

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 29th October 2026 at 19.30 at the School Green Centre.**



Bruce Winton
Chief Executive and Clerk to the Parish Council
23rd October 2026

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

Agenda

67. Public Questions

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

68. Apologies and declaration of members' interests

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

69. Minutes of the previous meeting

- 69.1 To **RECEIVE** and **APPROVE** the minutes of the Arts, Culture and Events Committee held on 3rd September as a correct record of the meeting and to authorise the Chair to sign the same*
69.2 To **CONSIDER** matters arising from the minutes

70. Developing Arts & Culture in the parish

- 70.1 To **RECEIVE** and **CONSIDER** a verbal report on the Book Festival held on 24th and 25th October 2026
70.2 To **RECEIVE** and **CONSIDER** a verbal report on the Youth Day event held 28th October 2026

71. Community Outreach

- 71.1 To **RECEIVE** and **CONSIDER** the final arrangements to celebrate the 5th "birthday" of the School Green Centre
71.2 To **RECEIVE** and **CONSIDER** an update on arrangements for the "Rockin' Around the Christmas Tree" events and other Christmas activities.

72. Parish Newsletters

- 72.1 To **RECEIVE** and **CONSIDER** an update on proposals for tackling digital exclusion**

73. Shinfield Cinema

- 73.1 To **RECEIVE** and **CONSIDER** a report on cinema operations since installation*

74. Public Art Project

- 74.1 To **RECEIVE** and **CONSIDER** an update on the Public Art Project, including fundraising and the agreement with the sculptor.

75. Budget Reporting

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

76. Engagement Working Party

- 76.1 To **RECEIVE** and **CONSIDER** an initial report from the Community Engagement & Events Officer*
- 76.2 To **RECEIVE** and **CONSIDER** the future operation and membership of the Engagement Working Party following the appointment of the Community Engagement and Events Officer.

77. Bingo Events

- 77.1 To **RECEIVE** and **CONSIDER** a proposal for pilot Bingo Events to be held in January 2027*.

78. Car Boot Sales

- 78.1 To **RECEIVE** and **CONSIDER** the principle of holding car boot sales at High Copse Pavilion.

79. Natural History Museum Pop Up Museum

- 79.1 To **RECEIVE** and **CONSIDER** an update on a potential pop up museum to be hosted at School Green Centre in July/August 2027*.

80. Annual Parish Meeting

- 80.1 To **RECEIVE** and **CONSIDER** an update on potential speakers and arrangements for the Annual Parish Meeting 2027.

81. Correspondence

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

82. Date of Next Meeting

- 82.1 To **NOTE** the next meeting of the Arts, Culture and Events Committee will be held on Thursday, 7th January 2027 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 Matic (Chair), Montgomery & Rance

Attending: B Winton (Clerk)
M Kalsi-Spiller (Deputy Clerk)

26/ACE/53

Public Questions

53.1 There were no public questions.

26/ACE/54

Apologies and declarations of Members' Interest

54.1 Approval of apologies for absence

Apologies had been received from Cllrs Bowler, Jahromi, James and Peer.

54.2 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/55

Minutes of the previous meeting

55.1 The minutes of the committee meeting of 2nd July 2026 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery
Seconded: Cllr Rance
Approved: Unanimously

55.2 Actions from the meeting held on 2nd July 2026

17.1 Provide an update on lighting for the Art Panels at the next meeting.

These had been booked for the exhibition and the Media & Communications Officer was arranging a site visit in the next few weeks to discuss practical issues such as power cable routes.

20.2 Repeat the quiz event in 2027, holding it on Saturday 19th June.

Rooms had been booked in the School Green Centre diary. The Community Engagement and Events Officer will be tasked with promoting the event to ensure a greater attendance.

20.2 Research the requirements for operating bingo sessions.

This was on the agenda at item 63.1.

30.1 Arrange a suitable celebration cake for the School Green Centre 5th Birthday Party.

This was on the agenda at Item 57.2.

30.2 Confirm singers for Rockin' Around the Christmas Tree events.

This was on the agenda at Item 57.3.

33.1 Follow up potential speakers for the Annual Parish Meeting in 2027 as suggested by Cllr Bowler.

This had not yet been done.

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

43.1 Add the Terms of Reference to Full Council for ratification.

This had been done.

44.1 Confirm arrangements for the Book Festival.

This was on the agenda at Item 56.1.

45.1 Continue to plan for the School Green Centre 5th Birthday Party event.

This was on the agenda at Item 57.1.

46.1 Add Hard Copy Newsletter to the agenda for Full Council.

This had been done and was also on the agenda at Item 58.1

48.1 Convene a fundraising working party.

This was on the agenda at Item 60.1

48.1 Develop a detailed fundraising plan for the public art.

This was on the agenda at Item 60.1

48.1 Arrange a public art fundraising quiz for later in 2026.

This was on the agenda at Item 60.1

26/ACE/56

Developing Arts & Culture in the parish

56.1 Book Festival

The Book Festival had been scheduled by the former Deputy Clerk for the last weekend in August but due to staff shortage and absence the council would have been unable to effectively promote the event and give the best opportunity for attendance.

Therefore, having conferred with Wokingham Borough Council (who are partnering the council on the event) the decision was taken to defer until Saturday 24th and Sunday 25th October. All the authors who had been confirmed have agreed to reschedule to October. There will be three talks each day.

A new round of publicity would commence shortly, and the Community Engagement and Events Officer will take the lead on delivery when they start on 28th September.

ACTION – Clerk to confirm arrangements for the Book Festival

26/ACE/57

Community Outreach

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

The acting Customer Care Team Supervisor Nadeesha was in the process of confirming details of each participant regarding timings. This will lead to an appropriate schedule to have a good mix throughout the day. This will include live music from a ukelele band. The café would be open for the event.

Most invitations had been accepted with two outstanding invites.

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

57.2 Options for the birthday cake for 5th birthday

The quote for a full 3D cake rendering of the School Green Centre with dimensions 90cm x 60cm is £825 + VAT. This will create at least 200 portions. Flavours will include chocolate fudge, vanilla and lemon. This had been budgeted for in the event budget.

Proposed: Cllr Matic
Seconded: Cllr Rance
Approved: Unanimously

ACTION – Clerk to confirm the order for the cake.

57.3 Christmas Events for 2026

The Clerk confirmed the dates as:

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

One singer had been confirmed but an alternative was being sought for the other two events.

ACTION – Clerk to arrange singers for all three events

26/ACE/58

Parish Newsletters – Tackling Digital Exclusion

58.1 The proposal for tackling digital exclusion

As the Media and Communications Officer had been absent it had not been possible to produce a more detailed mock-up of the proposed concept, and this will be followed up for the next meeting which will allow time for the Community Engagement & Events Officer to contribute to the discussion.

ACTION – Clerk to arrange a further mock-up of the proposed concept for tackling digital exclusion

26/ACE/59

Shinfield Cinema

59.1 Update regarding National Theatre Live

There was now a steady level of attendance for each National Theatre Live, and this was running well.

59.2 Update on summer screening programme

The summer screening had between 6-12 attendees but were well received with those that had purchased tickets.

ACTION – Clerk to review arrangements for next summer holiday screening programme.

26/ACE/60

Public Art Project

60.1 Fundraising Plan

There had been no progress on this issue, and the Clerk was asked to arrange a meeting for mid-October.

ACTION – Clerk to arrange a Fundraising meeting for mid-October

60.2 Agreement with Sculptor

The Clerk had met with the solicitor who will be drafting the agreement to discuss what was required. This would need to include provision in case the intended location was not ready in time due to delays from the developers.

ACTION – Clerk to progress the agreement with the sculptor

26/ACE/61

Budget Reporting

61.1 The budget report for ACE committee had been included with the papers.

Members **NOTED** the report.

26/ACE/62

Engagement Working Party

62.1 Any matters relating to the Engagement Working Party

This will not convene until new Community Engagement Officer is in place.

26/ACE/63

63.1 **Bingo Evening**

A proposal on bingo evenings had been submitted by Cllr Bowler. Members agreed to progress with bingo evenings

Proposed: Cllr Matic
Seconded: Cllr Montgomery
Approved: Unanimously

26/ACE/64

Car Boot Sales

- 64.1 Members discussed potential options for operating car boot sales at High Copse pavilion, but no decision was made on the subject. Cllr Matic would discuss further with Cllr Johnson.

ACTION – Cllr Matic to speak to Cllr Johnson regarding potential for car boot sales

26/ACE/65

Correspondence

- 65.1 There was no correspondence to report.

26/ACE/66

Date of Next Meeting

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

Meeting closed at 20.30

List of Actions

Minute number	Action	Responsibility
33.1	Follow up potential speakers for the Annual Parish Meeting in 2027 as suggested by Cllr Bowler.	Clerk
56.1	Confirm arrangements for the Book Festival in October 2026.	Clerk
57.1	Continue to plan for the School Green Centre 5 th Birthday Party event in November 2026.	Clerk
57.2	Confirm the order for the cake for the School Green Centre 5 th Birthday Party event.	Clerk
57.3	Arrange singers for all three “Rockin’ around the Christmas Tree” events.	Clerk
58.1	Arrange a further mock-up of the proposed concept for tackling digital exclusion.	Clerk
60.1	Arrange a sculpture fundraising meeting for mid-October.	Clerk
60.2	Progress the formal agreement with the sculptor.	Clerk
64.1	Speak to Cllr Johnson regarding the potential for car boot sales.	Cllr Matic

Item 124.1

Shinfield Cinema – Performance Dashboard

Data period: 13 Dec 2024 to 25 Aug 2026 | A screening = unique event title + date. Costs = Licence + Commission + Operating.
2025 model = Friday Double Header & £1 Tuesday. Current programme = all other categories (NTL, £2 Tuesday, Related Sunday, Art Exhibition, seasonal & other events).

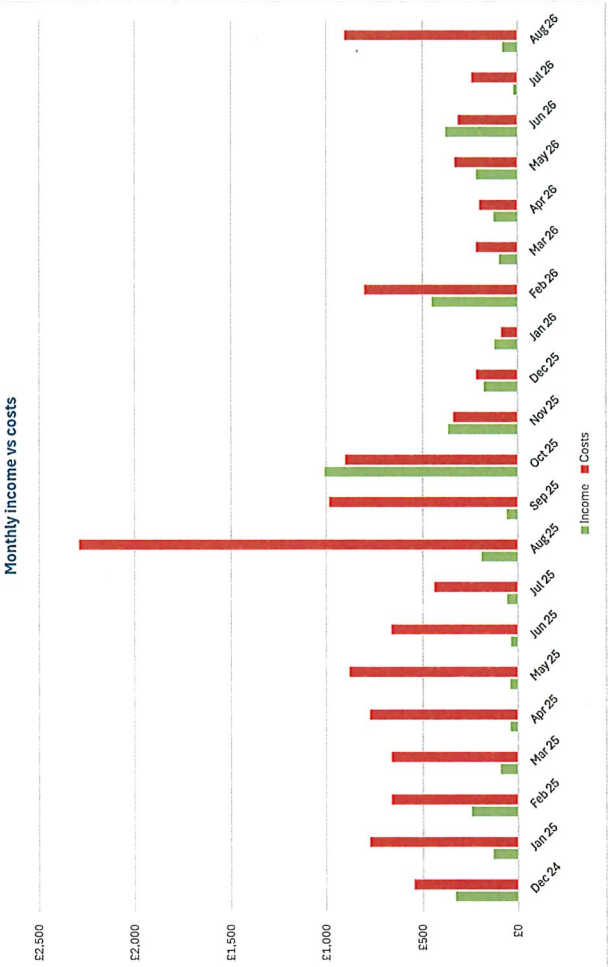
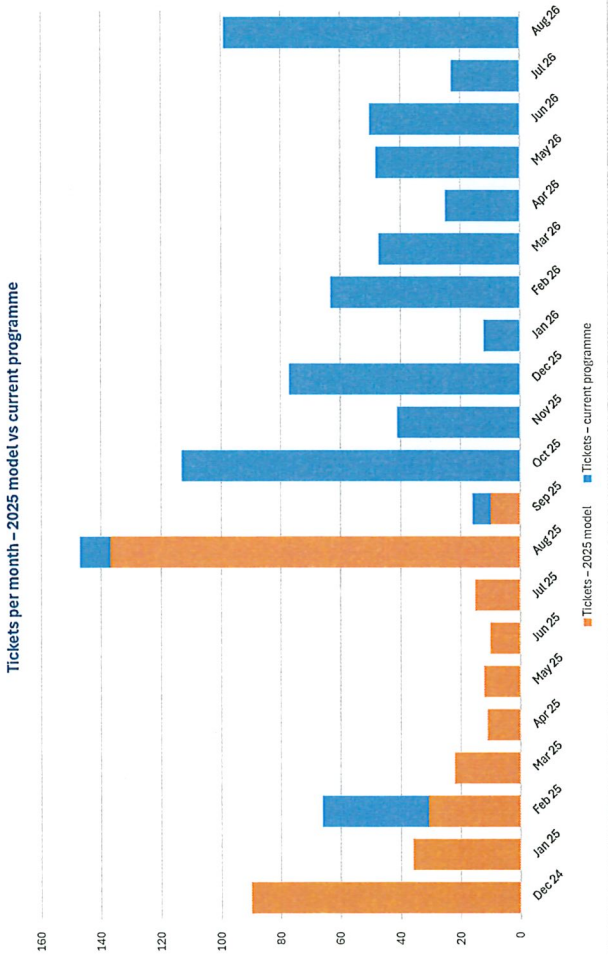
Screenings	Tickets issued	Avg tickets / screening	Income	Costs	Net result	Cost recovery	Break-even tickets / screening
122	1,023	8.4	£4,255	£13,186	(£8,930)	32%	26

Then vs now – the 2025 model compared with the current programme

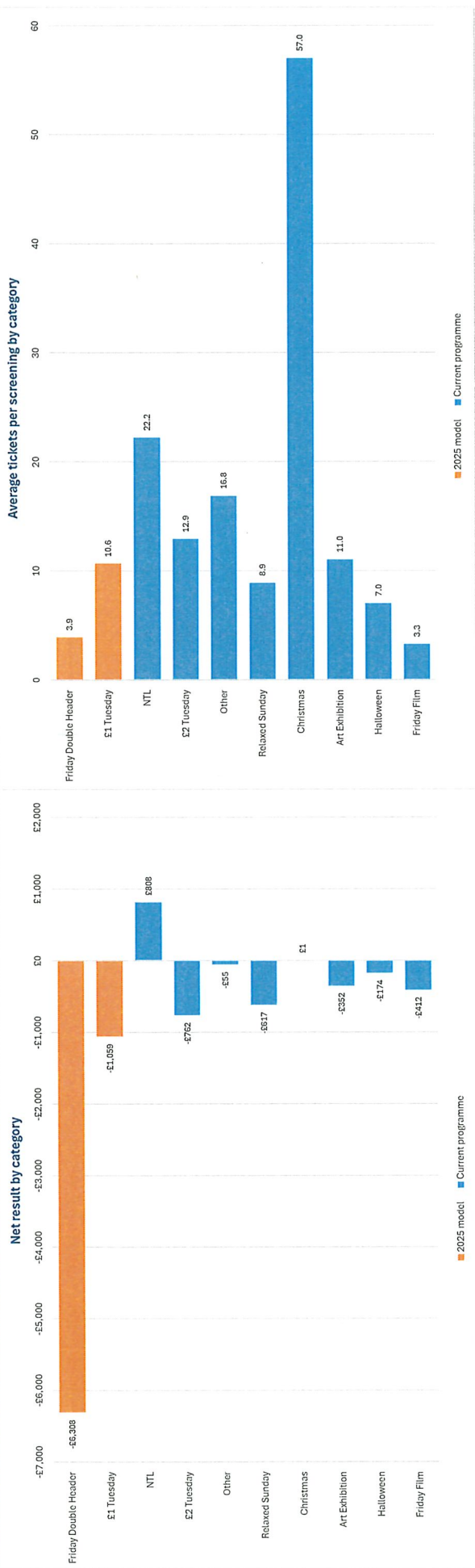
2025 MODEL – Friday Double Header & £1 Tuesday Dec 2024 to Sep 2025														
Screenings	Tickets issued	Avg tickets / screening	Income	Costs	Net result	Net per screening	Cost recovery							
77	374	4.9	£1,060	£8,427	(£7,367)	(£96)	13%							

CURRENT PROGRAMME – all other categories Feb 2025 to Aug 2026														
Screenings	Tickets issued	Avg tickets / screening	Income	Costs	Net result	Net per screening	Cost recovery							
45	649	14.4	£3,195	£4,759	(£1,563)	(£35)	67%							

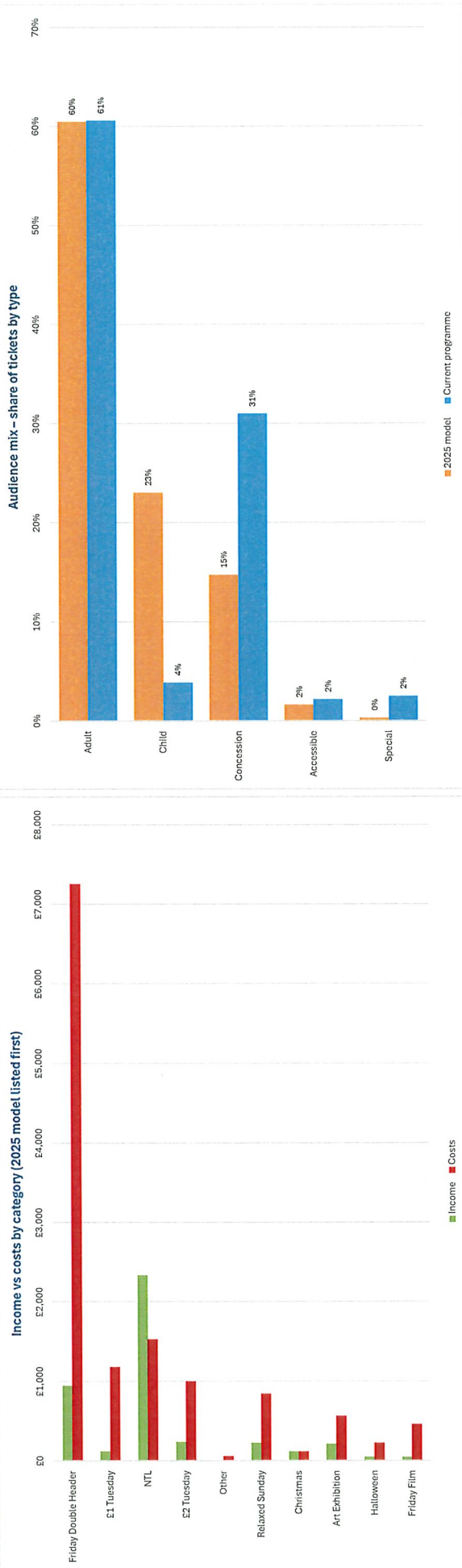
Trends over time – shift from the 2025 model to the current programme



Category performance (orange = 2025 model, blue = current programme)



Income, costs & audience



ACE Committee Update

Community Engagement & Events Officer Report

Since joining Shinfield Parish Council four weeks ago, my primary focus has been on understanding the parish, building relationships with community partners, supporting existing projects, and developing a programme of engagement and events activity that reflects the needs and interests of residents.

Community Engagement and Partnerships

A significant proportion of my time has been spent meeting colleagues, councillors, local organisations and community groups to better understand the parish and identify opportunities for collaboration. This has included making connections with local schools, family support services, and community organisations. I have met with the team at Red Kite Centre to learn about their relaunch plans and how we can work together. I have met with Alder Grove School to discuss their issues with driving / parking / the local roads. I attended the FIELDS NAG AGM meeting.

Events and Programme Development

- Shinfield Book Festival
- Halloween family activities and promotions – Trick or Treat
- Community bingo proposals for early 2027
- Development of event delivery procedures and checklists

Communications and Promotion

I have developed promotional materials, explored marketing opportunities, supported online promotion and worked with partners to increase awareness of Council activities.

Grants and Community Support

I have supported the administration of the Council's grant programme, including correspondence with applicants and successful organisations.

Reflections

The first four weeks have been extremely positive. My priorities over the coming weeks will be helping to deliver the 5th birthday party and remembrance events, strengthening partnerships and increasing engagement with Parish activities. Planning is in earnest for 2027!

Proposal: Winter Community Bingo Events 2027

Venue : School Green Centre

Proposed Dates: January 2027 (one daytime event and one evening event)

Background

Following requests for more affordable social activities, it is proposed that two community bingo events are held at the School Green Centre during January. The primary aim is to provide an enjoyable, low-cost opportunity for residents to come together during the winter months, helping to reduce social isolation and encourage community connections. The events would be run as community activities rather than fundraising events, with ticket prices kept deliberately low to maximise accessibility.

Proposed Events

Winter Afternoon Tea & Bingo

- Six to eight games of bingo
- Tea, coffee and biscuits
- Small prizes

Winter Evening Bingo

- Eight to ten games of bingo
- Light refreshments on tables
- Small prizes
- Optional raffle

Licensing Considerations

Community bingo events can generally be run without a gambling licence when organised as non-commercial equal chance gaming and operated within the relevant regulations. An on-the-day raffle can normally be held without registration provided tickets are only sold and drawn during the event.

Estimated Equipment Costs (One-Off Purchase)

- Bingo cage and balls: £40-£70
- Master board: £15-£25
- Bingo ticket books: £25-£50
- Storage and miscellaneous supplies: £10

Estimated total setup cost: £90-£155

Proposed Ticket Prices

Daytime Event: £3 per person (includes bingo, tea/coffee and biscuits)

Evening Event: £5 per person (includes bingo and light refreshments)

Estimated Income and Costs (based on 40 attendees)

Afternoon Event: Income £120, estimated surplus around £60.

Evening Event: Income £200, estimated surplus around £120.

Any surplus would contribute towards future community activities at the School Green Centre.

Recommendation

It is recommended that two pilot bingo events are held in January 2027: a Winter Afternoon Tea & Bingo (£3) and a Winter Evening Bingo (£5). These events offer a low-cost, inclusive opportunity for residents to socialise during the winter months while testing demand for future community activities.

Natural history Museum Pop Up Museum

Shinfield Parish Council (SPC) has been approached about hosting a small popup museum arranged by the Natural History Museum (NHM). The proposal is to host at the School Green Centre following a period where the exhibits are on display at Thames Valley Science Park. This would take place during the school summer holidays when there are fewer regular bookings and the display can be accommodated.

A site visit has been arranged for 9th December to confirm details and arrangements.

Images of the exhibits are attached for information.



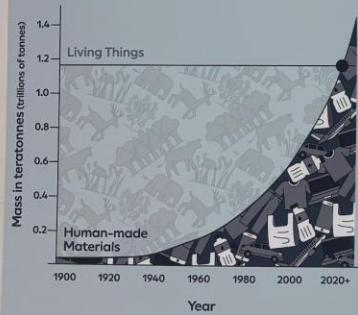






We make more stuff than ever before

In 2020, human-made materials were predicted to exceed the mass of all living things for the first time.



What is the impact of meat and dairy farming?

Farming has a huge impact on land. In fact, farming uses a third of all land on Earth.



What is net zero?

Today, we emit more greenhouse gases into the atmosphere...

...than can be re-absorbed by forests and oceans.



This build-up of greenhouse gases in the atmosphere leads to global heating, and climate change.

To avoid the worst impacts of climate change we need to reduce our greenhouse gases as close to zero as possible...

...with any remaining emissions being re-absorbed.



This balance is called net zero.

Our health relies on a healthy planet

The health of humans, animals and the environment is interdependent. When we take care of our planet, there are benefits for our health, too.

