



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.

8th September 2020

Dear Councillor

You are hereby summoned to attend the meeting of the **Arts & Culture Committee** to be held as a **Virtual Meeting** at 7.30pm on **Monday 14th September 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: Gemma Cumming, Arts & Culture Officer
Direct line: 0118 974 0889 Email: gcumming@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 13th July 2020 (pages 16110 to 16113), copy attached, as a true and correct record.

5 MONITORING REPORT

To receive and consider the Monitoring Report dated 8th September 2020 (copy attached).

6 COMMITTEE BUDGET

To receive and consider the Committee's budget dated to 31st August 2020 (copy attached).

7 FUN DAY REPORT

To consider and resolve upon the report considering recycling at future Fun Days. (copy attached).

8 SINGING TREES REPORT

To receive and consider the report about the Singing Trees concept (copy attached).

9 CHALK ABOUT IT REPORT

To receive and consider the report about the chalk event concept (copy attached).

10 INTERNATIONAL DAY

To receive and consider the report about the International Day idea (copy attached).

11 THEATRE IN THE PARK REPORT

To consider and resolve upon the report about Theatre in the Park (copy attached).

12 FINANCIAL REQUESTS FOR 2021/22

To consider and resolve upon, in priority order, any funding requests to be submitted to F&P. As outlined in the previous reports. (copy attached)

13 RETURN TO PHYSICAL MEETINGS

To gather the views of the Committee on the restarting of physical meetings for this committee.

14 COMMITTEE INFORMATION

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

Arts & Culture Committee: Cllrs Anna Box, Philip Cunnington, Matteo Fumagalli, Sally Gurney (Chairman), Daniel Hinton, Peter Hornsby, Tim Lloyd, Morag Malvern and Abby Tebboth (Vice Chairman).

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).

13th July 2020 – DRAFT

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 was held virtually.

Minutes of the proceedings of the **ARTS & CULTURE COMMITTEE** meeting held virtually on this day from 19.31 to 20.55.

PRESENT

Chairman: Cllr S Gurney
Councillors: Cllrs, A Box, P Cunnington, D Hinton, M Fumagalli, P Hornsby, M Malvern, T Lack, T Lloyd and A Tebboth.

IN ATTENDANCE

Arts and Culture Officer
Miss Rull

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)

There were no questions from members of the council or public.

ARTS & CULTURE COMMITTEE MINUTES (Agenda Item 4)

**RESOLVED
30151**

It was proposed by Cllr S Gurney and seconded by Cllr A Tebboth and it was

unanimously, that the Minutes of the Arts & Culture Committee meeting held on 1st June 2020 (pages 16074 to 16077) 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 July was received and considered.

Invite More Arts to a future meeting:

It was agreed that for the time being, it would be best to invite More Arts to the next suitable date when meetings were taking place in person.

Book festival update:

It was reported that work was continuing to programme the Book Festival as an online event. Digital webinar platforms were being tested alongside contracting authors and finalising marketing strategies.

New Ideas update:

Work has started to achieve fully costed proposals for the September meeting.

CHAIRMAN'S INITIALS _____



COMMITTEE BUDGET (Agenda Item 6)

The Arts and Culture Committee's budget dated to 30th June 2020 was received and noted.

It was asked what the expected position of the Committee's budget was going to be, considering so much of the activity was unable to happen this year. The Chairman advised that it was expected that the Arts and Culture Committee would be underspent however this would be balanced with the overall spend of the Council and the impact COVID is having in other areas of the Council budget.

WOKINGHAM BOROUGH ARTS AND CULTURE STRATEGY (Agenda Item 7)

The draft response was received and considered. It was proposed by Cllr Gurney and seconded by Cllr Tebboth and it was

**RESOLVED
30152**

unanimously to accept the draft response as presented and send it on to Wokingham Borough Council.

NEW IDEAS (Agenda Item 8)

The memo outlining the responses to the Facebook post asking the public for their ideas for future events, was received and considered.

With regards to the proposed International Day, it was agreed to look into the concept further including starting to build relationships with local cultural groups in order to investigate a way forward that would be supportive of them. It was noted that we have contacts with the Town Twinning Association as well as some speciality ethnic food traders and a number of Councillors have contacts with other cultural societies.

It was requested that any Councillors with potential contacts pass on details to the Arts and Culture Officer as appropriate.

ACTION: ARTS AND CULTURE OFFICER

Regarding the concept of a Classic Car event, it was noted that Cllr Cunnington has a contact with an organisation that runs similar events. It was also suggested to avoid closing a road, a car park such as Denmark Street might be used to display the vehicles. It was noted that as well as the cost involved with a road closure there were other difficulties when shutting down through routes within the Town.

It was requested that the Arts and Culture Officer look into the idea.

ACTION: ARTS AND CULTURE OFFICER

A member public joined the meeting

THEATRE IN THE PARK (Agenda Item 9)

The Arts and Culture Officer gave an update based on a catch up meeting including the provider and the Town Clerk, and very recent Government guidance on the provision of Outdoor Theatre.

CHAIRMAN'S INITIALS _____



In short outdoor theatre was now permitted, subject to guidance on how it can be done safely. Based on this information and the meeting, the Officer suggested that only Howard Palmer Gardens would be a suitable location to control and restrict the numbers and ensure social distancing as per government guidance.

The concept was discussed at length. The Committee were broadly in favour (6 to 3) of going ahead, subject to proper safety measures including pre-booked tickets. It was felt that a discussion with the Town Clerk should be held to determine whether a resolution is needed. If that proved to be necessary this should be taken to the next Full Council in the absence of a timely Arts & Culture meeting.

ACTION: ARTS AND CULTURE OFFICER AND TOWN CLERK

COMMITTEE INFORMATION (Agenda Item 10)

a) The following items for information were received.

- **Public Art:** Councillor Lloyd reported that the Public Art Working Group are continuing to meet and were in discussions about adding a piece of public art to the plans for Carnival. There were also ongoing discussions relating to artistic signage in Peach Place. It was reported that there was appetite for more public art and if the Town Council would be interested in helping to fund. It was noted that that might be an area where the Grants process might be a better fit.

It was asked what was happening with the 'Water Babies' sculpture when the Library moved locations, and it was reported that no fixed plans had been made as yet. Could one of our local green spaces be a good fit for it?

It was also suggested if there was an opportunity with the work going on planning the 'Garden of Reflection' if the inclusion of some sort of art would add value to the project. Cllr Lack replied that he would pass the idea on to the Amenities Officer.

The member of the public left the meeting.

- **Science with Schools:** Councillor Fumagalli reported that work was going well to transfer the event into a digital one. He was concerned that with the move to online, visibility of Town Council support might be lost and asked if the Mayor or another Councillor might consider supporting by being on video in some way and any visual assets noting the Town Council support be supplied.

CHAIRMAN'S INITIALS _____



b) The Committee suggested that the following items would be beneficial to promote:

- Book festival
- Science in Schools
- Theatre in the Park (once a formal decision has been made).

ACTION: MARKETING COORDINATOR

CHAIRMAN

CHAIRMAN'S INITIALS _____



Monitoring Report: Arts & Culture

Date: 8th September 2020

Date Action Agreed	Item for Action (to include any resolution number)	Person Actioning	Proposed Completion Date	Progress
09/03/2020	Invite More Arts to a future meeting to get an overview of their activities.	A&C Officer		It was agreed to invite More Arts to the next suitable date when meetings were taking place in person
13/07/2020	New ideas update	A&C Officer and Committee		Three new projects to be discussed on the agenda. Due to time constraints and complexity of project the following has not been possible to budget for consideration of F&P for 21/22 financial year
				Classic Car Rally: Elms Field might be considered as a location instead of a local car park or closing the road however not currently enough information to suggest a budget.

03/09/2020

Wokingham Town Council

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Detailed Income & Expenditure by Budget Heading 31/08/2020

Month No: 5

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>304 Arts & Culture</u>							
1156 Mosaic Sponsorship	3,333	0	2,000	2,000			
1159 Book Festival Income	3,760	1,800	3,600	1,800			
1253 Fun Day Income	189	0	150	150			
1256 Misc. Income	381	0	0	0			
4341 Concert	(34,070)	(10,500)	(37,000)	26,500		26,500	
4342 Cultural Month	(2,076)	0	(2,300)	2,300		2,300	
4343 PRS Licence	(600)	(574)	(600)	26		26	
4345 Book Festival	(5,496)	180	(6,600)	6,780	(3,347)	3,433	
4388 Theatre in the Park	(4,000)	(2,514)	(2,500)	(14)	(1)	(15)	
4389 Board Games event	(579)	0	(1,000)	1,000		1,000	
4512 Sunny Saturdays	(5,070)	200	(5,000)	5,200		5,200	
4513 Dressing the Christmas Tree	(791)	0	(700)	700		700	
4518 Living Advent Calendar	(996)	0	(1,100)	1,100		1,100	
4519 Mosaics	(4,543)	0	(2,500)	2,500		2,500	
4603 Fun Day	(6,830)	(2,730)	(7,800)	5,070		5,070	

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Wokingham Town Council

A&C Officer's Report 3/2020-21

To: Arts and Culture Committee

Date: 27th August 2020

Subject: Fun Day recycling 2020

1 REASON FOR REPORT

- 1.1 To advise the Committee on the cost to introduce recycling options into future Fun Days

2 BACKGROUND

- 2.1 The Fun Day is an established and well known event run by the Town Council
- 2.2 It provides a day of free entertainment and enjoyment for the children of Wokingham and their families. This in particular hits the strategic aim of Distinctiveness. While the provision at the event is not dissimilar to other local children's fairs and events, the fact that it is put on for free to attendees is rare.
- 2.3 It is located in Langborough Recreation Ground which provides plenty of space for both the event and for families to use all day.
- 2.4 This event particularly targets the toddler to 10 year old age group and their families.
- 2.5 The event has just renewed its contracts for the larger provision. Covering years 2020, '21 and '22.
- 2.6 Previously rubbish collection has been via free bins loaned by Veolia to augment the waste receptacles on the field. This is always mixed waste, and as such cannot be recycled. It has been previously discussed to label and supply separate recycling and waste bins however, with the high amount of food as part of the event the likelihood of food waste contaminating a recycling bin was extremely high. Veolia do not offer a service to decontaminate recyclable waste.

3 A POTENTIAL SOLUTION

- 3.1 A solution to increase recycling at the Fun Day is to engage with a company that will supply waste and recycling bins, help keep the area clean throughout the event and will take the waste away at the end of the event, sort clean and make good as many materials for recycling as possible and dispose.
- 3.2 This would go towards the strategic aim of Sustainability by reducing the amount of waste that will go to landfill from this event.
- 3.3 We would expect all proper checks on the chosen waste carrier to ensure proper licenses are in place.
- 3.4 In discussion to gain advice from the company that offers this service for the Street Concert it is estimated to be approx. **£600**
- 3.5 This breaks down to:

- £400 of fixed costs for supply of bins, a 2 man crew all day and travel.
- £200 of estimated costs (based on my experience of this event and their experience of similar events) that includes the disposal of the waste both recyclable and non-recyclable. This is an estimate as the final figure will be determined by the amount of waste generated.

4 RECOMMENDATIONS

4.1 That the committee consider if they wish to improve on the current waste practices of the event.

4.2 To then decide:

- If they wish to support moving towards the proposed model to increase recycling at the Fun Day irrespective of how the increase in this provision will be funded.

And then decide

- If they wish to do so within the current budget of £7200 bearing in mind that this may lead to a reduction in other provision.

or

- If they would like to request an increase of up to £600 in order to support a more sustainable waste solution.

Gemma Cumming
Arts & Culture Officer



Wokingham Town Council

A&C Officer's Report 4/2020-21

To: Arts and Culture Committee

Date: 27th August 2020

Subject: Singing Trees Concept

1 REASON FOR REPORT

- 1.1 To advise the Committee on the proposed Singing Trees concept

2 BACKGROUND

- 2.1 The concept of the “singing trees” is based on the project in Aalborg, Denmark. In the Kildeparken “park of music” near the cultural centre, major artists who have performed in the city have been invited to plant a tree and have a portion of their music be playable via a pillar next to the tree.
- 2.2 It acts as a repository for the artists who have visited the city, a tourist and resident attraction and a pleasant way to experience music in the area.
- 2.3 The concept was discussed in the June meeting in how it might fit into Wokingham and how it could be modified to work for Wokingham’s particular needs.

3 PROPOSAL

- 3.1 The following needed to be considered:

- **Copyright.** If using music there would be ongoing issues with performing rights. Non copyrighted audio material and/or material that could be supplied under an alternative copyright arrangement for the specific purpose would have to be considered. Music used without an appropriate agreement would be subject to a fee every time the button is pressed.
- **Damage to environment** Consideration of the position of the box/pillar/method of activating the performance not causing damage to already established or newly planted trees. Additionally the power method (for example battery) should be considered for environmental damage.
- **Casing** Would need to be reasonably weatherproof as well as vandalproof to maximise the effect and minimize ongoing maintenance and replacement costs.
- **Longevity** The Aalborg concept is rooted in recognizing and celebrating those artists that have visited. It is also designed to attract a migratory population (of tourists). Wokingham’s offer would be more rooted in something to offer residents so looking at periodically changing the audio would be important.
- **Power** The audio would need to be powered. Preferably by a constant source. Considering the strategic aim of sustainability we would be looking at a renewable source first.

4 FINANCIAL IMPLICATIONS AND OTHER COSTS

- 4.1 Before considering power supply and sourcing or commissioning the audio for the project we have looked at the boxes and overall systems for each tree.
- 4.2 You would need minimum an IP65 rated plastic enclosure with press button, alongside an IP44 rated speaker and other electronics to properly take the audio from source file to external sound. With off the shelf products and installation it is estimated to **at least be £1000 a location**. It is very likely that a bespoke enclosure would be needed and/or one made from sturdier materials in order to deter vandalism.
- 4.3 The Arts and Culture Officer looked into the possibility of powering the devices with solar power however at this point solar is not thought to be reliable enough to power the devices fully. To maintain power into the evening there would need to be a battery which would add to cost and may have an environmental impact. Solar, particularly near trees, would also require frequent cleaning and maintenance.
- 4.4 The next method of powering the devices would be hardwiring them into the grid. The Buildings and grounds officer informs that this is only theoretically possible for Howard Palmer Gardens, Langborough and Elms as there is a nearby power supply we have access to. There would be unknown ongoing costs with them being attached to the grid and the requirement to trench and lay cable to each location causing significant costs and disruption to our parks.
- 4.5 Additional costs would include
 - procuring or even commissioning audio for the trees.
 - Publicity in order to make sure residents know about the project.
 - Consideration to the amenities overall budgets to ensure the project has ongoing maintenance.

5 RECOMMENDATIONS

- 5.1 At this moment, considering costs, it is probably not practical to move this project on.
- 5.2 If there were to be a significant redesign or redevelopment of one of our parks it may be worth returning to the concept as if it were part of an initial redesign it may be more efficient.
- 5.3 Additionally advances in technology, particularly miniaturization of audio systems and improvements to solar power may make it more feasible in years to come.

Gemma Cumming
Arts & Culture Officer



Wokingham Town Council

A&C Officer's Report 5/2020-21

To: Arts and Culture Committee

Date: 27th August 2020

Subject: Chalk About it project

1 REASON FOR REPORT

- 1.1 To advise the Committee on the concept of a Chalk project with a focus on mental health

2 BACKGROUND

- 2.1 The concept of an event that involved chalk drawing on pavements with a focus on mental health was based on an Australian project where visitors were encouraged to leave messages and artworks on the pavement to reduce the stigma of talking about mental health.
- 2.2 The concept was discussed at the June meeting of the Committee including options to invite an artist in to create a focus piece on the subject.
- 2.3 Our primary target audience would be local residents, with an aim to destigmatize talking about mental health.
- 2.4 It feeds into the key strategic aims of inclusivity through the focus on mental health and distinctiveness. The Arts and Culture Officer isn't aware of any nearby chalk projects of any specific concept let alone mental health. If it were to be a success there are many aspects for both inclusivity and sustainability that could be chosen to focus on as a learning event in future years.

3 EVENT PROPOSAL

- 3.1 At it's core the event needs to be very visible and encourage individuals to make marks on the pavement to encourage expressing and talking about mental health and mental health difficulties.
- 3.2 With the ongoing COVID crisis it may be particularly important to focus on mental health.
- 3.3 It should be noted that this proposal has been made with the non-COVID scenario in mind.
- 3.4 It is suggested that this event take place on an available Sunday during Summer school holidays in order to get good weather and not clash with too many other events.
- 3.5 It is also suggested that it initially takes place on the Market Place as the largest central paved area. Peach Place may also be an option, however as it is not a space we manage it would not be a guarantee and would require further work to investigate.
- 3.6 The event at the most basic would require: Publicity and to supply appropriate chalks to make sure that what goes on the Market Place will easily be removed. It would also require a level of basic oversight to ensure that the messages left are appropriate to a family audience.

- 3.7 The Arts and Culture Officer have been investigating options to bring on an artist to create a centre piece. An arts organization who specializes in Chalk Art and in leading workshops was consulted and it would be possible to not only have an artist quality central artwork alongside full oversight of the art portion of the event and leading an outside workshop encouraging residents to express themselves on a topic of the Committees choice.
- 3.8 It could also be considered to invite local mental health charities to have a presence on the Market Place. There would be a cost associated with opening the building for welfare facilities. The charities would need to supply their own Gazebo, PLI and any other insurances or permits required to have a stall. It would not be possible to supply power.
- 3.9 It may require an extra cleaning regime as part of the Market Place cleaning.

4 FINANCIAL IMPLICATIONS AND OTHER COSTS

- 4.1 Approx £500 for publicity, based mostly around online advertising, newspaper advertising and possibly a small amount of printed advertising.
- 4.2 £100 for opening the building and sundry costs.
- 4.3 £2400 for a full artistic centre piece (done in one day) alongside a workshop element, including travel costs, the supply of materials and all work in advance to formulate the final project (estimate 3 artists).
- 4.4 The committee could choose to spend less or nothing on the artistic aspect. Should they wish to include an artist or led workshop as part of the event I would advise setting a budget for this portion of the event of no less than £1000.
- 4.5 Should it be agreed, it would be necessary to set a full brief, with budget and information on the specifics of what the Committee would like the workshop to focus on. Then send the brief out for a quotation exercise.
- 4.6 It should be noted that having a specialist company overseeing the art and workshop side would reduce requirement for staff overtime and add significant value to the aims of the event.
- 4.7 The Officer would recommend that there is some additional Councillor support for the event on the day. Particularly to gain feedback on the day as well as general marshalling for the area.

5 RECOMMENDATIONS

- 5.1 To consider a total budget of **£3000** for the project.
- 5.2 To, if it is wished to move ahead with the project, fix a budget and make a request to the Finance and Personnel Committee.

Gemma Cumming
Arts & Culture Officer



Wokingham Town Council

A&C Officer's Report 7/2020-21

To: Arts and Culture Committee

Date: 03rd September 2020

Subject: International Day

1 REASON FOR REPORT

- 1.1 To advise the Committee on the potential concept of an International Day.

2 BACKGROUND

- 2.1 During the July 2020 meeting of this Committee it was suggested that Wokingham could create and host an International Day to help promote and support diverse ethnic communities in and around Wokingham. To also enable them to share with and educate the residents of the town on their culture.
- 2.2 It would be a educational experience as well as a fun experience to bring in cultural elements that are as universal as they are diverse eg: food, music etc
- 2.3 There would be an element of relationship building to ensure what we do works for these communities, which due to time pressures has not started. However in order to not lose the concept for another year, the Officers have envisioned what may be possible within the skills and talents of the Council to produce a proposal and a budget to work to.
- 2.4 This has significant potential impact within the core strategic aims of Inclusivity and Diversity as it will actively be encouraging interaction with minority communities and I am not aware of anything like this outside of probably significantly larger towns and cities.

3 PROPOSED EVENT

- 3.1 Please note this has been devised with a Non COVID situation in mind.
- 3.2 The initial idea was to present this as an expanded market style event. Similar to the Market reopening in 2018. It would have the potential to invite existing world food traders from our market (and others subject to appropriate food hygiene certificates), alongside a space for performances and stalls from organizations who can share information about their culture.
- 3.3 This would need to be on a non-Market Day and I would advise a Sunday in the Summer months.
- 3.4 At this point I would not advise any particular Sunday as further work is needed to organize and build relationships. Considering weather and general conditions it should happen in advance of October 2021.
- 3.5 Identified minimal required expenditure would need to cover:
- Publicity
 - Performers
- 3.6 We would advise an amount of **£3000** to budget for this concept.

- 3.7 There is no anticipated income for this event. We would advise in the spirit of a first time event, ongoing COVID economic crisis and the desire to bring other cultures into the Town that in at least the first year no stall holders are charged to attend.
- 3.8 There will be staffing requirements and there may be opportunities for Councillors to assist at the event or in advance.

4 RECOMMENDATIONS

- 4.1 To consider if the Committee wish to support such a concept. If so agree on a budget and a priority position on the final list for the Finance and Personnel Committee as per the Agenda.

Gemma Cumming
Arts & Culture Officer



Wokingham Town Council

A&C Officer's Report 6/2020-21

To: Arts and Culture Committee

Date: 27th August 2020

Subject: Theatre in the Park 2020

1 REASON FOR REPORT

- 1.1 To advise the Committee on the outcome of the revised Theatre in the park event
- 1.2 To look forward to 2021 and consider future opportunities.

2 BACKGROUND

- 2.1 Theatre in the Park has been an ongoing event for a number of years. It adds to the Town Council's distinctiveness by offering a free outdoor Theatre event.
- 2.2 It is well received however ongoing discussions about disappointingly low audience numbers led to the decision to in 2020 run a single test production in the new location of Elms Field to see if that could increase both audience numbers and awareness of the event.

3 2020 EVENT

- 3.1 COVID-19 had a significant impact on all events this year. Our provider worked hard to revise and re-revise the initial plan to reflect the changing circumstances we had this year.
- 3.2 With the release in mid July of guidance for undertaking outdoors events safely we were able to devise a version of a show and put the extra work in to make sure the space was COVID secure.
- 3.3 Following guidance it proved necessary to revert back to having the event in Howard Palmer Gardens as a contained outdoor space. We also needed to create a show that didn't require extensive close proximity rehearsals and plan the space to encourage and require social distancing. As a result the following changes and additions took place.
 - A series of solo acts, spanning eras and variety show pieces. There was a noticeable increase in musical acts rather than theatrical pieces but this was entirely due to the COVID restrictions.
 - Ticketed, controlled entry and a strict layout of the space (including designated household boxes painted on the grass) to protect the performers and the audience.
 - Part of the budget went on creating a wagon which stored the PA system and other important items making the event quick and easy to set up, dismantle and move. Increasing it's flexibility.
- 3.4 Tickets were opened on a Friday and were majority gone by the following Monday. On the day not everyone turned up, which was expected partially due to past experience with free events and partially due to the threat of thunderstorms that day. However even with that in mind visitor numbers were broadly equivalent to previous years and may have been higher.

A number of ticket holders who found they could not attend did, as requested let the Arts and Culture Officer know and their spaces were able to be passed on to walk ups on the day.

4 FINANCIAL IMPLICATIONS AND OTHER COSTS

- 4.1 The budget for 2020 was £2500. We have a one year contract with Bart with option to extend for a further two years.
- 4.2 The original premise of this event was to do a single production with two performances on Elms Field in order to test if a different, more open and visible location would encourage more people to attend. Unfortunately due to COVID this remains untested.
- 4.3 Should the Committee wish to continue with the event, as originally described before COVID, there is no expectation that the budget would need to be increased. However there may be an opportunity due to COVID that could be looked at.
- 4.4 During the lockdown period, ideas were considered to increase the flexibility of the event in order for it to potentially work under a number of scenarios. One of those was to construct a travelling element to ensure the core part of the event could be easily set up, dismantled and transported around the Town. It's only requirements are a large enough space to have an audience attend and a normal household power source.

A wagon in the style of a fairground sideshow was created from a trailer and serves to hold, transport and run all of the technical requirements for this event as well as other elements needed to set up the show and for the performers to change costumes.

With minimal maintenance this wagon is estimated to be able to be used for a number of years.

With this flexibility it was identified that it would very easily be possible to take the performance on a tour of the wards of the Town. There are a number of potential locations from our own green spaces to talking to the schools or community groups to see if we could borrow their playing fields one weekend. Power would have to be supplied, but only requiring a household supply enables flexibility in sources.

- 4.5 On discussion with the current provider, it is estimated that an extra £500 a day would enable 2 extra performances (that could be in two different locations). The Arts and Culture Officer would suggest if the Committee was interested in expanding the provision into the wider Town that an additional **£1000** would enable this.

5 RECOMMENDATIONS

- 5.1 To decide if the Committee would like to extend the contract with Bart Lee Theatre for an additional year (or 2 years)
- 5.2 To consider if the Committee would like to make a request for additional funds to enable the event to be performed in the other wards of the Town.

Gemma Cumming
Arts & Culture Officer

Events list comparison table

Month	Event	Budget	Funding source	Generates income for WTC to support the event
May	Cultural Month	2300	WTC	no
May - September	Sunny Saturdays	5000	WTC	No
May (1st Bank Holiday)	May Fayre	10,500	Grant	no
May (2nd Bank Holiday)	Fun Day	7200+600	WTC (3 year contracts in place until 2022)	minimally
June (1st weekend)	International Street Concert	37,000	WTC (3 year contract in place until 2021)	no
Summer	Theatre in the Park	2500+1000	WTC	no
Summer	Chalk About It	3000		no
Summer	International Day	3000		no
October	Book Festival	6600	WTC/sponsorship from More Arts	Yes
November (late)	Winter Carnival	10,200	Grant	no
December	Living Advent	5800	WTC/Grant mix	no
December	Dressing the Christmas Tree	700	WTC	no
February	Tabletop Takeover	1000	WTC	Yes
February	YA Book Day	2000	Entirely sponsorship from More Arts and another potential partner	Unsure as new event
Year Round	Singing Trees	5000+		no

Please note figures for existing events are based on an average year and on the 2020/21 planned budget

Grey boxes are proposed new events or events with proposed funding changes