



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

9th June 2025

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 16th June 2025** 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: Graham Winder, 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 24th March 2025 (pages 17174 to 17176), *copy attached*, as a true and correct record.

5 MONITORING REPORT

To receive the Monitoring Report dated 9th June 2025 (copy attached), for information.

6 COMMITTEE'S BUDGET

To receive an update on the Committee's budget as of 31st May 2025 (*copy attached*).

7 MAYOR'S INAUGURATION CEREMONY FEEDBACK

- a) To receive, for information, a copy of a thank you letter from the Deputy Lieutenant who attended on the day, expressing his thanks and appreciation.
- b) To discuss and share any other feedback about the day so it can be considered in future planning.

8 REME FREEDOM PARADE

- a) To receive a verbal report from the Town Clerk on the latest updates on planning for the REME parade in October 2025
- b) To consider and resolve upon a request to the F&P Committee for one-off-in-year funding of up to £2,500 to support this town event.

9 HERITAGE OPEN DAY – SATURDAY 20TH SEPTEMBER

- a) To note that the event has been registered with English Heritage (HODS) and work is underway to progress plans for activities and displays for the day. Further details will be circulated via email.
- b) To receive a verbal update from the Town Clerk on the plans for Heritage Open Day

10 TOWN HALL FLAGPOLES

To receive a verbal update from the Town Clerk on latest developments regarding the town hall flagpoles.

11 CIVIC AWARD SELECTION MEETING

- a) To note for information that the selection meeting will be held on Wednesday 10th December, timings to be confirmed.
- b) Members of this meeting are:
 - 4 Councillors (Chair and Vice Chair of the Civic Committee, one other committee member, plus the Mayor)
 - High Steward Lucy Zeal
 - Police Superintendent
 - Chairman of Churches Together in Wokingham
 - CEO of Involve
 - CEO of Wokingham Volunteer Centre
 - President of Wokingham Lions Club
- c) To agree on the following:
 - a. which Civic Committee meeting member will attend
 - b. Timing for the meeting
 - c. Any alterations to external representatives to be invited, should representatives above be unable to continue.

12 INFORMATION ITEMS

- a) To note that the VE Day commemoration event on Market Place went ahead on Thursday 8 May and attracted a good number of visitors. The Town Clerk and Civic Officer would like to express their thanks to David Dunham for his work in facilitating this event.
- b) To note that work is ongoing between the Civic Office and Town Clerk in liaison with WBC Officers regarding updating Operation Bridge.

13 COMMITTEE INFORMATION

- a) To receive information items raised by members, which have been notified to the Civic Officer in advance.

- b) Identify any specific items for marketing purposes.
- c) The date of the next meeting is Monday 29th September.

Civic Committee: Cllrs Adrian Betteridge, Rachel Bishop-Firth, Rob Comber, Sue Cornish, Andy Croy, Phil Cunnington, Warren Dixon, Alwyn Jones (VC) and Keith Malvern (Ch)

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).

24th March 2025

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

PRESENT

Chair: Cllr K Malvern (Chair)

Councillors: A Jones (Vice-Chair), A Betteridge, A Mather, W Dixon and P Cunnington.

IN ATTENDANCE

Civic Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllr S Gurney.

MEMBERS' INTERESTS (Agenda Item 2)

Cllr A Jones asked for it to be noted that he is a member of the Wokingham Lions Club and Wokingham Society.

Cllr K Malvern asked for it to be noted he is a member of Wokingham Society.

**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 K Malvern and seconded by Cllr A Betteridge and it was

**RESOLVED
31031**

that the Minutes of the Civic Committee meeting held on 13th January 2025 (pages 17127 to 17129), be received as a true and correct record and that they be confirmed and signed by the Chair.

COMMITTEE MEMBER'S ABSENCE (Agenda Item 5)

Cllr Mather provided to Committee, a verbal explanation and an apology for his absence from the three prior meetings.

The Chair consulted with CO on the Standing Order applicable to these circumstances and he offered the Committee a choice of accepting Cllr Mather's explanation or rejecting it with the option of asking him to leave the Civic Committee.

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

**RESOLVED
31032**

that the Civic Committee will accept Cllr Mather's explanation and no further action will be taken.

CHAIR'S INITIALS _____

Civic Committee 13/01/2025

17174



MONITORING REPORT (Agenda Item 6)

The Monitoring Report dated 13th March 2025 was received and noted.

a) Application of UV film to Town Hall windows to protect its historical items from further damage and preserve for the future.

Application for a Certificate of Lawful Planning to be submitted in April.
Cllr W Dixon asked if Councillors need to register an interest if involved in the Planning Committee when the application is considered. CO to find out where and when the application will be considered.

ACTION: Civic Officer

b) Improving Remembrance wreath laying.

Committee asked CO to look at including local war casualty stories in the service to make it more relevant to Wokingham.

ACTION: Civic Officer

c) Consider how to make the Remembrance Service more multi-faith

CO will make contact with community contacts before end of March, inviting a group of representatives to an informal discussion in the Town Hall.

d) Ten years since REME left Wokingham

Awaiting planning meeting with REME.

e) More Arts Christmas Music Event

To be removed from Monitoring Report.

ACTION: Civic Officer

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's Approved Budget 2025-26 was received and noted.

CO asked Committee whether it wishes to support spending £275 on a video of the Mayor's Sunday (Inauguration) ceremony as the number of views is still very small.

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

**RESOLVED
31033**

that the Civic Committee will reject the spending of Civic funds on the video of Mayor's Sunday.

Committee suggested that CO look into producing a more informal video production in house.

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 8)

- a) CO advised Committee that he has been closely involved in the editing and production of the WTC Newsletter with a challenging target to print and distribute 17,600 copies by the 24th May. Copy was being held for the election of the new Town Mayor which is now resolved.
- b) CO shared the early stage plans for Heritage Open Day on the 20th September 2025, including the Victorian theme including period costumes for Councillor volunteers, period activities with special events

CHAIR'S INITIALS _____

Civic Committee 13/01/2025

17175



and exhibits on the national theme of Architecture. CO will share more updates with Committee as the details become clearer. Committee asked CO to ensure that the local retailers are informed and involved in the theme and Cllr A Betteridge offered to provide contact details of penny farthing rider.

ACTION: Civic Officer

- c) David Dunham provided an update on the VE Day 80 event details for Committee.
- d) CO advised Committee that he will be attending NACO Training in Southwark on the 26th March.
- e) CO advised Committee that he is in the process of making contact with WBC about Operation Bridge and the requirement to update the plan prior to training Councillors on it. He also drew attention to the related impact of the Town Hall flag poles being out of use and the possible, significant cost associated with reinstating them for information at this stage.

ACTION: Civic Officer

COMMITTEE INFORMATION (Agenda Item 9)

- a) No information was raised by members.
- b) No information was identified for marketing purposes.
- c) It was noted that the next meeting will be on Monday 16th June 2025.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 02nd June 2025

Date Action Agreed	Item for Action (to include any resolution number)	Person Actioning	Proposed Completion Date	Progress
26.09.22	Application of UV film on Town Hall windows to protect its historical items from further damage and preserve for the future.	CO and Buildings Officer likely to be involved	ASAP	<p>F&P approved £10,000 for financial year 2023-202 which has been carried over.</p> <p>There have been challenges with making contact with Conservation Officer, to ensure this is supported by WBC, hence the delay.</p> <p>Officers have now met with Conservation Officer (WBC-CO) and UV samples are in place in the Council Chamber, as suggested by him, for further discussion.</p> <p>Following an updated quotation, a request was made in Sept 2024. to F&P for an additional £4000, due to increased costs over time.</p> <p>Awaiting the WBC-CO to visit and view the UV film on the windows, and to offer a steer for next steps. Followed up again 15.11.24. Meeting date scheduled for December cancelled by WBC-CO new meeting date awaited.</p> <p>Meeting arranged for 21.01.25.</p> <p>Meeting held on 21.01.25. Awaiting update from TC.</p> <p><i>New building elevation plans will be used to submit application to WBC-CO in early April.</i></p> <p><i>F&P Agenda for 18th March includes item for approval to roll £4000 into reserves for this project so we retain the full budget needed.</i></p> <p>Certificate of lawfulness submitted for consent to install window film, under application 251024 – determination expected by 25th June 2025.</p>

WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 02nd June 2025

20.09.23	Consider opportunities at Remembrance to make the wreath laying ceremony more visible to a wider audience.	Civic	Nov 2024	<p>A further meeting of the Wreath Laying Working Party to be convened plus Hannah Higginson from the Churches to explore possible refinements based on feedback.</p> <p>Meeting scheduled for afternoon of 16th January.</p> <p>Meeting postponed to early February – date TBC.</p> <p><i>There was consensus reached within Wreath Laying Working Party to continue with ceremony in All Saints with some improvements to church procession order and organisation.</i></p> <p>Next steps: Review outcome of changes to process for announcing wreath layers and wreath laying at 2025 Remembrance Service.</p>
23.09.24	To consider how the Remembrance service can be more multi-faith	tbc	Not set	<p>To consider in due course.</p> <p><i>Civic Officer to consult Equality Forum on suitable community contacts – end March 2025.</i></p> <p>Verbal update from the Town Clerk at the June 2025 meeting.</p>

WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 02nd June 2025

23.09.24	10 years since REME left Wokingham	CO and TC	27 Oct 2025	<p>CO, TC and Cllr A Betteridge met with the REME Corps Secretary on 12.11.24.</p> <p>Suggestions of an event in October 2025 to mark the anniversary of the Freedom of the Town.</p> <p>TC to check room availability. Event would be proposed to be outside in Market Place involving a military display, involving local ACF and some local dignitaries, including senior Army Officers.</p> <p>Contact has been initiated with local ACF groups and further details to be outlined in due course.</p> <p><i>Military Wives Choir contacted, dignitaries and VIPs advised of date for diaries. Parade Marshal advised. Awaiting planning meeting date with REME.</i></p> <p>Following on from meeting on 29.5.25, plan is now for:</p> <ul style="list-style-type: none">• Parade with arms for up to 120 individuals• Inspection of troops on Market Place• Exchange of gifts• Military vehicle displayed on Market Place and stalls / information stands• Town hall ceremonial flags usually displayed for Remembrance to be installed early to include this event date.
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 02nd June 2025

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.

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>302 Civic</u>							
4328 Computer Software/ App update	720	0	1,000	1,000		1,000	
4333 Newsletter	5,034	3,350	5,627	2,277	1,700	577	
4362 Civic Receptions	161	0	921	921		921	
4365 Heritage Day	3,138	152	3,850	3,698	205	3,493	
4369 Remembrance Day	2,872	0	3,305	3,305		3,305	
4371 Honoraria	1,400	0	1,500	1,500		1,500	
4372 Chair's Allowance	2,975	500	3,500	3,000		3,000	
4373 Civic Transport	35	0	100	100		100	
4374 Official Gifts	155	0	400	400		400	
4375 Christmas Cards	80	0	300	300		300	
4376 Insignia & Dress	1,466	76	3,000	2,924		2,924	
4377 Civic Awards	2,364	0	3,200	3,200		3,200	
4378 Silver Talks	70	0	150	150		150	
4399 Mayor's Sunday	2,901	2,745	3,500	755	337	418	
4400 Mayors Chaplain	0	0	175	175		175	
4401 Beating the Bounds	4,000	0	0	0		0	
4523 Museum Accreditation	275	0	14,000	14,000		14,000	
4530 Museum Open Days	193	63	400	337		337	
4531 Wokingham Remembers	20	0	215	215		215	
Civic :- Indirect Expenditure	27,859	6,886	45,143	38,257	2,242	36,015	0
Net Expenditure	(27,859)	(6,886)	(45,143)	(38,257)			
Grand Totals:- Income	0	0	0	0			
Expenditure	27,859	6,886	45,143	38,257	2,242	36,015	
Net Income over Expenditure	(27,859)	(6,886)	(45,143)	(38,257)			
Movement to/(from) Gen Reserve	(27,859)	(6,886)	(45,143)	(38,257)			



12 May 2025

Dear Lou,

I am writing to express my sincere thanks for the warm hospitality extended to us at your installation as Mayor of Wokingham Town Council yesterday. It was a real pleasure to attend such a well-organised and memorable occasion and to mark my third time attending a Wokingham Mayoral installation - each one a privilege.

Having lived in Wokingham for almost 30 years, I felt especially proud to witness this important moment in the town's civic life. The ceremony struck exactly the right balance of formality and community spirit and was a clear reflection of the values that underpin your service.

Please also pass on my thanks to your colleagues, particularly Town Clerk Katy Hughes and Civic Officer Graham Winder, whose efforts behind the scenes were evident throughout.

I wish you every success for your mayoral year and look forward to seeing the positive impact your leadership will undoubtedly bring to the town.

With very best wishes,

Stefan

Dr Stefan Fafinski
Deputy Lieutenant of the Royal County of Berkshire

Cllr Lou Timlin



Wokingham Town Council

Town Clerk's Report 09/2025

To: F&P Committee
 Date: 17 June 2025
 Subject: REME Freedom Parade – October 2025

1 PURPOSE OF REPORT

- Subject to discussion at the Civic Committee meeting held on 16th June 2025, to consider a request for one-off funding of up to £3,000 to support a one-off REME Freedom Parade event to be held in the town on 27th October 2025*

2 BACKGROUND

- In September 2024, the town council was contacted by a representative from the Royal Mechanical and Electrical Engineers (REME), previously located at Arborfield Garrison, regarding an opportunity to mark the 10-year anniversary of the REME being awarded Freedom of the Town.
- Initial discussions around the event centred on activities on Market Place, with little or no budgetary impact for the town council. As such, no request was made for a budget for the event.
- Subsequent discussions with REME representatives have seen the event grow in nature, and at the last meeting it was apparent that there is an appetite to hold a parade across the town, and for the event to feature current and past REME troops as well as local ACF participants; a total of 120 parade participants in total.
- The event is likely to attract high-profile interest, and there will be a number of senior military personnel present, taking part in the parade and inspecting troops, as well as town dignitaries (High Sherrif, Deputy Lieutenant etc) and may attract local press and media interest.
- The event is likely to be popular with residents, as there are still strong links with the REME in the town area.

3 FOR CONSIDERATION

- Given the growth in nature of the event, and the likely interest for local residents, the Civic Committee will meet and discuss on 16th June a request for one-off funding, from reserves, for this event.
- The Town Clerk and Civic Officer are confident that a budget of £3,000 will allow costs to be shared equally between the town council and the REME.
- This budget will cover:
 - Shared cost of rolling road closure to facilitate a safe parade on the loop through the town of Rose Street, Wiltshire Road, Peach Street and Market Place / Denmark Street
 - Shared cost of first aid provision for the day
 - Shared cost of in-house catering to provide refreshments in the town hall for dignitaries and representatives

- In addition to the above, the event is expected to feature stalls and military vehicles on Market Place, a troop inspection on Market Place and performances from the REME military band and the Arborfield Military Wives Choir (TBC)

4 FINANCIAL IMPLICATIONS

- As above, the financial impact is expected to be a one-off cost of up to £3,000.

5 RECOMMENDATION

- It is hoped that (subject to the proposal being made by the Civic Committee) the F&P Committee will support this request for one-off financial support for this event.

**The event date was originally planned for Monday 27th October, to coincide with school half-term week. As the event has grown in nature, we are currently investigating the possibility of amending the date to Sunday 26th October.*