

20th March 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 8.00pm.

PRESENT

Chairman: Cllr P Mirfin

Councillors: M Bishop (Vice-Chairman), Mrs UK Clark, Mrs G S Hewetson (The Mayor), P Lucey, Mrs S Steatham, T Lack, J McGhee-Sumner and R J Wyatt.

IN ATTENDANCE

Civic Officer – Nicola Payler

APOLOGIES FOR ABSENCE (Agenda Item 1)

There were no apologies for absence.

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 Wyatt and seconded by Cllr Mrs Hewetson and it was

**RESOLVED
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that the Minutes of the Civic Committee meeting held on 16th January 2017 (pages 15302 to 15304) 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 14th March 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 7.

COMMITTEE'S BUDGET (Agenda Item 6)

A report on the Committee's expenditure to 28th February 2017 was received and noted.

Cllr Mrs S Steatham joined the meeting at 7.35pm.

IN THE EVENT OF THE DEATH OF THE MONARCH AND/OR SENIOR MEMBERS OF THE ROYAL FAMILY (Agenda Item 7)

The Civic Officer gave the following verbal update:

- The name for this plan is called 'Operation Bridge'
- A draft document for Wokingham Town Council has been produced, from guidance from WBC and the Office of Lieutenancy, with some detail still to be determined.
- Operation Bridge was discussed at a meeting held on 15 March with other town and parish clerks and officers where information was shared
- Examples of key activities to determine are:



- Books of condolences
- Communication, e.g. statements and proclamation
- Dress code

The Civic Officer advised that work will continue on this in the background, working closely with the Town Clerk, and then a final document will be brought to the Civic Committee for approval.

ACTION: CIVIC OFFICER

MAYOR'S SUNDAY (Agenda Item 8)

The Committee received and accepted the notes from the working party discussion and agreed that they were happy with the new process for Mayor's Sunday taking into account the following:

1. The Deputy Mayor must sit at the front
2. The Honorary Constables should stand for the ceremony, as they have previously done
3. The microphone should point in the right direction, at the lectern, for the person who is speaking.
4. The dress code should be updated to include Past Mayors to wear their Past Mayor badges and for Cllrs to wear their medals if they own them.

The Chairman recommended that the new process should be communicated at the next Full Council meeting.

ACTION: CIVIC OFFICER/TOWN CLERK

WTTA PLAQUE (Agenda Item 9)

The Committee received the enquiry about the poor state of the Twinning Plaque in Ertstadt Court and agreed the following:

1. The existing plaque should be taken down
2. Quotes should be sought for a new one to be produced and replaced.

ACTION: CIVIC OFFICER

INFORMATION ITEMS (Agenda Item 10)

The Committee received and noted a thank you letter from Mr Damon Emes confirming his appointment as Honorary Bugler.

CHAIRMAN

