

1 September 2020

To: The Leader and Deputy Leader of the Council; Councillors Jeffrey Cant; Jo Day; Billy Drummond; Sue Farrant; Steve Masters; Gary Norman; Elizabeth O’Keeffe; Sarah Slack.

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 & Leisure Committee** to be held on **Monday 7th September 2020 at 7.30pm**. The meeting is open to the Press and Public. This meeting will NOT take place in the Town Hall and will be conducted virtually over Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/89395332703>

Meeting ID: 893 9533 2703

Yours sincerely,

Elisa Adams
Civic Manager

AGENDA

- 1. Apologies**
Civic Manager
- 2. Declarations of interest and dispensations**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1 & Appendix 2)**
Chairperson

Town Hall, Market Place, Newbury, RG14 5AA

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Making Newbury a Town
we can all be proud of.

3.1 To approve the minutes of the meetings of the Civic Pride, Arts & Leisure Committee held on Monday 6 July 2020 (previously circulated).

3.2 Report on actions from previous minutes.

4. Questions and petitions from members of the public

Chairperson

(Questions, in writing, must be with the Civic Manager by 2.00 pm on Monday 7 September 2020)

5. Members' questions and petitions

Chairperson

(Questions, in writing, must be with the Civic Manager by 2.00 pm on Monday 7 September 2020)

6. Art on The Park

Chairperson/Cllr Sue Farrant

To report on outcomes of the feasibility study of Art on the Park.

7. Newbury Art Trail (Appendix 3)

Civic Manager

To report on outcomes of discussions on progressing the Art Trail.

8. Newbury Town Civic Awards 2021 (Appendix 4)

Chairperson/Civic Manager

To consider arrangements for the 2021 Civic Awards Launch event and additional award.

9. Heritage Open Day 2020 (Appendix 5)

Chairperson/Civic Manager

To approve the arrangements for the Heritage Open Days Festival, taking place from 11th – 20th September.

10. Local Democracy Week 2020

Chairperson

To receive a verbal report on outcomes of the Local Democracy Working Group Meeting taking place on 29th July 2020.

11. 75th Anniversary of VE Day 8-10 May 2020/VJ Day 15 August 2020 (Appendix 6)

Chairperson/Civic Manager

To review the events that took place to commemorate both occasions.

12. Remembrance Sunday 2020 (Appendix 7)

Chairperson/Civic Manager

To receive a report on the planning for Remembrance Sunday, 8th November 2020.

To agree the proposal that we consider a reduced number parade and service for this year's event, subject to Covid 19 restrictions.

13. **Mayor's Benevolent Fund Christmas Gifts Review (Appendix 8A & 8B)**
Civic Manager
To consider the new arrangements in place for providing Mayor's Benevolent Fund gifts to those in need at Christmas time.
14. **Christ's Hospital School (Appendix 9)**
Civic Manager
To acknowledge the link that Newbury Town has with Christ's Hospital School and make the existence of the Wests' Gift scholarship known amongst schools in our catchment area.
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
- VJ Day Celebration – 15th August 2020
 - Mayor's Treasure Hunt – 23rd August 2020
- b) **To note** the programme of civic events until the next meeting
- Heritage Open Days Festival – 11th-20th September 2020
 - Remembrance Sunday – 8th November 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

Next Meeting:
30th November 2020, 7:30pm

**Minutes of a meeting of the Civic Pride, Arts & Leisure Committee held virtually on
Monday 6 July 2020 at 7.30pm**

Present

Councillors Jo Day (Chairperson); Billy Drummond; Sue Farrant; Nigel Foot (substitute); Chris Foster (substitute); Gary Norman; Elizabeth O’Keeffe; Sarah Slack.

Officers present:

Elisa Adams, Civic Manager

1. Election of a Chairperson and Vice-Chairperson

Proposed: Councillor Sue Farrant

Seconded: Councillor Gary Norman

Resolved: That Councillor Jo Day be elected as Chairperson of the Civic Pride, Arts & Leisure Committee for the Municipal Year 2020/21.

There were no other nominations.

Proposed: Councillor Billy Drummond

Seconded: Councillor Gary Norman

Resolved: That Councillor Sarah Slack be elected as Vice-Chairperson of the Civic Pride, Arts and Leisure Committee for the Municipal Year 2020/21.

There were no other nominations.

2. Apologies for absence

Apologies: Councillors Martin Colston and Olivia Lewis

Absent: Councillor Jeffrey Cant and Steve Masters

3. Declaration of Interest and Dispensations

The Civic Manager declared that Councillors Billy Drummond is also a Member of West Berkshire Council, which is declared as a general interest on their behalf and a dispensation is in place to allow him to partake in discussions relating to West Berkshire Council business.

4. Minutes

4.1

Proposed: Councillor Billy Drummond

Seconded: Councillor Sue Farrant

Resolved: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 2nd March 2020 be approved and signed by the Chairperson.

4.2 The Civic Manager reported the following regarding actions from the previous meeting:

- Minute No 55: Music in the Market Place; Minute No 57: Newbury and District Arts Council; Minute No 60: Local Democracy Week 2020.
- Minute No 65: Mayor's Cadet – will be discussed when required.

5. Questions and petitions from members of the public

There were none.

6. Members' questions and petitions

There were none.

7. Arts in the Town

The Civic Manager welcomes Jane Shillam, Chair of the Newbury and District Arts Association to this meeting to partake in discussions.

Members were reminded to ensure that discussions were kept in line with the current Council Strategy:

- 2.B.3 Support the re-establishment of Art in the Park and other public arts centres
- 1.F.3.B Work with local community groups like the Newbury Society and City Arts to promote and extend the Town Trail and other visual arts initiatives.

Cllr Sue Farrant gave a brief history of what has previously been known as Art On The Park (and will be referred to its correct name in the future). Jane Shillam expressed that she would be in support of Art On The Park however there was discussions about whether the idea is still relevant in comparison to what other arts events are already taking place in the town which have progressed since this initiative was formed 20 years ago.

It was agreed that Councillor Sue Farrant, Councillor Sarah Slack and Councillor Billy Drummond will work with Jane Shillam in doing a feasibility study of Art on the Park and will report back to the next meeting with their findings.

Following Jane's introduction, she expressed the NDAA's goal to lobby for a 2nd arts board in the new 'Gateway To Newbury' Grainger development. Ideas were discussed in relation to requiring more funding for a Newbury Art Trail and that Grainger could be approached for this, as a means to provide direction of the arts (or potentially a new piece) in the development.

The Civic Manager agreed to organise a date with Councillor Elizabeth O’Keeffe, Councillor Sue Farrant and Councillor Nigel Foot and Jane Shillam to discuss further ideas and developments for the Town Trail.

The Chairperson and the Civic Manager thanked Jane Shillam for joining our discussions.

8. Newbury Town Civic Awards

8.1

The Civic Manager, Elisa Adams reported that, given the circumstances of the Awards ceremony not taking place this year, the number and quality of nominations for this year’s awards was very successful.

8.2 To consider arrangements for the 2021 Civic Awards

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Sue Farrant

Resolved: That the Council will host a 2021 Civic Awards Launch Event, acting as a dual celebration for 2020’s winners and nominees. That a special award highlighting the work of community members who have responded to the Covid 19 crisis will be introduced.

Councillor Farrant highlighted the need to those working in the care industry to be recognised. The Civic Manager agreed to make a point of contacting care homes and those working in domicile care to consider being nominated.

The Civic Manager will bring a detailed plan of the event to the next meeting on 7th September 2020.

9. 75th Anniversary of VE Day 8th May 2020/VJ Day 15th August 2020

9.1

The Civic Manager noted the alternative events that took place on the day. She also thanked the Town Crier, Brian Sylvester, for his hard work in videoing the Cry for Peace Around the World and The Nation’s Toast.

9.2

Members raised concerns about the space available around the War Memorial and the Town Hall on the 15th August as this would be a Market Day and would be difficult to social distance safely. Suggestions were put in place to have a small ceremony at the Bandstand in Victoria Park following the success of the Black Lives Matter protests however concerns about drawing a crowd for a small ceremony were considered.

It was agreed that the Town Hall steps would be a suitable location for this ceremony with potential for those laying wreaths to make their way to the War Memorial shortly after the ceremony.

The Civic Manager agreed to communicate further plans with the Royal British Legion and the Community Services Team. Promotion for the event would be encouraging safe social distancing.

Proposed: Councillor Jo Day

Seconded: Gary Norman

Resolved: That a small ceremony would take place outside the Town Hall to commemorate VJ Day on the 15th August 2020.

10. **Christ's Hospital School**

Councillor Gary Norman gave a declaration of interest as he is a Governor at a local state school.

Members received the proposal but were concerned about how the word 'endorsed' was used. Options were discussed about amending the wording of the proposal but failed to reach a conclusion. It was agreed to defer this item to the next meeting on the 7th September 2020, with the Civic Manager circulating suggested wording to Councillors in the meantime to amend the proposal.

11. **Mayor's Cadet**

Proposed: Councillor Elizabeth O'Keeffe

Seconded: Gary Norman

Resolved: To accept the procedure developed to recognise the role, and appointment process of Mayor's Cadet.

12. **Heritage Open Day 2020**

It was noted that plans for our usual Heritage Open Day event in the Town Hall are likely to not take place. The Civic Manager explained that she is looking at potential virtual ideas and is seeking further guidance from West Berkshire Council and other Councils on a national level for ideas. The Civic Manager will provide an update on arrangements in the next meeting on the 7th September 2020.

13. **Local Democracy Week 2020**

It was noted that there was nothing to update since our previous meeting. The Civic Manager expressed concerns about the likelihood of this year's event going ahead as planned. It was agreed that the Civic Manager arranges a Working Group meeting to

discuss potential alternative ideas following on from the progress made in 2019's event.

14. Music in the Market Place

The Civic Manager provided a written update from Cllr David Marsh. Cllr Marsh explained that he hoped the event will be able to continue in 2021 and will be keeping in close contact with Kennet Radio and feeding back information to the Civic Manager on the progress.

The Chairperson thanked David for his continued progress on this event.

15. Raising the Profile of the Council in the Community

The information regarding the works done to raise the profile of the Council in the Community was received and noted by the Committee. The Chairperson thanked the Civic Manager for work that has been put into the letters over the past few months due to the sheer volume of letters required.

The Civic Manager thanked the Mayor of Newbury for her assistance in helping get letters to those residents who are harder to reach.

16. Civic Events

- a. The information regarding Civic events held since the last meeting of this committee was received and noted. While the majority of the events that were due to take place were cancelled, it was noted that alternative plans were executed for the Civic Awards and VE Day.
- b. The information relating to future Civic Events as detailed on the agenda was received and noted by the Committee. The next up and coming event in the calendar is:
 - VJ Day Celebration – Saturday 15th August 2020.
- c. Potential future events or activities:
 - It was noted that Members would like to plan something to celebrate the end of the pandemic.

17. Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2020/21.

The following item is to be added to the Forward Work Programme:

- Newbury Football Ground – it was understood by all Members that this would be in relation to spreading the message in terms of football and spectatorship being a leisure activity for the town and if there is anything the Council can try to do to help them. It was actioned to invite a representative from the Newbury Community

Football Group to come and speak at the next meeting.

There being no further business the Chairperson declared the meeting closed at 9.30pm.

Chairperson:

Date:

CPA&L Action Sheet**Civic Pride, Arts and Leisure Committee****Date: 02/03/2020**

Item	Resolved	Actions	who	when
Agenda Item 7 – Arts in the Town	<ul style="list-style-type: none"> - Feasibility study of Art On The Park - Cllr Elizabeth O’Keeffe, Cllr Sue Farrant and Cllr Nigel Foot to work with Jane Shillam to discuss further ideas and developments for the Town Trail. 	<ul style="list-style-type: none"> - Cllr Sue Farrant, Cllr Sarah Slack & Cllr Billy Drummond to work with Jane Shillam from NDAA and report back to the next meeting with findings. - Civic Manager to arrange date for discussions 	SF, SS, BD EA	20/08 30/07
Agenda Item 8 – Newbury Town Civic Awards 2021	The Council will host a Civic Awards Launch Event in January 2021, and a new special award highlighting the work of those who have responded to the Covid 19 Crisis	Detailed plan to be brought to the next meeting	EA	20/08
Agenda Item 9 – VJ Day 15 th August 2020	A small ceremony would take place outside the Town Hall to commemorate VJ Day	To work with the Royal British Legion and Community Services Team in planning this event.	EA	23/07
Agenda Item 10 – Christ’s Hospital School	Defer item to next meeting following rewording.	Circulate suggested wording to Councillors for this proposal	EA	20/08
Agenda Item 12 – Heritage Open Day 2020	To explore different options for 2020’s Heritage Open Day	To report back plans at next meeting	EA	13/08
Agenda Item 13 – Local Democracy Week	To look into alternative ideas for this year’s event	To arrange a Local Democracy Working Group Meeting	EA	30/07

Art Trail Meeting Notes

11 08 2020

Attendance: Elisa Adams (Officer), Cllr Sue Farrant, Cllr Nigel Foot, Cllr Elizabeth O'Keeffe, Jane Shillam (NDAA)

Creating a Presence

Town Council's strategy states that we stage and support enjoyable and inclusive events, including supporting the re-establishment of Art on the Park and other public art. Newbury Art Trail has been something which has been a part of many previous Civic Pride, Arts and Leisure discussions.

One key previous intention was to produce an Art Trail leaflet, however this didn't materialize due to the developing nature of the Town.

The Art Trail had a very specific design brief around the theme of 'flow' with site specific art which focuses on this theme.

There are pieces of art in the town which predate the Trail's conception and also have had no input/involvement from Newbury Town Council, e.g. Binary Conversations.

It was noted that there was a lack of knowledge of what actually is part of the Art Trail and what Newbury Town Council did have involvement with when commissioning work.

It was agreed that we need to establish a presence of the diverse range of art and culture within the town; encouraging the public to look at what we have and to enjoy them, helping residents reconnect with the town.

This could be done through our website, social media platforms and ensuring there is both print and a downloadable PDF available of all the information to maximise our reach and accessibility, ensuring that all information is in one useful place.

Before this can be done, further research needs to be undertaken to look at:

- What art is in the town
- As much information about each piece as possible
- Which ones had NTC involvement
- How would they be presented in a way which demonstrates the concept of 'flow' and the constant change and development of our town

There was a discussion about how some of the information may require updating or an information board to go along side. Cllr Farrant was in conversations with the CEO about the Interpretation board for Ebb and Flow. The Civic Manager will speak to the CEO about the progress of this.

Extending Beyond the Art Trail

There are also lots of other art pieces in the town which could fit quite within the Art Trail. The question was asked if we wanted to stick with the Art Trail as conceived or broaden our parameters to include other art pieces?

Scope for discussion about other historical aspects that be included on a trail. These include but aren't limited to Queen Victoria statue, Town Hall water fountain, art piece up at Waitrose, The Echo at West Berks offices.

Lots of scope for something bigger and wider than just the Art Trail.

Could there be opportunity to have different trails with different topics? Further trails in addition to an art trail could include other historical pieces and possibly blue plaques? Something which could involve Newbury Society and Heritage Working Group

What do The Library already have that is similar to a town trail? Need to research further.

Commissioning a New Piece & Funding

£1000 in CPA&L Budget could cover interpretation board or commissioning design of a PDF/Leaflet. Wouldn't be anywhere close enough to commission a piece.

Previous NTC commissioned pieces have come mainly from fundraising and sponsorship.

The Civic Manager will raise the question to the CEO about approaching Grainger to commission a piece.

An angle for a piece of commissioned work could be a Covid 19 commemoration piece of work to mark this time in Newbury's history. There might potentially be funding opportunities now for this kind of work. The Civic Manager will research this using her own personal connections in the creative industries and Arts Council England/National Lottery Project Grants.

Could be good to have something that more organisations could be involved with e.g. Corn Exchange, City Arts, Newbury College. Being able to have public participation opportunities similar to the Newbury Mosaic and opportunities to work with young people. Civic Manager to reach out to organisations to see if they would be interested.

Michael Fairfax who is the artist for the Market Street's new piece, previous involvement in the Art Trail, them of 'flow' reviving previous connection.

Civic Awards 2021 Plan

Date	Action	Notes
Wednesday 27 th January 2021 7pm	LAUNCH EVENT & NOMINATIONS OPEN	See Plan Below
Sunday 28 th February 2021	Nominations Closed	
W/C 1 st March	Judging Commences	
Wednesday 17 th March 2021 7pm	AWARDS PRESENTATION	1 st as a stand-alone event

2021 Awards to be presented:

- The Newbury Town Civic Award
- The Newbury Town Young Persons Civic Award
- The Newbury Town Business Award
- The Newbury Town Environmental Contribution Award
- *Newbury Town Community Champions* (See below)

The Newbury Town Community Champions

This is a special, one-off award specifically for the 2021 awards to recognise those individuals who have come forward to give their time, energy and support to fellow members of the community out of kindness and goodwill during the Covid-19 pandemic.

Instead of having one overall award, as this is a one-off occasion it is suggested that those nominated are all recognised as a Newbury Town Community Champion by receiving a special pin badge for their services to the town and residents. The criteria for this award would be to have delivered unpaid, voluntary service, to help support the local community during the Covid-19 crisis. By keeping criteria broad, we hope to attract a range of nominations, some which Newbury Town Council may not have heard of before who have contributed in our community.

These awards would be presented at the start of the 2021 awards ceremony, individuals will have their nomination read out and invited up to collect their pin badge from the Mayor one by one as well as receiving a certificate. A full list of those who have received their pin badges would be published.

Prices for 100 (minimum required) 2cm soft enamel pin badges with the Newbury Town crest and Community Champion written would cost roughly £200 (sourced from The Enamel Pin Factory) from the Civic Awards budget, this is to cover a bespoke design and would need to be ordered at least 6 weeks before the presentation event (also before nominations would be open).

Civic Awards Launch Event

The aim of the Civic Awards Launch Event is to act as both a celebration of achievement for 2020's award winners and nominees, and to raise the profile of the Civic Awards amongst the local community.

We will invite 2020's winners and nominees to attend the evening as well as press contacts and local businesses and organisations in Newbury to attend where they will have the opportunity to celebrate 2020's successes and get the first look at 2021's plans.

The evening will begin with the presentation of 2020's winners receiving their awards and having their photo opportunity. We will then move into introducing the plans for 2021's awards, running through each of the awards and their criteria as well as launching the Community Champions award, as outlined above. The evening will end with the awards being opened for nominations and networking opportunities.

Light refreshments and nibbles will be available, and the 2019/20 Mayoral Letters will be rolling on slideshow throughout introduction and networking. Budget for this event should come to no more than £50 for refreshments.

Nomination forms will be available scattered around the space for those who wish to make nominations on the evening or to take a form home. A sealed box and pens will also be available for those who wish to submit their nomination on the night.

A presenter for the evening still needs to be established, they will be supported in advance of the event with a script and will present a PowerPoint presentation on the evening.

Covid-19 Contingency Plan

In the ever-changing climate due to Covid 19, a contingency plan has been put together in case our physical events are no longer able to take place. All considerations would be subject to change based on the circumstances closer to the time.

- 2020 Award winners will still be required to collect their awards. If the Launch Event is unable to take place, the four winners will be invited to collect their awards in a socially distant, safe environment being presented by the Mayor of Newbury with a photo opportunity.
- If the Launch Event is unable to take place, we will still aim to launch the award nomination opening on the same day. This would be done in a press release and potentially a video address shared on our online platforms.
- The Newbury Town Community Champion awards would still be launched at the same time nominations open.

- For the Civic Awards Ceremony, one option could be to deliver the awards ceremony online via video live stream. This can be done on Zoom where participants can watch and take part in discussions via the comments section, so they wouldn't be on camera (similar to how a webinar is hosted). Winners of the awards would then be invited to collect their awards and for a photo opportunity.

Elisa Adams, Civic Manager

12 08 2020

Public Report to Civic Pride, Arts and Leisure Committee, 7 September 2020

Agenda Item 9: To approve the arrangements for the Heritage Open Days Festival, taking place from 11th – 20th September.

Background

Heritage Open Days is England's largest festival of history and culture, bringing together over 2,000 organisations, 5,000 events and 40,000 volunteers. Every year in September, places across the country throw open their doors to celebrate their heritage, community and history. It's a chance for the public to see hidden places and try out new experiences – and it's all FREE. This year, Heritage Open Days 2020 will be from 11-20 September.

The Town Hall usually runs a Heritage Open Day event in the Council Chamber inviting the public into the Town Hall to learn about the history of the building and more about Newbury heritage. Last year this was a success, welcoming around 140 visitors into the Town Hall.

This year Heritage Open Days have been encouraging organisations to look at alternative means of engagement through the use of digital technology. While the Town Hall is unable to open to the public, the Civic Manager has explored means of how a Heritage Open Day presence can be done digitally. Unfortunately, due to the Council's current IT infrastructure and time constraints, we wouldn't be able to deliver the advanced options of digital experiences Heritage Open Days were advising.

Alternatively, the Town Council proposes to utilise one of our Town Council notice boards to provide a Heritage Open Day display with information about the town hall which would be on display from Friday 11th September – Sunday 20th September. There would also be a QR code which links to an online quiz which has been created about the Town Hall. While this activity may not have the same engagement as our usual Heritage Open Day events, it is important that we are still able to offer an alternative option for members of the community to participate in the Heritage Open Day experience.

Objective

To promote the heritage and history of Newbury by encouraging members of the public to have an alternative experience of the Town Hall and its civic history by engaging in both a physical and an online activity and presence. This would be available for the full duration of the Heritage Open Days festival.

The display would provide key information about the Town Hall building, our paintings, the Mayor and the civic regalia with both written information and images on display. The information provided would provide the answers that have been used as part of an online quiz devised by the Civic Manager. The platform used (Typeform) can also be used to monitor engagement levels and will provide a feedback tool at the end of the quiz.

Financial & Legal Implications

The Council has the general Power of Competence and has the authority to run this activity.

At present, there is no associated costs with this activity. The Typeform quiz platform is free to use and the Town Council already own the information to be presented on the information boards.

Reference to Council Strategy, where relevant

1E.2 Promote the use and enjoyment of the Town Hall for all of the people of Newbury, including as a venue for meetings, conferences, receptions, the celebration of weddings, etc.

1E.4a Support the heritage and conservation of Newbury and promote events and activities that recognise, highlight and protect the town's traditions, heritage and history and help engage the public interest and involvement in Newbury's heritage.

Other information

The activity will be promoted on our website and social media, as well as the Council's notice boards. We will also send a press release to our usual media distribution list.

Recommendation(s)

That the Council approves the arrangements for the Heritage Open Days Festival, taking place from 11th – 20th September.

Elisa Adams, Civic Manager

12 08 2020

Public Report to Civic Pride, Arts & Leisure Committee

7 September 2020

Agenda Item 11: 75th Anniversary of VE Day 8-10 May 2020/VJ Day 15 August 2020

Original Plan – Picnic in the Park

Members of the VE/VJ Commemorations working group originally came up with the idea in September 2019 to deliver a ‘Picnic in the Park’ style event to commemorate VE Day on Friday 8th May 2020, replicating the idea of the street parties held at the end of the War. The event involved participating charities and local organisations running stalls and games, encouraging families to bring their own picnic lunch to the event and a small act of commemoration at 3pm to mark the historic event.

Sadly, due to the coronavirus pandemic, the decision was taken to not host this event on the 8th May and instead postpone it to the 15th August to mark VJ Day in the hope that the current world situation would improve. Unfortunately, that wasn’t the case and it required cancelling the event for VJ Day as well. All the event plans are still on our records if there is ever an occasion where we may wish to host this event, all the information is available to use.

While original events were cancelled, the Civic Manager worked closely with the Chair and the Working Group to still mark the occasions.

VE Day – 8 May 2020

Our aim for VE Day changed for the wish to encourage residents to celebrate the occasion from their own homes.

A press release was issued (making front page of the Newbury Weekly News) encouraging residents to take part in a 2 minute silence at 11am and to raise a toast from their doorsteps at 3pm. The Town Crier also recorded a video delivering the Cry for Peace Around the World and the Nation’s Toast which was well received.

Considering the current situation, the atmosphere around VE Day was communal and lively. Households in both Newbury and around the country honoured VE Day in their own way and there was a strong community spirit with families celebrating in their gardens and on their front streets.

VJ Day – 15 August 2020

With further government guidance on outdoor events, it was agreed that we wanted to do what we could to mark this occasion in the town. Known as the ‘forgotten army’, the Working Group felt that they wanted to provide a presence of this event in the Town.

Working with the Royal British Legion, and off guidance from the National Toastmaster, on the 15th August readings were delivered on the Town Hall steps followed by a short service, a 2-minute silence at 11am and wreath laying at the war memorial.

With very little promotion of this event, being cautious of safe crowd control, there was a positive turn out with those part of the event and the general public being mindful of social distancing and wearing face coverings.

While caution was taken with this being the first physical Town Council event since coronavirus hit the UK, it was promising to see that a remembrance event was able to take place safely in the town and has given some scope for what could take place on Remembrance Sunday this year.

Elisa Adams (Civic Manager)

18 08 2020

Newbury Town Council

Public Report to Civic Pride, Arts & Leisure Committee 7 September 2020

Agenda Item No. 12: Remembrance Sunday 2020

To receive a report on the planning for Remembrance Sunday, 8th November 2020.

To agree the proposal that we consider a reduced number parade and service for this year's event, subject to Covid 19 restrictions.

Background/Objective

Newbury Town's Remembrance Sunday Parade and Service is organised by the Civic Manager on behalf of this Council. This is a community event held with the assistance from a number of organisations within this community including, the Royal British Legion, Police and uniformed youth organisations.

Remembrance Sunday this year will be taking place on Sunday 8 November 2020. However, due to Covid-19, it is apparent that changes are required for this year to ensure that the event is safe for participants and spectators.

In preparations for the event, and due to the lack of national guidance for this specific event, a meeting was held on 24 August with the Royal British Legion and a representative from 77th Brigade at Denison Barracks to discuss options for honouring Remembrance Sunday this year.

Notes

- There was a strong agreement that the parade and service should continue to take place as per previous years, starting from the Royal British Legion at Pelican Lane and finishing in the Market Place ready for the service to commence.
- The parade and service would operate at a heavily reduced capacity, with no more than 30 army representatives on parade and only a Standard Bearer and Wreath Layer from each other contingent that usually takes part (and a Leader when considering youth organisations). The Parade Marshal would ensure that all on parade are suitably distanced before stepping off.
- There would also be restrictions on the number of people who would be able to be a part of the Civic Party, particularly due to the Town Hall not being open to the public yet.

- Usual security provisions and road closures would apply, with a strong emphasis on the safety of spectators – encouraging face coverings, social distancing.
- We will be exploring the option of broadcasting the event with Kennet Radio for members of the community to listen from home.
- Parade Marshal to be the Senior RSM at Denison Barracks
- The provision of a Church service following the ceremony is to be confirmed. The Civic Manager has been in contact with Rev. at St Nicolas Church and they would be able to host a service but limited to 45 households/individuals with 2 metre social distancing, no singing and facemasks worn by all congregation members.
- West Berkshire Council and the local police have been informed that this is the way we are looking to proceed, and we welcome further guidance and safety provisions from their perspective. The Safety Advisory Group will also be informed of plans and updates respectively.
- Updated plans for the event will be issued on a very regular basis to all key stakeholders; fortnightly until the 8th October 2020, then weekly until the event.

All notes above may be subject to change and will be constantly under review in the lead up to the event and being reactive to any changes in the government guidance.

Elisa Adams

Civic Manager

27 August 2020

Public Report to Civic Pride, Arts and Leisure Committee

7 September 2020

Agenda Item 13: To Consider the new arrangements in place for providing Mayor's Benevolent Fund gifts to those in need at Christmas time.

Mayor's Benevolent Fund– Christmas Giving

Background

The Mayor of Newbury's Benevolent Fund has been in existence since the 1920's and is overseen by the Mayor during their term of office. It is a small charity and is registered with the Charities Commission. The Fund has three aims:

- To help those in need in the community within Newbury Town boundary
- To fund the Mayor's Drive and Tea Party
- To help other local charities and organisations

At Christmas time, the Mayor's Benevolent fund has been used to help people who are struggling financially given the demands on families during this period it is when most individuals and families are supported by the Fund. Financial awards have been made to families and individuals in the form of supermarket vouchers. Applicants are required to complete an application form, outlining their circumstances as to why they should receive a gift from the Mayor's Benevolent Fund.

Application forms have previously been distributed to doctors' surgeries, social services, Citizens Advice Bureau, and the Town Hall reception as well as a press release to the NWN advising where forms can be collected from. Gifts are between £20 - £50 depending on the size of the household, and are decided upon review of the application forms by the Mayor, a representative of Citizens Advice, Angela Spellman MBE, Sue Kitchener MBE and Vera Barnett (who all have a great deal of knowledge and know of people in difficult circumstances within our town through their own endeavours). Vouchers are then posted out to recipients; no correspondence is made with those who do not receive a voucher.

Issue

With the development of Covid-19, this year people will be struggling more than ever before. It is important that the Mayor's Benevolent Fund Christmas gifts are available to those who are most in need. It has been noted by the MBF panel and the Town Council Officers that there have been applicants applying for the fund in consecutive years. Some applicants go into detail as to why they believe they are suitable for this gift and outline their current circumstances whereas some don't include any information at all; we have found that applicants who have been referred to by social services or through Citizens Advice are the ones who take the time to make a detailed application as they provide support in helping them complete their application form.

Following last year's process and with the anticipated rise in applications for this gift in 2020, it is important that we have a robust and fair process, one that is rigorous and reaches our target audiences of those in need, who may require its referral.

Options Considered

In consultation with Citizens Advice Bureau and researching other Councils nationally; the application form has been redesigned to reflect current, up to date financial support to people, as

well as introducing new mandatory fields for applicants to complete to ensure that the review process is fair.

It is anticipated that referrals will be a more common route to access the Mayor's Benevolent Fund this year for those that are in most need. The following changes are recommended:

- First time applicants to be given preference over repeat applicants
- A new application form devised to ensure we are asking for the correct, and appropriate information about applicants.
- All sections of the form MUST be completed IN FULL, with no spaces left undone.
- Forms to be distributed to Citizen's Advice Bureau, Doctors Surgeries, Social Services, Lesley O'Rourke (School Support Worker) and other community organisations which support those in need within the town.
- Forms will be available at the Town Hall upon request, but NOT available in the Town Hall reception for the public to take themselves.
- Usual advertisement of the Gift in the Newbury Weekly News will NOT take place this year.
- A review the members of the panel who allocate the gifts. This is to ensure that we have representation from a diverse group of people who are familiar with those in the area who may be struggling financially and to ensure that residents from all backgrounds are considered appropriately.

Financial

The Mayor's Benevolent Fund bank account is independent of the Newbury Town Council budget.

Funds are raised for the Mayor's Benevolent Fund from generous donations from the public and local organisations. Due to Covid-19, fundraising throughout the year 2020 has been incredibly difficult across the charity sector. Therefore, the fund is not as healthy as it is in previous years and we are unlikely to add to funds as much as we would like to this year.

2019 saw £735.00 worth of vouchers awarded to 29 recipients. For 2020, with the Mayor's Drive and Tea Party not taking place this year, there may be potential to use some funds from this event for those in need.

Recommendations

The criteria bullet pointed above provides an overview of the new recommendations and arrangement to be put in place for 2020's Christmas giving appeal.

To Consider the new arrangements in place for providing Mayor's Benevolent Fund gifts to those in need at Christmas time.

Elisa Adams (Civic Manager)

20 08 2020

APPLICATION FOR MAYOR OF NEWBURY'S BENEVOLENT FUND CHRISTMAS GIFT

THIS FORM MUST BE COMPLETED IN FULL AND RETURNED TO NEWBURY TOWN HALL BY **30TH NOVEMBER 2020**.

IF YOU ARE SUCCESSFUL IN YOUR APPLICATION YOU WILL RECEIVE YOUR GIFT BY 18TH DECEMBER BY POST. IF YOU HAVE NOT RECEIVED A GIFT BY THIS DATE YOUR APPLICATION HAS BEEN UNSUCCESSFUL. ALL INFORMATION PROVIDED ON THIS FORM WILL BE DESTROYED FOLLOWING REVIEW OF YOUR APPLICATION.

To be eligible for this gift:

- You **MUST** live within the Newbury Town boundary. Those paying their parish precept section of their Council Tax to Greenham, Thatcham, Speen, Shaw-cum-Donnington etc **do not** live within the Newbury town boundary. If in doubt, please enquire completing this form.
- You and your partner **MUST** be under 80 years of age.
- You must fully disclose details of all income for the entire household – including partner, adult children or any other resident who contributes to the household finances
- Particular attention should be given to the Applicant's Financial Circumstances
- Only one application per household will be accepted
- Your application will be considered by a committee and their decision is final. By completing this form, it is not guaranteed that you will be awarded a gift.
- Do note, first time applicants will be given preference over applicants who have applied in previous years

ALL SECTIONS OF THIS FORM MUST BE FULLY COMPLETED. LATE OR INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED

PERSONAL DETAILS	
Name of Applicant	
Address of Applicant	
How long have you lived in Newbury Town?	
Do you own or rent your home?	
Age of Applicant	

NAME	AGE	RELATIONSHIP TO APPLICANT	EMPLOYMENT STATUS OR EDUCATION	WEEKLY PAYMENT TO HOUSEHOLD
				£
				£
				£
				£

Please return this form to:
The Mayor's Parlour, Town Hall, Market Place, Newbury, RG14 5AA

INCOME

What is your average monthly income?
Are you in receipt of any benefits? If so, please specify.

Appendix 8B

OUTGOINGS

Do you have disposable income?

HAVE YOU BEEN REFERED TO COMPLETE THIS APPLICATION BY ANOTHER CHARITY, TRUST OR ORGANISATION? If so, please give details. If not, how did you find out about this Fund?

PLEASE STATE WHY YOUR APPLICATION SHOULD BE CONSIDERED BY OUR COMMITTEE:

By signing this form, you are certifying that the information you have given in true, complete, and accurate

Signature of Applicant:

Date of Application:

**Please return this form to:
The Mayor's Parlour, Town Hall, Market Place, Newbury, RG14 5AA**

Previous Application Form

KEY CHANGES:

- Cleaner layout and formatting
- Clarity in questions and language used
- New question
- Not so intrusive on listing income details in each category. Applicants now have the choice to include what is relevant for their circumstances.
- Detail in if household members contribute to household
- New box which captures where our applicants find out about the Fund

**APPLICATION FOR NEWBURY
MAYOR'S BENEVOLENT FUND GIFT**

THIS FORM MUST BE COMPLETED AND RETURNED TO THE TOWN HALL BY **2nd DECEMBER 2019**
NO LATE APPLICATIONS WILL BE ACCEPTED
PLEASE READ THIS FORM CAREFULLY BEFORE COMPLETION (the form continues overleaf)

TO BE ELIGIBLE FOR THIS GIFT

- YOU **MUST** LIVE WITHIN THE BOUNDARIES OF NEWBURY TOWN, IF IN DOUBT PLEASE ENQUIRE BEFORE COMPLETING THIS FORM TO AVOID DISAPPOINTMENT, (those paying their parish precept section of their Council Tax to Greenham, Thatcham, Speen, Shaw-cum-Donnington, etc. **do not live in Newbury town**)
- YOU AND YOUR PARTNER **MUST** BE UNDER 90 YEARS OF AGE
- YOUR APPLICATION FOR A SMALL GRANT WILL BE CONSIDERED BY A COMMITTEE AND THEIR DECISION IS FINAL
- THE BENEVOLENT FUND IS NOT A GUARANTEED GIFT AND WILL NOT NECESSARILY BE AWARDED IN CONSECUTIVE YEARS

ALL SECTIONS OF THIS FORM **MUST BE FULLY COMPLETED**,
INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED

PERSONAL DETAILS	
Name of Applicant	
Address of Applicant	
Date of Birth of Applicant	
Age of Applicant	

APPLICANT'S WEEKLY INCOME			
Salary / Wages	£	Pension	£
Housing Benefit	£	Child Benefit	£
Council Tax Benefit	£	Working Tax Credit	£
Income Support	£	Child Tax Credit	£
Employment Support Allowance	£	Any other income	£
Disability Living Allowance	£	Reason for unemployment if applicable:	
Attendance Allowance	£		
Job Seekers Allowance	£		

Where income is not received in any section please enter 'Nil' - every line of this section should be completed

MEMBERS OF APPLICANT'S HOUSEHOLD (This must include everyone that lives in your home on a full or part time basis)			
NAME	AGE	RELATIONSHIP TO APPLICANT	INCOME
			£
			£
			£
			£

For any children aged 16 or over, please include information detailing if they are in full time education or employment.

Note: If you are successful in your application, you will receive your gift by **13th December** by post. If you have not received a gift by this date, your application has been unsuccessful. All information provided on this application form will be destroyed following review of your application.

Any further information you wish to be considered by the committee.

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By signing this form you are certifying that the information you have given is true, complete and accurate

Signature of Applicant: Date of Application:

FOR OFFICE USE ONLY

Date reviewed by Committee

Comments

SUCCESSFUL/UNSUCCESSFUL

Value of gift

Date gift sent

Please return this form to:-
The Mayor's Parlour
Town Hall
Market Place
Newbury, RG14 5AA

**Please return this form to:
The Mayor's Parlour, Town Hall, Market Place, Newbury, RG14 5AA**

Civic Pride, Arts and Leisure Committee – 07 09 2020
Public Report

Agenda Item 14: Christ's Hospital School

To acknowledge the link that Newbury Town has with Christ's Hospital School and make the existence of the Wests' Gift scholarship known amongst schools in our catchment area.

Background

Christ's Hospital was founded in 1552 by King Edward VI, who during his very short reign established three 'hospitals'. St Thomas's Hospital 'for the relief and care of sick children', Christ's Hospital 'for the education of poor children' and Bridewells 'for the correction and amendment of the idle and vagabond (those who move from place to place with no fixed address)'. Since then, Christ's Hospital has grown into one of the leading independent public boarding schools in the country with a tradition in scholarship, music, the arts and sport. The school itself is very special because it relies on the donations from many generous beneficiaries, including that of John and Frances West.

John and Frances West lived in the latter part of the 17th and early part of the 18th centuries. John West became a wealthy merchant in the City of London and lived in a house on the site that is now occupied by the Mansion House. John married Frances Seakes from Reading, the granddaughter of the Mayor of Newbury, Gabriel Cox in 1627 and 1635.

John and Frances had no children of their own and the 'Standard Pedigree', maintained by Christ's Hospital, records the name of descendants of their relations. This charity established under the wills of the Wests', provides income for the benefit of children resident in the boroughs of Reading, Newbury, and Twickenham, together with one girl from the City of London.

There are no accurate records going back as to how many children have been supported by Wests' Gifts at the school, but what is clear is that the numbers of those from Newbury have varied widely over the years; peaking at 42 children from Newbury alone. It is likely that at least 2000 children from the three boroughs have benefitted from the West's Gifts over the years, at a cost, in today's terms of £120Million.

It is tradition that Newbury Town Council invite the West's Gift scholars to the Christmas Carol Service, and they would be presented a small token gift from the Mayor. This tradition has been lost through the years, however 2019's service welcomed one West's Gift scholar, and her family, and was presented with a book token.

In February 2020; the Mayor, Deputy Mayor and the Civic Manager took the opportunity to visit Christ Hospital school to learn more about the school and the West's Gift method of entry.

Options Considered

Following February's visit, Christ's Hospital School were certainly interested in rekindling an old relationship and would be very happy to welcome more Councillors to visit the school to learn more about their history.

Their marketing method for targeting Newbury and the surrounding area is by directly contacting the local schools to gauge potential interested pupils and parents in boarding school life with the prospect of the West's Gift bursary.

One proposition, upon approval, would be to arrange a visit for some of our school link Councillors to see the school and learn more about the admissions process using The West's Gift method of entry. This would provide a basis for conversations with each school and the provision for the schools to further learn more about the process to interest pupils and their parents as a potential option for secondary education.

Recommendation

That the Council acknowledges the link that Newbury Town has with Christ's Hospital School and make the existence of the Wests' Gift scholarship known amongst schools in our catchment area.

Elisa Adams
Civic Manager
17 08 2020

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:

- 25 05 2020 – 1st Newbury Cub Scouts Virtual Camping
- 25 05 2020 – Berkshire Youth, West Berkshire Youth Hub
- 25 05 2020 – Greenham Trust, West Berkshire Youth Hub
- 25 05 2020 – Helping Hands branch opening in Newbury
- 25 05 2020 – Liza-Jane Lamb producing NHS Scrubs
- 25 05 2020 – Newbury College Foundations Learning Team Award
- 25 05 2020 – Park House School VE Day video
- 01 06 2020 – Mike Hart 50 years of ‘keep fit’
- 01 06 2020 – Nia Evan & Ella Matthews positive rainbow campaign
- 01 06 2020 – International Taste Solutions changing production to PPE
- 01 06 2020 – The Corn Exchange fundraising success
- 01 06 2020 – Open letter celebrating Volunteer Week
- 01 06 2020 – Young People and Children First Charity anniversary fundraiser
- 08 06 2020 – Avon Fish Bar feeding homeless
- 08 06 2020 – Newbury Building Society, UK Customer Satisfaction Award winners
- 08 06 2020 – Ruth Saunders 104th Birthday
- 15 06 2020 – Liam Head NWN sports reporter up for national award
- 15 06 2020 – Newbury Weekly News up for Best News Paper 2nd year running
- 15 06 2020 – Sarah Hopes, Donnington Ward memory boxes

- 22 06 2020 – Tomay, self-produced first album launch
- 22 06 2020 – Young People and Children First fundraising success
- 29 06 2020 – Christians Against Poverty Dept Centre 1st anniversary
- 29 06 2020 – Dr Tim Coole national engineering award
- 29 06 2020 – Florence Hatton raising over £2500
- 29 06 2020 – Newbury Weekly News, commended national paper of the year
- 06 07 2020 – The Corn Exchange digital offering
- 06 07 2020 – Kennet Radio volunteers keeping the station running
- 06 07 2020 – Rysa Saujani, semi-finalist in Miss England 2020
- 27 07 2020 – Derek Peuple retirement
- 27 07 2020 – Hazel Burgess Dementia UK volunteer award winner
- 27 07 2020 – Kellie Boyd, silver award winner in hairdressing industry
- 27 07 2020 – Lifecycle Software Virtual Cycle Race for charity
- 27 07 2020 – Newbury College art workshops to care homes
- 27 07 2020 – Selina Sadler & Esme Stannard 4 year olds 10k walk fundraiser
- 27 07 2020 – St John’s Post Office national customer service award
- 27 07 2020 – Swift Logistics providing premises for Newbury Soup Kitchen
- 27 07 2020 – The Spare Wheel opening
- 27 07 2020 – The Watermill Theatre outdoor performances starting
- 27 07 2020 – Toby Thorp, 500 mile walk for charity
- 03 08 2020 – Dave Jones 90th birthday
- 03 08 2020 – Greenham Trust Match Funded Day success
- 03 08 2020 – Sarah Gordon & Victoria Burden Newbury College lecturers win award
- 10 08 2020 – Charles Robinson charity bike ride
- 10 08 2020 – City Arts Chalkfest ‘from home’
- 10 08 2020 – Florence Digby-Lister dog poo dispensers initiative
- 10 08 2020 – Park House School Computing Hub Summer classes
- 10 08 2020 – Rysa Saujani, finalist in Miss England 2020 pageant

10 08 2020 – Sara Griffins & Haydon Hiscock, NWN young photographer winners

10 08 2020 – Simon Mead winning Newbury & Crookham golf championship

17 08 2020 – Fishers of Newbury fruit and veg boxes

17 08 2020 – Izzy Fry, third fastest 5km run in the country

17 08 2020 – Newbury Friend of the Earth successful supermarket campaign

17 08 2020 – Tatiane Mauree, showjumping winner

17 08 2020 – The Verney Family rescuing hedgehogs

24 08 2020 – Mr Morris rescuing a dog from car

24 08 2020 – Samantha & Eddie Heaver rescuing a dog from car

24 08 2020 – The Corn Exchange reopening

24 08 2020 – The Newbury finalists in British Pub Awards

24 08 2020 – The Globe finalists in British Pub Awards

24 08 2020 – All secondary schools for GCSE/A Level/Btec success

24 08 2020 – All secondary school pupils for GCSE/A Level/Btec success

Elisa Adams (Civic Manager)

26 08 2020

Newbury Town Council

Work Programme for Civic Pride, Arts & Leisure Committee Meetings

Standing Items on each (ordinary meeting) agenda:

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

Meeting Date	Item
June/July	Election of Chairperson Report on Mayor Making Report and Review Civic Award Presentation Evening Heritage Open Day Christ Hospital School Music in the Market Place Promoting Arts in the Town, including Art in the Park Local Democracy Event
September	Remembrance Sunday Planning Heritage Open Day Local Democracy Event
Nov/Dec	Report on Heritage Open Day Remembrance Sunday Report Report from Newbury & District Arts Association Report of Local Democracy Event Budget and future projects Civic Awards Planning
Feb/March	NTTA Report To consider if any budget money is to be earmarked for the coming year KPI's – consider any additional KPI's or amendments to existing KPI's