

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 4th September 2025 at 19.30 at the School Green Centre.**



Bruce Winton
Chief Executive and Clerk to the Parish Council
29th August 2025

Members: Cllrs Bowler, Jahromi, James, Jones, Matic (Chair), Montgomery, Peer and Tatla

Agenda

1. Public Questions

- 1.1 To **RECEIVE** and **CONSIDER** public questions

2. Apologies and declaration of members' interests

- 2.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
2.2 To **RECEIVE** members' declarations of interest

3. Minutes of the previous meeting

- 3.1 To **RECEIVE** and **APPROVE** the minutes of the Arts, Culture and Events Committee held on 3rd July 2025 as a correct record of the meeting and to authorise the Chair to sign the same*
3.2 To **CONSIDER** matters arising from the minutes

4. Developing Arts & Culture in the parish

- 4.1 To **RECEIVE** and **NOTE** a verbal update on feedback from the series of childrens' exhibitions (photography and miniature garden) for the summer holiday period
4.2 To **RECEIVE** and **CONSIDER** a verbal update on event(s) for Shinfield North
4.3 To **RECEIVE** and **NOTE** a verbal update for the Art Exhibition in 2026
4.4 To **RECEIVE** and **CONSIDER** a verbal update on Spencers Wood Carnival

5. Public Art

- 5.1 To **RECEIVE** and **NOTE** an update from the Public Art Working Party meeting held on 22nd August 2025

6. Shinfield Cinema

- 6.1 To **RECEIVE** and **CONSIDER** a verbal update regarding National Theatre Live
- 6.2 To **RECEIVE** and **CONSIDER** a revised proposal for cinema screenings*

7. Annual Parish Meeting

- 7.1 To **RECEIVE** and **CONSIDER** how to increase attendance at the Annual Parish Meeting*

8. Budget Reporting

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

9. Street Food Festival

- 9.1 To **RECEIVE** and **CONSIDER** initial thoughts on potential street food festival*

10. Correspondence

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

11. Date of Next Meeting

- 11.1 To **NOTE** the next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 30th October 2025 at 19.30

* Report attached

** Report to follow

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.

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

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

Shinfield Cinema

Introduction

Members approved a switch to a Film Club basis at their July meeting. Unfortunately the premise that supported that switch has not been validated and it is recommended to retain the existing model but with significant changes to frequency and the offer.

Annual Licence

Having applied for an annual licence the Clerk was informed that it was not available. After repeated correspondence it appears the original person he had discussed this with in the licensing company had basically lied to me. He was also informed that that person no longer worked for the company.

The annual licence is only available for general background e.g. showing films in a Reception area so we there is no option except to use the single title licence @ £91 per screening.

Proposal for Shinfield Cinema

The current model of two films each Friday is proving costly and is not effective in attracting people to the cinema. Attendances since Christmas 2024 are attached as an appendix

With the screenings as they are, there is no sense of being special events and they are competing against Sky Cinema and other streaming services.

The proposal is to switch to a pattern as follows:

- 1 night a month each for screening
 - Grown Up movie
 - Children's movie
 - National Theatre Live presentation
- Remaining 1-2 evenings for additional uses of the cinema equipment e.g.
 - Teenager Gaming nights
 - Lectures

The intention would be to offer cinema plus with each screening. This is simplified with the integration of the café into the operation of the School Green Centre:

- For grown up screenings tickets could include a drink priced in:
 - Limited range to include
 - Beer
 - Red wine (in the single pack picnic style drinks
 - White wine
 - Fruit juice
 - Canned drink
 - As drinks are ordered in advance one member of the café staff could stay on to prepare the orders for collection in the Pound Green Room (as they do in theatres)
 - This would be a cost-effective means of delivery compared to offering a full bar option
 - If demand increase then the bar hatch could be used as Crumbs envisaged.

- Children's Tea and Film
 - Again pre-ordered with the ticket purchase meal is offered for service between say 5.00 and 5.30 with film starting at 6.00
 - Menu options are what is already offered in the new café menu which will be in two sizes suitable for adult and child
 - Everyone leaves with a bag of popcorn which can be made during the day and bagged at the end of the day
- Hollywood Vs season
 - This to be done in conjunction with UoR and other appropriate partners
 - Hollywood vs History, Science, Sport etc.
 - Selected film is screened but then followed up by a discussion involving an expert in the field and a film maker e.g.
 - History films rarely tell an accurate story, so the film maker explains the reasons why the story is told in a certain way, and the historian explains what actually happened.
- Gaming nights would be a good opportunity to help tackle ASB
 - It is an opportunity for us to show that we will do things for young adults but in return we want good behaviour in SGC and elsewhere

Partnership working with UoR

The link with UoR film students in their programming module could be repeated in future years to help bring a depth and breadth to films that we have not been offering.

Cinema Sales December 2024 to August 2025

Item 6.2a

Film	Date	Day	Adult	Child	Concession	Accessible	Total	Comments
Home Alone	20/12/2024	Friday	17	22	3	0	42	Christmas
Loving Vincent	14/02/2025	Friday	11		24		35	Art Exhibition
Monster's Inc	26/08/2025	Tuesday	30				30	Summer Tuesday
Toy Story 2	12/08/2025	Tuesday	23				23	Summer Tuesday
Love Actually	20/12/2024	Friday	8		11	2	21	Christmas
Elf	13/12/2024	Friday	9	10	0	0	19	Christmas
Tangled	19/08/2025	Tuesday	16				16	Summer Tuesday
Lady & the Tramp	14/02/2025	Friday	4	8	1	0	13	Regular Screening
Moana 2	05/08/2025	Tuesday	13				13	Summer Tuesday
Moana	28/02/2025	Friday	5	6	0	0	11	Regular Screening
Sing	05/08/2025	Tuesday	11				11	Summer Tuesday
Minions	12/08/2025	Tuesday	11				11	Summer Tuesday
Sunshine on Leith	24/01/2025	Friday	5	2	2	0	9	
Moana 2	28/03/2025	Friday	5	4	0	0	9	
Shrek	19/08/2025	Tuesday	9				9	
Toy Story	10/01/2025	Friday	2	5	1	0	8	
Barbie	17/01/2025	Friday	5	2	1	0	8	
Harry Potter	31/01/2025	Friday	3	5	0	0	8	
Lego Movie	18/07/2025	Friday	3	5	0	0	8	
My Neighbour TOTORO (U)	22/08/2025	Friday	5	3	0	0	8	
The Holdovers	13/12/2024	Friday	3		4		7	
Beauty & The Beast	07/02/2025	Friday	2	3	0	0	5	
The Lorax (PG)	25/04/2025	Friday	2	3	0	0	5	
The Guard	21/03/2025	Friday	3		1		4	
Mamma Mia	28/03/2025	Friday	3		1		4	
Passport to Pimlico (1949)	11/04/2025	Friday	1		3		4	
Boy Hood	25/07/2025	Friday	1		1		4	
Spiderman into the Spideverse	05/08/2025	Tuesday	4				4	
Sing	17/01/2025	Friday	1	2	0	0	3	
Teenage Mutant Ninja Turtles: Mutant Mayhem	14/03/2025	Friday	1	2	0	0	3	
Interstellar	13/06/2025	Friday	3		0		3	
Fremont	20/06/2025	Friday	2		1		3	
Flow (U)	01/08/2025	Friday	1	1	1	0	3	
Deadpool & Wolverine	07/02/2025	Friday	1		1		2	
Life of Pi	14/03/2025	Friday			2		2	
Prince of Egypt (U)	18/04/2025	Friday	0	0	2	0	2	
The Battle of Britain (1969)	02/05/2025	Friday	1		1		2	
Goodnight Mr Tom (PG)	09/05/2025	Friday	0	0	0	2	2	
Went the Day Well? (1942)	09/05/2025	Friday	1		1		2	
The Cruel Sea (PG)	16/05/2025	Friday			2		2	
Mrs Miniver (U)	23/05/2025	Friday			2		2	
Dances with Wolves	27/06/2025	Friday			2		2	
Mary Poppins	27/06/2025	Friday	0	0	2	0	2	
Rear Window	18/07/2025	Friday	1		1		2	
Portrait of a LADY on FIRE (15)	01/08/2025	Friday			2		2	
Casablanca 1942 (U)	22/08/2025	Friday			2		2	
Frozen Sing Along	20/12/2024	Friday	1				1	
Nanny McPhee and the Big Bang	16/05/2025	Friday	0	0	0	1	1	
Valiant (the Pigeon) (U)	23/05/2025	Friday	0	0	0	1	1	
COCO	25/07/2025	Friday	1	0	0	0	1	
Lagaan - Once upon a time in India (PG)	08/08/2025	Friday			1		1	
Splash	10/01/2025	Friday	0	0	0	0	0	
Brave	24/01/2025	Friday	0	0	0	0	0	
2001: a space odyssey	28/02/2025	Friday			0		0	
Wish	21/03/2025	Friday	0		0		0	
Star Wars: A New Hope	04/04/2025	Friday			0		0	
Transformers One	04/04/2025	Friday	0	0	0	0	0	
Epic Tales	11/04/2025	Friday	0	0	0	0	0	
The Day After Tomorrow (12A)	25/04/2025	Friday			0		0	
Bedknobs and Broomsticks	02/05/2025	Friday	0	0	0	0	0	
Finding Nemo	13/06/2025	Friday	0	0	0	0	0	
Strange World	20/06/2025	Friday	0	0	0	0	0	
The Jungle Book 1967 (U)	08/08/2025	Friday	0	0	0	0	0	
Interstellar	12/08/2025	Tuesday	0				0	
Song of the Sea (PG)	15/08/2025	Friday	0	0	0	0	0	
THIS IS ENGLAND (18)	15/08/2025	Friday			0		0	
IF	26/08/2025	Tuesday	0				0	
The Next Karate Kid	26/08/2025	Tuesday	0				0	
Grand Total			228	83	76	6	395	

Annual Parish Meeting – Initial Thoughts in increasing attendance by the public

Introduction

Attendance at the Annual Parish Meeting is not as large as we would like. Full Council has asked this committee to consider how best we could boost numbers.

Previous Years

In previous years, the presentation by the Chair has been followed by:

- 2022 – Talk by WBC tree Officer
- 2023 – Quiz night
- 2024 – Quiz night
- 2025 – No additional element

The first quiz night was the best attended of the above

Options

The following may be worth consideration:

- Forwards not Backwards?
 - While a recap of the council's activity in the previous 12 months is useful it may be that if the meeting was used more as a means of looking forward, more people would be inclined to come along and have their say.
 - This would help with our engagement on various issues. We know the council can get a large attendance when there are problems, but this may also be possible for more positive reasons.
- Include more fun activities?
 - A quiz could be easily repeated but perhaps there are other options that would be attractive to residents?
- Tack on Annual Council Awards
 - E.g.
 - Charity of the year
 - Company of the year
 - Volunteer of the Year
 - Clerk of the Year?
- "Speed Dating"
 - Part of the event could be used to speed date the attendees so they can, for example, talk briefly to other attendees about what they might like to see in a Parish Vision (as an example) or Events in the community (with SPC being on hand to help facilitate as required)
- A Guest Speaker likely to attract people to attend

Where and When

Using School Green Centre limits options for room availability and a change of location and/or date and time may help others attend.

Arts, Culture and Events – Budget Monitoring Report 2025/2026

The Council has an ongoing revenue budget to deliver a range of events over the year

At its meeting in January 2025, Council approved the following budgets which fall within the remit of ACE.

Table 1 – Approved Revenue Budget

Project	2024-25 Forecast £	2025-26 EST £	2026-27 EST £	
Base Budget 24/25	3,500.00	3,500.00	3,500.00	Funded Xmas Trees (2), Fun Days & Remembrance Sunday
Additional Fun Days	750.00	1,500.00	1,500.00	School Holiday Fun Days
VE80th Celebrations	2,000.00			One off event in May 2025
SW Carnival	1,500.00	1,500.00	1,500.00	Grant to support the Carnival
Arts Showcase*	8,000.00	10,000.00	10,000.00	New Event in February 2025
Totals	15,750.00	16,500.00	16,500.00	

**During the 2024/2025 financial year, the Council held its first Arts Showcase*

Table 2 – Actual Spend on Projects in 2024/2025

The final outturn for the year was £17,402 compared to a budget of £15,500 (overspend of £1,902) which was managed by the overall underspends elsewhere across the Council.

Project	Outturn 2024/2025 £	
Annual Parish Meeting	524	Prize and Catering
Art Exhibition	5,701	Equipment & Reception*
Cinema Launch	906	Hiring Equipment
Fun Days	1,752	Hire of Equipment & Purchase of Materials
Parish Litter Pick	70	Catering
Remembrance Day	698	Council Wreaths & Refreshments
Shinfield North	3,473	Coach & Theatre Trip
SW Carnival	1,551	Grant & Consumables
VE 80 Comms	209	Deposit for Band and Flags
Xmas Trees	2,518	4 Christmas Trees
Total	17,402	

**Includes one off purchases that can be used in future years*

Table 3 compares the spend to date and provides a forecast to the end of the Financial year. The spend to date excludes the cost of hiring play equipment from Artists Harvest because we are waiting to be invoiced. We have not incurred any costs yet for the Arts Showcase or Remembrance Sunday. We are currently waiting for a quote for Xmas trees. We are currently on budget.

Table 3 - Spend to Date 2025/2026 and Forecast to 31/3/2026

Project	Spend to 31/08/2025 £	Forecast to 31/3/2026 £	
Art Showcase & Public Art	39	4,000	Hire of Equipment
Friday Fundays	240	1,500	Hire of Equipment
Parish Litter Pick	92	92	Catering
Shinfield North Engagement	275	4,000	Coach & Theatre Trips
Spencers Wood Carnival	1,500	1,500	Grant
Summer Competitions	76	150	Materials and Prizes
VE80 Day Comms	1,505	1,505	Pipe Band & Beacon*
Remembrance Sunday		700	Wreaths & Refreshments
Xmas Trees		3,000	Purchase of Trees (4)
	<u>3,727</u>	<u>16,447</u>	

**Beacon was one off and can be used for other events in the future.*

It is worth noting that none of these figures include staff support for events.

In addition to the revenue budget the Council has set aside £50,000 to underwrite the Public Art of which £5,000 has been spent on engaging consultants, Arts4Wokingham to manage the project.

Shinfield Street Food Festival 2026 – Food Truck Line-up & Event Plan

Due to time constraints the majority of this report is from Co-Pilot Researcher. The prompt was “I want to organise a street food festival in Shinfield in 2026. Can you identify potential mobile trucks and give me ideas for the event”

Operationally the car park at High Copse (HCP) could be used to host the street vans with the public encouraged to use the 600-bus service, walk or to park responsibly (it would be prudent to advise residents on the access to HCP of the event and request parking restriction accordingly).

Alcohol could be served from the HCP external bar and toilets would be available in the building. Scheduling would need to avoid clashes with any sports.

The AI response is as follows it is intended only to show how a potential event might look:

Bringing a **street food festival** to Shinfield in 2026 is an exciting way to celebrate community, cuisine, and culture. Below is a comprehensive plan covering **potential mobile food trucks** to invite, along with creative ideas for the event’s **theme, activities, and logistics**.

1. Potential Mobile Food Trucks for Shinfield’s Festival

A successful street food festival offers a **diverse mix of cuisines** to delight all taste buds. Based on popular vendors from regional food festivals, here are some food truck options to consider:

- **Gourmet Burgers:** *Boigers* – Serves proper smashed burgers with creative toppings ¹. A crowd-pleaser, perfect for those craving classic festival burgers.

¹[Reading Food Festival - What's On Reading](#)

- **Wood-Fired Pizza:** *Pizzatron* or *Fornoza* – Mobile pizzerias offering authentic thin-crust pizzas (*Fornoza* prides itself on artisan sourdough pizzas) ². **Wood-fired ovens** on wheels create both great flavors and an enticing show.
- **BBQ Smokehouse:** *Crumpy's Smoke Shack* – An American-style barbecue truck known for slow-smoked pulled pork, ribs, and brisket ³. The aroma alone will draw in the crowds. Alternatively, *My Pig Stuff* offers an inventive BBQ experience with fun twists on traditional barbecue ⁴.
- **Mexican Street Food:** *Mission Burrito* – A local favorite for hefty burritos, tacos, and nachos ⁵. They bring the vibrant flavors of Mexico (spice, lime, cilantro) and fast service. Another option is *Zambrero*, a Mexican-inspired vendor that also emphasizes healthy choices ⁶.
- **Asian Specialties:** Consider a mix of Asian cuisines:
 - *Japchae Korean BBQ* – Featuring Korean street eats like **bulgogi beef wraps and Korean corn dogs** for something unique ⁷.
 - *The Royal Tandoori* – An Indian food stall/truck serving favourites such as curries and samosas ⁸ (this is actually a Reading restaurant, but they cater events).
 - *Momo Bros* – Serving Nepalese momos (dumplings) and pan-Asian noodle dishes ⁹. These bring global diversity and cater to vegetarian tastes too.
- **Mediterranean & Middle Eastern:**
 - *Pitta Pitta* – A Greek food truck offering souvlaki wraps, gyros, and halloumi fries ¹⁰. Greek street food is always popular and family-friendly.

²[Reading Food Festival - What's On Reading](#)

³[Street Food Festival - Green Park](#)

⁴[Reading Food Festival - What's On Reading](#)

⁵[Street Food Festival - Green Park](#)

⁶[Reading Food Festival - What's On Reading](#)

⁷[Reading Food Festival - What's On Reading](#)

⁸[Reading Food Festival - What's On Reading](#)

⁹[Reading Food Festival - What's On Reading](#)

¹⁰[Reading Food Festival - What's On Reading](#)

- *Sultan Gozleme* – Authentic Turkish stuffed flatbreads (gozleme) cooked on a griddle ¹¹; flaky, savory pastries that are great for eating on the go.
- *Fink* – A Middle Eastern fusion truck known for falafel, shawarma, and mezze; also notable for its social mission (tackling mental health stigma) ¹² – adding a meaningful angle.
- **Caribbean Flavours:** *Sharian's Jamaican Cuisine* – Serving jerk chicken, curried goat, rice & peas, plantain, etc., bringing the **spice of the Caribbean** ¹³.
Caribbean food trucks add a lively, tropical vibe and can cater to meat-eaters and vegans (think jerk jackfruit) alike.
- **Specialty and Novelty Foods:**
 - *La Real Paella* – A Spanish team cooking giant pans of paella ¹⁴. This is both a visual spectacle and a delicious option for something a bit different (and great for seafood lovers).
 - *Ethiopian Coffee & Cuisine (Meski's)* – Meski's Ethiopian Gersha offers dishes like injera with stew ¹⁵, providing a less common cuisine for attendees to discover. They often also perform a traditional Ethiopian coffee ceremony which could be an attraction in itself.
 - *Korean Corn Dogs* – A fun trend from Korea: hot dogs or cheese on a stick, coated in batter and fried, sometimes with crazy toppings (e.g. fried potato crust) ¹⁶. This could be a hit, especially with teenagers and adventurous foodies.
- **Desserts & Sweets:** No festival is complete without sweet treats. Options include:
 - *Churros Garcia* – A famous churros truck known for the best Spanish churros in the UK ¹⁷, served with chocolate dipping sauce. Perfect for an indulgent dessert or snack.

¹¹[Reading Food Festival - What's On Reading](#)

¹²[Reading Food Festival - What's On Reading](#)

¹³[Reading Food Festival - What's On Reading](#)

¹⁴[Reading Food Festival - What's On Reading](#)

¹⁵[Reading Food Festival - What's On Reading](#)

¹⁶[Reading Food Festival - What's On Reading](#)

¹⁷[Reading Food Festival - What's On Reading](#)

- *Sweet 'N Delish* – A rolled ice cream stand that creates ice cream rolls on an iced griddle with mix-in toppings ¹⁸. This offers dessert plus entertainment as people watch ice cream being made fresh.
- *The Fine Brownie Co* – A stall offering gourmet brownies and blondies in various flavours (salted caramel, raspberry white chocolate, etc.) ¹⁹; great for those who want to grab a treat to take home too.
- **Plus:** A classic ice cream van for soft serve and lollies is always welcome for the kids, and perhaps a **crepe or waffle truck** for made-to-order treats.
- **Drinks & Beverages:** Don't forget beverages. Options:
 - A **craft coffee van** (like a mobile café) for barista coffees, teas, and iced drinks – e.g. *Byte Café* as listed at Green Park ²⁰ or a local independent coffee van.
 - A **smoothie or bubble tea stall** for non-alcoholic refreshment with a twist, which especially appeals to younger visitors.
 - **Bar/drinks tent:** Consider partnering with a local brewery or pub to run a beer tent or bring a craft beer truck. Local breweries in Berkshire (like Siren Craft Brew or Double-Barrelled in Reading) might be interested. This would serve pints and perhaps cider or Pimm's for a summer feel (ensure you obtain a Temporary Event Notice for alcohol sales).
 - **Mocktail or juice bar** for a family-friendly alternative.

By curating such a varied line-up, you cater to all palates: meat lovers, veggies, the adventurous eaters, and those with simple tastes (there should always be at least one vendor with plain chips/chicken nuggets for kids). Aim for about **10-15 food trucks/stalls** covering these categories for a medium-sized festival. Shinfield's population could likely support that size event, drawing perhaps a few thousand attendees over a day if well-publicized.

¹⁸[Reading Food Festival - What's On Reading](#)

¹⁹[Reading Food Festival - What's On Reading](#)

²⁰[Street Food Festival - Green Park](#)

Global Cuisines on Wheels

Aim for an “around-the-world” culinary experience. An ideal mix might include Asian street food, European classics, American BBQ, Latin spice, and local British favourites. For example, Reading’s 2025 food festival featured everything from Korean BBQ to Ethiopian stews – Shinfield can likewise showcase diverse flavours.

Local & Independent Vendors

Prioritise reputable regional food trucks known for quality and good hygiene. Many operate in Reading/Wokingham – e.g. the Green Park festival drew popular vendors like Mission Burrito (Mexican) and Crumpy’s Smoke Shack (BBQ). These familiar names can attract foodies, while also keeping the focus on independent businesses (rather than big chains).

Tip: Contact “**Blue Collar Street Food**” – they’re the team behind Reading’s street food events and have a network of vetted food truck vendors. They could either provide guidance or even help run a “mini Eat Reading” in Shinfield. Alternatively, use platforms like *AddToEvent* or *Poptop* to solicit quotes from food trucks in the Reading area. Be sure to check food hygiene ratings and insurance of any vendor you book.

2. Event Theme and Atmosphere

While the food is the star, a cohesive **theme** can elevate the festival experience and guide your decor, marketing, and entertainment:

- **“Around the World on a Plate”** – Emphasize the international cuisine aspect. Use flags from different countries at each stall, play world music (reggae near the Jamaican stall, Greek bouzouki near the Greek stall, Bollywood tunes near the Indian stall, etc.), and maybe offer a “food passport” for kids to get stamped at each country’s stall. This educational twist encourages trying new foods.
- **Local Pride, Global Flavors** – Since it’s Shinfield, incorporate local identity: maybe a tagline like “*Shinfield Street Food Fiesta*” or “*Spencers Wood Street Eats*”. Blend the global foods with local touches: e.g., include a stall from a local farm shop for Berkshire produce, or have Shinfield’s community choir perform alongside world music.
- **Summer Festival Vibes** – If held in summer, lean into a bright, fun festival atmosphere: bunting and fairy lights strung up across the venue, colourful banners for each vendor, hay bales or picnic blankets on the grass for seating. Possibly a loose carnival theme – not in the sense of rides, but in vibrant colours and joyous music.
- **Eco-Friendly Festival** – Make the theme about sustainability: encourage all vendors to use compostable plates/cutlery, have clearly marked recycling bins, and maybe partner with an eco-group to run an informational stall. Promote “reduce, reuse, recycle” in your marketing. (This theme sits well with a community event and modern street food ethos.)

- **Evening “Food & Film”** – A creative twist: if the festival extends into the evening, you could tie in an outdoor cinema screening after dark. For example, show a popular family film on a big screen on the green, inviting people to picnic on the lawn with their food truck dinners. This turns the event into a full-day experience and attracts a broader audience. (If doing this, choose a light-hearted film about food or travel to match the vibe, like *Chef* or *Ratatouille*, and secure the appropriate film license.)

Remember that even with a theme, the key is a **relaxed, family-friendly atmosphere**. Decorations like string lights, ambient music between live acts, and maybe some street performers (see below) can create that bustling market feel. Since it’s outdoors and casual, you don’t need over-the-top decor – the food trucks themselves, often brightly painted, provide visual interest.

3. Activities & Entertainment

To make the festival more than just eating, plan **entertainment and interactive elements** that encourage people to linger, mingle, and have fun:

- **Live Music:** Arrange a small stage or performance area. You could have a rotation of local bands and musicians. Genres like acoustic folk, upbeat jazz, or world music (steel drum band, anyone?) suit an outdoor food fair. Perhaps Shinfield’s own talent – if the village has a brass band or a school orchestra – could perform a slot. For a contemporary touch, a local cover band playing pop hits in the evening would keep the energy up. Be sure to schedule breaks so vendors aren’t drowned out continuously – acoustic sets during lunchtime and a livelier band late afternoon might work well.
- **Cooking Demonstrations:** If any of the vendors are willing (or if you invite a local chef), set up a demo kitchen area. Short demos (15-20 minutes) on making, say, fresh salsa, rolling sushi, or decorating cupcakes can engage food enthusiasts. Alternatively, a cocktail/mocktail making demo could be popular (with small samples if licensing allows). This adds an educational facet to the festival.
- **Eating Challenges or Contests:** These are always crowd-pleasers. Ideas: a **chili pepper challenge** (who can handle the hottest sauce), a **speed eating contest** for something like a spicy wing or a big burger (ensure safety and have waivers if needed), or a simple “Man vs Food” style challenge hosted by one of the vendors (e.g. finish their mega burrito in 5 minutes to win a t-shirt). Make it fun, not gluttonous – maybe limit to a few contestants chosen from volunteers on the day.
- **Kids’ Zone:** To attract families, have some activities for children beyond food. Face painting is a classic (you can hire a face painter for the day). A bouncy

castle or inflatable slide could be great if space allows. Simple crafts or a colouring corner themed on food (printable food truck colouring sheets) can keep little ones busy while parents relax. You could even have a “decorate your own cupcake” stall or a candy floss cart – interactive and tasty.

- **Competitions:** Encourage engagement with a “**People’s Choice Award**” – give all attendees a token upon entry to vote for their favourite food truck. The winning vendor gets a small trophy or just bragging rights (and you announce it on social media). This makes visitors feel involved and challenges vendors to impress. Additionally, you could run a raffle or prize draw with local business-sponsored prizes (restaurant vouchers, hampers) – proceeds could go to a local charity or community project.
- **Cultural Performers:** Consider adding a bit of street ambiance with performers: maybe stilt walkers, a magician doing walk-around tricks, or a troupe performing a cultural dance (e.g., an Indian Bhangra dance or Irish folk dance demonstration if available locally). These roving performances give bursts of entertainment without needing everyone’s focus at once.
- **Background Music & MC:** When live acts aren’t on, have a good playlist or even a DJ to keep background music going – nothing too loud, just to maintain atmosphere. An **MC (master of ceremonies)** or announcer can help make periodic announcements: e.g. “Don’t forget to vote for your favourite food stall!” or “The barbecue demo starts in 10 minutes at the demo tent,” as well as introduce bands. This helps keep people informed and engaged (perhaps a Parish Councillor with a good microphone voice could volunteer, or hire a professional events MC).

●	11:00 – Festival Opens Food trucks start serving. Background world music playlist sets the mood as people arrive. Kids' zone and all stalls open.
●	12:30 – Welcome & First Band MC officially welcomes everyone. A local acoustic band plays a mellow 45-min set while folks enjoy lunch.
●	14:00 – Cooking Demo On the side stage, a vendor chef shows how to make authentic paella. Tasting samples given out to the crowd.
●	15:00 – Competition Time Jerk chicken wing eating contest at Sharian's Caribbean stall! The brave compete, crowd cheers them on.
●	16:00 – Kids' Dance Activity A fun interactive dance-along for children (led by a local dance school) to work off some energy – parents welcome too.
●	17:00 – Headline Music Act Evening headliner band (perhaps a popular local cover band) hits the stage. People groove into the early evening.
●	18:30 – Awards & Thanks MC announces the 'People's Choice' food truck winner based on votes, thanks everyone. If a film night follows, announce start time.
●	19:00 – Wind Down / Film Night Festival winds down. If doing a movie, crowd settles on the green with blankets as screening begins; otherwise, soft background music as vendors close up by 19:30.

(Above is a sample schedule for an all-day festival; adjust timings based on actual event length. For instance, you might do 12pm-6pm if it's a shorter afternoon event. If it's an evening market style (e.g. 5-9pm), shift activities accordingly.)

4. Logistics and Planning Considerations

Organising a street food festival involves careful planning to ensure everything runs smoothly and safely. Here are key logistics and considerations:

Venue & Layout: Identify a suitable location in Shinfield. The ideal spot is **central, spacious, and accessible**. Possibilities:

- *School Green (Village Centre)* – The new heart of Shinfield, with open green space and the School Green Centre facilities nearby. You could line up food trucks along School Green Road or around the perimeter of the green, leaving

the centre for picnic tables and performance space. The adjacent community centre provides toilets, power, and parking.

- *Millworth Lane Recreation Ground* – If a larger space is needed or if you want a more enclosed event area, the recreation ground could host the trucks in a circle or row. However, it's a bit off the main thoroughfare, so might need more marketing to draw people in.
- Whoever owns the land (Parish Council for the green/recreation ground) – ensure you have formal permission. If using any part of the public highway or needing road closures (e.g. closing School Green or parts of it for the day), coordinate with Wokingham Borough Council's highways team well in advance to get closure orders in place.

Permissions & Licenses:

- **Food & Hygiene:** All food vendors must have up-to-date food hygiene certificates (at least Food Hygiene Rating 4 or 5) and liability insurance. As organiser, **collect copies of these** ahead of time. The Council's Environmental Health department might need a list of vendors to possibly inspect on the day.
- **Event License:** If you have entertainment (music) and/or plan to serve alcohol, you'll likely need a Temporary Event Notice (TEN) from Wokingham Borough Council. Since Shinfield Parish Council often handles community events, they can assist with this application. A TEN covers events up to 499 people; if you expect more, you might need a different license or multiple TENs (though multiple TENs can't be used to extend capacity – then it might fall under premises license requirements if recurring).
- **Insurance:** The Parish Council presumably has public liability insurance for events, but double-check coverage. You may need event insurance especially if not under the council's umbrella. Vendors carry their own, but the event itself (for slips, trips, etc.) should be insured. Also ensure any hired entertainers have insurance.
- **Noise:** Check if any noise restrictions apply. Since this is outdoors near residential areas, you might have to limit loud music after a certain hour. Keep the local neighbours onside by informing them of the event timing in advance (flyers or a note through doors, if near houses).

Facilities:

- **Power & Water:** Will food trucks need power hookups or will they use their own generators? Many trucks have generators, but some might appreciate or require an electrical supply for quieter operation. If at School Green Centre, see if external power points are available to tap into (with permission and proper load

management). If using generators, position trucks so that exhaust and noise are directed away from crowds (typically back of truck away from audience) and maybe have a “quiet generator” policy if possible.

- **Waste Management:** Arrange plenty of large bins (refuse and recycling). Food festivals generate lots of waste (plates, cups, food remnants). The council could provide extra wheelie bins and bin liners, and perhaps have volunteers or staff empty them periodically into a large skip or waste area. Strongly encourage vendors to use biodegradable serveware to reduce environmental impact. Post-event, ensure a thorough litter pick of the site (you might enlist a local Scouts troop or volunteers for this in exchange for a donation).
- **Seating and Shelter:** Provide some seating so people can comfortably eat and stay longer. Options: picnic benches (if available), folding chairs and tables, or as simple as hay bales or blankets on the grass for a rustic feel. Given UK weather, also plan for some shelter – e.g. a couple of gazebos or a marquee where people can duck in if it rains (or to shade from sun). The pavilion or community centre can also serve as a shelter/back-up if weather is very poor. Rent portable tents if needed.
- **Toilets:** If near the School Green Centre, attendees can use the centre’s toilets. If the event is at a field without facilities, you must hire portaloos (estimate roughly 1 per 100-150 people, with at least one accessible unit). Don’t underestimate this – lack of toilets can ruin an otherwise great day out.
- **First Aid:** Have first aid provision on-site. For a community festival, St John Ambulance or Red Cross can often provide a first aid station for a reasonable fee or donation. Alternatively, ensure several staff/volunteers are first-aid trained and have a kit on site. Clearly signpost where to go for first aid. Common issues might be minor burns (from hot food) or cuts, dehydration, or wasp stings in summer – but prepare for any emergency.
- **Security and Safety:** While a street food fest is generally low-risk in terms of disorder, if you expect a big crowd you might need some marshals or stewards. They can help with parking, lost children, or any disturbances. Brief volunteers or hire stewards to patrol gently. If alcohol is served, ensure the vendor checks IDs and maybe have a designated monitored area for the bar if needed. Also, conduct a risk assessment in advance covering things like crowd flow, fire safety (each food truck should have a fire extinguisher for their cooking equipment), and any trip hazards (cover any cables, etc.).
- **Parking & Transport:** Make a parking plan. If lots of people drive, identify overflow parking areas (perhaps use a nearby school or office car park with permission). Encourage walking or cycling from within the parish. Bike racks or a supervised bike parking area could be helpful. If you anticipate attendees from

beyond Shinfield, mention public transport options in communications (e.g. bus routes that stop nearby). Stewards can direct cars if needed. Also consider disabled parking close to the site for blue badge holders.

- **Contingency Plans:** As with any outdoor event, have a **rain plan**. Light rain might just reduce turnout (so be it), but heavy rain or storms might force changes – e.g., shorten the event, or (worst-case) postpone to a reserve date. Communicate a go/no-go decision timeline in advance (e.g. “if extreme weather is forecast, announcement will be made by 9am on the day”). If planning an evening component like a film, ensure you have the kit and know-how to set it up; also how you’ll manage if people stay after dark (lighting, etc.).
- **Stakeholder Involvement:** It’s wise to loop in **Shinfield Parish Council** (if you’re not on it yourself) early on – they can likely offer support: perhaps some budget for entertainment, use of council-owned land, help with road closures and insurance, and promotion channels. Also inform Wokingham Borough Council’s events team if required. Engage local groups – for instance, see if the **Shinfield Volunteer Group** or local schools want to participate (they might run a cake stall or info stand, etc., adding to the community feel).
- **Promotion:** Start marketing the event well in advance. Use multiple channels:
 - **Posters/Flyers:** Design eye-catching posters highlighting the date, location, and that there will be “10+ street food vendors from around the world, live music, and family fun”. Put these up at community centres, libraries, schools, shops, and notice boards in Shinfield, Spencers Wood, Three Mile Cross, etc.
 - **Online:** Post on the Parish Council’s website and social media (Facebook, Instagram, Twitter). Create a Facebook event page and encourage sharing. You might also promote it via local community groups on Facebook (e.g. “Shinfield Community” group) and NextDoor. Use enticing photos of street food to grab attention.
 - **Press:** Send a press release to local news outlets like Wokingham Today or Reading Chronicle, and to event listing sites (WhatsOnReading, local radio events guides). The Shinfield Parish newsletter (if there is one) or WBC’s resident newsletter could mention it.
 - **Teasers:** As you confirm food trucks and bands, announce them: e.g. “We’re excited to confirm **Crumpy’s Smoke Shack BBQ** will be serving up slow-cooked goodness at the Shinfield Street Food Festival! ²¹” on social media. This builds anticipation.

²¹[Street Food Festival - Green Park](#)

- **Community Buzz:** Don't overlook word-of-mouth – talk it up at other parish events, get schools to tell families, etc. Perhaps run a little pre-event contest on social media (e.g. share the event for a chance to win £10 of food vouchers to spend at the festival).

Plan Early, Promote Widely

Start coordinating with vendors and authorities 6-9 months ahead to secure the necessary permissions and the best food trucks. Once the line-up is set, heavily promote the festival across Shinfield and neighbouring areas. A well-advertised event can easily draw visitors from nearby Reading, especially if you highlight unique vendors or free entry.

Community & Safety First

Keep the community at the heart of planning and ensure a safe environment. Inform local residents of the event schedule (to get their support and mitigate complaints). On the day, have clear signage, helpful stewards, and robust safety measures (first aid, hygiene, crowd management) so everyone can relax and enjoy the festival.

Finally, infuse the day with the welcoming spirit Shinfield is known for. If done well, the **2026 Shinfield Street Food Festival** could become an annual highlight, bringing residents together and putting Shinfield on the map for great community events. Enjoy the process of organising it – and save some time to savor a few delicious bites yourself on the day!