

26 November 2019

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

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

**Also to:** All Members of the Council for information.

Dear Councillor

You are required to attend a meeting of the **Civic Pride, Arts & Leisure Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 2<sup>nd</sup> December 2019 at 7.30pm**. The meeting is open to the Press and Public.

Yours sincerely,

**Elisa Adams**  
**Civic Manager**

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## AGENDA

1. **Apologies**  
*Civic Manager*

2. **Election of Chairperson & Vice-Chairperson**  
*Civic Manager*

Following the changes to the Committee agreed by Full Council on 21 October 2019, the new Committee should now elect a Chairperson and Vice-Chairperson.

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.

4. **Minutes (Appendix 1)**  
*Chairperson*

**To approve** the minutes of the meetings of the Civic Pride, Arts & Leisure Committee held on Monday 2 September 2019 (previously circulated).

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

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5. **Questions and petitions from members of the public**  
*Chairperson*
6. **Members' questions and petitions**  
*Chairperson*
7. **Music in the Market Place (Appendix 2 to follow)**  
*Chairperson*  
**To receive** a report from Cllr David Marsh on the continuation of this event.
8. **Newbury & District Arts Council (Appendix 3a & 3b)**  
*Chairperson*  
**To receive** a report from this new stand-alone organisation which was kick-started with assistance from Newbury Town Council in accordance with Strategy item 02.MRP1 – To work with partners and stakeholders to establish a Newbury Arts Council, to support and encourage co-ordination and co-operation between the many different bodies promoting the arts in Newbury/West Berkshire.
9. **Newbury Town Civic Awards 2020 (Appendix 4)**  
*Chairperson/Civic Manager*  
**To approve** arrangements for the 2020 Newbury Town Civic Awards.
10. **Mayor Making - 17 May 2020 (Appendix 5)**  
*Chairperson/Civic Manager*  
**To review** plans for 2020 Mayor Making event.
11. **Heritage Open Day (Appendix 6a & 6b)**  
*Chairperson/Civic Manager*  
**To receive** a report on the Town Hall's Heritage Open Day on Saturday 14 September, 2019.
12. **Remembrance Sunday 10 November 2010 (Appendix 7)**  
*Chairperson/Civic Manager*  
**To receive** a report on the Remembrance Sunday Parade & Service & a verbal report of Meeting which took place on 27 November.
13. **75<sup>th</sup> Anniversary of VE Day 8-10 May 2020 (Appendix 8a & 8b)**  
*Chairperson*  
**To review** a report on the progress of the VE Day Working Group plans.  
**To approve** arrangements for the VE Day 75<sup>th</sup> Anniversary.
14. **Civic Pride Arts & Leisure Budget 2020/21 (Appendix 9)**  
*Chairperson*  
**To note** the amount spent against the current financial year 2018/19.  
**To consider** any items or events that need to be covered by the 2019/20 budget.
15. **Raising the Profile of the Council in the Community (Appendix 10)**  
*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.

**16. Civic Events**

*Chairperson/Civic Manager*

- a) **To review** civic events since the last meeting of the Committee
- Heritage Open Day 14/09/2019
  - Mayor's Charity Quiz Night 20/09/2019
  - Remembrance Sunday 10/11/19
  - Christmas Lights Civic Reception 17/11/19
  - Mayor's Coffee Morning in aid of Over 80's Parcel Fund 30/11/19 (verbal report)
- b) **To note** the programme of civic events until the next meeting
- Mayor's Coffee Morning in aid of Mayor's Benevolent Fund & Time to Talk: 14<sup>th</sup> December
  - Civic Carol Service: 22<sup>nd</sup> December St Nicolas Church
  - Launch of the Civic Awards 2020
- c) **To receive** ideas for suggested or potential future events or activities.

**17. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2018/19 (Appendix 11)**

*Chairperson*

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

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

**Next Meeting: 2 March 2020 7:30pm**

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

**Present**

Councillors Jo Day; Phil Barnett; Martin Colston; Billy Drummond; Nigel Foot; Olivia Lewis; David Marsh; Gary Norman; Chris Foster (Substitute for Sue Farrant); Sarah Slack (Vice-Chairperson).

**Officers present:**

Hugh Peacocke, Chief Executive Officer.

Elisa Adams, Civic Manager.

**1. Apologies for absence**

Councillor: Eric Pattenden; Sue Farrant

Absent: Councillor Jeff Cant

**2. Declaration of Interest and Dispensations**

The Civic Manager declared that Councillors Phil Barnett, Billy Drummond and David Marsh 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.

**3. Minutes**

**Proposed:** Councillor Phil Barnett

**Seconded:** Councillor Billy Drummond

**Resolved:** That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 1<sup>st</sup> July 2019 be approved and signed by the Chairperson.

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

There were none.

**5. Members' questions and petitions**

There were none.

**6. Music in the Market Place**

Councillor David Marsh advised that Kennet Radio are enthusiastic about continuing

this event. It was agreed that a written proposal should be submitted in time for the next meeting by November. This item will then be added to the CPA&L Agenda for December.

**7. Newbury Town Civic Awards 2020**

The meeting considered the report from the Chief Executive Officer recommending that the Civic awards and the Annual Town meeting should both be stand-alone events. It was noted that arrangements for the Annual Town Meeting will be considered at December's meeting.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Olivia Lewis

**Resolved:** That the Civic Awards would be taken forward as a stand-alone event for 2020. Considerations for what awards will be presented, including a Green Award, will be brought to the next meeting scheduled for Monday 2 December.

**8. Remembrance Sunday Planning**

Councillors noted the importance of the event and were in strong agreement that all councillors should be in attendance for the parade and well presented in representation of our town. The Civic Manager will make this explicit in the invitations sent out to Councillors.

**Proposed:** Councillor Jo Day

**Seconded:** Councillor Martin Colston

**Resolved:** That Members approve of the report of the plans that are in place for Remembrance Sunday.

**9. Heritage Open Day**

Councillors Olivia Lewis, Billy Drummond and Gary Norman volunteered their time to steward the event, in addition to the three councillors who had already volunteered. Councillors were also encouraged to take part in Local Democracy Week in October to further learn about the history of the Town Hall and the Town Council.

**Proposed:** Councillor Olivia Lewis

**Seconded:** Councillor Billy Drummond

**Resolved:** The arrangements to open the Town Hall to the public for Heritage Open Day, in conjunction with the National Heritage Open Day events on Saturday 14 September 2019 were approved.

**10. 75<sup>th</sup> Anniversary of VE Day 8-10 May 2020**

It was noted that Councillors Jo Day, Sarah Slack and Billy Drummond have agreed to join this working group. This working group will meet before the next meeting on Monday 2 December 2019 and will bring forward event proposals to commemorate VE Day.

**11. 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. Councillor Martin Colston also noted that the recipients of the letters could be used to find more nominees for our Civic Awards.

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

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Gary Norman

**Resolved:** To add a standing item to the agenda to cover follow-up actions arising from the minutes and to add the following items to the agenda for the next Committee meeting on Monday 2 December 2019:

- VE Day Proposals,
- Music in the Market Place,
- Civic Awards 2020

**13. Civic Events**

- a. The information regarding Civic events held since the last meeting of this committee was received and noted. Councillor Phil Barnett said that the Mayor's Drive and Tea Party was a key event of the Mayoral year and very much welcomed by many of the participants. However, numbers had fallen in recent years and there was a need to now review the arrangements. He offered; to work with the Civic Manager on how this event can be improved. Councillor Gary Norman provided positive feedback about the Twinning Ceremony between Newbury and Carcaixent on 13 July but encouraged more formal invitations to be given to councillors with more advance notice.
- b. The information relating to future Civic Events as detailed on the agenda was received and noted by the Committee.
- c. There were no additional ideas for suggested or potential future events or activities.

**There being no further business the Chairperson declared the meeting closed at 8.35pm.**

**Chairperson**

## Newbury and District Arts Association

**NDAA** is an ‘umbrella’ organisation which aims to promote the arts and lobby on behalf of arts groups in Newbury and the surrounding area. It owns and manages the **Northbrook Street Board** which is a valuable resource for the whole community and it runs a website [www.newburyarts.co.uk](http://www.newburyarts.co.uk) which features a ‘what’s on’ arts events calendar and resource area.

Since the initiative ignited by Newbury Town Council in October 2018, a small committee has reconvened the NDAA. There are now 25 arts organisations registered with the NDAA, compliant with Data Protection legislation. These include promoting organisations such as Ace Space and Arlington Arts, performing groups such as choirs and theatre companies and groups involved in the practice of visual, textile and photographic art activities.

Over 30 arts organisations were invited to attend an open meeting of the NDAA in October which was also publicised in the Newbury Weekly News. The low turnout was disappointing but after briefly addressing matters concerning the Constitution and Committee, the Chairman gave an update on matters regarding the Northbrook Street Board.

A representative of Newbury’s Community Interest Company, [newburywestberks.co.uk](http://newburywestberks.co.uk) had raised concerns about the current siting of the Board which was felt to be disadvantageous to the commercial interests of nearby vacant retail units. The chairman had researched the possibility of replacing the existing board with two monolith-style boards but as these would have to be ‘custom-made’, it was felt that they would be prohibitively expensive. The NDAA was happy with the current siting of the board.

The meeting endorsed the Chairman’s suggestion that the NDAA should be pro-active in lobbying for at least one new community board to feature in the new ‘gateway to Newbury’ development, connecting the station with Market Street. The means to publicise the wealth of activities and events which take place in and around Newbury should be a priority in any ‘gateway’ development. This was particularly pertinent as the original developer had been given rather than sold the land for development.

There was some useful discussion about the NDAA website, [www.newburyarts.co.uk](http://www.newburyarts.co.uk) The meeting felt that the NDAA needed to encourage greater use of the ‘What’s on’ calendar and the committee planned to meet in November to explore options for updating and improving the website.

Everyone agreed that we are very fortunate to have a rich, cultural environment and we must make every effort to promote, develop, celebrate and preserve our vibrant arts scene.

Jane Shillam  
Chairman NDAA

5 November 2019

# **Newbury and District Arts Association**

## **Constitution**

### **1. Title**

The name of the Association shall be the Newbury and District Arts Association, hereinafter referred to as the NDAA or the Association.

### **2. Aims and Objectives**

The objectives of the NDAA shall be to encourage and promote participation in the arts, and aid the development of knowledge, understanding and appreciation of the arts among the inhabitants of West Berkshire and adjoining Parishes.

To achieve these objectives

- 2.1 The NDAA may liaise and co—ordinate between individuals and organisations, both voluntary and professional, engaged in the arts.
- 2.2 The NDAA shall operate services to promote arts activities in the area it serves.
- 2.3 The NDAA may assist at a variety of promotional and performance activities in numerous art forms.
- 2.4 The NDAA may lobby politicians or others on behalf of artists and the arts.
- 2.5 The NDAA may arrange for educational and training activities in the subject of arts or arts administration for its members or the public at large.

### **3. Membership**

Membership shall be open to artistic, cultural or other interested organisations and individuals who support the objectives of the NDAA. This includes West Berkshire Council and Newbury Town Council.

- 3.1 Representatives of qualifying organisations shall be nominated to serve as members of the NDAA. Named substitutes will be entitled to speak and vote at an Annual General Meeting.
- 3.2 West Berkshire Council and Newbury Town Council shall be entitled to nominate up to two representatives to serve as non-voting observers of the NDAA.
- 3.3 The executive committee may invite people with particular knowledge or experience to inform the NDAA in a consultative capacity, such people will not consequently be entitled to vote at an AGM.
- 3.4 Individual artists, of any arts discipline, may join as individual members of the NDAA
- 3.5 Members of the NDAA shall be these organisations' representatives and individual artists as shall at any time be registered in the Members' Register.
- 3.6 The Members Register is held in a password protected, digital format on a Google Drive with access granted to members of the committee only. By registering as a member, individuals and representatives of organisations agree that contact information may be shared among the membership for the purposes of fulfilling the aims and objectives of NDAA (set out above). Members' data must never be shared with third party organisations.
- 3.7 No individual shall be excluded from membership of the NDAA or barred from any official capacity on the grounds of sex, age: race, colour, religion, sexual orientation, disability or political affiliation.

### **4. Committee**

The management of the NDAA shall be undertaken by an executive committee which shall be elected at the Annual General Meeting.



4.1 Nominations for membership of the executive committee shall be proposed and seconded, with the consent of the nominee. No member shall propose or second more than three nominees. Nominations may be made in writing in advance of the AGM or made at the AGM itself.

4.2 The executive committee shall consist of not less than five and not more than ten voting members including the Honorary Officers: Chairperson, Vice-Chairperson, Secretary, Treasurer. The Chairperson and Vice—chair person shall hold office for one year and be eligible for re-election for a maximum of three consecutive years. The Secretary and Treasurer shall retire each year and be eligible for re-election.

4.3 The executive committee may at any time co-opt members to fill vacancies on the executive committee, until the next AGM.

## 5. President and Vice Presidents

The executive committee may propose suitable persons to be elected as President and Vice Presidents of the NDAA at an Annual General Meeting for an initial period of three years, subject to re—election.

## 6. Meetings

Members of the NDAA shall have at least twenty—one days' written notice of the Annual General Meeting. This should take place within fifteen months of the previous AGM.

6.1 An Extraordinary General Meeting of the NDAA may be called at fourteen days' written notice by the Chairperson, or a quorum of the executive committee, or at least one quarter of the registered membership.

6.2 Twelve registered members, and a minimum of three committee members, shall constitute a quorum at Annual General Meetings and Extraordinary General Meetings.

6.3 Executive Committee meetings should consist of at least three committee members and a third of the voting members of the committee will constitute a quorum.

## 7. Voting

Named, individual members and a maximum of two representatives from each qualifying member organisation may vote at the Annual General Meeting.

## 8. Finance

The NDAA has been established for charitable purposes and shall raise money from membership fees, events, donations, legacies, grants and other legal means.

8.1 The income and property of the NDAA shall be applied solely towards achieving the objectives of the Association.

8.2 No member of the Association may make financial profit from the Association. The NDAA will reimburse reasonable expenses that may be incurred on behalf of the Association.

8.3 The accounting year shall run from 1 April to 31 March. The accounts of the NDAA must be examined by an independent examiner and presented to the membership at the Annual General Meeting.

## 9. Dissolution

9.1 The NDAA may be dissolved by a two-thirds majority vote of a quorum of registered members at a General Meeting of the Association.

9.2 On dissolution any assets remaining after the payment of debts and liabilities, shall be transferred to a voluntary organisation or organisations having similar objectives to those of the NDAA.

## 10. Amendments

The Constitution may be amended by a two-thirds majority vote by a quorum of registered members present at any Annual or Extraordinary General Meeting, provided that fourteen days' notice of the proposed amendment has been sent to all members.

**Public Report to Civic Pride, Arts & Leisure Committee 2 December 2019**

**Agenda Item No. 9**

**Newbury Town Civic Awards 2020**

The Newbury Town Civic Award was launched in 1998 and Lloyds Bank were the initial sponsors, hence the black horse being the ongoing award. The Civic Award presentations took place in Lloyds Bank and were always very well attended. After about 5 years, Lloyds Bank withdrew their sponsorship, however they were happy for the black horse to remain as the ongoing award and at that time Newbury Town Council agreed that they would take sole ownership of the Civic Awards. The presentations began to take place in the Council Chamber and the winner received the ongoing award for the year, plus a gift (usually an engraved clock) to retain.

In 2009 Swift Couriers approached the town council as they wished to sponsor an award for young people and they wished to sponsor a Young Persons Civic Award. They produced an ongoing award and every young person winner received an experience day. Swift Couriers then withdrew their sponsorship in 2019 and Newbury Town Council agreed to continue the Young Persons Civic Award without an outside sponsor. The ongoing award provided by Swift continues to be presented and the winner also receives a book token to the value of £25.

In 2018 Newbury Town Council launched a third civic award, the Newbury Town Council Business Civic Award, to raise the profile of the amount of the businesses who support the community. The winners receive a gift (usually an engraved clock) to retain and display in their business premises.

All nominees are invited to the Awards Ceremony and everyone, including the winners receive a certificate from the Mayor.

The Civic Awards are launched in January of each year. Nominations are received by the closing date in March. The nominations are considered by a panel of judges including the Mayor of Newbury and the Chairperson of CPA&L or the Deputy Mayor plus another leading person in the Town.

Invitations to attend the Civic Award Presentation evening includes our MP, The Lord Lieutenant, High Sheriff, Chairperson WBC, Mayor's Chaplain, NTC Councillors, previous award winners, nominees and nominators.

Since moving the Civic Awards to the Council Chamber, we have combined the Civic Award presentations with the Annual Town Meeting in the hope of attracting more people to attend the annual town meeting. A brief introduction to the annual Town Meeting followed by the Civic Awards, an interval for refreshments/photo opportunity then the Annual Town Meeting takes place. Unfortunately, the vast majority of

people leave following the Civic Awards leaving the usual attenders to Council meeting to listen to the Annual Town presentations. This formula doesn't achieve what we set out to achieve in terms of the Annual Town Meeting and can detract from the Civic Awards

In September 2019, the Civic Pride, Arts and Leisure Committee resolved to carry the event forward as a stand-alone event to merit the focus of the Civic Awards to allow for a better planned, organised event in a more comfortable setting and the extra focus those who give back to the community deserve.

Discussions and suggestions were also encouraged to introduce a new award which focuses on our environmental strategy that focuses on those in the community make which positively contribute towards the environment in Newbury.

### **Financial and Legal Implications**

The current budget provision is £500 which the Council may review as the event is to grow in profile and importance. Sponsorship will also be sought out for a new Environmental Contribution Award; we are open to any suggestions or prospective partners.

### **Reference to the Council Strategy, where relevant**

It is an objective of the Council to run and sponsor an annual Civic Awards scheme (Strategy, objective O2.6).

By introducing a new Environmental Contribution Award, this coincides directly to our new strategy, encouraging and championing those in the community who are working to make Newbury, as a whole, more environmentally sustainable (Strategy, Objective 3)

### **Equality and Diversity Impacts**

The awards are open to all the communities in Newbury.

### **Other information**

The expansion of the awards allows time to focus on the awards which help deliver the council strategy.

Use of those who have received Mayoral Letters of Congratulations to be entered and recognised at the Awards

Avoid cross-over with the business of the Annual Town Meeting and Mayor Making by holding the Awards in April, ties in nicely with celebrating the Mayor's time in office; a provisional date has been set as Wednesday 1<sup>st</sup> April 2020.

### **Recommendation(s)**

- That the Council resolves to incorporate an Environmental Contribution Award
- That the Council resolves to host the Civic Awards on Wednesday 1<sup>st</sup> April 2020.

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

**2 December 2019**

Agenda Item 5

### **Mayor Making 2020**

#### **Background:**

Mayor Making is the one of the biggest public events for the Town Council. Our next Mayor Making ceremony will take place on 17<sup>th</sup> May 2020.

In Newbury, we invite roughly 200 people to attend the ceremony at the Corn Exchange; including dignitaries, local charities & organisations, schools, the services and families. We receive a lot of support from the Royal British Legion, the local Air Cadets, the technical team at the Corn Exchange as well as a lot of press attention.

While the event has been running for a long time, it is always important that those who have key involvement are familiar with what they will be doing on the day, ensuring event preparation, and that all are aware of what arrangement are in place on the day.

#### **Suggestions:**

To ensure the smooth running of Mayor Making 2020, it is important that a rehearsal is in place 1 week prior to the event for those who have key involvement with the event. This includes the incoming and outgoing Mayor, Town Crier, Town Marshal, Mayor's Attendant, Deputy Mayor.

To facilitate this process, speeches from the incoming and outgoing Mayor will be written and submitted to the CEO one week in advance of the rehearsal as well as a potential opportunity for our entertainers to rehearse their performance, ensuring a practice of the procession to ensure smooth running on the day.

Elisa Adams

19/11/2019

### **Heritage Open Day 2019 Report**

On Saturday 14<sup>th</sup> September, the Town Hall was opened to the public from 10 am to p.m. as part of the National Heritage Open Days event.

A display on the Town Hall's history was available to view as well as information on the regalia and the paintings which are permanently on display as well as refreshments available throughout the day. The Mayor's Chair, hats and robes were available for viewing and for children to try on and to take photos.

The event was stewarded by Councillors, Civic Staff and Officers throughout the day as follows:

<b>Time</b>	<b>Lead Officer</b>	<b>Volunteers</b>			
<b>10.00 – 12.00</b>	<b>Gillian Durrant/ Hugh Peacocke</b>	<b>Martin Colston</b>	<b>Billy Drummond</b>	<b>Gary Norman</b>	<b>Rod Thomason</b>
<b>12.00 – 14.00</b>	<b>Brian Sylvester</b>	<b>Andy Moore</b>	<b>Roger Hunneman n</b>	<b>Jo Day</b>	

The open day this year was very successful. The morning was steady and the afternoon was very well attended. By the end of the day we had around 150 visitors through the doors, almost doubling our visitor count from 2018. We also received £12.03 worth of donations towards the Mayor's Benevolent Fund.

A small number of comments in the visitor's book include:

- Very interesting
- Such great history still being used
- Very informative and knowledgeable guides
- Impressive heritage
- Thanks to the helpful and friendly people here to chat
- Thank you for letting us photograph 3 future mayors
- Great. Enjoyed seeing the building and the history

Some of the highlights include children sitting in the Mayor's chair and wearing the tricorn hat, which was very popular with families. High praise also went towards the volunteers who were very knowledgeable about the building's history and regalia.

All involved in the Open Day acknowledged that Brian Sylvester using his Town Crier skills to entice people into the building contributed to the higher numbers this year. It has been suggested Brian stays on the steps as Town Crier for future open days.

Suggestions from Volunteers for Next Year:

- Brian as Town Crier on steps for the whole time
- Further advertisement: NWN, earlier press release
- More display boards with older, better quality photographs
- Tours of the Town Hall
- Opening the Mayor's Parlour - more volunteers would be required if this were to go ahead
- Earlier call out for volunteers
- Briefing to all volunteers on the history of the town and the regalia for further preparation.

Each Year the national Open Day organisers pick a theme and we will consider this next year to highlight heritage open day. Last year it was the role of women in politics and we focussed on our lady Mayors. This year it was people power but following the Town Council elections we did not have time to work on this. We will consider next year's theme when it is announced.

Recommendations for 2020:

- Have the Town Crier on the Town Hall steps for the duration of the Open Day
- Earlier call out for volunteers, the more volunteers we have on the day means more possibilities of what we can deliver on the day. This includes opening the Mayor's Parlour & delivering tours of the Town Hall.
- Direct contact with the National Open Day organisers to advertise the Town Hall open day on their website & through their means of communication.

Elisa Adams

24/10/2019

## Tony Hiller

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**From:** Brian Sylvester <brian.sylvester@zen.co.uk>  
**Sent:** 02 October 2019 16:08  
**To:** Elisa Adams  
**Cc:** Hugh Peacocke  
**Subject:** Re: Heritage Open Day 2019 Feedback

This is an **EXTERNAL EMAIL. STOP. THINK** before you **CLICK** links or **OPEN** attachments.

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Thank you Elisa

A couple of thoughts spring to mind.

- \* It might be better if I manned the street door in my town crier's outfit which tends to draw more attention.
- \* Allowing the kids to dress up and sit in the Mayor's chair for photographs was a very popular feature.
- \* The weather is a determining factor: this year we were relatively lucky: had it been pouring with rain numbers would have been down (less footfall - people in a hurry).
- \* The notice in the Newbury Weekly News said the Mayor's parlour would be open as well, but it was firmly locked. As far as I know no one actually queried this, but it could have been awkward if they had. It is an attractive feature and, if we do decide to open it in the future, it will need to be permanently manned to ensure none of the mementos get damaged or go walkies!

If anything else comes to mind before the 17th I'll let you know.

Kind regards

Brian

On 2 Oct 2019, at 15:23, Elisa Adams <[elisa.adams@newbury.gov.uk](mailto:elisa.adams@newbury.gov.uk)> wrote:

Hello

I just wanted to send a very belated message to say a massive 'thank you' for all your help and contributions to the Heritage Open Day which took place on the 14<sup>th</sup> September.

From what I hear, it was a huge success and we had a record breaking number of visitors through the doors.

I am in the process of writing a report of the day and would really appreciate your feedback along the lines of;

- What went well
- What didn't go so well
- What could be improved or changed for future years

Please send your feedback to me before the 17<sup>th</sup> October.

Kind Regards,  
Elisa



## Elisa Adams

Civic Manager  
Newbury Town Council  
My normal working hours are Monday - Thursday, 9am - 5pm

DDI: 01635 780203  
Email: [elisa.adams@newbury.gov.uk](mailto:elisa.adams@newbury.gov.uk)  
Newbury Town Council, Market Place, Newbury  
Berkshire RG14 5AA

[www.newbury.gov.uk](http://www.newbury.gov.uk)

*Time to Talk, Mayor's Charity 2019-20*

***Newbury Town Council is committed to  
continuing to make Newbury a better place to  
live, work and visit.***

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

**2 December 2019**

### **Remembrance Sunday Parade & Service 10<sup>th</sup> November 2019**

This year's Remembrance Service Parade & Service followed the same format as in previous years. We attracted in the region of 2,500-3,000 people attending as part of the parade and spectators.

While many things about this year's parade remained the same, 2019's parade was certainly what I would consider to be a parade of "firsts". As my first Remembrance Sunday as Civic Manager, Barry Digby's in the role of Town Marshal, a new Parade Marshal and a new PA System provider.

Watership Brass – The Newbury Town Band lead the parade once again down Northbrook Street towards the Market Place. The PA system this year had 2 loudspeakers in the Market Place, however we have received comments that it was too quiet and that those towards the back of the Market Place could not hear. On reflection, it would also be beneficial to have an additional PA directed at the War Memorial for those who were unable to enter the Market Place, so unfortunately people there could not hear the service which was being delivered by Revd Keri Eynon.

Comments were also made in response to the service delivery, in that we were running ahead of schedule and the 2 minutes silence was held a few minutes before 11am as well as the quality of the bugler on this occasion. A wash-up meeting will have taken place on 27<sup>th</sup> November with all those playing a key role to review this year's event and how we can look to improve for 2020, which will be celebrating the 75<sup>th</sup> Anniversary of World War Two.

We also once again had the raised staging for the 'Signer' for those in our community who are deaf and hard of hearing who was positioned suitably and in clear view of those who required her services positioned by the old Strada restaurant.

In the church, the service led by Revd Will Hunter-Smart, involved Revd Joy Mawdesley and the Mayor's Chaplain Fr. Peter Codd to lead the bidding prayers. Readings were delivered by Capt. Adrian Edwards, retired Intelligence Corps, and the Mayor of Newbury. All went according to plan.

Positive comments have already been received for the number of community groups involved in this year's parade, including our street marshals from Rotaract and the Police for their crowd control. The Newbury Royal British Legion for once again loaning us their knitted 'River of Poppies' displayed by the War Memorial and for

providing Standard Bearers training to the youth groups on the evening of the 8<sup>th</sup> November, as well as organising the main parade on the day.

I would also like to express my personal thanks to all supporting me in my first civic event in my new role at Newbury Town Council. My first Remembrance Sunday certainly would have been a much more daunting task without the full support and guidance provided by those with key involvement in the event. This includes all the Councillors in attendance, all Town Council staff and Civic Staff who contributed in various ways to the overall success of the day.

Overall, I would consider this year's event to be successful with room for learning. While there were a couple of issues on the day which will be ironed out for next year, what is important to remember is that thousands in our community came together to pay their respects to those who lost their lives. Having so many members of the community come together on this occasion is what makes Remembrance Sunday such a fundamental part of our Civic calendar and we want to continue to deliver our best for the community.

Elisa Adams  
12/11/2019

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

**2<sup>nd</sup> December 2019**

### **VE 75<sup>th</sup> Anniversary Commemorations Working Group**

#### **Background**

Victory Europe Day, generally known as VE Day, is a day celebrating the formal acceptance of Nazi Germany's official surrender to the British Empire and Allied countries in World War II in 1945. The 8<sup>th</sup> May 2020 will mark the 75<sup>th</sup> anniversary.

Celebrations in 1945 included street parties, pubs staying open late and many bonfires and fireworks once Winston Churchill addressed the nation at 3pm. For 2020, the public bank holiday has been moved to commemorate the occasion with celebratory events encouraged over the duration of the bank holiday weekend.

#### **Current Position**

The VE Day 75<sup>th</sup> Anniversary Working Group has met three times since its formation (18<sup>th</sup> September 2019, 23<sup>rd</sup> October 2019, 20<sup>th</sup> November 2019) and has developed the following event proposal to celebrate the occasion:

On Friday 8<sup>th</sup> May 2020, we propose to host a Community Picnic Party in Victoria Park between 12noon and 4pm.

The public will be encouraged to bring their own picnic lunch to Victoria Park, where the bandstand will be the focal point for a programme of entertainment and a short service, as well as fundraising stalls and games around the area delivered by local charities and community groups.

We will encourage the public to take an active role in the day where there will be a competition the best dressed family/group to win a prize (a hamper). There will also be a short period of reflection where the Town Crier will call for peace to commemorate the occasion just before 3pm.

A full rundown of an event plan has been attached as an appendix.

#### **Options Considered**

Kennet Radio to provide PA and microphone in the bandstand.

Further entertainment in the area to include a bouncy castle, face painter, an ice cream van.

Beer Stall - researching into local companies who may be willing to take part (West Berks Brewery, Ramsbury Brewery, Kennet & Avon Brewery/Stealth Brew Co, Inn at Home). Lots of financial implications come with the provision of a bar.

Celebrity guest appearances have been considered; however due to financial implications and their role we have discussed if this would be necessary.

Reenactors to take part including 1940's style dancing.

Punch & Judy show?

Beacon Lighting – less favoured idea, would need to be much later in the day due to lighter evening so not included in the event.

### **Financial**

We do hope to rely on many community organisations and volunteers to help bring this event together however there are some areas which will require spending.

Event sponsorship will be investigated for additional support.

A draft budget has been created and attached as an appendix.

### **Risk Assessment**

We have confirmation that Victoria Park will be available on this date, however due to the new Victoria Park Café planned to be in the building process, we have been advised to use the bandstand area. Only small vans and vehicles will be allowed access via St Mary's Road with access around the back of the bandstand, if building plans go ahead for May.

First aid, police presence and stewarding will be at the forefront of our planning and will take a large portion of our budget. We will also ensure that there are provisions in place for an event control desk and an arrangement for lost children.

Considerations for use of electricity – Kennet Radio, Bouncy Castle, Beer Stall?

Temporary Event Notice required due to alcohol being used on site. SIA Security to be present on the day. Fencing to be used to section off the event area to avoid alcohol being taken into public spaces.

If anticipated attendance is over 500 people, Safety Advisory Group need to be made aware of the event.

Weather permitting will always be a risk on any outdoor event. In the event of forecasted heavy rain, the event will be cancelled the day before to ensure all stakeholders are notified.

### **Consultation:**

To approve of the current plans in place to commemorate VE Day's 75<sup>th</sup> Anniversary on the 8<sup>th</sup> May 2020.

Elisa Adams

25/11/19

Friday 8th May 2020  
12pm - 4pm  
Victoria Park - Bandstand

BANDSTAND PROGRAMME		
Time	Content	Who
12:00	EVENT OPEN	
12:30	Mayor's Arrival	Mayor
14:00	Best Dressed Competition	Mayor/Deputy Mayor/CEO
14:45	Short Civic Service	St Nics/Mayor's Chaplain
14:29	Call for Peace	Town Crier
15:00	Music in Bandstand	Watership Brass
16:00	EVENT CLOSE	

\*Room for local community groups to perform in the programme to fill gaps

\*Kennet Radio to provide PA System

STALLS/GAMES	
Games	Groups fund the stalls/games themselves and can keep any profits they may incur. Organisations who wish to host games will be noted so there are no duplications, and will be required to 'book' a pitch and complete a registration form. Charities may wish to sell their own products.
Hook a Duck	
Bread Throwing	
Skittles	
Tin Can Shy	
Tombola	
Raffle	
Quoits	

POTENTIAL PARTNERS		
Name	Role	
Lions	Invite to run a stall/game	
RBL		Make sure no clashing events
Rotary/Rotaract		Stewards
BID		
Youth Groups (Scouts/Guides/Cadets etc)		
Soropmitists		
Churches		Use our networks e.g Time to Talk etc. Call out?
Local Charities		
Kennet Radio	PA System & Mic on bandstand, background music	
Watership Brass	Performance from 3pm (they have pencilled in the date)	
Local Choirs/Performance Groups	Performance	
Reenactors	Performance	
Local Businesses	Sponsorship/Bessed Dressed Prize Donations	
St Nics/Fr Codd	Leading Civic Service (multi-faith)	
Hermitage Barracks	Marquee/tables for games & stalls	
Brian Sylvester	Master of Ceremonies	

Need	Who	Cost	Notes
PA	Kennet Radio	£ 600.00	Kennet Radio - quoted £495+ VAT
First Aid	MSS	£ 700.00	Based off Remembrance Sunday costs, Newbury Community First Responders may be cheaper
Beer Stall	Madda Events Horsebox Bar	£ 500.00	"From £500", will probably be more. Look for more local breweris who may be willing to provide a beer stall for free
Ice Cream Van		£300	Various Quotes between £200 and £300. Worst case scenario costs.
Celebrity Guest		VARIABLE	
Bouncy Cas	Newbury Bouncy Castles	£ 160.00	For All Day.
Face Paints	Sunny Faces	£ 300.00	Recommened from Halloween Market Stall. Worth looking into better deal if not willing to negotiate.
Decorations		£ 100.00	<a href="https://www.runningimp.co.uk/products/ve-day-75th-anniversary.html">https://www.runningimp.co.uk/products/ve-day-75th-anniversary.html</a>
Hamper	Local Businesses	£ 100.00	1st, 2nd and 3rd place for Best Dressed competition. Will also look at any gifted donations from sponsorship/local businesses
SIA Security		£ 200.00	Required due to alcohol on site. May be more than this due to bank holiday
Fencing		TBC	Required due to alcohol on site. Check Costs with Communitiy Services
Band	Watership Brass	TBC	Usual Sunday performing fee?
		£ 2,660.00	Not including Fencing or Watership Brass

BUDGET £3000 to be reviewed  
Sponsorship to be looked into

\*Current costs are worst-case scenario.

2019/20

	Agreed Budget	Spend to 30/9/19	Projected Expenditure
<b>500 CPA&amp;L General</b>			
4045 Salary Reallocation	28,549	14,484	28,549
4600 CPA&L Committee Fund	1,500	-	1,500
4610 Environment Improvement Scheme	1,000	-	1,000
4620 Music in the Market Place	-	-	-
VE/VJ Day 75th Anniversary Celebrations	-	-	-
4625 Art Trail	1,000	-	1,000
NET EXPENDITURE	32,049	14,484	32,049
<b>505/Civic Responsibility</b>			
4045 Salary Reallocation	34,383	17,444	32,656
4651 Mayors Allowance 2019/20	-	-	500
4652 Mayors Allowance 2020/21	2,500		
4655 Honorarium	3,375	1,800	3,375
4660 Mayor Making	2,500	1,774	2,353
4665 Remembrance	1,400	80	1,400
4670 Regalia	-	1,428	1,428
4680 Civic Hospitality & Events	1,500	759	1,000
4690 Twin Towns	250	1,724	250
4700 Civic Award Scheme	500	-	500
4705 Watership Brass	650	650	650
NET EXPENDITURE	47,058	25,659	44,112

\*Yellow indicates ammendments

**Next  
Year's  
Budget  
2020/21**

23,741

500

-

1,000

3,000

1,000

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30,241

31,800

-

2,500

3,375

2,500

2,400

2,000

1,500

250

1,000

650

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47,975

## **Raising the Profile of the Council in the Community Report**

### **Background**

In accordance with the Newbury Town Council Strategy, Other Objectives No. 5  
“Acknowledge the contributions made by those who improve Newbury life”

### **Objective**

To raise the profile of all the positive things that happen in the community and, wherever possible, to acknowledge them.

### **Raising the Profile of the Council in the Community**

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

- 26 09 2019 – Geoff & Sukey Russell-Hayward, Community Tea for Children in Need
- 26 09 2019 – Peter Baker, Newbury RAF Veteran 100<sup>th</sup> Birthday
- 26 09 2019 – Tai Dieu & Friends, 100km hike for charity
- 15 10 2019 – Ian Howgate, Mental Health Campaigning
- 15 10 2019 – Judith Bunting MEP, President of Cambridge Society
- 15 10 2019 – Louise Goodall of Newbury RFC winning a National Volunteer of the Year Award
- 15 10 2019 – Nature’s Corner, local Newbury business celebrating 20 years of business
- 15 10 2019 – Olivia Delahunty, Gold medal win at Commonwealth Judo Championships
- 15 10 2019 – Park House School, National Centre for Computing Excellence
- 15 10 2019 – The Corn Exchange, Fire Garden event & 10 years of outdoor arts
- 28 10 2019 – Sarah Kelsey, Winner of the Mayor’s Christmas Card design competition
- 28 10 2019 – West Berkshire Classic Vehicle Club, £18k raised for Bloodwise
- 31 10 2019 – Joyce Keaney, retiring from Blacks, Newbury after 43 years of service
- 31 10 2019 – Hog & Hedge, starting up Independent Newbury to support independent businesses
- 31 10 2019 – Bill Piner, 23 years of service as Chairman of The Charity of Mrs Mabel Luke
- 31 10 2019 – Falkland Cricket Club, National Outstanding Service to Cricket Awards
- 31 10 2019 – Adrian Smith, winner at Local Business Charity Awards (the Individual Award)
- 08 11 2019 – Charlie Fox, 20 Mile hike for Newbury Cancer Care
- 08 11 2019 – Fusion Deli, Pay It Forward scheme
- 08 11 2019 – Leila Whitehouse, Muay Thai World Champion
- 08 11 2019 – Newbury & District Ornithological Club, celebrating 60<sup>th</sup> anniversary
- 25 11 2019 – Gary Arbon, Newbury Bodybuilder winning 2 British and World Titles
- 25 11 2019 – Newbury Tyre, Exhaust and MOT Centre Celebrating 50 years of service



Elisa Adams

12/11/2019

**Newbury Town Council**

Work Programme for Civic Pride, Arts & Leisure Committee Meetings, December 2019

**Standing Items on each (ordinary meeting) agenda:**

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of previous meeting
4. Questions/ Petitions from members of the Public
5. Questions/ Petitions from Members of the Council
6. Work programme and future business
7. Newbury & District Arts Association
8. Past Civic Events
9. Future Civic Events
10. Discussion on Potential Future Civic Events

Meeting Date	Item
<b>June</b>	Election of Chairperson Report on Mayor Making Report and Review Civic Award Presentation Evening Town Hall Heritage Open Day Charity Coffee Mornings To discuss and review the number of members for each working group
	Remembrance Sunday Planning Civic Awards
<b>September</b>	Heritage Open Day Remembrance Sunday Planning
<b>December</b>	Reports on: <ul style="list-style-type: none"> <li>• Heritage Open Day</li> <li>• Remembrance Sunday</li> </ul> Budget and future projects Civic Awards Music in the Market Place report VE Day Proposals
<b>Feb/March</b>	NTTA Report VE Day Arrangements To consider if any budget money is to be earmarked for the coming year  KPI's – consider any additional KPI's or amendments to existing KPI's