

**26<sup>th</sup> June 2024**

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

**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 1<sup>st</sup> July 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:

<https://us02web.zoom.us/j/81831275383?pwd=qbMcpoggMooTNB2sKzjN0zEmpfaYrgT.1>

Meeting ID: 818 3127 5383

Passcode: 281487

Yours sincerely,

**Elisa Mullen**

**Civic Manager**

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## **AGENDA**

- 1. Election of Chairperson and Vice-Chairperson**  
To elect the Chairperson and Vice Chairperson of the Civic Pride, Arts and Leisure Committee for 2024/2025 Municipal Year.
- 2. Apologies**
- 3. 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.

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we can all be proud of.

4. **Minutes (Appendix 1 & Appendix 2)**
  - 4.1 **To approve** the minutes of the meetings of the Civic Pride, Arts & Culture Committee held on Monday 19<sup>th</sup> February 2024 (previously circulated)
  - 4.2 **Report** on the actions from previous minutes
  
5. **Questions and petitions from members of the public**  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 28<sup>th</sup> June 2024)
  
6. **Members' questions and petitions**  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 28<sup>th</sup> June 2024)
  
7. **Update from Local Democracy Working Group (Appendix 3)**  
**To approve** the terms of reference and appoint members to the Local Democracy Working Group.  
**To note** the days which the Primary School sessions will be held in the Council Chamber between 7<sup>th</sup> – 18<sup>th</sup> October 2024.
  
8. **D Day 80<sup>th</sup> Anniversary Working Group (Appendix 4)**  
**To report** on the D Day 80<sup>th</sup> Anniversary event which took place on 6<sup>th</sup> June 2024.
  
9. **VE Day 80<sup>th</sup> Anniversary – 8<sup>th</sup> May 2025**  
**To note** that national and local celebrations and commemorations will take place to recognise the 80<sup>th</sup> anniversary of VE Day.
  
10. **Review of the Mayor's Benevolent Fund (Appendix 5)**  
**To report** on the outcomes of the Full Council meeting on 24<sup>th</sup> June where the future of the Mayor's Benevolent Fund was discussed, and report on the next steps for the charity.
  
11. **Newbury Town Trails (Appendix 6)**  
**To Approve** the Newbury Town Trails Family Scavenger Hunt Trail to be printed ready for the start of the school Summer Holidays.
  
12. **Freedom of the Town & Honorary Aldermen (Appendix 7)**  
**To Approve** the process for granting Freedom of the Town and appointing Honorary Aldermen of Newbury.
  
13. **Newbury Town Flag Display (Appendix 8)**  
**To approve** the draft display showcasing the Newbury Town Flag in the Town Hall.
  
14. **Flying the Town Flag from the Town Hall (Appendix 9)**  
**To review and approve** the Town Council's Flag Flying Policy.
  
15. **Retiring of the Ukrainian Flag**  
**To approve** the recommendation that the Town Flag continues to be flown from the Town Hall as our default flag following Newbury Pride.

**To approve** the recommendation that the Ukraine flag is flown on Ukraine Day, 24<sup>th</sup> August each year.

**16. Newbury Town Band (Appendix 10)**

**To note** the agreement Newbury Town Council has with Watership Brass, Newbury's Town Band.

**17. Twin Town Signage**

**To discuss** new ideas for signage in the Town which will feature and highlight Newbury's Twin Towns.

**18. Heritage Open Day**

**To note** this year's Heritage Open Day event will take place on Saturday 14<sup>th</sup> September with the theme Routes, Networks & Connections.

**19. Civic Manager's Reports (Appendix 11)**

**To note** the following reports:

Civic Awards

Mayor Making

Mayoral Fundraising Events

Raising the Profile of the Council in the Community

**20. Civic Events (Appendix 12)**

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.

**21. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2024/25 (Appendix 13)**

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

**20<sup>th</sup> 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.

**2. 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.

**3. 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 27<sup>th</sup> 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 18<sup>th</sup> 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.

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

There were none.

#### **5. Members' questions and petitions**

There were none.

#### **6. 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.

#### **7. 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.

#### **8. D Day 80<sup>th</sup> Anniversary Working Group**

**Proposed:** David Harman

**Seconded:** Andy Moore

**Resolved:** That the terms of reference for the D Day 80<sup>th</sup> 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 6<sup>th</sup> 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.

## **9. 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.

## **10. 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 25<sup>th</sup> February. The Councillors were encouraged to attend the Presentation Evening in the Council Chamber on 13<sup>th</sup> March and encouraged to RSVP to their invitation.

## **11. Mayor Making 2024**

The Civic Manager provided an update on the status of Mayor Making due to take place on 12<sup>th</sup> 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.

## **12. 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 8<sup>th</sup> May.

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

### **13. 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 will bring a draft display to the next meeting.

### **14. 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 27<sup>th</sup> June – 13<sup>th</sup> July.

### **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.

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.

## **16. 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.

## **17. Civic Events**

- A. The information regarding Civic Events held since the last meeting of this committee was received and noted.
- B. 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.
- C. There were no suggestions for new future events or activities.

## **18. 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

## **19. 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.



## **20. 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:**

**Civic Pride, Arts and Culture Committee****Date: 19 02 2024****ACTION SHEET**

<b>Item</b>	<b>Resolved</b>	<b>Actions</b>	<b>who</b>	<b>when</b>
Agenda Item 1– Apologies	Apologies: Councillor Meg Thomas	Write up attendance register	Corporate Support Officer	As soon as possible
Agenda Item 3 - Minutes	Approved & Signed	Send signed minutes to Corporate Support Officer	CM	As soon as possible
Agenda Item 7 – Newbury & District Arts Association	The Committee offered their thanks to Jane Shillam	Pass on thanks	CM	As soon as possible
Agenda Item 8 – D Day 80 <sup>th</sup> Anniversary Working Group	The terms of reference for the D Day 80 <sup>th</sup> 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.	Contact Greenham Parish Council to invite a representative to be a part of the Working Group	CM	As soon as possible
Agenda Item 9 – Ebb & Flow Panel Refurbishment	Artwork approved	Proceed with installing the project	CM	1 <sup>st</sup> July 2024
Agenda Item 12 – Review of the Mayor’s Benevolent Fund	Recommend to Full Council to change the Mayor’s Benevolent Fund’s charitable objectives, and the charity’s future activities	Draft new Governing Document & report to include figures and sinking fund	CM	1 <sup>st</sup> May 2024
Agenda Item 13 – Newbury Town Flag Display	Approved	Bring draft display to next meeting	CM / Chairperson / Civic Staff	24 <sup>th</sup> June 2024
Agenda Item 14 – Flying the Pride Progress	That the flying of the Pride Progress Flag from the Town Hall will take place	Inform Newbury Pride of the outcome.	CM	As soon as possible

Flag from the Town Hall	between 27 <sup>th</sup> June – 13 <sup>th</sup> July.	Inform Town Hall Officer of dates		
Agenda Item 15 – Flying the Town Flag from the Town Hall	Open conversations with Ukrainian community to facilitate how we retire the Ukrainian Flag  Flag Flying Policy Out of Date	Contact Gillian Durrant  Update flag flying policy & add to forward work programme	CM / Chairperson  CM	As soon as possible  24 <sup>th</sup> June 2024
Agenda Item 18 – Forward Work Programme	Add the following: <ul style="list-style-type: none"> <li>• Flag Flying Policy Review</li> <li>• Newbury Town Flag Display</li> <li>• Outcome of Mayor’s Benevolent Review with Full Council</li> <li>• Twin Town Signage</li> </ul>	Add for next meeting	CM	24 <sup>th</sup> June 2024
Agenda Item 20 – Civic Team Structure	Staff Structure & Succession Plan for Civic Team Reviewed	Proceed with Recruitment Plan	CM/CEO	As soon as possible

## **Local Democracy Working Group (LDWG)**

### **Terms of Reference**

#### **Name: Newbury Town Council Local Democracy Working Group**

Previous membership: Membership: Cllr Phil Barnett, Cllr Vera Barnett, Cllr Jo Day, Cllr Billy Drummond, Cllr Steve Masters, Cllr Gary Norman & Cllr Martha Vickers

Members can be added/removed as agreed at any meeting.

Secretarial support (Agendas, minutes, circulation of information) is provided by Newbury Town Council's Civic Manager.

Quorum of 3 Members at each meeting for decision making, including the Chair.

#### **Goals**

- 1. To promote the work of Newbury Town Council by engaging with young people through various youth channels.**
  - Work closely with schools and other youth organisations and clubs.
  
- 2. To promote local democracy and the fundamentals of the Town Council to local primary schools.**
  - Successful contact Newbury local schools, inviting them to learn about Newbury Town Council.
  - To successfully deliver interactive Meet The Town Council sessions with primary school groups in the Town Hall.
  
- 3. To inform and engage local secondary schools in the democratic processes and the working of their local councils**
  - Deliver quality and engaging sessions to secondary school students, facilitating their interest in local issues.
  - Encourage secondary school students to participate in sharing their views on local issues with the Town Council.
  
- 4. To encourage people of all backgrounds to engage in activities and events which are centred around topics of local interest, encouraging healthy and informative discussions.**
  - Engage with the public through online consultations to seek out topics of interest in Newbury.
  - Facilitate the organisation of online sessions events which local people can take part in to have their say on local matters which they have raised as part of the online consultations.

### **Deliverables**

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

- A detailed plan, with clear responsibilities to implement sessions as part of Meet The Town Council Week, targeted at Primary and Secondary schools to take place in the Autumn Term.
- Detailed plans and responsibilities to implement online sessions to engage local people in discussion events on topics of local interest which they have raised.
- The implementation for the recommendations and actions approved by the parent committee while the Working Group is in action.

### **Scope/Jurisdiction**

To primarily work with organisations that have a direct impact on the Newbury civic parish, but to be inclusive of those who travel to Newbury for work and education purposes.

The Civic Manager take the findings from sessions and events to other Officers to see what can be supported in further delivery in line with the Council Strategy.

### **Guidance from the Council**

Reports to Civic Pride, Arts and Leisure Committee.

To advise Full Council of the programme within Meet The Town Council Week and to encourage Member participation closer to the time.

### **Resources and Budget**

Supported by the Civic Manager in meetings, and the Civic Officer in updating resources.

Relies on the participation of Councillors in addition to members of the Working Group to deliver sessions.

Use of Town Council meeting rooms, administration resources and officer time as approved by CPA&C.

The Local Democracy Working Group has separate budget lines defined within the Annual Budget for the delivery of their activities.

### **Governance**

The Working Group will discuss proposals proposed by members and decide through majority vote, with the Chair's casting vote if necessary.

### **Additional Notes**

Activities for Meet The Town Council events usually take place in the school's Autumn term, in October. The Civic Manager will send invitations to the primary schools at the end of the Spring term, with follow ups at the start of the Autumn term. If sessions are unable to take place, alternative arrangements may be considered. The participation of the Mayor and the Civic Staff play an important part of the primary school visits. The Civic Manager will coordinate all member and staff availability.

Councillors will lead the delivery of presentations for all age groups.

A report of proceedings for Meet The Town Council, and other events, is promoted at Full Council in June to encourage member participation. There is a progress and feedback reports at subsequent Civic Pride, Arts and Culture Committee meetings.

The Working Group will communicate through email, phone and at Working Group meetings.

Relevant electronic documentation is stored on the Town Council IT data store.

The group will meet at least 3 times a year, or as required.

These Terms of Reference may be reviewed and changed as necessary by the parent committee.

### Public Report to Civic Pride, Arts and Leisure Committee 1<sup>st</sup> July 2024

Agenda Item No: 8

#### D Day 80<sup>th</sup> Anniversary Commemorations Working Group - Report

The D Day 80<sup>th</sup> Anniversary Commemorations Working Group was formed following a meeting of Civic Pride, Arts and Culture on 27<sup>th</sup> November 2023. The purpose of the group was to ensure that the 80<sup>th</sup> anniversary of the D Day Landing is appropriately commemorated.

There have been 8 Working Group meetings take place in the Town Hall from January to June this year.

It was decided early in these meetings to support the plans that had already been established by Greenham Control Tower. Their initial plans were to host a daytime memorial service at the Tower's memorial site and to then do a commemorative tower lighting. It was agreed that it made sense to have Greenham Control Tower as the central location as it has significant historical importance as a key site for D Day events.

Newbury Town Council's involvement in supporting the event was to provide public bus transportation to and from Greenham Control Tower, provide volunteers to support staff at Greenham, and to fundraise to help finance the activities that were being provided to the public.

We hosted 2 coffee mornings in the Council Chamber to help raise funds and promote the D Day activities, these collectively raised £750 which was match funded by Greenham Trust to offer £1500. We also had a Market Stall where we hosted a tombola which raised £224, match funded to £448 which helped spread the word about the event.

We worked directly with Newbury Buses to arrange a free shuttle bus service from Newbury Wharf to Greenham Control Tower which made additional stops via Greenham Road to get the public to and from the events.

The event took place on Thursday 6<sup>th</sup> June at the Control Tower. The consensus amongst the working group was that the event went very well and good weather helped contribute to the day's success and public turn out.

It was a very busy day, both at the service and in the evening; the carpark was full, nearly 400 service sheets were distributed, the fish and chip stall ran out of stock and

## Appendix 4

the bar had to be replenished with supplies from the supermarket. It is estimated that around 500 people were in attendance.

The bus service was appreciated and was well attended, particularly the daytime service more than the evening service.

The atmosphere was enjoyed by many and the decision to light the Tower was very effective and could be seen by many, being much more appreciated once the night drew darker.

Fundraising activities on the Working Group's stall went very well with an additional £820 raised on the day, which will be match funded. This brought the Working Group's fundraising total to £1794, match funded to £3588.

While Greenham Control Tower would have hosted a service and an evening lighting of the tower regardless of the Working Group coming together, it wouldn't have been possible to be done at the level and scope without the sharing ideas of the group to deliver a very special, commemorative event which was enjoyed by many.

The Working Group was brought to a close on 10<sup>th</sup> June after completing and fulfilling the objectives set out by the Committee.



### Public Report to Civic Pride, Arts and Leisure Committee 1<sup>st</sup> July 2024

Agenda Item No: 10

#### Review of the Mayor's Benevolent Fund Report

Following the Full Council meeting on 24<sup>th</sup> June 2024, it was agreed that there would be a 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.

Following this decision, the following changes will now come into immediate effect:

- The Mayor's Benevolent Fund will solely focus on raising funds for the Mayor's chosen charity at the start of their term.
- The Mayor's Benevolent Fund charity changes its name to reflect new charitable objectives
- The operation of the Mayor's Christmas Gift Appeal will cease
- A draft governing document will be given to the Charities Commission.

As part of the new Charity Governing document, the name of the fund going forward will become The Mayor of Newbury's Charitable Trust. The purpose and objectives of the Mayor of Newbury's Charitable Trust are to:

- Oversee the fundraising for a charitable organisation, as decided by the Mayor of Newbury
- To act as a key link to ensure a joined up and co-ordinated working relationship between the Mayor's Office and the Mayor's Charitable Trust for the Civic Year.

The Civic Mayor may determine one organisation that he or she wishes to support during their mayoral year as agreed at the Annual Meeting of Newbury Town Council.

Organisations must be engaged in activities which benefit residents of Newbury

The Mayor's Charitable Trust shall not be used to provide financial support to:

- (1) Individuals
- (2) Political groups or organisations promoting political beliefs
- (3) Projects with no community or charitable element

The Charities Commission will be updated to reflect these new changes, as well as our website which includes information about the Mayor's Benevolent Fund.

## Appendix 5

Because the Mayor's Christmas Gift Appeal operation will cease, preparations are now in place to signpost users who used this service to other organisations who will be able to provide further support. Citizens Advice Newbury will be supplying us with a list of organisations that will be able to support local people at Christmas Time with vouchers and grants for various amenities such as food, fuel, toys etc. These will form up as part of a letter for people who would usually come to the Town Hall to collect an application form and will then be provided the details of these services. These services will be able to provide a more thorough and appropriate support for those experiencing financial hardship.

As part of the 2025/2026 budget, we will add an additional budget line for the Mayor's Festive Afternoon Tea to be a completely Town Council run and funded event. For 2024, we still have reserves available from the Mayor's Benevolent Fund to pay for the event this year.

Elisa Mullen

25 06 2024

# Family Scavenger Hunt Edition



# TRAILS

# TOWN

Full Size Map Inside

# NEWBURY

- 1 Start off your trail at Newbury Mosaic.  
**According to the Mosaic, what Newbury landmark was built between 1509 - 1532?**
- 2 **Queen Victoria** was accompanied in Victoria Park, but **how many paws in total do her Lions have?**
- 3 According to the **Clock Tower** at the top of Broadway, **how many miles is it to Bath?**
- 4 What was the name of the **silent film cinema** that was on **Albert Road** between **1910 - 1934?**

- 5 Half way down Northbrook Street, there is a blue plaque before you enter Parkway Shopping Centre.  
**What name was John Winchcombe better known by?**
- 6 How many **elephants** does the **Ebb & Flow sculpture** weigh?
- 7 What was prohibited on **Mansion House Street?**
- 8 What is the name of the business in **Unit 11 at Inch's Yard?**

## Discover Newbury Town Trails

Newbury Town Trails is a project created by Newbury Town Council to encourage both visitors and locals to explore the town's cultural offering. The aim of the project is to showcase the town's culture and heritage, while highlighting the aspects of what makes Newbury unique. The Town Trail Maps series offers designated routes, which can be walked or cycled, to present the town's creativity, history and pride.

To find out all the latest news from Newbury Town Council and sign up to our newsletter at [newbury.gov.uk/news](mailto:newbury.gov.uk/news)



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@NewburyTC

## Newbury Town Trails Family Scavenger Hunt Edition

- 9 **What year was the Corn Exchange erected?**
- 10 And finally, written on the plaque in the ground of the Market Place, **what year did Queen Elizabeth I visit and grant Newbury a Royal Charter for the Town to have a market?**

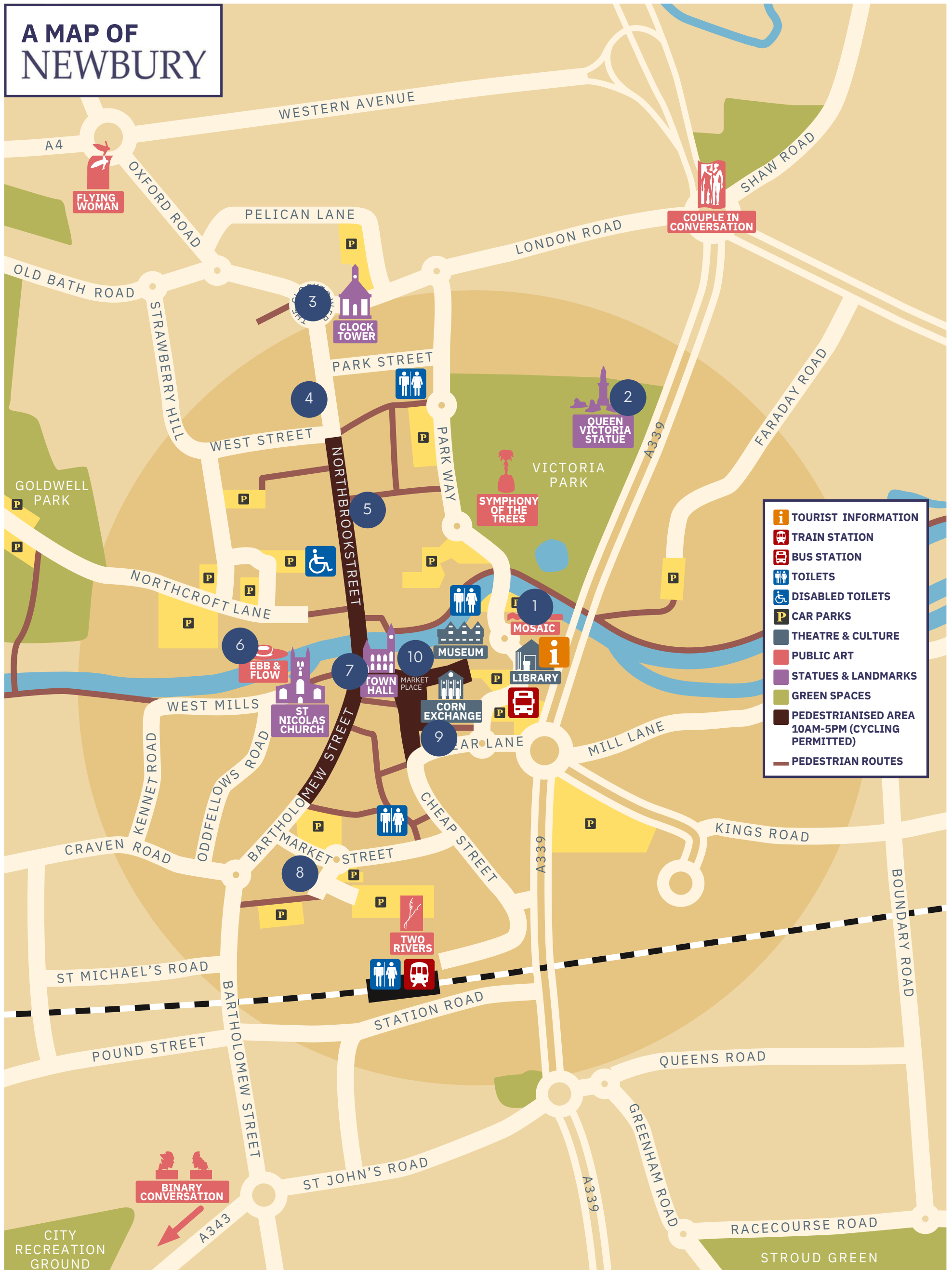
## How did you do?

Take your answers to the Town Hall to win a prize!



The Family Scavenger Hunt edition of the Newbury Town Trails is very different to our usual Town Trails projects. The purpose of the Family Scavenger Hunt is to encourage families to learn more about Newbury Town's history while also having fun. Our trail will take you on a self-guided tour of Newbury to 10 different locations in the town which make Newbury unique. You will then be asked to answer a specific question about this location. There will be clues to the answer which may be on signage, inscriptions, or plaques relating to the location. There is space in this leaflet to answer each question. Once you have answered all the questions, the trail will bring you to Newbury Town Hall where you can present your answers to the Town Hall and win a special prize. We hope you have fun and enjoy learning about the history of Newbury!

# A MAP OF NEWBURY



**NEWBURY**  
Town Council

Town Hall, Market Place, Newbury, RG14 5AA  
 Tel: (01635)35486 Email: [towncouncil@newbury.gov.uk](mailto:towncouncil@newbury.gov.uk)  
 Website: [www.newbury.gov.uk](http://www.newbury.gov.uk)



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

1<sup>st</sup> July 2024

### **Agenda Item 11: Freedom of the Town & Honorary Aldermen**

**Decision Required:** To approve the process for appointing Freedom of the Town & Honorary Aldermen

#### **Background/ Introduction**

Giving someone Honorary Freedom and Freedom of Entry is one of the most prestigious appointments that a Council can bestow.

The last Honorary Freedom given in Newbury was to the Corp of Royal Engineers, granted in 1996 when Newbury was a Borough Council, and presented along with a Freedom Parade in 1997.

By section 249(5) of the Local Government Act 1972 (amended by section 180 of the Local Government Planning and Land Act 1980), a Borough, Royal Borough or City Council may admit “persons of distinction and persons who have in the opinion of the Council, rendered eminent services to the city, borough or royal borough” as Honorary Freeman.

Because we are a Parish Council, we have not had the powers to grant Honorary Freedom since becoming Newbury Town Council in 1997.

However, the law on Honorary Freemen and Honorary Freewomen has since changed by virtue of the Local Democracy, Economic Development and Construction Act 2009. The 2009 Act widened the list of councils who are able to grant Honorary Titles.

“Subject as follows, a relevant authority may admit to be honorary freemen or freewomen of the place of area for which it is the authority –

- a. Persons of distinction, and
  - b. Persons who have, in the opinion of the authority, rendered eminent services to that place or area.
6. In this section “relevant authority” means –
- a. a principal council;
  - b. a parish or community council;
  - c. charter trustees in England constituted ...”

Local Democracy, Economic Development and Construction Act 2009; Part 1 – Democracy and Involvement; Chapter 5 – Local Freedoms and Honorary Titles

As this has come to light, it is recommended that a policy is put in place to grant Honorary Freedom for individuals who have provided exceptional, distinguished service to the Town. As

part of this recommendation, Former Councillors could be considered who would fall into the category of Honorary Aldermen.

## **DRAFT POLICY – Appointment of Honorary Freedom & Honorary Aldermen to Newbury**

### **Honorary Freedom**

#### **Legal Position**

1. By Section 249 of the Local Government Act 1972 (including amendments by the Local Democracy, Economic Development and Construction Act 2009), a principal council, parish or community council may admit “persons of distinction and persons who have, in the opinion of the Council, rendered eminent services to Newbury” as Honorary Freeman
2. A resolution passed by not less than two-thirds of the members voting at a specifically convened meeting is required to admit the Honorary Freeman or Freewoman, but this does not confer any rights upon them.
3. The resolution should recite the particular grounds upon which the Council have come to their decision, and details of the public services rendered by the recipient should be included.
4. After passing of the resolution, a newly admitted Freeman or Freewoman may, depending on custom, take the appropriate Freeman’s Oath and sign the Freeman’s Roll, with their signature being witnessed by the Mayor and Chief Executive Officer.
5. A sealed certificate of the grant of the Honorary Freedom, incorporating a copy of the formal resolution, contained in a suitable casket should then be presented to the newly appointed Honorary Freeman or Freewoman by the Mayor and an opportunity given for the recipient to reply.

#### **Method of Appointment**

1. Application for appointment must be in writing by either themselves or by a member of the Council on their behalf. Applications should be submitted to the Chief Executive, consulted with the Civic Manager and then by the Council. This should include the name, years service and an outline of their contribution to Newbury and the Council.
2. Election to the position of Honorary Freeman or Freewomen shall be by resolution of the Council passed by not less than two thirds of members voting thereon at a meeting of the Council specifically convened for the purpose, with notice of the object.
3. Posthumous Awards are not legally able to be granted.

#### **Role**

1. Honorary Freeman or Freewomen may attend en masse all civic ceremonial events as invited.
2. Assist, with the Mayor’s permission, the hosting of receptions/functions at the Town Hall.
3. Support the work of the Mayor’s Charity.
4. To act in an ambassadorial role for the Council and the civics when requested to do so.
5. To promote civic pride in Newbury Town and its council.

#### **Privileges of Title**

1. Honorary Freeman and Freewomen will be entitled to wear a badge of office as directed by the Chief Executive Officer and Mayor.

2. Attend, when invited, civic ceremonial functions and receptions,
3. To participate in civic processions, taking precedence amongst distinguished guests.
4. To be added to a 'roll of honorary freedom' which is kept in the Town Hall.
5. To enjoy such other privileges as the Council may confer upon them from time to time.

## **Honorary Aldermen**

### **Legal Position**

1. By section 249 of the Local Government Act, a Council by resolution passed by not less than two-thirds of the members at a meeting of the Council specially convened for the purpose with notice of the object, may confer the title Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent services to the Council as past member of that Council, but who are not then councillors of the Council.
2. Honorary Aldermen shall not, while serving as a Councillor of the council, shall be entitled to be addressed as an Alderman or to attend or take part in any civic ceremonies of the council as an Alderman.
3. An Honorary Aldermen may attend and take part in civic ceremonies as invited but will not have the right to attend meetings of the Council or receive any allowances or payments under section 173 to 176 of the Local Government Act 1972.

### **Criteria**

1. Candidates should have rendered eminent services by way of exceptional contribution to the Town and it's council in terms of length of service and/or achievements whilst in office.
2. The candidates agree to step down from active politics, at least in so far as refusing further nominations as a Town Councillor.
3. That candidates are able to command support across the political spectrum and work as a Civic figure in an ambassadorial role.

### **Role**

1. Honorary Aldermen may attend en masse all civic ceremonial events as invited.
2. Assist, with the Mayor's permission, the hosting of receptions/functions at the Town Hall.
3. Support the work of the Mayor's Charity.
4. To act in an ambassadorial role for the Council and the civics when requested to do so.
5. To promote civic pride in Newbury Town and its council.

### **Privileges of Title**

1. Honorary Aldermen will be entitled to wear a badge of office as directed by the Chief Executive Officer and Mayor.
2. Attend, when invited, civic ceremonial functions and receptions,
3. Invitations to attend Council meetings as a spectator
4. To participate in civic processions, taking precedence immediately after Honorary Freemen, with precedence amongst the Aldermen in accordance to the number of years service on the Council.
5. To be added to a 'roll of Honorary Aldermen' which is kept in the Town Hall.
6. To enjoy such other privileges as the Council may confer upon them from time to time.

### **Method of Appointment**

1. Application for appointment must be in writing by either themselves or by a member of the Council on their behalf. Applications should be submitted to the Chief Executive, consulted with the Civic Manager and then by the Council. This should include the name, years service and an outline of their contribution to Newbury and the Council.
2. Election to the position of Honorary Aldermen shall be by resolution of the Council passed by not less than two thirds of members voting thereon at a meeting of the Council specifically convened for the purpose, with notice of the object.
3. In the event of an Honorary Alderman resuming membership of the Council, they shall cease to hold the position of Honorary Aldermen and such rights and privileges as attached to that position. The Roll of Honorary Aldermen will be amended accordingly.
4. The resolution should recite the particular grounds upon which the Council have come to their decision, and details of their service rendered by the recipient should be included.
5. A sealed certificate of the grant, incorporating a copy of the formal resolution, contained in a suitable casket should then be presented to the newly appointed Honorary Alderman by the Mayor and an opportunity given for the recipient to reply.

### **Reference to Council Strategy**

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

### **Legal**

This policy has been created in line with the Local Government Act.

### **Financial:**

The cost of purchasing badges of office will be funded from within Civic Budget under Regalia.

### **Consultation**

Consultation with the National Association for Civic Officers for the legal process of appointing both honours.

**Decision Required:** To approve the process for appointing Freedom of the Town & Honorary Aldermen.

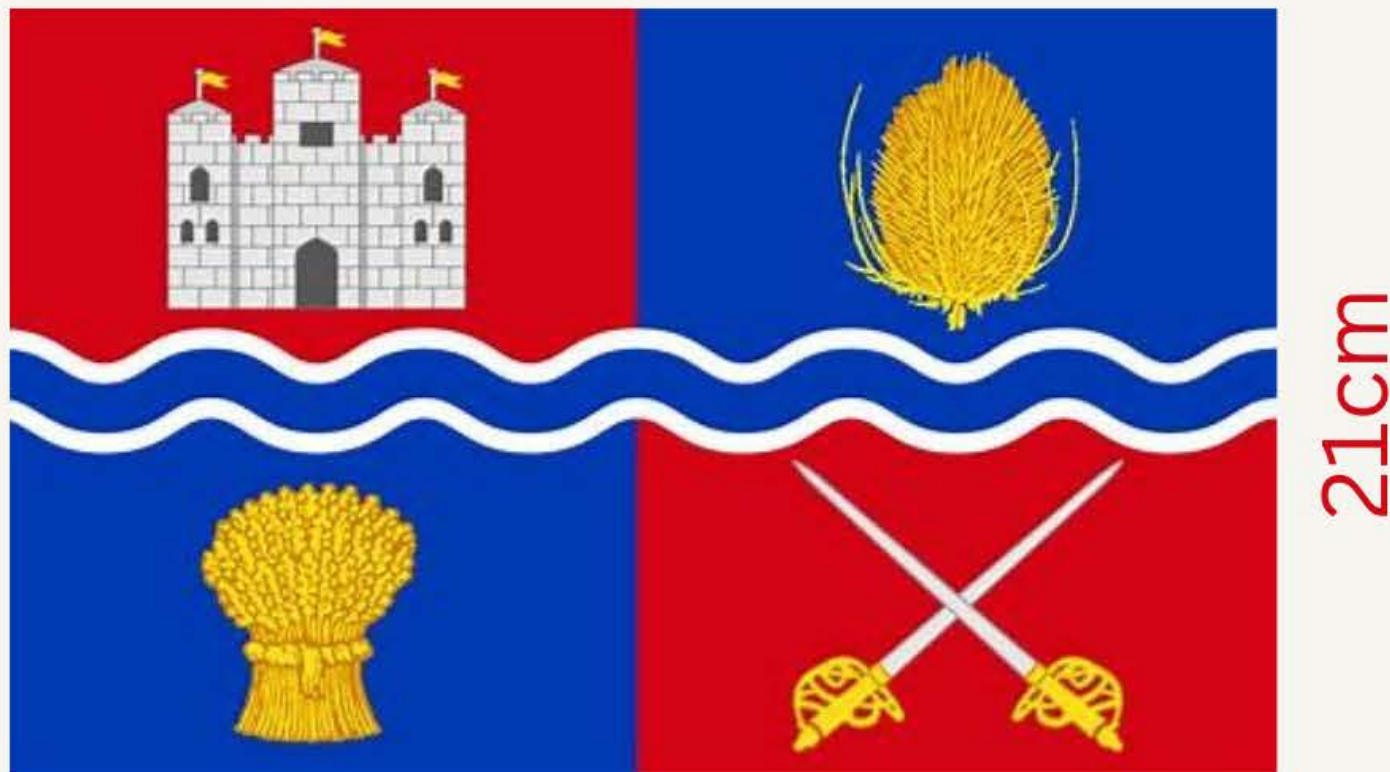
Elisa Mullen

15 05 2024



# Framed Fabric Flag with Text Underneath

## NEWBURY TOWN FLAG



45cm - width of the flag will fit to the edge of frame

Newbury Town Council's Flag Working Group was set up in 2012 to design and commission a flag for the Town of Newbury in anticipation of Celebrating the 50th anniversary of the twinning of Newbury and Braunfels.

The Newbury Town Council Flag Working Group consisted of Cllr Gabrielle MCGarvey, Cllr Arthur Johnson, Cllr Anthony Pick, Cllr Catherine Kent, Cllr Jo Day, Cllr Phil Barnett and Joyce Lewis.

As part of the process we consulted with various people but in particular with local historian and author Dr David Peacock who provided us with information and imagery associated with the town of Newbury through the ages, including 'Newbury Castle'.

Rod Thomason, Town Council Mace Bearer, Keeper of the Flags at St Nicolas' Church and keen vexillologist was also invited to share his knowledge and experience on the construction and flying of flags.

Having decided we wanted to keep the historically significant elements, The group visited the Royal College of Arms and discussed how we might be able to use elements of the old Newbury Borough Coat of Arms without contravening the rules of heraldry or grants of arms.

The final stage was working with Graham Bartram, Chief Vexillologist at the Flag Institute, to formalise and finalise the colours and design and to have the flag approved.

### THE DESIGN

Local A Level Art student, Bella Davies, drew up some of the elements for us to experiment with and we then approached Dermot de Courcy Robinson of Maxx Designs (local design company) who (at no cost) kindly provided us with the vector artwork we required to take the project on to the next stage.

**UPPER HOIST** - The top left quadrant contains Newbury Castle. The castle (which is not Donnington Castle) has been represented in a number of different ways since 1599 although the theme of three domed towers is relatively consistent. The castle is supposed to have been in the Wharf area of the town, although no evidence of it has yet been found, and it was besieged by King Stephen in 1152 AD.

**UPPER FLY** - The top right quadrant contains a teasel (not a thistle!) which reminds us of the important and prosperous period in Newbury's history when John Winchcombe ("the most considerable clothier England ever beheld") used teasels for combing and teasing wool and to raise a nap on the finished cloth.

**LOWER HOIST** - The lower left section contains a 'garb' or sheaf of corn which represents the rich agricultural history of the area, grains, horses, cattle and cheese, and in particular, the large amounts of corn which were traded in the nineteenth century. The volumes of grain were so high that the Corn Exchange was built and opened in 1862 to handle the large amount of business that was transacted in the town.

**LOWER FLY** - The lower right section contains two crossed basket hilt mortuary swords of the type that were used in the two local battles in the Civil War. The first was in 1643 around Wash Common and Enborne, whilst the second in 1644 was fought in and around Shaw and Speen. Research on the swords came from a local Battlefields' Trust representative and the Royal Armouries Civil War Collection at Littlecote House.

Across the centre runs a wavy blue line which represents the River Kennet to remind us of the importance Newbury had from very early times as a crossing point of the river and later as an inland port on the national river and canal network.

The flag was brought into use for the Newbury Carnival on Sunday 14th July 2013 and flew from the Town Hall and, in addition, 1500 handheld paper flags were distributed to the crowds lining the streets and Victoria Park.

Text provided is an exact copy of Rod Thomason's text used in the Regalia Book, so it would be in bad taste to change this when the project is in dedication to him.

Public Report: Civic Pride, Arts and Culture Committee  
1<sup>st</sup> July 2024  
Agenda Item 14: Flag Flying Policy

**Decision Required:** To review and approve the Town Council's Flag Flying Policy.

### **Newbury Town Council Flag Flying Policy**

\*\*\*changes in red

Flags are a way of expressing joy and pride – they are emotive symbols which can boost local and national identities as well as strengthening community cohesion and marking civic pride.

Flags are treated as advertisements for the purposes of the planning regime, and some require formal consent (permission) from the local planning authority, whereas others do not.

This policy relates to flags being flown from the flagpole on the balcony of Newbury Town Hall.

This has been drafted in compliance with Government guidance and regulations for their flag flying protocols while also providing scope for which cultural diversity can be celebrated in the town.

All flag flying is subject to some standard conditions. All flags must:

- Be maintained in a condition that does not impair the overall visual appearance of the site ;
- Be kept in a safe condition;
- have the permission of the owner of the site on which they are displayed (this includes the Highway Authority if the sign is to be placed on highway land);
- Not obscure, or hinder the interpretation of official road, rail, waterway or aircraft signs, or otherwise make hazardous the use of these types of transport, and
- Be removed carefully where so required by the planning authority.

### **FLAG CATEGORIES**

Subject to compliance with the Government standard flag flying conditions, there are 3 categories of flag:

- 1. flags which can be flown without consent of the local planning authority,**
- 2. flags which do not need consent provided they comply with further restrictions (referred to as “deemed consent” in the Regulations) and**
- 3. flags which require consent (“express consent”)**

## 1. Flags which do not need consent

The recent changes allow a wider range of national, sub-national, community and international flags. The full list of flags that do not require consent are:

- (a) Any country's national flag, civil ensign, or civil air ensign.
- (b) The flag of the Commonwealth, the United Nations, or any other international organisation of which the United Kingdom is a member.
- (c) A flag of any island, county, district, borough, burgh, parish, city, town, or village within the United Kingdom; This would include the Newbury Town Flag.
- (d) The flag of the Black Country, East Anglia, Wessex, any Part of Lincolnshire, any Riding of Yorkshire, or any historic county within the United Kingdom.
- (e) The flag of Saint David.
- (f) The flag of Saint Patrick.
- (g) The flag of any administrative area within any country outside the United Kingdom.
- (h) Any flag of His Majesty's forces.
- (i) The Armed Forces Day flag.

The above flags or their flagpoles must not display any advertisement or subject matter additional to the design of the flag, but the Regulations now highlight that you can attach a black mourning ribbon to either the flag or flagpole where the flag cannot be flown at half mast, for example, when flying a flag on a flagpole projecting at an angle from the side of a building. The use of the word "country" in (a) and (g) of the list above, includes any of the Channel Islands, the Isle of Man and any British Overseas Territory. The flags of St George and St Andrew are recognised as the national flags of England and Scotland, but the flags of St David and St Patrick are listed separately as they do not necessarily fall into the category of a country's national flag.

## 2. Flags which do not require consent provided they comply with certain restrictions

A number of categories of flag may be flown without consent, subject to certain restrictions regarding the size of the flag, the size of characters on the flag, and the number and location of the flags.

Categories of flag that can now be flown:

- a) House flag - the flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building. *This would include the Newbury Town Flag.*
- b) Flags that refer to a specific event of limited duration that is taking place in the building from which the flag is flown. *This could include coffee mornings or other events booked in the Town Hall Chamber, Elsie Kimber Room or on the Town Hall Steps and would need to specify their flag flying requirements as additional information to accompany their booking form.*

- c) Any sports club (but cannot include sponsorship logos). This should be reserved for special occasions/celebrations.
- d) The horizontal striped rainbow flag, such as the “Pride” Flag. *It is suggested that Newbury Pride submit proposals to the CPA&C meeting in Feb/ March to include requests to fly the Pride or Pride Progress flag.*
- e) Specified award schemes - Eco-Schools, Queen’s Awards for Enterprise and Investors in People.
- f) **the NHS flag.**
- g) Green and Blue environmental award scheme flags. *The changes also allow a flag of the Blue Flag award scheme to be flown from a flagpole on part of a beach or marina and a flag of the Green Flag Award scheme or Green Flag Community Award scheme to be flown on part of a park, garden or other green space.*

The restrictions of flying this category of flag relate to where the flagpole is located on a building:

- Two flags on the same flagpole projecting from any part of a building are permitted provided one of the flags is from category (a) (flags which do not need consent) such as a national flag and that flag is flown in the superior position.
- Otherwise, only one flag on a projecting flagpole on a building is permitted.
- The flag may not exceed 2 square metres in size.
- No restrictions on the size of characters.

### 3. Flags which require consent

Any flag not identified above requires express consent from the local planning authority before it can be flown.

*For instance, it may be suggested that the Council might fly the flag of our twin towns (5 different towns) to celebrate the anniversary of each twinning. In this regard, it is suggested that the Council seeks consent from the planning authority (West Berkshire Council) to fly these flags.*

### Flying the Union Flag

The Union Flag is the national flag of the United Kingdom of Great Britain and Northern Ireland, the Crown Dependencies and the Overseas Territories. It is a symbol of national unity and pride. The first Union Flag was created in 1606 and combined the flags of England and Scotland; the present Union Flag dates from 1801.

There are designated days when the Union Flag must be flown on UK government buildings by command of His Majesty the King. However, UK government buildings are encouraged to fly the Union Flag all year around.

The government guidance is aimed at UK government buildings. However, local authorities and other local organisations are encouraged to follow suit where they wish to fly flags.

Where UK government buildings only have one flagpole, the Union Flag should be flown every day except on certain occasions when you may wish to fly other flags, including but not limited to, the national flags of the constituent nations of the United Kingdom, the Armed Forces flag, the Commonwealth flag, county and other local flags, and other flags which may promote civic pride.

**UK government building flagpoles should never remain empty – the default should be flying the Union Flag if no other flag is being flown.**

*The Committee should decide whether the Council follows the Government’s guidance to fly the Union Flag every day.*

*At the moment, the default position is that the Council flies the Town Flag daily.*

The Union Flag is flown on the below days:

**Designated days for flying the Union Flag on UK government buildings 2024**

- 1 March: St David’s Day (in Wales)
- 11 March: Commonwealth Day (second Monday in March)
- 17 March: St. Patrick’s Day (in Northern Ireland)
- 9 April: His Majesty The King’s Wedding Anniversary
- 23 April: St George’s Day (in England)
- 6 May: Coronation Day
- 15 June: Official Birthday of His Majesty The King
- 21 June: Birthday of the HRH The Prince of Wales
- 17 July: Birthday of Her Majesty The Queen
- 8 September: His Majesty The King’s Accession
- 14 November: Remembrance Day (second Sunday in November)
- 14 November: Birthday of the Prince of Wales
- 30 November: St Andrew’s Day (in Scotland)

**Also the day of the opening of a Session of the Houses of Parliament by His Majesty and the day of the prorogation of a Session of the Houses of Parliament by His Majesty. Flags should be flown on these days even if His Majesty does not perform the ceremony in person. Flags need to be flown in the Greater London area.**

DCMS may issue ad-hoc guidance encouraging UK government buildings to fly such flags throughout the year, alongside the Union Flag.

## **PROCESS FOR DEALING WITH FLAG FLYING REQUESTS**

All flag requests will be in compliance with the Government's published restrictions on flag flying and will have to meet the requirements on size and condition of the flag.

When a request for flying a flag comes into the Town Council this should be sent directly to the Civic Manager, or to the CEO in their absence.

It will then be determined which category the flag flying request falls into; 1, 2 or 3.

Category 3 the organisation will be encouraged to contact West Berkshire Council with their request and will be provided with the appropriate contact details.

Categories 1 and 2, will be required to complete a Flag Flying Application Form (**Annex 1**) and this will be taken to the next available Full Council or Committee Meeting to be consulted upon. The item will need to be added to the agenda of the meeting with the Application Form as an accompanying appendix. This is not inclusive of Sub-Committees or Working Groups.

Once a decision has been made by the Council or Committee; if approved, arrangements will then be made with the Town Hall Officer to fly the flag on the date specified on the application form and taken down the following day after the specified date.

If any requests to fly any other flags, regardless of if they fall into category 1, 2 or 3, fall on the same day as a designated Union Flag Flying Day, the Union Flag takes precedence.

The Council reserves the right to refuse request for flag flying requests on the grounds that:

- The Union Flag will be flying on the same day.
- The request falls outside the government guidelines.
- The flag flying would be disruptive to the Council.
- The flag flying would affect community cohesion or relations.

The Town Council holds the right to manage ad hoc flag flying requests which may fall outside the threshold of the application form. These requests will be dealt with on a case-by-case basis with the Leader of the Council, Mayor and Chairperson of the Civic Pride, Arts and Culture Committee.

### **Reference to Strategy:**

Support initiatives to make Newbury a more inclusive town

### **Risk:**

Under the Lone Working Arrangement policy, staff should only be asked to change flags when there is more than one person in the Town Hall. Access to change the flag is via the balcony in the Robing Room. The balcony is very slippery and climbing in and out of the

window to access the flag pole is a hazard. The more frequent changing of flag adds to the risk of injury or damage. It is only Council Staff who are permitted to raise and lower any flags as per the Town Hall risk assessment.

All flag requests will be in compliance with the Government's published restrictions on flag flying and will have to meet the requirements on size and condition of the flag.

**Recommendation:** To approve the updated policy in relation to flags being flown from the flagpole on the balcony of the Town Hall.

Elisa Mullen - Civic Manager  
25 04 2024

**Annex 1****Flag Flying Request Form**

This form to request the flying of a flag from Newbury Town Hall's flagpole on the balcony of the Town Hall.

**This form must be completed and submitted to [mayor@newbury.gov.uk](mailto:mayor@newbury.gov.uk) or by post no later than 3 weeks before the date of the flag flying date.**

Once the form has been submitted, the Councillors will discuss the item at their next available meeting and will be added to the agenda. We endeavour to notify you which meeting this may be, though this may not always be possible.

Please note that this form will be used as an accompanying Appendix item to be discussed at Town Council meetings.

Once a decision has been made, we will contact you to confirm the outcome and further arrangements as required.

The Council reserves the right to refuse request for flag flying requests on the grounds that:

- The Union Flag will be flying on the same day.
- The request falls outside the government guidelines.
- The flag flying would be disruptive to the Council.
- The flag flying would affect community cohesion or relations.

Please give as much information as possible about your plans as this will support your request. Failure to provide such sufficient information may result in your request being denied.

<b>Section 1: About You</b>	
<b>Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Telephone</b>	
<b>Organisation</b>	

<b>Section 2: About Your Flag Flying</b>	
<b>What nationality, community or group is being celebrated?</b>	
<b>What flag do you wish to fly?</b>	
<b>What date would you like to fly this flag?</b>	



<b>Do you already have a flag?</b>	<b>Yes</b>	<b>No</b>
<b>Please confirm that you would be able to provide the flag the day before the date you wish to fly the flag. This is to ensure our staff can safely prepare the flag in advance of it being raised.</b>		

<b>Section 3: Additional Information</b>		
<b>Will you require any rooms inside the Town Hall?</b>	<b>Yes</b>	<b>No</b>
<b>If 'yes' a room booking form will be required to be completed. We cannot guarantee that we will be able to meet your request if the room has already been booked by another party.</b>		
<b>Do you plan to host a flag raising ceremony on our Town Hall Steps? If so, please outline full details regarding speeches, VIP guests and dignitaries in attendance, programme timings, speeches etc.</b>	<b>Yes</b>	<b>No</b>
<b>Please provide any further information that you may feel is relevant for Council consideration to support your application.</b>		

Name:

Date:


Please return this form to [mayor@newbury.gov.uk](mailto:mayor@newbury.gov.uk)**Newbury Town Council, Newbury Town Hall, Market Place, Newbury, RG14 2FG**

## AGREEMENT BETWEEN NEWBURY TOWN COUNCIL AND WATERSHIP BRASS

**IT IS AGREED** that Watership Brass become the brass band of Newbury Town and Newbury Town Council. In recognition of this agreement,

1. Watership Brass will highlight their links with Newbury by including 'Watership Brass – The Newbury Town Band' on letterheads, concert programmes and other relevant literature.
2. Either all or part of the Newbury Coat of Arms will be included in the Watership Brass logo on literature, headed paper and the new music stand banners. The design to be agreed by both parties.
3. A one-off payment will be made by Newbury Town Council to Watership Brass of £1,000.00 (*One Thousand Pounds Only*) on both parties signing to indicate their agreement to this document.
4. An annual retainer of £500.00 (*Five Hundred Pounds Only*) will be paid by Newbury Town Council to Watership Brass commencing from the financial year 2005/2006; this figure will be reviewed for the financial year 2006/2007 and annually thereafter.
5. Watership Brass will provide a marching band for Remembrance Sunday for the Newbury Town Remembrance Parade and Service each year commencing 2005. On this annual occasion, the band will be provided without charge, all other engagements will be charged at the full current fee.
6. Newbury Town Council expects Watership Brass to administer its engagements on a professional basis and would not ask the band to cancel a previously arranged booking in order to fulfil an engagement for Newbury Town Council.
7. Newbury Town Council will provide assistance, as required, to Watership Brass in its applications for grants to other organisations and to assist in building a band for the future by providing opportunities for Watership Brass to meet staff and/or students from local educational establishments.
8. This agreement will continue for a period of five years with an option to review after three years. One financial year's notice is required from either party to terminate the agreement.

Signed for and on behalf of  
Newbury Town Council



.....  
M D R Rodger - Mayor

5<sup>th</sup> July 2004

Signed for and on behalf of  
Watership Brass



.....  
Nigel Blake - Chairman

5<sup>th</sup> July 2004

**Public Report to Civic Pride, Arts and Leisure Committee 1<sup>st</sup> July 2024**

Agenda Item No: 19

Civic Manager's Reports

Civic Awards 2024

2024 saw the Newbury Town Civic Awards in their 27<sup>th</sup> year of delivery. This year there was five award categories; The Newbury Town Civic Award, Young Person's Civic Award, Business Civic Award, the Environmental Contribution Award and, new for 2024, the Local Community Group Civic Award. All are welcome to be nominated as long as their work and volunteering contributes to the community and betterment of Newbury Town.

Winners of the Awards receive a wooden, engraved plaque to retain and mark their achievements. Their names are also engraved on our wooden perpetual shields which are hung at the top of the Civic Staircase for all to view.

This year, the awards were launched on 29<sup>th</sup> January, with the nomination period closing on Sunday 25<sup>th</sup> February. A press release launched the awards, and the Newbury Town Council website was updated to allow for online nomination forms to be completed. In addition, advertising of the awards included letters & emails to charities and leisure organisations, posters in notice boards and bus stops as well as social media posts highlighting each award.

All the nominations were considered by the judging panel, and we received the following nominations in each category:

- Newbury Town Civic Award: 11
- Young Person's Civic Award: 10
- Business Civic Award: 5
- Environmental Contribution Civic Award: 5
- Local Community Group Civic Award: 7
- TOTAL: 38

This year, we received the most nominations for the Civic Awards Scheme we have ever received. With each nominee being allowed a guest, this meant that we had no choice but to change the venue of the presentation evening due to the high number of nominations exceeding the capacity of the Council Chamber. St Nics Hall were more than welcome to support our event and let us book their space to host the presentation evening. A huge thank you is extended to them, and to their Facilities Manager Sam Bryant for her hospitality.

## Appendix 11a

The judging panel consisted of the Mayor of Newbury, Cllr Nigel Foot; the Chairperson of the Civic Pride, Arts and Culture Committee, Jo Day; and the Leader of the Council, Gary Norman who stepped in as a judge last minute as Alison Drummond of Newbury BID was unable to take part in judging on the day. In future, it is important that we have representation from an external organisation on the judging panel to ensure that we're not biased towards any particular groups or organisations. The Green Spaces Working Group decided the winner of the Environmental Contribution Civic Award.

All nominees, and a guest, were invited to St Nics Hall on Wednesday 13<sup>th</sup> March for the Presentation Evening. All winners were present to receive their awards apart from Civic Award winner June Milsom who was recovering from an operation. The Mayor arranged to visit her at her home to congratulate her on her win, and to thank her for all her voluntary efforts with Scouting & Guiding across the district.

Because the awards took place away from the Town Hall, all winners were invited to attend a special reception in the Council Chamber with the Mayor and the judging panel so they had the opportunity to visit the Town Hall. This took place on 3<sup>rd</sup> April 2024 where the winners were delighted with their visit.

Around 80 people attended the Presentation evening; the awards themselves took around 30 minutes leaving plenty time for networking and the buffet afterwards.

Date considerations for 2025 would be as follows:

- Nominations Open – Monday 27<sup>th</sup> January 2025
- Nominations Close – Sunday 23<sup>rd</sup> February 2025
- Presentation Evening – Wednesday 12<sup>th</sup> March 2025

Elisa Mullen

Civic Manager

19 03 2024

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

**1 July 2024**

Agenda Item 11b: Civic Manager's Reports

Mayor Making 2024

Mayor Making took place on Sunday 12 May 2024. The ceremony was held in the Corn Exchange followed by Civic Service at St Nicolas Church then a reception was held in the Church Hall.

Planning for 2024's event began in February, working collaboratively with the Corn Exchange and St Nicolas Church to make the event happen. This year was also the first year that the event was filmed, I would like to thank Howard of DZ Photography for his video skills, and for turning the video around so quickly.

The Mayor Making event itself attracted a good number of guests in the Corn Exchange auditorium including people invited from a cross section of our community, together with friends and family of the incoming and outgoing Mayors and local dignitaries including the Deputy Lord Lieutenant. We managed to keep the majority of guests with tickets seated downstairs in the auditorium, and opened upstairs to any members of the public who wished to attend the public meeting, where the offer was taken up by a couple of members of the public.

Newbury Sea Cadet Corp provided 5 cadets and three adult volunteers to assist in the movement of equipment from the Town Hall to the Corn Exchange and Church Hall. They looked very smart and worked extremely efficiently assisting in any way they could and remaining to the very end of the reception to clear up the church hall and return equipment to the Town Hall prior to departure. This event would not be as efficiently managed without the support of the Cadets and we are very lucky to have had their willing assistance.

The Corn Exchange staff as always, worked very hard to ensure that our requirements were met and that our guests were seated in plenty of time for the arrival of the Mayor and Councillors prior to the meeting. The excellent entertainment this year was provided by InCantata, a group of non-professional singers who were very well received by the audience. The programme itself went very well, with all Councillors keeping to the time limits for speeches which meant that, for the first time in 4 years, the event finished before 11:30am and we could enjoy a proper comfort break. The comfort break for Councillors and Dignitaries took place at the Town Hall, with a procession to St Nics Church stepping off at 11:45 where the crowd from the Corn Exchange followed behind to the church service.

Revd. Will Hunter Smart at St Nicolas Church provided the civic service which was printed in the programme for all our guests to follow.

The buffet lunch in the church hall was well attended and enjoyed by all, and there was no food wasted – a perfect amount was ordered for the number of guests in attendance.

Thanks are extended to the Civic Team who add the extra colour and dignity to the day and always go the extra mile doing whatever is asked of them in their very special way. This year was also the first Mayor Making ceremony for Garry Poulson in the role of Mayor's Attendant and Alan Crame as Macebearer in addition to our new CEO, Toby Miles-Mallowan. Thanks are also extended to the Councillors present on the day who provided thought-provoking speeches ensuring that our guests enjoyed the event.

It was an excellent day made even better by glorious sunshine.

Elisa Mullen

15/05/2024

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

**1 July 2024**

Agenda Item 19: Civic Manager's Reports

Mayoral Fundraising Events

Since our last meeting, Cllr Nigel Foot, hosted 3 fundraising events in his role as Mayor of Newbury.

The Mayor hosted an Online Easter Raffle which ran from 16<sup>th</sup> February – 2<sup>nd</sup> April. This raffle raised £370.00 and had a over 30 prizes available. Over half of these prize were sourced by Richard Farley of Kennet Shopping where his businesses donated prizes including vouchers, hampers and various other items. We thank him for his generosity and support, along with the many other businesses who contributed to this raffle.

A fundraising coffee morning was hosted on Saturday 2<sup>nd</sup> March at the Town Hall. This did exceptionally well and raised £501.60.

On 23<sup>rd</sup> March, we hosted a Fundraising Concert at The Waterside Centre. Music was provided by Bruce Hogg, Project Band and The Rokkits. A special thanks to Services Delivery Manager, Martin Kavanagh, for arranging the acts to perform and to Amy Xing for managing the bottle bar on the night. Tickets were £10, and further funds were raised from a raffle and a 'drink per donation' on our bottle bar. £539.18 profit was made on the night with all of this going to West Berkshire Homeless. The night was attended by around 70 guests where everyone had lots of fun and memories made.

The Mayor's final fundraising event was a Quiz Night hosted on 12<sup>th</sup> April in the Council Chamber. A special thanks to Cllr Jo Day who was quiz master for the evening, and also to Amy Xing for her help in preparing the grazing boards for each team. The food was prepared in house to help lower the costs, to help create higher profit margins. This certainly paid off and £476.00 was raised on the night. There was also a raffle which did very well where we ran out of raffle tickets to sell!

At the end of his Mayoral Year, based on the above events and donations throughout the year, £2,603.11 was raised for West Berkshire Homeless. A press release was issued announcing this total to help raise the profile of the Mayor in the community.

Moving into Cllr Andy Moore's mayoral year, the Civic Manager was very keen to get the ball rolling to host some fundraising events before leaving her role at Newbury Town Council.

On Saturday 20<sup>th</sup> June the Mayor hosted a Coffee Morning for his chosen charity West Berks Foodbank. This raised £398.70 which is fantastic for a first event. A special thanks go to the volunteers at West Berks Foodbank who helped on the day, made cakes and contributed the array of tombola prizes.

At the time of writing this report, the Mayor is due to host a Bingo Night in the Council Chamber on Friday 28<sup>th</sup> June.

Elisa Mullen

25 06 2024



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

**1<sup>st</sup> July 2024**

### **Agenda Item 19: Civic Manager's Reports**

#### **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 14 (as of **25 06 2024**):

22/02/2024 – Serena Brook-Taylor

29/02/2024 – Argyles Care Home

29/02/2024 – Café Rohitgiri

29/02/2024 – Peter Skelton

07/03/2024 – Edinburgh Woollen Mill

07/03/2024 – Kat Wright

07/03/2024 – Newbury Railway Station

07/03/2024 – Newbury SEWA

07/03/2024 – Taylor Wimpey Southern Counties

23/03/2024 – Mayor's Fundraising Concert

02/04/2024 – Elodie Burdett

02/04/2024 – Liam Neil

02/04/2024 – Penelope Lyth

02/04/2024 – Sophie Neil

02/04/2024 – British Heart Foundation Newbury

03/05/2024 – LK Hair & Beauty

03/05/2024 – Taylor Wimpey  
10/05/2024 – Pizza on the Square  
16/05/2024 – McCann’s Coffee  
22/05/2024 – Trinity School  
31/05/2024 – Gourmet Pasta Co.  
31/05/2024 – Mare Hare Sport Appeal  
31/05/2024 – Mary Cholwill  
31/05/2024 – Newbury 10k  
06/06/2024 – Aldi Newbury  
06/06/2024 – Bella Hart  
14/06/2024 – Newbury District Swimming Club  
14/06/2024 – Greenham Control Tower  
14/06/2024 – Kennet Badminton Club  
20/06/2024 – Grace Coomber

Elisa Mulle

25 06 2024



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

1<sup>st</sup> July 2024

### Agenda Item 20: 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 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
    - D Day 80<sup>th</sup> Anniversary – 6<sup>th</sup> June 2024
    - Mayor's Coffee Morning for West Berks Foodbank – 22<sup>nd</sup> June 2024
    - Fundraising Bingo Night – 28<sup>th</sup> June 2024
  
  - b. **To note** the programme of civic events until the next meeting:
    - 60<sup>th</sup> Anniversary of Twinning with Braunfels, 18<sup>th</sup> – 22<sup>nd</sup> July
    - Art on the Park, 25<sup>th</sup> August
    - TBC – Annual Bowls Match
  
  - c. **To receive** ideas for suggested or potential future events or activities.

E.J. Mullen

Civic Manager

19 06 2024

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

### Agenda item 21: Work Programme for Civic Pride, Arts & Culture Committee Meetings

1<sup>st</sup> July 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. Civic Managers Reports (Mayoral Letters)
8. Civic Events
9. Discussion on Potential Future Civic Events

<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 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
<b>July</b>	Election of Chairperson Report: <ul style="list-style-type: none"><li>- Civic Awards</li><li>- VE Day</li><li>- Mayor Making</li></ul> Heritage Open Day Planning Local Democracy Working Group