

30 June 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 6th July 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://us04web.zoom.us/j/72194711893?pwd=SDVVOGRVTWtqbGk5bndVOGFLckpGZz09>

Meeting ID: 721 9471 1893

Password: 248682

Yours sincerely,

Elisa Adams
Civic Manager

AGENDA

- 1. Election of a Chairperson**
Civic Manager
To elect the Chairperson and Vice-Chairperson of the Civic Pride, Arts & Leisure Committee for 2020/21 Municipal Year.
- 2. Apologies**
Civic Manager
- 3. Declarations of interest and dispensations**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.

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 www.newbury.gov.uk

 NewburyTC

Making Newbury a Town
we can all be proud of.

4. Minutes (Appendix 1 & Appendix 2)

Chairperson

3.1 To approve the minutes of the meetings of the Civic Pride, Arts & Leisure Committee held on Monday 2 March 2020 (previously circulated).

3.2 Report on actions from previous minutes.

5. Questions and petitions from members of the public

Chairperson

(Questions, in writing, must be with the Civic Manager by 2.00 pm on Monday 6 July 2020)

6. Members' questions and petitions

Chairperson

(Questions, in writing, must be with the Civic Manager by 2.00 pm on Monday 6 July 2020)

7. Arts in the Town

Chairperson/Civic Manager

To discuss how Newbury Town Council can further encourage and promote arts in the town in reference to the Council Strategy:

- 2.B.3 Support the re-establishment of Art in the Park and other public arts events
- 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.

8. Newbury Town Civic Awards 2020 (Appendix 3 & 4)

Chairperson/Civic Manager

8.1 To receive a report on the 2020 Newbury Town Civic Awards.

8.2 To consider arrangements for the 2021 Civic Awards

9. 75th Anniversary of VE Day 8-10 May 2020/VJ Day 15 August 2020 (Appendix 5A & 5B)

Chairperson/Civic Manager

9.1 To note the alternative arrangements that took place to celebrate VE Day on the 8th May.

9.2 To consider plans for approval of VJ Day 75th Anniversary.

10. Christ's Hospital School (Appendix 6)

Civic Manager

To consider the endorsement of the West's Gift scholarship available to young people in Newbury.

11. Mayor's Cadet (Appendix 7)

Civic Manager

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

12. Heritage Open Day 2020

Chairperson/Civic Manager

To note that alternative actions for the Heritage Open Day, due to take place in September, may be required.

13. Local Democracy Week 2020

Civic Manager

To receive a verbal update on the current progress on Local Democracy Week 2020.

14. Music in the Market Place

Chairperson/Cllr David Marsh

To receive an update on the continuation of this event for 2021/22.

15. Raising the Profile of the Council in the Community (Appendix 8)

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

- Mayor's Fundraiser, Town Hall Open Day: 21st March 2020
- Civic Awards: 1st April 2020
- VE Day 75th Anniversary, Picnic in the Park: 8th May 2020
- Mayor Making: 17th May 2020
- Mayor's Drive and Tea Party: 1st July 2020

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

- VJ Day Celebration – 15th August TBC

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 9)

Chairperson

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

Next Meeting:

7th September 2020, 7:30pm

Minutes of a meeting of the Civic Pride, Arts & Leisure Committee held in the Council Chamber, Town Hall, Market Place, Newbury on Monday 2 March 2020 at 7.30pm

Present

Councillors Martin Colston; Jo Day (Chairperson); Billy Drummond; Sue Farrant; Nigel Foot; Olivia Lewis; David Marsh; Gary Norman; Elizabeth O’Keeffe (substitute); Erik Pattenden; Sarah Slack.

Officers present:

Elisa Adams, Civic Manager

Margaret Gore, Corporate Services Officer

50. Apologies for absence

There were none.

Absent: Councillor Jeffrey Cant.

51. Declaration of Interest and Dispensations

The Civic Manager declared that Councillors Billy Drummond, David Marsh and Erik Pattenden 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.

52. Minutes**52.1**

Proposed: Councillor Billy Drummond

Seconded: Councillor Martin Colston

Resolved: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 2nd December 2019 be approved and signed by the Chairperson.

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

- Minute No 39: Music in the Market Place; Minute No 40: Newbury and District Arts Council; Minute No 41: Newbury Town Civic Awards 2020; Minute No 45: 75th Anniversary of VE Day 8-10 May 2020; Minutes No 46: Civic Pride, Arts & Leisure Budget 2020/21; Minute No 48: Civic Events and Minute No 49: Forward Work Programme for Civic Pride, Arts & Leisure Committee meetings 2020/21 – will be discussed throughout this meeting.
- Minute No 41: Mayor Making – 17 May 2020 – will be discussed when required.

53. Questions and petitions from members of the public

There were none.

54. Members' questions and petitions

There were none.

55. Music in the Market Place

Councillor David Marsh gave the following report:

Things have been a little tricky at Kennet Radio, since the loss of Tony Hiller as he did so much for the organisation and had a lot of enthusiasm for this event. Councillor Marsh has spoken with Graham Pocock, at Kennet Radio, who has suggested that this be reconsidered at a later date due to other events that they are currently working towards.

It was agreed that Councillor Marsh continue discussions with Kennet Radio with a view to organise an event for 2021/2022.

The Chairperson requested that Councillor Marsh report his back to the committee at its next meeting scheduled for Monday 6 July 2020.

56. Newbury & District Arts Association (NDAA)

The Civic Manager, Elisa Adams reported that she had not had much luck gaining information from the NDAA. It was agreed that no further contact be made until such times that an invitation is received to attend one of their events or meetings.

It was agreed that an item regarding arts in the town be added to the next agenda for further discussion as to what, if anything, can be done to encourage and promote arts in the town, including Art in the Park. The Civic Manager agreed to invite the Chair of NDAA to the next meeting to partake in discussions.

57. Newbury Twin Town Association

Members received a presentation from Newbury Twin Town Association Chairperson, Mrs Gillian Durrant regarding what the association does and who Newbury is twinned with. Mrs Durrant explained what activities are due to take place during this current year and encourage people to join the association.

The Chairperson thanked Mrs Durrant for her presentation.

58. 75th Anniversary of VE Day 8-10 May 2020

Members received an update from the Chairperson, Councillor Jo Day and the Civic Manager, Elisa Adams regarding the event which is due to take place on Friday 8th May 2020 between 12noon and 4.00pm in Victoria Park.

If any Members can help in anyway before or on the day of the event, they are asked to contact both the Chairperson and the Civic Manager. It was suggested that Newbury College be approached to possibly design a poster for the event.

59. Newbury Town Civic Awards 2020

It was noted that the Civic Awards is to be held on Wednesday 1st April 2020 and that the format be like past events, even though it is running as a stand-alone event.

Members were encouraged to push for nominations in any way that they could. The closing date for nominations is Sunday 15th March 2020. It was suggested that the Chairperson write a letter to the Newbury Weekly news to try to encourage more nominations.

60. Local Democracy Week 2020

It was noted that Local Democracy event will continue as before for this coming year. The event will take place between 12 and 23rd October 2020. The Civic Manager has received 4 requests to attend so far.

It was agreed that this item be added to the Forward Work Programme.

After the discussion Councillor Sue Farrant gave notice that she would be standing down from this Working Group as she felt that she could not be of any help due to the timing of the meetings / events.

The Chairperson has agreed to e-mail Members of the Town Council to ask if anyone else wished to step into the roll.

61. Civic Pride, Arts & Leisure Key Performance Indicators

It was noted that currently there were no key performance indicators for Civic Pride, Arts & Leisure Committee. If Members had any ideas for any future key performance indicators that these be forwarded to the Civic Manager for consideration.

62. Civic Pride, Arts & Leisure Budget 2020/21

The information regarding the budget for 2020/21 and the information regarding how former Mayor's have used their allowance was received and noted by the Committee.

63. 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.

64. The Council's Official Church for Civic Services

Members consider Councillor Elizabeth O'Keeffe's proposal regarding investing St Nicolas Church. After much discussion the following proposals were considered:

Proposed: Councillor Elizabeth O'Keeffe

Seconded: Councillor Billy Drummond

Resolved: That that St Nicolas Church is the official church for Civic Services and that a Mayor may request an additional service at a place of worship of their choosing. That the Civic Manager will arrange the service with them.

- This proposal failed to gain support.

Proposed: Councillor Sue Farrant

Seconded: Councillor Olivia Lewis

Resolved: That all arrangements with St Nicolas church remain as they are, without officially investing them as the Town Council's church.

65. Mayor's Cadet

Members considered Councillor Elizabeth O'Keeffe's proposal regarding the appointment of a Mayor's Cadet. It was discussed that the role should be broadened to all youth uniformed services with a commitment to public service, not just military cadets.

Proposed: Councillor Elizabeth O'Keeffe

Seconded: Councillor Sue Farrant

Resolved: That the Mayor of Newbury may appoint a Mayor's Cadet on an annual basis, and that a policy and procedure should be developed by the Civic Manager to recognise the role and appointment process of Mayor's Cadet at Newbury Town Council.

The Civic Manager has been tasked to develop this to bring to the next meeting on 6th July 2020.

66. Civic Events

- a. The information regarding Civic events held since the last meeting of this committee was received and noted. Fundraising events were well supported with a good sum of funds raised.

- 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:
- Mayor's Fundraiser Town Hall Open Day on 21 March 2020 between 10am & 1pm.
- c. Potential future events or activities:
- Local Democracy event - will take place between 12 and 23rd October 2020.

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

The following items are to be removed from the Forward Work Programme:

- Newbury & District Arts Association

The following items are to be added to the Forward Work Programme:

- Christ Hospital School
- Music in the Market Place
- Promoting Arts in the town
- Art in the Park
- Local Democracy Event

There being no further business the Chairperson declared the meeting closed at 9.20pm.

Chairperson:

Date:

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

Item	Resolved	Actions	who	when
Agenda Item 55 – Music in the Market Place	Discussions to continue with a view to organise an event for 2021/22	Cllr David Marsh to report back at next committee meeting on progress with Kennet Radio	DM	18/06
Agenda Item 57 – Newbury & District Arts Association	Item regarding arts in the town to be added to next agenda	Invite the Chair of NDAA to attend the next meeting to partake in discussions	EA	18/06
Agenda Item 60 – Local Democracy Week 2020	This will continue and be reported to Civic Pride, Arts and Leisure Committee.	Add this item to the Forward Work Program.	EA	05/03
	Sue Farrant gave notice that she would be standing down from this Working Group	Email Members of the Town Council to ask if anyone else would like to step into the role	JD	10/04
Agenda Item 65 – Mayor's Cadet	A policy and procedure should be developed to recognise the role, and appointment process, of Mayor's Cadet at Newbury Town Council	Develop this and bring to next meeting	EA	18/06

Public Report to Civic Pride, Arts & Leisure Committee

6 July 2020

Agenda Item 8: Newbury Town Civic Awards 2020

The 2020 Awards were launched at the beginning of February 2020. A press release launched the awards encouraging members of the public to collect nomination forms from the Town Hall or to email requesting a nomination form. Following technical difficulties, nominators were able to complete the forms online via the Newbury Town Council website for a further 5 weeks.

We received the following number of nominations:

Civic Award - 13

Young Persons Award - 3

Business Award - 3

Environmental Contribution Award – 5

TOTAL – 24

Sadly, due to the coronavirus pandemic, the decision was taken to cancel the awards presentation due to take place on 1st April 2020. However, because we had already received all nominations it was decided for judging to still proceed and for the Awards to be issued.

Judges this year included the Mayor of Newbury; Chairperson of Civic Pride, Arts and Leisure Committee Cllr Jo Day; Operations Manager at the Newbury BID, Alison Drummond; and Chairperson of the Climate Change Working Group Cllr Chris Foster who joined specifically for judging of the Environmental Contribution Award. Judging took place on a Zoom conference call.

It was a difficult task for the judges, as we received a high number and such a high quality of nominations, however winners were selected for each award. The Civic Award winners were Steve & Jan Pye. Young Persons award winner was 9-year-old Jacob Halling. The Business Award winner was Mathew Groves from Greggs, Northbrook St. And finally, the winner of the Environmental Contribution Award was Marion Fenn.

All winners, nominees and nominators were notified of the results of the awards. A press release was issued, and a full list was published on the Newbury Town Council website. At an appropriate time, we will invite the award winners to come to the Town Hall to collect their prize.

Elisa Adams
Civic Manager
05 05 2020

Public Report to Civic Pride, Arts & Leisure Committee

6 July 2020

Agenda Item 8.2: Newbury Town Civic Awards 2020

To Consider arrangements for 2021 Civic Awards.

Resolution:

1. To host a launch event for the Newbury Town Civic Awards 2021.
2. To introduce special recognition awards for those in the community who have responded to the Coronavirus pandemic.

Background/Introduction

The 2020 Civic Awards presentation ceremony was sadly cancelled due to the coronavirus pandemic. While Newbury Town Council were still able to issue the awards, the presentation ceremony was missing. The Civic Awards is a fantastic opportunity to celebrate the members of our community who have gone above and beyond, as well as providing a networking opportunity for those in the community who wish to explore further voluntary work which is taking place in Newbury.

It is disappointing that we weren't able to offer the usual presentation ceremony that has been delivered in previous years, especially as 2020 was the first year of the Awards going forward as a stand-alone event to provide all nominees the recognition they deserve.

It is also important to note how much kindness and goodwill has been carried out since Covid-19 came to light. Many businesses, organisations and volunteers have come forward giving their time and energy to support fellow members of the local community in Newbury.

Options Considered

We will be inviting the winners of the 2020 awards to the Town Hall to collect their prizes at an appropriate time. Discussion of when this would be is still to be confirmed. One option would be to incorporate this into a launch event. A launch event would serve as a celebration for 2020's nominees and winners as well as introducing 2021's awards. We would invite all nominated for the 2020 awards to the event so they can enjoy the celebration they were due to have in April, as well as inviting local businesses and community groups to learn more about the awards and have the opportunity network with likeminded community champions. This would be

a good occasion to raise the profile of the awards and encourage additional nominations at the event.

While letters from the Mayor have been sent to many who have supported others during the crisis, there are so many people, both individuals and organisations, who have volunteered in the community to support those in need which the Council may not be aware of. Encouraging the public to nominate people who have responded to the Covid 19 crisis may highlight others who would be worthy of recognition. The 2021 Awards would be an opportunity to introduce a new award for those who have responded to the Coronavirus pandemic. Considerations on how this would work are to be discussed; options could be one overall award or a small prize of recognition (such as a pin badge) for each nominee in this category.

Reference to the Council Strategy

It is part of the council strategy to celebrate and recognise individual community achievements. (2C)

This is through our objective of running the annual Civic Awards scheme (2.C1) and to congratulate members and residents of the community whenever significant achievements are brought to our attention (2.C2)

Finance

The current budget provision for the Civic Awards is £1000. This was double what budget was originally available to host the Civic Awards as a standalone event. While a Launch Event would require some of this budget, there may also be potential opportunities for sponsorship from local businesses.

Newbury Racecourse agreed to sponsor 2020's Civic Awards event however as this was cancelled, they since informed the Civic Manager that they would be happy to defer their £500 sponsorship to 2021's event.

Equality & Diversity

The awards are open to all of the communities within Newbury Town.

Recommendation

1. That the Council resolves to introduce a Civic Awards launch event for 2021
2. That the Council resolved to introduce a new award to recognise those who have responded to the Coronavirus pandemic.

Elisa Adams
Civic Manager
04 06 2020

Elisa Adams

From: Bruno Peek Pageantmaster <pageantmaster=veday75.org@cmail19.com> on behalf of Bruno Peek Pageantmaster <pageantmaster@veday75.org>
Sent: 22 May 2020 09:51
To: Elisa Adams
Subject: VJ DAY - 15TH AUGUST 2020

Follow Up Flag: Flag for follow up
Flag Status: Completed



21/05/2020

Dear Participants,

RE: VJ DAY - 15TH AUGUST 2020.

I hope you and your family are keeping well.

Due to the current position in relation to this dreadful virus, and the fact that we are all still being told to either stay at home or keep our distance from others, and the uncertainty of it all over the next few months, we are only encouraging the following to take place on VJ Day - 15th August 2020, because they can be undertaken as individuals and not groups of people, to help ensure that those brave souls from VJ Day who always feel they are the forgotten Army, are **NOT** forgotten by us all during this historic anniversary.

(1) PIPERS: Please consider playing Battle's O'er at Sunrise at **5.47AM** local time in the country you are in, from home or a safe location of your choice that morning to officially start this special anniversary day. Those Pipers taking part are being asked to visit - www.battleover.org/vjday75 and register their participation by no later than 7th August please.

(2) BUGLERS/TRUMPETERS/CORNET PLAYERS: Please consider playing the Last Post and Reveille at **11AM** as part of the 2minute silence, from home or a safe location of your choice, followed at **8.18PM** by playing Sunset that evening. Those wishing to take part are being asked to provide the following by no later than 7th August please, send it to me at - brunopeek@mac.com

Name:
Name of Band:
Location when playing Last Post, Reveille and Sunset:
Name of County:
Name of Country:

Tel:
Email:
Private or Public:

(3) TOWN CRIERS: Please consider undertaking the unique 'Cry for Peace Around the World' especially written for this occasion at **11.05AM** from home or a safe location of your choice. Please confirm your involvement by undertaking the following, send it to me at - brunopeek@mac.com by **7th August** at the latest.

Name of Town Crier:
Location of 'Cry':
Name of County or Region if overseas:
Name of Country:
Tel:
Email: address:

However, it is important to point out that the choice of whether or not to take part in VJ Day on the 15th August in the ways outlined above, or celebrating with a pre-planned VE Day event on VJ Day too, must be the choice of the individual, organisation or local community that has spent many months of planning before the virus came to the United Kingdom.

As a 'heads up,' the next Beacon lighting event will take place on a date to be confirmed in early JUNE 2022, in celebration of Her Majesty The Queen's Platinum Jubilee, and those wishing to take part are being asked to register their interest in taking part by confirming the following, emailing it to me at brunopeek@mac.com within the next few months please. I expect detailed planning to start in **MARCH 2021**.

Name of Contact:
Name of Council or Organisation:
Beacon Location:
Name of County:
Tel:
Email:
Public or Private event:

I would like to take this opportunity to wish you well.

"Stay safe."

My warmest regards.



Bruno Peek LVO OBE OPR
Pageantmaster VE Day 75

Civic Pride, Arts and Leisure Committee – 06 07 2020

Public Report

Agenda Item 9: 75th Anniversary of VE Day 8-10 May 2020/VJ Day 15 August 2020

VJ 75th Anniversary Celebrations Event Plan

15th August 2020, 10:30 – 11:15, Newbury Town Hall

Time	Action
10:30	Set Up of PA outside Civic Doors
10:55	Small SOCIALLY DISTANCED civic gathering outside Civic Doors
11:00	Bugler plays the Last Post & 2 MINUTE SILENCE
11:02	Bugler plays Reveille
11:03	Town Crier delivers 'Cry for Peace Around the World
11:05	Newbury Mayor delivers a short speech topical of the importance of community; and remembering the impact of leaving, missing, and returning home to loved ones.
11:15	Clear up

Notes:

Inform the Market Manager as this occasion takes place on a Saturday and the Market will be present

Inform local news outlets that the event will be taking place but will NOT actively be encouraging crowded attendance to ensure safe distancing. Masks will be encouraged.

PA System, Kennet Radio? Budget still available.

Response from the Royal British Legion:

“May the R B L make a suggestion.

Hold your event at the War Memorial

Let the R B L Chaplin say a couple of prayers.

Have your bugler play last post and reveille

after the bugler the R B L say the exhortation and David Glover says the kohima
Prayer

Let the Town Crier and the Mayor say a few words

And then let the Mayor and the R B L lay a wreath

The padre can then dismiss the assembled persons”

Keith Williams (RBL Secretary) 30 06 2020

Elisa Adams

Civic Manager

30 06 2020

Civic Pride, Arts and Leisure Committee – 06 07 2020
Public Report

Agenda Item 10 : Christ's Hospital School

To consider the endorsement of the West's Gift scholarship available to young people in Newbury.

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 resolves to endorse the Christ's Hospital School's West's Gift available for students living in Newbury.

Elisa Adams
Civic Manager
15 06 2020

Civic Pride, Arts & Leisure Committee – 6 July 2020**Agenda Item 11: Mayor's Cadet**

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

Newbury Town Council
Guidelines for the Mayor's Cadet

Newbury Town Mayor may nominate an outstanding young person to become their Cadet for their term in Office. The Cadet's formal duties will be to attend the Mayor as and when appropriate in the course of their official duties within the town.

1. Selection Process

The Mayor of Newbury will have the opportunity to select their Mayor's Cadet from any of the uniformed services youth groups in Newbury Town. These include, but are not limited to:

- 211 Air Training Corps
- Newbury & District Sea Cadets
- 14th Platoon Newbury Army Cadets
- Newbury CCF
- Newbury Police Cadets
- Fire Cadets
- Boy's/Girl's Brigade
- Scout Explorers
- Girlguiding Rangers

The Mayor of Newbury will approach a uniformed youth group of their choice. They will ask the Commanding Officer/Group Leader to nominate an outstanding young person to become the Mayor's Cadet. This person may have won an award in their group or have demonstrated strong commitment, dedication and leadership within their group.

The young person taking on the role of Mayor's Cadet will need to fit the following criteria:

- Aged 16+
- Have shown outstanding commitment, leadership and achievement within their organisation
- Be willing to take on the role
- Confident in interacting with a wide range of people
- Be thoroughly reliable
- Be well presented in their uniform on civic duties
- Be a role model to represent the young people in Newbury Town

It would be preferred if the Cadet was a senior member of their unit and they would be expected to continue their service following their appointment as Mayor's Cadet.

2. Installation

The Cadet will be installed by the incoming Mayor. The Mayor will visit the young person's unit base at the discretion of the unit Leader, this may be when a pre-existing presentation at the group is taking place, (e.g. 211 ATC's Cadet of the Year presentation in June).

The Cadet will hold their appointment from the date agreed with the Town Mayor until the end of the Civic Year. This is likely be around an 11 month period.

At the end of the Cadet's term, they will be thanked by the outgoing Mayor for their service and will be presented with a certificate in recognition of their appointment.

3. **Badge**

The incoming Cadet is presented with a commemorative badge with the legend 'Mayor's Cadet'. They will be expected to wear the Mayor's Cadet Badge while on duties during their term in office or sew it onto their uniform at the discretion of their Commanding Officer/Leader. The Cadet may keep their badge following the end of their term.

4. **Procession Order & Duties**

The Cadet will process after the, CEO, Chaplain and Mayor but before Councillors.

The Cadet will only attend civic engagements within the Town when Mayor is present, and the Mayor can specifically request their attendance at their charity events if they so wish.

The duties of the Cadets are mainly to carry the Mayor's wreath on civic occasions, assisting with seating guests and guiding them to facilities at engagements, and to promote the youth of the Town.

Annual civic events that the cadet will be expected to attend are;

Civic Awards: March/April

Mayor Making: May

Michaelmas Fair: October

Remembrance Service: November

Christmas Carol Service: December

The Mayor's Cadet may also be invited to attend Mayor's Coffee Mornings and Fundraising events, Lord Lieutenant and High Sheriff's at home events as well as wreath laying events at RAF Welford and the Greenham Common Control Tower.

A list of key dates will be given in advance for them to attend. This is not exhaustive and can be adjusted by the Mayor as required.

5. **Welfare**

The Cadet will be the responsibility of the cadet's parents/guardian/staff member of the organisation. Contact details of their next of kin will be given to Newbury Town Council upon their appointment in case of emergency. The Mayor's Office may liaise with the next of kin of the nominated Cadet to confirm duties, dates and times that they are required.

The Mayor's Cadet will not be in a situation where they are left on their own with the Mayor and will usually only attend civic matters within Newbury Town. Anything outside of the town that may arise will be at the discretion of the Cadet's next of kin.

References

Deal Town Council

Congleton Town Council

Maldon Town Council

Thame Town Council

Elisa Adams
Civic Manager
25 03 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:

05 03 2020 – Charlotte Payne, Junior Sports Personality of the Year

05 03 2020 – Louise Sugden, Para Powerlifting World Cup Gold

05 03 2020 – Lynne Taylor, Newbury Building Society Community Champion Award

05 03 2020 – Pamela Langsman, 100th Birthday

05 03 2020 – St Bartholomew School, success of 7 students given conditional offers to study at Oxford or Cambridge University

18 03 2020 – Charlotte Payne, representing GB at European Throwing Cup in Portugal

18 03 2020 – Community Connections group set up

18 03 2020 – Fawcetts Newbury, Volvo’s Regional Retailer of the Year

18 03 2020 – John Rankin Junior School, winners for the Newbury Primary Schools 5-a-side football tournament

18 03 2020 – Luke Humphries, Darts Premier League Winner

18 03 2020 – Phoebe Digweed & Olivia Delahunty, Judo medal success

18 03 2020 – The Base celebrating 1st birthday

18 03 2020 – Valarie Jerome Opticians opening

24 03 2020 – Duncan Shearer, Sweet Caroline’s Hidden Book Adventure

24 03 2020 – Fair Close Centre, Meals on Wheels service

24 03 2020 – Models for Heroes, National Lottery funding for mental health first aid

24 03 2020 – Nicola Hartland, CEO on Women Business Leader’s mentoring scheme

24 03 2020 – Tom Goodenough, Park House School incoming Headteacher

30 03 2020 – The following organisations received letters of thanks to all their Key Workers

- All local schools
- Royal Mail
- All supermarkets (Tesco, Sainsburys, Waitrose, M&S, Coop, Aldi, Lidl)

30 03 2020 – The following organisations received letters of thanks for their involvement in the Community Support Hub

- Citizens Advice West Berkshire
- Fair Close Day Centre
- Greenham Trust
- Healthwatch West Berkshire
- Newbury Soup Kitchen
- Newbury Weekly News
- West Berkshire Food Bank
- Volunteer Centre West Berkshire

06 04 2020 – Administrators of the West Berkshire Coronavirus Community Facebook Group

06 04 2020 – Newbury Junior Netball Club league winners

14 04 2020 – Hannah, aged 10, running 10 miles in garden for Macmillan

14 04 2020 – Newbury Racecourse, Meals on Wheels support

14 04 2020 – Swift Couriers, Meals on Wheels support

14 04 2020 – Newbury Soup Kitchen delivery service

14 04 2020 – Phil Cannings, NWN Photography of empty streets

14 04 2020 – Wendy Hayes of Park House School producing PPE face shields

14 04 2020 – The following hairdressers received letters of thanks for the donation of gloves to be used as PPE

- Air Hair Newbury
- Duo Hair & Beauty
- Headroom
- Salon 46
- Sequoia Hair

20 04 2020 – 137 Gin Distillery, producing hand sanitiser for front line workers

- 20 04 2020 – Alex Griffin, head shave for the NHS
- 20 04 2020 – Community Connections, reaching out to marginalised communities
- 20 04 2020 – Community Furniture Project delivering food parcels
- 20 04 2020 – Ewart Eatwell, baking for community
- 20 04 2020 – Falkland Grange Care Home winning dementia design award
- 20 04 2020 – Izzy Fry Cross Country number 1 ranking
- 20 04 2020 – Lupa Foods, donation to NHS
- 20 04 2020 – Newbury Blues, ‘Shave, Donate, Nominate’ for NHS
- 20 04 2020 – Newbury District Swimming Club offering online fitness classes
- 20 04 2020 – Indigo Bay, offering free meals to NHS Workers
- 20 04 2020 – Letters in solidarity to all our Twin Towns during the Coronavirus pandemic:
- Feltre, Italy
 - Bagnols-sur-Ceze, France
 - Braunfels, Germany
 - Eeklo, Belgium
 - Carcaixent, Spain
- 27 04 2020 – Sammy Wasuwa, keeping our town centre clean
- 27 04 2020 – Euro Car Parts, donation of PPE to West Berkshire Community Hospital
- 27 04 2020 – Fink Street Food, matching every meal sold with a meal donation to Newbury Soup Kitchen
- 27 04 2020 – The Curry House, offering free meals to NHS Workers
- 27 04 2020 – Grace Hammond, Newbury & Thatcham Hockey Club prize winner
- 04 05 2020 – Chris Boulton, dancing challenge
- 04 05 2020 – Emily & William Varley, spreading positivity to key workers
- 04 05 2020 – Fir Tree Primary School, Fir Tree Challenges
- 04 05 2020 – Florence Hatton, fundraising in memory of her Grandma
- 04 05 2020 – Gary Walsh, volunteer driver
- 04 05 2020 – Hannah & Keira May, spreading positivity to key workers

04 05 2020 – Newbury Building Society, donating £30,000 to local charities

04 05 2020 – Rev David McLeod, Newbury Deanery

11 05 2020 – Elle Bright, Virtual Youth Orchestra

11 05 2020 – James Cowper Kreston, shortlisted for national award

11 05 2020 – Matt Gibbs & Luke Smith, 12hr radio show

11 05 2020 – Mr & Mrs Capewell celebrating Golden Wedding Anniversary

11 05 2020 – Simon Fenton, Fenton Elliott Solicitors opening in Newbury

11 05 2020 – Squeegie & Ink, self-isolation themed t-shirts for good causes

11 05 2020 – St Bartholomew Product Design department producing PPE

18 05 2020 – Marion Fenn producing scrubs for NHS staff

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 Hand Newbury, branch opening

25 05 2020 – Liza-Jane Lamb, creating scrubs for NHS staff

25 05 2020 – Newbury College Foundations Learning Staff, recognised by MP

25 05 2020 – Park House School VE Day video

01 06 2020 – International Taste Solutions producing hand sanitiser

01 06 2020 – Mike Hart, delivering ‘keep fit’ classes for 50 years

01 06 2020 – Nia Evan & Ella Matthews, cross trainer half marathon for charity

01 06 2020 – The Corn Exchange fundraising success

01 06 2020 – Young People and Children First charity fundraiser

08 06 2020 – Avon Fish Bar food donation to homeless

08 06 2020 – Newbury Building Society, national award winners

08 06 2020 – Ruth Saunders 104th Birthday

15 06 2020 – Newbury Weekly News national award nomination

15 06 2020 – Liam Headd, national sports journalist award nomination

15 06 2020 – Sarah Hopes, memory box creator for bereaved families

- 22 06 2020 – Young People and Children First charity fundraising success
- 22 06 2020 – Thomas Moores (Tomay), Newbury student self-producing first album
- 29 06 2020 – Newbury Weekly News, highly commended Best Newspaper 2020
- 29 06 2020 – Florence Hatton, £2,500 raised for various charities
- 29 06 2020 – Dr Tim Coole, winner of national engineering award
- 29 06 2020 – Newbury Christians Against Poverty Debt Centre celebrating anniversary
- 29 06 2020 – Newbury Blues Women’s rugby team promotional campaign

Due to the coronavirus pandemic, there has been an abundance of kindness and goodwill being demonstrated throughout Newbury, from organisations and individuals alike who are supporting the local community.

The total number of letters sent since the previous meeting is **133**. The total number of letters sent in the 2019/20 municipal year is **193**.

During the coronavirus pandemic, it has become difficult to make sure that the letters get physically posted to recipients. Many PDF versions of letters have been sent to recipients via email and they continue to be uploaded to social media and our website. There has been a lot of positive response from our social media posts and from the recipient when a PDF has been sent via email.

There is only a minority occasion where we don’t have an address for a recipients, these tend to be for young children or elderly residents. In these circumstances the Civic Manager has worked closely with the Mayor to find contact through her network to send the letter to them.

Elisa Adams
Civic Manager
30 06 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