

10th June 2019

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19:30 to 20:50pm.

PRESENT

Chairman: Cllr D G Lee

Councillors: Cllr R Bishop-Firth, A Box, J Box, M Gee, D King and T Lloyd.

IN ATTENDANCE

Civic Officer – Nikki Payler

Mayor: Cllr Lynn Forbes

Student Representative: Marcus Richardson

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received and accepted from Cllr P Lucey and J P McGhee-Sumner.

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 prior to the meeting.

Marcus Richardson asked whether or not we actively advertise our meetings to encourage people to ask questions. The Chairman and Civic Officer explained that the details are noted on the noticeboard and on the WTC website. A suggestion was made for meeting information to be posted onto social media, the Civic Officer would look into this.

ACTION: CIVIC OFFICER

CIVIC OVERVIEW (Agenda Item 4)

The committee members received the Civic Officer's report which provided an overview of the work of the civic committee including the mayoral regalia, the civic events and activities.

The Civic Officer and Chairman talked through this report for the new members to help raise their awareness of the work of the committee.

A few suggestions were made regarding WTC's forthcoming Heritage event:

- 1) Ask Wokingham Society and or Rose Street Association if any buildings could be opened up in Rose Street to show people their history to support the event. The Chairman recalled that one of the large houses was an old Manor House and had been opened up previously.
- 2) To try and include the National Heritage Open Day Theme of 'People Power' into the publicity.

CHAIRMANS INITIALS _____



3) Involve Students in Heritage Open Day.

The Committee asked the Civic Officer for clarification around whether a retired Councillor would be entitled to a civic funeral or if it would just be serving Councillors.

The Civic Officer and Chairman stated that this should be serving Councillors and the committee agreed that if this was extended to retired Councillors this may expand the criteria too wide. The Chairman asked the Civic Officer to look into this for the civic committee for clarification.

ACTION: CIVIC OFFICER

CIVIC COMMITTEE MINUTES (Agenda Item 5)

It was proposed by Cllr Lee and seconded by Cllr T Lloyd and it was

**RESOLVED
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that the Minutes of the Civic Committee meeting held on 18th March 2019 (pages 15774 to 15777) be received as a true and correct record and that they be confirmed and signed by the Chairman.

MONITORING REPORT (Agenda Item 6)

The Monitoring Report dated 4th June 2019 was received and noted.

1) Mayor's Invite to Erfstadt

Neither the Mayor or the Deputy Mayor is able to attend in July. The Civic Officer has advised Erfstadt accordingly.

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's expenditure to 31st May 2019 was received and noted. The Civic Officer answered a few queries including the following:

- 1) Official gifts – expenditure was higher this financial year as an additional allowance was made for gifts for retiring Councillors who had served a minimum of 8 years.
- 2) Mayor's Sunday – the costs increased for this event due to higher numbers attending on the day than originally planned for.

COMMITTEE'S BUDGET 2020-2021 (Agenda Item 8)

The Civic Officer explained that the Committee should begin to consider if there is any expenditure that might be required over and above the normal annual budget settings for the next financial year.

The Civic Officer advised the Committee that the staves used by the Honorary Constables are in need of refurbishment and quotes would be obtained in preparation for the next meeting to determine if the cost can be met within the annual set budget or if an additional request should be made. The Civic Officer also advised that a new individual has contacted WTC to express an interest in becoming an Honorary Constable which will mean that we may need to look at having three staves.

CHAIRMANS INITIALS _____



The Chairman asked all members to consider any requests for expenditure for the next financial year so that a recommendation can be made to F&P in the September civic meeting, if required.

ACTION: CIVIC OFFICER & COMMITTEE MEMBERS

MAYOR'S SUNDAY REVIEW (Agenda Item 9)

The committee members received and considered the Civic Officer's report which provided a review of the Mayor's Sunday event held on 19 May 2019.

The Committee discussed the information and the considerations in the report including the following:

- 1) Consider opening the windows in the main hall next year if the weather is warm.
- 2) The majority of members enjoyed the food. However a couple of members with dietary requirements had very few canapes. The Civic Officer will note for next year's event and consider asking caterer to 'plate up' separate canapes for those with particular requirements.
- 3) Consideration was given about the reducing numbers of uniformed organisations attending. The members asked the Civic Officer to email them a list of who we currently invite.
- 4) It was suggested that guests should be encouraged to take photographs and videos on their camera phones so that they can post and share on social media following the event, possibly including an agreed 'hashtag.' A suggestion was also made that local schools, who have students studying photography, may be interested in filming the ceremony or our other events as part of their coursework.

ACTION: CIVIC OFFICER

INFORMATION ITEMS (Agenda Item 10)

The Committee received a copy of the feedback form from the former Mini-Mayor which included many positive comments and no constructive points for us to take forward.

COMMITTEE INFORMATION (Agenda Item 11)

No additional information was raised.

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____

