

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 4th September 2025
at School Green Centre commencing at 19.30

Present: James, Jones, Matic (Chair), Montgomery and Tatla

Attending: B Winton (Clerk)
S Herring (Deputy Clerk)
R Emberson-Poole (Customer Care Team Member)

25/ACE/58

Public Questions

58.1 There were no public questions.

25/ACE/59

Apologies and declarations of Members' Interest

59.1 Apologies had been received from Cllrs Jahromi and Peer.

59.2 There were no declarations of members' interests.

25/ACE/60

Minutes of the previous meeting

60.1 The minutes of the committee meeting of 3rd July 2025 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

 ZM

- 25/ACE/32.3 Clerk to follow up involvement in Christmas Events at Frensham Green and School Green with Shinfield Players Theatre.

The Clerk confirmed that Shinfield Players Theatre were still keen to support this and would be able to comment more once they start rehearsals in September. He will report back by email as there was no meeting until November.

ACTION – Clerk to email members of the committee once he had received a reply from the Shinfield Players.

- 25/ACE/49.1 Clerk to revise Terms of Reference to reflect the new frequency of meetings

This had been done.

- 25/ACE/50.1 Clerk to provide budget reports for future committee meetings

This was on the agenda. See minute 65.1.

- 25/ACE/51.1 Clerk to ensure delivery of summer events

This is on the agenda. See minutes 61.1.

- 25/ACE/51.3 Clerk to make arrangements for a shuttle bus for the HAF event

This was offered and booked. Wokingham Borough Council (WBC) team had promoted this to Frensham Green residents but there was no interest.

ACTION – Cllrs Matic, Jahromi, Tatla, The Clerk and Deputy Clerk to meet with Shabina (WBC)

- 25/ACE/51.3 Clerk to establish the rationale for the change of location of the HAF event

WBC decided to make the change to reach more people. The attendance was significantly higher, but it was unclear as to how many attendees were from Frensham Green.

ACTION – Deputy Clerk to request information on number of attendees from Frensham Green.

- 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

This on the agenda. See minute 61.3.

- 25/ACE/51.4 Clerk to develop an enhanced series of workshops and talks in support of the Art Exhibition in 2026

This would be done and initial discussions were taking place with potential candidates.

- 25/ACE/51.4 Clerk to investigate the potential for launching a book festival within the parish

This had been raised with Richard Alexander (WBC) who had indicated that Wokingham Borough Council already held a children's festival in Wokingham. He would be happy to help with a Young Adults/Adults equivalent. He was checking on any data he could provide.

- 25/ACE/51.5 Clerk to assist the current carnival organiser to attract potential new volunteers to shadow the 2025 Carnival

The Clerk had made repeated offers to help the carnival organiser with potential recruitment. She had received some interest and thanked Shinfield Parish Council (SPC) for their support.

- 25/ACE/51.5 Clerk to investigate the potential for launching a food festival at High Copse in 2026

This was on the agenda. See minute 66.1.

- 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

The public art process had been launched and an update was on the agenda. See minute 62.1

- 25/ACE/53.1 Clerk to arrange implementation of the film programme for July to September

This was in progress but there had not been any significant change in attendance levels. This was on the agenda - see minute 63.2.

- 25/ACE/53.1 Clerk to arrange for the display of Shinfield Cinema banners

This was in progress and the IT and Communications Officer would be following up.

25/ACE/53.2 Clerk to initiate the National Theatre Live (NTL) screenings

Information had been received from NTL and screening was scheduled for October.

25/ACE/53.3 Clerk to arrange annual film licence

Having applied for an annual licence the Clerk was informed that it was not available. After repeated correspondence it appeared the original person the Clerk spoke to at the licensing company had been misinformed. The annual licence was only available for general background e.g. showing films in a Reception area so the single title licence at £91 per screening would continue.

25/ACE/53.3 Clerk to implement Film Club with effect from September 2025 in accordance with the proposals but with revised pricing

This is on the agenda. See minute 63.2.

25/ACE/53.3 Cllr Matic to write to the Film Selection Panel to thank them for their efforts and offer them a free first year's membership

This agenda item will be carried over to the next meeting.

ACTION - Cllr Matic to write to the Film Selection Panel to thank them for their efforts and offer them a free first year's membership

25/ACE/61

Developing Arts & Culture in the parish

61.1 Children's Exhibitions

The Children's photography competition had received 6 entries. The Miniature Garden competition had received 17 entries. Cllr Montgomery judged the competition.

Having delivered both competitions and establish what was required for delivery, it was recommended next years advertising would start earlier and it was anticipated that by using actual imagery, this may encourage more entries.

The Animation Workshop had 5 attendees and some 'no shows'. It was considered that a holding fee for each place may help to encourage attendance.

Low cost screenings were offered on 4 Tuesdays during August.

5th 3 films shown, 28 tickets sold

12th 2 films shown, 23 tickets sold

19th 2 films shown, 25 tickets sold

26th 1 film shown, 30 tickets sold

TOTAL 8 films shown, 106 tickets sold

Cllr James stated that this was an asset to the community and cost should not always be a priority.

Friday Fundays were still popular, receiving positive feedback.

ACTION –

- Clerk to schedule more low cost viewings next summer.
- Clerk to use positive feedback to promote future sessions.

61.2

A Verbal update on Shinfield North

There was nothing to report from the Clerk regarding events for Shinfield North other than an extended Christmas event on Frensham Green.

ACTION –

- Community outreach to be added to next months agenda.
- Cllr Matic to provide contact details for Janet at Fresham Green.

61.3

Art Exhibition 2026

The Clerk advised that he had considered providing a covered walkway between the Grazeley and Pound Green rooms but didn't think the costs would be justified or that it was a practical solution. Any crossing point would need the doors to be left open which would probably require heating and sides. Given that 750 attended last year over 3 days he felt that the building could cope with the use of corridors. What would be more practical was adequate signage including a flyer with a route map and volunteer welcomers.

The press would be invited to the next gala opening event.

The workshops programme was currently under development.

The Clerk would arrange for a working party meeting in October to start the more detail planning.

ACTION –

- Clerk to arrange a working party to meet in October.
- Clerk to invite press to next gala.
- Clerk to ask the artists and councillors for volunteers.

61.4

Spencers Wood Carnival

The Clerk advised, that in discussion with the Chair, the plan for the councils presence at the Carnival was to not try to “push” any specific message as this had not been successful in previous years.

The concept was to offer attendees at the carnival to play a “human fruit machine” and if successful receive a small prize.

At the same time there would be an open invitation to talk to the council about any questions or concerns they may have. Cllrs would be invited to volunteer on the rota throughout the event.

ACTION – Clerk to invite Cllrs to volunteer, on a rota for the Shinfield Parish Council’s stand at the Spencers Wood Carnival.

25/ACE/62

Public Art

- 62.1 The Public Art Working Party continued to meet regularly with Arts4Wokingham. The last meeting was held on 22nd August with a Teams meeting scheduled for Friday 5th September for a progress update.

Arts4Wokingham had provided many useful contacts and sources for advertising which had been followed up.

To date only one submission has been received and there was a provisional arrangement to make a decision on whether to extend the submission deadline at a meeting on the 19th September.

It was anticipated that further applications may be submitted closer to the deadline of 24th October due to preparation time for the artists.

25/ACE/63

Shinfield Cinema

- 63.1 National Theatre Live

The Clerk received notification that the screening had been confirmed. The following schedule was planned:

03/10/25 - Inter Alia
24/10/25 - Mrs Warren’s Profession
28/11/25 - Fifth Step
23/01/26 - Hamlet

NTL marketing materials were now available for use in our advertising.

ACTION – Clerk to look at other live performance streaming services such as the Royal Opera House for future showings.

- 63.2 Proposal for cinema screenings

A proposal from the Clerk had been circulated with the paper for amending the operation of the cinema.

As an annual licence was not available there seemed to be little benefit in creating a specific Film Club and following the procedure set out at the last meeting. Recommendation would be to continue with the standard cinema approach but greatly reduce the frequency. For example, one night a month for grown up films and another night for a children's movie. The other nights could then be used for other things such as teenagers gaming nights. Reducing the frequency allows opportunities to do things around them eg talking to UoR to add a Hollywood vs section, including a drink with every ticket (to be prepared in advance i.e. not running a full bar initially), scheduling a children's tea and popcorn.

It was proposed that there would be 1 Children's and 1 adult film a month.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Cllr Matic

25/ACE/64

Annual Parish Meeting

64.1 The Committee had been tasked with considering how to increase attendance at the Annual Parish Meeting. With the agenda, the Clerk had shared some initial thoughts such as an "Aunt Sally" to start the discussion.

The Committee had asked to conduct annual awards and to put out information for nominations from the public early.

It was proposed that Yuan Yang MP be invited and present awards. Introduction by Cllr Tatla to be focused on the future. Wine and food as well as a Q&A were also proposed.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

ACTION – Clerk to check the availability of Yuan Yang MP and to identify categories for awards.

25/ACE/65

Budget Reporting

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

25/ACE/66

Street Food Festival

66.1 Initial thoughts on a potential street food festival with elements from AI had been circulated with the agenda. The festival would take place during the summer months and held at the High Copse Pavilion due to its location, space and accessibility to toilet facilities.

Cllr Tatla recommended asking local businesses to be involved selling food items such as cheeses, sauces etc. The Clerk suggested seeking volunteers or a charity to assist.

Members proposed to run a street food festival in Summer 2026.

Proposed: Cllr Tatla
Seconded: Cllr Montgomery
Approved: Unanimously

25/ACE/67

Correspondance

- 67.1 The Clerk recommended that the Engagement Working Party be resurrected. The working party would be key to raising awareness in public engagement for the Neighbourhood Development Plan and Parish Vision.

Current membership
Cllr Johnson
Cllr Masseron
Cllr Montgomery
S Herring, Deputy Clerk
L Hope, IT and Communications Officer
B Winton, CEO and Clerk to the Parish Council

ACTION –

- Clerk to schedule a meeting in early November.
- Clerk to add rationalisation of Working Parties to the agenda of Finance and General Purposes
- Members to contact the Clerk if they were interested in joining the Engagement Working Party

25/ACE/68

Date of Next Meeting

- 68.1 The next meeting of the Art, Culture and Event Committee meeting will be held on Thursday, 30th October at 19.30.

Meeting closed at 20:58

List of Actions

25/ACE/60.2

25/ACE/32.3	Clerk to email members of the committee once he had received a reply from Shinfield Players regarding their involvement in the Christmas event at Frensham Green.	Clerk
25/ACE/51.3	➤ Cllrs Matic, Jahromi, Tatla, The Clerk and Deputy Clerk to meet with Shabina, WBC to discuss the HAF Event. ➤ Deputy Clerk to request information on number of attendees from Frensham Green at the HAF Event.	Clerk Deputy Clerk
25/ACE/53.3	Cllr Matic to write to the Film Selection Panel to thank them for their efforts and offer them a free first year's membership.	Cllr Matic
25/ACE/61.1	➤ Clerk to schedule more low cost cinema viewings next summer. ➤ Clerk to use positive feedback to promote future sessions.	Clerk Clerk
25/ACE/61.2	➤ Community outreach to be added to next months agenda. ➤ Cllr Matic to provide contact details for Janet at Fresham Green.	Clerk Cllr Matic
25/ACE/61.3	➤ Clerk to arrange a working party to meet in October. ➤ Clerk to invite press to next gala. ➤ Clerk to ask the artists and councillors for volunteers.	Clerk Clerk Clerk
25/ACE/61.4	Clerk to invite Cllrs to volunteer, on a rota for the Shinfield Parish Council's stand at the Spencers Wood Carnival.	Clerk
25/ACE/63.1	Clerk to look at other live performance streaming services such as the Royal Opera House for future showings.	Clerk
25/ACE/64.1	Clerk to check the availability of Yuan Yang MP for the Annual Parish Meeting and to identify categories for awards.	Clerk
25/ACE/67.1	➤ Clerk to schedule a meeting in early November for the Engagement Working Party. ➤ Clerk to add rationalisation of Working Parties to the agenda of Finance and General Purposes meeting. ➤ Members to contact the Clerk if they were interested in joining the Engagement Working Party	Clerk Clerk Members of the committee

