



Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS
Tel: 0118 978 3185 www.wokingham-tc.gov.uk
Town Clerk: Mrs J. Nowecki

**This Council Meeting is open to the Public and Press
Please notify the Officer or Chairman if you wish to record the meeting**

In accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 this meeting is to be held virtually.

Members of the public remain welcome and should contact the officer below for details.

2nd June 2020

Dear Councillor

You are hereby summoned to attend the meeting of the **Civic Committee** to be held online at a **Virtual Meeting** at **7.30pm** on **Monday 8th June 2020** for the purpose of considering and resolving upon the subjects and matters set out in the Agenda below.

Yours sincerely

J Nowecki
Town Clerk

Contact Officer Nikki Payler, Civic Officer
Direct line: 0118 974 0882 Email: civic@wokingham-tc.gov.uk

AGENDA

- 1 APOLOGIES FOR ABSENCE**
- 2 MEMBERS' INTERESTS**
To receive any declaration of interests from Members on the business about to be transacted.
- 3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC**
The Chairman to answer questions raised by members of the Council or public.

This is an opportunity for the people of Wokingham to ask questions of, and make comments to, the Town Council. Members of the public are requested to restrict their questions and comments to three minutes. Questions which are not answered at this meeting will be answered in writing to the person asking the question. To ensure an informed response, please send your questions to the Town Clerk at least three working days prior to the meeting.

4 MINUTES OF PREVIOUS MEETINGS

To receive and confirm the Minutes of the proceedings at the meeting of this Committee held on 16th March 2020 (pages 16045 to 16048, copy attached) as a true and correct record.

5 MONITORING REPORT

To receive and consider the Monitoring Report dated 2nd June 2020 (copy attached).

6 COMMITTEE'S BUDGET

To receive a report on the Committee's budget as of 30th April 2020 (copy attached).

7 CIVIC AWARD PINS/BADGES

To receive and consider the Civic Officer's report 01/2020-21 dated 2nd June 2020.

8 CIVIC AWARD PROCESS 2020-2021

To receive, consider and resolve the Civic Officer's report 02/2020-21 dated 2nd June 2020.

9 ARMED FORCES DAY 2020

To receive the Civic Officer's report 03/2020-21 dated 2nd June 2020.

10 HERITAGE 2020

To receive, consider and resolve the Civic Officer's report 04/2020-21 dated 2nd June 2020.

11 PLAQUE AND TROUGH TO MARK THE PRESCENCE OF THE TOWN HALL MEMORIAL

To receive, consider and resolve the Civic Officer's report 05/2020-21 dated 2nd June 2020.

12 TWO MINUTE SILENCE AT REMEMBRANCE

To receive, consider and resolve the Civic Officer's report 06/2020-21 dated 2nd June 2020.

13 NEWSLETTER

To receive and consider the Civic Officer's report 07/2020-21 dated 2nd June 2020.

14 COMMITTEE INFORMATION

- a) To receive information items raised by Members
- b) Identify any specific items for marketing purposes

Civic Committee: Cllrs Rachel Bishop-Firth, Anna Box (Vice-Chairman), James Box, Lynn Forbes, Dianne King, David Lee (Chairman), Tim Lloyd, Peter Lucey and Julian McGhee-Sumner.

Copy to: Marcus Richardson and Raissa Kaninda

In order to comply with the Data Protection Act 1998, all persons attending this meeting are hereby notified that this meeting will be recorded. The purpose of recording proceedings is that it acts as an aide-memoir in assisting the clerk of the meeting in the compilation of minutes. The recordings are held in a secure location and deleted once it has been resolved that the minutes are a true and correct record.

In accordance with The Openness of Local Government Bodies regulations 2014, persons attending this meeting may make their own recordings of the proceedings subject to the Council's Policy on Filming, Recording & Reporting on Council and Committee Meetings (copy available on request).

16th March 2020 - DRAFT

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

PRESENT

Chairman: Cllr D G Lee

Councillors: A Box (Vice-Chairman), J Box, J McGhee-Sumner, R Bishop-Firth, T Lloyd, P Lucey

IN ATTENDANCE

Town Clerk – Jan Nowecki

Student Representatives: Marcus Richardson and Raissa Kaninda
Peter Shilham (Emmbrook Residents' Association)

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies for absence were received from Cllr D King and M Gee.

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.

CIVIC COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr J Box and seconded by Cllr T Lloyd and it was

**RESOLVED
30106**

that the Minutes of the Civic Committee meeting held on 25th November 2019 (pages 15982 to 15985) be received as a true and correct record and that they be confirmed and signed by the Chairman.

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

**RESOLVED
30107**

that the Minutes of the Civic Committee meeting held on 4th December 2020 (pages 15990 to 15991) be received as a true and correct record and that they be confirmed and signed by the Chairman.

The Chairman brought forward Agenda Item 10 and welcomed Peter Shilham to the meeting.

ADDITIONAL OF NAME ON WAR MEMORIAL (Agenda Item 8)

The Chairman asked Mr Shilham to update the committee with the details about Mr Grover. Mr Shilham confirmed that in his research, he does not believe there are any remaining living family members and so it is safe to assume that due diligence has been observed.

The committee found no reason or objection to Mr Grover's name being added to the war memorial.

CHAIRMANS INITIALS _____

Civic Committee 16/03/2020

16045



**RESOLVED
30108**

It was proposed by Cllr J M McGhee-Sumner and seconded by Cllr J Box and it was

agreed that Mr Grover's name should be added. They felt that if a relative did make themselves known, it is hoped they would be pleased that Mr Grover's name has been recorded.

The Civic Officer advised that arrangements will now be made for the name to be added to the war memorial.

ACTION: Civic Officer

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 10th March 2020 was received and noted.

1) Local Schools may be interested in filming Mayor's Sunday or other events

Cllr Forbes has advised that the Forest has unfortunately lost their media teacher so they don't have the expertise at the moment.

This item will be removed from the next monitoring report.

2) Honorary Stave refurbishment

See agenda item 7.

3) Civic Award pin

Civic Officer currently exploring options.

4) Museum Accreditation

The museum volunteer is continuing research and planning pilot open days.

5) Addition of name on war memorial

See agenda item 8.

6) Investigate installing a plaque and a trough outside the Town Hall

Awaiting advice from meeting with Town Clerk and new Conservation Officer and input from Wokingham Society.

COMMITTEE'S BUDGET (Agenda Item 6)

A report on the Committee's expenditure to 29th February 2020 was received and noted.

SILVER ACORNS (Agenda Item 7)

The Committee received and considered two quotations for this work and

It was proposed by Cllr J Box and seconded by Cllr P Lucey and it was

**RESOLVED
30109**

agreed that company one should be commissioned to do the repair work and to create the new acorns. Whilst the quoted amounts were very similar, company

CHAIRMANS INITIALS _____

Civic Committee 16/03/2020

16046



one was viewed more favourable based on their experience in the industry particularly with work they do with Churches and Cathedrals.

ACTION: Civic Officer

MAYOR'S SUNDAY PARADE (Agenda Item 9)

The committee members received and considered the Civic Officer's report which asked the committee to consider a request about increasing numbers of organisations and representatives to take part in the Mayor's Sunday parade.

The Committee discussed various options but decided to keep invitees as they are with the addition of including some NHS representatives. It was felt that it should not be as big as the Remembrance Parade and it was right that they are different.

They did feel that a thank you from the Mayor to the parade might be appreciated on the day, perhaps from the balcony.

The Chairman suggested that at a future meeting, the committee may like to consider arranging an occasion where WTC can thank voluntary organisations for the work that they do and or for the Mayor to make some personal visits to say thank you.

ACTION: Civic Officer

TOWN COUNCIL NEWSLETTER (Agenda Item 10)

The committee members received and considered the Civic Officer's report which suggested Councillors should consider if it should continue to print the annual newsletter in future years.

Councillors were unanimous in agreeing that WTC should still print a newsletter each year as they recognised the value it offers to our residents in informing them what WTC has achieved in the last year, what is planned for the forthcoming year as well as offering all of our contact details.

Councillors agreed that the newsletter should be printed on the most cost effective paper.

A couple of other suggestions were made:

- a) Flag with Wokingham Paper that the newsletter is going to be distributed
- b) Post on social media that the newsletter is on its way and ask residents to look out for it.
- c) Add a PDF of the newsletter onto the website
- d) Include a QR code on the newsletter for people to find it online if they wish

ACTION: Civic Officer

HERITAGE OPEN DAY (Agenda Item 11)

The committee members received the Civic Officer's report outlining the current plans for WTC's Heritage Open Day for 2020.

CHAIRMANS INITIALS _____

Civic Committee 16/03/2020

16047



Agenda item 4

Councillors liked the theme set by Heritage Open Days; 'Hidden Nature' and suggested creating a treasure hunt in some of the 'Bloom' areas.

It was also noted that it would be preferable for the cells to be open, if possible.

COMMITTEE INFORMATION (Agenda Item 12)

- a) No information was raised by members.
- b) The students shared with Councillors how much they enjoyed their visit to the Houses of Parliament.
- c) No information was identified for marketing.

CHAIRMANS SIGNATURE _____

CHAIRMANS INITIALS _____



WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 2 June 2020

| Date Action Agreed | Item for Action (to include any resolution number) | Person Actioning | Proposed Completion Date | Progress |
|--------------------|---|------------------|--------------------------|---|
| 10/6/19 | Acorns refurbishment on Honorary Staves | Civic Officer | None set | Awaiting quotations <i>F&P approved a financial request for £1620 towards the cost of new acorns.</i> Refurbishment costs will be met from annual budget. Supplier chosen and work will commence as soon as possible |
| 23.09.19 | Civic Award pin | Civic Officer | Jan 2021 | Civic would like to introduce a new pin for Civic Award winners. <i>F&P approved a financial request for £500 towards the cost of approx. 50 pins.</i> The pins should include the words 'Civic Award winner' and the WTC Coat of Arms. See agenda item 7 |
| 23.09.19 | Museum Accreditation | Museum Volunteer | None set | Museum Volunteer continuing research and planning pilot open days from May Plans for Open Days have been paused due to the current situation. |
| 25.11.19 | Additional of name on war memorial | Civic Officer | None set | Mr Grover's name will be added to the war memorial as soon as possible, as agreed at the March civic meeting. |
| 25.11.19 | Investigate installing a plaque and a trough outside the Town Hall to mark the presence of the internal Town Memorial | Civic Officer | None set | The Town Clerk was planning to meet with new Conservation Officer on 17 March to seek views but this was cancelled in due of the approaching lockdown. A discussion is now due to take place w/c 1 June. See agenda item 11 |

WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 2 June 2020

WTC strategy and objectives:

By 2023 Wokingham will be a truly welcoming, inclusive community which offers no barriers to any individual.

The Town Council will continue to serve its whole community using its resources to make a positive difference.

Wokingham will remain distinctive from its neighbouring parishes both in terms of its market status but also through its unique service delivery of Arts & Culture and its contribution to Civic life within the town.

The Town Council will be recognised for its contribution to sustainability through its direct work but also where it works with partners.

By 2023 Wokingham Town Council will have:

- Established its baseline position in relation to its 4 principles.
- All policies and delivery will have been reviewed and improved in relation to its 4 principles.
- Benchmarked, used available good practice and established targets for improvement. Developed and implemented action plans for delivery.

07/05/2020

Wokingham Town Council

Page 1

13.21

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Cost Centre Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|-------------------------------------|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>302 Civic</u> | | | | | | | |
| 1255 Misc. Income | 4,668 | 0 | 0 | 0 | | | |
| | <u>4,668</u> | <u>0</u> | <u>0</u> | <u>0</u> | | | <u>0</u> |
| Civic :- Income | 4,668 | 0 | 0 | 0 | | | 0 |
| 4333 Newsletter | 3,504 | 0 | 4,000 | 4,000 | | 4,000 | |
| 4360 Twinning Official Entertaining | 33 | 0 | 100 | 100 | | 100 | |
| 4362 Civic Receptions | 975 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4365 Heritage Day | 9,051 | (350) | 3,000 | 3,350 | | 3,350 | |
| 4369 Remembrance Day | 1,437 | 0 | 1,390 | 1,390 | | 1,390 | |
| 4370 Christmas Music | 111 | 0 | 200 | 200 | | 200 | |
| 4371 Honoraria | 1,600 | 0 | 1,500 | 1,500 | | 1,600 | |
| 4372 Civic Allowances | 3,500 | 0 | 3,500 | 3,500 | | 3,500 | |
| 4373 Civic Transport | 0 | 0 | 150 | 150 | | 150 | |
| 4374 Official Gifts | 2,407 | 0 | 500 | 500 | 36 | 464 | |
| 4375 Christmas Cards | 141 | 0 | 250 | 250 | | 250 | |
| 4376 Insignia & Dress | 4,305 | 0 | 4,620 | 4,620 | 968 | 3,652 | |
| 4377 Civic Awards | 1,155 | 0 | 1,700 | 1,700 | | 1,700 | |
| 4378 Silver Talks | 109 | 0 | 50 | 50 | | 50 | |
| 4390 Publications | 45 | 0 | 0 | 0 | | 0 | |
| 4399 Mayor's Sunday | 2,864 | 0 | 3,000 | 3,000 | | 3,000 | |
| 4523 Museum Accreditation | 0 | 0 | 2,000 | 2,000 | | 2,000 | |
| | <u>31,367</u> | <u>(350)</u> | <u>27,060</u> | <u>27,410</u> | <u>1,004</u> | <u>26,406</u> | <u>0</u> |
| Civic :- Indirect Expenditure | 31,367 | (350) | 27,060 | 27,410 | 1,004 | 26,406 | 0 |
| | <u>(26,699)</u> | <u>350</u> | <u>(27,060)</u> | <u>(27,410)</u> | | | |
| Net Income over Expenditure | (26,699) | 350 | (27,060) | (27,410) | | | |
| Grand Totals:- Income | 4,668 | 0 | 0 | 0 | | | |
| Expenditure | 31,367 | (350) | 27,060 | 27,410 | 1,004 | 26,406 | |
| Net Income over Expenditure | (26,699) | 350 | (27,060) | (27,410) | | | |
| Movement to/(from) Gen Reserve | (26,699) | 350 | | | | | |



Wokingham Town Council

Civic Officer's Report 01/2020-21

To: Civic Committee
Date: 2 June 2020
Subject: Civic award pin badges

1 REASON FOR REPORT

- 1.1 At a civic meeting held in September 2019, Committee members agreed that they would like to introduce a pin badge to present to Civic Award winners from January 2021 in addition to the glass award they currently receive.
- 1.2 A request was made to F&P for £500 to purchase approximately 50 pins which should include the words 'Civic Award Winner' and the WTC Coat of Arms. This request was approved.
- 1.3 A design for these pin badges needs to be agreed before an order can be placed.

2 CONSIDERATIONS

- 2.1 Enquiries have been made with a number of companies and three quotes and samples are attached for consideration from three different companies. All are exclusive of VAT.
 - 2.1.1 NB: Many companies produce such items but not all of them will offer a visual sample before an order is placed which makes it more difficult.
 - 2.1.2 It would be preferable to choose a design which is different to the WTC badge that is worn by Councillors, e.g. the cut-out Coat of Arms, so that this remains exclusive to Councillors.
 - 2.1.3 These initial designs are a starting point for WTC to look at. WTC can change, alter, and ask for different elements if required, including fastenings.
 - 2.1.4 Company C would exceed the allocated budget but the information and images have been included in this report for reference and ideas.

3 RECOMMENDATIONS

- 3.1 For civic to look at the quotes and design ideas to determine if any of them might be suitable for civic award recipients.
- 3.2 If none of the initial designs are suitable, members should give further guidance to the civic officer to explore further.

Nikki Payler
Civic Officer

Agenda item 7

Quotes for Civic Award pin badges

Company A

30mm brass offset printed badge, surface to be printed in four colour process (CMYK) with a low epoxy coating fitted with lapel stud with butterfly clutch

Price for 50 badges: £173.50 (3.47 each)

Other costs: £115 Die charge

Postage: £19.95

Presentation Boxes available? Clear perspex box @ £0.53 each

Timings: can be manufactured and dispatched within 4 weeks (manufactured in the Far East)



or

30mm nickel plate, synthetic hard enamel filled in one colour. Central logo to be printed in CMYK. Outer edge to be sandblasted

Price for 50 badges: £189.00 (3.78 each)

Other costs: £217.50 Die charge

Postage: £19.95

Presentation Boxes available? Clear perspex box @ £0.53 each

Timings: can be manufactured and dispatched within 4 weeks (manufactured in the Far East)



Company B

Size: 30mm left to right

Fitting: Brooch pin fitting

Metal copper or brass with gold metal plate finish

These are samples that have been made for other suppliers to show what could be done.

Price for 50 badges: £97.50 (1.95 each)

Other costs: £175 Tooling Mold

Postage: £10.00

Presentation Boxes available? £1.35 each for Leatherette boxes or £0.55 each for

Flock black pouches

Timings: can be manufactured and dispatched within 4 weeks (part production on site and some sub contracted in Sheffield)





Company C

The pendant is a base metal and flat, enamelled and finished in polished gilt.

Price for 10 badges: £430 (£43 each)

Price for 20 badges: £680 (£34 each)

Price for 30 badges: £840 (£28 each)

Other costs: None

Postage: Price not given but dependent on quantity ordered

Presentation Boxes available? Yes, included in the price

Timings: can be manufactured on site in Birmingham and dispatched within 6-8 weeks





Wokingham Town Council

Civic Officer's Report 02/2020-21

To: Civic Committee
 Date: 2 June 2020
 Subject: Civic Award Process 2020-2021

1 REASON FOR REPORT

- 1.1 To consider the 2020-2021 Civic Award process, in line with the current health situation.

2 BACKGROUND

- 2.1 The WTC Civic Award process is open for individuals to be nominated from February to November each year and a ceremony takes place at the end of January.
- 2.2 A list of all the criteria is attached but it is important to note the following:
- 2.2.1 The voluntary work should have been carried out for a minimum of 3 years (unless there are exceptional circumstances), and not connected to their employment.
- 2.3 It is quite likely that this year there will be people that will want to thank volunteers who have not been volunteering for a minimum of 3 years.

3 CONSIDERATIONS

- 3.1 Whilst people generously give their time to help others on a day to day basis, so many more people have come forward to support our community at this time of need. This could mean that our civic award process could attract more nominations. There are a number of things WTC may like to consider:
- 3.1.1 Should WTC promote the current Civic Award process as it currently is but emphasize that the Council recognises this year is an exceptional one and voluntary work may not have been carried out for more than 3 years (e.g. Covid 19)?
- 3.1.2 Should WTC promote a special 'Covid 19' Civic Award process in place of the standard process this year for people who have volunteered to support others in this pandemic?
- 3.1.3 Should WTC promote as usual and wait and see what nominations are received? Then could a decision be made about whether a ceremony is held in its usual form or if it should be a special 'Covid 19' ceremony for individuals who have stepped up? This could, however, make planning a little more difficult, i.e. catering etc.
- 3.1.4 Should WTC focus on thanking Wokingham residents only with one of the above options, or does the Committee think WTC should suggest coming together with other towns and parishes to share thanks as volunteers have been helping across the Borough (although this could limit the number of people each town/parish may want to thank)?

Agenda item 8

4 RECOMMENDATIONS

4.1 To discuss, agree and resolve whether or not any changes should be made to the 2020-2021 Civic Award process.

4.1.1 If changes are requested, details should be outlined so that the process can begin to be promoted by the Civic Officer.

Nikki Payler

Civic Officer

Civic Award Process 2020-2021

Background

The Civic Award Scheme was initiated in 1997 for the purposes of recognising exceptional contributions to community life by people in our town.

Each year, the Town Council looks for individuals who deserve recognition for their outstanding achievements and support to others in Wokingham. This is your opportunity to give something back to those who care.

Click [here](#) to see a list of award recipients in previous years.

What we are looking for

We are in search of people who are worthy of being singled out and publicly recognised for their generous use of time, ideas, energy and resources for the betterment of others.

We are also looking for shining examples of civic mindedness, personal courage, or service to family or community that is above and beyond the ordinary. We want the recipients of these awards to know that the difference they have made to the lives of others, or indeed to the life of the town is recognised.

Some examples may include, but are not restricted to a person:

- who has made outstanding contributions to the town (community)
- that provides services that enhance the wellbeing of others (health and wellbeing)
- who improves and enhances the development of young people and children (education)
- who strives to improve or revitalise the environment, culture and heritage (heritage and environment)
- who enhances and increases participation in arts, including music and creative leisure activities (arts and culture)*
- who enhances and increases participation in physical sport, leisure and activity and recreational pursuits (sport and leisure). *

*These would apply to those involved in 'running' an activity, e.g. coaching administration, etc as opposed to those who participate in these activities.

Agenda item 8

The Award process and Ceremony

The nomination process is open from February to November each year.

An on-line nomination form is required to be completed for each individual who is being nominated. Two people are required to nominate an individual and each is required to complete details about the nominee.

The nominations will be judged, early December, by a selection panel of judges including members of Wokingham Town Council's Civic Committee and the High Steward of Wokingham, Lucy Zeal.

Successful nominees will be notified by Friday 18th December 2020 and they will be invited to an Awards Ceremony at Wokingham's Town Hall on Friday 22nd January 2021 at 7.30pm. The Town Mayor will present the winners with an award which will be engraved with his/her first name and Surname. Photographs will be taken during the evening.

Nominators for successful candidates will also be invited to the ceremony and one nominator will be asked to give a citation to share why they have nominated the individual.

Please note: if no nominations are received or if it is decided that no nominees are eligible for a civic award then a ceremony will not be held.

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

Criteria for nominations

- Nominees for a Civic Award may be of any age but they should reside in the town of Wokingham, or their voluntary work should be for an individual or organisation based within the town
 - Under 18s may be nominated for a Young Persons Award
- The voluntary work should have been carried out for a minimum of 3 years (unless there are exceptional circumstances), and not connected to their employment
 - If under 18s are nominated, the judging panel may consider a reduced length of time for their contributions
- Whilst it is acceptable for more than one individual from the same organisation to be nominated for a Civic Award, any nominees should be individuals whose voluntary work is over and above other members within the organisation

- The voluntary work should be current and been carried out in recent years; it will not be possible to recognise historical achievements
- Couples may be nominated on one form (if successful, they will each receive an award)
- Wokingham Town Councillors, their employees and previous winners are not eligible (please check the list of recipients before submitting a nomination)
- Town Councillors should not nominate individuals; requests should be submitted by members of the community only
- Nominations will not be accepted from family members unless there are exceptional circumstances.
- The nominee must be alive at the time this nomination form is completed
- The judges' decisions are final

Submitting a nomination form

Before completing the form, please note the following:

- The information you provide will form the basis on which the nominee is judged so please provide as much information as possible about why the individual is being nominated, including examples
- We strongly recommend that you are very careful about sharing this information with any friends and family of the nominee to avoid any disappointment should the nomination be unsuccessful
- All nominations must be made using the online application form.

Download the PDF Form below 'Civic Nomination Form' save it to your computer then open it in Adobe Acrobat Reader and follow the instructions for completing it. You can download the latest version of Acrobat Reader here. Please note it is not possible to edit this form in a web browser or older versions of Acrobat Reader.



Wokingham Town Council

Civic Officer's Report 03/2020-21

To: Civic Committee
Date: 2 June 2020
Subject: Armed Forces Day – Saturday 27 June

1 REASON FOR REPORT

- 1.1 To inform the Civic Committee about the revisions being made for this year.

2 BACKGROUND

- 2.1 Wokingham Town Council, with the kind support of Saint Sebastian Wokingham Band, marks this date to help raise public awareness of the contribution made to our country by those who serve and have served in HM Armed Forces, and to provide an opportunity for the nation to show its appreciation for this. Saint Sebastian Wokingham Band performs music in the Market Place between 11.00am and 1.00pm and the Town Mayor speaks at midday.
- 2.2 WTC cancelled its events up to the end of June which includes Armed Forces Day so the above will not take place this year.

3 CONSIDERATIONS

- 3.1 Whilst the Union flag was not flown on 8 May 2020 for VE Day, due to health and safety reasons, national and local recovery plans are now coming into practice. As non-essential shops have now been given the go-ahead to open their doors again in England from 15 June and WTC is re-opening the market aligned with this, it feels appropriate that WTC should raise the Armed Forces Flag for Saturday 27 June.
- 3.1.1 For health and safety reasons, two people are required to be present when a flag is raised at the Town Hall as one person has to climb a ladder into the roof. No officers were working in the building on Friday 8 May, with the exception of the groundsman, following government advice which meant raising the flag on VE day was not achievable.
- 3.1.2 With careful social distancing and hygiene measures in place, WTC will start to have additional officers in the building as the market opens so it is considered that raising the flag for Armed Forces Day will be achievable.

4 RECOMMENDATIONS

- 4.1 The flag will be raised
- 4.2 The Civic Officer should prepare a post on social media with a message from the Town Mayor, in a similar way to that done for VE Day which was well received.

Nikki Payler
Civic Officer



Wokingham Town Council

Civic Officer's Report 04/2020-21

To: Civic Committee
Date: 2 June 2020
Subject: Heritage Open Day 2020

1 REASON FOR REPORT

- 1.1 To propose to the Committee that the Town Council's Heritage Open Day should not take place in 2020 in its current form due to current coronavirus health situation.

2 BACKGROUND

- 2.1 At the March civic meeting, the Civic Officer shared information about the theme 'Hidden Nature' set by Heritage Open Days for them to consider for this year's Heritage Open Day on Saturday 12 September 2020. Proposed ideas including inviting the Veteran Tree Association to attend, uncovering oak related items at the Town Hall, e.g. Coats of Arms, chairs etc, displaying artefacts from old timbers from the Old Guildhall, creating children's activities with trees, leaves etc. All members supported the theme.
- 2.2 However, very soon after that meeting, WTC cancelled its events up to the end of June, following government advice. Now we are in June, events scheduled beyond this now need to be considered.
- 2.3 The health and wellbeing of our residents, visitors, staff and Councillors must be a priority at the moment in the current health situation. With current information and government advice, it is being predicted that social distancing measures may need to remain in place until the Autumn and beyond. It has been recognised that other local organisations are also considering their Autumn events too, e.g. Trinity Concert Band has cancelled their September concert.
- 2.4 Scientific advice is that the risk of infection outside is significantly lower than inside. If an Open Day was to go ahead, it would present a number of challenges to ensure that visitors and staff were kept as protected as possible inside the Town Hall including the following:
- 2.4.1 A one-way flow through the building would have to be in place which could be slow as the nature of the event lends itself to people stopping to look at things and talking to others to share memories and knowledge.
- 2.4.2 The stairways and the lift would have to be carefully managed to allow one individual or family group up and down at a time.
- 2.4.3 Toilets would be difficult to control and regular cleaning would be required.
- 2.4.4 The building would not accommodate as many visitors throughout the day and could limit many who might wish to come.
- 2.4.5 The event is likely to involve more staff to manage extra cleaning, adherence to safety rules etc.

3 CONSIDERATIONS

- 3.1 Whilst WTC had selected a date to hold an Open Day on Saturday 12 September, the Heritage festival runs for ten consecutive days from 11th to the 20th September. This means that activities could take place on just one or more of these days or all of them.
- 3.2 Heritage Open Days is all about celebrating community and local stories, which feels more important than ever in these strange times. So should WTC consider sharing some of this in other ways, perhaps across a few days on social media, e.g. information about our history, our oak trees and items in the Town Hall, children's activities and a quiz?
 - 3.2.1 It is worth taking into account here when thinking about social media that the event typically attracts young families and mature residents interested in history.

4 RECOMMENDATIONS

- 4.1 For the civic committee to discuss and resolve if the Heritage Open Day should be cancelled in 2020. If it is felt that it should be cancelled, the following should also be agreed:
 - 4.1.1 Committee members should decide whether or not they would like to see some related activity on social media for the community.

Nikki Payler
Civic Officer



Wokingham Town Council

Civic Officer's Report 05/2020-21

To: Civic Committee

Date: 2 June 2020

Subject: Installing a plaque and trough to mark the presence of the Town Hall Memorial

1 REASON FOR REPORT

1.1 The Civic Officer was asked to investigate installing a plaque and a trough outside the Town Hall to mark the presence of the internal Town Memorial to help raise its awareness. The trough could offer a location for residents to place a small wooden cross as an alternative to the Field of Remembrance which could also include some poppy plants and or poppy sculptures.

1.1.1 The committee suggested that The Wokingham Society should be involved to discuss this matter

2 BACKGROUND AND CONSIDERATIONS

2.1 The Wokingham Society has been updated about this and their Committee members are in favour of the proposal but they hope that the trough will be large enough to stand out from other surrounding items, given its significance. They advised that there might even be a willingness, if asked, to make a contribution to the cost of the enterprise but, given the disappointment expressed by their members about the design of the Poppy mosaic, they would like to have the opportunity of commenting (without a veto obviously) on what is proposed.

2.2 It is considered that the most suitable place for a plaque and trough to be placed would be this side of the building as it is directly below the memorial, it is where people gather for Armistice and the Poppy mosaic is close by. This would, however require moving the bench.

2.2.1 The bench could be moved to the left but this will leave holes in the paving which would need to be filled (WBC have advised that the easiest way to repair the slabs if it is only a few holes is with an epoxy grout. If the damage is more significant then there are some spare slabs in Toutley Depot and it might be an option to replace slabs for a better finish).



3 CONSIDERATIONS FOR TROUGH

- 3.1 If a trough was placed where indicated by the black outline, in the photo below, to complement the width of the window, it would measure 40 inches (101.5cm) wide. If a trough was any bigger than this, the bench would have to move to a new location which WTC would like to avoid, if possible.
- 3.2 The preferred option would be for a plaque to be placed on the wall above a new trough (subject to approval from the WBC Conservation Officer. To date, it has not been possible to seek his views but a discussion is scheduled to take place w/c 1 June so hopefully the Civic Officer will have an update about this before or at the meeting).



- 3.3 Suggestions for material to be used for the trough could be either:
 - 3.3.1 Portland stone - to complement the window and arch above it and many other features on and inside the building (note: any new Portland stone will take time to weather in and age so the colour could look slightly different to begin with). The stone would be uk sourced.
 - 3.3.2 Granite - to complement the trough on the other side of the building, opposite Boots (note: depending on which company WTC uses to make a bespoke trough, the granite could be sourced from a number of locations; some obtain their supplies from the UK but others from Italy and China).
- 3.4 The trough would of course need to have suitable drainage for any excess water to drain through and be placed at least 100mm away from the external wall to prevent any damp issues. WTC may like to consider if there should be any other features:
 - 3.4.1 Are any decorative features required?
 - 3.4.2 Anything else?
- 3.5 The Civic Officer has spoken with three local Stone Masons who have all confirmed a bespoke planter/trough could be made in time for November 2020. Note: quotes have not been received in time in include in this report but the Civic Officer will update the committee before or at the meeting if any are received.

4 CONSIDERATIONS FOR PLAQUE

- 4.1 The preferred position for a plaque would be on the outside wall of the Town Hall, above a new trough (subject to approval from the WBC Conservation Officer).
 - 4.1.1 If it is possible to place a plaque on the wall, Portland stone may be the most suitable material for this to be made from, to match (when aged) the existing stonework around the window.
- 4.2 If it is not possible for a plaque to be placed on the wall, due to conservation guidelines, an agreed inscription could be placed on the trough.

5 CONSIDERATIONS FOR PLAQUE WORDING

- 5.1 Attached are suggestions to consider for the wording of the plaque, which include input from The Wokingham Society.

6 RECOMMENDATIONS

- 6.1 To consider, agree and resolve on the following:
- 6.1.1 Whether Portland stone or granite should be used to make the trough
 - 6.1.2 Agree on the plaque wording, either on one of the attached or an alternative revision
 - 6.1.3 Determine if any particular features are required for the trough
 - 6.1.4 Agree which supplier WTC would like to make a trough, if quotes have been received for the Committee to consider. Note: if these follow after the meeting, the Civic Officer will email the Committee members to seek their views

Nikki Payler
Civic Officer

Option A

Inside the Town Hall
is a war memorial dedicated to those from Wokingham
who died in or as a result of serving their country
in the First and Second World Wars and the Falklands War

Option B

Inside the Town Hall
Is a war memorial
commemorating those from Wokingham
who lost their lives during or as a result of injuries sustained in the First and Second
World Wars and the Falklands War

Option C

First and Second World Wars
the Falklands War
situated in the town hall is a memorial dedicated to those from wokingham who died
in or as a result of serving their country



Wokingham Town Council

Civic Officer's Report 06/2020-21

To: Civic Committee
Date: 2 June 2020
Subject: Two minute silence for Remembrance

1 REASON FOR REPORT

- 1.1 To consider if WTC should add a duplicate two-minute silence on the morning of Remembrance Sunday, in addition to Armistice Day.

2 BACKGROUND AND CONSIDERATIONS

- 2.1 Traditionally WTC has led a two minute silence in the Market Place on Armistice Day at 11.00am on 11 November each year. The Exhortation and the Kohima Prayer are spoken by the Mayor and Deputy Mayor, and the Honorary Bugler sounds the Reveille and the Last Post from the balcony.
- 2.2 This is in addition to a parade and Church service on Remembrance Sunday where a two minute silence is also observed in the Church. Wokingham's Remembrance parade and service has always taken place on the Sunday afternoon which people have fed back to the Council positively as this allows them to attend other local services in the morning too. Also, All Saints Church holds its own service in the morning so an afternoon service for the community works well for them.
- 2.3 In recent years, WTC has begun to see an increasing number of people also gathering in Wokingham's Market Place at 11am on Remembrance Sunday with an expectation that there will be a two minute silence held here too. This date and time is in line with the National Service of Remembrance held at the Cenotaph on Whitehall in London.
- 2.3.1 If WTC was to introduce an additional two minute silence on the morning of Remembrance Sunday as well, this would require the Mayor, Deputy Mayor, the Honorary Bugler and some staff to attend in the morning and also in the afternoon.

3 RECOMMENDATIONS

- 3.1 To discuss, agree and resolve whether or not WTC should formally introduce an additional two minute silence at 11am on the morning of Remembrance Sunday to meet the demand and expectation from our residents.

Nikki Payler
Civic Officer



Wokingham Town Council

Civic Officer's Report 07/2020-21

To: Civic Committee
Date: 2 June 2020
Subject: 2020 Town Council Newsletter

1 REASON FOR REPORT

- 1.1 To inform the Civic Committee about the proposed revised timescale, for distributing the Council's newsletter.

2 BACKGROUND

- 2.1 At the March civic meeting, members all agreed that the Council newsletter should continue to be printed each year to be inclusive to all.
- 2.2 The distribution annually takes place over a two-three week period starting in mid-May following the installation of the new Mayor, to all homes within the town boundary.

3 CONSIDERATIONS

- 3.1 This year, completing the design and distribution of the newsletter has been paused due to the current health situation for the following reasons:
 - 3.1.1 The front page traditionally shares a message from our new Mayor. It is felt essential that this message gives the right messages to our residents when it is delivered and as the situation is changing daily, this is currently difficult to guarantee (particularly as the design of the newsletter is finished approx three weeks before delivery).
 - 3.1.2 The Council uses the newsletter as an opportunity to promote facilities, services and events but as it stands we don't know which of these we can currently promote.
 - 3.1.3 WTC needs to be content that the newsletter will be perceived by residents favourably.

4 RECOMMENDATIONS

- 4.1 In discussion with the Mayor and the Town Clerk, it is felt that WTC should still aim to distribute the newsletter as there is key information that the Council will want to share. However, it is proposed that a revised timetable for distribution should be planned in line with the Autumn term for schools in September, when hopefully the circumstances will be clearer.

Nikki Payler
Civic Officer