

# 17<sup>th</sup> June 2024

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 3<sup>rd</sup> 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 3<sup>rd</sup> 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 \_\_\_\_\_



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 21<sup>st</sup> 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 21<sup>st</sup> 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 \_\_\_\_\_



- 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 \_\_\_\_\_



- 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)**

- 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.
- The Civic Officer was asked to re-consider the day and time to make the meeting more practical for everyone to attend.
- 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:

- 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.
- 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 \_\_\_\_\_

