

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 8th June 2023 at 19.30 at the School Green Centre.



Bruce Winton
Parish Clerk
1st June 2023

Members: Cllrs Clarke, Jahromi, James, Jones, Masseron, Montgomery and Tatla

Agenda

1. **Election of Chair of the Arts, Culture and Events Committee**
 - 1.1 To **RECEIVE** and **CONSIDER** nominations for the election of Chair of the Committee for 2023/24
 - 1.2 To **ELECT** the Chair for 2023/24
 - 1.3 To **SIGN A DECLARATION** of acceptance of office as Chair of the Arts, Culture and Events Committee
2. **Election of Vice-Chair of the Arts, Culture and Events Committee**
 - 2.1 To **RECEIVE** and **CONSIDER** nominations for the election of Vice-Chair of the Committee for 2023/24
 - 2.2 To **ELECT** the Vice-Chair for 2023/24
 - 2.3 To **SIGN A DECLARATION** of acceptance of office as Vice-Chair of the Arts, Culture and Events Committee
3. **Terms of Reference**
 - 3.1 To **RECEIVE** and **APPROVE** terms of reference for the Arts, Culture and Events Committee*
4. **Public Questions**
 - 4.1 To **RECEIVE** and **CONSIDER** public questions
5. **Apologies and declaration of members' interests**
 - 5.1 To **RECEIVE** and **CONSIDER** approval of apologies for absence
 - 5.2 To **RECEIVE** members' declarations of interest

6. Events Calendar

- 6.1 To **RECEIVE** and **CONSIDER** proposals for items to be included in a council led events calendar*

7. Developing Arts & Culture in the parish

- 7.1 To **RECEIVE** and **CONSIDER** proposals from members as to how to develop Arts & Culture within the parish

8. Correspondence

- 8.1 To **RECEIVE** and **CONSIDER** a request from Berkshire Maestros for a representative of Shinfield Parish Council to join the Wokingham Arts & Culture Forum*

9. Date of Next Meeting

- 9.1 To **NOTE** the next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 6th July 2023 at 19:30

* Report attached

** Report to follow

Shinfield Parish Council – Arts, Culture & Events Committee

Terms of Reference

Purpose

- The Arts, Culture & Events (ACE) Committee is responsible for the promotion of arts & culture within the parish
- Develops relationships with Wokingham Borough Council with regards to ACE activities and appropriate groups and organisations including arts societies and history clubs
- Develops a parish wide events programme which the council will either deliver directly, work with partners or support other organisations accordingly

Membership

- The Committee should have at least four members with a quorum of three members.
- There should be a representative from at least three of the five wards
- The committee will elect the Chair and Vice-Chair annually

Delegated powers

The committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Finance and General Purposes Committee for the:
 - Management of community activities and competitions e.g. litter pick, annual allotment competition, best garden competition
 - Purchasing within the allocated budget and within the council's Financial Regulations
 - Development of youth provision across the parish
 - Develop and deliver in house events for the benefit of the entire community or specific sub-sections e.g a village fete for Shinfield or a youth event
 - Support other community based events as deemed appropriate

The chair of the committee should report on its activities at full council meetings

Review

The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.

Shinfield Parish Council – Facilities Committee

Terms of Reference

Purpose

- The Facilities Committee is responsible for leisure and recreation facilities owned by the parish council
- Develops relationships with local sports and leisure groups
- Develops relationships with Wokingham Borough Council on sports and leisure

Membership

- The Committee should have at least four members with a quorum of three members.
- There should be a representative from at least three of the five wards
- The committee will elect the Chair and Vice-Chair annually

Delegated powers

The committee has the following delegated powers:

- Delegation of work to the Clerk
- Budget setting (in conjunction with the Finance and General Purposes Committee) and the power to spend within its budget. Any expenditure in excess of the budget limit must be approved by the Finance and General Purposes Committee for the:
 - Management, security and repair of council properties
 - Management, security and repair of parish council land and buildings
 - Management and security of allotment sites
 - Purchasing within the allocated budget and within the council's Financial Regulations
 - Management of parish council bus shelters
 - Management of allocated Section 106 or Community Infrastructure Levy funds awarded for leisure and play facilities

The chair of the committee should report on its activities at full council meetings

Review

The Committee shall review these terms of reference annually at the first meeting after the annual meeting of the council.

Potential Items for Events Calendar

The following list are items that already exist **or may be worthwhile** including in an overall programme for the parish. It may be necessary to stagger the implementation of the entire (when decided upon) as new events will require greater input of resources to get established.

Annual

- Remembrance Sunday
 - Already well established
 - Good partnerships
- Shinfield 10k
 - Already well established
 - SPC supports event
- Spencers Wood Carnival
 - Well established but not held since 2019
 - SPC supports financially
 - SPC presence on the day
- Shinfield Equivalent of Spencers Wood Carnival?
- Shinfield North Event?
- Grazeley Event?
- Late May Funfair
 - Already well established
 - Minimal input required
- Sleep Out?
 - If we want to repeat
 - If so when in the year
- Litter Pick
 - Worked well on a Friday in Easter holidays
 - Same timing for 2024?
- Allotment Competition?
 - To be revived
- Gardens competition?
 - Best gardens
 - Garden in a tin for Children
- Photographic Competition?
- Volunteers Fair/Awards?
- Annual Parish Meeting and Quiz?
- Christmas/New Year celebrations?



WOKINGHAM ARTS & CULTURE FORUM



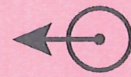
NETWORKING EVENT



JULY 6, 2023 | 11:00 - 12:30PM



The Oakwood Centre,
Headley Road, Woodley, RG5 4JZ



RSVP TO NICOLA
(NICOLA.PEACOCK@WOKINGHAM.GOV.UK)





WOKINGHAM ARTS & CULTURE FORUM



Come and join us for the opportunity to find out more about the arts & culture forum and to network with other businesses and arts organisations to develop and implement ways of working together to make Wokingham a wonderful place to live, work and visit.

LUNCH PROVIDED



RSVP TO NICOLA
(NICOLA.PEACOCK@WOKINGHAM.GOV.UK)

