

**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 2<sup>nd</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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. 75<sup>th</sup> 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**