

# 11<sup>th</sup> June 2018

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, TOWN HALL, WOKINGHAM** from 7.30pm to 8.50pm.

## **PRESENT**

Chairman: Cllr D G Lee

Councillors: M Bishop, T Lack, J McGhee-Sumner (the Mayor), Mrs S Steatham and R J Wyatt

## **IN ATTENDANCE**

Civic Officer – Nicola Payler

## **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies for absence were received and accepted from Mrs G S Hewetson (Vice-Chairman) and Cllr P Mirfin.

## **MEMBERS' INTERESTS (Agenda Item 2)**

There were no declarations of interest.

## **QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)**

No questions were received.

## **CIVIC COMMITTEE MINUTES (Agenda Item 4)**

It was proposed by Cllr Lee and seconded by Cllr Bishop and it was

**RESOLVED  
29745**

that the Minutes of the Civic Committee meeting held on 19<sup>th</sup> March 2018 (pages 15545 to 15548) be received as a true and correct record and that they be confirmed and signed by the Chairman.

## **MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 5<sup>th</sup> June 2018 was received and noted.

- 1) **In the event of the death of the Monarch and/or senior members of the Royal Family**  
See agenda 13.
- 2) **2018 WW1 commemoration**  
See agenda item 10.

## **COMMITTEE'S BUDGET (Agenda Item 6)**

A report on the Committee's expenditure to 30<sup>th</sup> April 2018 was received and noted.

## **MAYOR'S SUNDAY REVIEW (Agenda Item 7)**

The Committee received and considered the Civic Officer's report. The committee members agreed that the shorter gap in the ceremony worked much better and should continue.

The Committee discussed and agreed the key considerations in the report and asked the Civic Officer to take the following into account for next year's event:



- 1) Clarify who is legally able to take responsibility for managing a rolling road closure and explore alternative options to do this given that this year's parade was inadequately supported, e.g. Civic Officer to ask charitable organisations and offer a donation.
- 2) Arrange for the Events Co-ordinator to have some assistance to change the room layout in between the ceremony and the refreshments following the Church Service.
- 3) Weather permitting, set up a gazebo outside with refreshments to offer the uniformed organisations at the end of the parade. The REME Room could be used as a 'wet weather' alternative. The Mayor should visit them to express his/her thanks.
- 4) Additional vegetarian options should be requested for guests.

**ACTION: Civic Officer**

### **TOWN HALL BAKE OFF (Agenda Item 8)**

The Committee received and considered the Civic Officer's report and agreed that it would be more practical to plan a Bake Off event on an ad-hoc basis rather than planning it annually perhaps in line with a special occasion or anniversary.

It was suggested that the Civic Officer updates our local Women's Institute group of this change and asks them if they would be interested in taking over the organisation.

**ACTION: Civic Officer**

### **RETIREMENT OF HIGH STEWARD (Agenda Item 9)**

- 1) The committee received copies of thanks from guests at the farewell afternoon tea which was held for the retiring High Steward.
- 2) WTC purchased two copies of the High Steward scroll; one was given to the new High steward on Sunday 13 May and other is for WTC to keep. The committee agreed that this copy should be framed and hung with a photo of the current High Steward.
- 3) The committee viewed a copy of the photobook that was prepared and given as a gift to the retiring High Steward.

### **WW1 COMMEMORATIONS (Agenda Item 10)**

- a) The Civic Officer advised that contact has been made with a Pipe Major who leads the Reading Scottish Pipe Band and he would be happy to support the Battles' Over event but he is unavailable between 10.00am and 15.00pm on Sunday 11 November. The Committee asked the Civic Officer to invite him to play at 6.50pm before the Last Post is sounded.
- b) The Civic Officer advised that WBC have confirmed that WTC may use the beacon on Sunday 11 November but investigations need to take place about the logistics of the setting up and managing of it taking into account health and safety issues. The Civic Officer was asked to explore this further along with other options as suggested by members at the meeting.
- c) Cllr Lack updated and showed the committee a model of his plan for WTC to have a Field of Remembrance with 100 crosses. He estimated that that to produce one for November to scale he will require a number of materials including pallets and turf etc which will cost approximately £100-£150. Crosses will be positioned in it in the shape of '100.' Cllr Lack will explore suppliers for turf etc and provide a further update at the next civic meeting.



**ACTION: Cllr Lack**

**ATTENDEES AT REMEMBRANCE (Agenda Item 11)**

The Committee received a request for a group of Masons to take part in WTC's Remembrance parade in 2018 and all members agreed that they would be very welcome to take part.

**ARMED FORCES DAY (Agenda Item 12)**

The Committee received and considered the Civic Officer's Report. It was agreed that for 2018 the Armed Forces Day flag should be raised only, on Saturday 30 June, and no speeches or musical ensemble would take place.

**COUNCIL PROGRAMME IN THE EVENT OF THE DEATH OF THE MONARCH AND/OR SENIOR MEMBER OF THE ROYAL FAMILY (Agenda Item 13)**

The Committee received and considered the Civic Officer's report to review the Council programme of events during the mourning period in the event of the death of the Monarch and other Senior Royals.

It was proposed by Cllr Lee and seconded by Cllr McGhee-Sumner and it was to

**RECOMMEND  
29746**

to Full Council that the following is noted in WTC's plans in preparation for any future announcements:

The critical date where events may fall would be the day of the funeral.

1. No weddings should be cancelled during the mourning period.
2. For large town events such as the Street Concert, the May Fayre and the Winter Carnival, these should still take place. The exception to this would be if the date of the event was on the same day as a Royal funeral
  - a. As the May Fayre and Winter Carnival events are not WTC led events, the Civic Officer should speak to the organisers to discuss this and advise that WTC would recommend that the event is postponed.
  - b. The Civic Officer should also work with the May Fayre and Winter Carnival organisers to explain that if the Proclamation fell on this day, this may need to be accommodated.
3. Remembrance events and Armed Forces Day would not be changed in the mourning period at all.
4. The date for all other events, e.g. Mayor's Sunday, Fun Day, Heritage Open Day, Gardening Awards, Living Advent Calendar, Dressing the Christmas Tree, Christmas Music in the Town Hall, Civic Award Ceremony, could be changed or the event modified accordingly if it was scheduled for the same day as a Royal funeral.

**TRINITY CONCERT BAND (Agenda Item 14)**

The Committee received and considered the request from Trinity Concert Band to become more affiliated with Wokingham town.

The Committee members asked the Civic Officer to:

1. advise the band that we enjoy working with them currently as required.
2. explain that at this time, WTC does not feel in a position to create any formal links with them
3. suggest to the band that they request a Town Council grant and their request would be considered in the same way that other requests are.



4. The Council would be happy to review this request in the next year or two if WTC considers there to be a demand.

**ACTION: Civic Officer**

**LETTER FROM VIRY-CHATILLON (Agenda Item 15)**

The Committee received and considered a request for the Mayor and guests to visit Viry-Chatillon in November 2018 at Remembrance time.

The committee members agreed that given the event, the Town Council should make arrangements for a representative to visit Viry-Chatillon.

It was agreed that the Deputy Mayor Cllr Malcolm Richards and the Deputy Mayoress should be asked if they would like to visit Viry-Chatillon on behalf of WTC and reasonable travel costs should be reimbursed. As 2018 is an important year, marking the end of the World War I, the members agreed that the Mayor should remain in Wokingham this year to attend our local events.

**ACTION: Civic Officer**

**COMMITTEE INFORMATION (Agenda Item 16)**

No additional information was shared.

**EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 17)**

It was proposed by Cllr Lee and seconded by Cllr McGhee-Sumner and it was

**RESOLVED  
29747**

that in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and instructed to withdraw.



## **PART II**

### **EXCLUSION OF THE PRESS AND PUBLIC (Agenda Item 13)**

The Committee received and considered the Civic Officer's report to review the current rate of pay for the Mayor's Attendant and Macebearer role.

It was proposed by Cllr Lee and seconded by Cllr McGhee-Sumner and it was to

#### **RECOMMEND 29748**

to F&P the following:

- 1) increase the current hourly rate in line with the recommendation made in the Civic Officer's report.
- 2) include 'time and a half' payments for evening and Saturday duties in addition to double time for Sundays and bank holidays.
- 3) give the current individual in post an ex-gratia payment of £500 as a gesture of goodwill towards travel costs that he has incurred whilst he has been commuting from London.
- 4) this rate of pay should be reviewed annually in line with other members of staff.

**CHAIRMAN**

