

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 3rd September 2026 at 19.30 at the School Green Centre.**



Bruce Winton
Chief Executive and Clerk to the Parish Council
27th August 2026

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

Agenda

53. Public Questions

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

54. Apologies and declaration of members' interests

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

55. Minutes of the previous meeting

- 55.1 To **RECEIVE** and **APPROVE** the minutes of the Arts, Culture and Events Committee held on 2nd July 2026 as a correct record of the meeting and to authorise the Chair to sign the same*
55.2 To **CONSIDER** matters arising from the minutes

56. Developing Arts & Culture in the parish

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

57. Community Outreach

- 57.1 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)
57.2 To **RECEIVE** and **CONSIDER** options for the birthday cake for the 5th birthday
57.3 To **RECEIVE** and **CONSIDER** a verbal update on Christmas events in the parish for 2026

58. Parish Newsletters

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

59. Shinfield Cinema

- 59.1 To **RECEIVE** and **CONSIDER** a verbal update regarding National Theatre Live screenings
- 59.2 To **RECEIVE** and **CONSIDER** a verbal update on summer screening programme

60. Public Art Project

- 60.1 To **RECEIVE** and **CONSIDER** a verbal update on fundraising for the Public Art Project

61. Budget Reporting

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

62. Engagement Working Party

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

63. Bingo Evenings

- 63.1 To **RECEIVE** and **CONSIDER** a proposal on bingo evenings*

64. Car Boot Sales

- 64.1 To **RECEIVE** and **CONSIDER** the principle of operating car boot sales*

65. Correspondence

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

66. Date of Next Meeting

- 66.1 To **NOTE** the next meeting of the Arts, Culture and Events Committee will be held on Thursday, 29th October 2026 at 19.30

* Report attached

** Report to follow

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 3rd September 2026
at School Green Centre commencing at 19.30

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

Attending: B Winton (Clerk)

26/ACE/38 Election of the Chair of the Arts, Culture & Events Committee

38.1 To receive nominations for the position of Chair of the Arts, Culture & Events Committee

Cllr Matic was nominated for the position of Chair of the Committee by Cllr Montgomery

38.2 Cllr Matic was duly elected as Chair of the Committee for 2026/2027

AGREED Unanimously

38.3 Cllr Matic signed the declaration of acceptance of office as the Chair of the Arts, Culture & Events Committee for 2026/2027

26/ACE/39 Election of the Vice-Chair of the Arts, Culture & Events Committee

39.1 To receive nominations for the position of Vice-Chair of the Arts, Culture & Events Committee

Cllr Bowler was nominated for the position of Vice-Chair of the Committee by Cllr Matic

39.2 Cllr Bowler was duly elected as Vice-Chair of the Committee for 2026/2027

AGREED Unanimously

39.3 Cllr Bowler signed the declaration of acceptance of office as the Vice-Chair of the Arts, Culture & Events Committee for 2026/2027

26/ACE/40 Public Questions

40.1 There were no public questions.

26/ACE/41

Apologies and declarations of Members' Interest

41.1

Approval of apologies for absence

Apologies had been received from Cllrs Jahromi & James.

41.2

Disclosure of Pecuniary Interests and Related Person Interests

It was noted that Cllr Rance is also a Borough Councillor.

There were no other declarations of members' interests.

26/ACE/42

Minutes of the previous meeting

42.1

The minutes of the committee meeting of 7th May 2026 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery
Seconded: Cllr Bowler
Approved: Unanimously

42.2

Actions from the meeting held on 7th May 2026

17.1

Clerk to arrange lighting for panels in Ryeish Green room in 2027.

This had been booked with the company providing the panels. Consideration to be given to best means of providing power to the panels which may involve a site visit from the supplier to advise on options.

ACTION – Clerk to provide an update on lighting for the Art Panels at the next meeting

20.2

Clerk to deliver 19th June Quiz and review attendance

The quiz took place but only four teams took part. Those that did attend enjoyed the events and said they would encourage others to take part in 2027. The winning team asked for their Prize of £250 to be donated to SHARE and there is a photocall scheduled for Monday.

The Clerk recommended that the quiz is held again in 2027. The equivalent date would be Friday 18th June, or it could move to the Saturday 19th June.

It was agreed that there should be a charge for the event as it was felt that free admission may have discouraged entrants.

ACTION – It was agreed to repeat the event in 2027 holding it on Saturday 19th June.

20.2 Clerk to investigate potential support for operating bingo sessions.

The Clerk apologised for not being able to progress this matter. Cllr Bowler offered to conduct some further research. A request for volunteers could be included in the August newsletter.

ACTION – Cllr Bowler to research requirement for operating bingo sessions.

29.1 Clerk to send Cllr Matic link to meeting scheduled for 14th May with WBC Libraries team.

This had been done.

30.1 Clerk to arrange suitable celebration cake for SGC 5th Birthday Party

The Clerk advised that a local baker was in discussions with the Deputy Clerk about the potential for either a 3D or 2D birthday cake. We were awaiting quotes.

ACTION – Clerk to arrange suitable celebration cake for SGC 5th Birthday Party

30.1 Clerk to investigate music options for the SGC 5th Birthday Party

The Clerk had booked Paul Gudge's Ukelele band.

30.1 Clerk to issue formal invitations to the SGC 5th Birthday Party

The Clerk advised that formal invitations had been sent to:
Vice-Chancellor of University of Reading
AOC, School Green Centre architects
WBC Borough Mayor
Andrew Grimes
Yuan Yang MP and Clive Jones MP

30.1 Clerk to involve Youth Club in the SGC 5th Birthday Party

The Youth Club had been invited and were considering what their participation might be.

30.2 Clerk to confirm singers for Rockin' Around the Christmas Tree events

The Clerk had confirmed a singer for the Grazeley event on 28th November and was waiting for a response from a singer previously used for this event for the dates for School Green Centre (4th) and Frensham (11th)

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

- 31.1 Clerk to add decision on Public Art to Full Council Agenda for May meeting

This had been done and the Continuum Design had been selected.

- 31.1 Clerk to discuss potential Hostile Vehicle Measures with the artist

This has not yet been discussed with the artist.

- 33.1 All to consider potential speakers for 2027 Annual Parish Meeting

Cllr Bowler provided a couple of potential speakers, and the Clerk would follow up with them.

ACTION – Clerk to follow up potential speakers for the Annual Parish Meeting in 2027 as suggested by Cllr Bowler

- 33.1 Clerk to book Ryeish Green Room for Annual Parish Meeting on 31st March 2027

Both the Ryeish Green and Pound Green rooms been booked.

- 33.2 Clerk to add Newsletter item to the agenda when the Community Engagement & Events Officer is in post

This is on the agenda at Item 46.1

26/ACE/43

Terms of Reference for the Arts, Culture & Events Committee

- 43.1 Members **CONFIRMED** the Terms of Reference for 2026/27.

ACTION – Clerk to add to Full Council for ratification

26/ACE/44

Developing Arts & Culture in the parish

- 44.1 **Book Festival**

Two authors had come forward as participants for the book festival to be held at School Green Centre at the end of August 2026. The likely format would be a 45-minute talk by author followed by Q&A then a book-signing (on sale or return) in the café

ACTION – Clerk to confirm arrangements for the Book Festival

Community Outreach

45.1 School Green Centre 5th “Birthday” Party on Saturday 7th November

The Clerk advised that:

- Invitations have been sent
- There has been a good response from regular hirers with regards to taking part in the event
- Arrangements for a cake were underway
- Live music had been booked

Once the regular hirers resumed after the summer holidays, the detailed schedule would be arranged.

ACTION – Clerk to continue to plan for the School Green Centre 5th Birthday Party event

45.2 Christmas Events

This had been covered earlier in the meeting.

45.3 Remembrance Sunday

The Clerk advised that the initial planning meeting for 2026 had been held. The only significant change planned would be relating to the position of the staging which would be moved and rotated slightly to avoid those on the stage having their backs to those standing on the Green.

Poppies still being received at a good rate. Sally will continue to lead on the poppies.

Parish Newsletters – Tackling Digital Exclusion

46.1 The proposal issued with the papers was discussed and

The Clerk introduced an initial mock-up of the approach outlined in the papers attached for the meeting. Members agreed that this was worth pursuing more and the Clerk was asked to arrange a more detailed mock up for the Full Council meeting later in the month.

ACTION – Clerk to add Hard Copy Newsletter to agenda for Full Council

47.1 Update regarding National Theatre Live

The Clerk provided an update on ticket sales for National Theatre Live screenings. The most recent *Les Liaisons Dangereuse* had attracted 35 to the regular screening (Friday 26th) and a further 20 to the relaxed screening on Sunday 28th

Members **NOTED the update**

47.2 Update on other potential screening partners

No further updates.

Public Art Project

Fundraising Plan

The Clerk advised that in addition to developers' contributions (£8,000) there were also the proceeds from the Art Exhibition (£1,900).

While there were some grants that could be applied for, it should be recognised that there was no guarantee of success for any of these. Options would include: National Lottery Awards for All England

- Funds projects that improve community spaces and bring people together
- Grants £300 to £20,000

Arts Council England

- Supports Visual Arts
- Grants up to £30,000

More locally there should be a scheme for sponsors with a range of option each of which would be recognised on a donor's board adjacent to the sculpture. E.g.

- Platinum – Most likely Local businesses – Say £2,500
- Gold - £1,000
- Silver - £500
- Bronze - £250
- Base - £20

Other potential fundraising opportunities might include:

- Artists Miniature
 - Ask/commission artist to create a small 6inch version of the artwork and/or
 - May be able to sell off cuts from the sculpture
- Art Exhibition Fundraiser
 - Options might be asking artists to donate a small canvas to be sold under a silent auction and/or
 - Raffle tickets for a prize
- Donate by Donut
 - This would entail the café stocking a donut made to resemble the artwork with a premium of say 50p on the selling price which goes towards the funding of the sculpture
- Run a Quiz night later in 2026 as a potential fundraiser for the artwork

It was agreed that there should be a working party to progress this further to be convened in August. Cllrs Bowler, Matic and Peer expressed an interest in taking part with the invitation to be open to all members of the committee.

ACTION – Clerk to convene a fundraising working party

ACTION – Clerk to develop a detailed fundraising plan for the public art

ACTION – Clerk to arrange a public art fundraising quiz for later in 2026

26/ACE/49

Budget Reporting

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

26/ACE/50

Engagement Working Party

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

26/ACE/51

Correspondence

- 51.1 There was no correspondence to report.

26/ACE/52

Date of Next Meeting

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

Meeting closed at 20.50

List of Actions

Minute number	Action	Responsibility
17.1	Provide an update on lighting for the Art Panels at the next meeting.	Clerk
20.2	Repeat the quiz event in 2027, holding it on Saturday 19 th June.	Clerk
20.2	Research the requirements for operating bingo sessions.	Cllr Bowler
30.1	Arrange a suitable celebration cake for the School Green Centre 5 th Birthday Party.	Clerk
30.2	Confirm singers for Rockin' Around the Christmas Tree events.	Clerk
33.1	Follow up potential speakers for the Annual Parish Meeting in 2027 as suggested by Cllr Bowler.	Clerk
43.1	Add the Terms of Reference to Full Council for ratification.	Clerk
44.1	Confirm arrangements for the Book Festival.	Clerk
45.1	Continue to plan for the School Green Centre 5 th Birthday Party event.	Clerk
46.1	Add Hard Copy Newsletter to the agenda for Full Council.	Clerk
48.1	Convene a fundraising working party.	Clerk
48.1	Develop a detailed fundraising plan for the public art.	Clerk
48.1	Arrange a public art fundraising quiz for later in 2026.	Clerk

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. Several events are planned for later in the year which explains the unspent balance.
5. North Shinfield - there were no summer trips this year and autumn / winter events are yet to be advised.

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

Planned Events	Budget £	Reallocate Budget £	Spend to 26/08/2026 £	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	(650)	250	0
Litter Pick – Spring 2027.	200		25	175
Public Art - Selection Panel Catering		100	100	0
Remembrance Day & Poppy Flash	1,200		23	1,177
School Green Birthday Event - November	500		33	467
School Holiday Activities (August & Half Terms)	2,300		1,170	1,130
Shinfield North Engagement (Trips & Transport)	4,200	(250)		3,950
Youth Club Challenge Event – new event	500			500
New Event - Book Week October 2026		800		800
Fundraising & Contributions	(900)		(500)	(400)
Total	17,500	0	1,537	15,963

Business Report: Bingo Night Event Findings

Executive Summary

This report reviews the operational, legal, promotional, and participant-experience requirements for running a successful bingo night. The findings indicate that a bingo night can be an effective community engagement or fundraising activity, provided it is planned around clear objectives, compliant gaming rules, accessible venue arrangements, engaging hosting, appropriate prizes, and transparent communication about proceeds.

Key Findings

1. Purpose and Planning

A successful event should begin with a defined purpose, such as social connection, community entertainment, or fundraising. The venue should suit the expected attendance and format, with community halls, clubs, schools, places of worship, or other community spaces being appropriate options where permitted. Early decisions on date, time, target audience, ticketing, and promotion are essential to build attendance and reduce operational risk.

2. Legal and Compliance Requirements

- For fundraising bingo, the event should be non-commercial, with proceeds used only for the stated good cause and reasonable organising costs.
- Players should be told in advance which good cause is being supported.
- The game must be run as an equal-chance game, giving all players the same chance of winning.
- Online or virtual bingo should not be offered unless the appropriate remote bingo licence is in place.
- Rules vary by setting, including clubs, pubs, private homes, and premises with existing gambling licences, so the event format must be confirmed before promotion.

3. Equipment and Venue Setup

Core equipment includes bingo cards, markers or daubers, a caller system such as a cage or number generator, and a visible method for displaying called numbers. Tables, seating, acoustics, lighting, and sightlines should be planned so that all participants can hear, see, and take part comfortably. A projector or large screen may improve accessibility and reduce confusion during play.

4. Participant Experience

The source material highlights that atmosphere is a major success factor. Themes, music, decoration, creative bingo cards, audience interaction, and a confident caller can make the event feel more memorable and encourage repeat attendance. Food and drink can also support socialising, provided any wider venue or licensing requirements are followed.

5. Prizes and Fundraising Model

Prizes should be attractive enough to motivate attendance but proportionate to the event's purpose, budget, and legal position. For fundraising events, the use of proceeds should be stated clearly in advance. Prize selection should reflect the likely audience, with practical options including vouchers, local business donations, themed baskets, small gifts, or a grand finale prize.

Business Implications

Area	Implication	Recommended Action
Compliance	Legal rules differ by venue type and event purpose.	Confirm the event category before advertising, especially if fundraising or charging fees.
Attendance	Promotion and theme affect turnout and repeat participation.	Use early publicity, a simple theme, and clear messaging about the cause.
Operations	Poor visibility, sound, or unclear rules could reduce satisfaction.	Prepare a caller script, visible number display, seating plan, and short rules briefing.
Revenue	Fundraising income depends on ticketing, participation, sponsorship, and costs.	Create a budget, record all income and expenditure, and keep prize costs proportionate.
Community Value	A well-run bingo night can strengthen local social connection.	Design the event to be inclusive, accessible, friendly, and easy for newcomers to join.

Risks and Mitigations

- **Regulatory risk:** The event could breach gaming rules if fees, prizes, online play, or venue arrangements are not compliant. **Mitigation:** confirm the permitted event type and document the rules being followed.
- **Financial risk:** Costs could reduce fundraising value. **Mitigation:** set a budget, seek donated prizes, and track all expenditure.
- **Reputational risk:** Confusing rules or poor accessibility could frustrate participants. **Mitigation:** provide a clear welcome, visible rules, and support for first-time players.
- **Operational risk:** Equipment failure or unclear number calling could disrupt play. **Mitigation:** test equipment, prepare spare cards and markers, and appoint volunteers for checking winning cards.

Recommendations

1. Define the event purpose, target audience, good cause, and success measures before confirming the format.
2. Confirm the correct legal route for the chosen venue and avoid online or virtual bingo unless properly licensed.
3. Prepare a simple event budget covering venue, equipment, publicity, refreshments, prizes, and contingency.
4. Use a clear promotion plan, including community noticeboards, email, social media, posters, and partner organisations.
5. Create a welcoming programme with a short rules briefing, engaging caller, background music, themed touches, and a finale round.
6. Record attendance, income, costs, feedback, and lessons learned to support future events.

Proposed Event Success Measures

- Attendance against target capacity.
- Total funds raised after reasonable costs.
- Number of local sponsors or prize donors secured.
- Participant satisfaction and willingness to attend again.
- Compliance checklist completed before the event.
- Volunteer feedback on event setup, flow, and workload.

Conclusion

The findings show that bingo night is a viable and engaging community event format when managed with careful planning, legal compliance, clear financial controls, and a strong participant experience. The main decision before proceeding is to confirm the event's purpose and legal category, then build a practical plan around venue, equipment, promotion, prizes, volunteers, and post-event evaluation.



12	36	55	63	71			
3	18	28	41				82
6		29	43		65		87

9			38	46	53		70
		20		49		67	75
	10	24	39		59		83

	15				51	61	72
	19		34	40	54		78
7		23	37	48		64	

5		22		44	52		86
8			30			62	73
	11	25	32		57		79

	16	21	31			66	81
2		27	33		50		84
	17			42	56	69	76

1	13		35			60	85
	14	26		45		68	74
4				47	58		77



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Potential Introduction of Car Boot Sales at High Copse Pavilion

Purpose of Report

To present a range of options for the possible introduction of car boot sales at High Copse Pavilion and to identify associated opportunities, risks, operational considerations, and regulatory requirements. No recommendation is offered.

The purpose of this report is to assist the Committee in determining whether it wishes to pursue any form of car boot sale operation and, if so, the preferred model.

High Copse is intended to operate as a shared community facility accommodating a range of sports, community and commercial activities. Existing Council documents emphasise that no user has exclusive occupation and that bookings must be managed to balance competing demands.

Current Local Market

Established car boot sales already operate in the local area, including:

- Reading Car Boot at Prospect Park (Saturday mornings)
- Bunn's Boot Sales at Moss End, Bracknell (Saturday and Wednesday mornings)
- Reading's Biggest Sunday Boot Sale at Swallowfield
- Woodley Town Centre Car Boot Sale
- Thatcham Car Boot Sale

The available information indicates that the majority of local operators run traditional daytime or early morning sales. No established regular evening car boot sales were identified in the Reading, Wokingham or Bracknell area from the sources reviewed.

Strategic Considerations

The Committee may wish to consider whether:

- The facility should be used to generate additional income.
- Car boot sales align with the Council's objectives for community use of High Copse.
- The primary objective is revenue generation, community engagement, asset utilisation, or a combination of all three.
- Car boot sales could coexist with football, cricket and pavilion bookings without adversely affecting existing users.
- The benefit from car boot sales sufficiently exceed any downsides

Option 1: Traditional Sunday Morning Car Boot Sale

Typical operating hours:

- Sellers arrive: 05:00 to 07:00
- Buyers arrive: 06:00 onwards
- Finish: approximately 13:00

Advantages:

- Established and familiar format
- Strong public awareness of traditional car boot sales
- Potentially high attendance
- Opportunity for café sales
- Potential ancillary income from refreshments and trader fees

Disadvantages:

- Direct competition with established local operators
- Potential clashes with football and cricket fixtures
- Potential impact on other hirers at the facility
- Very early staff start times
- Increased pressure on parking and traffic management
- Greater likelihood of neighbour complaints due to early arrivals

Principal Risks:

- Insufficient parking for sports users
- Congestion at site entrances
- Litter and waste management issues
- Booking conflicts
- Requirement for additional stewarding

Option 2: Saturday Morning Car Boot Sale

Advantages:

- May attract buyers unable to attend Sunday sales

Disadvantages:

- Potential conflict with Saturday sports fixtures
- Competition with Prospect Park and other Saturday sales
- Similar traffic and staffing demands to Option 1

Principal Risks

- Sports related conflicts
- Reduced attractiveness to traders where competing events already exist

Option 3: Monthly or Occasional Car Boot Sale

For example:

- Four to six events per year
- Bank Holiday events
- Community fundraising events

Advantages:

- Lower operational burden
- Easier booking management
- Reduced impact on sports users
- Ability to assess demand before committing to a regular programme

Disadvantages

- Less predictable income
- Limited opportunity to build a regular customer base
- Advertising costs may be proportionately higher

Principal Risks

- Financial viability difficult to assess from a small number of events

Option 4: Weekday Evening Car Boot Sale

Indicative hours:

- Sellers: 17:00 to 18:00
- Public: 18:00 to 21:00

Advantages

- Potentially avoids most weekend sports bookings
- Makes use of the floodlit car park at High Copse
- Reduced requirement for very early staffing
- Distinctive offer compared with existing local operators
- Potential café and refreshment opportunities

Disadvantages

- Unproven concept locally
- Potential conflicts with evening training sessions
- Reduced daylight during parts of the year
- Additional lighting and security considerations

Principal Risks

- Insufficient demand
- Requirement for enhanced supervision after dark
- Anti-social behaviour concerns

Option 5: Hybrid Community Market and Car Boot Sale

A mixed event combining:

- Car boot pitches
- Craft stalls
- Community groups
- Food traders

Advantages

- Broader community appeal
- Potential support for local businesses and community organisations
- Less direct competition with traditional boot sales
- Opportunity to promote Council services and facilities

Disadvantages

- More complex administration
- Additional trader management requirements
- May require greater staffing input

Principal Risks

- Increased event management complexity
- Greater insurance and compliance considerations

Common Issues Applicable to All Options

Sports User Conflicts

The Council already recognises High Copse as a shared facility accommodating multiple users. Any car boot operation would require clear arrangements regarding booking priorities and access management. Issues may include:

- Loss of parking spaces.
- Spectator access.
- Emergency vehicle access.
- Shared use of pavilion facilities.
- Protection of grassed areas.

Traffic Management

Committee may wish to consider:

- One-way systems
- Overflow parking
- Pedestrian safety
- Access for disabled users
- Marshals and stewards

Waste Management

Potential issues include:

- Abandoned stock
- Fly-tipping
- Cardboard and packaging
- Furniture disposal

Security

Potential concerns include:

- Counterfeit goods
- Stolen property
- Cash handling
- Anti-social behaviour
- Unauthorised traders

Financial Considerations

Potential income streams:

- Seller pitch fees
- Buyer admission fees
- Refreshment sales
- Pavilion bookings

Potential costs:

- Staffing
- Waste disposal
- Stewarding
- Insurance
- Security
- Marketing

Planning and Licensing Considerations

The Council should seek confirmation from Wokingham Borough Council before proceeding.

The following matters may require consideration:

- Planning
 - Issues may include:
 - Material change of use
 - Frequency of events
 - Impact on neighbours
 - Traffic generation
 - Noise
 - Hours of operation
 - Occasional events are often treated differently from permanent commercial activity, but the position will depend on frequency and scale
- Licensing
 - A standard car boot sale does not normally require a premises licence solely because second-hand goods are being sold
 - However licences may be required where:
 - Alcohol is supplied
 - Regulated entertainment is provided
 - Food businesses operate
 - Temporary Event Notices are required
- Highways
 - Advice may be required if significant traffic impacts local roads
- Environmental Health
 - Matters could include:
 - Noise
 - Lighting
 - Waste
 - Food trading
 - It would be prudent for officers to obtain written advice from Wokingham Borough Council Planning and Licensing teams before any implementation

Appendix A – Sample Trader Conditions

The following clauses are commonly used by car boot operators.

- Prohibited Items
 - The following may not be offered for sale:
 - Counterfeit goods.
 - Stolen goods.
 - Firearms.
 - Knives (unless specifically authorised).
 - Fireworks.
 - Illegal substances.
 - Offensive weapons.
 - Tobacco products where prohibited by law.
- Seller Warranty
 - "By attending the event, the seller warrants that all goods offered for sale are lawfully owned by the seller or sold with the owner's authority."
- Counterfeit Goods
 - "The sale of counterfeit, pirated or otherwise infringing goods is strictly prohibited. Any seller suspected of offering counterfeit items may be required to leave immediately without refund."
- Police Cooperation
 - "The organiser reserves the right to provide details of any trader to the Police, Trading Standards or other enforcement agency where unlawful activity is suspected."
- Refusal of Entry
 - "The organiser reserves the right to refuse admission or require any trader to leave where their conduct is deemed unsafe, unlawful or detrimental to the operation of the event."
- Waste
 - "All sellers must remove any unsold goods and waste from the site at the conclusion of trading."
- Liability
 - "All property is left on site entirely at the owner's risk. The organiser accepts no liability for loss, theft or damage except where required by law."

Committee Decision Required

The Committee is invited to consider:

1. Whether car boot sales are an appropriate use of High Copse Pavilion
2. Which operational model, if any, should be explored further
3. Whether officers should seek advice from Wokingham Borough Council Planning and Licensing teams
4. Whether officers should develop a detailed business case, including financial projections, staffing implications, booking priorities and draft operating procedures