

14th January 2019

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, TOWN HALL, WOKINGHAM** from 7.30pm to 9.01pm.

PRESENT

Chairman: D G Lee

Councillors: M Bishop, Mrs UK Clark, Mrs G S Hewetson (Vice-Chairman) and J McGhee-Sumner (the Mayor).

IN ATTENDANCE

Civic Officer – Nicola Payler

Cllr Tony Lack

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from P Mirfin.

Cllr Bob Wyatt's absence, due to a period of ill-health, was noted.

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 J McGhee-Sumner and seconded by Cllr Mrs G S Hewetson and it was

**RESOLVED
29864**

that the Minutes of the Civic Committee meeting held on 26th November 2018 (pages 15712 to 15714) be received as a true and correct record and that they be confirmed and signed by the Chairman.

It was proposed by Cllr D G Lee and seconded by Cllr Mrs G S Hewetson and it was

**RESOLVED
29865**

that the Minutes of the Civic Committee meeting held on 6th December 2018 (pages 15719 to 15720) 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 8th January 2019 was received and noted.

1) Bake Off

The Vice-Chairman asked the Civic Officer to make enquiries to see if Churches Together in Wokingham might be interested in organising such an event.

The Civic Officer advised that a reminder was sent but no reply has been received.

2) To frame the High Steward scroll

This will be framed at the same time together with a photograph of the new High Steward. The High Steward is currently making arrangements



for her uniform to be made and a photograph will be taken once this has been completed.

The Civic Officer advised that the High Steward has been in contact and it is possible that the official photographs may be taken in the next couple of weeks which could then be framed soon afterwards.

3) Raise awareness of the war memorial

The Civic Officer advised that this is in progress and we are currently awaiting photographs to be placed in the outside noticeboard with some information.

4) Mayor's Invite to Erfstadt

WTC is currently awaiting until the new Mayor has been elected to ask if he/she would like to visit.

5) Remembrance 2019 onwards

See agenda item 10.

ACTION: Civic Officer

COMMITTEE'S BUDGET (Agenda Item 6)

A report on the Committee's expenditure to 31st December 2018 was received and noted.

CIVIC AWARD SELECTION COMMITTEE (Agenda Item 7)

Following a member stepping down from the selection committee, the members considered other individuals who could be invited to join the judging panel.

The members agreed that the Chairmen of Churches Together of Wokingham should be contacted to ask if he could recommend anyone from the Church to become a member of the selection committee.

ACTION: Cllr D G Lee

CIVIC AWARD PROCESS (Agenda Item 8)

The Committee received and considered the Civic Officer's report. The committee members discussed the current process and suggested a number of changes:

- 1.1. The current criteria should be updated to include more specific information about what WTC is looking for in a nominee, e.g. recognising exceptional contributions to community life by individuals in the town.
- 1.2. The nomination process should be open for longer from February to November each year.
- 1.3. Whilst it is acceptable for more than one individual from the same organisation to be nominated for a Civic Award, it should be noted in the criteria that any nominees should be individuals whose voluntary work is over and above other members within the organisation.
- 1.4. The invitation to participate in the civic award process which is sent to Schools and Churches etc should be sent by letter and not email and should be addressed to the Headteachers, Ministers etc
- 1.5. The criteria should be updated to state that children under 18 are eligible for a Junior Civic Award and WTC will consider nominees if their contributions to community life are less than three years.



The members stated that if no nominations are received one year or if it is decided that no nominees are eligible for a civic award then a ceremony would not be held.

A ceremony would only be held for two or more successful nominees. If there is only one successful nominee, their civic award would be presented privately and they would be invited to attend the following year's ceremony.

The Civic Officer was asked to update the criteria and circulate to civic committee members before an update is made to the WTC website.

ACTION: Civic Officer

GIFTS FOR RETIRING COUNCILLORS (Agenda Item 9)

- 1) The Committee members revisited the discussion around which Councillors receive retiring gifts as all Council members approach election in May 2019. The members agreed the following:
 - a. Councillors who are retiring from being a Councillor should receive a retiring gift provided that they have served a minimum of eight years continuous service (two terms) at WTC. Gifts should be presented to these Councillors at the April Full Council meeting.
 - b. Councillors who are choosing not to retire but do not get re-elected should also receive a retiring gift provided that they have served a minimum of eight years continuous service (two terms) at WTC. Gifts to these Councillors will not be formally presented at a Full Council meeting but will be presented to them privately.
- 2) The Civic Officer showed example images of an artist's work who had been recommended by Wokingham's Art Gallery. The members viewed the images and discussed their requirements. They agreed that the commission should be:
 - a. In a similar style to the black and white Wokingham paintings that the artist has painted
 - b. In colour
 - c. Painted with traditional colours

The Civic Officer was asked to contact the artist to ask for a rough sketch of both the Market side of the Town Hall and the opposite side with the four arches to be made for WTC to decide which one would be preferable.

ACTION: Civic Officer

REMEMBRANCE (Agenda Item 10)

The Committee members discussed whether any plans for Remembrance should be made following the centenary.

The Civic Officer sought guidance from the Royal British Legion on this matter. They advised that no changes will be made and therefore the Committee agreed that our events will also remain unchanged.

The Committee discussed what the Field of Remembrance might look like for this year and Cllr T J Lack advised that he would be happy to build this again for WTC.



INVITATION TO ERFSTADT (Agenda Item 11)

The Committee received a copy of the letter asking for our Mayor to offer a greeting and photo for a special edition of their yearbook. Councillors decided that the current Mayor should draft a greeting and send a photograph for the yearbook.

ACTION: Civic Officer

COMMITTEE INFORMATION (Agenda Item 12)

No additional information was raised.

CHAIRMAN

