



# Wokingham Town Council

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS  
Tel: 0118 978 3185 [www.wokingham-tc.gov.uk](http://www.wokingham-tc.gov.uk)  
Town Clerk: K. Hughes

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

14<sup>th</sup> March 2023

Dear Councillor

You are hereby summoned to attend the meeting of the **Civic Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **7.30pm** on **Monday 20<sup>th</sup> March 2023** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

**K Hughes**  
Town Clerk

**Contact Officer** Nikki Payler, Civic Officer  
Direct line: 0118 974 0882 Email: [civic@wokingham-tc.gov.uk](mailto: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 Chair 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 resolve the Minutes of the proceedings at the meeting of this Committee held on 21<sup>st</sup> November 2022 (pages 16653 to 16656), copy attached, as a true and correct record.

## **5 COMMITTEE'S BUDGET**

To receive an update on the Committee's budget as of 28<sup>th</sup> February 2023 (copy attached).

## **6 CIVIC AWARDS PROCESS UPDATE**

To receive, consider and resolve the Civic Officer's report 06/2022-23 dated 14<sup>th</sup> March 2023.

## **7 ROAD NAME REQUEST**

- a) To receive and consider the attached request to add the name 'Paul Gallagher' to the list of proposed list of road names (see attached).
- b) To note that the name David Ireland has automatically been added to the list of WTC recommended street names as a previous Past Mayor in 1982-1983 and 1983-1984, and sadly died in May 2022.

## **8 HERITAGE OPEN DAY**

To receive and consider the Civic Officer's report 07/2022-23 dated 14<sup>th</sup> March 2023.

## **9 MAYOR'S CHAIN AND BADGE OF OFFICE**

To receive, consider and resolve the Civic Officer's report 08/2022-23 dated 14<sup>th</sup> March 2023.

## **10 INFORMATION ITEMS**

- a) A replacement soldier silhouette has been purchased to replace the one that was vandalised and will be positioned in Elms Field for the Remembrance period along with the other silhouette.

## **11 COMMITTEE INFORMATION**

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

**Civic Committee:** Cllrs Jane Ainslie, Rachel Bishop-Firth (Vice-Chair), Mariangela Ferrai, Dianne King, Tony Lack, David Lee (Chair), Tim Lloyd, Keith Malvern and Peter Lucey.

*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).*

## 21<sup>st</sup> November 2022

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in **the Main Hall, Town Hall, Wokingham** from 19:30 to 21:22pm.

### **PRESENT**

Chair: Cllr R Bishop-Firth (Vice-Chair)  
Councillors: J Ainslie, M Ferrai, D King, T Lack, T Lloyd, K Malvern, P Lucey.

### **IN ATTENDANCE**

Civic Officer  
Katy Hughes (incoming Town Clerk)

### **APOLOGIES FOR ABSENCE (Agenda Item 1)**

Apologies were received from Cllr David Lee (Chair)

### **MEMBERS' INTERESTS (Agenda Item 2)**

Cllr T Lack declared an interest regarding agenda item 9.

### **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 P Lucey and seconded by Cllr J Ainslie and it was

**RESOLVED  
30545**

that the Minutes of the Civic Committee meeting held on 26<sup>th</sup> September 2022 (pages 16597 to 16603), be received as a true and correct record and that they be confirmed and signed by the Vice-Chair.

### **MONITORING REPORT (Agenda Item 5)**

The Monitoring Report dated 15<sup>th</sup> November 2022 was received and noted.

#### **a) Museum Accreditation**

As the committee were in agreement at the September civic meeting that work on this should now be progressed, this item will now be removed from the monitoring report, and updates brought to the committee, as required.

#### **b) Jubilee Plaque**

This was installed and now in place. This item will be removed from the monitoring report.

#### **c) Church Civic Service**

See agenda item 8.

### **COMMITTEE'S BUDGET (Agenda Item 6)**

A report on the Committee's budget expenditure to 31 October 2022 was received and noted.

CHAIR'S INITIALS \_\_\_\_\_

Civic Committee 21/11/2022

16653



**REFLECTION ON REMEMBRANCE (Agenda Item 7)**

The committee discussed the Remembrance events and agreed that it was well attended and a successful event. The addition of appointing contractors to stop the traffic for both two-minute silences was positively received, and it was agreed that it should be included in future plans.

Members thanked the Civic Officer for the organisation of the event.

**MAYOR'S SUNDAY CIVIC CHURCH SERVICE (Agenda Item 8)**

The committee received the Civic Officer's report offering a further update following a request at the last meeting. This also offered members the opportunity to review the itinerary for the whole of the day on Mayor's Sunday.

A couple of key points to note from the report are that:

- Officers met local Church ministers to seek their views. It was shared with the Ministers the suggestion that Cllrs made at the last civic meeting, to adjust the focus of the service each year to offer guidance for the forthcoming year to the Council as a whole. If a Mayor wished to be 'personally blessed' this could be included in the service as it has been done in the past, but this should not be assumed. The Ministers all agreed they would like to continue to support the Council with its annual service, but they also recognise they need for flexibility including making adjustments to the focus of the service, as required.
- In principle, the ministers all advised they would welcome other faiths taking part in their services, but we must be mindful that they are all constrained by their own rules and national guidance. If any such addition or change is made in the future, it is critical that close communication with all would be required and that ample time is allowed for such planning.

Members discussed the elements of the day at length and agreed that Council should continue to maintain its traditions and be inclusive whilst working with the incoming Mayor to balance the two.

Councillors shared mixed views about whether or not to keep the Church service on the same day as the ceremony, or to split the two parts again as it was held prior to 2017, as pros and cons were recognised for both formats. This was therefore put to a vote, but members were in full agreement about the other points below.

It was proposed by Cllr K Malvern and seconded by Cllr T Lack and it was

**RESOLVED  
30546**

- a) To retain the Church service in the Council Calendar, and for it to be held on the same day as the Mayor Making ceremony. An allowance should be made to enable the Mayor the flexibility to respect their own personal views and beliefs, whilst still acting as First Citizen of the town and meeting the expectations of the broadest community they are representing.
- b) To cease organising a parade to Church on this occasion due to its low attendance which makes it very difficult for Council to justify the expenditure of over £2000 to close the roads to support this.

CHAIR'S INITIALS \_\_\_\_\_



- c) To continue to rotate Council's attendance for a Civic Church Service across Wokingham's churches. This would reflect the clear wish for Churches Together in Wokingham to remain involved and would demonstrate the value the Council places on the community support they offer.

Members were asked to note that in an election year, officers would need to plan in advance for a civic service. The Council will continue to book the use of one of the local Churches and once the incoming Mayor and their faith, if any, is known, discussions can be held about its focus, e.g. whether or not to include any personal blessing.

**ACTION: Civic Officer**

**GIFTS FOR RETIRING COUNCILLORS (Agenda Item 9)**

The committee received the Civic Officer's report requesting that they discuss and determine if they wish to take the same approach to giving gifts to retiring Councillors, as has been done in the past, as follows:

- a) Councillors who are retiring from being a Councillor should receive a retiring gift provided that they have served a minimum of eight years continuous service (two terms) at WTC. Gifts should be presented to these Councillors at the April Full Council meeting, prior to the election.
- b) Councillors who are choosing not to retire but do not get re-elected should also receive a retiring gift provided that they have served a minimum of eight years continuous service (two terms) at WTC. Gifts to these Councillors will not be formally presented at a Full Council meeting but will be presented to them privately.
- c) To present retiring Councillors who meet the criteria with a framed image of the Town Hall which has previously been commissioned by a local artist.

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

**RESOLVED  
30547**

To amend the above criteria to allow a Councillor who is retiring and has not served a minimum of eight years continuous service but has served as Mayor, to also be presented with a gift in recognition of their time they have given to the Council.

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

**RESOLVED  
30548**

To accept the amended recommendation.

**INFORMATION ITEMS (Agenda Item 10)**

The following was noted:

- a) The Mayor's chain of office is currently with regalia specialists for a repair and further repairs are required to the badge in due course.
- b) The Open day in October's half term was very successful with good attendance. It was gratefully received by many families.
- c) Two new soldiers silhouettes were purchased for Remembrance and sponsored by the Wokingham Society. These were placed in Elms

CHAIR'S INITIALS \_\_\_\_\_



## Agenda item 4

Field for the Remembrance period and will be repositioned annually, as the soldier is in the Market Place. The Civic Officer advised that one of the soldiers had unfortunately been vandalised and it will no longer be fit for purpose. If there is budget available at the end of the financial year, a replacement will be purchased.

- d) The King's Coronation has been announced as Saturday 6 May, which offers a number of challenges including its timing just after the election period. It is not currently known what the national or local expectations are. Officers will await guidance and keep the committee updated.

### **COMMITTEE INFORMATION (Agenda Item 11)**

There were no information items.

- a) No information was raised by members.
- b) No specific information was identified for marketing. The Civic Officer asked members to keep sharing and commenting social media posts to help the Council spread awareness of its events.

**CHAIR'S SIGNATURE** \_\_\_\_\_

CHAIR'S INITIALS \_\_\_\_\_



03/03/2023

## Wokingham Town Council

Page 1

10:25

## Detailed Income &amp; Expenditure by Budget Heading 28/02/2023

Month No: 11

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Civic</u>							
Misc. Income	800	0	0	0			0.0%
Civic :- Income	<b>800</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Newsletter	4,032	4,477	4,400	(77)		(77)	101.8%
Operation Bridge Costs	0	1,927	0	(1,927)	1,638	(3,565)	0.0%
Twinning Official Entertaining	0	0	100	100		100	0.0%
Civic Receptions	165	121	800	679	704	(24)	103.1%
Heritage Day	2,794	2,959	3,500	541	23	518	85.2%
Remembrance Day	2,700	996	1,390	394		394	71.6%
Christmas Music	31	115	150	35		35	76.8%
Honoraria	1,600	1,400	1,600	200		200	87.5%
Chairman Allowance	3,500	3,500	3,500	0		0	100.0%
Civic Transport	0	0	100	100		100	0.0%
Official Gifts	57	361	500	139		139	72.2%
Christmas Cards	262	215	250	35		35	86.0%
Insignia & Dress	4,659	2,932	3,000	68		68	97.7%
Civic Awards	1,703	1,243	1,500	257	24	234	84.4%
Silver Talks	0	30	50	20	15	5	89.5%
Mayor's Sunday	419	2,587	3,600	1,013	250	763	78.8%
Museum Accreditation	800	0	2,000	2,000		2,000	0.0%
Civic :- Indirect Expenditure	<b>22,722</b>	<b>22,862</b>	<b>26,440</b>	<b>3,578</b>	<b>2,654</b>	<b>924</b>	<b>96.5%</b>
<b>Net Income over Expenditure</b>	<b>(21,922)</b>	<b>(22,862)</b>	<b>(26,440)</b>	<b>(3,578)</b>			
Grand Totals:- Income	<b>800</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0.0%</b>
Expenditure	<b>22,722</b>	<b>22,862</b>	<b>26,440</b>	<b>3,578</b>	<b>2,654</b>	<b>924</b>	<b>96.5%</b>
<b>Net Income over Expenditure</b>	<b>(21,922)</b>	<b>(22,862)</b>	<b>(26,440)</b>	<b>(3,578)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(21,922)</b>	<b>(22,862)</b>					







# Wokingham Town Council

## Civic Officer's Report 06/2022-23

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To: Civic Committee  
Date: 14 March 2023  
Subject: Civic Award Process Update

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### 1 REASON FOR REPORT

- 1.1 To consider if the civic award process should revert back to recognising individuals only, following the most civic award process and feedback from the Selection Committee members.
- 1.2 To discuss if WTC should continue to ask for two people to support a nomination.

### 2 BACKGROUND

- 2.1 The Civic Award process was initiated in 1997 for the purposes of recognising exceptional contributions to community life by people in our town.
- 2.2 The process was designed to identify individuals to recognise and thank them.
- 2.3 An amendment was made to this, across the last two years, by the Civic Committee, to also allow organisations to be nominated.
- 2.4 To date, no organisation has been awarded with a Civic Award despite WTC receiving a couple of nominations.
- 2.5 The Civic Award Selection Committee has found it very difficult to support such nominations as all charitable organisations offer valuable support to our community in different ways and they have felt it has been far too difficult to recognise some and not others.
- 2.6 It was felt by the Selection Committee that a better approach may be to offer support to organisations on a more ongoing basis with visits from the Mayor, as it has often done in the past, and maintain the Civic Award process as recognising individuals only.
- 2.7 Members at the Civic Award Selection process also questioned whether asking for two people to support a nomination complicates the process and prevents some people from submitting one. However, at the same time, it was noted by other members in the selection committee that a balance is required so as not to dilute the importance of receiving a Civic Award, and it is often helpful to gain additional information from another person.

### 3 RECOMMENDATIONS

- 3.1 To discuss and resolve if WTC should revert back to the Civic Award Process inviting invitations only to be nominated, and not include organisations.
- 3.2 To discuss and agree if members wish to continue to ask for two people to support a nomination.

Nikki Payler  
Civic Officer



## Street Names Request

Wokingham Borough Council is the responsible authority for providing street naming and numbering services and for maintaining an accurate and up-to-date address list for the Borough.

All addresses are maintained within a land and property database which is used by other Services within the Authority such as Electoral Registration and Council Tax as well as external organisations including the Emergency Services.

Any person or body has the right to submit a naming suggestion for a new street to the Town Council. This will be considered by Councillors and added to a list of potential new names, if deemed suitable and passed to Wokingham Borough Council as required.

Please note that submitting a street name request is not a guarantee that this will be approved, and the name used. If you would like to submit a request, please complete the following information:

**Name \***

Organisation: Emmbrook Residents Association First Name	Contact: Chris Mallett Last Name
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**Email \***

**Phone**

**Proposed Name \***

*Your suggested name to be considered for a new street:*

**Location**

*Preference for location (if you have one):*

Please explain your reason for submitting this request.

This might include details of why a name relates to local historical heritage, natural or landscape features of the local area.

Alternatively, it could explain why you wish for a local dignitary or individual who has made a significant contribution to the town to be honoured.

You may submit additional information to support this request, if you wish.

Please complete this section to explain your reason for your suggestion, including as much detail as possible

## Street Names Request

### Reasons for submitting person

The Emmbrook Residents Association would like to formally propose the adoption of Paul Gallagher's name for a new street. We anticipate this would most likely be as "Gallagher Road" but recognise Street, Way or Avenue may be appropriate depending on the relevant circumstances.

We have sought agreement for this proposal from Paul's widow.

Paul Gallagher lived in Emmbrook for 34 years, before sadly passing away on 20 August 2021. During this period Paul was a very active and widely respected resident, serving as a governor for St Paul's C of E Junior School for 9 years and leading the Emmbrook Residents Association (ERA) for 14 years. During his time as Chairman of the ERA, Paul worked tirelessly on behalf of Emmbrook residents to influence the way our community was shaped over this period, ensuring residents' interests were at the forefront of the extensive development affecting our village. Paul's enthusiasm for delivering fair and effective outcomes for residents has helped to see Emmbrook develop in the most thoughtful and sustainable way possible, to be enjoyed for generations to come. Paul's family were and remain at the heart of the Emmbrook community and his children attended all three of Emmbrook's original schools.

We have previously suggested that Paul's name could be used on a section of the "North Wokingham Distributor Road", between Old Forest Road and Reading Road. This is a section where Paul was closely involved in influencing the final route, and close to where Paul lived and where his widow continues to live. It seems that this may have now been named as Toutley Road. If that is in fact the case we do consider there is an opportunity to revisit this noting no addresses currently exist on that section of the road, and using Toutley Road creates two disconnected sections of the road without any obvious reason for doing so. If this proves not possible then we would like to see Paul's name considered for other significant streets in the area, although we would wish to see the ERA and Paul's family having a role in agreeing the selected street.

If you require any further information we will of course be happy to assist, and would welcome the opportunity to address WTC in person as you consider this proposal, if that would be beneficial.

If your suggestion is for an individual to be honoured, please confirm below if the family is in support of this. Or, if you have not discussed this with them, please note below the contact details of a family member so that Wokingham Town Council may get in touch with them.

Please select, as appropriate:

### Contacted Family \*

- I have contacted the person's family and they are in full support of this request
- I have not contacted the person's family but their contact details are noted below for Wokingham Town Council to get in touch to discuss:

### Name of family member

First Name

Last Name

### Their relation to the individual:

### Their telephone number

## Street Names Request

Their Email Address

If you have any questions regarding this form. Please contact the Civic Officer - [civic@wokingham-tc.gov.uk](mailto:civic@wokingham-tc.gov.uk)





# Wokingham Town Council

## Civic Officer's Report 07/2022-23

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To: Civic Committee  
Date: 14 March 2023  
Subject: Heritage Open Day 2023

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### 1 REASON FOR REPORT

- 1.1 To inform the committee of this year's national theme for information and to gather any ideas from members to build into the planning of the Open Day.

### 2 BACKGROUND

- 2.1 Heritage Open Days celebrate England's fantastic architecture and culture by offering free access to properties that are usually closed to the public or normally charge for admission. Every year in September, buildings of every age, style and function throw open their doors, ranging from castles to factories, town halls to tithe barns, parish churches to Buddhist temples. See [www.heritageopendays.org.uk](http://www.heritageopendays.org.uk) for more information.
- 2.2 Heritage Open Days in 2023 runs from 8th to 17th September. WTC currently has Saturday 9 September scheduled in the diary for an Open Day.
- 2.3 The theme set by National Heritage Open Days this year is 'Creativity unwrapped.'
- 2.4 Events previously held at the Town Hall have included displays about our artefacts, information displays relating to the theme, crafting and colouring activities for children and competitions.
  - 2.4.1 Partners such as local Churches and Wokingham Library have also taken part and opened their doors in the past. Information has already been shared with them again to ask them if they would like to join WTC in marking Heritage Open Days this year.
- 2.5 At this stage, ideas and details about the open day are yet to be developed, and officers will begin to meet later this month to begin its planning.
- 2.6 Any thoughts and ideas from members are welcomed to feed into this planning as part of the preparation.

### 3 FINANCIAL IMPLICATIONS

- 3.1 £3,500 will be allocated to the civic budget for this event.

### 4 RECOMMENDATIONS

- 4.1 Civic Committee members to offer any further suggestions to the Civic Officer to consider and note.
- 4.2 Civic Officer to begin expanding plans for Heritage Open Day taking into account any new ideas from the Committee.

Nikki Payler  
Civic Officer

## Creativity Unwrapped

In 2023 we'll be unwrapping the colourful history of creativity. From the famous to the 'familiar only to locals', and covering all areas of creativity from art to zoetropes\*. We can't wait to see and share what our festival community uncovers for this spotlight on the people and places who give England's heritage the X factor!

*\*Zoetrope = an early animation device*



### What do we mean by creativity?

We want to celebrate the stories and work of the experts and enthusiastic amateurs who add that something extra to all aspects of our daily lives. So whether you're thinking of the Arts with a capital 'A' or art in all its lowercase glory – from high-brow literature to slam poetry, Old masters to street art – we want to know your story!





#### All stories welcome!

- How Turner captured the Essex landscape / When Banksy visited Lowestoft!
- The boat builders and metalworkers of Sutton Hoo's royal burial / Your local guerrilla knitting group
- Medieval knot gardens / Capability Brown landscapes / Your local park
- The building of St Paul's Cathedral / The design of Beverley's distinctive gas lamps
- Shakespeare's sonnets / The tradition of local pantomimes – we're behind you! Oh yes we are!

#### Get involved

Who were the designers behind your building, park or garden? Has your town been immortalised in a song, painting or film? Are there artists or creative figures with links to your local area? If you've got a story to share we'd love to hear from you.

- If you're new to the festival read our handy [how to get involved guidance](#)
- If you're registered as an organiser you'll find our logo and design pack now in your [Organiser area](#), with more to follow

#### Find out more

- Keep an eye on our social media feeds to hear the latest about Creativity Unwrapped
- [Join our newsletter](#) for updates straight to your inbox
- Check out our [blog](#) for stories and behind the scenes news from the team!





# Wokingham Town Council

## Civic Officer's Report 6/2022-23

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To: Civic Committee  
Date: 14 March 2023  
Subject: Mayoral Chain and Badge of Office

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### 1 REASON FOR REPORT

- 1.1 To share with the Committee important information about the current condition of the mayoral chain and badge of office.

### 2 BACKGROUND

- 2.1 This important item in the Council's historic collection of items is a very distinctive and valuable piece.
- 2.2 WTC is the custodian of this item, and it is responsible for its preservation for our future generations.
- 2.3 The oldest elements, including the badge, are 131 years old.
- 2.4 It was last valued in August 2022 for a total of £57,000 which has significantly increased since the last valuation of £37,000 in 2011. The valuer brought to our attention the importance that WTC should place on its preservation.
- 2.5 Originally the chain was designed with a single row of twenty-eight links of the larger shields. The second row containing twenty-nine smaller shields were added in 1923 so that extra names and dates could be accommodated.
- 2.6 Each shield is engraved with a name and year(s) of the Mayor that has served. The chain currently has names of Mayors from 1947 to 2019.
  - 2.6.1 New shields are made and added for most recently served Mayors and the oldest links are then removed and placed in a display case in the Mayor's Parlour.
  - 2.6.2 The display cases contain shields from 1885 to 1946-7 and were last valued in August 2022 at £18,600

## Agenda Item 9

### 3 CHALLENGES

- 3.1 The mayoral chain and badge of office are regularly worn by each Mayor and are in constant use; they can be worn approximately 150 times in a year. Some Councils decide to retire their chain of office due to their value and age and keep it on display.
- 3.2 The chain and badge together weigh a total of 1206g (227g badge and 979g chain) which is extremely heavy for our Mayors to wear. Our female Mayors find this particularly heavy and quite a strain on their shoulders.
- 3.3 The badge often catches on Mayor's clothing. Despite this being rectified several times, it seems to be a reoccurring issue for our Mayors.
- 3.4 The chain and badge are showing more and more signs of wear and more frequent repairs are needing to be made which come at a cost (see section 8 for a record of expenditure over recent years).
- 3.5 Each time the chain is sent away, the process of taking off shields and adding new ones is likely to be weakening the chain.
- 3.6 The chain and badge are currently maintained by a regalia specialist in Birmingham. This also poses an associated risk, due to its value, with each time it is being couriered. Therefore, it would be beneficial for it to be sent away less frequently.
- 3.7 The mayoral chain and badge can often be with the regalia specialist for a number of weeks whilst it is being repaired, e.g. our Mayor was without this for 6 weeks in October/November 2022 whilst the last repair was being carried out.
- 3.8 Unfortunately, the mayoral badge of office is currently in need of more repairs. There is a piece which has broken off completely and one side of the leaf section at the top has become unattached and is loose. The chain has already been sent away for repair once in the current Mayor's term of office and where possible, the Civic Officer avoids doing this more than once so that a Mayor is not without the chain and badge for any longer than necessary. However, this does need to be repaired as soon as possible to prevent further or more extensive damage occurring.
  - 3.8.1 The bespoke box the chain is stored in, is also in need of repair.
- 3.9 Keeping the chain and badge in regular use, without making any changes no longer feels like an option as its maintenance could become more and more expensive and could in the long term become irreparable. The Civic Officer is keen to bring these issues to the Committee to give members a full awareness and to discuss some possible options to be considered going forward These are outlined in section 4 to 8 below:

### 4 OPTION A – CONTINUE TO REGULARLY USE, BUT NO LONGER REMOVE AND ADD ANY NEW SHIELDS

- 4.1 WTC may decide to keep the mayoral chain and badge of office in regular use but decide not to continue to remove and add any further shields.
- 4.2 Not removing and adding new shields should reduce the weakening that this process brings. However, even regular constant use of the chain and badge may impact its strength and durability.
- 4.3 The outstanding repairs would also still need to be made to the badge.

### 5 OPTION B – TO ADD A VELVET BACKING TO THE CHAIN

- 5.1 A bespoke velvet backing could be fixed onto the chain and badge which would support it (see attached image of WBC Mayor) and also protect the Mayor's clothing. However, the chain and badge could still deteriorate if in constant use.
- 5.2 All backings have to be hand stitched in place.
- 5.3 A quote has been received (from the company who currently undertake work on the mayoral chain and badge of office) to add a backing to the chain for £376.22 which can be supplied in

black, navy or maroon as standard. Additional colours are available at an extra cost. There would be an extra cost for the badge to be backed.

- 5.4 If WTC continued to remove and add new shields to the chain, the chain will need to be removed from the velvet backing every time. This process is labour intensive and would incur additional costs and eventually effect the velvet, as the supplier would be unpicking it and re stitching it. This would not be advisable.
- 5.5 If the chain is fitted to a backing, it would also need the following:
  - 5.5.1 A retaining chain. These run across the back of the neck and hold the backing in place, in lieu of the redundant shoulder pins. This could be supplied for silver gilt retaining chains for £153.34.
  - 5.5.2 A new block fitted case. The current box would no longer be fit for purpose and a new block fitted case will be required at an approx. cost of £292.17. The supplier has advised that backings require careful storage, so a case is more important than ever.

## **6 OPTION C – TO PURCHASE A NEW MAYORAL CHAIN AND BADGE**

- 6.1 WTC may wish to consider retiring the existing chain and badge of office and keep it safe and secure it as a display item only.
- 6.2 If retired, some research might be required in due course to identify suitable ways in which to display it, which may involve additional costs.
- 6.3 WTC could commission a new mayoral chain and badge of office to be made to replace its current one.
- 6.4 Production of a replica could be costly and it has been indicated that this could cost more than £20,000, but many other options are available including a chain with a badge of office to include WTC's Coat of Arms.
- 6.5 If this option is supported, it is suggested that WTC should not plan to have names of each Mayors engraved onto the chain to avoid similar issues in the future. This would also mean no ongoing cost for this and future maintenance should be minimal.

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### 7 OPTION D – RE- CONSIDER HOW WTC’S REGALIA IS USED

7.1 WTC currently has the following pieces of regalia in use (see attached for images and additional information about each piece ):

	Item	Value		Notes
A	Mayor’s badge	£25,000	Silver Gilt	<b>Worn by Mayor</b> Total value when worn together is £57,000
	Mayor’s chain	£32,000	Silver Gilt	
B	Mayoress/Consort badge	£25,000	18ct yellow and rose gold badge	<b>Worn by Mayor’s Partner</b> Total value when worn together is £57,000
	Mayoress/Consort chain	£32,000	18ct yellow and rose gold chain	
C	Deputy Mayor’s Badge & chain	£4,000	Sterling Silver	<b>Worn by Deputy Mayor</b>
D	Deputy Mayoress/Consort Badge & chain	£2,000	Silver Gilt	<b>Worn by Deputy Mayor’s Partner</b>
E	Mayor’s Consort chain and badge	£2,150	Silver Gilt	Historically used to be offered to Mayor’s Partner if male but today chain B is always worn,  <b>This chain is now worn by Mini-Mayor</b>
F	Alternative Mayor’s badge of chain	£250	Silver Gilt	<b>Worn by Mayor on some occasions where large chain not practical/safe, e.g. Toy Run</b>

7.2 If WTC wishes to continue to use the mayoral chain and badge of office, it could reduce the times it is used and only use it when the robe is worn on key civic occasions only, e.g,  
 Mayor’s Sunday  
 May Fayre  
 Remembrance Sunday parade and service  
 Winter Carnival  
 Heritage Sunday  
 Civic Funerals  
 Any special function connected with council business at which royalty is present or other occasions as authorised by the Civic Officer

7.2.1 If the chain and badge also had a backing stitched on, this should preserve the chain and badge even longer.

7.3 For other engagements that the Mayor attends throughout the year, when the Mayor does not wear the robe, WTC could take the following alternative approach:

7.3.1 Mayor wears chain and badge B, the chain currently worn by the Mayor’s partner. This would effectively mean that the Mayor has two different chains to wear on different occasions which both have significant historical value and meaning to the Council. Chain and badge B are actually slightly older than the Mayoral chain and

badge and were originally worn by the first Mayor Cllr Thomas Wescott. However, whilst this is a beautiful chain, it is somewhat understated and our Mayors may not feel this is in keeping with a traditional mayoral chain and badge of office.

Residents frequently admire the current substantial chain and badge.

- 7.3.2 The Mayor's partner could wear chain and badge E as it used to be worn, and WTC could purchase an inexpensive chain for our Mini-Mayor's to wear.
- 7.3.3 If this approach is taken, it would mean that both chains A and B would not be worn at the same time, which would be a reduced risk as both of these chains have a total value of £114,000.

## 8 FINANCIAL IMPLICATIONS AND OTHER COSTS

- 8.1 In the last 10 years, £7,820.26 has been spent amending and repairing the mayoral chain and badge. These costs are broken down as follows:
  - 2013/2014 – 2 new shields added at £500
  - 2015 – a large refurbishment was undertaken to complete repairs, fixing any broken or worn connection points, and it was refinished in a polished hard gold plate. Significant work was also undertaken on the badge including the production of a replacement centre panel. The cost was £5357.32
  - 2017/2018 – 3 new shields added at £642.50
  - 2020 – 3 new shields were added and small repairs at £993.79
  - 2022 – repair of broken part on chain at £326.65
- 8.2 The cost of the current repair required to the mayoral badge of office is unknown until it is inspected but this should be undertaken as soon as possible.
- 8.3 The current box repair is estimated to cost approximately £300.
- 8.4 The cost of adding the two outstanding shields for years 2020-2023 has been quoted £451.28 (£225.64 each).
- 8.5 The costs associated to adding a velvet backing to the chain and badge are estimated at a minimum of £821.73 to include the following:
  - £376.22 to stitch onto chain (extra cost for backing to badge)
  - £153.34 for a retaining chain
  - £292.17 for a new case
- 8.6 The cost to commission a supplier to design and produce a new mayoral chain and badge of office is currently unknown as this could vary greatly due to requirements, if required.
  - 8.6.1 The Civic Officer has made some initial enquiries about this, and one supplier has quoted approximate costs as follows (which relates to the 2<sup>nd</sup> image sample attached):
    - £6,986.00 chain and badge
    - £551.25 box
    - £293.49 velvet backing
  - 8.6.2 This is a significant cost and in the current financial climate, any decisions on such purchases need to be carefully considered.
- 8.7 If this option is supported, the Civic Officer would be required to obtain specific quotations in preparation for budget requests later in the year so that funds were available to purchase for 2024-2025.
  - 8.7.1 Alternatively, members could consider recommending to F&P that it reassigns the expenditure allocated to add UV on the windows for this purpose and makes a request for the next financial year to do the work on the windows.
  - 8.7.2 Or, members could make an in-year formal request to F&P for an additional amount of money for this purchase.

## Agenda Item 9

### 9 RECOMMENDATIONS

- 9.1 The Civic Committee should discuss and agree its preference for the ongoing approach WTC should take with its mayoral chain and badge of office and its use, including all of the options above. To note that a combination of these options could be adopted.
  - 9.1.1 To resolve if it should continue to be regularly used, or if it should be retired and kept as a historic piece of interest.
  - 9.1.2 To resolve if a velvet backing should be added, if the chain and badge are kept in use.
  - 9.1.3 To resolve if WTC should continue with the process of removing and adding new shields to the chain of office, if kept in use. If a decision is made not to remove or add any further shields, members may like to consider if all the shields relating to the Mayors who have served up to this current time should be added first, e.g. this would be mean adding just two further shields for 2020-2022 and 2022-2023.
  - 9.1.4 To resolve if WTC would like to consider taking an alternative approach with the Mayor having the use of two chains and the Mayor's Partner to wear the Mayor's Consort badge and chain. If this is adopted, the Civic Officer will be required to purchase a new chain and badge for our Mini-Mayors.
  - 9.1.5 To resolve if WTC would like to commission for a new mayoral chain and badge of office to be designed and produced. If required, members to agree on the funding approach (see 8.7)
- 9.2 Members to note that whatever course of action is chosen, the outstanding repairs should still be made to the current badge of office.

Nikki Payler  
Civic Officer





## Further information about WTC's regalia

### A Mayoral Chain and Badge of Office

These were designed by a local dignitary, T W Heelas, and manufactured by the Crown Jewellers, Garrard of 112 Regent Street, London in 1892. Money for the purchase of the items was raised by subscriptions by various inhabitants of the Town of Wokingham. The monies raised were in excess of those required for the purchase of the Badge and Chain and it was decided by Council that the excess monies be used for the purchase of a Red Woolen and Fur trimmed Mayoral Robe.



The three items were presented to the Borough Council of Wokingham at a Public Dinner held in the Town Hall on 27th May 1893.

The Mayoral Badge is of gilded sterling silver of fancy openwork lozenge shaped form; bearing foliate scroll decoration surmounted by a Crown motif; the border comprising green oak leaves and gilded acorns and applied beaded embellishment surrounding a central multi-colour enameled shield depicting the Royal Standards with top banner strip proclaiming "Incorporated" and with three additional blue enameled fancy shields proclaiming "1583", "1613". "1885".

These dated refer to the following events:-

"1583" Granting of Royal Charter by Queen Elizabeth I allowing the Town to hold certain Fayres.

"1613" Granting of Royal Charter by King James I allowing Town to form a Council and erect a Guildhall.

"1885" Granting of 'Year of Incorporate' by Queen Victoria and Installation of First Mayor of Wokingham.

On rear of Badge is a sealed shield shaped box, reputed to have been a container for aromatic herbs or snuff in the first instance. The Badge is also fitted with a fine gold safety chain to prevent the Badge being damaged when worn whilst Mayor is seated at table.

The Chain is of Gilded Sterling Silver and was designed in 1892 as a single row containing twenty eight links of the larger Shields, the second inner row containing twenty-nine smaller shields were added in 1923 so that extra names and dates could be accommodated.

The Chain is therefore comprised of fifty-seven fancy openwork quatrefoil medallions each with applied central shield inscribed with Mayor's name and period of office: all interspaced with rose and reeded spacer links and incorporating a central larger fancy openwork quatrefoil medallion with applied circular disc proclaiming "Wokingham" in blue enamel above, an applied acorn and oak leaf motif, and with a gold-down clip device mounted on the reverse.

## B Mayoress/Consort Chain and Badge of Office

### The Badge

A Victorian two coloured, rose and yellow, gold ceremonial badge of fancy shield shaped form; the flanged border with applied acorn and oak leaf decoration surrounding a centrally mounted enamelled portrait miniature of Queen Victoria enclosed within a blue enamelled garter ribbon surround below an enamelled crown and mounted with enamelled crossed mace and axe decoration and all surmounted by a fancy turreted crown; the front is inscribed "Borough of Wokingham A.D.1887. Her Majesty Queen Victoria. Jubilee Year" and on the reverse "Alderman Thos. M Wescott. Mayor of Wokingham 1885-6. 1886-7"

Stamped - 18ct. Makers Mark 'T & J.B'

Weight: - 74.2 grams

It is reputed that the badge was purchased privately in honour of Queen Victoria's Golden Jubilee 1887 and worn during that year by the first Mayor of Wokingham, Alderman Thomas Manley Wescott. No official Mayoral Badge having been procured at that time.



### The Chain

An 18 carat two coloured, rose and yellow, gold ceremonial chain comprising of nineteen shaped oblong textured panels arranged at equidistant intervals separated by two rows of double openwork spacer links each surmounted by a turreted crown and with applied blue enamelled shield depicting a monogram, with added modern safety chain.

Hallmark: - Birmingham 1936

Maker's Mark: - T & J.B

Weight: - 135 grams

It will be noted that the Hallmark dates of the Badge and Chain differ immensely 1886 and 1936. However, they were presented together to the Borough of Wokingham Council in 1937 by Councillor Miss Dorothy Westcott, daughter of the first Mayor of Wokingham.

The box reads "This Chain and Medallion was presented to the Borough of Wokingham by Councillor Miss D Wescott, March 4th 1937. The medallion was worn during the Jubilee year 1887 by her father who was first Mayor of this Borough."

## Agenda Item 9

### C Deputy Mayor's Badge & chain

This sterling silver badge, worn on a silver chain, has a pierced border with a design of a Tudor rose, thistle and clover and a crossed ceremonial mace and sword.

The centre is a red enamel boss with a gilt acorn and the title 'Deputy Mayor'. The badge was presented to the Council in 1950 by Alderman David Goddard, Mayor 1945-46.



### D Deputy Mayoress/Consort Badge & chain



Made of quatrefoil gilt plate this badge is worn on a gilt chain. The Armorial Badge of Wokingham Town shows the red Tudor rose in a white chevron surrounded by acorns.

This Badge was purchased by Wokingham Town Council in 1989 as a badge of recognition.

### E Mayor's Consort chain and badge

This is of highly polished white metal of circular form which surrounds a central circular disc with applied gilt acorn and oak leaf motif. The remote outer border proclaims "Wokingham Town Mayoral Centenary 1885-1985", whilst on the reverse face is inscribed "Presented by Councillors K & L P Cattran, Mayor and Mayoress 1985-1986"; Originally suspended via a white metal title bar, and a green neck ribbon the badge is now displayed on a white metal chain.

Diameter - 50mm

Weight Gross - 85 grams

The badge used to be worn when the Mayor's Consort was male, in preference to the Mayoress's Chain and Badge, if so wished. However, it is now offered to the Mini-Mayor to wear.



### F Alternative Mayor's badge on green neck ribbon



This was purchased a number of years ago for the Mayor to wear on some occasions where it is not practical or safe for the large chain to be worn, e.g. the Toy Run.

WOKINGHAM TOWN COUNCIL



C77 Chain of Office  
Link size - 36 x 31mm

90mm

Artwork Approval

Signed.....

QUOTE

**T245**

Design by : Dave Harper  
Revised : 01.03.23

WOKINGHAM TOWN COUNCIL



**C77 Chain of Office**  
Link size - 36 x 31mm

**No.9 Backplate**  
77mm x 87mm  
49mm Ø Centre

Artwork Approval

Signed.....

[Redacted signature area]

QUOTE

**T245/B**

Design by : Dave Harper  
Revised : 08.03.23

# QUOTE T245 B

## WOKINGHAM TOWN COUNCIL MAYORS CHAIN OF OFFICE

DATE: 09<sup>th</sup> March 2023

Dear Nikki

As promised, I am pleased to attach the colour design suggestion which illustrates how the final appearance of your new Mayoral Chain of Office could look, and I can confirm the proposal for our craftsmen to hand-make this for you.

### Mayors Chain of Office

As per the colour design attached, this would be hand-made by our craftsmen at our Birmingham Works in either Hallmarked solid Sterling Silver with a special polished hard Gold-plate or alternatively in non-precious base metal with a polished gilt finish, comprising of a hand-made pendant, stamped out to a special shape, size approximately 77x87mm, the highest quality hand-painted enamelled detailing to the pendant, attached to our C77 Chain links comprising of 25 hand-made chain links, size approximately 36x31mm.

	DESCRIPTION	QUANTITY	UNIT COST
Hand-made Mayors Chain of Office in Hallmarked solid sterling silver with a polished parcel gilt finish	As described above	1 off	£6,986.00 nett
Hand-made Mayors Chain of Office in non-precious base metal with a polished parcel gilt finish.	As described above	1 off	£5,247.00 nett
Hand-made block fitted wooden presentation case	To securely house the Chain of Office	1 off	£551.25 nett
Velvet collar backing to attach chain to should you wish	As described left	1 off	£293.49 nett

Postage packing and VAT would be additional, and production times would normally be about 10-12 weeks from receipt of your order confirmation and approval of artwork, suitable for production.

I trust this is helpful and look forward to hearing from you.

Best regards

