

20<sup>th</sup> November 2024

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

**Substitutes:** All the remaining members of the Council.

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

Dear Councillor,

You are summoned to attend a meeting of the **Civic Pride, Arts & Culture Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 25<sup>th</sup> November 2024** at 7.30pm. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/88186048057?pwd=OMSDxQM4FacsvQ1eWary1hFYZWjEah.1>

Meeting ID: 881 8604 8057

Passcode: 672063

Yours sincerely,

**Joanna Aylott**  
**Civic Manager**


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## AGENDA

- 1. Apologies**
- 2. Declarations of interest and dispensations**  
**To receive** any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1 & Appendix 2)**  
3.1 **To approve** the minutes of the meeting of the Civic Pride, Arts & Culture Committee held on Monday 2<sup>nd</sup> September 2024 (previously circulated).  
3.2 **To report** on the actions from previous minutes.
- 4. Questions and petitions from members of the public**  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 22<sup>nd</sup> November 2024).
- 5. Members' questions and petitions**  
(Questions, in writing, must be with the Civic Manager by 2.00 pm on Friday 22<sup>nd</sup> November 2024).

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- 6. Report on Remembrance Sunday Event (Appendix 3)**  
**To receive** a report from the Civic Manager on Remembrance Day event on Sunday 10 November.
- 7. Report on Heritage Open Day (Appendix 4)**  
**To receive** a report from the Civic Manager on this year's Heritage Open Day on 14 September.
- 8. Update from Local Democracy Working Group (Appendix 5)**  
**To update** the Committee on the actions from the Local Democracy Working Group, and events that will be taking place before the next Committee meeting.
- 9. Festive Afternoon Tea (Appendix 6)**  
**To receive** an update on the Festive Afternoon Tea event taking place on 17 December from the Civic Manager.
- 10. Update from the VE Day & VJ Day 80<sup>th</sup> Anniversary Working Group (Appendix 7)**  
**To update** the Committee on the actions from the VE Day & VJ Day 80<sup>th</sup> Anniversary Working Group.  
**To approve** the Terms of Reference.  
**To approve** a budget for 2025/2026.
- 11. Civic Awards 2024 (Appendix 8)**  
**To resolve** to hold the event on Wednesday 19 March 2025.
- 12. Civic Pride, Arts and Culture Committee Budget 2025-2026 (Appendix 9)**  
**To recommend** any proposed changes to the CPAC Budget.
- 13. Newbury Town Flag Display**  
**To receive** an update on the Newbury Town Flag display unveiling, which took place on 17 October at the Town Hall.
- 14. Flying the Town Flag from the Town Hall (Appendix 10)**  
**To review and approve** the amended Town Council's Flag Flying Policy.
- 15. Twin Town Signage & Trail**  
**To receive** ideas from members for Twin Town Signage in Victoria Park.
- 16. Service at War Memorial for Afghanistan**  
**To note that** the Royal British Legion will hold a Memorial Service for Service Personnel who served in Afghanistan on Sunday 15<sup>th</sup> December at 11:00, at the War Memorial. All Councillors are encouraged to attend this service.
- 17. Newbury Road Club 100<sup>th</sup> Anniversary 2025**  
Saturday 14<sup>th</sup> June 2025.  
**To note** that Victoria Park has been booked for this event on this date.
- 18. Community United Event**  
Saturday 28<sup>th</sup> June 2025 - Community United - International Food Festival.  
**To note** that Victoria Park has been booked for this event on this date.

**19. Newbury Town Band**

**To note** the agreement Newbury Town Council has with Watership Brass, Newbury's Town Band, has been renewed for 2025/2026 at £800, to be reviewed annually.

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

**To note** the following reports:

Raising the Profile of the Council in the Community

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

15.1 **To review** civic events since the last meeting of the Committee.

15.2 **To note** the programme of civic events until the next meeting.

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

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

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

**Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the Council Chamber on Monday 2 September 2024 at 7.30pm**

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

**Officers Present:** Toby Miles-Mallowan (Chief Executive Officer) Joanna Aylott (Civic Manager) and Amy Xing (Civic Officer)

**22. Apologies**

There were none – all in attendance.

**23. Declarations of Interest and Dispensations**

The Chief Executive Officer declared that Councillors Billy Drummond, Nigel Foot and Phil Barnett 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.

**24. Minutes**

**Proposed:** Billy Drummond

**Seconded:** Vera Barnett

**Resolved:** The minutes of the meeting of the Civic Pride, Arts and Culture Committee held on 1st July 2024 were approved.

Actions from the previous meeting were all fulfilled, with items to be discussed as part of this meeting's agenda. It was noted that Councillor Phil Barnett is willing to join the VE day working group.

**25. Questions and Petitions from Members of the Public**

There were none.

**26. Members' Questions and Petitions**

There were none.

**27. Reordering of the Agenda**

**Proposed:** Jo Day

**Seconded:** Billy Drummond

**Resolved:** It was agreed to consider items 7, 9 and 13 on the agenda next in consideration of Helen Mannerings, Chairwoman from the Royal British Legion Women's Section who attended the meeting. The minutes reflect the order of the meeting.

**28. Update on Remembrance Sunday**

The Chairperson introduced Helen Mannerings, Chairwoman from the Royal British Legion Women's Section.

The Committee received a report from the Civic Manager on this year's Remembrance Sunday planning. A meeting had been held with key stakeholders on 14<sup>th</sup> August with the Royal British

Legion and other representatives including Thames Valley Police, Kennet Radio, Scouts and Guides, Civic Team etc to discuss planning for the Parade this year. All is progressing well.

Councillor Andy Moore, who attended the planning meeting, noted that proposed changes to parade formation in the Market Place will mean younger attendees of the parade should be at the front and able to see.

The Chairperson encouraged attendance for all Councillors.

### **29. VE Day 80th Anniversary – 8<sup>th</sup> May 2025**

It was noted that as per the minutes of the last meeting, a Working Group will be formed to recognise the 80th anniversary of VE Day.

The Civic Manager is to suggest a date for a meeting for this Working Group, which will be held shortly after Remembrance Sunday. Invitations will be sent to all those who have offered to be part of this Working Group, and to the RBL so that we can have a united approach in planning for this important event.

The following volunteered to be part of the Working Group; Jo Day, Andy Moore, Phil Barnett, Vera Barnett, Graham Storey and Toby Miles-Mallowan. Helen Mannerings advised she would relay this back to the relevant people at RBL.

### **30. Service at War Memorial for Afghanistan**

Councillor Jo Day invited Helen Mannerings from the RBL to speak about the service they hope to hold at the War Memorial to recognise those who served in Afghanistan. She requested the use of the War Memorial on Sunday the 15<sup>th</sup> December 2024 for the service. She noted that we have a large contingent of service personnel in the area that have served in Afghanistan.

Toby Miles-Mallowan raised that there is due to be a Christmas Market in the town on this date, so considerations need to be made to request space is reserved for the memorial to take place.

Councillor Gary Norman voiced his support for the event and requested West Berkshire Council be informed so that sufficient road closure orders were issued.

**Proposed:** David Harman

**Seconded:** Andy Moore

**Resolved:** The Committee approved the use of the War Memorial for the Service on the 15<sup>th</sup> December. Helen gave her thanks.

### **31. Update from Local Democracy Working Group**

Councillor Jo Day noted that we have had a good response rate from both Primary and Secondary Schools for Local Democracy Week, even though we were late in sending out invitations this year. More volunteers were requested to hold sessions for Primary Schools during LDW from 7<sup>th</sup> to 18<sup>th</sup> October. Councillors were also encouraged to volunteer for flexible sessions for Secondary Schools.

The Local Democracy Working Group are also keen to further develop engagement with local young people outside of schools. Councillor Jo Day gave a report from a meeting on the 9<sup>th</sup> August with Kerrie Hiscock, the lead for Youth Voice and Participation at Berkshire Youth to discuss new ways in which we could engage young people. Youth Group meetings put forward by Kerrie Hiscock were announced and it was noted that if there were keen councillors who wished to drop into those sessions on a routine basis, it may better involve young people in the workings of the council instead of a one-off visit.

Councillors Billy Drummond and Gary Norman expressed willingness to participate in the group at the Greenham Community Centre. Councillor Jo Day put herself forward as a potential for the group at the Waterside Café.

It was suggested that all Councillors, based on ward, are invited to see if they are interested in these groups. An item surrounding this is to be put to Full Council at the next meeting in October.

Councillor Jo Day also suggested encouraging engagement of adults, whether through Saturday Surgeries or other means to reach out to other adults in the community. The next LDWG meeting will focus on LDW, but moving forward it was proposed that the LDWG try to look at ways to reach more adults/young adults. Ideas to be discussed at the next LDWG meeting and put forward at the next Committee meeting.

### **32. Heritage Open Day**

It was noted that Heritage Open Day will be taking place on Saturday 14th September 2024. The Civic Manager advised the Committee that the Kennet Valley Guild of Weavers, Spinners and Dyers have agreed to exhibit at the event. Councillor Billy Drummond agreed to volunteer for the afternoon slot on the day.

### **33. Art on the Park**

Councillor Jo Day gave a verbal report from the Art on the Park event on Sunday 25<sup>th</sup> August. Feedback from the event was positive, and the general feel was that people would recommend the event to local artists. Plans for next year were discussed at the wash-up meeting and it was agreed to focus on the August event again next year. The organisers expressed their thanks to NTC and volunteers for their continued support.

### **34. Newbury Town Flag Display**

It was noted that the Newbury Town Flag display is to be unveiled on the 17<sup>th</sup> October 2024 at the Town Hall. The time of the event is to be confirmed by the Civic Manager and put to all Councillors as soon as possible for them to confirm their attendance.

### **35. Flying the Town Flag from the Town Hall**

The Town Council's Flag Flying Policy draft was reviewed by the Committee. Councillor Gary Norman suggested the policy be reduced for simplification.

**Proposed:** Andy Moore

**Seconded:** Gary Norman

**Resolved:** The Committee agreed that further refining of the policy was needed. The Chief Executive Officer will work on this policy to be reviewed at the next meeting of this Committee.

### **36. Civic Manager's Reports**

The Civic Manager presented a report on 'Raising the Profile of the Council in the Community'. The Meeting received the list of Mayoral letters sent since the last meeting of the Council. Thanks were expressed to the Civic Officer for putting out these letters.

### **37. Civic Events**

The information regarding the 60th Anniversary of Twinning with Braunfels (22<sup>nd</sup> July) and Art on the Park (25<sup>th</sup> August) held since the last meeting of this Committee was received and noted.

Information relating to future Civic Events was noted including the Annual Bowls Match, (4<sup>th</sup> September), Heritage Open Day (14<sup>th</sup> September) Local Democracy Events (from 7<sup>th</sup> October), Town Flag Display Unveiling (17<sup>th</sup> October), Remembrance Sunday Parade & Service (10<sup>th</sup> November), and VE Day 80<sup>th</sup> Anniversary (8<sup>th</sup> May 2025).

Councillor Gary Norman noted that the Newbury Road Club are coming up to their 100<sup>th</sup> anniversary in 2025 and would like to commemorate this with a blue plaque on the Town Hall.

This is being put to the Heritage Working Group. An event will be taking place on Saturday 5<sup>th</sup> July and was described as a 'festival of cycling'. They have already been in touch with the BID, West Berkshire Council and Newbury Velo. An item regarding this is to be added to the agenda of the next meeting of this Committee.

Councillor Gary Norman also noted that Community United would like to host an event on Saturday 28<sup>th</sup> June 2025 in Victoria Park. An item regarding this is to be added to the agenda of the next meeting of this Committee.

### **38. Twin Town Signage & Trail**

The outgoing Civic Manager's feasibility study on installing physical plaques about each Twin Town in Victoria Park was presented. It was suggested the plaques need to be focussed or organised around something in the park such as the bandstand or a sundial.

Councillors were asked for other ideas to be brought to the next meeting. Councillors Billy Drummond, David Harman and Gary Norman agreed to form a Working Group for Twin Town signage. Councillor Jo Day agreed to investigate the feasibility of a sundial in Victoria Park.

### **39. Forward Work Programme for Civic Pride, Arts & Culture Committee Meetings 2024/25**

Noted. Councillors requested to add the following to the Forward Work Programme:

- Twin Town Signage
- Newbury Road Club Event
- Community United Event

### **40. Newbury Town Band**

The agreement between Newbury Town Council and the Newbury Town Band was reviewed.

**Proposed:** Gary Norman

**Seconded:** Andy Moore

**Resolved:** The Committee agreed to recommend an increase in the annual retainer for 2025/2026 to £700, to be reviewed annually. This is to be put to Full Council for approval.

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

**Chairperson:**

**Date:**

**Civic Pride, Arts & Culture Committee****Date: 02 09 2024****ACTION SHEET**

<b>Item</b>	<b>Resolved</b>	<b>Actions</b>	<b>Who</b>	<b>When</b>
Agenda Item 1 – Apologies	Apologies - none.	Write up attendance register.	CSO	As soon as possible
Agenda Item 3 – Minutes	Approved and signed.	Send signed minutes to Corporate Support Officer.	CM	As soon as possible
Agenda Item 6 – Local Democracy Working Group	Youth group meetings put forward to Committee members. Agreed to put to Full Council.	Schedule next meeting. Invite all Councillors, based on ward, to see if they are interested in youth groups put forward by Kerrie Hiscock. An item surrounding this is to be put to Full Council at the next meeting.	CM	As soon as possible
Agenda Item 8 – Heritage Open Day	Date of 14 <sup>th</sup> September confirmed.	Volunteer rota to be distributed to Councillors who have agreed to participate.	CM/CO	As soon as possible
Agenda Item 9 – VE Day 80 <sup>th</sup> Anniversary	Working Group date to be proposed in November. Cllrs Jo Day, Andy Moore, Phil Barnett, Vera Barnett, Graham Storey.	Propose a date for the first meeting due to take place in November once Remembrance Sunday has taken place. Invite CEO and RBL.	CM	As soon as possible
Agenda Item 11 – Newbury Town Flag Display	Date of 17 <sup>th</sup> October agreed for the unveiling.	Find Location. Arrange time for unveiling and invite all Councillors.	CM/CO	As soon as possible
Agenda Item 12 – Flying the Town Flag from the Town Hall	Councillors agreed that the policy should be simplified.	Further refine the flag flying policy and application to take to the next meeting of this Committee.	CM/CEO	September/October
Agenda Item 13 – Service at War Memorial for Afghanistan	Councillors approved the use of the War Memorial for a service on 15 <sup>th</sup> December at 11:00am.	Confirm area is kept clear for the service, with consideration that there is a Christmas Market happening on this date. Confirm road closure with WBC.	CM	As soon as possible
Agenda Item 15 – Civic Events	Councillors noted the following events to add to the calendar: -Newbury Road Club 100 <sup>th</sup> Anniversary (Saturday 5 <sup>th</sup> July 2025) Community United Food Festival (28 <sup>th</sup> June 2025).	Add items regarding these events to the agenda of the next meeting of this Committee.	CM	End of October 2024



Agenda Item 16 – Forward Work Programme	Add the following: -Newbury Road Club Event 2025 -Community United Event 2025 -Twin Town Signage & Trail	Add for next meeting.	CM	End of October
Agenda Item 17 – Twin Town Signage & Trail	New Ideas to feature and highlight our Twin Towns within the parish. Councillors Billy Drummond, David Harman and Gary Norman to form a Working Group for Twin Town Signage.	Sun Dial Feasibility.  Working Group to arrange meeting.	JD  BD/DH/GN	October 2024
Agenda Item 19 – Newbury Town Band	Agreed to recommend an increase in annual retainer for 2025/2026.	To be put to Full Council.	CM	As soon as possible

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

**25<sup>th</sup> November 2024**

**Agenda Item 6: Remembrance Sunday Parade & Service 10<sup>th</sup> November 2024**

This year's Remembrance Sunday Parade and Service took place on 10 November 2024 to honour those who have lost their lives in service to the country. The event unfolded successfully, attended by local dignitaries, military personnel, veterans, and members of the community. It was a moving day filled with unity, reflection, and gratitude. The public turnout was strong, with families, local schoolchildren, and community groups all taking part.

Watership Brass, The Newbury Town Band, lead the parade once again down Northbrook Street towards the Market Place. There were over 700 individuals within the parade, and the Parade Marshall effectively positioned the participating groups within the Market Place, with the younger children positioned at the front.

A confident and poignant service was delivered by the Newbury Royal British Legion Chaplain, Keri Eynon. Kennet Radio provided sound equipment, with speakers positioned by the War Memorial and in the Market Place.

Again, we employed the services of a British Sign Language interpreter for those in our community who are deaf and hard of hearing. She was raised on staging positioned in clear view of those who required her services, outside of Zizzi.

In St Nicolas Church, Revd Will Hunter-Smart led a service of Remembrance, and the Mayor of Newbury supported and delivered a reading. Following the Church service, the Newbury Royal British Legion held a welcoming reception.

Positive comments have been received from several community groups involved in this year's parade. The Newbury Royal British Legion once again loaned us their knitted 'River of Poppies' displayed by the War Memorial and oversaw Standard Bearers training to the youth groups, hosted in the Town Hall Chamber.

Coordination between Newbury Town Council, an on-site medical team, volunteer marshals and Thames Valley Police ensured safety of spectators and effective crowd control.

A wash-up meeting took place on Wednesday 20 November with all key stakeholders involved in the planning of this year's event. Feedback was extremely positive, with just a few small improvements to note for next year.

I would like to extend my thanks to all those involved in the planning of this year's event, With special thanks to Amy Xing, for her exceptional organisation and support. I would also like to thank the Newbury Royal British Legion for their invaluable contributions to this event, as well as Kym and James Heasman who were fundamental to setting up on the day.

Joanna Aylott  
Civic Manager  
20.11.2024

**Public Report to Civic Pride, Arts and Culture Committee****25<sup>th</sup> November 2024****Agenda Item 7: Heritage Open Day 2024 Report**

On Saturday 14<sup>th</sup> September, the Town Hall was opened to the public from 10 am to 2pm as part of the National Heritage Open Days Festival.

The public were invited to view the Council Chamber, The Civic Staircase, The Town Hall portraits, the Council's maces and other civic regalia. The Mayor's Parlour was also open where visitors could meet the Mayor who was wearing his chain & robes.

This year's event focused on the theme of 'Routes, Networks and Connections' and we were able to promote this through our Newbury Town Trails and showcasing our Twin Towns. Also present to show Newbury's heritage were members of the Kennet Valley Guild of Weavers, Spinners and Dyers. The Guild members had an impressive interactive display, showcasing and celebrating the rich textile heritage of Newbury and the surrounding area.

We carried out a good amount of advertising for this year's event, with a press release, social media posts, website news story, and posters in the Town Hall notice boards. The event was also registered on the Heritage Open Days website as an official event.

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

<b>HERITAGE OPEN DAY - SATURDAY 14TH SEPTEMBER</b>		
<b>Time</b>	<b>10:00 - 12:00</b>	<b>12:00 - 14:00</b>
<b>Meeting and Greeting</b>	Meg Thomas/Roger Hunneman	Billy Drummond
<b>Upstairs Roamer</b>	Joyce Lewis/Gary Norman	Gary Norman
<b>Downstairs Roamer</b>	David Harman	Roger Hunneman
<b>Tea &amp; Coffee</b>	Brendon Ferreira	Brendon Ferreira
<b>Regalia (Maces) (Civic Team)</b>	Barry Digby/Alan Crame	Anthony Hewitt/David Risley
<b>Mayor's Parlour</b>	Andy Moore/Garry Poulson	Andy Moore/Garry Poulson

We had a good amount of footfall considering we were in competition with the Newbury Real Ale Festival, and I'm very grateful to everyone who made the day the success it was. Unfortunately, our new Town Crier Livery had not been completed, so we were unable to utilise the Town Crier on the day to promote the event.

We had a total of 123 visitors who all gave universally positive feedback. I have put some examples below:

*"Really lovely to look around as we've never been before. Lots of really friendly, helpful and kind staff."*

*"Loved the opportunity to see and learn the history. Great volunteers. Very informed and friendly. Thanks."*

*"Really interesting and very informative. Thank you to everyone involved."*

*“Interesting to visit and see inside and enjoyed the weaver’s guild.”*

*“Great to have free access to the interesting and important building, and lovely to have the Mayor and Councillors hosting us.”*

*“Lived here for 40 years and first visit. Very interesting history and worth the visit”.*

Joanna Aylott

18.11.2024

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

**25<sup>th</sup> November 2024**

### **Agenda Item 8: Local Democracy Working Group Report**

The Local Democracy Working group have met on two occasions (12 September & 21 November) since the last committee meeting.

The Local Democracy Working Group hosted 'Meet the Town Council' events during the month of October with an aim to encourage local children to take an interest in and understand the workings of their local council.

Our local primary schools were invited into the Town Hall where they could meet Councillors, the Mayor, have a tour of the Town Hall, and listen to a short presentation explaining what Newbury Town Council do, as well as try on Councillor robes and hats. The Civic Team were invited to showcase the maces and talk about their history.

For the secondary schools, we had a mixture of visits. Some at the Town Hall, and others where Councillors had an opportunity to visit the schools, give a presentation about the Town Council and host Q&A sessions with the students about local politics.

### **Primary Schools**

We received an excellent response to our invitations, with 9 out of 14 primary schools attending sessions on offer from the 7 to the 22 of October. Primary school sessions were as follows:

<b>Date</b>	<b>Time</b>	<b>Name of School</b>
Mon 7th Oct	1pm - 3pm	The Winchcombe Primary
Wed 9th Oct	10am - 12pm	St Gabriel's Junior
Wed 9th Oct	1pm - 3pm	The Willows
Thur 10th Oct	1pm - 3pm	The Willows
Fri 11th Oct	1pm-3pm	Fir Tree Primary
Mon 14th Oct	10am - 12pm	St Josephs
Tue 15th Oct	10am - 12pm	St John the Evangelist Infant
Tue 15th Oct	1pm - 3pm	Speenhamland Primary
Wed 16th Oct	10am -12pm	St Nicolas Junior School
Wed 16th Oct	1pm - 3pm	St Nicolas Junior School
Thur 17th Oct	1pm - 3pm	Speenhamland Primary
Fri 18th Oct	10am -12pm	Robert Sandilands Primary
Fri 18th Oct	1pm - 3pm	Speenhamland Primary
Tue 22nd Oct	10am -12pm	St John the Evangelist Infant

Over 400 primary school children visited us as part of these sessions. We also received a positive response from Mary Hare Primary, who were due to have a session on the 22 November. This visit was postponed until further notice due to access issues at the Town Hall.

We invited students from the Castle School, but their headteacher advised the visit would unlikely be suitable for their year 5/6 students.

Feedback from the sessions was incredibly positive, some examples are highlighted below:

*“I thought this was an excellent learning opportunity for the children, enabling them to become more aware of how Newbury Town Council works. Great for the children to learn about their local town.”* – The Willows Primary

*“We had a very enjoyable afternoon. Having completed the trip in the past years, I can see how improvements have been made. The balance of tasks/info was just right for Y5 pupils. Thank you”.* – Fir Tree Primary

*“Jo was an engaging speaker, and kept the children interested really well. They loved the Mayor’s parlour – lots of interesting activities.”* – St Gabriels Primary

An improvement noted for the future was the wordsearches for the students. It has also been noted that it may be beneficial to spread out sessions in future as it was very intensive for Councillors involved over this period.

### **Secondary Schools**

We invited 6 schools, and all were interested. Sessions have taken place with St Barts, Trinity and Park House. A session for St Gabriels Secondary has been postponed due to issues at the Town Hall, and we are in talks with the Castle School and Newbury College - we plan to book a slot with both schools soon.

### **Engaging Youth Groups**

We are meeting with Kerrie Hiscock from Berkshire Youth on the 26 November to discuss our participation in community youth groups.

The sessions Kerrie has put forward are as follows:

#### **Waterside Centre:**

- Junior Youth Club (yrs 5 & 6), Tuesday, 4.30-6pm
- Inters Youth Club (yrs 7, 8 & 9), Thursday, 4.30-6pm
- Seniors Youth Club (yrs 10-13), Monday, 7-8.30pm
- Young Leaders (age 14+), Tuesdays, time to be confirmed

#### **Greenham Community Centre:**

- Community Youth Project – Senior Youth Session – Thursday 4.30-6pm

#### **Riverside Community Centre:**

- Next Gen Youth Café (Jesus Disciple Centre) – Friday 7-8.30pm

#### **St Francis de Sales, Wash Common:**

- St Francis de Sales Youth Club – Friday 6-8pm (Monthly)

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

**25<sup>th</sup> November 2024**

**Agenda Item 10: Mayor's Festive Afternoon Tea**

The Mayor's Festive Afternoon Tea will take place this year on Tuesday 17 December 2024, 2pm – 4:30pm in St Nicolas Church Hall.

The event will be hosted by the Mayor and follow the same principles as previous years – an afternoon tea for residents in the town for those age 75 and over and, for the final time it will be funded by the Mayor's Benevolent Fund.

A press release was issued on the 18 November for the event, inviting residents to contact the Civic Office to book their place to attend. Ticketed entry is required for an event of this nature to ensure we were able to accommodate guests in the venue and manage the food that will be ordered in advance.

Tickets will be sent to attendees who register their interest far enough in advance; and we will maintain a guest list to ensure that all people who have said they want to attend are able to do so. A condition of attending is that all guests provide their own transport to and from the venue.

The plan is for each guest to be welcomed by the Mayor and Mayoress and offered a welcome drink before taking to their seats for afternoon tea. Catering is to be provided by Wendy at the Empire Bakery who will produce Christmas afternoon tea boxes.

Entertainment will be provided and arranged inhouse. We have a group of children attending from St Nicolas School who will be singing festive Christmas carols. There will be Christmas music playing in the background and the Mayor will host a game of bingo and encourage tables to take part in a group quiz. Prizes will also be given out to the oldest lady and gentleman present, and a random prize draw on the day will see 3 guests win £25 Tesco vouchers.

The Civic Officer, Amy, has been fundamental in the organisation of this year's event. She has put a volunteer call out to all Councillors who would like to take part and support the event, please may you contact her if you are able to lend a hand. Roles will include meeting and greeting upon arrival, pouring of welcome drinks, serving tea and coffee, making sure guests feel accommodated throughout the event and washing/tidying up once the event is finished.

Without volunteer involvement events like this are not possible to run, please consider joining us to make this day extra special. Thank you to all who have offered to help.

Joanna Aylott  
Civic Manager  
19.11.2024

## 80<sup>th</sup> Anniversary of VE Day & VJ Day Working Group

### Terms of Reference

#### Background

At the Civic Pride, Arts & Culture Committee meeting of Newbury Town Council on Monday 1<sup>st</sup> July 2024, it was resolved that a Working Group be formed to consider how Newbury Town Council can help to commemorate the 80<sup>th</sup> anniversary of the end of the Second World War, with two key dates to remember in 2025, Thursday 8 May and Friday 15 August. Thursday 8 May is Victory in Europe Day (VE Day). Friday 15 August is Victory over Japan Day (VJ Day).

The Working Group will involve other relevant groups, bodies and individuals.

The main ask from the national organisers for VE Day is that villages, towns, cities and organisations of all sizes mark the 80th anniversary by raising a unique VE Day flag at 9am, and light a beacon at 9.30pm on Thursday 8<sup>th</sup> May 2025. National organisers also encourage, where possible, holding parties of celebration throughout the day - using this to pay tribute to those within their local communities that undertook so much for us all during WWII, especially as we must use every opportunity possible to help promote peace around the world.

#### Proposed Members

- Councillors Vera Barnett, Phil Barnett, Graham Storey, Jo Day and Andy Moore
- Friends of Newtown Road Cemetery
- Greenham Control Tower Representative
- Toby Miles-Mallowan (CEO, Newbury Town Council)
- Dave Glover (Royal British Legion)
- Sarah Moxon (Royal British Legion)
- Newbury BID
- David Peacocke (Local Historian)
- Joanna Aylott (Civic Manager, Newbury Town Council)
- Amy Xing (Civic Officer, Newbury Town Council)
- West Berkshire Museum
- Event Participants – Kennet Radio / Watership Brass / Choir
- Andy Murrill (Newbury Weekly News)
- Alan Bovingdon-Cox (RAF Welford Historical Society)
- Geoff Edwards (RAF Welford Historical Society)

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

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

#### Support

Event support is provided by the Civic Manager. Admin support is provided by the Civic Officer.

#### Quorum

Quorum is 4 members of the group, including 1 elected member of NTC.



## Goals

- To ensure that the 80<sup>th</sup> anniversaries of VE Day and VJ Day are appropriately commemorated in Newbury.
- To recognise the contribution made by local people and the impact on the people of Newbury.

## Deliverables

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

- A costed action plan with timeline of commemoration, with clear responsibilities.
- The implementation of the recommendations and actions approved by the parent committee while the Working Group is in action.

As the action plan is populated with specific ideas, this deliverable list may be expanded to include the main specific deliverables.

## Scope / Jurisdiction

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

Where relevant, to work with the District Council and adjacent parishes where wider or joint commemoration is appropriate.

## Outside of Scope / Jurisdiction

TBA.

## Guidance from the Council / Parent Committee

Provided at initial resolution and at each report back to the Civic Pride, Arts and Culture Committee.

## Resources and Budget

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

A budget line will be proposed in the 25/26 draft budget. Any further funding authorization is sought from the parent Committee or full Council.

Grant funding will be sought from grant funding bodies as relevant.

Guidance will be sought from other bodies as relevant.

## Governance

The Working Party will decide through consensus, majority vote or chair's authority to decide what should be taken forward for action or for consideration by the Civic Pride, Arts & Culture Committee. The Chairperson must be an elected Councillor.

### Additional Notes

- The Working Group will work collaboratively with the Heritage Working Group (which reports to the Planning and Highways Committee of the Town Council).
- Methods of work (e.g. consultations, press releases, surveys, progress reports etc.) are entirely up to the Working Group to decide.
- Communications are generally informal and via e-mail.
- Relevant documentation is stored in the Civic Pride, Arts and Culture folder on the Town Council IT data store.
- The group will meet as often as necessary to ensure progress as required.
- Sub-groups (with other nominated members) can be created as necessary to progress specific items.
- Occasionally reporting back to the Civic Pride, Arts and Culture Committee or full Council on progress (via the Chairperson) and whenever it needs additional authority for action.
- The Working Group's work is complete when it has achieved all the deliverables to the satisfaction of the parent Committee.

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

Created: 21/10/2024

Updated: 14/11/2024 – To include VJ Day in scope. Members amended.

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

**25 November 2024**

**Agenda Item 11: Newbury Town Civic Awards 2025**

The Newbury Town Civic Award was launched in 1998 and have since grown, both in the number of awards presented and the number of nominees received. There are currently five awards which form part of the Civic Awards Ceremony; The Newbury Town Civic Award, Young Person's Civic Award, Business Civic Award, the Environmental Contribution Award and, introduced in 2024, the Local Community Group Civic Award.

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, the Chairperson of CPA&C and a member of staff from the Newbury BID. All nominees are invited to the Awards Ceremony and everyone, including the winners, receive a certificate from the Mayor. The winners receive a personalised engraved trophy for display, and their names are engraved on our Civic Award shields which are on display in the Town Hall.

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.

**Current Position**

Following the success of last year's Presentation Ceremony, it is proposed that the 2025 event takes place in the same format as 2024's event plan where the awards should take place at an external venue, followed by a buffet and networking.

The dates for 2025's proposal are as follows:

- Nominations Open – Monday 27<sup>th</sup> January 2025
- Nominations Close – Friday 28<sup>th</sup> February 2025
- Awards Take Place – Wednesday 19<sup>th</sup> March 2024

Planning for the event and the nomination period would be carried out by the Civic Manager and Civic Officer. The event would be delivered by the Civic Manager and Civic Officer along with the support of the Civic Team and Councillors.

**Financial and Legal Implications**

The current budget provision is £1000.

**Reference to the Council Strategy**

It is an objective of the Council to run and sponsor an annual Civic Awards scheme (Strategy, objective 2.E.a.).

**Equality and Diversity Impacts**

The awards are open to all the communities in Newbury where all are encouraged to submit nominations.

**Recommendation(s)**

-That the Council resolves to host the Newbury Town Civic Awards on Wednesday 19<sup>th</sup> March 2025.

**Civic Pride, Arts and Culture Committee – 25<sup>th</sup> November 2024**  
**Agenda Item 12: Civic Pride, Arts and Culture Budget 2025/2026**

500	CPA&C General	Agreed Budget 2024/2025	Spend to Date	Projected Expenditure 2024/2025	Draft 2025/26 Budget	(+/-)	NOTES
4600	CPA&C Committee Fund	£1500	£490	£1500*	£1500	-	Twin Town Signage for Victoria Park. *to EMR remainder
4625	Art Trail	£750	£328	£750	£757.50	+£37.50	Leaflets for Blue Plaque trail needs updating. 5% uplift.
4637	Local Democracy WG	£250	£0	£250	£262.50	+£12.50	Local Democracy materials (gazebo/bunting/flags). 5% uplift.
4639	Art on the Park	£525	£500	£500	£525	-	£500 grant to support the Art on the Park project group which are now self-sufficient in their operations. Uplift needed?
<b>NEW</b>	<b>VE &amp; VJ DAY 80</b>	-	-	£0	£1500	+£1500	Two commemoration events to be planned for VE and VJ Day.
	<b>NET EXPENDITURE (500)</b>	<b>£3,025</b>	<b>£1,318</b>	<b>£1,500</b>	<b>£4,545</b>	<b>£1,550</b>	
<b>505</b>	<b>Civic Responsibility</b>						
4652	Mayors Allowance	£1000	£242	£1000	£1050	+£50	5% uplift.
4655	Honorarium	£3500	£1,871	£3500	£3,675	+175	5% uplift, we have more Civic Staff than ever before.
4660	Mayor Making	£2500	£2408	£2500	£2,625	+125	5% uplift
4665	Remembrance	£2500	£1128	£1500	£2625	+125	5% uplift
4670	Regalia & Robes	£2000	£4728*	£2000	£2500	+500	*£2898 from EMR, now empty. Increase recommended to factor in long service awards and Freedom of the Town and Honorary Aldermen. Repairs to chain, pendant and robes required.
4680	Civic Hospitality & Events	£1500	£449	£1500	£1500	-	
4690	Twin Towns	£250	£42	£50	£250	-	2027/2028 25 <sup>th</sup> Anniversary of Eeklo twinning & TT international reunion.
4700	Civic Award Scheme	£1000	£283	£1000	£1050	+£50	5% uplift.
4705	Watership Brass	£650	£650	£650	£800	+£150	Annual Retainer Increased to £800 for 2025/2026.
<b>NEW</b>	<b>Mayor's Festive Afternoon Tea</b>	-	-	£0	£1,000	+£1000	Will no longer be funded by the MBF for 2025/2026.
	<b>NET EXPENDITURE (505)</b>	<b>£14,900</b>	<b>£7,073</b>	<b>£13,700</b>	<b>£17,075</b>	<b>+£2,175</b>	
	<b>TOTAL NET EXPENDITURE (500 &amp; 505)</b>	<b>£17,925</b>	<b>£8,391</b>	<b>£15,200</b>	<b>£21,620</b>	<b>+£3,725</b>	

**Strategy - Projects & Events that contribute to the Strategy.**

**Committees:**

\* **Agreed, New or Finance Put Aside: Agreed** - Projects/Finance agreed by Council. **New** - Projects/Finance to be considered/confirmed by Council. **Funds Put Aside:** within the 2024/25 budget for foreseen expenditure.

\* **Financial Year:** Committees to recommend the financial year for the project, in consideration of priority, available funds and Officer time.

**2.C. Arrange and Manage Inspiring Civic Events and Mayoral Calendar.**

Committee	New or Agreed	Project	Strategy Objective	Budget	Lead Officer	Cost Centre	Cost Centre	Nominal Code	EMR	Committees To Complete					
										2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
CPAC	NEW	VE Day 80th Anniversary Commemorations	2.C.	£1,500	JA	500 - CPAC General	500				Y				
Notes: Request from JA to precept £1,500 for commemoration events. Committee to review.										Notes:					
CPAC	NEW	NTC 30th Anniversary Celebrations	2.C.	£1,500	JA	500 - CPAC General	500					Y	Y		
Notes: 30th Anniversary is April 2027. JA requested precepted budget in 2026/27 and 2027/28. Committee to review.										Notes:					

<b>Subject:</b> Flag Flying Policy	<b>Policy No:</b>
<b>Date Issued:</b>	<b>Date Reviewed:</b> <i>date policy reviewed</i>
<b>Effective date:</b>	<b>Review Date:</b>

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- 1. Introduction**
- 2. Scope**
- 3. Guidelines**
- 4. Flying the Union Flag**
- 5. Other Flags**
- 6. Flying Flag at half-mast**
- 7. Process for Dealing with Flag Flying Requests**
- 8. Conditions of Flags**
- 9. References**

**Appendix 1**

DRAFT



## 1. Introduction

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

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

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

## 2. Scope

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

## 3. Guidelines

The Newbury Coat of Arms Flag will be the default flag that is flown from the Town Hall flagpole.

### **Flag Categories**

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

- A. Flags which can be flown without consent of the local planning authority.
- B. Flags which do not need consent provided they comply with further restrictions (referred to as “deemed consent” in the Regulations).
- C. Flags which require consent (“express consent”).

### **Category A. Flags which do not need consent**

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

- (a) Any country’s national flag, civil ensign, or civil air ensign.
- (b) The flag of the Commonwealth, the United Nations, or any other international organisation of which the United Kingdom is a member.
- (c) A flag of any island, county, district, borough, burgh, parish, city, town, or village within the United Kingdom.
- (d) The flag of any historic county within the United Kingdom.

- (e) The flag of Saint David.
- (f) The flag of Saint Patrick.
- (g) The flag of any administrative area within any country outside the United Kingdom.
- (h) Any flag of His Majesty's forces.
- (i) The Armed Forces Day flag.

The above flags or their flagpoles must not display any advertisement or subject matter additional to the design of the flag, but the Regulations now highlight that you can attach a black mourning ribbon to either the flag or flagpole where the flag cannot be flown at half-mast.

### **Green and blue environmental award scheme flags**

The regulations allow a flag of the Blue Flag Award scheme to be flown from a flagpole on part of a beach or marina and a flag of the Green Flag Award scheme or Green Flag Community Award scheme to be flown on part of a park, garden or other green space, without the need for consent.

### **Category B. Flags which do not require consent provided they comply with certain restrictions**

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

Categories of flag that can now be flown:

- a) House flag - the flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building.
- b) Flags that refer to a specific event of limited duration that is taking place in the building from which the flag is flown.
- c) Any sports club (but cannot include sponsorship logos). This should be reserved for special occasions/celebrations.
- d) The horizontal striped rainbow flag, such as the "Pride" Flag.
- e) Specified award schemes - Eco-Schools, Queen's Awards for Enterprise and Investors in People.
- f) the NHS flag.
- g) Green and Blue environmental award scheme flags.

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

- a. Only one flag on a projecting flagpole on a building is permitted.
- b. The flag may not exceed 2 square metres in size.

- c. No restrictions on the size of characters.

### **Category C. Flags which require consent**

Any flag not identified above requires express consent from the local planning authority under the Town and Country Planning Regulations before it can be flown.

## **4. Flying the Union Flag**

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

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

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

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

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

Newbury Town Council will follow the Department for Culture, Media and Sport guidance for flying the Union Flag from government buildings.

## **5. Other Flags**

Newbury Town Council will fly the following flags on the following days as default without requirement for an application:

- 1 March: St David's Day – Welsh flag
- 13 March: Commonwealth Day – Commonwealth flag
- 23 April: St George's Day – St George Cross
- 17 May: International Day Against Homophobia, Biphobia, Lesbophobia and Transphobia – Rainbow Flag

- 24 October: United Nations Day – UN
- 30 November: St Andrew's Day – St Andrew's Cross

## **6. Flying flags at half-mast**

Half-mast means the flag is flown two-thirds of the way up the flagpole, with at least the height of the flag between the top of the flag and the top of the flagpole. The Union Flag will be flown at half-mast on the following occasions:

- a. The death of a member of the monarchy, the prime ministers, or others in accordance with British flag protocol.
- b. The death or funeral of a serving officer in the armed forces from the Town.
- c. The death or funeral of a freeman of the Town, mayor, former mayor or member of the council.
- d. At the discretion of the mayor or chief executive, in accordance with the council's mourning protocol.

## **7. Process for Dealing with Flag Flying Requests**

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

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

It will then be determined which category the flag flying request falls into; A, B or C.

Any applicant whose request falls into Category C will be encouraged to contact West Berkshire District Council with their request.

Categories A and B, will be required to complete a Flag Flying Application Form (**Appendix 1**) and this will be taken to the next available Full Council or Committee Meeting to be consulted upon. The item will need to be added to the agenda of the meeting with the Application Form as an accompanying appendix.

Once a decision has been made by the Council or Committee; if approved, arrangements will then be made with the Town Hall Officer to fly the flag on the date specified on the application form and taken down the following day after the specified date. As default, flags will be flying for 1 day, however requests can be made for the flag to be flown for up to a maximum of 1 week.

In exceptional circumstances, a flag can be flown for a maximum of 3 months with express permission from the Civic Pride, Arts and Culture Committee.

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

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

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

The Town Council holds the right to manage ad hoc flag flying requests which may fall outside the threshold of the application form. These requests will be dealt with on a case-by-case basis with the Leader of the Council, Mayor and Chairperson of the Civic Pride, Arts and Culture Committee. This is on the basis that flags can be flown for a maximum of 3 months, and will then the decision will be reviewed whether it should continue to be flown at the next meeting of Civic Pride, Arts and Culture Committee.

## 8. Condition of Flags

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

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

## 9. References

<b>POLICY</b>	<b>Section</b>
Newbury Town Council Strategy	
Town and Country regulations 2007	
<a href="https://www.gov.uk/guidance/designated-days-for-union-flag-flying">https://www.gov.uk/guidance/designated-days-for-union-flag-flying</a>	
<a href="https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide/flying-flags-a-plain-english-guide">https://www.gov.uk/government/publications/flying-flags-a-plain-english-guide/flying-flags-a-plain-english-guide</a>	

**Appendix 1****Flag Flying Request Form**

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

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

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

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

The flag you have requested to fly will be flown for one day. Requests for flying for longer can be considered with express permission from the Civic Pride, Arts and Culture Committee.

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

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

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

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

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

<b>Section 2: About Your Flag Flying</b>			
<b>What nationality, community or group is being celebrated?</b>			
<b>What flag do you wish to fly?</b>			
<b>What date would you like to fly this flag?</b>			
<b>Do you already have a flag to provide?</b>	<table border="1"> <tr> <td><b>Yes</b></td> <td><b>No</b></td> </tr> </table>	<b>Yes</b>	<b>No</b>
<b>Yes</b>	<b>No</b>		
<b>Please confirm that you would be able to provide the flag the day before the date you wish to fly the flag. This is to ensure our staff can safely prepare the flag in advance of it being raised.</b>			
<b>This form is completed on the basis that the flag will be flown for 1 day.</b>			

<b>Section 3: Additional Information</b>			
<b>Will you require any rooms inside the Town Hall?</b>	<table border="1"> <tr> <td><b>Yes</b></td> <td><b>No</b></td> </tr> </table>	<b>Yes</b>	<b>No</b>
<b>Yes</b>	<b>No</b>		
<b>If 'yes' a room booking form will be required to be completed. We cannot guarantee that we will be able to meet your request if the room has already been booked by another party.</b>			
<b>Do you plan to host a flag raising ceremony on our Town Hall Steps? If so, please outline full details regarding speeches, VIP guests and dignitaries in attendance, programme timings, speeches etc.</b>	<table border="1"> <tr> <td><b>Yes</b></td> <td><b>No</b></td> </tr> </table>	<b>Yes</b>	<b>No</b>
<b>Yes</b>	<b>No</b>		
<b>Please provide any further information that you may feel is relevant for Council consideration to support your application.</b>			

Name:

Date:

Please return this form to [mayor@newbury.gov.uk](mailto:mayor@newbury.gov.uk)

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

**25 November 2024**

**Agenda Item 20: Civic Manager's Report: Raising the Profile of the Council in the Community**

**Background**

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

**Objective**

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

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

The total number of letters of congratulations sent since the last meeting of this committee is 21 (as of 20/11/2024):

2024 09 05 Avonbank Lodge  
2024 09 05 Falkland Cricket Club  
2024 09 12 Citizen Advice West Berkshire  
2024 09 12 Darcie Tait (Mayor's Colouring Competition Winner)  
2024 09 19 Greg Watson  
2024 09 19 Iconiq Fitness  
2024 09 20 101 Outdoor Arts  
2024 10 08 Wendy Berkeley  
2024 10 17 Nomads Musical Theatre  
2024 10 24 LoLA Creative Space and Café  
2024 10 24 Newbury Grove Care Home  
2024 10 24 Three Rivers Community Choir  
2024 10 31 Berkshire Youth  
2024 10 31 Hector Marshall  
2024 10 31 McCann's Coffee Shop  
2024 10 31 Newbury Bathrooms  
2024 10 31 Newbury Building Society  
2024 10 31 Newbury Marks & Spencer  
2024 10 31 The Coat & Bear Newbury  
2024 11 07 Newbury Arts Society  
2024 11 07 Newbury Loose Ends



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

**25 November 2024**

**Agenda Item 21: Civic Events Report**

- a. To review civic events since the last meeting of the Committee
  - b. To note the programme of civic events until the next meeting
  - c. To receive ideas for suggested or potential future events or activities.
- 
- a. **To review** civic events since the last meeting of the Committee:
    - Annual Bowls Match, 4<sup>th</sup> September
    - Heritage Open Day, 14<sup>th</sup> September
    - Local Democracy Events, from 7<sup>th</sup> October
    - Mayor’s Coffee Morning, 12<sup>th</sup> October
    - Town Flag Display Unveiling, 17<sup>th</sup> October
    - Remembrance Sunday Parade & Service, 10<sup>th</sup> November
  - b. **To note** the programme of civic events until the next meeting:
    - Mayor’s Festive Afternoon Tea – 17 December 2024. Volunteers Required.
    - Civic Carol Service at St Nicolas Church – 22 December 2024. All councillors will receive an invitation – families are welcome.
    - Civic Awards Launch – January 2025. Please start thinking about anyone who may be a worthy nominee for the awards.
  - c. **To receive** ideas for suggested or potential future events or activities.

**Public Report to Civic Pride, Arts & Culture Committee****Agenda item 22: Work Programme for Civic Pride, Arts & Culture Committee Meetings****25 November 2025****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 from Members of the Council
6. Work programme and future business
7. Civic Managers Reports (Mayoral Letters)
8. Civic Events
9. Discussion on Potential Future Civic Events

<b>November</b>	Remembrance Sunday Report Heritage Open Day Report Local Democracy Events Report Festive Afternoon Tea Civic Awards Planning VE & VJ Day Working Group Service at War Memorial for Afghanistan Twin Town Commemorations Flag Flying Policy Review Budget 2025/26
<b>February</b>	Civic Awards Mayor Making Festive Afternoon Tea Report VE & VJ Day Working Group Community United Event Newbury Road Club 100th Anniversary
<b>July</b>	Election of Chairperson Report: <ul style="list-style-type: none"> <li>- Civic Awards</li> <li>- VE Day</li> <li>- Mayor Making</li> </ul> Heritage Open Day Planning Local Democracy Working Group VE & VJ Day Working Group