



Wokingham Town Council

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

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

5th March 2024

Dear Councillor

You are invited to attend a meeting of the **Arts & Culture Committee** to be held in the **Council Chamber, Town Hall, Wokingham** at **7.30pm** on **Monday 11th March 2024** 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: 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 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 upon the Minutes of the proceedings at the meeting of this Committee held on 15th January 2024 (pages 16899 to 16901), copy attached, as a true and correct record.

5 MONITORING REPORT

To receive and consider the Monitoring Report dated 5th March 2024 (copy attached).

6 COMMITTEE BUDGET

To receive and consider the Committee's budget dated to 31st January 2024 (copy attached).

7 NEW COUNCIL STRATEGY

To receive and consider how the work of this Committee aligns to the new strategy. To discuss and brainstorm potential improvements and or changes to help the work of the Committee align to the new strategy agreed by Full Council. (copy attached).

8 TOWN HALL TABLETOP TAKEOVER

To receive and consider the report on this year's event. To resolve, if desired, on recommendations. (copy attached).

9 FUN DAY REQUESTS

To consider and resolve on two requests for stalls to join the Fun Day. (copy attached)

10 LUNAR NEW YEAR

To offer any additional feedback on the event to inform a report for next meeting. (copy attached)

11 COMMITTEE INFORMATION

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

Arts & Culture Committee: Cllrs Barrie Callender (Chair), Susan Cornish, Philip Cunnington, Alexandra Domingue (Vice Chair), Alexandra Fraser, Matteo Fumagalli, Sally Gurney, Morag Malvern and Annette Medhurst.

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).

15th January 2024 - DRAFT

Minutes of the proceedings of the **Arts and Culture Committee** meeting held on this day in the **Council Chamber, Town Hall, Wokingham** from 19.31 to 21:31

PRESENT

Chair: Cllr B Callender
Councillors: S Cornish, P Cunnington, A Domingue, A Fraser, M Fumagalli, S Gurney, and A Medhurst.

IN ATTENDANCE

Arts and Culture Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

There were apologies for absence from Cllr M Malvern.

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)

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

**RESOLVED
30768**

that the Minutes of Arts and Culture Committee meeting held on 6th November 2023 (pages 16854 to 16857), copy attached, be received as a true and correct record.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 8th January was received and considered.

Amendments to Committee Projects and Events document

Work continues to amend this document during the year, particularly in response to any strategic changes from Council.

Science with Schools consultation with Schools

Engagement with other secondary schools serving the town has not proved fruitful as yet. On the matter of timing, the engaged schools were happy with the current timing or very open to alternatives as long as it wasn't the Summer Term. Consultation is complete.

Human Library

The Officer is currently concentrating on February events and planning for Spring/Summer events. Work is yet to start.

COMMITTEE BUDGET (Agenda Item 6)

The Arts and Culture Committee's budget dated to 31st December 2023 was received.

CHAIR'S INITIALS _____



NEW COUNCIL STRATEGY (Agenda Item 7)

Councillors discussed a selection of the Arts and Culture events and how they interact with the four principles of the new strategy.

Due to constraints on time Sunny Saturday's was not able to be looked at but would be at the next Working Party for this event. Councillors are welcome to attend or send in notes.

The information created at the meeting will be written up and made available to Councillors as a backing paper for a future meeting.

ACTION ARTS AND CULTURE OFFICER

BOOK FESTIVAL (Agenda Item 8)

The Officer was thanked for the report. It was requested to explore engaging with Waterstones to see how they could add to the event, alongside the independent bookseller. It was also requested to look further at youth engagement to try to see why the 7 to 11 year olds were harder to engage with. Councillors with children of that age were asked to talk to their children and it was suggested liaising with the junior schools for feedback via school councils.

ACTION: ARTS AND CULTURE COMMITTEE AND ARTS AND CULTURE OFFICER

With regards to the recommendations, the following were resolved upon:

**RESOLVED
30769**

It was proposed by Cllr Fraser and seconded by Cllr Cornish and it was to maintain a ticket price at £3 a seat.

**RESOLVED
30770**

It was proposed by Cllr Medhurst and seconded by Cllr Fraser and it was to maintain the budget at £7800 and the income target at £3600.

**RESOLVED
30771**

It was proposed by Cllr Domingue and seconded by Cllr Callender and it was to maintain the Town Hall offer to just the Sunday.

DRESSING THE CHRISTMAS TREE (Agenda Item 9)

The Officer was thanked for the report. The Committee discussed the event and noted that for such poor weather we had very good attendance. It was noted that it would be useful to have an extra pair of hands to get the schools ready to go up.

It was also suggested increasing the stage height, however that would come at an increase in cost, and that the sound struggled to reach the back of the crowd. The Officer had passed on immediate feedback after the event about some obvious challenges on the night. When looking to quote for this work for 2024 this new feedback would be looked at.

SUNNY SATURDAYS (Agenda Item 10)

The notes from the Working Party Meetings were received. The status of the enquiry with the possible local partner was requested. This has been moved

CHAIR'S INITIALS _____



along but the individual to talk to was currently out of the country. However we now have a route into the proper person to engage with further.

ACTION: ARTS AND CULTURE OFFICER

COMMITTEE INFORMATION (Agenda Item 11)

- a) It was noted that the Annual Town Meeting is on Saturday 18th May 2024. The Town Clerk would appreciate it if all Councillors could attend for some portion of the day. It was also noted that a Working Party would be being set up to help shape the event.
- b) There were no items for Marketing.

CHAIR

CHAIR'S INITIALS _____



WOKINGHAM TOWN COUNCIL

Monitoring Report: Arts & Culture

Date: 5th March 2024

Date Action Agreed	Item for Action (to include any resolution number)	Person Actioning	Proposed Completion Date	Progress
5 th June 2023	Amendments to the Committee projects and events document	Arts and Culture Committee	June 2024	Will work on in slow time to make changes and in response to any strategic changes from the Council.
6 th Nov 23	Human Library (further investigation)	Arts and Culture Officer	April 2024	Currently concentrating on upcoming events. Work due to start shortly.
15 th Jan 24	Book festival feedback from 7-11 age groups	Arts and Culture Officer and relevant committee members	April 2024	Significant discussions with school contacts at book festival meetings and staff don't reveal any unexpected challenges. Still to get feedback from School Councils and relevant councillors.
15 th Jan 24	Sunny Saturdays Working Party	Sunny Saturdays Working Party	March 2024	There hasn't been a meeting of the working party since last Committee meeting. The Arts and Culture Officer and Cllr Domingue will be meeting with prospective partner and feeding back to the WP.

08/02/2024

Wokingham Town Council

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10:07

Detailed Income & Expenditure by Budget Heading 31/01/2024

Month No: 10

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>304 Arts & Culture</u>						
1159 Book Festival Income	2,731	3,190	3,600	410		
1253 Fun Day Income	230	520	200	(320)		
1266 Board games income	248	0	1,000	1,000		
Arts & Culture :- Income	3,209	3,710	4,800	1,090		
4341 Concert	53,251	60,602	60,000	(602)	46,831	(47,433)
4343 PRS Licence	0	0	600	600		600
4345 Book Festival	5,073	4,935	7,800	2,865	1,098	1,767
4388 Theatre in the Park	2,500	3,701	3,750	49		49
4389 Board Games event	198	43	1,000	957	274	683
4512 Sunny Saturdays	3,093	1,695	3,000	1,305		1,305
4513 Dressing the Christmas Tree	1,527	1,602	1,350	(252)		(252)
4518 Living Advent Calendar	350	0	0	0		0
4526 Lunar New Year	4,055	3,824	3,000	(824)	4,493	(5,318)
4527 Chalk about it	2,783	4,050	4,050	0		0
4528 Murals	6,503	0	0	0		0
4603 Fun Day	6,944	13,372	14,600	1,228	11,520	(10,292)
4608 Virtual Museum Upgrade	0	4,439	4,500	61		61
Arts & Culture :- Indirect Expenditure	86,277	98,263	103,650	5,387	64,216	(58,829)
Net Income over Expenditure	(83,068)	(94,553)	(98,850)	(4,297)		
Grand Totals:- Income	3,209	3,710	4,800	1,090		
Expenditure	86,277	98,263	103,650	5,387	64,216	(58,829)
Net Income over Expenditure	(83,068)	(94,553)	(98,850)	(4,297)		
Movement to/(from) Gen Reserve	(83,068)	(94,553)				



Wokingham Town Council

Vision 2023 to 2027

Mission statement:

Wokingham Town Council embraces our past, celebrates our present and builds for our future.

Principles:

Being sustainable

Working to reduce our negative impact on our local environment and use our financial resources and physical assets as efficiently and effectively as possible.

Involving everyone

Striving to ensure the council's events, activities and democratic processes are open, accessible and welcoming to everyone in our community.

Fostering Town Pride

Protecting, enhancing and celebrating what's good about our council, our community, our town and our heritage. We will learn from our past, acknowledge where there's room for improvement, and prepare for the future.

Enriching community

Creating and supporting opportunities to bring our community together and help it to thrive.

The following items were thoughts or suggestions on what is important to residents and what is important to councillors.

Following an initial thought gathering process, they were voted for or against by Strategy Working Party members.

They have been included to act as ideas for the committees to consider how the council's vision might look to be embedded into the work of the committees.

Fostering Town Pride

1	Lobby the borough council for a better Wokingham	+
2	The Council should ensure we maintain and promote things about Wokingham of which we are proud	+
3	Make sure we celebrate or make reconciliation for Wokingham's rich history	
4	Letting people know what we do	+
5	Acknowledge there's room for improvement	
6	Love Wokingham (Marketing)	
7	Make sure we look after the town and its services, that things "run well"	+
8	Be unique – different to Reading and Bracknell	

Being Sustainable

1	Thinking about the future as well as the present	+
2	Council should make sure we're accountable to the residents – data, impact, outcome and experience	+
3	Offering value for money	+
4	Engage with local organisations and charities	
5	Could take on some other town parks from Wokingham (Borough Council)	+
6	Use residents' money effectively and efficiently	+
7	Take on local bins from WBC	* *
8	Taxes being kept at an affordable rate	+

Involving everyone

1	Our residents being more involved via questionnaires	+
2	Local business awards	
3	Public toilets	
4	Have a variety of events and activities that are open to all	+++
5	Involve other marginal communities	++
6	Make sure we are welcoming to everyone, no matter our background or views	+++
7	Particularly Youth, Elderly, Lonely, Marginalised	
8	Care about them no matter who they are	+
9	Youth engagement	+
10	Bus services	* *

Enriching Community

1	Support / encourage local people and organisations to start local events	++
2	Act together for their good	

3	PCSO funding	*
4	Leverage our assets	
5	Local stories – museum of the community	
6	Free use of one asset to grant recipients	
7	Living benches	
8	Residents want to feel safe	+
9	Councillor mentor / buddying system	
10	Support those who support others	+
11	Real sense of community	++
12	To reach out to our residents	
13	Safe and welcoming to visitors	+
14	Events in other areas (e.g. one per ward)	++



Wokingham Town Council

A&C Officer's Report 13/2023-24

To: Arts and Culture Committee
Date: 28th February 2024
Subject: Town Hall Tabletop Takeover (February 24)

1 REASON FOR REPORT

- 1.1 To advise the Committee on the 2024 event titled "Town Hall Tabletop Takeover."

2 BACKGROUND

- 2.1 The event was initially suggested by the Committee of 2018/19 and budgeted in for the 2019/20 financial year.
- 2.2 The event commonly happens in February, on a weekend when enough experienced game volunteers are available and now, avoiding clashing with Lunar New Year. It has also been expanded to an additional date in the run up to Christmas (October/November).
- 2.3 Reading's specialist game store, Eclectic Games, is our partner for the event. They attend for the opportunity to promote tabletop gaming to the local area, and to share their expertise and passion for the hobby. They were also able to sell copies of the demo games.
- 2.4 Shop volunteers and limited staff from a game distributor were sourced by Eclectic to run the demo games.
- 2.5 The event involves the usage of the entire Town Hall.
- 2.6 It was agreed that there should be a charge for this event. The charge was set to be in line with other similar events and was set at £4 a ticket. We started doing an early bird discount in 2023 to encourage early booking.
- 2.7 There is a natural limit to numbers of 60 for each session. Due to a limit in how many demo games we can manage and ambient noise levels for multiple games sessions happening together.
- 2.8 Another aim was to put on an event that might attract more teenagers and young adults.

3 THE EVENT

- 3.1 Tickets sales went well, the afternoon session sold very quickly. The morning session sold slower, but it was sold out by event day.
- 3.2 The early bird continues to help ensure we have enough tickets sold at an appropriate interval to know we can go ahead.
- 3.3 The majority of attendees were teenagers (with parents or unaccompanied). Approx. 60% of attendees. Then groups of adults of mixed ages, and finally families with under 12's.
- 3.4 Most attendees quoted social media and word of mouth as where they heard out about it. We also supplied a press release, flyers and a banner.

- 3.5 Feedback was positive with one suggestion to sell refreshments on site. Event numbers and proximity to many local vendors within the town do not suggest there would be lots of demand for this, but it could be offered to the Mayor's Charity.
- 3.6 Feedback also indicated that there was an appetite for more regular events of this type. D&D was particularly popular. Eclectic were able to share regular events they were aware of but an information gathering exercise to add to this list may be useful for the future.

It was notable that there were no opportunities for teens for regular events, outside of if their school had a gaming club. This would be outside of the current Town Council ability to resource, but the knowledge may help if brokerage opportunities come to our attention.

4 FINANCIAL IMPLICATIONS AND OTHER COSTS

- 4.1 Income from ticket sales approx. £260 after VAT
- 4.2 Expenditure was approx. £360 (higher than usual to allow for some professional photography of the event).
- 4.3 There would have been an additional cost of staff overtime for the event.
- 4.4 We aim to make this a cost-neutral event. It was not this year due to investing in some professional photographs to help promote the event for future years.

5 RECOMMENDATIONS

- 5.1 That the Committee continue to support such an event.

Gemma Cumming
Arts & Culture Officer



Wokingham Town Council

Memorandum

To: Arts and Culture Committee

Date: 29th February 2024

From: Arts and Culture Officer

Food and Drink Stall requests for the Fun Day

In February the Arts and Culture Officer received two requests for stalls at the Fun Day. As both could be deemed as commercial and would encourage spend by attendees at this event it was agreed that they should come to the Committee for determination.

As a reminder, the Fun Day is a free event for the families of Wokingham. It has an ethos of providing a fun day out for the children with a no or low monetary pressure for parents.

Everything barring food and drink provision is free. Current food comes from the Scouts who use the event to fundraise. Ice Cream has been a part of the event from its inception and the trader contributes through 20% of takings at the end of the event to the Town Council.

The Fairground provider has asked to bring a pic and mix sweet stall to the event.

The Arts and Culture Officer asked the following two questions, and the answers follow:

1. Would you be willing to agree a similar arrangement like that we have with the Ice Cream Van (20% at end of event)

YES

2. Secondly there was some discussion last year after the event about the cost of the food and drink offerings, especially the treats. Considering that the ethos of this event is for a low or no monetary pressure event for parents, a sweet stall is a big temptation for the kids and will add more pressure. What kind of costs would you be looking at for the sweets from a public perspective?

THESE ARE PREMIUM PICK YOUR OWN SWEETS. Cost depends on how many they sweet they put in the bag.

A local Market Trader requested if he could bring his Lemonade Stall to the event.

The Arts and Culture Officer investigated and as it requires no power and is self sufficient it could be added. It is noted that there are other events that this stand would be very suited at.

The Arts and Culture Officer outlined the ethos of the event and asked if they would be amenable to a percentage given to the Town Council at the end in lieu of pitch fee. The answer for that was:

“A percentage at the end should not be an issue give the nature of event”

Councillors are asked to consider the suggestions and decide if any of these would be suitable additions to the event and if so, under what conditions if any.

Town Hall, Market Place, Wokingham, Berkshire RG40 1AS

www.wokingham-tc.gov.uk

Town Clerk: K. Hughes

Tel: 0118 978 3185



Wokingham Town Council

Memorandum

To: Arts and Culture Committee
 Date: 29th February 2024
 From: Arts and Culture Officer

Feedback already received for Lunar New Year

Sound at start was poor. Very noticeable for the Chinese music (microphoned acoustic instruments, always very tricky) and the Mayor's speech. Other acts seemed fine. This was improved for the second music performance but on discussion on the day with Yes Events technician we are aware there are ideas to improve. They were trying very hard to get the best of out of the kit they had had assigned.

Some comments on visibility of the Lion. Some of this was tweaked for the 2pm performance. Again will be discussing with Yes Events on our ideas to improve this. Have received advice from the Lion Dance crew around their needs for greater stage presence and their experience dancing in full on stage.

Improvements to signage. More notifications of when the Lion would dance. While this was extensively advertised prior to the event, some attendees were still missing this information. Possibly some signs/posters with timings and key event and local information that can be tacked up on the day on stalls. Before the Lion Dance let's ensure those who might need the disabled area are aware of it through direct action.

Would it be possible to do more with the Lion as it parades to the stage?

More activities for the children

More food stalls (challenging: location and quantity is balance between available location of required power and impingement into Lion Dance space).

More space (although to note we are in the biggest, best resourced, hardstanding area for this event)

Complaints about an external press photographer (who somehow managed to bypass security to get in places he wasn't allowed)