



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

12th March 2024

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 18th 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 Nikki Payler, Civic Officer

Direct line: 0118 974 0882 Email: civic@wokingham-tc.gov.uk

AGENDA

1 APOLOGIES FOR ABSENCE

2 MEMBERS' INTERESTS

To receive any declaration of interests from Members on the business about to be transacted.

3 QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC

The 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 20th November 2023 (pages 16867 to 16871), copy attached, as a true and correct record.

5 MONITORING REPORT

To receive the Monitoring Report dated 12th March 2024 (copy attached), for information.

6 COMMITTEE'S BUDGET

To receive an update on the Committee's budget as of 29th February 2024 (copy attached).

7 CHRISTMAS MUSIC EVENT

To receive the Civic Officer's report 11/2023-24, dated 12th March 2024, for information.

8 CONSIDER OPPORTUNITIES TO WIDEN WREATH LAYING CEREMONY

To receive and consider the Civic Officer's report 12/2023-24, dated 12th March 2024.

9 RAISING AWARENESS OF TOWN HALL MEMORIAL/CONSIDERATION OF NEW OUTSIDE WAR MEMORIAL

To receive and consider the Civic Officer's report 13/2023-24, dated 12th March 2024.

10 REQUEST FOR A PLAQUE

To receive and consider the Civic Officer's report 14/2023-24, dated 12th March 2024.

11 CONSIDER OTHER OPPORTUNITIES FOR COUNCILLORS TO WEAR THEIR ROBES AND BE MORE VISIBLE AT EVENTS

To receive and consider the Civic Officer's report 15/2023-24, dated 12th March 2024, to discuss and gather ideas for any new opportunities.

12 MAYOR'S SUNDAY LOCATION

To receive the Civic Officer's report 16/2023-24, dated 12th March 2024.

13 CIVIC AWARDS

To receive and discuss the Civic Officer's report 17/2023-24, dated 12th March 2024.

14 INFORMATION ITEMS

- a) The Beating the Bounds event will be organised for WTC, by Wokingham Lions, on Sunday 8 September 2024, to mark the 50th anniversary of both the Town Council and Wokingham Lions. This also falls within the timeframe for Heritage Open Days of 6-15 September.
- b) The national theme for Heritage Open Days 2024 is Routes - Networks - Connections
- c) The Town Council's annual newsletter is starting to be prepared. This will be delivered to all Wokingham's town residents from 13 May 2024.
- d) Interviews are planned to take place on Monday 18 March with students who have applied to join WTC for a summer internship to support the engagement element associated with the Museum Accreditation work.

15 COMMITTEE INFORMATION

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

16 EXCLUSION OF THE PRESS AND PUBLIC

In view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and that they are instructed to withdraw.

20th November 2023 - draft

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

PRESENT

Chair: Cllr A Mather (Chair)
Councillors: A Betteridge, P Cunnington, W Dixon, A Jones (Vice-Chair),
M Lucey and K Malvern.

IN ATTENDANCE

Civic Officer
Mayor's Attendant

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr R Bishop-Firth and M Gee.

MEMBERS' INTERESTS (Agenda Item 2)

There were no declarations of interest.

QUESTIONS FROM MEMBERS OF THE COUNCIL OR PUBLIC (Agenda Item 3)

No questions were received.

CIVIC COMMITTEE MINUTES (Agenda Item 4)

It was proposed by Cllr A Mather and seconded by Cllr P Cunnington and it was

**RESOLVED
30745**

that the Minutes of the Civic Committee meeting held on 18th September 2023 (pages 16823 to 16827), be received as a true and correct record and that they be confirmed and signed by the Chair.

MONITORING REPORT (Agenda Item 5)

The Monitoring Report dated 14th November 2023 was received and noted.

a) Purchase new badge and ribbon for Mini-Mayor

This has been ordered and estimated delivery is 21 November.

b) To consider the purchase of a new mayoral badge and chain of office at some point in the near future.

A request has been made to F&P to put aside £2,000 per year, over the next 5 years for the provision of purchasing a new mayoral chain and badge of office. Civic is waiting for a decision to be made from F&P.

c) Beating the Bounds walk

A request has been made to F&P for £4,000, to offer to Wokingham Lions Club to manage and co-ordinate this. Civic is waiting for a decision to be made from F&P.

CHAIR'S INITIALS _____

Civic Committee 20/11/2023

16867



d) Wokingham Remembers Website

A request has been made to F&P for £1,500 as a one-off cost to take on the ownership and hosting of the website, to preserve its history. Civic is waiting for a decision to be made from F&P.

COMMITTEE'S BUDGET (Agenda Item 6)

A report on the Committee's budget expenditure to 31st October 2023 was received and noted.

Members, also on F&P, shared that in order to support Councillor's understanding, the F&P committee has introduced a final column to show end of year out-turn, i.e. are we expecting to spend all of the money in each budget line to make it clearer for Councillors to know what is committed to. Members agreed that if this could be rolled out on a committee level, they would find this helpful.

Civic Officer to pass on this request to F&P.

ACTION: Civic Officer

COUNCIL'S UPDATED VISION AND PRINCIPLES (Agenda item 7)

Councillors were in support of the revised principles and recognised they are not very different from the previous ones. However, there were a couple of queries about some of the wording used (where it is highlighted below) which they believed could have been written a little more positively.

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.

CHAIR'S INITIALS _____

Civic Committee 20/11/2023

16868



The Civic Officer confirmed that the principles have now been agreed and adopted at Full Council, and therefore changes cannot be made. However, comments will be passed to strategy to note.

Councillors asked for a suggestion to be passed back to the Strategy working party; to ask them, that when they are producing a document of this type, which represents all of the Council's aims, would it be possible for a draft copy of this to be circulated to all Councillors to seek their comments and feedback. This way, the working party could take into account the wider views of the Council to consider as a whole, before agreeing and presenting a final proposal at Full Council.

ACTION: Civic Officer

REMEMBRANCE ACTIVITIES FEEDBACK (Agenda Item 8)

The committee received a note of some feedback shared by different people attending on the day, which was all positive and no suggestions for improvement were received, prior to the civic meeting.

Councillors recognised that Remembrance Sunday is a major event in the Council calendar and they thanked the Civic Officer for delivering a superb event, which they were proud to take part in.

The chair invited any additional feedback about the day so it can be considered in future planning and the following was shared:

Comments and suggestions included the following:

- If there is an opportunity to make the wreath laying ceremony more visible to a wider audience for more people to take part and to watch, ideally outside, it would be good to achieve.
 - There is a missed opportunity for all the people attending, to observe and take part in the wreath laying ceremony.
- Introduce a temporary structure to place outside to lay the wreaths around, before going to Church.
- Reserve the space, where the Christmas tree, stands, for a temporary structure in November.
- Introducing a temporary structure could build momentum and support, which could add weight to making a proposal for a permanent memorial to be placed outside.
- The danger of introducing a temporary structure could trigger some negative comments from the public
- Consider placing wreaths around the Poppy mosaic which is in the pavement of the Market Place, where the two minute silence is held, and where the current temporary is placed.
- Arrange for a permanent plaque to be placed on the wall of the Town Hall.
- Livestream the wreath laying ceremony and put a screen up outside
- The hymns in the Church service felt a little dated.

CHAIR'S INITIALS _____



The Civic Officer shared that the concept of raising awareness of there being a war memorial inside the Town Hall has been discussed many times at the civic committee previously, and it is challenging to address.

It was proposed by Cllr W Dixon and seconded by Cllr A Mather and it was

**RESOLVED
30746**

To bring forward ideas for the next meeting to say what we could do, with regards to involving more people in the wreath laying ceremony and within that for the Civic Officer to advise Councillors what has been proposed before, to support further discussions.

The Chairman suggested that members give all of this some thought and send any ideas to the Civic Officer as soon as possible to be collated into a report in preparation for the next civic meeting for further discussion.

The Civic Officer was asked about the timescales. Advice was given that any significant and achievable change to the proceedings for Remembrance Sunday would need to be agreed at least by the end of the June meeting next year.

COUNCILLORS PHOTOGRAPHS ON TOWN COUNCIL WEBSITE (Agenda Item 9)

The Committee received the Civic Officer's report, noting a request from Councillors to discuss this.

It was proposed by Cllr A Betteridge and seconded by Cllr A Mather and it was

**RESOLVED
30747**

That in line with the decision made regarding the Council's group photograph being taken, the same approach should be taken for individual photos as well, in that if Councillors are not comfortable wearing a Councillor robe, it would not be mandatory to do so.

Councillors were all in agreement that Councillor photographs should continue to be taken by an appointed photographer for consistency, and not for individuals to submit their own.

It was agreed that photographs of current Councillors would not be changed, to avoid any unnecessary costs.

PARADES (Agenda Item 10)

The Committee received the Civic Officer's report, following a request at the previous meeting to explore further opportunities for Councillors to parade.

It should be noted, it was clarified at the meeting that the original request for this discussion was to look for opportunities for Councillors to wear their robes and be more visible in public, but this does not necessarily need to be in the form of a parade.

Councillors discussed several occasions at which Councillors could take part or be present at, and they were particularly keen that they should have a presence where the Town Council has provided financial contributions to an event.

CHAIR'S INITIALS _____



The Civic Officer was asked to enquire with Wokingham Lions to explore options about how Councillors could support the Winter Carnival at either end of the day, perhaps to stand either side of the stage.

The Civic Officer advised that Councillors wear their robes at the Council's Heritage Open Day already. Other events that were considered were Party in the Park, the Fireworks and the Beating of the Bounds event if this is supported.

It was suggested that Councillors may like to be selective about which events they attend in robes, and it would be good to ensure there is a purpose. They wouldn't want to dilute the impact of Councillors being present at events.

The Chair suggested that this discussion is revisited again to further discuss which events would be practical to attend.

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 11)

The following was noted:

- a) The repairs on the main mayoral chain are now complete.
- b) The mayoral chain box is now being refurbished.
- c) The silver plaque on the Mace rest has undergone some repairs, see attached.
- d) 5 different groups have visited for a Town Hall talk since the last civic meeting, including 3 brownie groups and 1 year 3 group (a total of 11 groups have visited this year)
- e) Details of the Christmas Music event on Saturday 9 December have now been co-ordinated and agreed by Morearts, and it is currently being marketed.
- f) The Wokingham Poppy Appeal has raised in excess of £74,293.25.

COMMITTEE INFORMATION (Agenda Item 12)

There were no information items.

- a) No information was raised by members.
- b) No information was identified for marketing purposes.

CHAIR'S SIGNATURE_____

CHAIR'S INITIALS _____



Monitoring Report: Civic

WOKINGHAM TOWN COUNCIL

Date: 12 March 2024

Date Action Agreed	Item for Action (to include any resolution number)	Person Actioning	Proposed Completion Date	Progress
20.3.23	Purchase new badge and ribbon for Mini-Mayor	CO	Nov 2023	This has been ordered, and estimated delivery is by 21 November. <i>This has now been received and will be removed from the monitoring report next time.</i>
20.3.23	To consider the purchase of a new mayoral badge and chain of office at some point in the near future	F&P	Not set	Request made to F&P to put aside £2,000 per year, over the next 5 years for the provision of purchasing a new mayoral chain and badge of office. <i>Decision was made at F&P 21/11/23 to move £8K from general reserves into an earmarked reserves so that this doesn't have to be considered again in this term of the council.</i> <i>To consider options in due course.</i>
18.09.23	Beating the Bounds walk - an historic event essentially carried out in the past to ensure the knowledge of the parish boundaries was maintained and passed from generation to generation. It was suggested that this could be undertaken in 2024 as a trial, and Councillors should fully support in their own wards.	F&P	Not set	Request made to F&P for £4,000, to offer to Wokingham Lions Club to manage and co-ordinate this. <i>Decision was made at F&P 21/11/23 to support this financial request and for it to be taken from general reserves.</i> <i>See information item 14a</i>

WOKINGHAM TOWN COUNCIL				Date: 12 March 2024
Monitoring Report: Civic				
	Wokingham Remembers website	F&P	Not set	
18.09.23				Request made to F&P for £1,500 as a one-off cost to take on the ownership and hosting of the website, to preserve its history. <i>Decision was made at F&P 21/11/23 to support this one-off cost and for WTC to take on the ownership of this website. Discussions will now begin to take place about this transition.</i>
20.09.23	Consider opportunities at Remembrance to make the wreath laying ceremony more visible to a wider audience.	Civic	Nov 2024	To bring forward ideas to next meeting with regards to involving more people in the wreath laying ceremony. See agenda item 8
20.09.23	Consider other opportunities for Councillors to wear their robes and be more visible in public.	Civic	Not set	To revisit this discussion to further discuss which events would be practical to attend. See agenda item 11
06.12.23	Civic Award process – to consider an update to the criteria, following last year’s Civic Award selection process.	Civic	ASAP	See agenda item 13

Wokingham Town Council Principles

Enriching Community

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

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.

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.

The Council's principles are noted here as a useful reference for members in discussions at Council meetings as they should always be considered.

solution

12/03/2024

Wokingham Town Council

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Detailed Income & Expenditure by Budget Heading 29/02/2024

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>302 Civic</u>							
4333 Newsletter	4,477	5,211	5,000	(211)		(211)	
4335 Operation Bridge Costs	3,565	0	0	0		0	
4362 Civic Receptions	824	1,198	2,800	1,602		1,602	
4365 Heritage Day	2,959	3,205	3,850	645		645	
4369 Remembrance Day	996	2,911	2,800	(111)		(111)	
4370 Christmas Music	115	0	1,000	1,000		1,000	
4371 Honoraria	1,400	1,400	1,400	0		0	
4372 Chair's Allowance	3,500	1,750	3,500	1,750		1,750	
4373 Civic Transport	0	0	100	100		100	
4374 Official Gifts	361	139	500	361	100	261	
4375 Christmas Cards	215	278	300	22		22	
4376 Insignia & Dress	2,944	3,605	3,000	(605)		(605)	
4377 Civic Awards	1,262	1,263	2,000	737	204	534	
4378 Silver Talks	71	71	50	(21)		(21)	
4399 Mayor's Sunday	2,587	2,975	5,000	2,025		2,025	
4523 Museum Accreditation	794	287	10,000	9,713		9,713	
Civic :- Indirect Expenditure	26,071	24,293	41,300	17,007	304	16,704	0
Net Expenditure	(26,071)	(24,293)	(41,300)	(17,007)			
Grand Totals:- Income	0	0	0	0			
Expenditure	26,071	24,293	41,300	17,007	304	16,704	
Net Income over Expenditure	(26,071)	(24,293)	(41,300)	(17,007)			
Movement to/(from) Gen Reserve	(26,071)	(24,293)					



Wokingham Town Council

Civic Officer's Report 11/2023-24

To: Civic Committee
 Date: 12 March 2024
 Subject: Christmas Music Event

1 REASON FOR REPORT

- 1.1 To update the committee following the event, to keep Councillors informed.

2 BACKGROUND

- 2.1 This is a free event for its residents which WTC has coordinated in recent years.
- 2.2 WTC has invited a musical group to lead some carol singing for our residents to enjoy in the approach to Christmas.
- 2.3 Mince pies and mulled wine have been offered to visitors on the day.
- 2.4 An opportunity is always taken to collect donations for the Mayor's Charity.

3 2023 EVENT UPDATE

- 3.1 The December 2023 event was coordinated and run on the day differently; it was done by morearts, with WTC support, due to them having left over grant funds of £2000 as a service provider.
- 3.2 Morearts. delivered a successful event for our residents which sold out (capacity was 80), in the Town Hall.
- 3.3 They arranged 4 different performances from the following groups,plus a piano duet from the Wokingham Choral Society's Musical Director, George de Voil, and pianist James Speakman:
 - 3.3.1 Saint Sebastian Wokingham Band
 - 3.3.2 Ukrainian Choir of Reading
 - 3.3.3 Thames Valley Chorus
 - 3.3.4 Wokingham Choral Society
- 3.4 Lots of positive feedback was received by the audience on the day, and people really enjoyed the mix of different acts.
- 3.5 The Mayor's charity received over £200 in donations.
- 3.6 It was recognised that the event could attract a wider audience in a bigger venue, if this was desirable and All Saints Church was flagged as a possible venue due to its very welcoming redesigned space inside. This is already successfully used by the Choral Society for their concerts.
- 3.7 There seems to be a desire from morearts.to manage the event again in 2024 but there are things that need some consideration:

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- 3.7.1 WTC's allocated planned budget is less than the expenditure of the 2023 event (see section 5 of this report).
- 3.7.2 If an alternative venue is preferred to increase capacity, there is likely to be hiring costs for the performance time and for any rehearsal time.
- 3.7.3 morearts. could consider a lower cost event to fall within allocated budget amount.
- 3.7.4 morearts. have indicated they might be able to share the cost.

4 FINANCIAL IMPLICATIONS

- 4.1 The civic budget line for this event was £1000 and is set for the same amount for 2024-2025. For this event, the Town Council budgets for refreshments and marketing costs, and makes an allowance should any performers have a fee.
- 4.2 Morearts advised their costs to manage the event in 2023 totalled £1861.33 (from £2000 being left over from their grant), which was made up of the following:
 - 4.2.1 £1000 consultancy and music direction
 - 4.2.2 £300 video recording
 - 4.2.3 £250 profession fee for performance
 - 4.2.4 £101.33 mulled wine and mince pies etc
 - 4.2.5 £175 programmes
 - 4.2.6 £35 flyers.

5 NEXT STEPS

- 5.1 For the Civic Officer and Town Clerk to explore with morearts. and discuss further how they wish to manage this for WTC again this year and what this model will look like in 2024. The Civic Officer to keep the committee updated.



Wokingham Town Council

Civic Officer's Report 12/2023-24

To: Civic Committee

Date: 12 March 2024

Subject: Consider Opportunities to widen wreath laying ceremony

1 REASON FOR REPORT

- 1.1 Councillors at the last civic meeting were asked to bring forward ideas to the next meeting with regards to involving more people in the wreath laying ceremony.

2 BACKGROUND

- 2.1 A wreath laying ceremony takes place each year in the main hall and annexe, where the Mayor, key guests and representatives from groups lay a wreath at the designated war memorial.
- 2.2 This takes place on Remembrance Sunday afternoon, prior to the parade and Church Service
- 2.3 It is carefully co-ordinated by the Civic Officer in advance, so the names of the wreath layers can be announced by the Town Crier, as they lay wreaths.

3 CONSIDERATIONS FOR HOLDING WREATH LAYING OUTSIDE

- 3.1 The Civic Committee has suggested the idea of taking the wreath laying ceremony outside to widen its audience. However, this presents challenges:
 - 3.1.1 There is no war memorial outside for wreaths to be laid at. The only outside memorials are the plaque at the Red Cross clinic and the memorial in the grounds of All Saints Church; neither of these offer enough space around them for people to gather.
 - 3.1.2 If it is to be taken outside, where would this take place? Peach Place, has been mentioned. However, this space is smaller than the Market Place. It is also managed by Vail Williams, via WBC, and permission would need to be sought which doesn't mean it couldn't be used but it's worth noting. Another question; would this be the right location as it's a space mainly used for relaxing and enjoying entertainment? The most practical place to take it may be in the Market place itself but where would wreaths be laid?
 - 3.1.3 A temporary structure has been suggested to lay wreaths at. However, would a temporary structure be well received? What might it look like? What might it cost? Where would it be placed? How long might it stay out for? Where would it be stored? Whilst this would resolve the issue of limited access to the existing memorial, the crucial element here could be community consultation as the creation of war memorials seems to have traditionally been organised locally with its people. Seeking the views, from residents, for a temporary one feels no less important.
 - 3.1.4 Would it be right if wreaths are not laid at a place where the names of the fallen are engraved? Is it appropriate, how would this be perceived?

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- 3.1.5 WTC does not want to attract any undue criticism. War memorials and Remembrance are extremely emotive subjects, and any significant change can be controversial and needs to be handled sensitively.

4 PROPOSAL TO INCLUDE MORE RESIDENTS IN 2024

- 4.1 Whilst Remembrance itself in Wokingham continues to be very well attended, WTC does not have an awareness of how much of an appetite there would be for residents to attend an outdoor wreath laying ceremony.
- 4.2 To plan, co-ordinate and deliver a ceremony outside for 2024 seems too ambitious from a cost and resource perspective. However, it does feel possible to expand what is done currently as an interim trial.
- 4.3 As both the Acts of Remembrance on Armistice Day at 11.00am and Remembrance Sunday at 11.00am are very well attended and there is already a captive audience, below is a proposal to consider for this Remembrance Sunday at 11.00am as a first step:
 - 4.3.1 Currently, people gather on the small triangle (between The Rose and Costa), to reflect at 11am. Then, the Mayor and Deputy Mayor come out just before 11am and the exhortation is read, followed by the bugler sounding the Last Post, the 2 minute silence, the bugler sounding Reveille, and then the Kohima prayer is read.
 - 4.3.2 After this, the Mayor could announce that they are going upstairs to the War Memorial to lay a wreath and pay their respects, and if anyone else wishes to follow, they may do so by following them. NB: The Mayor would lay the same wreath at the formal wreath laying ceremony in the afternoon.
 - 4.3.3 Although it wouldn't be a ceremony, by making this offering, we are advising a large number of people about the war memorial, giving them the opportunity to see it and also pay their respects. An opportunity that WTC doesn't currently offer.
 - 4.3.4 It would be helpful to have enough people available to guide people in one way via the entrance (by the parlour side) and out of the sliding doors, and to keep people moving.
 - 4.3.5 WTC should also be mindful of anyone wishing to use the lift inside and to guide them inside a different way.

5 FINANCIAL IMPLICATIONS

- 5.1 There would be no costs to trial the above proposal for this year, other than some extra resources. If Councillors could support with this, this would be very helpful.
- 5.2 Costs would be associated for a temporary structure, if required, and possibly other costs for an outside ceremony which are currently unknown until it is clear what this could look like. No extra provision is currently allocated in the civic budget for this.

6 CONCLUSION

- 6.1 The planning, coordination and delivery of a ceremony outside needs a lot more thought and investigation, particularly if members are interested in having a temporary structure.

7 RECOMMENDATION

- 7.1 To trial the proposal in 4.3 above.
- 7.2 This is both achievable and manageable, in the current year at no extra cost, other than some extra resources.
- 7.3 This could be very useful to start getting an idea if people have an appetite or not for wanting to be more involved, albeit on this scale or larger. More insight about residents' views on this would be very useful as WTC should not spend additional time and resource on this any further, unless evidence clearly shows that there are extensive numbers of people who have a desire to be more involved to either see or take part in a wreath laying ceremony.



Wokingham Town Council

Civic Officer's Report 13/2023-24

To: Civic Committee

Date: 12 March 2024

Subject: Raising Awareness of Town Hall memorial and consideration of new outside war memorial

1 REASON FOR REPORT

- 1.1 The indoor war memorial inside Wokingham Town Hall has its advantages. It is protected from the weather elements and any vandalism, which means there is little maintenance, and it remains in good order. It is a beautiful memorial which is always admired when people visit.
- 1.2 Although the Town Hall is in a public building, accessibility to the war memorial is restricted due to office opening hours and other events and activities which take place organised by WTC and external hirers.
- 1.3 Whilst Officers and Councillors regularly share information about the war memorial being inside, there still remains a lack of awareness of where it is.
- 1.4 Over the years, it has been suggested that Wokingham should have a war memorial outside which is visible all of the time, where people can visit.

2 CONSIDERATIONS FOR A NEW OUTSIDE WAR MEMORIAL

- 2.1 As an outdoor war memorial has repeatedly been suggested, it feels prudent to explore this further to measure whether or not there really is an appetite for this amongst residents and whether or not it is achievable.
- 2.2 The Civic Officer contacted the War Memorials Trust to seek their views about the idea of exploring an outdoor war memorial, and shared with them that the Council has to date responded to queries on this subject to advise that the indoor memorial was chosen and paid for by the residents at the time and WTC are custodians of this history which it feels WTC should respect and honour. Their response was:
 - 2.2.1 Your position on the creation of a new memorial is one which the Trust would share. We generally discourage the duplication of names which are commemorated on other war memorials as this demonstrates that the individuals were not overlooked and that the bereaved chose where to commemorate people that was right at the time for them; it is not necessarily appropriate for us to change their decisions. New war memorials also bring with them the challenge of management and maintenance; ownership will need to be established and a management plan created which accounts for future financial implications. Our helpsheets on **Importance of war memorials** (copy attached), **New war memorials** (copy attached) and **Fundraising for war memorials** (copy attached) provide further information.
 - 2.2.2 For information, a publication on **The Conservation, Repair and Management of War Memorials**, by Historic England and the War Memorials Trust, can be seen

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here: <https://historicengland.org.uk/images-books/publications/conservation-repair-management-war-memorials/heag006-war-memorials/>

- 2.3 One of the most important pieces of information to note is that the funding, erection and maintenance of war memorials is not usually met from public funds. Rather, it is met from private donations or public subscription.
- 2.4 If an outdoor war memorial was to be commissioned, WTC would need to think practically about where it could be installed, with enough space around it for people to gather.
 - 2.4.1 Elms Field, which is managed by Wokingham Town Council, could potentially be the most suitable location.
 - 2.4.2 Planning permission would of course be required.
- 2.5 For comparison and as a guide, Woodley began campaigning in approximately 2011 for a new outside war memorial which was installed in 2014 (see photos attached):
 - 2.5.1 In contrast to Wokingham, Woodley's residents wanted a memorial as the only one they had previously was a stained-glass window in the Oakwood Centre.
 - 2.5.2 Woodley's campaign was driven and led by a community group (with guidance from Woodley Town Council), who fundraised, through events etc an amount of £20,000 for the war memorial itself.
 - 2.5.3 Woodley Town Council funded addition costs, approximately £68,000 to cover the design, installation, and other costs etc. NB: some section 106 money was utilised towards the new civic space. These costs included:
 - £8,000 towards the war memorial structure (as the total was £28,000)
 - £40,000 groundwork
 - £6,000 bespoke designed gates
 - £6,000 architect design
 - New benches and various other costs
 - 2.5.4 The Woodley Town Clerk has shared that their civic space with the outdoor war memorial works very well and continues to be well used.
 - 2.5.5 A community group still remains strong and leads on much of the Remembrance activity that takes place each year, relieving Woodley Town Council of this co-ordination.

3 FINANCIAL IMPLICATIONS

- 3.1 The financial costs are completely unknown for creating and installing a new outside war memorial in Wokingham.
- 3.2 It is important to note that Woodley's associated costs for their project, noted above in 2.5, were 10 years ago, and any projected costings for future similar projects are likely to be significantly inflated.
- 3.3 If pursued, there would be a big dependency on a significant amount of money being raised by the public.
- 3.4 If WTC was in support of an outside war memorial and there was an expectation that it should fund the design and installation etc as Woodley did, would it have the provision to do this, and should it be spending its finances on this?

4 CONCLUSION

- 4.1 The investigative work involved in managing a project such as this could become a very big piece of work and would need very careful consideration.
- 4.2 It is essential that wider views from residents (which are representative of all our community groups and different demographics) are sought on this, so that WTC is better informed to establish if there is enough interest and support before discussions are taken any further.

5 RECOMMENDATION

- 5.1 For Councillors to discuss and consider if the Civic Committee wishes to explore this further.

- 5.2 If members are in support, the Civic Committee should recommend to Full Council that a poll or consultation should be planned to seek the views from residents, to learn how important this is to them, to gauge if people would be willing to contribute and to identify if any individuals might be interested in leading a campaign if it were to be achievable.

Importance of war memorials



War Memorials Trust

Why are war memorials important?

A war memorial is any physical object created, erected or installed to commemorate those involved in or affected by a war or conflict. Generally war memorials are erected by local communities or groups associated with those remembered such as regiments, companies, social clubs or churches.

Each memorial is unique. It represents that community's chosen method of remembrance whether it be a cenotaph, plaque or more utilitarian example such as a bus shelter or hospital. The names of those recorded on a memorial may only be remembered on that monument making it important to preserve it to commemorate that individual's sacrifice.

These memorials are important because they act as historical touchstones. They link the past to the present and enable people to remember and respect the sacrifice of those who died, fought, participated or were affected by conflict(s). Memorials can be an important source of information for young people in understanding the sacrifices made by past generations. This will in turn ensure memorials are cared for in the future. Who is recorded varies with communities making their own decisions. Often local memorials will contain the names of families still living within that community or as communities change offer an insight into the history of an area.

New memorials, to both past and present conflicts, continue to be erected representing the ongoing importance of war memorials. Some communities choose to make additions to existing memorials thereby ensuring the continuing relevance of those memorials for local remembrance.

Memorials represent a focal point for remembrance both individual and collective particularly on occasions such as Remembrance Sunday or anniversary events. The sacrifices made by so many for freedom needs to be remembered and war memorials play a vital role in ensuring that continues.

Additionally many war memorials are important to the country's architectural and artistic heritage. After the First World War, many commissions for the design of war memorials went to established practitioners and architects like Sir Edwin Lutyens, Sir Reginald Blomfield, and sculptors like William Reid Dick, Sir George Frampton and Albert Toft. Some younger architects and sculptors also came to the fore and excelled like Lionel Budden, Walter Marsden, Gilbert Ledward, Tyson Smith and C S Jagger, laying the foundations for successful and distinguished post-war careers. This huge public art project remains a unique event as towns and villages across the UK expressed their emotions at the end of war, relief, sorrow or celebration of victory, in a public sculpture and art project of huge diversity.

War Memorials Trust 14 Buckingham Palace Road London SW1W 0QP

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Registered Charity Commission Number: 1062255

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New war memorials



War Memorials Trust

First steps

When you start your project you should be clear about why you are commissioning a new war memorial and what or who needs to be commemorated.

- **What war memorials are already in the area?**

In order to prevent duplication you should research what war memorials already exist and who is commemorated. The War Memorial Register aims to compile a record of all war memorials in the UK and maybe able to provide you with information about existing war memorials in the area (c/o Imperial War Museum, Lambeth Road, London SE1 6HZ, T: 020 7207 9851, E: memorials@iwm.org.uk, W: www.iwm.org.uk/memorials/search).

- **Establish a committee**

It maybe useful to form a committee of like-minded people to take the project forward. Establish good contacts with others with a legitimate interest: relatives, regiments or other equivalent bodies, ex-service organisations, the local Royal British Legion branch, local historians, local places of worship if appropriate, local youth groups (e.g. guides, scouts, cadets) and community groups.

- **Consult local authorities**

Consult the local secular authorities, especially the local planning authorities, as early as possible as this will reduce the likelihood of delays later and there maybe grants available. In most situations you will need permission to erect a new memorial (planning permission, listed building consent or conservation area consent). Cemeteries and churchyards may also have regulations governing what type of memorials can be erected. Ask for written permission from the relevant authorities.

- **Do your research**

Before selecting a design for your war memorial, you should research all the names, dates, facts and details - make sure these are correct, especially spellings. Useful sources for research include local and regional libraries (including contemporary press reports), local and regional archives, appeals for information and material in local press, regimental bodies and their records, the Commonwealth War Graves Commission (2 Marlow Road, Maidenhead, Berkshire SL6 7DX, T: 01628 507200/634221, W: www.cwgc.org.uk), the National Archives (The National Archives, Kew, Richmond, Surrey TW9 4DU, T: 020 8876 3444, W: www.nationalarchives.gov.uk) and the Ministry of Defence (Veterans Agency, Norcross, Blackpool, Lancashire FY5 3WP, T: 0800 168 2277, W: www.mod.uk).

- **Inform the local community**

Let the local community know about your plans and your reasons for doing so via a local newspaper, notice board, newsletter, etc. This will give the local community the opportunity to voice their opinions about the plans and to add any relevant information to your research.

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Designing your new war memorial

- **What sort of war memorial do you wish to create? What sort of war memorial would be appropriate?**

War memorials come in a variety of different forms, from the traditional cross, obelisk, plaque and cenotaph, to the more unusual bus shelters, drinking fountains and playing fields. Consider the restrictions of the site, the necessary size and shape of the memorial (i.e. to be able to fit any names on), its purpose and message. Select materials suited to the proposed site and the prevailing environmental conditions and consider access to the site.

- **Select a design**

Designs for war memorials can be chosen from catalogues, by commissioning a design from an artist/sculptor/architect/companies specialising in commemorative designs or you could hold a design competition. If commissioning a design, always ask to see examples of previous work.

The following organisations maybe able to help:

- Memorials by Artists, The Lettering Arts Centre, Snape Maltings, Snape, Saxmundham Suffolk IP17 1SP, T: 01728 688934 W: www.memorialsbyartists.co.uk
- The National Association of Memorials Masons, 1 Castle Mews, Rugby, Warwickshire CV21 2XL, T: 01788 542264, E: enquiries@namm.org.uk, W: www.namm.org.uk

After the initial enquiry, you should ask for a written estimate with full details of the proposed memorial. This should include costs for the memorial itself (price varies according to material), any lettering or ornamentation (price varies according to technique used), installation, labour, fees and VAT, if applicable.

Funding your new war memorial

War Memorials Trust strongly suggests that, **before** commissioning your new war memorial, you make sure that you have the financial resources to complete your project.

Please note that the Trust **cannot** fund the creation of new war memorials.

Remember to target your appeal and be specific about what you are asking for once you know the costs of your project. Please see War Memorials Trust's 'Helping your fundraising' helpsheet for further information.

The future of your new war memorial

- Make sure that ownership of and responsibility for the future care of the war memorial is clear - do not assume that someone will take care of it! If handing over the responsibility to another body, secure a formal written agreement.
- Establishing a management plan for the future maintenance of the war memorial is crucial to the preservation of the memorial. Contact the Conservation Officer at War Memorials Trust for further maintenance information.
- Seriously consider insuring your war memorial against accidental damage, vandalism or theft. Please see War Memorials Trust's 'Insuring war memorials' helpsheet for further information.

Please note that this helpsheet is intended to offer informal advice and is a distillation of experience. The information contained in this helpsheet is not exhaustive and other sources of information are available.

Fundraising for war memorial projects



War Memorials Trust

This helpsheet should be read in conjunction with the 'Starting a war memorial restoration project' helpsheet. This is a practical guide to raising funds for your project. The relevance of the different suggestions will depend on the project so it is recommended you select those ideas most applicable rather than trying to follow all the ideas suggested.

Fundraising is challenging, it may take a long time to secure the funds you need but do not get downhearted. It took many communities years to raise the funds to erect their war memorials.

Planning: The case for support

Successful projects are well planned with resources carefully organised to achieve an objective.

Prepare a 'case for support' identifying what the funding is for and why it is required. Keep this simple, short and very clear. Personal stories and good photographs help bring your appeal to life but try and keep to one page; be realistic about how much people will read. Please see War Memorials Trust's 'Researching the history of a war memorial' and 'Researching the names on a war memorial' helpsheets for further information.

- State your key objective e.g. repair the war memorial.
- Identify the problem - what is the current problem and why is it urgent and important?
- Be clear about what you are going to do with the money raised. You should have a conservation plan with a detailed method statement, breakdown of costs and good quality photographs available.
- Explain the long-term benefits of the project - people like to give to projects that will live on.
- Highlight the consequences of inaction - explain what will happen if work is not done.
- Add endorsement - the support of the families and friends of those commemorated will bring a voice to your project and the support of important locals will add weight to your cause (e.g. endorsement from the county Lord Lieutenant, the local branch of the Royal British Legion, veteran associations, ex-service organisations, members of the clergy, etc).

Planning: How to ask

- Be specific in your requests e.g. fixed sums of money.
- Ask for something realistic e.g. ask someone for a sum they can afford to give, do not put people off by asking for too much and making them feel their gift is worthless.
- Think about who is the best person to ask e.g. if you are approaching the Rotary Club do you know someone who is a member who could ask?
- Be clear about the nature of your request. An appeal for a one-off project which has a clear result is often far more likely to be successful than a general approach.
- People like to give to people, particularly for a local project - can you ask face-to-face or via telephone?

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- Cover as many possible donations methods as possible, individuals make donations in response to: personal and telephone requests; letters; advertising; word-of-mouth; events; street and door-to-door collections; TV/radio/local press appeals.
- Do not just ask for cash - consider asking for materials, labour, sponsorship such as help with postage, help with research, IT etc.
- Find someone with links in your community to champion your cause and raise the project's profile.
- Ask people if they would like to keep in touch with the project, consider sending a regular update or a progress report depending on the length of your project. Make sure people get invitations to any ceremonies or events.

Remember

If you don't ask, you don't know. The worst anyone can say is no; but they might just say yes!
War memorials are emotive objects. People care and will want to help.

Action: Who to ask

Local community/individuals

- Ask directly (face-to-face or by telephone) and do not be embarrassed to ask for money for a good cause. Organise talks locally about your project (e.g. at church groups, the Women's Institute, the Royal British Legion, local clubs, etc) and do not forget to ask for donations.
- Send short, clear and concise letters to those on your contacts list and add interesting enclosures for further information (e.g. good quality photographs, personal stories, etc).
- Get some collection tins and place within the local community e.g. local pub, Post Office.
- Organise events/activities (e.g. pay-to-come events, sponsored events, lotteries, games, raffles, auctions, etc). Remember that those who cannot help financially may be able to offer time to help organise events.
- Organise door-to-door or street collections - you will need permits from your local authority but it can be an effective way of raising funds and awareness of the project. Remember you will need to organise the collecting, counting and recording of donations.
- Local media from a parish newsletter to a local radio station may be interested in your project.
- Local schools or youth groups could get involved to raise money and involve young people in preserving their local war memorial heritage.

Veterans groups

- They may be able to hold events for you, support the project or help promote your fundraising (please note the Royal British Legion cannot spend its funds on war memorials).

Local interest groups

- Local Rotary/Lions etc may be able to help with fundraising.
- Local history groups may be able to support your research or provide background stories to help you promote your project.

Council

- If you are going to approach the local authority for money, get the names of Councillors, heads of several relevant departments and PR Officers (these are all likely to be involved in the grant-giving process and may generate further contacts or awareness).

Families

- Are relations of those commemorated on the memorial still living in the community or can they be traced? They may want to contribute to a project on the memorial which commemorates their relative.

Lottery

- Investigate if your project might fit into a National Lottery scheme visit www.lotteryfunding.org.uk or call 0845 275 0000 or seek details of organisations later in the helpsheet.

Grant-giving bodies/charitable trusts

- Details of grant-giving bodies can be found in the 'Directory of Grant Making Trusts' which is published by the Directory of Social Change and is available for reference in most libraries or accessible online for a fee at www.trustfunding.org.uk or by contacting 08450 77 77 07.
- Find trusts that have an interest in war memorials, the Armed Forces/Services, heritage, specific denominations, types of object (e.g. gardens) or your geographical area. Do your research, read all guidelines (where applicable) and then send your application/letter. Do not waste time on funders for which you are clearly ineligible.
- Make sure letters are short (one A4 page maximum), clear, concise and that you enclose all the relevant information as clearly marked supplementary enclosures (e.g. your case for support, method statement, quotes, good quality photographs, etc).

Companies

- Approach companies which you know have a relevant interest in your project, a strong local connection or a donations policy which fits your project.
- Research the possibility of approaching national or large companies where your project fits their donations policy. Check 'The Guide to Company Giving' (at your local library or online at www.companygiving.org.uk) for contact information.
- Clearly present your project and explain how the company will benefit from making a donation (e.g. raising their profile within the local community).
- Remember that companies can also provide expertise, staff or materials instead of money.
- Ask for donations personally and back up your request with a short letter and interesting supporting materials (e.g. good quality photographs, personal stories, etc).

Online research

- Internet searches can help identify funders through geographical location, type of work etc.

Organisations which may assist war memorial projects

UK:

• War Memorials Trust

2nd Floor, 14 Buckingham Palace Road London SW1W 0QP, T: 020 7233 7356/ 0300 123 0764, E: conservation@warmemorials.org, W: www.warmemorials.org

• National Lottery - Heritage Lottery Fund

Head Office, 7 Holbein Place, London SW1W 8NR, T: 020 7591 6000, E: enquire@hlf.org.uk, W: www.hlf.org.uk

• National Lottery - Big Lottery Fund

W: www.biglotteryfund.org.uk

Contact details for regional offices can be found at www.biglotteryfund.org.uk/contact

• Heritage Alliance Funding Directory

W: www.theheritagealliance.org.uk/fundingdirectory/main/fundinghome.php

England:

• Historic England

4th Floor, Cannon Bridge House, 25 Dowgate Hill, London, EC4R 2YA, T: 0370 3330608 , W: <https://historicengland.org.uk/services-skills/grants/our-grant-schemes/>

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- **The Council for the Care of Churches**

Church House, Great Smith Street, London SW1P 3NZ, T: 020 7898 1866,
W: www.churchcare.co.uk

Scotland:

- **Historic Environment Scotland**

Historic Buildings Repair Grant Team, Longmore House, Salisbury Place, Edinburgh EH9 1SH,
T: 0131 668 8801, E: grants@hes.scot, W: <https://www.historicenvironment.scot/grants-and-funding/our-grants/historic-environment-repair-grant/>

- **The Church of Scotland**

121 George Street, Edinburgh EH2 4YN, T: 0131 225 5722, W: www.churchofscotland.org.uk

Wales:

- **Cadw**

Welsh Assembly Government, Plas Carew, Unit 5/7 Cefn Coed, Parc Nantgarw, Cardiff
CF15 7QQ, T: 0300 0256000 E: cadw@wales.gsi.gov.uk, W: www.cadw.wales.gov.uk

- **The Church in Wales**

The Church in Wales, 2 Callaghan Square, Cardiff, CF10 5BT, Cardiff CF11 9XF, T: 029 2034 8200,
W: www.churchinwales.org.uk

Northern Ireland:

- **Northern Ireland Department for Communities**

Department for Communities, Historic Environment Division, Causeway Exchange, 1-7 Bedford
Street, Town Parks, Belfast, BT2 7EG ,

E: historicenvironmentenquiries@communities-ni.gov.uk,

W: www.communities-ni.gov.uk/contacts/historic-environment-contacts

Please note that this helpsheet is intended to offer informal advice and is a distillation of experience. The information contained in this helpsheet is not exhaustive and other sources of information are available.

Woodley War Memorial









Wokingham Town Council

Civic Officer's Report 14/2023-24

To: Civic Committee
 Date: 12 March 2024
 Subject: Request for plaque

1 REASON FOR REPORT

- 1.1 The Wokingham Lions Club is celebrating their 50th anniversary this year, and they are planning several events and initiatives to mark the occasion.
- 1.2 Their President has approached WTC to share one of their ideas.

2 BACKGROUND

- 2.1 The President explained that they have long thought that the Market area needs a permanent brass plaque laid in the paving outside the Town Hall, where wreaths can be laid. They note that they are aware of the war memorial inside but believe many local residents will not have seen it. The President said 'I have been doing quite a lot of thinking and talking to others, both Lions and general members of the public. I think what is important here is that members of the groups who lay wreaths, such as the Scouts, can see their wreaths being laid and can be part of the commemorative process. Also, all of our young and old can see the ceremony of laying the wreaths if it is done outside the Town Hall. It is such a lovely thing to do and be part of that I think it's worth sharing. If we have a plaque say 4 ft by 2 ft then it will give a focal spot. Wreaths can be laid on and around the plaque during the ceremony and at the end of the day taken up to the existing memorial where they can stay safely. The plaque remains for the rest of the year as a public display of our town's commemoration. Can this idea be put to Councillors? This is the sort of thing I am envisioning (see attached image)'
- 2.2 The President suggested that a plaque could include the Lions emblem, the Town Council Coat of Arms and maybe also the British Legion emblem if they wanted to be included.
- 2.3 The President is keen to pursue the donation of this to the town from the Wokingham Lions Club and have asked for advice on how to take this forward.
- 2.4 The Town Clerk has advised the President that whilst WTC was closely involved in the regeneration of the Market Place, the area of York stone surrounding the Town Hall is technically Highways land and is managed by Wokingham Borough Council, therefore permissions for any installations would be determined by them. Also, at the time of the regeneration, a mosaic poppy motif was installed on the Market Place and remains in place where WTC representatives and guests currently gather for the Acts of Remembrance each November.
- 2.5 It has also been pointed out to the President that a large brass plaque could be relatively easy to damage, could be subject to discoloration by weathering and could be a slip hazard. The President has since advised that they would be happy to take advice and consider other suggestions, if the idea was agreed in principle.

3 FOR CONSIDERATION

- 3.1 At this stage, the Wokingham Lions Club is looking to gain a view from WTC to establish if their idea is supported in principle. Before a response is given to the Wokingham Lions Club, there are a number of considerations to think about:
 - 3.1.1 WTC has already explored the idea of having a plaque on the outside of the Town Hall but this was not supported by Wokingham Borough Council.
 - 3.1.2 Is this the right time to consider a different but similar request when WTC is now looking closely at how it can make the wreath laying more accessible and considering gauging the appetite of our residents for an outside war memorial.
 - 3.1.3 Who would be responsible for the plaque if it were to be installed?
 - 3.1.4 What would residents' perception be about a plaque of Remembrance, being walked upon?
 - 3.1.5 Once in place, a plaque would last for many years. It is, therefore, important to ensure as far as possible that plaques continue to have relevance and a sustained impact in the future.

4 FINANCIAL IMPLICATIONS

- 4.1 The costs are unknown for a plaque or the installation, and whether the Wokingham Lions Club would meet both.

5 RECOMMENDATION

- 5.1 To thank Wokingham Lions for their request, and to explain that due to other related conversations which are currently taking place, it doesn't believe that it is the right time to review such a request.
- 5.2 To explain that WTC wishes to take a broader approach to consider what all the different solutions might be to address raising the awareness of the war memorial in the Town Hall and widening the wreath laying ceremony, in order to determine the best outcome for all.





Wokingham Town Council

Civic Officer's Report 15/2023-24

To: Civic Committee

Date: 12 March 2024

Subject: Consider other opportunities for Councillors to wear their robes and be more visible at events

1 REASON FOR REPORT

- 1.1 At previous civic meetings, Councillors have indicated that they would like to look for opportunities to wear their robes more and be more visible at its own Council events and those which it offers financial funding to via its grant process.
- 1.2 The Chair suggested that this discussion is revisited again to further discuss which events would be practical to attend.

2 FOR CONSIDERATION

- 2.1 It is important to recognise how different all the events and occasions are where there could be a Councillor presence:
 - 2.1.1 Some events require all Councillors to be present such as Mayor's Sunday and Remembrance Sunday. The role of Councillors at these is more ceremonial, on these traditional occasions and they are very visible to the public.
 - 2.1.2 Other events require some Councillors to attend, but not all of them, to support the smooth running of the events.
 - 2.1.3 For those events where there is no Councillor presence, it is important to understand if there are opportunities for Councillors to have a role at them or not. It should be recognised that Councillors are volunteers and asking them to attend or be present at occasions where there is no clear role for them to play should be avoided as this is not helpful for them or the organiser of the event.
 - 2.1.4 The Civic Officer was asked to enquire with Wokingham Lions to explore options about how Councillors could support the Winter Carnival. The Civic Officer did broach this with a couple of their members, but they are keen to understand what Councillors would like to achieve before giving more thought to how they could be involved. This is an example of identifying if there is a role for Councillors to play on the day, if they attend, particularly as it is a large logistical event to organise and manage on the day.
- 2.2 Considering additional opportunities where Councillors could parade, needs careful thought:
 - 2.2.1 A parade needs to be going somewhere and to have a purpose.
 - 2.2.2 The safety of everyone in a parade is paramount and will usually require contractors to close roads which comes at a cost and needs to be budgeted for, unless a parade is small enough to be manageable for Councillors and others to walk on pathways. If this is the case, the parade itself may be less impactful.
- 2.3 In terms of Councillors being more visible at the events that are at, this feels more achievable:

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- 2.3.1 At traditional civic occasions, the traditional robes and accessories are worn by Councillors, and they are easily recognised.
 - 2.3.2 At other more informal events, there is no set dress code, but experience has shown that it is most helpful for Officers and Staff to be quickly recognised, as our presence is usually there to offer support, guidance and direction at our events. On occasions, high viz jackets are worn, when required.
 - 2.3.3 The Town Clerk has proposed that for the Council's less informal events, WTC purchases green polo shirts with 'Wokingham Town Council' on them, in line with those that some of the officers have. This will undoubtedly improve visibility.
- 2.4 On the following page is a note of all of the possible events to consider Councillor presence at.

3 CONCLUSION

- 3.1 Councillors should discuss all the above and identify any opportunities where they could be more visible at events, so that the Civic Officer or other Officers, if relevant (as this discussion could expand to a wider scope than just civic), to investigate further.

Event	WTC event/ grant given	Councillor Presence		Dress code	Notes/Suggestions
Civic Awards	WTC	Yes	Variable numbers to provide support	Robes	
Boardgaming	WTC	Yes	Variable numbers to provide support		
Lunar New Year	WTC	Yes	Variable numbers to provide support		
May Fayre	Grant	No	Mayor only to open and judge stalls		WTC could have a stall which Cllrs could set up and use as opportunity to promote its work and events.
Mayor's Sunday	WTC	Yes	All Councillors	Robes	Historically, there used to be a parade but as the Church element to this day has now been removed, a parade is now not required.
Annual Town Meeting	WTC	Yes	Variable numbers but could be all		
Children's Fun Day	WTC	Yes	Variable numbers to provide support		
Party in the Park	WTC	No	Unofficial presence welcome to observe		
Armed Forces Day	WTC	No	Mayor only to welcome band		
Classic Car show	Grant	No	Mayor invited to open		With the agreement of Wokingham Lions, Councillors could use the opportunity to share WTC Event leaflets
Theatre in the Park	WTC	No			Councillors could use the opportunity to share WTC Event leaflets
Sunny Saturdays	WTC	No			Councillors could use the opportunity to share WTC Event leaflets
Chalk About it	WTC	Yes	Variable numbers to provide support		
Beating the Bounds	WTC	Yes	To be confirmed but likely to involve many		
Heritage Open Day	WTC	Yes	Variable numbers to provide support	Robes	

Book Festival	WTC	Yes	Variable numbers to provide support		
Fireworks	Grant	No			
Remembrance Sunday	WTC	Yes	All Councillors	Robes	Parade takes place
Winter Carnival	Grant	No	Mayor only to open and judge stalls		WTC could have a stall which Cllrs could set up and use as opportunity to promote its work and events. Historically, there used to be a parade of floats with Cllrs processing within it. However, this was removed in recent years due its complexity and cost to manage.
Christmas Music	WTC	No	Mayor only		



Wokingham Town Council

Civic Officer's Report 16/2023-24

To: Civic Committee
 Date: 12 March 2024
 Subject: Mayor's Sunday location

1 REASON FOR REPORT

The Town Clerk was asked to identify the availability, costs and practicality of using Wokingham Leisure Centre for the Mayor's Sunday ceremony.

2 FOR CONSIDERATION

- 2.1 The Civic Officer and Town Clerk met with representatives at the Wokingham Leisure Centre to view the space that could be used for this event.
- 2.2 The flexible space is primarily a sports hall and would offer a very different atmosphere to Wokingham's Town Hall. Some consideration should be given to how this would be perceived by guests attending, including our VIPS such as representatives from the Lord Lieutenants office, our High Sheriff and High Steward.
- 2.3 The space is considerably larger than the main hall of the Town Hall, and tiered seating could accommodate approx. 300 people.
- 2.4 If the ceremony were to be held there and WTC are keen to invite up to 300 people, it would need to carefully think how this would be managed:
 - 2.4.1 The best option might be to ticket the event, albeit free, so it is aware of the numbers that would be attending. Ticketing would involve marketing and administering this beforehand.
 - 2.4.2 If it were not to be ticketed, and people were invited on a first come, first served basis, WTC would not have any indication of numbers attending.
- 2.5 A walkthrough of the ceremony usually takes place with the incoming and outgoing Mayor and key people involved prior to the day. Some thought would need to be given to how this would happen if WTC is keen to explore the Leisure Centre further as a venue.
- 2.6 The ceremony at the Town Hall is usually followed by canapes and drinks.
 - 2.6.1 If this were to be mirrored at the Leisure Centre, there would be significantly higher costs if there were more people, unless it was followed by a drinks reception only perhaps and no food, or no refreshments at all.
 - 2.6.2 If WTC was to cater for people, it would need to know how many it was catering for so managing the event on a first come, first serve basis would not allow WTC to have this information.
 - 2.6.3 An option could be for invited guests only to come back to the Town Hall for refreshments which would keep these costs manageable.
- 2.7 Events have taken place at the Leisure Centre where caterers have come in and offered refreshments. It should be noted though that there is no kitchen for them to use, just a sink in a very small space. If WTC wanted to offer refreshments to guests after the ceremony if it

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was at the Leisure Centre, this would have to be carefully considered in terms of costs and logistics.

- 2.8 If the ceremony was to be held at the Leisure Centre, this could lend itself to a parade, or a walk from the Town Hall there and back.
 - 2.8.1 If a parade with road closures is required, a discussion would be required with WBC about a suitable route, and quotes would need to be obtained for contractors to manage this and keep everyone safe.
 - 2.8.2 It may be possible for Councillors and key guests to walk on pathways to the Leisure Centre. However, would this be impactful?
- 2.9 As a guide, WBC have advised that the cost to hire the sports hall would be £1000 for 6 hours, compared with no hire fee for the Town Hall.
 - 2.9.1 It is possible that WTC might require more time than this, depending on what plans might be for a walk through beforehand and refreshments.

3 CONCLUSION

- 3.1 It would be too challenging to make arrangements for the Mayor's Sunday ceremony to take place in the Leisure Centre this May, without enough information about the details of the day, as more detailed planning and possible budgeting would be required.
- 3.2 The Chair of the Civic Committee is aligned with the Civic Officer and Town Clerk in that the ceremony for 2024 should take place in Wokingham's Town Hall.

4 RECOMMENDATION

- 4.1 Councillors should consider all of the above and discuss if they wish to consider trialing using the Carnival Hub for the ceremony in 2025.
- 4.2 If this is initially supported by the civic committee, its members would be encouraged to independently view this space and feedback their thoughts to the Civic Officer as soon as possible.
- 4.3 If feedback is favourable, further planning will be required by the Civic Officer to scope out what the event could look like, and to identify if any additional budget would be required.



Wokingham Town Council

Civic Officer's Report 17/2023-24

To: Civic Committee

Date: 12 March 2024

Subject: Civic Awards

1 REASON FOR REPORT

- 1.1 At the Civic Award selection meeting, a couple of suggestions were made.

2 SUGGESTIONS MADE

- 2.1 To consider a change of wording on the nomination form, collecting greater information about the relationship of the nominator and the nominee, which in some cases provides greater weight to the nomination. Therefore, the question "what connection do you have with this person?", should end with "on a personal basis, and in relation to this nomination".
 - 2.1.1 This change has been made as this seemed a beneficial change to make.
- 2.2 A question was raised, whether asking for a nominee and a seconder complicates the process? Changing this to just the number of nominations should be considered.
 - 2.2.1 This change has been made as the Civic Officer recognised this, through questions asked whilst people were completing nominations.
- 2.3 A question was raised, regarding the restriction whereby a resident can only receive an award once. It was discussed that it should be possible for a previous winner to be reconsidered after a five-year period. Alternatively, they should be reconsidered, if the nomination is for a substantially different reason than for the original award, for example, individual acts of humanity.
 - 2.3.1 Councillors should review this and determine if they wish for a change to be made the criteria (A copy of the criteria is attached for information).
- 2.4 A suggestion was made to expand the reach of the awards. Encouraging nominations at visits undertaken (by the Mayor, Councillors, and other representatives) to organisations with suitable staff and/or volunteers. These organisations can be collated on a central list, and prompted by the Civic Officer, if necessary, as the closing date for nominations approaches.

3 CONCLUSION

- 3.1 As some changes have made already, the main item for discussion is to discuss if the committee feel if an individual can receive an award more than once, see 2.3 above.
- 3.2 Expanding the reach of the awards is always beneficial. Sharing this responsibility with the Mayor and the Councillors would be most helpful.

Civic Award Criteria for nominations

- Nominees for a Civic Award may be of any age but they should reside in the town of Wokingham, or their voluntary work should be for an individual or organisation based within the town
- Under 18s may be nominated for a Young Persons Award
- The voluntary work should have been carried out for a minimum of 3 years (unless there are exceptional circumstances), and not connected to their employment
- If under 18s are nominated, the judging panel may consider a reduced length of time for their contributions
- Whilst it is acceptable for more than one individual from the same organisation to be nominated for a Civic Award, any nominees should be individuals whose voluntary work is over and above other members within the organisation
- The voluntary work should be current and been carried out in recent years; it will not be possible to recognise historical achievements
- Couples may be nominated on one form (if successful, they will each receive an award)
- Wokingham Town Councillors, their employees and previous winners are not eligible (please check the [list of recipients](#) before submitting a nomination)
- Town Councillors should not nominate individuals; requests should be submitted by members of the community only
- Nominations will not be accepted from family members unless there are exceptional circumstances.
- The judges' decisions are final