



20 February 2018

To: The Leader and Deputy Leader of the Council; Councillors Howard Bairstow; Jeanette Clifford; Jo Day; David Fish; Sarah Greenall; Arthur Johnson; Mike Johnson; Margo Payne (Chairperson); Kuldip Singh Kang; Julian Swift-Hook.

Substitutes: Councillors Lynne Doherty; James Fredrickson; John Gardner; Andrew Steel; Tony Stretton; Martha Vickers.

Also to: All Members of the Council for information.

Dear Councillor

You are required to attend a meeting of the **Civic Pride, Arts & Leisure Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 26 February 2018 at 7.30pm**. The meeting is open to the Press and Public.

Yours sincerely,

Joyce Lewis
Civic Manager

AGENDA

- 1. Apologies**
Civic Manager
- 2. Declarations of interest and dispensations**
Chairperson
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendix 1)**
Chairperson
To approve the minutes of a meeting of the Civic Pride, Arts & Leisure Committee held on Monday 20 November 2017 (previously circulated).
- 4. Questions and petitions from members of the public**
Chairperson
- 5. Members' questions and petitions**
Chairperson

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6. **Newbury Art Trail Steering Group (Appendix 2)**
Chairperson
To receive minutes of the Newbury Art Trail Steering Group meeting held on 9 January 2018. (Appendix 2)
7. **World Wars Working Group (Appendix 3)**
Chairperson/Councillor Jo Day
To receive the minutes of the World Wars Working Group meetings held on 15 November 2017 and 7 February 2018. (Appendix 3)
8. **Newbury Town Civic Award 2018**
Chairperson/Civic Manager
To note that the Newbury Town Civic Award Schemes were launched in January 2018 including the new and third award for businesses making a difference in our community.
9. **Community Clean 2018**
Chairperson/Civic Manager
To discuss plans for the spring Community Clean.
10. **Charity Coffee Mornings (Appendix 4)**
Chairperson/Civic Manager
To agree the procedure for charity coffee mornings. (Appendix 4)
11. **The Bombing of Newbury 75th Anniversary (Appendix 5)**
Chairperson/Civic Manager
To receive a report on the commemorative service which took place on 11th February 2018. (Appendix 5)
15. **100th Anniversary since the Start of Women Receiving the Vote.**
Chairperson
To consider celebrating this landmark anniversary by recognising Miss Elsie Kimber, the first female Mayor of Newbury. For example, naming something after her and / or holding a competition.
16. **Civic Events**
Chairperson/Civic Manager
- a) **To review** civic events since the last meeting of the Committee
 Christmas Lights Switch-On Reception – 26 11.2017
 Civic Carol Service – 17.12.2017
 Launch of Newbury Civic Awards, including Business Award – January 2018
 75th Anniversary of the Bombing of Newbury Commemorations – 11.02.2018
 Mayor's Charity Quiz – 02.02.2018
 - b) **To note** the programme of Civic Events until the next meeting
 Annual Town Meeting & Civic Award Presentations – 19.03.2018
 Community Clean – 24.03.2018
 Mayor Making – 20.05.2018
 - c) **To receive and consider** ideas for suggested or potential future events or activities.

17. Re-enactment of the 1st Battle of Newbury

Cllr Adrian Edwards

To receive a recommendation that Newbury Town Council be involved in the Re-enactment of the 1st Battle of Newbury by the English Civic War Society on 23-24 June 2018. This event is to mark the 375th anniversary of this battle and will be held on the original battlefield adjacent to Cope Hall Lane, Wash Common. There will also be a wreath laying ceremony on 2 June 2018 at the Falkland Memorial.

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

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

PRESENT

Councillors Howard Bairstow; Jo Day; Adrian Edwards; Sarah Greenall; Margo Payne (Chairperson); Kuldip Singh Kang; Tony Stretton (named substitute).

In Attendance

Councillor David Fenn

OFFICERS PRESENT:

Joyce Lewis, Civic Manager

Margaret Gore, Corporate Services Officer.

Gillian Durrant

Granville Taylor

32. APOLOGIES FOR ABSENCE

Councillors Jeanette Clifford, Miles Evans, David Fish, Mike Johnston.
Absent: Arthur Johnson; Julian Swift-Hook.

PROPOSED: Councillor Adrian Edwards

SECONDED: Councillor Kuldip Singh Kang

RESOLVED: That Councillor David Fenn have full rights to discuss the business put before the Committee but will not be able to vote.

33. DECLARATIONS OF INTEREST AND DISPENSATIONS

The Civic Manager declared that Councillors Howard Bairstow and Adrian Edwards 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.

Councillors Margo Payne and Jo Day declared an interest in agenda item 11 as members of Newbury Twin Town Association.

34. MINUTES

PROPOSED: Councillor Howard Bairstow

SECONDED: Councillor Adrian Edwards

RESOLVED: That the Minutes of the meeting of the Civic Pride, Arts & Leisure Committee held on Monday 4 September 2017 be approved and signed by the Chairperson.

35. QUESTIONS AND PETITIONS FROM MEMBERS OF THE PUBLIC

There were none.

36. MEMBERS' QUESTIONS AND PETITIONS

There were none.

It was agreed that agenda items 20 (Debit Cards for the Town Council number 2 account) & 21 (Town Hall – Damp) be brought forward.

37. TOWN HALL – DAMP

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Adrian Edwards

RESOLVED: To approve the release of funds, up to £25,000, from reserves, to cover the cost of the essential Town Hall damp proofing Works along the Mansion House Street side of the Town Hall

38. DEBIT CARDS FOR THE TOWN COUNCIL NUMBER 2 ACCOUNT

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Howard Bairstow

RESOLVED: That the application for debit cards on the Council number 2 account as per the Officer recommendation be approved.

It was resolved that:

1. The Council should apply for the Business Debit Cards by signing the Business Debit Card Application Forms;
2. The Council agrees to, accepts and will be bound by the Business Banking Terms and Conditions and the other Documents;
3. The Council will be liable for any overdraft (whether authorised or unauthorised) or any other obligations arising in connection with the use of any Business Debit Card;
4. Notwithstanding the existing terms of the mandate provided to the Bank and any other relevant agreements between the Council and the Bank, the Bank is hereby authorised to accept and act on instructions from Authorised Users in relation to Business Debit Cards and to allow Authorised Users to draw on, have access to, make use of and give payment instructions in relation to the relevant accounts of the Council where any of the foregoing is in connection with a Business Debit Card and to accept and act upon the Business Debit Card Application Form and any Business Debit Card Authorised User Application Forms signed by or on behalf of (or which purport to be signed by or on behalf of) the Council;
5. Any two of the following persons are hereby authorised to complete and sign the Business Debit Card Application Form and to complete and sign (including by nominating Authorised Users) Business Debit Card Authorised User Application Forms from time to time and each of the following persons is hereby authorised to take any other action or decision in connection with any Business Debit Card or any Document:

Hugh Peacocke, Chief Executive Officer, Newbury Town Council

Gillian Durrant, Finance and Corporate Services Officer, Newbury Town Council

6. The Finance and Corporate Services Officer of the Council be authorised to certify the truthfulness and accuracy of the minutes of the meeting or an extract from the minutes of the meeting to the Bank.

39. NEWBURY ART TRAIL STEERING GROUP

The minutes of the Newbury Art Trail Steering Group for 27 September and 24 October 2017 were received and noted by the Committee.

PROPOSED: Councillor Sarah Greenall

SECONDED: Councillor Howard Bairstow

RESOLVED: That the Terms of Reference for the Newbury Art Trail Steering Group be approved.

40. WORLD WARS WORKING GROUP

The minutes of the World Wars Working Group meetings held on 27 September and 18 October 2017 were received and noted by the Committee.

The report for the WW1 Exhibition 2017 was received and noted by the Committee. The Chairperson thanked all those involved for their work. Special thanks were given to Phil Wood and Jayne Burrell.

41. 20th ANNIVERSARY OF NEWBURY TOWN COUNCIL IN MAY 2017

Members received a report regarding the 20th Anniversary Reception which was held on 22 May 2017. Councillor Kang informed the committee that the 20th Anniversary Working Group would now be concluded. The Chairperson thanked all those involved for their work.

42. TOWN HALL OPEN DAY IN CONJUNCTION WITH NATIONAL HERITAGE WEEKEND

Members received a report from the Civic Manager, Mrs Joyce Lewis and The Chief Executive Officer, Hugh Peacocke regarding the Town Hall Open Evening held on Saturday 9 September 2017 in conjunction with National Heritage Weekend. It was suggested that the timing of next year's event be changed to 10.00am to 2.00pm, it was also mentioned that National Heritage will be using two weekends next year. Members agreed that the Council should hold a Town Hall Open Day next year and implement the ideas contained in the report in next year's Open Day. The Chairperson thanked all those involved for their work.

43. REMEMBRANCE SUNDAY 12 NOVEMBER 2017

Members received a report from the Civic Manager, Mrs Joyce Lewis regarding Remembrance Sunday held on Sunday 12 November 2017. The Chairperson congratulated the Civic Manager, Mrs Joyce Lewis and all other Officers/Civic Staff that were involved in the organisation of a well-run, successful event. Special thanks were recorded for the signer, Lixi Chevas, who did an excellent job.

44. TWINNING WITH CARCAIXENT, SPAIN

PROPOSED: Councillor Tony Stretton

SECONDED: Councillor Kuldip Singh Kang

RESOLVED: That the request from Newbury Twin Town Association to make a presentation to Full Council at its meeting on 29 January 2018 to consider a proposed twinning arrangement between Carcaixent and Newbury be approved. It was also agreed that questions should be submitted to the Twin Town Association in advance of the meeting to allow them time to provide a full response at Full Council.

45. CIVIC PRIDE, ARTS & LEISURE BUDGET 2018-19

The amounts spent against the current financial year 2017/18 were received and noted by the Committee.

The Committee asked that the P & R Committee put the monies reserved for Music in the Market Place against the cost of the 20th anniversary bench if not used in 2018.

46. KEY PERFORMANCE INDICATORS

Members considered this and felt that the Corporate Key Performance Indicators covered the key targets for this Committee and no separate KPI's were required for this Committee.

47. MAYOR'S ATTENDANCE PROTOCOL

Proposed: Councillor Sarah Greenall

Seconded: Councillor Adrian Edwards

Resolved: To approve The Mayor's Attendance protocol which has been produced to aid those inviting the Mayor of Newbury to attend their events

48. NEWBURY TOWN CIVIC AWARD 2018

Proposed: Councillor Adrian Edwards

Seconded: Councillor Howard Bairstow

Resolved: To launch a new Civic Award to recognise the business that does most in our community.

It was also suggested that the launch of the 2018 Civic Awards be launched earlier than previous years.

49. ANNUAL TOWN MEETING – 19 MARCH 2018

Proposed: Councillor Adrian Edwards

Seconded: Councillor Howard Bairstow

Resolved: That the format should be the same as last year with a little refinement.

50. COMMUNITY CLEAN 2018

Proposed: Councillor Margo Payne

Seconded: Councillor Tony Stretton

Resolved: That the Community Clean for 2018 is should take place during Mid-April in 2018. It will again take place within wards and any suggestions for locations requiring a litter pick during this event are to be forwarded to the Chairperson and Civic Manager for consideration.

51. THE BOMBING OF NEWBURY 75TH ANNIVERSARY – 10 FEBRUARY 2018

It was agreed that NTC join forces with St Johns Church who are planning a Service on Sunday 11 February 2018 commencing at 3.00pm.

52. RAISING THE PROFILE OF THE COUNCIL IN THE COMMUNITY

Proposed: Councillor Adrian Edwards

Seconded: Councillor Kuldip Singh-Kang

Resolved: to introduce a programme of acknowledging people or organisations making a positive contribution to Newbury life and to recognise achievements of people or organisations.

53. 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.

- It was noted that the official switch-on of the Victoria Park Tennis Court lights will take place on Thursday 30th November at 5.00pm.

THERE BEING NO FURTHER BUSINESS THE CHAIRPERSON DECLARED THE MEETING CLOSED AT 8.16PM.

CHAIRPERSON

Newbury Art Trail Steering Group

Minutes of Meeting held on 9 January 2018

Present: - Cllrs Howard Bairstow, Dave Goff, Margo Payne (Chairperson).
Bernard Eggleton (Newbury Society) and Joyce Lewis

Apologies; - Cllr Sarah Greenall and Steve Miller.

The minutes of the meeting held on 24 October 2017 were agreed as an accurate record.

The Newbury Art Trail Steering Group Terms of Reference were reviewed and considered to be still relevant without any amendments required. It was noted that the steering group are still active in trying to include visual arts and performing arts in addition to the main projects.

Items for discussion: -

Jack of Newbury Statue – this is now on the Good Exchange portal, let's hope it produces some income. The cardboard cut-out of the statue is now completed by the artist and ready to show to Standard Life officials, etc.

Binary Conversation – Cllr Dave Goff reported that we are still awaiting suitable designs of the lighting scheme. The first two companies approached have not inspired us and didn't really provide a suitable scheme. A lighting system that is flush with the ground to reduce the risk of vandalism, is required which these companies did not address. The Community Services Manager is in discussion with two more companies to hopefully provide something more suitable. Sovereign were approached and they have provided contact details enabling us to contact residents about the proposal and letters will be sent out once we have a design to attach for clarity of information. Once suitable designs are available, a formal application will be forwarded to WBDC Planning Department for a Certificate of Lawfulness Use or Development which will confirm if we can go ahead or if we will need to apply for full planning.

Arts Trail Guide – This has not moved forward as Margo and Joyce need to walk the routes to properly time them. The weather has not been conducive to walking any distances however, it is planned that this will be completed by early March.

Symphony of the Trees – Margo informed the meeting of the detail of the Sensory Garden and that the Symphony of the Trees is to be positioned right in the centre of the garden.

Ebb & Flow Information Panel – Margo provided the meeting with a mock-up of the new information to be included in this information panel. All agreed that this provided a more up to date and user friendly approach and it was felt that children would be encouraged to take more interest in the working of this piece of art. The Civic manager will request Corporate services to produce a draft whole document.

Date of the Next Meeting: - The next meeting will take place on Tuesday, 20 February 2018 commencing at 6.15 pm in the Town Hall, Newbury.

**Minutes
World Wars Working Group
Town Hall, 6.45 pm Wednesday 15 November 2017**

Present: Cllrs Jo Day (Chairperson) and Margo Payne; Jane Burrell; Phil Wood; Doug Larsen, Brian Sylvester, Angela Logue and Joyce Lewis.

1. Apologies: Judith Colby
2. Approval of minutes of meeting on 18 October 2017 were approved as a correct record.
3. Review of World War events since last meeting.
 - 3.1 Exhibition – 2017: Thanks were extended to Phil and Jane and all donors and stewards at the exhibition, which was more popular this year. A huge number of complimentary comments were written on the evaluation sheets and in the visitor's book. Suggestions for next year include: -
 - Mention of exhibition on the back of the Remembrance Sunday service sheet.
 - Signage on the Civic Entrance door pointing visitors to the MHS door and vice-versa at weekends.
 - Signage to include 'Open / Free' 'Help Desk'
 - School visits for years 5 & 6 only
 - School visits not on Thursday
 - Help desk sign
 - More chairs and tables require
 - Squash for children
 - Refreshments sign to 'Please help yourself' and 'Donations welcome'
 - More stewards needed at weekends and guidelines to include additional duties door cover, etc.
 - Visitors book to include more columns
 - Jane and Jo to look at Evaluation form to increase the number of quantifiable statements and 'useful-to-know' questions
 - 3.2 Opening of Exhibition 2017 – worked well with a good attendance.
 - 3.3 Talk – Newbury 1917 – all the opening guests remained and 2 more people arrived for the talk, with many relevant questions.
 - 3.4 Remembrance Sunday Parade & Service 2017 – the inclusion of a 'Signer' for the deaf was well received. Next year a higher plinth and an area for the deaf/hard of hearing to ensure they have sight of the signer.
4. Proposed and possible future events
 - 4.1 75th anniversary of the Bombing of Newbury – Joyce and Margo to meet representatives at St Johns Church to discuss their event on Sunday 11 February with a view to a civic party taking part on Sunday 11 February 2018. Will report back at next meeting.
 - 4.2 Series of talks – Jane has three speakers lined up and we are looking at holding the talks on Thursday, Friday and Saturday evenings 15, 16, 17 November 2018.
 - 4.3 Talk – Newbury 1918 – again to form part of the opening of the exhibition.
 - 4.4 Exhibition 2018 – set up on the morning of 09 11 18. Official opening evening of 9 November exhibition open from Remembrance weekend, all the following week and the following weekend. Exhibition break-down on Monday 19 November. We shall

endeavour to collect more artefacts for display via news items in the Newbury Weekly News and NTC website/social media.

4.5 Remembrance Sunday 2018 – annual parade and service. Nationally, there are currently no details of any change to the normal procedure for this event.

4.6 Remembrance Sunday 2018 – Battle's Over Beacon event 6.55 pm. Jo and Jane to speak to churches with bells as soon as possible to encourage participation in the 'ringing in of peace'. It was thought that some churches may need to recruit and train new ringers to perform a full peel. Phil has contact details of two re-enactors and Angela has one re-enactor who is a Legion member.

5. Date of next meeting: Wednesday, 17 January 2018 at 6.45 pm. Town Hall, Suite 2.

**Minutes
World Wars Working Group
Town Hall, 6.45 pm Wednesday 7 February 2018**

Present: Cllrs Jo Day (Chairperson) and Margo Payne, Judith Colby, Phil Wood, Brian Sylvester and Joyce Lewis.

6. Apologies: Jane Burrell and Doug Larsen

7. Approval of minutes of meeting on 15 November 2017 were approved as a correct record.

8. Review of World War events since last meeting.

No events have taken place since the last meeting.

9. Proposed and possible future events

- 4.1 75th anniversary of the Bombing of Newbury – Margo is laying flowers without ceremony on the grave in Shaw Cemetery on Saturday 10 February to mark the bombing anniversary. Sunday 11 February at 3 pm there is a service in St John's Church, Mayor doing a reading and Margo will read some eye witness accounts of the bombing. This will be followed by a brief memorial service at the memorial stone in St John's gardens. Refreshments will be served in Fairclose Centre where a display of the bombing will be available to view.
- 4.2 Series of talks – Jane has three speakers lined up and we are looking at holding the talks on Thursday, Friday and Saturday evenings 15, 16 and 17 November 2018.
- 4.3 Talk – Newbury 1918 – again to form part of the opening of the exhibition.
- 4.4 Exhibition 2018 – set up on the morning of 08 11 18. Official opening evening of 9 November exhibition open from Remembrance weekend, all the following week and the following weekend. Possible visits from Elderly homes in the town, on Thursday 8th pm or Friday 9th am to be investigated. Exhibition break-down on Monday 19 November. We shall endeavour to collect more artefacts for display via news items in the Newbury Weekly News and NTC website/social media.
- 4.5 Soliloquy – Brian advised the meeting that he knows a local gentleman who had heard a soliloquy given by the actor Bill Fraser in which a war casualty who'd lost both legs and his sight, reminisced about his experiences and plight. Having obtained a copy of the script he has now learned it with a view to re-enacting it, Brian asked if there was a possibility of including this in our commemorations. It was agreed that we would look at the possibility of inviting residents of local Elderly homes to visit to the exhibition and to hear this soliloquy possibly on Thursday 8th afternoon or Friday 9th morning. Margo to approach one home to gauge the response and Brian to check the availability of the gentleman.
- 4.5 Remembrance Sunday 2018 – usual arrangements will take place and include the 'Signer' for the deaf again.
- 4.6 Remembrance Sunday 2018 – Battle's Over Last Post – 6.55 pm with Beacon Lighting 7.00 pm and church bells at 7.05 pm. Jo and Margo to meet to brainstorm the event and what follows. If a candlelit procession is held from the War Memorial to the Park, a road closure and all that entails may be required. Jo to ask RBL how they wish to be involved in this event.
- 4.7 Jo to find out more information from RBL regarding their Forgotten Soldier project. Joyce to make enquiries regarding funding from GCT for this event.

10. Date of next meeting: Tuesday 20 March 2018 at 6.45 pm. Town Hall, Suite 2.

Charity Coffee Mornings

Charity Coffee Mornings can take place in the Council Chamber on Saturday mornings. These generally are agreed and charged at a reduced rate and, on occasions, are gifted free of charge. Currently, this happens at the discretion of the Mayor.

Parish Councils make decisions on a committee basis and may delegate those decisions to a Proper Officer. In the case of gifting the use of the Council Chamber for a coffee morning, the Proper Officer will delegate to the Civic Manager, who will make the decision to gift the use of the Council Chamber following consulting the Mayor.

To reserve a coffee morning date, charities must contact the Civic Manager who will check availability of the Council Chamber, and once a date has been agreed, and a completed booking form is received, the Chamber will be reserved for the selected date.

Where a payment is required, the charity will be invoiced by Corporate Services Department.

Charity Coffee Morning users are provided with use of the Council Chamber and servery. The Council Chamber is laid out for a normal coffee morning by the Caretaker, if the charity requires a different lay-out, they must advise the Civic Manager in advance to enable the correct layout on the day.

Charities are allowed to have a tombola, raffle, white elephant stall, however, they are advised that there is no vehicle access to the Town Hall at the end of the coffee morning and must therefore be able to remove their items to their parked vehicles.

The Town Hall is opened, via the Civic Entrance, at 9 am to allow an hour to set up, and are allowed up to one hour after the close of the coffee morning, to clear up and remove their own items. The Council Chamber and Servery must be left in a clean and tidy condition with all dishes used washed, dried and put away.

There is always an Officer on duty in the Town Hall during a Coffee Morning to ensure the safety and security of the building and to assist with use of the lift as required. This Officer will ensure that all doors are closed and properly secured prior to leaving the building.

Newbury Town Council

Public Report to Civic Pride, Arts & Leisure Committee 26 February 2018

Agenda Item No 11:

75th Anniversary commemorations of the Bombing of Newbury

Background

The World Wars Working Group added this event to their calendar of events following the huge success of the event in 2013 when the memorial stone was laid to commemorate the Bombing of Newbury.

Objective

To provide a commemorative event worthy of this anniversary in conjunction with St John's Church.

Event

The Civic Manager and Councillor Margo Payne, working with the Vicar of St John's Church, Revd Deborah Davison, it was agreed that a church service would take place on Sunday 11 February 2018 commencing at 3.00 pm, this service to include a procession to the Memorial Stone in St John's Gardens for the laying of flowers. An invitation list was drawn up including those members of the community who remembered the bombing of Newbury and their families.

It is estimated that there were 250 people in church for the service and a large number of those attended the refreshments in Fairclose Centre afterwards where a display had been put together including eye-witness accounts of the bombing and copies of photographs.

The Deputy Lord Lieutenant, Mr Harry Henderson, and the High Sheriff, Mrs Sarah Scrope, were in attendance together with the Chairman of WBC, Cllr Quentin Webb. The Mayor of Newbury, Cllr David Fenn, gave a reading in church and thanked everyone for their attendance afterwards in Fairclose Day Centre. Cllr Margo Payne spoken in church about the bombing of Newbury giving some background information and reading part of eye-witness accounts.

Thanks are extended to Newbury Lions members who manned the church car park and ensured the procession crossed the road to the memorial stone without incident.

Signed: Joyce Lewis, Civic Manager
14 February 2018