

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 5th September 2024
at School Green Centre commencing at 19.00

Present: Cllrs Jahromi, James, Jones, Matic, Montgomery and Peer

Attending: B Winton (Clerk)

24/FC/60

Public Questions

60.1 There were no public questions

60.2 Discussion with Arts4Wokingham

Charlotte Haitham Taylor and Robin Cops attended for a discussion on how Shinfield Parish Council (SPC) and Arts4Wokingham (A4W) could collaborate on the development of public art on the area to the north of School Green Centre.

A4W can provide advise and support to help SPC deliver public art, but they are not in a position to lead on the project. Support could include:

- Sample Terms of Reference for the project
- Decision Making Framework

There would need to be a legal agreement between SPC and A4W and the latter could provide a draft form for this.

The desire was for a piece of art that looked to the future rather than focussed on the history of the parish. The design brief would however be quite broad to encourage a range of proposals.

SPC had agreed to underwrite the project, but the intention was to explore other sources of funding. The overall budget would need to provide an element for A4W and clarity on what the chosen artist would receive for the commission. This would also stipulate who was paying for installation, responsible for future maintenance and other elements.

It was felt that there would need to be a separate meeting on grant applications.

 ZM

The Clerk was asked to ascertain the time frame for work on the plaza. Provision should be made within the design for the plaza for the future installation of artwork.

ACTION – Clerk to ascertain the time frame for work on the plaza

There was discussion on a target date for delivery and then work backward from that to create an overall project timetable. Provisionally the committee felt that Spring/Summer 2026 was the most likely timescale.

ACTION – Clerk to create a draft Gantt Chart for the project

A4W suggested that a combination of invitations to tender to specific artists as well as a general advertisement for the commission would work best. The judging criteria were important and again A4W had templates that could be adapted as required.

It was agreed that there would be a Working Party set up to take matters forward.

ACTION – Clerk to arrange the first meeting of the public art working party

24/ACE/61

Apologies and declarations of Members' Interest

- 61.1 There were no apologies for this meeting
- 61.2 There were no declarations of members' interests

24/ACE/62

Minutes of the previous meeting

- 62.1 The minutes of the committee meeting of 4th July 2024 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Jahromi
Seconded: Cllr Montgomery
Approved: Unanimously

62.2 Actions and Matters Arising

- 51.2 Clerk to arrange a tour of Shinfield Studios for Film Selection panel

This had been done and took place on 5th September.

- 25.1 (e) Clerk to submit premises licence application

The Clerk confirmed that this had been received.

- 25.1 (g) Clerk to submit additional information to Film Bank
- This had been done.
- 54.1 Clerk to Follow up actions from the Art Exhibition Meeting on 11th July
- This was on the agenda.
- 54.2 Clerk to ensure that the Deputy Clerk was briefed on the arrangements for the event at Frensham Green on 1st August
- This had been done.
- 54.3 Clerk to arrange the creation of a Microsoft Form to capture information from residents at the event at Frensham Green
- This was not done, and details were captured more informally.
- 54.5 Clerk to pursue options for Christmas lighting at the School Green Centre
- This was on the agenda.
- 55.1 Clerk to continue preparation of the Operating Plan for the cinema
- This was on the agenda
- 55.1 Clerk to investigate adding a camera in the Ryeish Green Room to the building network
- The Clerk advised that he was awaiting a quote for this additional camera in addition to some additional work he was looking to have carried out on the CCTV system.
- 55.2 Clerk and Cllr Matic to follow up with the members of the film selection panel
- This was on the agenda.

- 55.3 Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement
- This was on the agenda.
- 57.1 Clerk to arrange a meeting with Arts4Wokingham with a view to reporting back at the September meeting
- This had been done.
- 57.2 Clerk to include discussion of the Balcony Art project in the discussions with Arts4Wokingham
- This had been done.
- 58.2 Clerk to meet with the University of Reading to discuss the collaborative art project and report back to committee.
- The Clerk had met with the University of Reading to confirm our interests provided it could work for the council. The University would come back when they had firmed up their proposals.

24/ACE/63

Developing Arts & Culture in the parish

63.1 **Art Exhibition**

There had been a meeting on 11th July and matters were progressing. We were currently obtaining a final quote for the necessary art hangings and panels.

Expressions of interest were still being received and the total now stood at 40.

Cllr Montgomery suggested contacting Picture Framers and similar with a flyer for the art exhibition. One suggestion was for other Clerks to share details in their respective newsletters.

ACTION – Clerk to continue to develop and promote the art exhibition

ACTION – Clerk to ask other parish councils to promote the art exhibition in their newsletters

63.2 **Possible Events for Shinfield North**

Cllr Montgomery reported on the event at Frensham Green on 1st August for which 93 children had signed up to attend.

Cllr Montgomery advised that he was now the only signatory for the Shinfield North Community Group bank account which had a balance of approximately £1,100. It was agreed the Cllr James should become second signatory.

ACTION – Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account

63.3 **Spencers Wood Carnival**

The Clerk set out his proposals for SPC's involvement at the Spencers Wood Carnival. This would use the cinema as a hook to get people to engage with councillors and officers at the event and would tie in with the gala launch of the cinema on Friday 4th October.

This would then allow conversations about future plans for the parish.

63.4 **Christmas Activities**

The Clerk had held some initial discussions but had not yet pursued these. It was suggested that there was a discussion regarding providing a Christmas tree for Grazeley.

ACTION – Clerk to pursue options for Christmas lighting at the School Green Centre

ACTION – Clerk to investigate options for providing a community Christmas tree in Grazeley

24/ACE/64

School Green Centre Cinema

64.1 **Operating plan**

The Clerk advised that there has been no movement on the operating plan as he was awaiting completion of the installation work for the cinema and the subsequent handover training. That will then inform and allow completion of the remainder of the operating plan.

ACTION – Clerk to continue preparation of the Operating Plan for the cinema

64.2 **Film Selection process**

CLlr Matic provided an update on the Film Selection panel meeting that had been held earlier in the day and followed up by a trip to Shinfield Studios. The group would meet the last Thursday of each month at School Green Centre to plan future film selections. The Clerk would provide contact details for members of the group to CLlrs Matic and Jahromi. The Clerk advised that any members of the group can browse film titles on the Filmbank Media website which includes whether they are currently available for screening.

ACTION – Clerk to provide contact details to CLlrs Matic and Jahromi

ACTION – Clerk to arrange a room booking for the film selection panel

64.3 There was no update from University of Reading and Activate Learning regarding their participation due to the holiday period.

ACTION – Clerk and CLlr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement

24/ACE/65

Community Services

65.1 **Update on Mobile Catering**

The new catering vehicle was operating at Spencers Wood Recreation Ground car park and no problems reported.

24/ACE/66

Public Art

66.1 **Arts4Wokingham**

This had been discussed earlier in the meeting.

66.2 **Balcony Art Project**

This had been discussed earlier in the meeting.

24/ACE/67

VE Day Event

67.1 The then Facilities Committee had decided not to be involved with the D-Day 80th anniversary commemoration but to wait and mark the 80th anniversary of the Second World War instead in May 2025.

Members agreed the provisional booking of the Pipe Band and asked that the item be added to the agenda for the next Full Council meeting to ensure that there was full support for the event.

ACTION – Clerk to add VE Day 80th Anniversary commemoration to the Full Council agenda

24/ACE/68

Correspondence

68.1

There was no correspondence to discuss.

24/ACE/69

Date of Next Meeting

69.1

The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 3rd October 2024 at 19:30

The meeting ended at 21.10

List of Actions

60.2	Clerk to ascertain the time frame for work on the plaza	Clerk
60.2	Clerk to create a draft Gantt Chart for the project	Clerk
60.2	Clerk to arrange the first meeting of the public art working party	Clerk
63.1	Clerk to continue to develop and promote the art exhibition	Clerk
63.1	Clerk to ask other parish councils to promote the art exhibition in their newsletters	Clerk
63.2	Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account	Cllr Montgomery
63.4	Clerk to pursue options for Christmas lighting at the School Green Centre	Clerk
63.4	Clerk to investigate options for providing a community Christmas tree in Grazeley	Clerk
64.1	Clerk to continue preparation of the Operating Plan for the cinema	Clerk
64.2	Clerk to provide contact details of film selection panel to Cllrs Matic and Jahromi	Clerk
64.2	Clerk to arrange a room booking for the film selection panel	Clerk
64.3	Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement	Cllr Matic Clerk
67.1	Clerk to add VE Day 80 th Anniversary commemoration to the Full Council agenda	Clerk