

**MINUTES OF A MEETING OF THE CIVIC PRIDE, ARTS & LEISURE COMMITTEE HELD IN
THE COUNCIL CHAMBER, TOWN HALL, MARKET PLACE, NEWBURY ON
MONDAY 20 FEBRUARY 2017 AT 7.30PM**

PRESENT

Councillors Howard Bairstow; Jeanette Clifford; Jo Day; Dave Goff; Sarah Greenall; Arthur Johnson; Margo Payne (Chairperson); Anthony Pick; Julian Swift-Hook (arrived 7.32pm).

OFFICERS PRESENT: Joyce Lewis, Civic Manager and Margaret Gore, Corporate Services Officer.

61. APOLOGIES FOR ABSENCE

Councillors David Fish, Kuldip Singh Kang, Tony Stretton.

62. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Civic Manager declared that Councillors Howard Bairstow, Jeanette Clifford, Dave Goff and Anthony Pick declared that they 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.

63. MINUTES

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Howard Bairstow

RESOLVED: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 21 November 2016 be approved and signed by the Chairperson.

64. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

65. MEMBERS' QUESTIONS AND PETITIONS

There were none.

48. NEWBURY TWIN TOWN ASSOCIATION (NTTA)

The information was received and noted by the Committee.

Mr Ian Haslam, former Chairperson of the NTTA was available to answer questions. Mr Haslam, introduced their new Chairperson Ms Zita Lang.

49. NEWBURY ART TRAIL STEERING GROUP

The minutes of the Newbury Art Trail Steering Group were received and noted by the Committee.

50. WORLD WARS WORKING GROUP

The minutes of the World Wars Working Group meeting held on 23 November 2016 were received and noted by the Committee.

Chairperson of the WWWG, Councillor Jo Day gave a brief update as to the progress made, Cllr Day also asked Members to consider a proposal from the Trefoil Guild to create a 'River of Blood' made from knitted & crocheted Poppies similar to that at the Tower of London. This would be made ready for the final year of commemoration in November 2018 and would be laid around the war memorial.

Members of the Committee fully supported this proposal.

51. NEWBURY IN BLOOM

The minutes of the Newbury in Bloom Working Group meetings held on 11 January 2017 were received and noted by the Committee.

Chairperson of NIB Working Group, Councillor Sarah Greenall informed Members that they had received £2000 from Tesco's Bags of Help fund and they had secured two of the three organisations to sponsor the event.

The Chairperson, Councillor Margo Payne thanked the Working Group for the sterling work they have done.

52. 20th ANNIVERSARY OF NEWBURY TOWN COUNCIL IN MAY 2017

The minutes of the NTC 20th Anniversary Working Group meetings held on 5 December 2016 and 25 January 2017 were received and noted by the Committee.

Councillor Sarah Greenall gave a verbal report informing Members that they had found a sponsor for the Limited Edition mugs that are to be made with the 20th Anniversary Logo on. The mugs will be sold from the Town Hall.

53. FAIRTRADE TOWN STEERING GROUP

The information was received and noted by the Committee.

54. CHRISTMAS LIGHTS SWITCH ON RECEPTION

The information was received and noted by the Committee.

The Committee are happy for this event to continue.

55. MEMBERS LONG SERVICE AWARDS

The information was received and noted by the Committee.

57. COMMUNITY CLEAN ACTIVITY

The information was received and noted by the Committee.

The Chairperson, Councillor Margo Payne thanked ward members for the support they had shown and felt this would be a good event.

58. DEATH OF A FORMER MAYOR

PROPOSED: Councillor Julian Swift-Hook

SECONDED: Councillor Howard Bairstow

RESOLVED: That this Committee support the proposal to make a small token gesture in the form of a charity donation or floral tribute from this Council on the death of a current or former Mayor of Newbury.

59. FUN FAIR IN VICTORIA PARK

PROPOSED: Councillor Howard Bairstow

SECONDED: Councillor Jeanette Clifford

PROPOSED: That Hebborn Family Fun Fairs be given permission to hold a small children's Fun Fair in Victoria Park from Wednesday 2 to Sunday 6 August 2017.

60. ANNUAL COMMEMORATION OF THE BOMBING OF NEWBURY IN 1943

It was agreed that on the 10 February each year a Member or Officer of this Council place a small spring posy on the Memorial at St Johns Corner Gardens and that in 2018 a small service will be held to commemorate the 75th anniversary.

61. PROPOSAL TO ERECT A BLUE PLAQUE ON THE TOWN HALL TO JAMES H MONEY

PROPOSED: Councillor Anthony Pick

SECONDED: Councillor Howard Bairstow

PROPOSED: That Members support the erection of a blue plaque on the Town Hall to James H Money. The location yet to be determined.

62. DISCUSSION OF PAST AND POTENTIAL FUTURE EVENTS

- a) The information relating to previous events as detailed on the agenda was received and noted by the Committee. It was agreed that in future, only forthcoming events would be listed.
- b) The information relating to future events as listed below were received and noted by the Committee:
 - The Annual Pancake Race on Tuesday 28 February was also noted.

63. CIVIC EVENTS

- a) The information provided by the Civic Manager was received and noted by the Committee.
- b) The information relating to future Civic Events as detailed on the agenda was received and noted by the Committee.
- c) The following addition was made:
 - Annual Bowls Match – 4 May 2017

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 8.10PM.

CHAIRPERSON

Annual Community Clean – 25 March 2017

The annual community clean was organised in conjunction with the Keep Britain Tidy Campaign and our events were advertised on their website and we followed their guidelines on safe litter picking.

Our events were also advertised on our website, in the bus-stops, on our notice board. Youth groups and other organisations were also contacted. It also appeared as part of the Newbury Weekly News, Penny Post and The Breeze 'What's On Guides'.

McDonald's in Northbrook Street sponsored our events providing all litter picking equipment disposable gloves and fluorescent vests. They also offered a free meal to be enjoyed by each volunteer within a couple of months of the event. Thanks must go to Mr Ross Drake the Manager in McDonald's Northbrook Street for his support, guidance and sponsorship, also the Manager at McDonald's at the retail park who provided a similar support to the Pyle Hill litter pick.

Litter was collected in the following areas

Clayhill	10 volunteers
Northcroft	6 volunteers
Falkland	8 volunteers
Brummel Grove	13 volunteers
Pyle Hill	8 volunteers

Total of **45 Volunteers**

During the 2 hour litter pick, a total of **40 bags of rubbish** was collected, most of which were taken to McDonald's for their disposal when the litter picking equipment was returned. Volunteers indicated that they enjoyed their participation and would be interested in taking part again next year.

Joyce Lewis
Civic Manager
18 04 2017

Newbury Town Civic Awards 2017

The Awards were launched at the end of January 2017 following agreement that Swift Couriers would again sponsor the Young Persons Award.

A press release launched the award and the Newbury Town Council website allowed nominators to complete the forms on line. In addition, traditional methods of advertising the award were also used including letters to charities, support groups, etc. notices on the bus stops and other notice boards.

We received the following nominations:-

Civic Award	10
Young Persons Award	4

Judges this year included the Mayor, Deputy Mayor, Chairperson of CPA&L, and a Representative from Swift. The NYC were represented by the Junior Mayor, Omar Soomro plus another member. As always, it was an extremely difficult task for the Judges, however they did manage to select a winner for the Young Persons Award, Natasha Williams, and a winner and highly commended for the Civic Award Katy Hawthorne and Diane Batten respectively..

Presentations took place at the Annual Town Meeting on 20th March 2017 where nominees and nominators were invited together with previous award winners and other guests.

The evening was well attended with a great deal of media coverage.

Joyce Lewis

Civic Manager
18 04 2017

Mayor Making 2017

Mayor Making took place on Sunday 14 May 2017. The ceremony was held in the Corn Exchange followed by Civic Service at St Nicolas Church then a reception was held in the Church Hall.

The ceremony itself included an extra item, the 25th anniversary of the Civic Manager's employment in the Town Hall, she wishes to place on record her thanks to the whole Council, to Outgoing Mayor, Cllr Julian Swift-Hook, and to the Town Marshal, Dave Stubbs, for all the extremely kind words.

211 (Newbury) Squadron Air Training Corp again provided six cadets and an officer to assist in the movement of equipment from the Town Hall to the Corn Exchange and Church Hall. They looked very smart and worked extremely well assisting in any way they could remaining to the very end of the reception and helped to clear up the church hall and return equipment to the Town Hall prior to departure. This helps to broaden our event by involving another section of the community in our activities.

The Corn Exchange staff provided all that was asked of them and they were extremely helpful. They liaised with the Falkland School Choir checking their music and arranging a rehearsal for them prior to our guests entering the auditorium. They also went the extra mile to ensure that the choir were amplified so that the whole of the audience heard their performance.

The Mayor's Chaplain, Revd. Terry Winrow from St George's Church, Wash Common liaised with Revd. Will Hunter Smart at St Nicolas Church to bring together the civic service which was printed in the programme for all our guests to follow.

Again, the British Legion Ladies prepared the buffet in the church hall for our enjoyment, involving another section of the community, this time a charity, in our event.

I should like to thank the Civic team who add the extra colour and dignity to the day and are always prepared to go the extra mile doing whatever is asked of them in their very special way.

One consideration for next year is to announce Councillors as they mount the stage, to ensure that all those present are acknowledged and not just those who speak.

Joyce Lewis
Civic Manager
22 05 2017

Minutes
World Wars Working Group
Town Hall, 6.45 pm Wednesday 3 May 2017

Present: Cllr Jo Day (Chairperson); Jane Burrell; Phil Wood; Doug Larson; Judith Colby and Joyce Lewis, NTC.

1. Apologies: Brian Sylvester.
2. Approval of minutes of meeting on 23 November 2016. Approved as a correct record.
3. Review of World War events since last meeting.
 - 3.1 Single Act of Commemoration 2017
 - A stand-alone event this year as WBC did not hold a Commonwealth Flag raising ceremony.
 - Very successful. More people in attendance and somehow felt more meaningful.
 - 3.2 Poppy Seed planting in conjunction with Newbury Lions
 - 4 Schools were involved in the planting, Falkland, St Joseph's and the two John Rankin Schools.
 - 10 other locations were also planted around the town including Victoria Park, West Mills, Falkland Memorial, St John's gardens, and both cemeteries, Old Hospital Green, Brummell Road, Digby Road, and The Nightingales.
 - Next possible planting will be Denison Barracks.
 - Thanks was extended to James Heasman for all the help he provided in locating and marking out sites.
 - An article appeared together with photographs in The Lions magazine featuring the poppy planting.
4. Future Events
 - 4.1 2017 – possible commemoration. It was agreed that as no national commemorations were taking place in this country for the Battle of Passchendaele, therefore no commemoration would take place in Newbury unless the Royal British Legion had plans.
 - 4.2 Possible talk/series of talks, July 2017. It was agreed to leave any further series of talks to 2018.
5. Timeline of proposed future events
 - 5.1 Remembrance Exhibition 2017 to commence on Friday evening 10 November prior to Remembrance Sunday and continue until Sunday 19 November.
 - 5.2 Series of talks to take place in the Town Hall during July 2018 if this can be arranged.
 - 5.3 To consider specific commemorative events for 2018, e.g. 75th anniversary of El Alamein.
 - 5.4 On the evening of Remembrance Sunday 2018, a Beacon event in Victoria Park.
 - 5.5 To consider holding a celebration to 'celebrate the ending of the war commemorations' and that the country has come out of the darkness of war – 100 years later.
6. Date of next meeting: Wednesday, 27 September 2017 at 6.45 pm. Town Hall, Suite 2.

Newbury In Bloom Working Group

Council Chamber, Town Hall, 15th February 2017

Minutes

Working Group Members: Councillors David Fish; Sarah Greenall (Chairperson); Kuldip Singh Kang; Howard Bairstow; Martha Vickers, Margo Payne, Hugh Peacocke (CEO NTC) and James Heasman (GMO NTC) Councillor David Fenn; Marion Fenn; Judith Cooper; Dianne Baten; Fran Lawton; Paul Barker, Jon Gage, Dan Morris and Tony Hammond.

1. Apologies

Marion Fenn, Judith Cooper, Diane Baton, Jon Gage, Kuldip Singh Kang,

2. Minutes

Minutes were all agreed and accepted.

Martha commented that there was no mention of Growing Newbury Green in the previous minutes. Sarah explained that as there was no information added in the last meeting, it was not felt that it should be added to the previous minutes.

3. Community Clean

Margo explained that this is an initiative that has been produced to help support Britain in Bloom in the future.

In which all wards of Newbury will be doing their own clean of an area on the 25th March 2017. Greenham are also joining forces with Pyle Hill for their clean. The event has been sponsored by McDonalds and are providing the resources.

Margo asked for support from the group on the day.

Fran offered to promote the clean through her contacts at Falkland, St Nicks and St Joseph's school and said she would try to arrange some promotion through Kennet Radio through another contact she had.

Margo offered posters to help assist Fran.

Dan asked for some posters to put up in Rivar as well to help promote it Margo said she would arrange to provide these as well.

4. Tesco Bags of Help

Hugh explained that the voting closed on the 28th January and that he was chasing it but was still awaiting a response

5. Sponsorship and Categories

James gave an update on the current sponsors;

Penwood Nurseries – decided not to sponsor this year

Mole – sponsoring £100 vouchers

Wilkos – Hugh has contacted the new manager and is awaiting a response

Yew tree – waiting for response

And there is discussions of In Newbury sponsoring the presentation evening.

As we are still short of 2 sponsors it was suggested Newbury Town Council approach Barlow's Woodyard, Cottismore Garden Centre and ID Verde. James said he would approach these first and see whether they would sponsor then look for more ideas afterwards if these did not produce. Dan suggested it may be worth approaching Kingsclere Fireworks to source sponsors and James said he would explore this if initial sponsorship routes did not work.

David Fish suggested Volker Highways would be worth approaching if other avenues did not produce sponsorship as well.

6. Entry Form

James explained that we were holding out on putting the application forms in circulation until the sponsors were secured and could be added to the form, other than that the group agreed that they were all happy with the design of the application pack.

7. Advertising

Tony Hammond gave an update in regards to Growing Newbury Greens involvement in the competition this year, Tony explained what they had done in the previous year to fill in new members to the group.

He went on to explain that they will be continuing their association with Growing2Gether with this project and would be meeting with them on the 2nd March for a meeting and potential planting.

Growing Newbury Green had also already secured the Station site and was looking for up to 6 other sites for the coming year to expand on the success of last year and were looking for new ideas for potential receptacles to be planted up this year.

James suggested contacting the community furniture project and Fran suggested posting shopping list on Freecycle to find new receptacles for this year. Sarah commented that an old fashioned bicycle would look very good.

Sarah and James have raised a letter that was due to go out on Monday 20th January it had previously been held up due to waiting for Application form to be ready.

Tony asked for Growing Newbury Green to be used in the Publicity for Newbury in Bloom that was currently being put out.

Hugh asked the Judges from previous years whether they could provide some success stories that they came across to put out through advertising streams.

Tony Hiller had asked James whether a timetable to give prompts for horticulture could be put together in which he could work from, Paul and Fran agreed to assist with this.

Also Hugh asked whether there could be a way of advertising the entrants as they come in on Newbury Town Council social media.

Margo asked whether a letter could be sent out to community centres or current projects stating the support in which the council would be offering, it was agreed to hold out on sending out a letter until we knew the secured funding from Tesco's Bags of Help scheme.

8. Community Category Support

Sarah suggested we waited to see what support was asked for by the community groups not give specific things in which we would provide. This funding would still be dependent on Tesco's Bags of help funding.

It was agreed to revisit this in the next meeting.

9. AOB

David Fenn said he would approach the designer and maker of the trophy's to see what he could do for the design for this year's trophy's and would bring some ideas to the next meeting

Newbury In Bloom Working Group

Council Chamber, Town Hall, 15th March 2017

Minutes

Working Group Members: Councillors David Fish; Sarah Greenall (Chairperson); Kuldip Singh Kang; Howard Bairstow; Martha Vickers, Margo Payne, Hugh Peacocke (CEO NTC) and James Heasman (GMO NTC) Councillor David Fenn; Marion Fenn; Judith Cooper; Dianne Batton; Fran Lawton; Paul Barker, Jon Gage, Samantha Carpenter and Tony Hammond.

1. Apologies

Marion Fenn, Judith Cooper, Diane Batton, Jon Gage, Howard Bairstow, Martha Vickers, Fran Lawton and Hugh Peacocke

2. Minutes

Minutes were all agreed and accepted.

3. Entry Forms / Promoting

James provided last year's entry form for Samantha to have a look at and explained to the group that we already had our first entry this year.

The group decided to do a letter drop explaining the competition to Almshouses and Local businesses to help promote the competition.

4. Sponsorships

Sarah asked whether the money received could be expanded to help support schools, Almshouses and Community projects. It was agreed and that there should be an initial cap of £500 of the money received to be used for this from the Tesco's scheme. That should be reviewed at further meetings if that initial fund is used up.

The rest of the money should be used this year to help enhance areas ready for Britain in Bloom in the coming years. Ideas suggested are additional shrub planting and bulb planting later in the year.

James gave an update on current sponsors-

Places of Worship - Sundog Hire

Small businesses - Sundog Maintenance

Allotments - Mole country stores

Rivar – Primary Schools

Community projects and Almshouses are still available. It was suggested approaching Mcdonalds, Gamma, Micro Focus, local tree surgeons and Volker highways. Sarah also said she would approach Apple Print who showed an interest in sponsoring the presentation evening.

Sarah suggested that it may be worth approaching current sponsors to see if they would offer a discount for participants such as Mole and Samantha said she would look in to a potential 10% discount from them via the use of a coded system.

5. Trophies

David brought the new design of trophy for this year a new tea light holder style column trophy. David said it would be £120 for the cost of all 6 trophies and the group felt that they fitted perfectly for this year's campaign.

Kuldip suggested that if we ended up with excess sponsors it may be worth approaching the companies to sponsor the trophies.

6. Posters / Advertising

James printed off some additional posters for Rivar and any of the working group to put up in public areas. There is also currently posters up in bus stops and we would be putting a social media plugging plan together after the meeting had finished.

7. Trolleys update and positioning

Tony updated us on the project stating the seeding and planting is ongoing but is having positive results. They are working alongside the Community Furniture Project for different receptacles this year, they have already secured a small bath and old fashioned wheel barrow and are looking for other options potentially a bicycle with basket for outside the town hall.

Growing Newbury green have taken up the offer from Rivar for soil and compost for planting up the receptacles.

8. AOB

Samantha asked whether she could be put in contact with the schools after their entry so as to ask for pictures of their project progressing for their community part of their website.

9. Next Meeting

5th April 2017 6.15pm in the chamber

After the meeting members of the group were given the option to stay behind to help with a social media planner Paul, Samantha, James, Sarah, David and Kuldip stayed.

Newbury In Bloom Working Group

Council Chamber, Town Hall, 5th April 2017

Minutes

Working Group Members: Councillors David Fish; Sarah Greenall (Chairperson); Kuldip Singh Kang; Howard Bairstow; Martha Vickers, Margo Payne, Hugh Peacocke (CEO NTC) and James Heasman (GMO NTC) Councillor David Fenn; Marion Fenn; Judith Cooper; Dianne Batton; Fran Lawton; Paul Barker, Jon Gage, Samantha Carpenter and Tony Hammond.

1. Apologies

Marion Fenn, Judith Cooper, Diane Batton, Jon Gage, David Fish, Howard Bairstow, Margo Payne, Fran Lawton, Tony Hammond and Hugh Peacocke

2. Minutes

Minutes were all agreed and accepted.

Sarah asked that the terms of reference be discussed at the next meeting.

3. Sponsorship

Sarah explained that the sponsorship was all secured with Volker Highways sponsoring the last 2 categories and paying for half of the trophies.

She went on to say that the completed list was now-

Places of Worship - Sundog Hire

Small businesses - Sundog Maintenance

Allotments - Mole country stores

Rivar – Primary Schools

Community projects – Volker Highways

Almhouses – Volker Highways

The group agreed that it was great to have secured the sponsorship so early in the campaign.

4. Community project funding

Sarah explained that she felt it was not best to give the cash to the projects as we could not guarantee where the money was being spent. So the 2 options instead was to provide the projects with a set price of vouchers or get the project to price up what they would want from suppliers and then give them vouchers / arrange payment for those materials to be delivered to them.

The group agreed that the second option was best as we could give them the appropriate amount of voucher for what they need.

The selected preferred suppliers were agreed as Growing2Gether, Mole Country Stores and Rivar Sand and Gravel as they were all supporting this year's campaign.

Martha asked whether there would be some money to develop Inches Yard, the group agreed that if there was a group developed to enter Newbury in Bloom to source the funding then this could be done. But without entering this would come under future projects associated with developing Newbury which was going to be addressed in the Autumn to get ready for Britain in Bloom in the coming years.

5. Growing Newbury Green update

Tony was unfortunately unable to attend but sent an update via James Heasman.

The update was-

- Growing Newbury Green now had 3 confirmed sites for receptacles the Library, the station and the Nationwide bank.
- They are visiting the Community Furniture Project for prospective Receptacles the week commencing the 10th April.
- He has a basket for a Bicycle but as of yet has not found an older bicycle to fit it.
- Looking to plant and distribute the receptacles on the 3rd May.

Paull asked for Tony to be informed that he may have found 2 Belfast sinks and a use of an older bicycle if these helped. James agreed to pass on the details to Tony.

6. Leaflet drop

Martha offered to find a list of Almshouses to makes sure we targeted all of the different almshouse sites.

James asked whether residential homes should be included as well and the group agreed to assess participation from almshouses initially and reassess at the next meeting whether they should be included.

The group were targeting the week of the 17th April for the letter drop.

7. Advertising

James explained that the posters and application pack would be updated in the coming weeks to incorporate the sponsor's logos.

Sarah asked whether a press release could be put out showing the sponsorship for this year's competition.

8. Next Meeting

3rd May 2017 6.15pm in the chamber

Newbury In Bloom Working Group

Council Chamber, Town Hall, 3rd May 2017

Minutes

Working Group Members: Councillors David Fish; Sarah Greenall (Chairperson); Kuldip Singh Kang; Howard Bairstow; Martha Vickers, Margo Payne, Hugh Peacocke (CEO NTC) and James Heasman (GMO NTC) Councillor David Fenn; Marion Fenn; Judith Cooper; Dianne Batton; Fran Lawton; Paul Barker, Jon Gage, Samantha Carpenter and Tony Hammond.

1. Apologies

Marion Fenn, Judith Cooper, Diane Batton, Jon Gage, David Fish, Howard Bairstow and Paul Barker

2. Minutes

Minutes were all agreed and accepted.

3. Growing Newbury Green update

Tony let us know that the Planting had been delayed by a week and will commence at the end of May, Plants are not growing as well as first thought. They now have the offer of 3 old fashioned bicycles with baskets including Lady Carnarvon's sister's bicycle, which would only be on loan. I

We would discuss this siting at the next meeting and any additional new sitings.

4. Advertising posters and leaflets

James explained that the posters had been updated with the sponsor's logos on and had been distributed to the Bus Shelters.

Sarah took the opportunity to thank David, Marion, James and Fran for helping with a letter drop on the Almshouses.

It was agreed to carry out some weekend letter drops on businesses and we would arrange this at the next meeting.

5. Judging and support for Judging

Sarah asked whether the group should approach Ward Councilors with support of judging due to the additional work load for judging this year.

James said he would put an email out to the councillors asking for support and Sarah asked for it to be added to the Community Services agenda.

James produced details of an application for Community projects from Winchcombe place Nursing Home.

Sarah asked the group whether the group felt we should be giving financial support to a profit making organization and asked for the groups take on this.

After some discussion, the group agreed that if they entered the Community Projects category of Newbury in Bloom that we would provide them with 1 bulk bag of compost soil mix and £40 worth of plants.

James said he would investigate to confirm that the Residential home fitted our criteria.

6. Planning of areas to improve for Britain in Bloom

Hugh provided an email and explained that we had been given the opportunity for some judges to visit us from Britain in Bloom to give us some pointers to potentially enter next year. The group agreed this would be a good idea.

Sarah / Margo said that we needed to start getting the ward councilors involved to start putting pressure on businesses to improve the way there wards look and spruce up areas such as surrounding grounds around shops.

We are already aware of the need to involve the community and continue the good work achieved through the partnerships with Growing Newbury Green and the Newbury in Bloom Campaigns.

Fran offered design help for beds and planting to work with NTC officers when we are planning to enter Britain in Bloom.

Group agreed to address these issues further in the autumn after meeting with the judges.

7. Planning for Presentation evening

The group / chair agreed to defer decisions on this until the next meeting.

8. AOB

Hugh said he had approached Gary Poulson about putting an article in the volunteer newsletter through the Volunteer Centre about the Community projects and that there is finances available to do this. He explained that he had put some wording together and the group agreed that this was a good idea.

Sarah asked for a press release to be put out prompting people to enter to coincide with the putting out of the Growing Newbury Green receptacles.

9. Next Meeting

3rd May 2017 6.15pm in the chamber

**Minutes
NTC 20th Anniversary Working Group
Town Hall, 6.15 pm Wednesday 20 March 2017**

Present: Councillors David Fenn; Sarah Greenall; Margo Payne & Kuldip Singh-Kang and Civic Manager, Joyce Lewis.

In correspondence, Cllr David Fish had indicated his wish to be replaced as Chairperson of this working group. Cllr Kuldip Singh-Kang was voted in as the new Chairperson. The meeting expressed their appreciation for all the work that has been done by Cllr David Fish.

1. Apologies: Cllrs David Fish & Martha Vickers.
2. The minutes of the meeting held on 25 January 2017 were agreed as a true record.
3. Discussion of proposed events/ideas
 - 3.1 Reception - 22 May 2017
 - Invitation list is complete apart from NYC present and previous Councillors. Joyce to chase Kym.
 - Manual Display in Town Hall: Newbury Past & Present – Kuldip to liaise with David Fish to ascertain how much more work is required on the displays.
 - Digital Display in church hall – Kuldip to liaise with David Fish and Tony Hiller.
 - Quiz sheets – Margo advised the meeting that this is almost complete now.
 - Town Crier to announce the arrival of the Mayor and Councillors who then process into the Hall. Kuldip to give an introduction and then invite the first NTC Mayor, Martha Vickers to speak, followed by the current Mayor, David Fenn.
 - Joyce to speak to Ian Campbell about wine
 - Sarah, Margo and David Fenn to agree the food (similar to NinB reception to include cheese cubes and olives).
 - Marion Fenn has agreed to make a celebration cake to be cut on the evening.
 - Attendance at the reception is assumed 175 people
 - 3.2 Special Logo for 2017.
 - A mock-up of the final logo as headed paper was viewed by the meeting. It was agreed that the logo should be half the size shown and the meeting would like to see a mock of the logo on the top left hand side of the paper and top centre before agreeing the final document.
 - 3.3 Limited Edition China Mug.
 - Sarah advised the meeting that the commemorative mugs are currently being produced and should be with us in the next week.
 - The commemorative mugs will be sold at £10 each with the money being divided between The Rosemary Appeal and The mayor's Benevolent Fund.
 - 3.4 Open day
 - This is to take place on Saturday 9 September 2017 to coincide with Heritage Open Day.
 - The open day will include the displays from the Reception evening and a coffee morning and afternoon tea to be included.
 - Details to be discussed at a later

3.5 Social Media – ‘that was the week that was’

3.6 Kuldip to speak to David Fish and Tony Hiller to ascertain progress on the 52 tweets required.

3.7 The Newbury Park run event in Victoria Park.

- It was agreed that this was too big an event to bring together in 2017. To be discussed by CP,A&L for a future year.
- A possible Easter egg hunt was discussed to take place Easter Sunday 2018. Sarah and Margo to liaise.

3.7 Permanent memorial to mark 20th anniversary.

- Joyce reported to the meeting that an individual bench near the Town Hall was not really a possibility. However, Granville suggested the Clock House as a suitable site. The meeting agreed that this would be a perfect site and Joyce to look into costings and funding.
- Joyce reported that flowers are already being grown on for planting in the two flower beds next to the bandstand in Victoria Park, so it would not be possible to change the arrangements now. However, it was suggested that the raised flower bed in Victoria Park could possibly be used for a special 20th anniversary arrangement. Joyce to investigate costing.

4. The next meeting will take place on 11 April 2017 at 6.15 pm in the Town Hall.

**Minutes
NTC 20th Anniversary Working Group
Town Hall, 6.15 pm Tuesday 11 April 2017**

Present: Councillors David Fenn; Sarah Greenall; Margo Payne; Julian Swift-Hook & Kuldip Singh-Kang (Chairperson) and Civic Manager, Joyce Lewis.

1. Apologies: Cllrs David Fish & Martha Vickers.
2. The minutes of the meeting held on 14 March 2017 were agreed as a true record.
3. Discussion of proposed events/ideas
 - 3.1 Reception - 22 May 2017
 - Invitation list now complete. Invitations to be posted 13 April (reply by 28 April).
 - Manual Display in Town Hall: Newbury Past & Present – Kuldip asked everyone for their help in finding information to display.
 - Digital Display in church hall – Kuldip to liaise with Tony Hiller.
 - Quiz sheets – Margo organising.
 - Town Crier to announce the arrival of the Mayor and Councillors who then process into the Hall. Kuldip to give an introduction and then invite the first NTC Mayor, Martha Vickers to speak, followed by Cllr Julian Swift-Hook and then the current Mayor, David Fenn.
 - Joyce has spoken to Ian Campbell who is happy to organise the wine for this event on a sale or return basis.
 - Sarah to ask NYC if they would steward the Council Chamber display on the night.
 - Attendance at the reception is assumed 175 people
 - 3.2 Special Logo for 2017.
 - This is now in use on the invitations going out this week. Will be in use by the whole Council from 22 May.
 - 3.3 Commemorative Mug.
 - As the mug is not china or numbered, it was agreed that the mug would be sold at £5 and all monies raised would go to the Mayor's Benevolent Fund.
 - It was also agreed that a thank you letter be sent to Apple Print thanking them for their sponsorship.
 - 3.4 Open day
 - This is to take place on Saturday 9 September 2017 to coincide with Heritage Open Day.
 - The open day will include the displays from the Reception evening and a coffee morning and afternoon tea to be included.
 - Details to be discussed at a later date.
 - 3.5 Social Media – 'that was the week that was'. Kuldip to speak with Margo and Tony Hiller to ensure that the 52 tweets that are required are actually pulled together.
 - 3.6 Easter Egg Hunt or similar event for Easter 2018 – to be discussed at a later date.

3.7 Permanent memorial to mark 20th anniversary.

- It was agreed that a bench, the same, or similar to the Frances Berry bench be purchased and placed in the Market Place near to the Civic Entrance of the Town Hall.
- The bench to include a commemorative plaque – wording to be agreed.

4. The next meeting will take place on 2 May 2017 at 6.15 pm in the Town Hall.

**Minutes
NTC 20th Anniversary Working Group
Town Hall, 6.15 pm Tuesday 2 May 2017**

Present: Councillors David Fenn; Sarah Greenall; Margo Payne (Stand-in Chairperson); Martha Vickers and Civic Manager, Joyce Lewis.

1. Apologies: Cllrs David Fish & Kuldip Singh-Kang.
2. The minutes of the meeting held on 11 April 2017 were agreed as a true record.
3. Discussion of proposed events/ideas
 - 3.1 Reception - 22 May 2017
 - Invitation responses so far stand at approx. 100.
 - As NYC is defunct at present, the Manual Display will be in the entrance of the Church Hall. Margo will trawl through photographs and information on NTC computer system and ask Councillors for help for further information.
 - Digital Display in church hall – Margo and Tony visiting Newbury Weekly News archive.
 - Quiz sheets – Margo organising, these will be left on the tables. Martha to get information from Newbury Society.
 - Town Crier to announce the arrival of the Mayor and Councillors who then process into the Hall. Kuldip to give an introduction and then invite the first NTC Mayor, Martha Vickers to speak, followed by Cllr Julian Swift-Hook and then the current Mayor, David Fenn.
 - 3.2 Special Logo for 2017.
 - This appeared on the invitation letters and is on the tickets going out this week. Will be in use by the whole Council from 22 May.
 - 3.3 Commemorative Mug.
 - Mugs will be on sale on the evening. Elloise will man the stall.
 - Joyce to obtain a £20 float and signage.
 - 3.4 Open day
 - This is to take place on Saturday 9 September 2017 to coincide with Heritage Open Day.
 - The open day will include the displays from the Reception evening and a coffee morning and afternoon tea to be included.
 - Details to be discussed at a later date.
 - 3.5 Social Media – ‘that was the week that was’. On their visit to NWN Archive, Margo and Tony Hiller to collect information for the 52 tweets that are required.
 - 3.6 Permanent memorial to mark 20th anniversary.
 - The meeting were advised that an identical bench had been located at a cost of £930. This expenditure to be agreed by the next CPA&L meeting in June.
4. The next meeting will take place on 16 May 2017 at 6.15 pm in the Town Hall.

**Minutes
NTC 20th Anniversary Working Group
Town Hall, 6.15 pm Tuesday 16 May 2017**

Present: Councillors David Fenn; Sarah Greenall; Margo Payne; Kuldip Singh Kang (Chairperson) and Civic Manager, Joyce Lewis.

1. Apologies: Cllrs David Fish & Martha Vickers.
2. The minutes of the meeting held on 2 May 2017 were agreed as a true record.
3. Progress of Celebration Plans
 - 3.1 Reception - 22 May 2017
 - Invitation responses so far stand at approx. 100.
 - Display material has been sourced by Margo and Tony, Hugh and Joyce to put the display together on the boards.
 - Digital Display – Tony finalising details.
 - Quiz sheets – Margo passing over details to Tony for printing ready for Monday.
 - Town Crier to announce the arrival of the Mayor and Councillors who will then process into the Hall. Kuldip to give an introduction and then invite Cllr Julian Swift-Hook to speak on why NTC started and what we do now (3 mins). Following the first elections, the first NTC Mayor, Martha Vickers to speak (3 mins), followed by the current Mayor, David Fenn.
 - Town Crier to invite Mr Mayor to present 10 year long service awards to Councillors Howard Bairstow, Jeff Beck, Jo Day, Dave Goff, Kuldip Singh Kang, Tony Stretton and Martha Vickers.
 - Town Crier to invite Cllr Adrian Edwards to speak about the 20 year long service award to Councillor Julian Swift-Hook presented by Mr Mayor.
 - Kuldip to invite Margo to speak as Chairperson of CPA&L (thanks)
 - Margo, Sarah and Kuldip to organise shopping and preparation of food.
 - Sarah bringing platters for serving. Jars for displaying Newbury flags from Mr Mayor, dressed by Sarah with ribbons.
 - Ian Campbell (with his son) bringing and serving the drinks
 - Joyce getting soft drinks
 - Mayoress making a celebration cake to be served on napkins
 - Joyce to man the door on the night
 - Mugs to be sold by Elloise on the night at £5 in aid of MBF. £20 float required-Joyce.
 - NTC Councillors to all help co-host the event and talk to our guests.
 - Help required from Councillors to set up the church hall from 5 pm and clear up afterwards.
 - 3.2 Special Logo for 2017.

All Officers have been instructed to use the new logo in colour from 22 May.
 - 3.3 Commemorative Mug.

Sarah to ascertain the cost of the mugs should we need to purchase more.
 - 3.4 Open day
Details to be discussed at a later date.
 - 3.5 Social Media – ‘that was the week that was’. Margo and Tony Hiller now have this ready to go live from 22nd May
4. The next meeting will take place on 12 June 2017 at 6.00 pm in the Town Hall, prior to the Civic Pride, Arts & Leisure Meeting.

20th Anniversary Reception 22nd May 2017

This was a very successful event held at St Nicolas Church Hall to mark the beginning of the 20th year of Newbury Town Council.

It was attended by the Mayor and Mayoress Cllr David Fenn and his wife Marion, Fellow Town Councillors, The Chairman of WBDC, former Mayors and Councillors and existing and former Council Officers. Other outside bodies who have assisted and worked with the Council over the last 20 years were also present.

Displays from the archives of the Council and the NWN gave guests the opportunity to see the achievements made by the Council since its inception.

Speeches from the chair of the Working Group Cllr Kuldip Singh Kang, Cllr Julian Swift Hook, Cllr Martha Vickers and the present Mayor were followed by presentation of 10 year service awards by the Mayor and a 20 year service award to Councillor Swift Hook presented by the Leader Cllr Adrian Edwards and the Mayor. There then followed a reflection on the service Civic Manager Joyce Lewis has given over the last 25 years, with speeches from the CEO, Gillian Durrant and the Leader.

A light buffet and drinks were enjoyed and many guests had a go at the fun quiz on Newbury placed on the tables.

The tables were decorated with Newbury Town Council flags and the whole room was well presented.

Many thanks must go to the 20th Anniversary Working Group, who worked very hard on the day preparing the food and the room for the evening and then helped clear up afterwards and to Tony Hiller for support regarding the displays and the visual presentations.

Joyce Lewis

Civic manager

29 May 2017

Newbury Town Council

Public Report

Report to:

Civic Pride, Arts and Leisure Committee, 12 June 2017

Agenda Item No 13:

Key Performance Indicators

To consider if the Committee wishes to introduce any Key Performance Indicators to help us to measure how well we are performing compared to key service targets and objectives.

Background

It is common practice throughout the public and private sectors to have a set of key performance indicators to enable organisations to set targets for key service objectives in order to measure how well the organisation is performing against its key objectives.

The Policy and Resources Committee considered a set of KPI's against the following key service areas:

1. Public relations: a) Press releases b) Monthly newsletters and c) growth in social media
2. Governance: a) Statutory compliance and b) Minutes and action sheets
3. Financial objectives: a) Income against various services and b) debts over 3 months old
3. Customer Services: a) number of complaints and b) payment of invoices, and
4. Staff Performance: a) number of staff working days lost through sickness absence

The KPI's agreed for the Council are attached at Appendix 7b. The Policy and Resources Committee recommended that each of the Council's committees should consider this matter and add any KPI's which they felt were important for the areas covered by them.

Objective

To agree a set of Key Performance indicators to help us to measure how well we are performing compared to key service targets and objectives. Management will report to the Policy and Resources Committee detailing how we have performed against these key targets and objectives.

Options

By reporting at regular intervals the Committee will be able to measure how well we are performing against these key targets and objectives and identify any areas where remedial action might be required.

As the practice beds in, other relevant indicators and targets might be identified.

Reference to Council Strategy

The Council's Strategic Objectives include:

SO1 Provide services responsive to the needs and aspirations of the citizens of Newbury;

SO2 Provide services that are sustainable and represent excellent value for money;

Relevant KPI's will measure our performance and how well we are meeting the above objectives.

Financial and Legal implications

By agreeing a set of meaningful and easy to measure KPI's there should be little cost while at the same realising benefits from measuring our performance against the key indicators.

Consultation:

Service Managers were consulted on the most relevant and useful indicators to be included. The Committee is also welcome to suggest other KPI's which might be useful.

Recommendation(s)

It is recommended that the Committee considers KPI's for the areas covered by them and introduces any that they feel might be relevant and worthwhile. Targets should be reasonable, easily measured and subject to our control, where possible.

Signed: Hugh Peacocke, Chief Executive Officer

2 June 2017

Key Performance Indicators

KPIs help us to measure how well we are performing compared to our strategic goals and objectives. Well-designed KPIs provide the vital navigation instruments that give us a clear understanding of current levels of performance.

It is suggested that we report twice-yearly to Community Services Committee.

KPI	Target	Previous	Current	Any Explanation Required
Number of Press Releases per Month	4			
Monthly Newsletter	1			
Increase Market Facebook followers	10			
Compliance with Statutory Notice for Meetings	100%			
% of Draft minutes and Action Sheets Prepared Within 3 Working Days of Meeting	100%			
Management/Monitoring of GM Contract	100%			
Allotments Income	(Budget)			
Undertake Bi-monthly Allotment Inspections	100%			
Number of Vacant Allotment Plots	10			
Undertake Monthly Metailed Play Area Inspections	100%			
Bi-annual Asset Audits	100%			
Cemeteries Income	(Budget)			
Markets Income	(Budget)			
Town Hall Income	(Budget)			

Number of Complaints per Month 2

Number of Staff Working Days Lost to Sickness Absence 4

The Black Review of the health of Britain's working age population estimated that approximately six days were lost per employee per year. Other data is published elsewhere, but our data shows that the average UK absence is 8.01 days lost per employee per year; however public sector bodies continue to score much higher. Local authorities are particularly prevalent, here the average figure reaches 9.40 days per year; the NHS tops even this with 10.37 days lost per year. (NTC: 10 employees, target 7 days per year= 70 per annum/ 12 = 6