

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 2nd May 2024
at School Green Centre commencing at 19.30

Present: Cllrs Jahromi, James, Matic & Montgomery

Attending: B Winton (Clerk)

Due to the absence of Cllr Tatla due to ill-health, Cllr Jahromi as Vice-Chair
of the committee chaired the meeting

24/ACE/30

Public Questions

30.1 There were no public questions

24/ACE/31

Apologies and declarations of Members' Interest

31.1 Apologies were received from Cllrs Peer & Tatla

31.2 There were no declarations of members' interests

24/ACE/32

Minutes of the previous meeting

32.1 The minutes of the committee meeting of 4th April 2024 were approved as a correct record. Cllr Tatla to sign them when available to do so.

Proposed: Cllr Montgomery

Seconded: Cllr James

Approved: Unanimously

32.2 **Actions and Matters Arising**

24/ACE/13.2 Clerk to consider possible celebrity attendance at the Art Exhibition
24/ACE/5.1 Preview evening

The Clerk advised that if anyone had a potential contact then this would be the best route to identify a potential celebrity. Failing that the Clerk suggested that the focus should be on achieving a successful core event which may attract more celebrity support in the future.

Zoran Matic

- 24/ACE/24.1** Clerk to arrange the next Project Team meeting for the Art Exhibition
- This was on the agenda at Item 4.1
- 24/ACE/24.3** Clerk to follow up with HAF organisers regarding event in Shinfield North
- This was on the agenda at Item 4.2
- 24/ACE/24.4** Clerk to continue to support the carnival as appropriate
- The Clerk advised that the organisers had provided a breakdown of costs for the carnival (£4.9k). SPC would continue to provide the agreed financial and practical support to the carnival.
- 24/ACE/25.1**
a) Clerk to prepare an overall operational plan for cinema using this draft model as a basis
- This was on the agenda at Item 5.1.
- 24/ACE/25.1**
b) Cllr Matic to lead a selection panel for movies
- It was agreed that the Clerk would arrange an initial meeting with Cllrs Jahromi & Matic regarding film selection.
- ACTION – Clerk to arrange a meeting with Cllrs Jahromi and Matic regarding film selection**
- 24/ACE/25.1**
c) Clerk to investigate potential UoR involvement on the selection panel
- The Clerk advised of a very useful Teams meeting he had with a Dr. Shweta Ghosh, Lecturer in Screen Practices and Industries in the Department of Film, Theatre & Television at University of Reading.
- There may be a possibility of one of the lecturers helping in programming films but also there are some potential links to various modules run by the department including:
- Community and Commercial Film Making where the films could be shown at SGC
 - Film Festival Module (including programming)
 - Also possibility of UoR staff wanting to hire to show films
- Dr Ghosh was going to discuss with her colleagues and come back to me by the end of May with some more formal thoughts on UoR involvement.
- ACTION – Clerk to follow up with Dr Ghosh in June**

- 24/ACE/25.1
d) Clerk to draft a general philosophy for film selection to be considered further
- This was included in the first section of the overall operational plan to be discussed later in the agenda.
- 24/ACE/25.1
e) Clerk to arrange Premises Licence for School Green Centre
- The Clerk advised that he now had all the required information to apply for a premises licence for the School Green Centre. In most cases a premises licence was not required as any activities would be within the hours permitted and have an audience of under 500. However sales of alcohol did require a premises licence as did commercial showing of films.
- Sales of alcohol require a Designated Premises Supervisor responsible for day-to-day sales and this would be Jamie Bowley for Crumbs Coffee.
- ACTION – Clerk to submit premises licence application**
- 24/ACE/25.1
f) Clerk to explore potential for Shinfield Studios to arrange celebrity seasons of films
- This has not yet been pursued with the Studios.
- ACTION – Clerk to explore potential for Shinfield Studios to arrange celebrity seasons of films**
- 24/ACE/25.1
g) Clerk to arrange film licensing as appropriate
- This will be done.
- ACTION – Clerk to arrange film licensing as appropriate**
- 24/ACE/25.1
h) Clerk to arrange a ticketing system/arrangement as appropriate
- This had not been started. As discussed at the previous meeting it would be possible to use an existing platform initially.
- ACTION – Clerk to arrange a ticketing system/arrangement as appropriate**
- 24/ACE/26.1 Clerk to follow up with the operator when they had obtained their food licence
- The operator is still awaiting the award of a licence from WBC.

24/ACE/27.1 Clerk to arrange formal meetings with Arts4Wokingham regarding public art in the parish

There had been no response from Art4Wokingham yet, but the Clerk would follow up with them

ACTION – Clerk to arrange formal meetings with Arts4Wokingham regarding public art in the parish

Cllr Matic joined the meeting

24/ACE/33

Developing Arts & Culture in the parish

33.1 Art Exhibition

The Clerk advised that there had been a meeting of the Art Exhibition Project Team meeting for 4.00 p.m. on Tuesday 30th April. The focus had been on the Marketing plan and the inputs from Cllrs Montgomery and Masseron will be incorporated into that plan and set target dates for the individual elements.

The Clerk had reached out to Reading Guild of Artists to see if they would like to become involved in the exhibition or at the very least invite their members to exhibit. They have indicated that they would communicate information regarding the exhibition to their members.

The Clerk had also been working on the application form which can be set up to allow the production of name badges and the artwork labels that are required without double handling data. This will be discussed at the next Project Team meeting.

ACTION – Clerk to arrange the next Art Exhibition Project Team meeting for late May

33.2 Sing-along Cinema

This was still planned for the October Half-Term holiday. The Clerk suggested working with Cllr Matic to make the initial selection of films.

33.3 Possible Events for Shinfield North

As discussed at the previous meeting, it was proposed that SPC could add additional elements to enhance any scheduled HAF (Healthy Activity and Food) event e.g. paying for a bouncy castle, face-painting etc. as delivered for Friday Fun Days. The SPC gazebo would be a place where people can find out more about what their parish council was doing and for us to ask them about what they would like to see happen. The contacts for HAF were the HAF Manager (Lisa Hookway) and Emily Bartle, Support Officer.

ACTION – Clerk to follow up with HAF organisers regarding event in Shinfield North

33.4 **Arrangements for funding of Spencers Wood Carnival**

As stated earlier in the meeting SPC will continue to provide financial and practical support for the carnival.

ACTION – Clerk to continue to support the carnival as appropriate

24/ACE/34

Operation of School Green Centre Cinema

- 34.1 Following on from the discussion at the last meeting where the main decisions about the approach to the cinema had been taken, the Clerk had started to create the first draft of the operational plan.

Some elements will not be completed until after appropriate training has been given e.g. on the use of the equipment, deploying the seating etc.

One element to be considered was the philosophy for the films that would be selected for presentation. The operational plan would include a first attempt to specify that philosophy.

Discussion included special events such as Chinese New Year and Eid as well as catering for a range of nationalities.

ACTION – Clerk to complete and issue a draft overall operational plan for cinema

- 34.2 It was suggested that the Clerk check the rates charged for private hire of cinemas

ACTION – Clerk to check private hire rates for cinemas

24/ACE/35

Community Services

- 35.1 **Update on Mobile Catering**

The operator of JoJo food truck was still awaiting their licence to trade from WBC.

The Happy Bee have thanked the council for the opportunity to trade at School Green Centre as an interim arrangement while the Café has closed. They have asked if they could resume operation at Spencers Wood Recreation Ground which would be on the same basis as the other operators there. It was agreed that hours of trading would be 8.00 to 16.00 on a Friday as permission had been given for JoJo to trade from 16.00 on Fridays and Saturdays.

ACTION – Clerk to confirm arrangements with the Happy Bee

24/ACE/36

Public Art

36.1

Next Steps

There was nothing to report until such time as a meeting had been held with Arts4Wokingham.

Cllr James asked that a list of S106 and CIL assets provided in the parish be prepared to help place any investment in public art in context with the overall spending. This would include School Green Centre, Spencers Wood Pavilion and MUGA, Manor Ground, High Copse and Millworth Lane

ACTION – Finance Officer to prepare a list of S106 and CIL assets provided within the parish

24/ACE/37

Correspondence

37.1

There was no correspondence to report on.

24/ACE/38

Date of Next Meeting

38.1

The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 6th June 2024 at 19:30

The meeting ended at 20.30

List of Actions

24/ACE/25.1 (b)	Clerk to arrange a meeting with Cllrs Jahromi and Matic regarding film selection	Clerk
24/ACE/25.1 (c)	Clerk to follow up with Dr Ghosh in June	Clerk
24/ACE/25.1 (e)	Clerk to submit premises licence application	Clerk
24/ACE/25.1 (f)	Clerk to explore potential for Shinfield Studios to arrange celebrity seasons of films	Clerk
24/ACE/25.1 (g)	Clerk to arrange film licensing as appropriate	Clerk
24/ACE/25.1 (h)	Clerk to arrange a ticketing system/arrangement as appropriate	Clerk
24/ACE/27.1	Clerk to arrange formal meetings with Arts4Wokingham regarding public art in the parish	Clerk
24/ACE/33.1	Clerk to arrange the next Art Exhibition Project Team meeting for late May	Clerk
24/ACE/33.3	Clerk to follow up with HAF organisers regarding event in Shinfield North	Clerk
24/ACE/33.4	Clerk to continue to support the carnival as appropriate	Clerk
24/ACE/34.1	Clerk to complete and issue a draft overall operational plan for cinema	Clerk
24/ACE/34.2	Clerk to check private hire rates for cinemas	Clerk
24/ACE/35.1	Clerk to confirm arrangements with the Happy Bee	Clerk
24/ACE/36.1	Finance Officer to prepare a list of S106 and CIL assets provided within the parish	Finance Officer