. This is mainly for two reasons. Firstly, it fits with the tradition of the civic role. The Mayor comes through the line

of monarchs, High Sherriff's and Lord Lieutenants; therefore, it seems to follow that the cadets should be from the armed forces cadets. Secondly, the young people in these forces have also demonstrated a commitment to service and the monarch.

Objective

At present, there is nothing in writing which acknowledges the Mayor's Cadet as a Civic role. By having a written procedure on the role of the Mayor's Cadet, Newbury Town Council will be recognising the Mayor's Cadet and will be acknowledging the importance of representing young people in the community.

While the current cadet is selected from 211 ATC Squadron, it is important to recognise the other military cadet groups in Newbury the Army Cadet Force 14 Platoon Newbury, Sea Cadets and St Bartholomew's CCF. When developing a procedure to acknowledge the role of Mayor's Cadet and their appointment, it is important that we are inclusive to these groups that the Mayor may also consider a young person from these organisations. It would be of recommendation for the Civic Manager to contact these organisations to ask if they would be willing to become part of this process, to ascertain if they have an awards ceremony liking to 'Cadet of the Year' in which would be criteria for selecting the Mayor's Cadet.

It is proposed that for Newbury Town Council that the cadet should be:

- Aged 16 or over
- Have shown outstanding commitment, leadership and achievement within their unit
- Be willing to take on the role
- Be thoroughly reliable

Consider:

The proposal that Newbury Town Council agree that:

- The Mayor of Newbury can appoint a Mayor's Cadet on an annual basis.
- A policy and procedure should be developed by the Civic Manager to recognise the role of Mayor's Cadet at Newbury Town Council

Elizabeth O'Keeffe

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Newbury Town Council

Work Programme for Civic Pride, Arts & Leisure Committee Meetings

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. Newbury & District Arts Council
9. Past Civic Events
10. Future Civic Events
11. Discussion on Potential Future Civic Events

Meeting Date	Item
June/July	Election of Chairperson Report on Mayor Making Report and Review Civic Award Presentation Evening Town Hall Heritage Open Day Charity Coffee Mornings To discuss and review the number of members for each working group
September	Remembrance Sunday Planning Heritage Open Day
Nov/Dec	Report on Heritage Open Day Remembrance Sunday Report Report from Newbury & District Arts Association Budget and future projects Civic Awards Planning
Feb/March	NTTA Report To consider if any budget money is to be earmarked for the coming year KPI's – consider any additional KPI's or amendments to existing KPI's