

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 3rd July 2025
at School Green Centre commencing at 19.30

Present: Cllrs Jones, Matic (Chair), Montgomery, Peer and Tatla.

Attending: B Winton (Clerk)

25/ACE/44 Election of Chair of the Art, Culture and Events Committee

44.1 Cllr Matic was nominated as Chair of the committee.

44.2 Cllr Matic was elected as Chair of the committee.

Proposed: Cllr Peer
Seconded: Cllr Montgomery
Approved: Unanimously

44.3 Cllr Matic signed the Acceptance of Office as Chair of the Arts, Culture and Events Committee

25/ACE/45 Election of Vice-Chair of the Art, Culture and Events Committee

45.1 The election of a Vice-Chair was deferred to the next meeting.

25/ACE/46 Public Questions

46.1 There were no public questions.

25/ACE/47 Apologies and declarations of Members' Interest

47.1 Apologies had been received from Cllrs James and Jahromi

47.2 There were no declarations of members' interests.

 ZM

25/ACE/48

Minutes of the previous meeting

- 48.1 The minutes of the committee meeting of 8th May 2025 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery
Seconded: Cllr Peer
Approved: Unanimously

48.2 **Actions and Matters Arising**

- 25/ACE/32.3 Clerk to follow up with Shinfield Players Theatre regarding potential interest in working together on Christmas events

The Clerk confirmed Shinfield Players Theatre were very positive about being involved in Christmas events. Previews and auditions are at the end of September.

ACTION - Clerk to follow up involvement in Christmas Events at Frensham Green and School Green with Shinfield Players Theatre

- 25/ACE/32.4 Clerk to develop proposals for community engagement exercise in the north of the parish

This has been to Finance & General Purposes Committee and then referred to Children & Young Adults Committee

- 25/ACE/33.1 Clerk to add 'Film Club' arrangement to the agenda of the July meeting

This was on the agenda at Item 10.3

- 25/ACE/33.2 Clerk to follow up registration with National Theatre Live scheme

This was on the agenda at Item 10.2

- 25/ACE/40.1 Clerk to arrange series of summer holiday activities

This was on the agenda at Item 8.1

- 25/ACE/40.3 Clerk to continue to build links with WBC for events in Shinfield North and elsewhere in the parish

These were ongoing.

25/ACE/40.4 Clerk to put out “a hold the date” communication to artists and start building a workshop programme

This had been done.

25/ACE/40.5 Clerk to add to Spencers Wood Carnival to the agenda for next ACE meeting

This was on the agenda at Item 8.5

25/ACE/41.1 Clerk to arrange the next meeting of the Public Art Working Party

This had taken place on Friday 27th June 2025 and was on the agenda at Item 9.1

25/ACE/42.1 Clerk to provide an update on the work with the film students at the next meeting.

This was on the agenda at Item 9.1

25/ACE/49

Terms of Reference

49.1 Terms of Reference of Arts, Culture and events for the Year 2026/27

The frequency of meetings should be revised to bi-monthly. It was agreed to recommend the revised Terms of Reference to Full Council

ACTION – Clerk to revise Terms of Reference to reflect the new frequency of meetings

25/ACE/50

Budget requirement for 2026/27

50.1 The Clerk advised that this was an opportunity to flag up any significant items the committee would like to see included in the budgets for 2026/27

Members thought that the events budget (currently £16.5k) was sufficient for the planned programme. There were no other items the committee wished to put forward for consideration.

Cllr Matic reminded the Clerk that he would like to see regular budget reports for the committee’s area of responsibility.

ACTION – Clerk to provide budget reports for future committee meetings

Developing Arts & Culture in the parish

51.1 Childrens' Exhibitions

At the previous meeting having three consecutive exhibitions over the summer holidays had been proposed. However when looking at which staff were on holiday in the summer it has been felt prudent to move the childrens' art exhibition to the October half-term which will allow it to help promote the main Art Exhibition in February 2026.

SPC would now be running

- Photography 9th – 10th August
- Miniatures gardens 30th – 31st August

The Clerk advised that SPC would also be running £1 cinema on Tuesdays in the summer holidays subject to annual all-inclusive licence.

The Clerk also advised that he was in discussion to host some stop-motion animation workshops in October Half-Term and using the cinema to screen the finished work.

Nurseries should be included in promotion of these events.

ACTION – Clerk to ensure delivery of summer events

51.2 VE80 Celebration

It was agreed that the event had gone well with a pleasing turnout.

51.3 A Verbal update on Shinfield North

Members were concerned that the HAF event planned by Wokingham Borough Council would be held on School Green rather than on Frensham Green.

The Clerk would arrange a shuttle bus service to see if this will encourage those from the north of the parish to attend the School Green.

The Clerk was asked to establish the rationale for the change of location.

ACTION – Clerk to make arrangements for a shuttle bus for the HAF event

ACTION – Clerk to establish the rationale for the change of location of the HAF event

51.4 **Art Exhibition 2026**

A hold the date message had been put out to artists but there was no further update since the last meeting. It was agreed that the Clerk would arrange a meeting for August.

The Clerk was asked to circulate dates to ensure adequate numbers of people were available to assist with the event.

The Clerk was asked to investigate how the courtyard could be covered to enable movement between Pound Green and Grazeley rooms if the latter is to be used as part of the exhibition.

The Clerk was also asked to develop an enhanced series of workshops and talks to support the event

ACTION – Clerk to investigate the options for a covered crossing of the courtyard and the visitor flows for an enlarged Art Exhibition 2026

ACTION – Clerk to develop an enhanced series of workshops and talks in support of the Art Exhibition in 2026

The Clerk was also asked to investigate if it would be possible to create a Book Festival within the parish

ACTION – Clerk to investigate the potential for launching a book festival within the parish

51.5 **Spencers Wood Carnival**

The Clerk advised that the current organiser intended to finish with the carnival after the 2025 event. She would be happy to have potential new organisers shadow her for 2025 to help with any handover.

Members were keen to help attract new people to enable the carnival to continue. However they were clear that there was no potential for SPC to become the carnival organiser. SPC staff could continue to support any new organiser to the levels that they have been doing in previous years.

The Clerk was asked to contact the organiser to coordinate awareness of the need for additional volunteers for the carnival.

ACTION – Clerk to assist the current carnival organiser to attract potential new volunteers to shadow the 2025 Carnival

The Clerk was also asked to investigate the possibility of some form of Food Festival event at High Copse Pavilion in 2026.

ACTION – Clerk to investigate the potential for launching a food festival at High Copse in 2026

25/ACE/52

Public Art

52.1

The Public Art Working Party met with Arts4Wokingham on 27th June. The target was to launch the campaign at the end of July.

The SPC element of the Working Party would meet every Friday to try and achieve this target.

ACTION – Clerk to arrange the necessary meetings and actions to enable the launch of the Public Art competition by end of July 2025

25/ACE/53

Shinfield Cinema

53.1

Proposal from University of Reading Students

Members had enjoyed considering the proposals from the University of Reading students and agreed to follow the proposals as closely as possible. The proposed programme would introduce some new approaches for us including some foreign language films.

ACTION – Clerk to arrange implementation of the film programme for July to September

The Clerk was asked to arrange some generic banners promoting Shinfield Cinema.

ACTION – Clerk to arrange for the display of Shinfield Cinema banners

53.2

An update regarding National Theatre Live

School Green Centre had now been registered with National Theatre Live, and the Clerk was awaiting confirmation of when SPC would be able to commence screening performances.

ACTION – Clerk to initiate the National Theatre Live screenings



53.3 Proposal to move to a film club model

The Clerk presented a paper on the measures taken to encourage increased attendance had not had the desired effect. The Clerk was now proposing that a Film Club approach was adopted which would at a minimum reduce operating costs significantly. Cllr Tatla confirmed that the measures had been tried and now was the time to make a change.

It was agreed to adopt a Film Club approach with pricing as follows:

- Individual £17.50 p.a.
- Concession £12.50 p.a.
- Family of up to 4 £45.00

Phased payments to be arranged if necessary to help anyone experiencing difficulty paying.

As a thank you for the efforts of the Film Selection Panel those members would be offered their first year's membership free of charge (Cllrs Montgomery and Matic and the Clerk all declared a family or friend interest in this element).

The Film Club would commence in September 2025.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to arrange annual film licence

ACTION – Clerk to implement Film Club with effect from September 2025 in accordance with the proposals but with revised pricing structure

ACTION – Chair of ACE to write to Film Selection Panel to thank them for their efforts and offer them a free first year's membership

25/ACE/54

Parish Vision

54.1 Future parish vision document

Members considered what they may like to see included in the proposed Parish Vision. They agreed that they would like to see:

- Proposals that connected the various communities within the parish
- An overall Cultural strategy

25/ACE/55

Annual Parish Meeting

55.1

The committee had been asked to consider what measures could be taken to increase public participation in the Annual Parish Meeting.

It was agreed to formally place this on the agenda for the next meeting in September.

ACTION – Clerk to add public involvement in the Annual Parish Meeting to the agenda of the next meeting.

25/ACE/56

Correspondence

56.1

There were no items of correspondence.

25/ACE/57

Date of Next Meeting

57.1

The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 4th September 2025

List of Actions

25/ACE/32.3	Clerk to follow up involvement in Christmas Events at Frensham Green and School Green with Shinfield Players Theatre	Clerk
25/ACE/49.1	Clerk to revise Terms of Reference to reflect the new frequency of meetings	Clerk
25/ACE/50.1	Clerk to provide budget reports for future committee meetings	Clerk
25/ACE/51.1	Clerk to ensure delivery of summer events	Clerk

25/ACE/51.3	Clerk to make arrangements for a shuttle bus for the HAF event	Clerk
25/ACE/51.3	Clerk to establish the rationale for the change of location of the HAF event	Clerk
25/ACE/51.4	Clerk to investigate the options for a covered crossing of the courtyard and the visitor flows for an enlarged Art Exhibition 2026	Clerk
25/ACE/51.4	Clerk to develop an enhanced series of workshops and talks in support of the Art Exhibition in 2026	Clerk
25/ACE/51.4	Clerk to investigate the potential for launching a book festival within the parish	Clerk
25/ACE/51.5	Clerk to assist the current carnival organiser to attract potential new volunteers to shadow the 2025 Carnival	Clerk
25/ACE/51.5	Clerk to investigate the potential for launching a food festival at High Copse in 2026	Clerk
25/ACE/52.1	Clerk to arrange the necessary meetings and actions to enable the launch of the Public Art competition by end of July 2025	Clerk
25/ACE/53.1	Clerk to arrange implementation of the film programme for July to September	Clerk
25/ACE/53.1	Clerk to arrange for the display of Shinfield Cinema banners	Clerk
25/ACE/53.2	Clerk to initiate the National Theatre Live screenings	Clerk
25/ACE/53.3	Clerk to arrange annual film licence	Clerk
25/ACE/53.3	Clerk to implement Film Club with effect from September 2025 in accordance with the proposals but with revised pricing	Clerk
25/ACE/53.3	Chair of ACE to write to Film Selection Panel to thank them for their efforts and offer them a free first year's membership	Chair
25/ACE/55.1	Clerk to add public involvement in the Annual Parish Meeting to the agenda of the next meeting.	Clerk