



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

13th March 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 24th March 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: 07590 863352 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 13th January 2025 (pages 17127 to 17129), copy attached, as a true and correct record.

5 COMMITTEE MEMBER'S ABSENCE

To receive an explanation for Cllr Mather's absence from three previous Civic Committee meetings and resolve to consider acceptance of the explanation given.

6 MONITORING REPORT

To receive the Monitoring Report dated 13th March 2025 (copy attached), for information.

7 COMMITTEE'S BUDGET

To receive an update on the Committee's annual budget as of 28th February 2025 and proposed budget for 2025-2026 (copy attached).

8 INFORMATION ITEMS

- a) Civic Officer has been closely involved in editing and producing the WTC Newsletter to a tight timeline with printing scheduled to start on the 1st April to ensure that distribution is completed ahead of Party in The Park. A circulation of 17,600 copies is anticipated and CO expects all households to receive their copy by 24th May. Current stop press articles are the new Mayor-elect welcome and more details for Heritage Open Day 2025.
- b) Early-stage planning for Heritage Open Day (HOD) has begun with the national theme of Architecture. CO attended an official HOD Webinar last week and an ideas session has just been held with our own HOD Team to identify key promotional elements including competitions, exhibits and activities. It is likely that a Victorian England costume and related themes will feature in the Town Hall part of the event which is scheduled for 20th September 1100-1500.
- c) The VE Day 80 event is taking shape with Mayor's Attendant organizing this on the 8th May. There will be stalls in Market Place, military vehicles on display and a talk in the Town Hall.
- d) Planning has begun for Mayor's Sunday (Inauguration) with a query for Civic Committee relating to budget for video of the event which is quoted as £275.
- e) CO will attend NACO Training in Southwark on the 26th March 2025.

9 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 16th June 2025. TC will stand in for CO for this meeting.

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).

13th January 2025

Minutes of the proceedings of the **CIVIC COMMITTEE** meeting held on this day in **the Council Chamber, Town Hall, Wokingham** from 19:31 to 20:28pm.

PRESENT

Chair: Cllr K Malvern (Chair)

Councillors: A Jones (Vice-Chair), A Betteridge, R Bishop-Firth, W Dixon and T Lack.

IN ATTENDANCE

Civic Officer

APOLOGIES FOR ABSENCE (Agenda Item 1)

Apologies were received from Cllrs S Gurney and P Cunnington.

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 R Bishop-Firth and it was

RESOLVED 30979

that the Minutes of the Civic Committee meeting held on 25th November 2024 (pages 17098 to 17102), be received as a true and correct record and that they be confirmed and signed by the Chair.

It was proposed by Cllr K Malvern and seconded by Cllr W Dixon and it was

RESOLVED 30980

that the Minutes of the Civic Award Selection Committee meeting held on 13th December 2024 (pages 17118 to 17119), be received as a true and correct record and that they be confirmed and signed by the Chair.

CIVIC AWARDS EVENT (Agenda Item 5)

CO shared update with committee:

- Presentation ceremony is arranged for the 24th January 2025.
- We are expecting around 50 people attending including VIPs plus WTC officials.
- A good field of 14 nominations was received which were then narrowed down to the 9 winners with 8 able to attend. Cllr W Dixon was able to describe the selection process for the rest of Committee. He added that the Wokingham Today awards timing has moved away from our awards which may have helped with the publicity.

CHAIR'S INITIALS _____

Civic Committee 13/01/2025

17127



Agenda Item 4

- Civic will be seeking councillors to act as hosts to the winners and in view of the increase in numbers, will be allocating one councillor to two winners.
- The format will essentially be the same as last year with a citation being read out by one of the winner's sponsors before presenting the award.
- The main change will be the introduction of an interval in the middle to serve the savoury buffet and a mingling session at the end to serve the dessert buffet. This is mainly to facilitate catering logistics.
- Our usual photographer will be present.
- Budget for the Civic Awards has been increased for the additional numbers and increased market costs with new caterer.
- Award trophies are booked in for engraving 14th January.
- Very good feedback is being received from the winners and their sponsors with many delighted to be chosen and to have nominated successfully.
- The winners are a good cross-section of volunteering are not mostly from one type of sector.

Cllr W Dixon requested that a winner's summary list be shared with Committee.

ACTION: Civic Officer

MONITORING REPORT (Agenda Item 6)

The Monitoring Report dated 6th January 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.

Awaiting new date with WBC-CO as last one cancelled in December.

b) Beating the Bounds Walk

It was agreed by Committee that this item may now be removed from the report.

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

CO is currently attempting to set up a meeting of the Working Party in January but due to busy diaries, this likely to slip into early February.

d) Consider request for a plaque from Wokingham Lions Club

Depends on outcome of Wreath Laying Working party meeting.

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

Cllr R Bishop-Firth will provide CO with contact details of the Equality Forum as a source of community contacts within other faiths.

ACTION: Civic Officer

f) Ten years since REME left Wokingham

Planning meeting to be scheduled after Civic Awards Ceremony delivered.

CHAIR'S INITIALS _____

Civic Committee 13/01/2025

17128



g) More Arts Christmas Music Event

An event review meeting is scheduled for 14th January 2025 with More Arts to capture lessons learned for future event planning.

There was discussion and a question raised regarding what will be happening within Civic/WTC to commemorate VE80. It was noted that the actual date will not be a bank holiday. CO to investigate further and report back.

ACTION: Civic Officer

COMMITTEE'S BUDGET (Agenda Item 7)

A report on the Committee's budget expenditure to 31st December 2024 was received and noted.

CO shared the latest forecast figures which had recently been revised against the figures already used to set the budget for next year. He advised that this latest revision had yielded a net forecast saving of around £1.5k in spite of increased Civic Awards expenditure.

Cllr T Lack raised a question about when the Civic budget (precept) was already set for next year as this forecasting activity took place after that stage at F&P.

ACTION: Civic Officer

Cllr R Bishop-Firth asked what is happening with Wokingham Remembers as it has a budget line. It was suggested that it should be on the Monitoring Report. CO to find out and report back to Committee via Monitoring Report.

ACTION: Civic Officer

Cllr A Betteridge asked if a variance column may be added to the Budget Report as the figures are not meaningful without this

ACTION: Civic Officer

INFORMATION ITEMS (Agenda Item 8)

None added.

COMMITTEE INFORMATION (Agenda Item 9)

- a) No information was raised by members.
- b) No information was identified for marketing purposes. However, it was advised by the Civic Officer that the Civic Awards Presentation Ceremony details will be released to the press and social media after the event and the process to encourage nominations for next year will begin soon afterwards.
- c) It was noted that the next meeting will be on Monday 24th March 2025.

ACTION: Civic Officer

CHAIR'S SIGNATURE _____

CHAIR'S INITIALS _____



WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 13th March 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>

WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 13th March 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>
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>

WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 13th March 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>
06.01.25	More Arts Christmas Music Event	CO and TC, A&CO	Dec 2025 (event date)	<p>More Arts have confirmed they will cease to operate from end of March 2025.</p> <p>TC has determined that the CO will not have the capacity to take this event back in-house, so the event has been offered to the A&C Committee, awaiting view of the A&C committee at their January committee meeting.</p> <p><i>CO recommends removal of this item from Monitoring Report.</i></p>

WOKINGHAM TOWN COUNCIL

Monitoring Report: Civic

Date: 13th March 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.

Wokingham Town Council
Annual Budget - By Centre (Actual YTD Month 11)
Note: PROPOSED Budget 2025-26

		<u>Last Year : 2023/2024</u>				<u>Financial Year : 2024/25</u>				<u>PROPOSED Budget 2025/26</u>	
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
302	Civic										
4328	Computer Software/ App update	0	0	0	720	0	0	1,000	0	0	
4333	Newsletter	5,000	5,211	5,500	5,034	0	0	5,627	0	0	
4362	Civic Receptions	2,800	1,198	900	161	0	0	921	0	0	
4365	Heritage Day	3,850	3,205	3,850	3,138	0	131	3,850	0	0	
4369	Remembrance Day	2,800	2,911	3,200	792	0	2,172	3,305	0	0	
4370	Christmas Music	1,000	0	1,250	0	0	0	0	0	0	
4371	Honoraria	1,400	1,400	1,500	1,400	0	0	1,500	0	0	
4372	Chair's Allowance	3,500	1,750	3,500	2,975	0	0	3,500	0	0	
4373	Civic Transport	100	0	100	35	0	0	100	0	0	
4374	Official Gifts	500	229	500	155	0	0	400	0	0	
4375	Christmas Cards	300	278	300	80	0	0	300	0	0	
4376	Insignia & Dress	3,000	3,800	3,000	1,157	0	99	3,000	0	0	
4377	Civic Awards	2,000	1,279	2,000	2,014	0	266	3,200	0	0	
4378	Silver Talks	50	71	150	70	0	0	150	0	0	
4399	Mayor's Sunday	5,000	2,975	5,000	2,901	0	0	3,500	0	0	
4400	Mayors Chaplain	0	0	175	0	0	0	175	0	0	
4401	Beating the Bounds	0	0	4,000	4,000	0	0	0	0	0	
4523	Museum Accreditation	10,000	287	10,000	275	0	0	14,000	0	0	
4530	Museum Open Days	0	0	1,000	193	0	0	400	0	0	
4531	Wokingham Remembers	0	0	1,500	0	0	0	215	0	0	
	Overhead Expenditure	41,300	24,593	47,425	25,100	0	2,668	45,143	0	0	
	Movement to/(from) Gen Reserve	(41,300)	(24,593)	(47,425)	(25,100)	0		(45,143)			

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Wokingham Town Council

Annual Budget - By Centre (Actual YTD Month 11)

Note: PROPOSED Budget 2025-26

	Last Year : 2023/2024		Financial Year : 2024/25				PROPOSED Budget 2025/26		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	0	0	0	0	0	0	0	0	0
Expenditure	41,300	24,593	47,425	25,100	0	2,668	45,143	0	0
Movement to/(from) Gen Reserve	(41,300)	(24,593)	(47,425)	(25,100)	0		(45,143)		