

To all members of the Arts, Culture and Events Committee

Notice is hereby given that a meeting of the Arts, Culture and Events Committee to be held on **THURSDAY 2nd July 2026 at 19.30 at the School Green Centre.**



Bruce Winton
Chief Executive and Clerk to the Parish Council
26th June 2026

Members: Cllrs Bowler, Jahromi, James, Matic (Chair), Montgomery, Peer & Rance

Agenda

38. Election of Chair of the Arts, Culture and Events Committee

- 38.1 To **RECEIVE** and **CONSIDER** nominations for the election of Chair of the Committee for 2026/27
- 38.2 To **ELECT** the Chair for 2026/27
- 38.3 To **SIGN A DECLARATION** of acceptance of office as Chair of the Arts, Culture and Events Committee

39. Election of Vice-Chair of the Arts, Culture and Events Committee

- 39.1 To **RECEIVE** and **CONSIDER** nominations for the election of Vice-Chair of the Committee for 2026/27
- 39.2 To **ELECT** the Vice-Chair for 2026/27
- 39.3 To **SIGN A DECLARATION** of acceptance of office as Vice-Chair of the Arts, Culture and Events Committee

40. Public Questions

- 40.1 To **RECEIVE** and **CONSIDER** any public questions

41. Apologies and declaration of members' interests

- 41.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
- 41.2 To **RECEIVE** any updates to members' declarations of pecuniary interest, and any related person interest in respect of the agenda

42. Minutes of the previous meeting

- 42.1 To **RECEIVE** and **APPROVE** the minutes of the Arts, Culture and Events Committee held on 7th May 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
- 42.2 To **CONSIDER** matters arising from the minutes

43. Terms of Reference

- 43.1 To **RECEIVE** and **CONSIDER** the Terms of Reference of the committee*

44. Developing Arts & Culture in the parish

- 44.1 To **RECEIVE** and **NOTE** an update about a book festival in conjunction with Wokingham Borough Council in August 2026

45. Community Outreach

- 45.1 To **RECEIVE** and **CONSIDER** an update from the Clerk on the arrangements to celebrate the 5th “birthday” of the School Green Centre (formally opened on 10th November 2021)
- 45.2 To **RECEIVE** and **CONSIDER** a verbal update on Christmas events in the parish for 2026

46. Parish Newsletters

- 46.1 To **RECEIVE** and **CONSIDER** a proposal for tackling digital exclusion*

47. Shinfield Cinema

- 47.1 To **RECEIVE** and **CONSIDER** a verbal update regarding National Theatre Live screenings
- 47.2 To **RECEIVE** and **CONSIDER** a verbal update on other potential screening partners

48. Public Art Project

- 48.1 To **RECEIVE** and **CONSIDER** a plan for fundraising for the Public Art Project

49. Budget Reporting

- 49.1 To **RECEIVE** and **NOTE** the budget reports for ACE committee*

50. Engagement Working Party

- 50.1 To **RECEIVE** and **CONSIDER** any matters relating to Community Engagement

51. Correspondence

- 51.1 To **RECEIVE** and **CONSIDER** any correspondence received

52. Date of Next Meeting

- 52.1 To **NOTE** the next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 3rd September 2026 at 19.30

* Report attached

** Report to follow

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 7th May 2026
at School Green Centre commencing at 19.30

Present: Cllrs Bowler, Matic (Chair), Montgomery & Peer

Attending: B Winton (Clerk)

26/ACE/26 Public Questions

26.1 There were no public questions.

26/ACE/27 Apologies and declarations of Members' Interest

27.1 Approval of apologies for absence

Apologies had been received from Cllrs Jahromi, James & Rance.

27.2 Disclosure of Pecuniary Interests and Related Person Interests

There were no declarations of members' interests.

26/ACE/28 Minutes of the previous meeting

28.1 The minutes of the committee meeting of 5th March 2026 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

28.2 Actions from the meeting held on 5th March 2026

25/ACE/51.3 Clerk to arrange a meeting with WBC officers and the Chair of ACE to discuss collaborative working on events.

This has not yet been arranged. See Item 29.1

11.2 Clerk to report back to the May committee meeting regarding a potential book festival.

This on the agenda at Item 29.1

- 17.1 Clerk to obtain a quote for lighting for art panels.

The Clerk advised that hire cost for lights would be £20 per panel. After discussion it was agreed that these should be provided for the Ryeish Green room only as this room was noticeably darker than the others used.

Pricing for artists should be increased for 2027 as there was no increase for 2026 compared to 2025.

ACTION – Clerk to arrange lighting for panels in Ryeish Green room in 2027

- 17.2 Clerk to arrange to extend the Art Exhibition in 2027 to have the Gala on Tuesday 16th February 2027, with the exhibition open to the public Wednesday 17th to Sunday 21st February.

The extended dates are in the Bookings Diary and in the plans for the exhibition.

- 18.2 Clerk to include the “Beating of the Bounds” event in early discussions with the new Community Engagement and Events Officer.

This will be done when the Community Engagement and Events Officer starts with the council.

- 18.3 Clerk to develop plans for the School Green Centre 5th “Birthday” Party event and report back to the next meeting.

This is on the agenda at Item 30.1

- 18.3 Clerk to ask Andrew Grimes to hold the proposed date in his diary.

This has been done and the former Chair of the Council has accepted the invitation.

- 18.4 Clerk to confirm date for the Grazeley Rockin’ Around the Christmas Tree event.

Grazeley Village Memorial Hall had suggested Saturday 28th November. This was also on the agenda at Item 30.2

- 18.4 Clerk to confirm singers for all three Rockin’ Around the Christmas Tree events.

See Item 30.2

- 20.2 Clerk to follow up potential grant application further with UoR Film department.

The Clerk was not able to produce anything for the deadline in April.

20.2 Clerk to investigate potential quiz night options.

The Clerk advised that a traditional quiz night was scheduled for Friday 19th June. It was agreed to run one or two quizzes a year for the time being (subject to demand).

ACTION – Clerk to deliver 19th June Quiz and review attendance

20.2 Clerk to investigate potential bingo night options.

The Clerk advised that it would be possible to run bingo events without a licence subject to specific criteria being complied with. Ideally a monthly event could be organised most likely on a Friday when there is room availability.

The Clerk suggested that a small group of volunteers to run the events would be ideal with SPC providing the number calling equipment and game consumables. Cllr Bowler offered to help with such a team.

ACTION – Clerk to investigate potential support for operating bingo sessions.

21.1 Clerk to ensure that the Annual Parish Meeting is promoted heavily to increase attendance.

This is on the agenda at Item 33.1.

23.1 Clerk to add the terms of reference for the Engagement Working Party to the next Full Council agenda.

These were approved at the March Full Council meeting.

24.1 Clerk to organise Easter egg decorating competition open to all ages.

The event was delivered albeit with a low participation level. It has however provided images of the eggs that can be used to promote the event again in 2027.

24.2 Clerk to provide updates at future meetings for Poppy Splash.

The Deputy Clerk has arranged monthly workshop events alternating between daytime and evenings. There are now almost 400 poppies already completed and handed in.

29.1 **Book Festival in conjunction with Wokingham Borough Council (WBC)**

The Clerk and Deputy Clerk has held a meeting with Stephanie Woods, WBC libraries lead, and two of her colleagues.

- Discussions are looking at a weekend long event in 2027 aimed at young adults and adults rather than the children's event already run by WBC.
- Provisional dates are Friday 28th to Sunday 30th May 2027. This is the start of the half-term week.
- The concept would be 2 speakers per day (expected cost based on WBC experience is £100 per speaker plus travel). Sessions in morning, afternoon or evening to fit in with our needs and author availability.
- Format
 - 45 minutes talk
 - 15 minutes Q&A
 - Book signings in the cafe
- WBC have links with a company that can provide books on a sale or return basis. Normally 10% of any book sales as a commission
- Small entry charge to events (£3) as people are more likely to turn up and commit to the event – for many free equals no value.
- We could provide a small number of tickets to WBC for free entry to those who are struggling financially.

WBC event is in August and have asked if we could “host” on of their sessions at SGC in return we allow one session in Wokingham next May

ACTION – Clerk to send Cllr Matic link to the next meeting scheduled for 14th May at 12.30pm

Community Outreach30.1 School Green Centre 5th “Birthday” Party on Saturday 7th November

The Clerk advised that 9 regular hirers had already agreed to take part in the event with more expected which meant it would be possible to have a full and entertaining programme of demonstrations throughout the day.

Members requested that there be a cake in the shape of the School Green Centre as part of the celebrations.

The possibility of some additional music performances was discussed, and the Clerk was asked to investigate what may be possible taking into account the other activities planned.

The Clerk was asked to issue formal invitations to a list including Vice-Chancellor of University of Reading, the local MP and Mayor of Wokingham.

The Youth Club should be invited to participate.

Initial Timetable

- 12.00 noon – Welcome, Speeches and cutting of cake.
- 12.30 to 5.30 – Activity every half hour including one or two music sessions.
- 6.00 – Close of daytime activities
- 7.30 – Community themed film (e.g. Local Hero) in cinema

ACTION –

- a. Clerk to arrange suitable celebration cake for the event.
- b. Clerk to investigate music options for the event.
- c. Clerk to issue formal invitations.
- d. Clerk to involve Youth Club in the event.

30.2 Christmas Events

The Clerk confirmed that the dates for Rockin' Around the Christmas Tree for 2026 would be

- Saturday 28th November for Grazeley
- Friday 4th December 2026 for School Green
- Friday 11th December 2026 for Frensham Green

ACTION – Clerk to confirm singers for all three Rockin' Around the Christmas Tree events

26/ACE/31

Public Art

31.1 The selection panel sat on 17th April to receive presentations from the three short-listed artists. The panel included Cllr Matic, the Clerk, Arts4Wokingham and members of the public including students from Oakbank Secondary school.

The panel had chosen Nicolas Moreton as the artist for the project but were undecided as to the final design to go for. The committee's preference was for the circular design entitled Continuum.

The Clerk was asked to seek views from the public and then a formal recommendation could go to the Full Council meeting on 27th May 2026.

Members liked the concept of using the space for performances and this led to a discussion about whether it would be possible to provide some form of hostile vehicle mitigation (HVM) measures

ACTION –

- a. Clerk to add to the agenda for the May Full Council meeting.
- b. Clerk to discuss potential HVM measures with artist.

26/ACE/32

Shinfield Cinema

32.1 Update regarding National Theatre Live

The Clerk provided an update on ticket sales for National Theatre Live screenings.

32.2 Update on other potential screening partners

No further updates.

26/ACE/33

Annual Parish Meeting

33.1 Feedback from the Annual Parish Meeting

Attendance was significantly up from 2025

- 43 Members of the Public
- 10 Councillors
- 4 Staff

The event had been heavily promoted across physical sites, website and social media. There was good attendance from potential award winners.

The comedian set the tone well for the evening and the Chair's presentation was well received.

It was agreed to have the same format for 2027. Cllr Matic asked if the Ryeish Room and cinema could be used for 2027.

ACTION –

- a. All to consider potential speakers for 2027.
- b. Clerk to book Ryeish Green Room for Annual Parish Meeting on 31st March 2027

33.2 Newsletters

Feedback from the Annual Parish Meeting was that we should consider more hard copy newsletters and the matter had been referred to ACE for consideration.

The Clerk recognised that there was a need to consider those who were unable to access digital content.

Given in-house resource it would be possible to increase to two hard copy versions per annum, but the cost of each issue (including distribution) was £3.5k per copy. The next scheduled edition was January 2027 which would suggest an additional copy in the summer of each year (subject to budget approval).

The Clerk advised that a greater frequency would be difficult to achieve but suggested that the discussion was deferred until the new Community Engagement and Events Officer was in post to contribute to the discussion.

ACTION – Clerk to add to the agenda when Community Engagement & Events Officer was in post.

26/ACE/34

Budget Reporting

- 34.1 The budget report for ACE committee had been included with the papers.
- Members **noted** the report.

26/ACE/35

Engagement Working Party

- 35.1 Any matters relating to the Engagement Working Party
- This will not convene until new Community Engagement Officer is in place.

26/ACE/36

Correspondence

- 36.1 There was no correspondence to report.

26/ACE/37

Date of Next Meeting

- 37.1 The next meeting of the Arts, Culture and Events Committee will be held on Thursday 2nd July 2026 at 19.30.

Meeting closed at 20.50

List of Actions

Minute number	Action	Responsibility
26/ACE/17.1	Arrange lighting for panels in Ryeish Green Room in 2027 for the art exhibition	Clerk
26/ACE/20.2	Deliver 19th June quiz and review attendance	Clerk
26/ACE/20.2	Investigate support for operating bingo sessions	Clerk
26/ACE/29.1	Send Cllr Matic link to meeting scheduled for 14 May at 12:30pm	Clerk
26/ACE/30.1	Arrange suitable celebration cake for SGC 5th Birthday event	Clerk
26/ACE/30.1	Investigate music options for the event	Clerk
26/ACE/30.1	Issue formal invitations for the event	Clerk
26/ACE/30.1	Involve Youth Club in the event	Clerk
26/ACE/30.2	Confirm singers for all Rockin' Around the Christmas Tree events	Clerk
26/ACE/31.1	Add item to May Full Council agenda (public art recommendation)	Clerk
26/ACE/31.1	Discuss potential HVM measures with artist	Clerk
26/ACE/33.1	Consider potential speakers for 2027 Annual Parish Meeting	All
26/ACE/33.1	Book Ryeish Green Room for Annual Parish Meeting on 31 March 2027	Clerk
26/ACE/33.2	Add newsletter item to agenda when Community Engagement & Events Officer is in post	Clerk

Shinfield Parish Council Arts, Culture & Events Committee Terms of Reference

Status

- This is a standing committee of Shinfield Parish Council

Purpose

- The Arts, Culture & Events (ACE) Committee is responsible for
 - The promotion of arts & culture within the parish
 - Developing relationships with Wokingham Borough Council and other appropriate groups and organisations (including arts societies and history clubs) with regards to arts and culture activities
 - Developing a parish wide events programme which the council will
 - Deliver directly or
 - Work with partners or
 - Support other organisations accordingly

Membership

- The Committee shall have at least four members
- The quorum for the committee is three members
- The committee will elect a Chair and may select a Vice-Chair annually at the first meeting of the committee held after the Annual Council Meeting in May each year
 - The Clerk shall invite nominations while issuing the papers for this meeting but nominations for Chair and Vice-Chair may also be made at the meeting itself
- The Clerk shall attend these meetings as clerk to the committee and produce minutes
 - The Clerk sets the agenda for the meeting in discussion with the Chair of the Committee

Meetings

- The committee will normally meet bi-monthly in odd numbered months
- Meetings will normally be held on the first Thursday after the first Wednesday of the month

Aims and Objectives

- Ensuring the effective planning, promotion and delivery of community events, activities and competitions
- Developing and delivering a range of in-house events for the benefit of the entire community or specific sub-sections of the community
- Supporting other community-based events as deemed appropriate by the committee or Full Council

Delegated powers

- The committee has the following delegated powers:
 - Delegation of work to the Clerk
 - Delegation of work to a Sub-Committee
 - To set the following (within the terms of the planning assumptions advised by Finance & General Purposes Committee)
 - Charges for exhibitions, community events and cinema screenings as created or managed by the council
 - Budget setting (in conjunction with the Finance and General Purposes Committee) including
 - Fees & Charges Income for the committee's area of responsibility
 - Expenditure requirements for the committee's area of responsibility
 - The Committee has the power to spend within its budget
 - Budget may be reassigned against individual line items
 - Any proposal to exceed the total expenditure budget limit must be approved by the Finance and General Purposes Committee prior to that expenditure being committed or incurred
 - Where income is projected to be greater than budget target then this should be "surrendered" to Finance and General Purposes Committee to be used most effectively across the council

Reporting on the activities of the Committee

- The following reporting shall take place
 - The DRAFT minutes of each meeting of the committee will be tabled at the next Full Council meeting
 - The Chair and Clerk shall provide additional information on the committee's activities as requested by members

Training Recommendations

- There are currently no **recommended** training courses for members of this committee

Review

- The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council
- If necessary additional reviews of these terms of reference may take place at any other time of the year
- Any amendments to these Terms of Reference are subject to ratification by Full Council

Proposal to tackle Digital Exclusion

Background

Following the matter being raised at the Annual Parish Meeting on 29th April, this committee considered the matter at their meeting in May. At Full Council on 27th May the matter was raised in a public question and a petition submitted supporting the provision of hard copy information for those who were digitally excluded.

On 23rd June the Clerk, Media and Communications Officer met with Cllr Clarke and the member of public who organised the petition. There was a broad agreement on a potential way forward which is submitted for consideration by the committee as set out below.

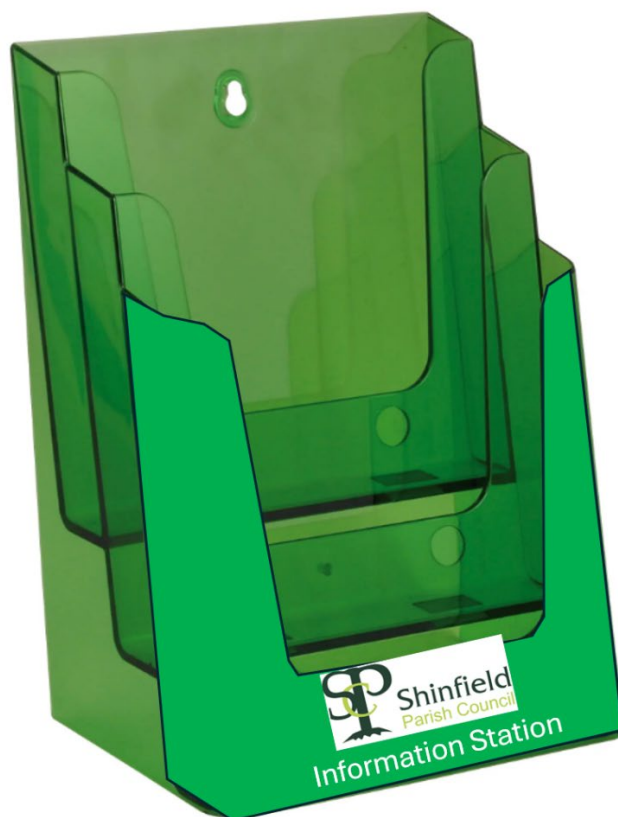
Information Stations

The proposal is to provide “Information Stations” at suitable locations throughout the parish.

These would be multi-tiered A5 leaflet dispensers (table or wall mounted depending upon location). Three separate elements are proposed:

- Current News
 - Updated monthly this would be 8- or 12-page A5 booklet containing text extracted from current newsletter
 - This avoids the need for the duplication of work to create two different outputs
- Useful Contacts
 - A listing of useful contacts across the parish
 - This was the element of the former Loddon Reach magazine that is missed most by residents
 - Updated quarterly or as required
- Welcome to Shinfield
 - Document covering everything you need to know about Shinfield, Shinfield Parish and WBC (and especially which council deals with which elements and how to find out about things)
 - Helps with early signposting for residents and is an opportunity to promote the facilities we have to offer
 - Updated as required

It would be intended to have specially created dispensers with appropriate branding (the image is only for illustration only and any final design will be much more eye catching):



Potential Locations

It is felt that the following should be asked if they would host a station:

- Churches
 - St Marys
 - St Michaels
 - St Barnabas
 - Shinfield Community Church
- Schools
 - Oakbank
 - Shinfield Infants
 - Shinfield St Marys Junior
 - Alder Grove
 - Lambs Lane
 - Grazeley
 - Whiteknights
- SPC buildings
 - School Green Centre
 - Spencers Wood
 - Manor Ground Pavilion
 - High Copse Pavilion
- Libraries
 - Spencers Wood
 - School Green Centre (2nd option also serving the café)
 - Lower Earley

- Care Homes
 - Shinfield View
 - Parsons Grange
- Doctors Surgery
 - Shinfield medial Practice
 - Swallowfield Surgery in Millworth Lane
- Nurseries
 - Happy Trails
 - Spencers Wood Pre-School
- Repair Cafes
- Grazeley Village Hall
- Spencers Wood Village Hall
- Shinfield Players Theatre
- Ryeish Sports Hub
- Key Shops and Garages

Not all locations will be suitable and/or willing to accept a station, but the aim would be to get a good coverage across the parish with around 15-20 active locations.

Fulfilment

This proposal anticipates a monthly refresh of each station to make sure that each is up to date, remains presentable, allows monitoring of uptake etc. This would be an ideal task for the Community Engagement Officer who can also build the relationships with each site. The Facilities Team would be the alternative provision for holidays and other absences.

Hard Copy

Under this proposal it is felt that the annual hard copy newsletter should still be retained and used to publicise the active Information Stations.

Previous discussions considered adding a second newsletter, but all parties feel that this proposal would be a more effective and achievable option.

Arts, Culture and Events – Budget Monitoring Report 2026/27

1. The Council has an ongoing revenue budget to deliver a range of events across the year.
2. In January the Council approved a budget of £17,500 to deliver Community Events in 2026/27.
3. The table below is an update which compares the expenditure so far to the annual budget for 2026/2027.
4. Since the last meeting a new event, a book week is now listed and this is estimated to cost £800.00. Savings of £400 from the Community Quiz Night have been transferred to this project. A further £400 will need to be identified.
5. The number and cost of trips for Shinfield North has not been confirmed.

Table 1 – Spend to 26th June Budget for Scheduled Events in 2026/27 compared to the approved budget.

Planned Events	Budget £	Reallocate Budget £	Spend to 26/6/2026 £	Variance (Balance) £
Annual Parish Meeting (April 2026 and March 2027) including prizes.	2,000		388	1,612
Arts Showcase (allowing for lights)	4,000			4,000
Community Christmas Events at Frensham, Grazeley & School Green	2,600		48	2,552
Community Quiz Night	900	-740	160	0
Litter Pick – Spring 2027.	200		25	175
Public Art - Selection Panel Catering		100	100	0
Remembrance Day & Poppy Flash	1,200			1,200
School Green Birthday Event - November	500		33	467
School Holiday Activities (August & Half Terms)	2,300		125	2,175
Shinfield North Engagement (Trips & Transport)	4,200			4,200
Youth Club Challenge Event – new event	500			500
New Event - Book Week		640		400
Fundraising & Contributions	-900		-385	-515
Total	17,500	0	734	16,766