

12th June 2017

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Main Hall, TOWN HALL, WOKINGHAM** from 7.30pm to 8.49pm.

PRESENT

Chairman: Cllr Mrs G S Hewetson

Councillors: M Bishop, P Lucey (The Mayor), Cllr P Mirfin (Vice-Chairman), Mrs S Steatham, T Lack and J McGhee-Sumner.

IN ATTENDANCE

Civic Officer – Nicola Payler

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Cllr Mrs UK Clark and Cllr R J Wyatt.

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 Hewetson and seconded by Cllr McGhee-Sumner and it was

**RESOLVED
29550**

that the Minutes of the Civic Committee meeting held on 20th March 2017 (pages 15330 to 15331) 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 6th June 2017 was received and noted.

1) In the event of the death of the Monarch and/or senior members of the Royal Family

See agenda item 13a.

2) WTTA Plaque

The Civic Officer advised the committee that quotes have been requested and received for consideration and artwork is being obtained for the reproduction of the plaque.

COMMITTEE'S BUDGET (Agenda Item 6)

A report on the Committee's expenditure to 31st May 2017 was received and noted.

The Civic Officer explained that a few budget lines showed a credit amount under 'actual YTD' due to invoices not being received for goods or services received within the previous financial year. The Finance Officer has accrued these amounts accordingly.



COMMITTEE'S BUDGET 2018-2019 (Agenda Item 7)

The Committee considered if there was any expenditure that might be required over and above the normal annual budget settings for the next financial year.

The Chairman reminded the Committee that in November 2018 it will be anniversary of the end of World War I.

The Civic Officer advised the Committee that the main hall in the Town Hall has been reserved during the week leading up to 11 November to allow for the exhibition banners that were produced for the centenary of World War I to be fully on display again, if required, to share with the community.

Cllr Mrs Steatham suggested Civic could work together with the Arts & Culture Committee to possibly arrange a concert in the Town Hall with old wartime songs at the end of the week perhaps on the Friday evening, subject to receiving sufficient support from Councillors.

It was proposed by Cllr Mrs Hewetson and seconded by Cllr Mirfin, and it was to
to F & GP that the following should be requested for 2018-2019:

- 1) £1500 to mark the end of World War I anniversary

WTTA INVITATION (Agenda Item 8)

The Committee received and considered an invitation from Viry-Chatillon for the Wokingham Town Mayor and participants to attend their Foulees Vertes event (including a 5-6 km run and artistic exhibition).

The Committee members asked the Civic Officer to thank them for the invitation but advise that the Mayor is unable to attend on this occasion as it falls on the same weekend as Heritage Open Day which is a busy weekend for Wokingham Town Council.

ACTION: CIVIC OFFICER

MAYOR'S SUNDAY REVIEW (Agenda Item 9)

The committee received and considered the Civic Officer's report dated 01/2017/8 to review the Mayor's Sunday event and agreed that combining the two events on a Sunday was the right thing to do particularly as Councillors, public and children are more available.

The committee members all agreed that:

- 1) the catering and the musical accompaniments were both outstanding.
- 2) The Parade Marshal, Lt Jim Chappell, carried out an excellent job and members were pleased that he has agreed to take on the role on a regular basis.
- 3) Councillors should be expected to attend the whole event.

The members suggested that the following changes should be made:

- 1) The invitation should be sent out positioning Mayor's Sunday as one event and not split to offer guests the choice to come to different parts of the day.
- 2) Reduce the waiting time for Councillors before the ceremony.
- 3) The break in the middle should be reduced to half an hour offering a refreshment break with tea, coffee and biscuits before the parade and



then canapes and a glass of wine/prosecco should be served at the Town Hall after the parade.

- 4) The Honorary Constables should enter from the Council Chamber as they have previously done.
- 5) As the position of the microphone made it difficult for the incoming and outgoing Mayor to hand the Mace to each other, it was suggested that a small slim table should be sought to be placed in front of the table for the Mace to be placed on.
- 6) The tradition of female Councillors keeping their hats on should continue externally for the parade and church service but in the event they come back into the Town Hall afterwards, they may leave their hats downstairs.

ACTION: CIVIC OFFICER

COUNCIL SENIORITY ORDER (Agenda Item 10)

The committee received and considered the Civic Officer's report dated 02/2017/8 to review the seniority order of Councillors at Full Council and it was agreed that traditions should be upheld and no changes should be made to the current arrangements as a mark of respect to the longest serving Councillors.

TOWN HALL BAKE OFF REVIEW (Agenda Item 11)

The Civic Officer shared the following with the Committee members:

- 1) the event was very successful and 23 entrants entered in total (6 adults and 17 children).
- 2) Three judges tasted and judged the cakes: Simon Genduso and Neil Bardo (Lecturers at Reading Catering College) and Anita Moisey (President of one of the Wokingham WI groups).
- 3) Lots of positive feedback and thanks was received from participants following the event.

Both the Mayor and the Chairman expressed their view that the day was very popular and well received by our residents.

HERITAGE OPEN DAY 2017 (Agenda Item 12)

The Civic Officer shared that this year's event will be more of a challenge as it is not clear if there will be any outside space due to the planned Market Place refurbishment.

As there is no key historical anniversary, the plan is to keep the Open Day relatively simple by utilising and promoting some historical elements we have already, e.g. the Virtual Museum, the historical audio-visual tour, the Wokingham History app and information already documented by local historians etc.

The committee members offered a few other ideas for the Civic Officer to consider whilst planning the event:

- 1) Link with Wokingham Winter Carnival theme
- 2) Put together a quiz on the Virtual Museum
- 3) Arrange for some actors to perform in the main hall, to possibly include a judge, prisoner and stocks
- 4) To include information about the recently translated Wokingham Charters
- 5) To set up a pin board for people to share photos and memories



The Civic Officer shared information about a facebook group called 'Memories of Wokingham' which is full of lovely old historical photographs and memories that people post about our town and this may be a good place to promote the event.

ACTION: CIVIC OFFICER

INFORMATION ITEMS (Agenda Item 13)

- 1) The Committee received a copy of the feedback form from the former Mini-Mayor.
- 2) The Committee received a copy of the most recent draft protocol document for Operation Bridge which outlines the plans which should be put in place in the event of the death of the Monarch or a Senior member of the Royal family.

COMMITTEE INFORMATION (Agenda Item 14)

The Chairman shared the following with the Committee:

- 1) The High Steward has advised that she would like to step down in the next year. It was agreed that an agenda item should be added to the next Civic meeting for this to be discussed further.
- 2) Another photography competition, themed 'Personalities and Places' will be launched in November this year by Wokingham Town Council and will be supported in partnership with Wokingham Camera Club. The advertising and promoting of this will be shared to manage the workload. Key Wokingham events will be used as suggested topics to help promote the competition.
- 3) In view of the uncertainty of the start of the Market Place refurbishment, it had been considered that the Armed Forces Day activities may take place on a smaller scale. However, as it has now been confirmed that work will not commence this month, the Chairman sought the view of the Committee members. All members agreed that the Armed Forces Day activities should remain unchanged, i.e. with Saint Sebastian Band performing, a bugler sounding and the Mayor speaking from the balcony.

CHAIRMAN

