

29th June 2022

To: The Leader and Deputy Leader of the Council; Councillors Jo Day; Billy Drummond; Sue Farrant; Stuart Gourley; Olivia Lewis; Steve Masters; Gary Norman & Elizabeth O'Keefe.

Substitutes: Councillors Jeff Beck; Nigel Foot; Chris Foster; David Marsh; 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 & Culture Committee** to be held on **Monday 4th July 2022 at 7.30pm**. This meeting will be held in the **Council Chamber** and streamed via Zoom. This meeting is open to the Press and Public.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/84458067452>

Yours sincerely,

Elisa Mullen
Civic Manager

AGENDA

1. Election of a Chairperson

Civic Manager

To elect the Chairperson and Vice-Chairperson of the Civic Pride, Arts and Culture Committee for 2022/23 Municipal Year.

2. Apologies

Civic Manager

3. 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.

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4. Minutes (Appendix 1 & Appendix 2)

Chairperson

4.1 To approve the minutes of the meetings of the Civic Pride, Arts & Culture Committee held on Monday 28th February 2022 (previously circulated).

4.2 Report on actions from previous minutes.

5. Questions and petitions from members of the public

Chairperson

(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 1st July 2022)

6. Members' questions and petitions

Chairperson

(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 1st July 2022)

7. Mayor's Drive & Tea Party (Appendix 3)

Chairperson/Civic Manager

To receive a report from Angela Spellman about the Mayor's Drive & Tea Party

To approve the recommendation that the Council would support any community organisations who wish to come forward to host a similar event.

To approve the recommendation that Newbury Town Council explore a new event opportunity within the scope of our resources if no community groups come forward.

8. Local Democracy Working Group (Appendix 4a & 4b)

Chairperson/Cllr Jo Day

To review working group membership & Terms of Reference.

To report on the current status of Local Democracy Events due to take place in Autumn 2022.

9. Newbury Town Council Silver Anniversary Working Group (Appendix 5a, 5b & 5c)

Chairperson/Cllr Gary Norman

To review working group membership & Terms of Reference.

To receive a report on the Silver Anniversary Celebrations that have taken place

To note the upcoming anniversary events that are taking place for the remainder of the year.

10. Art On The Park (Appendix 6)

Chairperson/Civic Manager

To receive a verbal report on the status of arrangements for Art on the Park, taking place on Sunday 28th August 2022.

11. Newbury Town Trails

Civic Manager

To receive an update on the status of the Newbury Town Trails maps.

12. Ebb & Flow Information Panel

Civic Manager

To receive an update on the status of the Ebb & Flow information panel.

13. Heritage Open Day

Chairperson

To note that the Town Hall will welcome the public for Heritage Open Day on Saturday 17th September 2022 10am – 2pm, showcasing the 25th Anniversary timeline display.

14. Baby Loss Awareness Week (Appendix 7)

Chairperson/Civic Manager

To approve the recommendation that Newbury Town Council participates in the Wave of Light as part of Baby Loss Awareness Week

15. Flying the Ukrainian Flag from the Town Hall

Chairperson

To resolve that Newbury Town Council continues to fly the Ukrainian Flag from the Town Hall.

16. Report on Queen's Platinum Jubilee (Appendix 8)

Chairperson/Civic Manager

To receive a report on the events held for the Queen's Platinum Jubilee celebration.

17. Report on Newbury Town Civic Awards 2022 (Appendix 9)

Chairperson

To receive a report on this year's Newbury Town Civic Awards

18. Report on Mayor Making 2022 (Appendix 10)

Chairperson

To receive a report on Mayor Making 2022.

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

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.

20. Civic Events

Chairperson

a) **To review** civic events since the last meeting of the Committee

- Civic Awards Ceremony – 16th March 2022
- NTC Silver Anniversary Reception – 1st April 2022
- Mayor's Fundraising Banquet – CANCELLED
- Mayor Making – 15th May 2022
- Queen's Platinum Jubilee Beacon Lighting – 2nd June 2022
- Beating the Bounds – 26th June (South Route)
- Flying the Pride Progress flag from the Town Hall – 27th June – 2nd July
- Beating the Bounds – 2nd July (North Route)

b) **To note** the programme of civic events until the next meeting

- Beating the Bounds by Bike – 24th July 2022
- Town Hall Family Open Day – 30th July 2022
- Annual Bowls Match – 17th August 2022
- Heritage Open Day – 17th September 2022
- Mayor's Benevolent Fund Quiz – 23rd September 2022 (TBC)

c) **To receive** ideas for suggested or potential future events or activities.

21. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2022/23 (Appendix 12)

Chairperson

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

Next Meeting:

26th September 2022, 7:30pm

Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the Council Chamber on Monday 28th February 2022 at 7.30pm

Present

Councillors Jo Day (Chairperson); Billy Drummond; Sue Farrant; Nigel Foot (Substitute); Stuart Gourley; Gary Norman; Elizabeth O’Keeffe; and Sarah Slack

Officer present:

Elisa Mullen, Civic Manager

55. Apologies for absence

Apologies: Councillors Martin Colston & Steve Masters

Absent: Councillor Olivia Lewis

56. Declaration of Interest and Dispensations

The Civic Manager declared that Councillor Billy Drummond is also a Member 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.

57. Minutes

57.1

Proposed: Councillor Billy Drummond

Seconded: Councillor Sue Farrant

Resolved: That the Minutes of the meeting of the Civic Pride, Arts & Culture Committee held on Monday 29th November 2021 be approved and signed by the Chairperson.

57.2 Actions from previous meeting

Actions were completed by the Civic Manager and further outcomes to be discussed through relevant agenda items.

58. Questions and petitions from members of the public

There were none.

59. Members' questions and petitions

There were none.

At this point of the meeting, it was proposed that the standing orders are suspended due a Member submitting a question which was after the deadline but in response to the rapidly developing events taking place in the Ukraine.

Proposed: Councillor Jo Day

Seconded: Councillor Sarah Slack

Resolved: That Standing Orders were temporarily suspended to allow for Councillor Elizabeth O'Keeffe's members question.

Councillor Elizabeth O'Keeffe asked the following question:

"Given the appalling situation in Ukraine and that many nations including our own are bathing their national monuments in the Ukrainian flag colours. Number 10 has been lit up in blue and yellow at night. Will this council consider flying the Ukraine flag in solidarity in these sad, worrying times?"

The Chairperson responded:

"While we are unable to provide an answer at this time, the Civic Manager will be actioned to explore the options of flying the Ukrainian flag, and lighting the Clock House, with a matter of urgency"

The Civic Manager agreed to explore the viability of both options.

All Members present were in agreement that we should do what we can as a Council to support those in Newbury's Ukrainian community who are struggling during this time.

Following this question, it was proposed that the Standing Orders are reinstated for the rest of the meeting:

Proposed: Councillor Jo Day

Seconded: Councillor Sue Farrant

Resolved: That Standing Orders were reinstated.

60. Newbury Twin Town Association

The Chairperson of Newbury Twin Town Association, Gillian Durrant, was present for this meeting and delivered her report and a short presentation about the Association's activities over the past year and their forthcoming activities.

Gillian highlighted the Youth for Europe event which will be taking place in Newbury this Summer and encouraged all Members to spread the word to promote young people to take part.

The Chairperson and Members thanked Gillian for her presentation.

61. Art on the Park

Councillor Sue Farrant provided a verbal update on the status of arrangements for Art on the Park 2022.

The pilot event will be taking place on Sunday 28th August at Victoria Park Nursery and Family Hub railings.

Volunteers are encouraged to come forward to assist with stewarding on the day.

Councillor Nigel Foot suggested signposting from Northbrook Street & Parkway to encourage people on the day to see the event, with the BID potentially helping. The Civic Manager will explore this further.

62. Newbury Town Trails

Proposed: Councillor Billy Drummond

Seconded: Councillor Gary Norman

Resolved: The recommendation to split the Public Art & Blue Plaque map into two separate maps was approved.

Suggestions for future maps included:

- Businesses outside of the BID's catchment area (e.g Mrs B's Café)
- Child-friendly businesses

The Chairperson reiterated that any further ideas for future maps should be sent to the Civic Manager.

An online, interactive version of the maps is also being explored.

63. Newbury Town Council Silver Anniversary

Councillor Gary Norman, Chairperson of the Silver Anniversary Working Group, provided an update on the activities that are currently due to take place for the Council's 25th Anniversary.

All Members are invited to participate in the events taking place.

There was an emphasis on trying to encourage more members of the public to visit the Town Hall and learn about the Council's work.

64. Queen's Platinum Jubilee

The Civic Manager provided an update on arrangements for the Queen's Platinum Jubilee Beacon Lighting event taking place on Thursday 2nd June 2022 around Victoria Park Pond.

Volunteers are encouraged to come forward to assist with stewarding on the day.

65. Newbury Town Civic Award 2022

The Chairperson & the Civic Manager provided a verbal update on the status of the 2022 Civic Awards.

18 very strong nominations were received in total. Judging has taken place, but the winners will be announced at the Presentation Evening on Wednesday 16th March 2022.

All Members have been invited and are encouraged to attend.

66. Mayor's Festive Afternoon Tea

The Committee were presented with a report on the Festive Afternoon Tea which took place in December 2022. The event was a success, however is not something that could be done every year due to the costs associated.

The Civic Manager shared that the organisers of the Mayor's Drive & Tea Party are feeling hopeful that the event will take place on Wednesday 6th July 2022. This can only go ahead if there are enough volunteer drivers able to come forward to support the event.

67. Christmas Carol Service

The Committee were presented with a report on the Christmas Carol Service which took place in December 2022.

68. Mayor Making 2022

The Civic Manager provided a verbal update on arrangements for this year's Mayor Making Ceremony taking place on Sunday 15th May 2022.

The Civic Manager is awaiting a meeting with the Corn Exchange to confirm arrangements for health & safety before sending invitations to guests, which all should expect to receive early April.

A couple of new elements for this year's event will include a cheque presentation to the Outgoing Mayor's charity, long service awards and, hopefully, a gift presentation to the Corps of Royal Engineers who will be celebrating 25 years of receiving Freedom of Newbury.

69. Flying the Pride Progress Flag

Proposed: Councillor Sue Farrant

Seconded: Councillor Sarah Slack

Resolved: The arrangements to fly the Pride Progress flag from the Town Hall on World Pride Day (Monday 27th June) were approved.

The Civic Manager will contact Newbury Pride to ensure they have the flag ready and prepared for this date.

70. Raising the Profile of the Council in the Community

The letters of congratulations that the Mayor has sent to residents and organisations in the community were noted.

The Chairperson thanked the Mayor and the Civic Manager for the time that was put into this initiative.

71. Civic Events

- a. The information regarding Civic events held since the last meeting of this committee was received and noted.

- b. The information relating to future Civic Events as detailed on the agenda was received and noted by the Committee.

- c. Potential future events or activities:
No ideas received

72. Forward Work Programme for Civic Pride, Arts and Culture Committee Meetings

Nothing to be added to the forward work programme.

There being no further business the Chairperson declared the meeting closed at 8:55pm.

Chairperson:

Date:

CPA&C Action Sheet

Civic Pride, Arts and Culture Committee

Date: 29/11/2021

Item	Resolved	Actions	who	when
Agenda Item 55 – Apologies	Apologies: Martin Colston, Steve Masters Absent: Olivia Lewis	Write up attendance register	DSO	03/03/22
Agenda Item 56 - Minutes	Approved & Signed	Send signed minutes to DSO for archive	Civic Manager	03/03/22
Agenda Item 59 – Members Questions	<i>“Given the appalling situation in Ukraine and that many nations including our own are bathing their national monuments in the Ukrainian flag colours. Number 10 has been lit up in blue and yellow at night. Will this council consider flying the Ukraine flag in solidarity in these sad, worrying times?”</i>	Explore viability of flying the Ukrainian Flag & Lighting the Clock House or Town Hall	Civic Manager	ASAP
Agenda Item 61 – Art on the Park	Signposting the event from Northbrook Street & Parkway, assistance from the BID.	Further exploration	Civic Manager	27/06/22
Agenda Item 62 – Newbury Town Trails	The recommendation to split the Public Art & Blue Plaque map into two separate maps was approved.	Work with the BID to create maps for the Summer launch.	Civic Manager	27/06/22
Agenda Item 69 – Flying the Pride Progress Flag	The arrangements to fly the Pride Progress flag from the Town Hall on World Pride Day (Monday 27 th June) were approved.	Notify Newbury Pride	Civic Manager	13/06/22

Public Report to Civic Pride, Arts and Culture Committee

4th July 2022

Agenda Item 7: Mayor's Drive & Tea Party

BACKGROUND

The Mayor's Drive and Tea Party is a community event which has run since 1947 on the first Wednesday of July. It provides those aged over 75 the opportunity to be driven through the countryside by a volunteer to a venue, given afternoon tea and driven back home again.

The main organiser of this event since 1985 has been Angela Spellman along with a huge number of volunteers who help with the organisation. The event is financially supported by the Mayor's Benevolent Fund.

Due to the Covid-19 pandemic, this event hasn't taken place since 2019.

Ambitions were in place for the event to take place in 2022 after the 2 year break. The first step in the organisation process is to ensure there are enough volunteer drivers available for the event to take place. Angela, and her team of organisers has set a target of a minimum of 50 volunteer drivers to make the event viable to go ahead. However, after more than 100 invitations sent to former volunteers, out of 70 responses only 32 of those were positive responses who wished to participate. With time constraints in place, this meant that the decision was made that there would be no Mayor's Drive in 2022.

Following this decision, the organisers then had the opportunity to have a further discussion on the future of the event. After delivering the event for more than 35 years, the organisers have seen how the town has developed, the way community organisations deliver their practice to support residents and have been observant to a number of factors which contribute to the success of the Mayor's Drive & Tea Party. These factors include the age of volunteers (with some being older than the guests attending the event), the need for new equipment to make the event run, safeguarding concerns regarding DBS requirements, increased cost of fuel resulting in less interest, and the declining numbers of volunteer helpers, drivers, and guest attendance over many years. Feedback from the organisers also cited that the pandemic has still played a part in 2022's response rate, as both guests and volunteers still have concerns about Covid-19.

It was after much deliberation that the organisers decided that the Mayor's Drive had run its course and the organisers did not want to pursue the event moving forward.

While this is very sad, the organisers felt that now was a good time for the event to finish following the 2 year hiatus, as getting it back up and running was proving difficult. Angela wrote to all former volunteers, guests and venue hosts to notify them of the news and to thank them for their help and support over the years.

Newbury Town Council would also like to thank Angela Spellman, Sue Kitchener, Empire Café and all other key organisers and volunteers who have played a vital role in making this happen over the years, creating many fond memories for guests, volunteers and former Mayors.

NEED FOR REPORT

As the event has come to an end, this was met with sadness from many but it also means that the Mayor's Benevolent Fund's charity aims need to be reconsidered as the Mayor's Drive & Tea Party was one of their aims.

There have been discussions about the potential for Newbury Town Council to host this event or for Newbury Town Council to host a different event with similarities to the Mayor's Drive, but there are many factors that need to be considered.

The Mayor's Drive & Tea Party relied very heavily on the community and good-will of volunteers who were willing to commit their time, money, and resources to the Mayor's Drive & Tea Party. Newbury Town Council had very little involvement in the organisation of the event. The roles that were fulfilled by volunteer organisers were, but not limited to:

- Arrange the venue for the Tea Party in the grounds of a large country house.
- Invite volunteer drivers to participate in the event.
- Invite guests to the event, including visiting them at their home.
- Assign guests to volunteer drivers, working based off location
- Ensure drivers had all the details of the guests they were attending to
- Organise the afternoon tea boxes
- Help pack the afternoon tea boxes and transport them to the venue
- Work closely with the home-owner of the venue to ensure positioning of gazebos, tables, signage, cars, first aid, toilets.
- To set up the gazebos, toilets, hot water stations
- Put up signage on approach roads to the venue
- Man the entry gate, recording cars, drivers and guests as they arrived
- Hand out afternoon tea boxes to all guests, including special boxes for those with dietary requirements.

Newbury Town Council supported this event by funding from the Mayor's Benevolent Fund, arranging medical cover and providing gazebos and hot water flasks.

Unfortunately, Newbury Town Council does not have the resources, infrastructure or funding to take on the organisation and running of this event in its current form.

OPTIONS CONSIDERED

Options for alternative events have been considered, including moving the event to Victoria Park, however the same logistical issues regarding transport, safeguarding, volunteers, equipment become an issue.

While Newbury Town Council don't have the resources to host the event, it is recommended that we would be in support of a community organisation who wished to run a similar event. We would be able to support in a similar way financially, providing that the event would be of a similar cost to the Mayor's Drive and Tea Party, but we wouldn't be involved in the organisation or administration.

Mayor's Festive Afternoon Tea

In December 2021, the Civic Manager worked with the Mayor of Newbury to host the Mayor's Festive Afternoon Tea in St Nicolas Church Hall. This event was organised, administered and run entirely by Newbury Town Council and had the support of Councillors who volunteered on the day. We welcomed 50 guests for an afternoon of Christmas music, bingo, games and afternoon tea.

While this event was a great success, there were limitations to growing this event further to the scale of the Mayor's Drive. All guests were required to make their own arrangements to and from the venue, guests were limited to 50 due to venue size, invitations for guests were made via a public call out to the Newbury Weekly News, where readers were able to contact the Civic Office to express their interest in attending. Councillors were also offered first opportunity to recommend guests to attend the event; this was taken up by one councillor.

The cost of this event was just under £1000 for venue hire, afternoon tea and prizes for the games; the cost was very similar to that of the Mayor's Drive and Tea Party and fully funded by the Mayor's Benevolent Fund. With the event foundations in place, this would be an event that could be done again, and would be happy to host again, however if it is due to expand, resources need to be considered including a larger venue, volunteers and afternoon tea boxes.

CONSULTATION

The Chairperson and the Civic Manager met with the organisers, Angela Spellman & Sue Kitchener, to learn more about their decision taken. If any community group wished to take on the organisation of the event, they both recommend that the event is not taken on in the current format as it has been running.

The organisers said that an event with a similar scope to the Mayor's Festive Afternoon Tea would work moving forward as an event which the Town Council can host, however anything involving the organisation of transportation would lead to further difficulties.

FINANCIAL

The Mayor's Benevolent Fund has been the sponsor of this event every year, and has provided the funds for the Mayor's Drive & Tea Party. This charity account is kept separate from Newbury Town Council's accounts.

It's important to note that much of the cost of putting on this event was absorbed by the kindness of our community, including the use of a venue for free and subsidised costs for the afternoon tea boxes. Trying to replicate a similar event is likely to cost more from the Charity.

If Newbury Town Council were to host an alternative event, or a community group wanted to host an alternative, the Mayor's Benevolent Fund would not be able to offer more than £1,500 per annum. This is a similar cost to that of the Mayor's Drive & Tea Party.

RECOMMENDATION

To approve the recommendation that the Council would support any community organisations who wish to come forward to host The Mayor's Drive or a similar event.

To approve the recommendation that Newbury Town Council explores a new event opportunity within the scope of our resources if no community groups come forward.

Elisa Mullen

Civic Manager

20 06 2022

Local Democracy Working Group (LDWG)

Terms of Reference

Name: Newbury Town Council Local Democracy Working Group

Current Membership: Cllr Jeff Beck, Cllr Jo Day (Chair), Cllr Billy Drummond, Cllr Nigel Foot, Cllr Stuart Gourley, Cllr Gary Norman, ~~Cllr Elizabeth O'Keefe~~ & 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.**
 - Contact Newbury local schools, inviting them to learn about Newbury Town Council.
 - 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 specifically with local minority and ethnically diverse groups within the town.
 - Engage with the public through consultations to seek out topics of interest in Newbury.
 - Facilitate the organisation of events which local people can take part in to have their say on local matters which they have raised as part of the 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.

- Respond to opportunities to implement 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

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.

Liaison from the Council

Working Group reports to Civic Pride, Arts and Culture Committee.

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

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

Resources and Budget

Supported by the Civic Manager in meetings, and the Corporate Support 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 are 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 Culture Committee

4th July 2022

Agenda Item 8: Local Democracy Working Group Update

The Local Democracy Working group have met on 3 occasions since the last meeting. As part of these meetings, both primary and secondary schools have been contacted to participate in our 'Meet the Town Council' event programme for 2022. 2022's programme is due to take place from 10th October – 21st October.

The primary school offering is that they attend the Town Hall and receive a presentation, a tour of the building, try on Councillor's robes and learn about the civic regalia.

The Primary School's schedule for attendance (as of 16 06 2022) is as follows:

Monday 10 th October	10am – 12pm	St Josephs Primary
Monday 10 th October	1pm – 3pm	Speenhamland Primary
Tuesday 11 th October	1pm – 3pm	The Willows Primary
Wednesday 12 th October	10am – 12pm	
Wednesday 12 th October	1pm – 3pm	Speenhamland Primary
Friday 14 th October	10am – 12pm	
Friday 14 th October	1pm – 3pm	Speenhamland Primary
Monday 17 th October	10am – 12pm	
Monday 17 th October	1pm – 3pm	
Tuesday 18 th October	1pm – 3pm	The Willows Primary School
Wednesday 19 th October	10am – 12pm	
Wednesday 19 th October	1pm – 3pm	The Winchcombe Primary
Thursday 20 th October	10am – 12pm	St Nicolas Junior
Thursday 20 th October	1pm – 3pm	St Nicolas Junior
Friday 21 st October	10am – 12pm	
Friday 21 st October	1pm – 3pm	

The schools who are yet to respond to are invitation are:

- Falkland Primary
- Fir Tree Primary
- Highwood Copse Primary (altered session for younger pupils where the Mayor visits the school)
- John Rankin
- Robert Sandilands
- St John the Evangelists (altered session for younger pupils where the Mayor visits the school)

At the time of writing this report, all schools have since been sent a reminder about the event, but none have yet responded to this second reminder.

For secondary schools, our programme is to visit the secondary schools and to present to them either in an assembly or with smaller groups of pupils. This consists of an outline of what we do in comparison to West Berkshire Council, and a Q&A session for students to participate in.

In our invitation this year, we let schools know that we were be willing to be flexible with the dates we have provided and that we are willing to work with their schedule for a visit to take place.

The only institution to RSVP is Newbury College. They have expressed an interest in getting 2 visits from Newbury Town Council in October.

The secondary schools below yet to respond:

- Park House
- St Barts
- Trinity
- St Gabriels
- iCollege
- Castle School

At the time of writing this report, Members of the Local Democracy Working Group have been encouraged to visit the secondary schools to learn more about the structure of their Student Councils and Head Student Team arrangements. As part of this visit, they will be taking a printed letter from us to remind them about their offering.

As part of further engagement with secondary schools and young people, the route that is being progressed is to start an engagement and communication with each school's Student Council team, and their Head Student Teams in sixth form. With these already established groups, we could try to build a network with young people through these means as they are representatives of their peers and the school. To gauge further idea of how we would work together, it's important that we take the time to research more about each school's Student Council structure and how they operate, this could then feed in further to how we engage with young people moving forward.

Elisa Mullen

Civic Manager

15 06 2022

NTC Silver Anniversary Working Group
Terms of Reference

Background:

At the Civic Pride, Arts & Culture Committee meeting of Newbury Town Council on 5th July 2021, it was resolved that a Working Group be formed to consider how Newbury Town Council's silver anniversary should be marked/celebrated in 2022.

Members:

- *Councillors Jo Day, Billy Drummond (Mayor), Gary Norman (Deputy Mayor), ~~Elizabeth O'Keeffe~~*
- *Joyce Lewis (former Civic Manager & Keeper of the Robes)*
- *Elisa Mullen (Newbury Town Council Civic Manager)*

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

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

If an officer is unable to attend a meeting, a substitute officer will be in place.

Administration support is provided by Elisa, Civic Manager.

Quorum is 3 Members and 1 Officer

Goals:

- *To ensure that the 25th anniversary of Newbury Town Council is appropriately acknowledged;*

Deliverables:

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

- *A costed and detailed action plan of celebratory event/s with clear responsibilities.*
- *The implementation of the recommendations and actions approved by the parent committee while the Working Group is in action.*

Scope / Jurisdiction

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

Guidance from the Council / Parent Committee

Provide a report back to the Civic Pride, Arts and Culture Committee.

Resources and Budget

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

A budget line to be proposed in the draft budget for 2022/23. Any further funding authorisation is sought from parent Committee or full Council.

Governance

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

Additional Notes

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

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

Public Report to Civic Pride, Arts and Culture Committee

4th July 2022

Agenda Item 9: Silver Anniversary Celebratory Reception Report

On Friday 1st April 2022, Newbury Town Council hosted a celebratory reception at St Nicolas Church Hall to recognise the 25 years since the Town Council was formed.

The event was modelled on the one which took place in 2017 for the 20th Anniversary, with the 25th Anniversary Working Group wanting to use the event as an opportunity to showcase what the Town Council have done to support the community.

To achieve this, the working group created a timeline for Town Council successes from the past 25 years which have impacted the local community. This included news articles and photos. Thank you goes out to Jo Day & Joyce Lewis for helping laminate all the content and putting it on the display.

All Former Councillors and Officers who have been involved with Newbury Town Council were invited to the event along with representatives from key partner organisations. There were around 90 people in attendance on the night.

The evening struck a nice balance between having formalities of the Mayor making a speech and then allowing plenty of time for guests to socialise and mingle with others in the room. The current Mayor, Cllr Billy Drummond was the only person to deliver a speech on the evening.

Those in attendance enjoyed the opportunity to catch up with others and enjoyed looking at the display that had been put together. A musical interlude was provided by St Bartholomew's School String Section who were fantastic. A finger buffet was provided by Sainsburys which was of very good quality, and a glass of prosecco or orange juice was given to all guests upon arrival.

The event was finished by 9pm, and all guests were invited to sign the guest book upon leaving the venue.

The event was well received by all and thanks are extended to all Officers and Members, especially of the NTC25 Working Group, who worked hard to bring the event together.

The display content will be reused for the Heritage Open Day in September as well as additional Town Hall Open Day events where the public are welcome to visit the Town Hall.

Elisa Mullen

05 04 2022

Newbury Town Council Silver Anniversary Celebratory Events

~~Friday 1st April 2022 – **Anniversary Reception.** *Private event by invitation only.*~~

~~Monday 4th April 2022 – **Annual Town Meeting.** *Public exhibition ‘25 years of Newbury Town Council’*~~

~~Sunday 12th June 2022 – **Family Day in Victoria Park.** *Additional activities present for Young People, supported by Berkshire Youth.*~~

~~Sunday 26th June 2022 – **Beating the Bounds,** South Route *(led by Dave Stubbs)*~~

~~Saturday 2nd July 2022 – **Beating the Bounds,** North Route *(led by Gillian Durrant)*~~

Saturday 30th July 2022 – **Town Hall Family Open Day.** *Including public exhibition ‘25 years of Newbury Town Council’, trying on Councillor’s robes and meeting the Mayor.*

Sunday 24th July 2022 – **Beating the Bounds by Bike.** *Led by Cllr Martin Colston.*

Wednesday 17th August 2022 – **Annual Bowls Match.** *Newbury Town Council vs Newbury Bowls Club. All are welcome to spectate.*

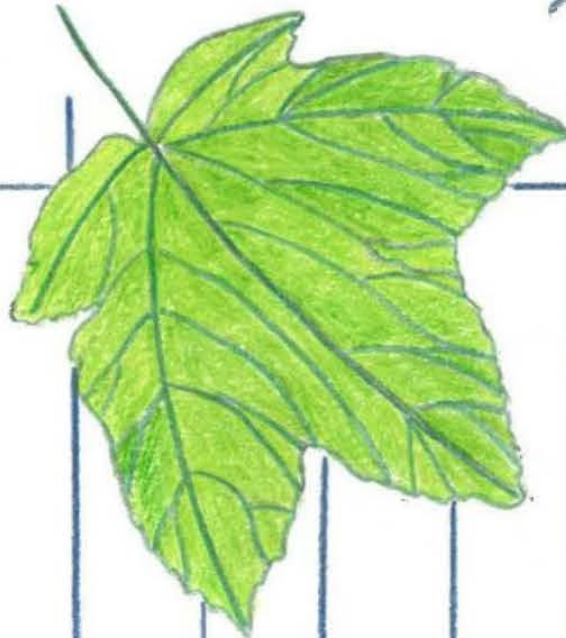
Saturday 17th September 2022 – **Heritage Open Day.** *Public exhibition ‘25 years of Newbury Town Council’.*

Saturday 4th February 2023 – **Town Hall Open Day.** *Including public exhibition ‘25 years of Newbury Town Council’.*

Special edition ‘Mayors Bears’ pin badges are also available as a commemorative item throughout the year.

After a 15 year break, it's back!

Art on the park



SUNDAY 28TH AUGUST 2022

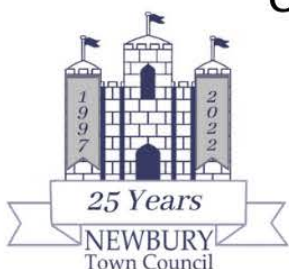
10am - 4pm

Victoria Park Nursery Railings

Exhibit or buy creative work from local artists and crafts people

Contact artontheparknewbury@gmail.com

for more information



Newbury
Art Group



Public Report To Civic Pride, Arts and Culture Committee

4th July 2022

Agenda Item 14: Baby Loss Awareness Week Report

Context

A request was submitted to the Newbury Town Council contact form from a member of the public asking the Council if they would be interested in supporting Baby Loss Awareness Week.

The request has been put for the Council to consider illuminating Newbury Town Hall in pink & blue colours to support the initiative.

Catherine Kelly, a volunteer with the Forget Me Not Fund (Hampshire Hospitals Foundation Trust's baby loss charity) has made Officers aware of Baby Loss Awareness Week, which is taking place during 9th – 15th October 2022.

This year marks the 20th Baby Loss Awareness Week and the milestone is being backed by more than 100 charities and organisations who are illuminating their buildings to raise awareness of the key issues around pregnancy and baby loss in the UK. By raising awareness, the charity are hoping to break the taboo of baby loss and also encourage the call for more tangible improvements in policy, research, bereavement care and support for this topic.

Last year, more than 200 iconic landmarks, municipal buildings, hospitals bridges and stadiums across the UK were lit up in pink and blue to support the campaign.

Within the request, Officers were notified of the global Wave of Light an initiative which takes place at 7pm – 8pm on 15th October which is an internationally recognised Pregnancy and Infant Loss Awareness Day.

Options Considered

We managed to arrange the up lighting of the Town Hall in March 2022 to show solidarity for Ukraine. This required use of Town Hall electricity and required someone present at all times to ensure health and safety.

If this were to take place, it would be recommended that the Town Hall is lit as part of the Wave of Light initiative on 15th October 7pm – 8pm to ensure that the building is monitored.

Financial

The cost of lighting up the Town Hall would need to be explored. We would consult the cost with the company who provided the up lighting for March 2022.

The cost of an Officer to supervise would need to be factored, considering 15th October is a Saturday and overtime payment would be based on receiving time and a half.

Civic Pride, Arts and Culture have a £500 project fund which could be used to fund this project.

Recommendation

To approve the recommendation that Newbury Town Council participates in the Wave of Light as part of Baby Loss Awareness Week 2022.

Elisa Mullen

Civic Manager

14 06 2022

Public Report to Civic Pride, Arts and Culture Committee

4th July 2022

Agenda Item 16: Queen's Platinum Jubilee Beacon Lighting

On the 2nd June 2022, Newbury Town Council took part in lighting a beacon to celebrate Her Majesty's Platinum Jubilee.

Beacon Lighting events were taking place across the country for this special occasion and it is estimated that Newbury was one of 2000 beacon lighting events taking place on this day.

National guidance was provided to light the beacon at 21:45pm which is when sunset would take place. With commemorations taking place late in the evening, to give the event more of a community focus we intended to have Newbury's beacon lighting event include community choirs and children's funfair rides at the event to build up to the commemorations. We arranged for the Victoria Park Kiosk to remain open and for the Wharf toilets to stay open until late in the evening.

The event was very well marketed, with a good portion of the event budget going towards event promotion with Newbury Weekly, Round and About and Muddy Stilettos.

The event was also supported by Kennet Radio who provided sound requirements and the PA System.

The event began at 7pm, with entertainment in the evening from Sing for Fun, VoxFresh, VoxSonix and Newbury Rock Choir until 9:20pm. From 9:30pm, beacon lighting commemorations took place which included a piper and bugler performing specially composed music for the occasion, a speech from the Mayor and the beacon being lit by the Town Hall Officer which was in the centre of Victoria Park Pond.

There were a few inconveniences on the day. Unfortunately, on the day the funfair was unable to be present due to their vehicle breaking down on the M4 on the way to the event; however, this did not affect the event too much as there was a larger fun fair based on Faraday Road.

There was also confusion regarding the Wharf Toilets which were closed for a short period of time during the event for which we didn't realise that this was due to them being cleaned. This resulted in miscommunication with the public about which toilets were available nearby.

The budget for this event was £1,500. On reflection, more budget for this event could have been considered to make provisions for portaloos, staging and lighting.

Newbury Sea Cadets also had 10 volunteers who supported the event by assisting with stewarding and raising money for the Mayor's Benevolent Fund and the Mayor's chosen charities. They handed out Jubilee pin badges, Union Jack flags and encouraged the public to get photos with our card board cut out of The Queen. This was a great success and they

raised over £300. At the time of writing this report, the Mayor is due to visit the Unit to thank them for their efforts.

A special thanks needs to be extended to all the Councillors who volunteered as stewards on the evening, as well as our Town Hall Officer for lighting the beacon and supporting the set up and pack down of this event.

Overall, the event itself was a success. It was estimated that around 500 people were in attendance for the beacon lighting ceremony, with lots of people slowly arriving to the Park during the event build up which really brought the community together.

Elisa Mullen

Civic Manager

14 06 2022

Public Report to Civic Pride, Arts and Culture Committee

4th July 2022

Agenda Item 17: Civic Awards 2022 Report

The 2022 Newbury Town Civic Awards were launched in the middle of January 2022. 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.

Nominations were open for 4 weeks when we received the following nominations:

- Newbury Town Civic Award – 9
- Young Persons Civic Award – 0
- Business Civic Award – 4
- Environmental Contribution Civic Award – 4

Nominations for the Young Persons Civic Award were extended by 48 hours, with one nomination coming in. At the end of the nomination period, we had **18** award nominations, one more than 2021's awards.

Despite our best-efforts contacting schools, youth organisations, clubs, churches and going through mayoral letters that were previously send to young people; it was disappointing that the Young Person's Civic Award only received one nomination which was received during the extension period. It's worth considering how we can promote this award further and would be open for any new ideas on how this could be done.

Judges were the Mayor of Newbury, the Chairperson of the Civic Pride, Arts and Culture Committee, and Alison Drummond, Operations Manager at the Newbury BID. Judging took place online via Zoom; while all nominations were very strong this year, judges were unanimous in their decisions for award winners.

All nominees were invited to the Town Hall to the Civic Awards Presentation Evening on Wednesday 16TH March. This would be the first time the Civic Awards would be hosted as a stand-alone event, as it has previously been hosted with the Annual Town Meeting.

The winners of the awards were as follows:

- Sukey Russell-Hayward, Newbury Town Civic Award
- Soorya Anbumurasoli, Young Person's Civic Award
- The Globe Pub, Business Civic Award
- Tony Hammond, Environmental Contribution Civic Award

All winners were present to receive their awards apart from The Globe Pub who were on a staff retreat. They sent the Civic Manager a video which was played at the event which went down very well with the audience.

The format of the awards as a stand-alone event worked very well. With around 50 people in attendance in the Council Chamber; the awards themselves took around 30 minutes leaving plenty time for networking and the buffet afterwards. The event finished at 8:45pm.

Feedback from the event has been very strong. With good feedback, and only minor technical issues which weren't noticeable to the public, I was very happy with the outcome of this event and the format of how it worked.

One observation that will have to be taken into account is the amount of space in the Chamber. In the future, if we receive more nomination or would like to extend the invite list to the award nominators or more dignitaries we would need to consider an alternative venue to meet the capacity of attendance.

I would strongly advocate for the Civic Awards to continue as a stand-alone event moving forwards.

Date considerations for 2023 would be as follows:

- Nominations Open – Monday 30th January 2023
- Nominations Close – Sunday 26th February 2023
- Awards Take Place – Wednesday 15th March 2023

Elisa Mullen

Civic Manager

17 03 2022

Public Report to Civic Pride, Arts and Culture Committee

4th July 2022

Agenda Item 18: Mayor Making 2022 Report

Mayor Making took place on Sunday 15th May 2022. The Ceremony was held in the Corn Exchange followed by a Civic Service at St Nicholas Church, and a reception held in St Nics Church Hall.

Following last year's event, this was the first Mayor Making event that the Civic Manager has let without any Covid-19 restrictions.

Planning for 2022's event began in February, working collaboratively with the Corn Exchange and St Nicolas Church to make the event happen.

The Corn Exchange staff were once again incredibly helpful in ensuring our requirements were met for the event, allowing us to have a technical rehearsal in the space on the Friday before the event, making provisions for our entertainment and for providing volunteer stewards on the day who assisted with guests being seated in the auditorium. A special thanks go to Emma the Front of House Supervisor and to Hilda the Technical Manager for ensuring all ran smoothly on the day and in the lead up.

The Ceremony had roughly 250 guests in attendance who enjoyed entertainment from VoxFresh at a selection of musicians from St Barts Senior Band. I would like to thank them for their performances. I would also like to thank all Councillors for their insightful and humorous speeches. Next year, I will take out the portion where Councillors are asked to stand to give their vote – we will stick to raising your hand!

The ceremony ran for 1hr 45minutes, which meant that the Church Service started later. Luckily, I was able to communicate with Brendon, the Town Hall Officer while I was backstage at the Corn Exchange where he was able to make the church aware that we were running late. Going forward, I would like to suggest that the church service begins at 12pm – this means that guests and Councillors are able to have a short comfort break before the church service, with the procession to be formed up outside of the Corn Exchange to head to the Church for 11:50am.

The Mayor's Chaplain, Revd. Gary Collins from St John's Church liaised with Revd. Will Hunter Smart at St Nicolas Church to bring together the civic service. I thank Revd. Collins, Revd. Hunter Smart and all the staff at St Nics Church for their support this year.

A reception and finger buffet was provided in St Nics Church Hall. Usually the Royal British Legion Ladies section provide the lunch for Mayor Making, however due to ill health and declining membership, this won't be an option for us moving forward. This year, a finger buffet was provided by Waitrose.

At this point, I would like to thank the Newbury Combined Cadet Force for providing us with 5 outstanding young cadets who helped support Mayor Making this year. From transporting

equipment between the Town Hall, Corn Exchange and St Nics Hall to handing out programmes, preparing the buffet lunch, serving drinks and for helping clean up – all cadets were fantastic on the day and the Mayor wrote a letter to each individual to thank them for their efforts.

Thanks are also extended to the Civic Team who were phenomenal, as always, with a special thank you to Joyce Lewis who was a very last minute stand-in for the Mayor's Attendant as he was unable to be present due to a close family bereavement. I would also like to personally thank Brendon Fierrera, our Town Hall Officer who experienced his first Mayor Making this year and was a great help on the day in helping move equipment, tidying and for providing direction to the volunteer cadets when I was unavailable.

Overall, Mayor Making 2022 was a great success with only minor changes required for 2023's event.

Elisa Mullen

Civic Manager

08 06 2022

Public Report to Civic Pride, Arts and Culture Committee

4th July 2022

Agenda Item 19: 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

The total number of letters of congratulations sent since the last meeting of this committee is **65 (as of 15 06 2022)**:

14 02 2022 – James Cowper Kreston Foundation launch

22 02 2022 – Newbury Blues ‘Pink Day’

22 02 2022 – Newbury Parkrun 10 year anniversary

22 02 2022 – Newbury RFC ‘Pitch Up and Play’ event for girls

22 02 2022 – Newbury Road Club Women’s ride group

22 02 2022 – Roland Gardner, retirement from Newbury Building Society

01 03 2022 – Luci Robertson, selected for the England Lacrosse Under 19s team

01 03 2022 – Tony White, 141 pints of blood donated over 60 years

01 03 2022 – Winchcombe Place Care Home, fundraising success for Dementia UK

07 03 2022 – Ethan & Elliott Heaver (Age 11 and 9) fundraising success for Newbury Cancer Care

07 03 2022 – Falkland Grange Care Home, fundraising for British Heart Foundation

07 03 2022 – Izzy Fry, bronze at British Athletics UK Indoor Championships

07 03 2022 – Newbury BID winning a third 5 year term

07 03 2022 – Newbury Building Society fundraising for Alzheimer’s Society

07 03 2022 – The Befriend Bus launch (Sovereign Housing, The Good Exchange, VCWB, Age Concern)

07 03 2022 – XOXO Bar opening

- 07 03 2022 – Young People and Children First Charity, fundraising success
- 14 03 2022 – Andy Howe, fundraising for Combat Stress
- 14 03 2022 – Charlotte Payne, representing GB at European tournament & achieving a World Deaf hammer throw record.
- 14 03 2022 – Phillippa Cardno, new CEO of Newbury Building Society
- 14 03 2022 – St Gabriel’s School hosting school’s Maths Challenge
- 21 03 2022 – Honesty Parkway café opening
- 21 03 2022 – Izzy Fry, World University Cross Country Champion
- 21 03 2022 – Jubilee Day Nursery, fundraising for Ukraine
- 21 03 2022 – Phoenix Lacrosse Club launch
- 21 03 2022 – Swift Logistics, delivering aid to Ukraine
- 21 03 2022 – Wash Common Scouts ground breaking
- 01 04 2022 – Bharati Shakha Newbury, Holi festival in Newbury
- 01 04 2022 – Corn Exchange, ‘Best Digital Pantomime’ nomination
- 01 04 2022 – Crimson Heat Tigers Cheerleading Squad, winners at British Championships
- 01 04 2022 – Danny Hawkins, 24hr ultra-marathon success
- 01 04 2022 – David and Carol Upton, 60th wedding anniversary
- 01 04 2022 – Gardner Leader, fundraising for Red Nose Day
- 01 04 2022 – Newbury College, fundraising for Ukraine
- 01 04 2022 – Newbury Street Pastors 10th birthday
- 01 04 2022 – Nick Bull, organising the Primary Schools Cross Country Championships
- 01 04 2022 – St Bartholomew’s School, ‘School of the Year’ by Berkshire Lawn Tennis Association
- 12 04 2022 – Kathryn Dundas retirement from Eight Bells
- 12 04 2022 – St Bartholomews School, National Schools Lacrosse Championship winners
- 12 04 2022 – West Berkshire Muslim Centre, cross fit sessions for minority groups
- 19 04 2022 – Chris Terry, delivering aid to Ukraine
- 19 04 2022 – The Lion Pub, Pub of the Year award from CAMRA
- 25 04 2022 – Luke Humphries, German Darts Grand Prix win
- 25 04 2022 – Newbury BID, EasterFest success

25 04 2022 – Friend of Wash Common Library, fundraising success

10 05 2022 – John Poet giving aid to Ukraine

10 05 2022 – Newbury Cricket Club, new pavilion opening

10 05 2022 – Newbury Racecourse, Female Commentator Programme launch

10 05 2022 – Speenhamland Primary School, Keevil Unit

10 05 2022 – West Berkshire Indoor Bowls Club, National Indoor Bowls champions

10 05 2022 – West Berkshire Muslim Centre, supporting refugees during Ramadan

18 05 2022 – Abi Hick (age 12), interior design competition winner

18 05 2022 – Goat on the Roof opening

18 05 2022 – Leila Whitehouse, Muay Thai Championship winner

18 05 2022 – Newbury RFC Under 12s, Rugby Festival winners

18 08 2022 – Newbury Spring Festival success

The following letters were sent by Cllr Gary Norman:

23 05 2022 – Berkshire Youth, award from Global Health and Pharma

23 05 2022 – David Lloyd Newbury, fundraising for New Life Charity

23 05 2022 – Luke Humphries, Czech Darts Open winner

23 05 2022 – Newbury Velo Club, ladies night

06 06 2022 – Newbury Building Society, British Bank Awards success

06 06 2022 – Team Kennet, QuadKids Athletics Festival

09 06 2022 – Frances Wadsworth CBE, Queen's Birthday Honours

15 06 2022 – Andrew Law, taekwondo success

15 06 2022 – KD Gymnastics, tournament success

Elisa Mullen (Civic Manager)

15 06 2022

Newbury Town Council

Work Programme for Civic Pride, Arts & Culture 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. Update from Local Democracy Working Group
8. Mayoral Letters
9. Flying of the Ukrainian Flag from the Town Hall
10. Past Civic Events
11. Future Civic Events
12. Discussion on Potential Future Civic Events

Meeting Date	Item
July	Election of Chairperson Report on Mayor Making Report and Review Civic Award Presentation Evening Report on NTC Silver Anniversary Reception Event Report on Queen's Platinum Jubilee Event Heritage Open Day Art on the Park Local Democracy Working Group Ebb & Flow Information Panel
September	Remembrance Sunday Planning Heritage Open Day Report Local Democracy Event NTC Silver Anniversary – Report on Outstanding Events Art on the Park Report Report on Heritage Open Day
November	Remembrance Sunday Report Report from Newbury & District Arts Association Report of Local Democracy Event Strategy Review Budget 2023/24 Civic Awards Planning NTC Silver Anniversary – Report on Outstanding Events

Appendix 11

February	NTTA Report Art on the Park Planning Civic Awards Mayor Making
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