



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

17th September 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 23rd September 2024** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'K Hughes'.

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 17th June 2024 (pages 16996 to 17000), copy attached, as a true and correct record.

5 MONITORING REPORT

To receive the Monitoring Report dated 17th September 2024 (copy attached), for information.

6 COMMITTEE'S BUDGET

To receive an update on the Committee's budget as of 31st August 2024 (copy attached).

7 BEATING THE BOUNDS

To receive and consider the Civic Officer's report 03/2024-25 dated 17th September 2024.

8 HERITAGE OPEN DAY SUNDAY FEEDBACK

To discuss and share feedback about the day, so it can be considered in future planning (see notes attached).

9 10 YEARS SINCE REME LEFT WOKINGHAM

For information, it has been brought to WTC's attention, by one of its Councillors, that the REME are keen to mark this anniversary in locations where they have freedom of the town, i.e. Wokingham, Bordon and Lenham. The Town Clerk has contacted the individual who has been in touch to get more of an indication of their thoughts and is awaiting a reply.

10 BUDGET REQUESTS FOR 2024-2025 (AGENDA ITEM 11)

To consider the attached suggested proposals and request any additional funding to F&P required for 2024-2025.

11 INFORMATION ITEMS

- a) A new Mini-Mayor, Celia Chandler, was appointed from Evendons School and joined the Mayor officially for the first time at Heritage Open Day on 14 September.
- b) A student intern worked with the Civic Officer and Arts & Culture Officer from 8 July for 140 hours through the summer offering support and ideas for the community engagement part of the Museum Accreditation work. Their input, knowledge and skills were really valued and utilised, particularly in the delivery of themed open days in August. They enjoyed the opportunity and reaffirmed the view of the Civic Officer and the Arts & Culture Officer that the Museum Accreditation ambition together with its associated engagement work requires significantly more resource than WTC currently has to give to it.
- c) Civic Award process:
 - A proposed new date for the Civic Award selection meeting is Friday 13 December at midday, if suitable for the Chair, Vice-Chair and Cllr Gurney to attend.
 - Roger Ilett has advised he wishes to step down from the committee. The new Citizen Advice CEO has not responded to a request to join the committee. Therefore the Civic Officer will seek two new representatives based on the recommendation made at the June civic meeting.

12 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 25th November.

Civic Committee: Cllrs Adrian Betteridge, Rachel Bishop-Firth, Phil Cunnington, Warren Dixon, Sally Gurney, Alwyn Jones (Vice-Chair), Keith Malvern (Chair), Adrian Mather and Tony Lack.

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).

17th June 2024 -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 21:07pm.

PRESENT

Chair: Cllr K Malvern (Chair)
Councillors: A Mather, R Bishop-Firth, P Cunnington, W Dixon, S Gurney, A Jones (Vice-Chair) and T Lack.

IN ATTENDANCE

Civic Officer
Mayor's Attendant David Dunham
Major James Chappell

APOLOGIES FOR ABSENCE (Agenda Item 1)

No apologies were received.

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.

Cllr S Gurney asked for it to be noted she is a member of the Barkham Hookers.

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

No questions were received.

CIVIC COMMITTEE MINUTES (Agenda Item 4)

There was some discussion, where it was noted, amongst a number of views in the 3 June meeting minutes, that there are too many organisations that lay wreaths at the wreath laying ceremony on Remembrance Sunday. Whilst it was agreed that this was a comment made at the meeting, it was highlighted that this could be misinterpreted, and it was suggested that Civic should make it clear that this view was shared because the wreath laying was becoming more challenging due to limited space in the Town Hall, due to the number of people laying wreaths having increased over the years.

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

**RESOLVED
30862**

that the Minutes of the Civic Committee meeting held on 3rd June 2024 (pages 16933 to 16941), 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 3rd June 2024 was received and noted.

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

CHAIR'S INITIALS _____

Civic Committee 17/06/2024

16996



Agenda item 4

A request was made to the Finance and Personnel Committee 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.

A decision was made at the Finance and Personnel meeting on 21st November 2023 to move £8000 from general reserves into an earmarked reserves so that this doesn't have to be considered again in this term of the council.

To consider options in due course.

b) Beating the Bounds walk

A request was made to the Finance and Personnel Committee for £4,000, to offer to the Wokingham Lions Club to manage and co-ordinate this.

A decision was made at the Finance and Personnel meeting on 21st November 2023 to support this financial request and for it to be taken from general reserves.

See information item 12b.

c) Consider opportunities at Remembrance to make the wreath laying ceremony more visible to a wider audience

See agenda item 7.

d) Consider All Saints Church for Mayor's Sunday from 2025. Civic Officer to seek views from all Councillors and feed back to the civic committee.

See agenda item 10.

e) Consider request for a plaque from Wokingham Lions Club

To re-visit in due course.

f) To update the Civic Award criteria to allow a previous recipient of an award to be re-considered after a five-year period, provided their latest nomination is for a substantially different reason than for the original award.

This has been updated.

COMMITTEE'S BUDGET (Agenda Item 6)

A report on the Committee's budget expenditure to 30th April 2024 was received and noted.

CONSIDER OPPORTUNITIES TO WIDEN WREATH LAYING CEREMONY (Agenda item 7)

- a) The committee received the notes from the Wreath Laying Working Party held on 16 April 2024, proposing that the laying of the wreaths should be incorporated into the Remembrance Church service at All Saints Church on Remembrance Sunday.

CHAIR'S INITIALS _____

Civic Committee 17/06/2024

16997



- b) The committee received the Civic Officer's report requesting the members to consider this proposal and confirm if they would like WTC to implement this for Remembrance Sunday 2024.

It was proposed by Cllr A Mather and seconded by Cllr R Bishop-Firth, and it was

**RESOLVED
30863**

to accept the proposal made by the Wreath Laying Working Party, to incorporate the wreath laying part of the Remembrance activities into the Church Service at All Saints Church on Remembrance Sunday, to widen the number of people seeing this.

It was noted that following this, consideration will need to be given to the wreaths at the Church being visible to the public for a few days, and then being relocated sensitively and appropriately to the war memorial inside the Town Hall.

The Civic Officer confirmed that she will meet with Rev Hannah Higginson to plan and discuss further, and arrange a further working party meeting, if required.

ACTION: Civic Officer

CIVIC SERVICE (Agenda Item 8)

The committee received a response from the Chair of Churches Together (CTW) in Wokingham, following the decision to separate the civic service from the ceremony.

The Chair of CTW advised that they respected the decision made by the Council but expressed their sadness about this.

It was suggested that whilst the Town Hall does not have the capacity to invite all faith representatives to the Mayoral Inauguration each year, WTC could invite the leaders of Wokingham's faiths groups to this, to retain a connection in this way.

The Civic Officer was asked to send a reply to the Chair of CTW to re-iterate that the Council is keen to maintain the relationship with the Churches, keep in touch with them and to offer their support where appropriate.

ACTION: Civic Officer

MAYOR'S INAUGURATION CEREMONY FEEDBACK (Agenda Item 9)

- a) The Committee received a copy of a thank you letter from the Deputy Lieutenant who attended on the day, expressing his thanks and appreciation.
b) Additional feedback about the day was invited, so it can be considered in future planning.

Comments and suggestions included the following:

- A request was made to make it clearer for guests to identify what allergens are in food items when the canapes are served. The Civic Officer was asked to request that the caterer includes a note of the ingredients on each of the platters when they are offered.

CHAIR'S INITIALS _____

Civic Committee 17/06/2024

16998



- There was a view from some members that whilst the committee previously agreed that the civic service should be separated from this day, to make it a stand-alone occasion, there is a chance that this connection could be re-creatable in the future if the incoming Mayor wished to personally take the lead on this, which might make it easier for Councillors to attend if it were not a Council led event. This view may require further discussion.
- The Civic Officer was thanked for the preparation and delivery of a lovely occasion.

ACTION: Civic Officer

LOCATION OF MAYOR'S INAUGURATION CEREMONY (Agenda Item 10)

The Committee received the Civic Officer's report, to consider the idea of holding the inauguration ceremony at All Saints Church to increase the number of people able to attend.

**RESOLVED
30864**

It was proposed by Cllr S Gurney and seconded by Cllr A Jones, and it was to retain the Town Hall as its location for the Council's Inauguration Ceremony.

ACTION: Civic Officer

CIVIC AWARD SELECTION MEETING (Agenda Item 11)

- a) Cllr Gurney confirmed she would like to join the selection committee, if alternative arrangements could be made for the day and time to be adjusted. Cllr Dixon also expressed his interest, if required.
- b) The Civic Officer was asked to re-consider the day and time to make the meeting more practical for everyone to attend.
- c) Members suggested the Chair of Wokingham Lions, a representative from the Wokingham Volunteer Centre, Wokingham United Charities or Involve joining the committee if additional representatives were required.

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 12)

The following information was received and noted:

- a) It is confirmed that a student intern will work with the Civic Officer and Arts & Culture Officer from 8 July for 140 hours through the summer to offer support and ideas for the community engagement part of the Museum Accreditation work. They will work on Mondays and Tuesdays.
- b) An update to the Beating the Bounds event on 8 September, requesting that Councillors note the requirement to help at designated points on the walk. The Civic Officer will share further information in due course, as it is confirmed and received from the Wokingham Lions Club.

ACTION: Civic Officer

CHAIR'S INITIALS _____



COMMITTEE INFORMATION (Agenda Item 13)

There were no information items.

- a) No information was raised by members.
- b) No information was identified for marketing purposes. However, it was suggested that the Civic Officer announces the change to the wreath laying ceremony for 2024, on one of WTC's official channels, e.g. social media.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____

Civic Committee 17/06/2024

17000



WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 17 September 2024

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 £1000 for financial year 2023-2024.</p> <p>Quotes obtained but there have been challenges with making contact with Conservation Officer, to ensure this is supported by WBC.</p> <p>Officers have now met with Conservation Officer and UV samples are in place in the Council Chamber, as suggested by him, for further discussion.</p> <p>See agenda item 10 with request for additional funds, if this is supported by WBC, due to increased costs over time.</p>
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	<p>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.</p> <p><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></p> <p><i>To consider options in due course.</i></p>

WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 17 September 2024

<p>18.09.23</p>	<p>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.</p>	<p>F&P</p>	<p>Not set</p>	<p>Request made to F&P for £4,000, to offer to Wokingham Lions Club to manage and co-ordinate this. Decision was made at F&P 21/1/23 to support this financial request and for it to be taken from general reserves. See agenda 7.</p>
<p>20.09.23</p>	<p>Consider opportunities at Remembrance to make the wreath laying ceremony more visible to a wider audience.</p>	<p>Civic</p>	<p>Nov 2024</p>	<p>To bring forward ideas to next meeting with regards to involving more people in the wreath laying ceremony. <i>At the June civic meeting, a proposal was made by the Wreath Laying Working Party to incorporate the wreath laying into the Church Service at All Saints to widen the number of people seeing this.</i> <i>The Civic Officer met with Rev Hannah Higginson in July, together with the Parade Marshal and the Macebearer to outline how this would work, and full details will now be incorporated into this year's plans.</i></p>

WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 17 September 2024

<p>18.03.24</p>	<p>Consider request for a plaque from Wokingham Lions Club.</p>			<p>The Civic Officer thanked the Wokingham Lions Club for their proposal and advised them that the Council is currently considering how it can manage the wreath laying ceremony differently and they would be kept updated of any plans that are made.</p> <p><i>Following the minutes from the March civic meeting, the Civic Officer advised the Lions Club of the trial plan to include the wreath laying ceremony in the Church service this year, and that the civic committee will reflect on this new approach after Remembrance this year, whilst also taking into account their request for a plaque.</i></p> <p><i>To revisit again following Remembrance and then update Wokingham Lions Club accordingly.</i></p>
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WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 17 September 2024

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.

04/09/2024

Wokingham Town Council

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Detailed Income & Expenditure by Budget Heading 31/08/2024

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>302 Civic</u>							
4328 Computer Software	0	720	0	(720)		(720)	
4333 Newsletter	5,211	5,034	5,500	466		466	
4362 Civic Receptions	1,198	111	900	789		789	
4365 Heritage Day	3,205	90	3,850	3,760	1,614	2,146	
4369 Remembrance Day	2,911	0	3,200	3,200		3,200	
4370 Christmas Music	0	0	1,250	1,250		1,250	
4371 Honoraria	1,400	0	1,500	1,500		1,500	
4372 Chair's Allowance	1,750	1,875	3,500	1,625		1,625	
4373 Civic Transport	0	35	100	65		65	
4374 Official Gifts	229	146	500	354		354	
4375 Christmas Cards	278	0	300	300		300	
4376 Insignia & Dress	3,800	1,022	3,000	1,978		1,978	
4377 Civic Awards	1,279	0	2,000	2,000		2,000	
4378 Silver Talks	71	0	150	150		150	
4399 Mayor's Sunday	2,975	2,733	5,000	2,267		2,267	
4400 Mayors Chaplain	0	0	175	175		175	
4401 Beating the Bounds	0	4,000	4,000	0		0	
4523 Museum Accreditation	287	34	10,000	9,966	112	9,854	
4530 Museum Open Days	0	0	1,000	1,000		1,000	
4531 Wokingham Remembers	0	0	1,500	1,500		1,500	
Civic :- Indirect Expenditure	24,593	15,800	47,425	31,625	1,727	29,899	0
Net Expenditure	(24,593)	(15,800)	(47,425)	(31,625)			
Grand Totals:- Income	0	0	0	0			
Expenditure	24,593	15,800	47,425	31,625	1,727	29,899	
Net Income over Expenditure	(24,593)	(15,800)	(47,425)	(31,625)			
Movement to/(from) Gen Reserve	(24,593)	(15,800)					



Wokingham Town Council

Civic Officer's Report 03/2024-25

To: Civic Committee
Date: 17 September 2024
Subject: Beating the Bounds – reflecting after the event

1 REASON FOR REPORT

- 1.1 To reflect on the trial Beating the Bounds event.

2 BACKGROUND

- 2.1 The event was originally suggested by a WTC Councillor and supported by the civic committee, on the recommendation that the Wokingham Lions Club manage this for WTC.
- 2.2 An amount of £4000 was requested and approved from F&P to offer to the Wokingham Lions Club for their costs and on the understanding that once costs had been covered, the surplus funds would be added to their fundraising totals to distribute to the community, in line with their ethos.
- 2.3 It was suggested by civic that this should be undertaken in 2024 as a trial, and Councillors should fully support in their own wards.
- 2.4 An opportunity was taken to market this in support of both the Town Council and the Wokingham Lions' 50th anniversaries this year.

3 REFLECTION AFTER THE EVENT

- 3.1 10 Councillors volunteered and supported this event, in addition to the Mayor who welcomed people at the Town Hall as they registered.
- 3.2 The event seemed well received by residents that the Civic Officer and Mayor met with in the Market Place.
- 3.3 Feedback from Councillors is attached, for information.
- 3.4 Attached is a copy of an email received from the Wokingham Lions Club member who led the organisation of this event, with some useful information regarding numbers and funds etc.

4 RECOMMENDATION

- 4.1 The Civic Committee should discuss and note the feedback following the event and determine if it is happy that this event was a one-off trial event, or if it wishes the beating posts etc to be kept should there be a desire to repeat this in future years.
 - 4.1.1 Note that the Lions Club advise that they have relatively little storage space for the events that they organise so this should be taken into consideration if the committee wishes to consider asking the Lions to repeat this in the future.

Beating the Bounds

Feedback from Councillors, following the event

"I think the event was very well run and seemed to meet with general approval and enjoyment from the community.
I think the individual post signs could be more detailed next time around, including perhaps something about the neighbouring Parish?
I was glad I wore my robe and hat which was well received and added something to our post."
Cllr Adrian Betteridge

"I was at Simons Lane.
Mostly people had either seen it on Facebook or on the Lions distribution list and I would say they were willing to relate to taking about the need for a physical action as the best way of remembering the boundaries
The signing was Ok but it was a long time walking along Reading Road before the first turn so could have done better with a few "it's not much further" messages.
People went on to the North side of Reading Road to read the QR codes, so had to cross back
The other message about maps was most people had it on their phones and they needed it
Thinking to any repeats - I don't know whether the £4000 we spent makes the next time any cheaper. Do the Lions need our help/money?
When should the next beating be? To cover a different part of the Town? No When the Town boundaries change? (or does that matter?), or 5 or 10 years time?
Lions have their next Walk soon so when is the best time of year to do it next?"
Cllr Keith Malvern

"It was a very good event, and very well organised.
I have few notes to feedback:
As a participant, it would have been nice to have a route in between 2 and 7 miles, especially for families with youngsters who may wish to do a bit more than 2 miles but maybe not really 7 miles
As a participant, there a couple of stands where Lions were collecting offers; they were not putting any kind of pressure but since this event was paid by WTC I don't feel there should have been collecting bins, and instead we should have put reminders that all of this was free thanks to WTC
As a volunteer, it was not needed to have 2 stewards per post, especially for the posts for the 23 miles route that had few participants"
Cllr Matteo Fumagalli

"I thoroughly enjoyed my morning at Beating Post 4 with Sally. As you say, we were so lucky with the weather. Everyone seemed to be having a good time whether they were doing the medium or the long walk. Several said that they would like it to be an annual event. Several walkers said that it was good to see other parts of the town which they wouldn't normally walk through. I think it helped to have the Beating Posts manned, most thanked us for our time.

Just a couple of administrative details for improvement:

It would have been helpful if the contact details of our partners could have been provided in case of any problems.

I would also be good to know when the last walkers are coming through so that we knew how long to stay. We eventually stayed about 45 minutes past our allocated time. Perhaps a WhatsApp Group for the helpers?

I think it was a very successful event. Well done for your part in organising it!"

Cllr Susan Cornish

Agenda item 7

Beating the Bounds

Andy Slay <[REDACTED]>

Tue 10/09/2024

To: Nikki Payler <npayler@wokingham-tc.gov.uk>

Hi Nikki

330 people had pre-registered to take part and a further 22 registered on the day. The weather forecast was poor, although we were fortunate that there was minimal rain until later in the afternoon when there were some grumbling thunder clouds passing by. This is likely to have accounted for the drop in on the day numbers.

We have recorded 243 people as having taken part in the Beating the Bounds walk although it was apparent that a number of people started from their own homes, rather than coming up to Market Place so the total numbers are probably significantly higher.

Feedback at the end was very positive and I think the event was very popular with those taking part. No injuries were reported to our First Aider and no negative feedback received.

Expenditure		
Banners	188.87	
Refreshments	42.84	
Leaflets	36	
Rope	25.98	
Ink Cartridges	134.59	
Cable Ties	13.17	
Certificated Cards	8.33	
First Aid	216.00	
Total Deductions		<u>£665.78</u>

In addition, we received sponsorship in kind for the Beating Posts and a number of other items came from the stock that I hold for the Wokingham Walk such as laminated, paper etc which could be estimated at just under £100 value.

We also estimate total "man hours" for events to return to Lions head office which I have come up with 143 hours.

Before I decide what to do with the direction signs, beating posts and sticks etc, could you give an indication as to whether the council is likely to want the event repeated in future years? It would be a shame to dispose of the equipment and find a request a few months later!

Thanks.

Andy

RE: Beating the Bounds

Andy Slay [REDACTED]

Mon 16/09/2024

To: Nikki Payler <npayler@wokingham-tc.gov.uk>

Hi Nikki

As all the hard work has been done in setting up the first event, repeats in future years would be easy for the Lions to deliver if requested.

We have relatively little storage space for the events that we organise these days, hence the question as to whether it is likely to be needed in future. I will await your feedback before deciding what to do with the beating posts etc.

And

From: Nikki Payler <npayler@wokingham-tc.gov.uk>

Sent: 16 September 2024 11:08

To: Andy Slay <[REDACTED]>

Subject: Re: Be

Dear Andy

This is most helpful, thank you very much.

In terms of another time, I'm not sure. The steer from the Council was very much that this would be a trial event and very likely to be a one-off but I will update all of the feedback to the committee at the meeting next week and share any update from that with you afterwards. I would say hold fire from moving the posts on for the moment, to be on the safe side.

Out of interest, if the Council decide they would like to do this again, do you think the Lions would consider co-ordinating it again?

Many thanks

Kind regards

Nikki Payler

Town Mayor's Secretary

Telephone: 07590 863352

Email: npayler@wokingham-tc.gov.uk

Website: www.wokingham-tc.gov.uk

Usual working days: Monday, Tuesday, Wednesday and Friday.

The Mayor's chosen Charity for 2024/2025 is Share Wokingham : <https://sharewokingham.co.uk>

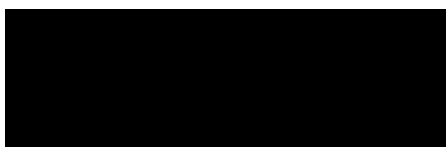


Visit www.lovewokingham.co.uk for information about events in Wokingham

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Heritage Open Day

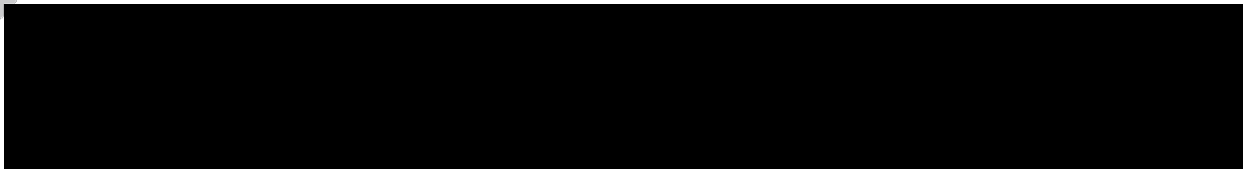
Notes following the event

- The event attracted lots of visitors throughout the day
- Much positive feedback was received from people visiting
- The 1939 fire engine was a big attraction and very popular
- Our local historians learnt some valuable new information for their own local history knowledge and were able to share lots of theirs with others
- This popular event was supported by 5 Councillors at the Town Hall this year, and 1 Councillor supporting activities at Howard Palmer Gardens. This was much lower than in previous years, and as a result was resourced by more staff than usual.

BUDGET REQUESTS FOR 2024-2025

No	Proposal request	Potential cost	Principle	Notes
1	<p><u>UV window film</u> To Increase the money set aside for UV on the Town Hall windows, if supported by the WBC Conservation Officer.</p>	£4000	Fostering Town Pride	<p>The conservation Officer visited in July to discuss, and expressed an interest in seeing samples of what the UV would look like.</p> <p>2 separate windowpanes in the Council Chamber have now been fitted with 2 different types of UV to help inform decisions to be made and WTC awaits further direction from the Conservation Officer.</p> <p>The film is barely noticeable which is very encouraging in terms of minimal change to the appearance of the building inside and out.</p> <p>In the meantime, an updated quote has been obtained from the same company who fitted the samples (<u>copy attached</u>).</p> <p>Based on this, it is suggested that an additional £4000 is requested to support the updated cost of the <u>recommended UV film</u> to protect WTC's historic collection in the Town Hall.</p>
2	<p><u>Future app updates</u> To allocate some money for future essential updates to the Wokingham History app, that are required to be undertaken to meet guidelines.</p>	£1000	Fostering Town Pride	<p>Every time Apple or Android update their base Operating System (OS) code WTC might need to make changes to reflect what they have done.</p> <p>An update has been required this year and the previous year which had not been planned into any budget lines.</p>

				<p>It would be prudent to set aside some budget to cover such changes (although these costs possibly may not sit within the civic budget).</p>
<p>3</p>	<p><u>Christmas Music</u> To consider increasing the budget for the Christmas music event to allow Morearts to offer a fee to the performers.</p>	<p>£500</p>	<p>Involving everyone Enriching community</p>	<p>Morearts will be delivering this event again for WTC this year. The Town Clerk and Civic Officer met with one of their representatives earlier this year, and feedback was shared from the civic committee that consideration should be given to what expenditure is necessary, as there is less money available to spend this year. It was noted that some performers had asked if there was a fee, but budget hadn't allowed for this. It is suggested that an increase is requested to allow a minimum of £100-£125 per group as a gesture of goodwill to perform at this event. In 2023, there were 4 different groups that took part.</p>
<p>4</p>	<p><u>REME parade</u> Whilst WTC is not in a position to know what the REME are hoping to achieve for 2025 to mark this anniversary, it might wish to be mindful of this in its planning of its budget for next year.</p>	<p>If a parade is required, costs could be approx. £5000 - £8000 (to include road closures and catering for a civic reception, photographer, hire of chairs etc)</p>	<p>Fostering Town Pride</p>	<p>It would be valuable to understand what the thoughts of the civic committee are in principle to this, if WTC is asked to work with the REME to support a parade in the town. It should also be mindful though that this would not only be a significant cost to the Council, but this would require additional resource time from the Civic Officer. Given there will be a change of personnel during this time, this element should be taken into account.</p>



Wokingham Town Hall
The Town Hall
Market Place
Wokingham
RG40 1AS

Quotation Ref: CIT/ALS/53118/W/Rev 1
Prepared By: [Redacted]
Date Prepared: [Redacted] er 2024

FOR THE ATTENTION OF Nikki Payler

Dear Nikki,

Further to our site survey we have pleasure in confirming the matters discussed and our prices as follows: -

Project Address: Wokingham Town Hall.

Project Brief:

Solarshield to provide a revised price and recommendations for the installation of UV fade reduction window film to glazing all as directed by Nikki Payler on 13.10.2023 and as per the latest email requested on 8.9.24.

Project Details:

Solarshield to thoroughly clean the existing glass, supply and install internally UV fade reduction window film to the following glazing / areas as per your requirements below:

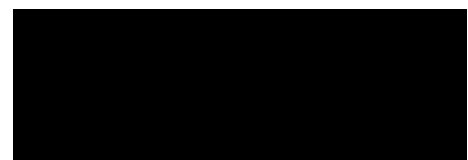
1st Floor Windows to be treated to the following:

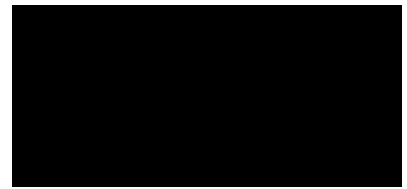
- Council Chamber Room (3 windows 50 panes)
- Main Hall (4 Windows 132 panes)
- Annexe War Memorial Room (2 Windows 41 panes)
- Stairwell windows on both ends of the building (2 Windows 74 panes)
- Window in the hallway next to Envoy Associates (1 Window 25 panes)
- Town Clerk Office (1 Window 33 panes)
- Finance Office (1 Window 18 panes)

Ground Floor Windows to be treated to the following:

- Diamond Jubilee Room (2 Windows 32 panes)
- Main Entrance Hallway Window (1 Window 23 panes)
- Reception Window (1 Window 16 panes)
- Reme Room (2 Windows 26 panes) also remove frosted vinyl and replace with frosted vinyl to the 4 lower panes.
- Mayors Parlour (1 Windows 23 panes)
- Plus 4 high level shaped windows each with 6 petel shapes and a single middle pane.

Continued/.....





Specification/Performance:

UV fade reduction window film options all as discussed and requested:

Option 1: 3M Prestige70 Interior (recommended)

Total solar energy Rejection 50%

Heat gain reduction 38%

Glare reduction 22%

UV reduction 99.9%

Near Infra-red reduction 97%

Option 2: 3M Prestige90 Interior

UV reduction 99.9%

Near Infra-red reduction 97%

Option 3: Llumar UVCLSRHPR

UV reduction 99%

The above calculations are based on the performance of the film installed internally to a standard clear single glazed unit to provide performance figures as guidance.

Warranty:

- 3M Prestige70 Interior = 15 Year's Manufacturer's Warranty.
- 3M Prestige90 Interior = 10 Year's Manufacturer's Warranty.
- Llumar UVCLSRHPR = 7 Year's Manufacturer's Warranty.

Delivery/Installation:

- Please speak to our installations team regarding the current lead time from receipt of an order, if you have a deadline to meet, we will endeavour to help you with this.
- Up to 11 Days to complete the installation.

Total Price:

Option 1: 3M Prestige70 Interior Supplied and installed £13,908.00 + vat.

Option 2: 3M Prestige90 Interior Supplied and installed £11,870.00 + vat.

Option 3: Llumar UVCLSRHPR Supplied and installed £10,408.00 + vat.

Prepared by



Director

See Overleaf for Standard Terms and Conditions

