

Minutes of a meeting of
the Arts, Culture and Events Committee
Held on Thursday 3rd October 2024
at School Green Centre commencing at 19.30

Present: Cllrs Jones, Matic (Chair), Montgomery and Peer

Attending: B Winton (Clerk)

24/ACE/70

Public Questions

70.1 There were no public questions

24/ACE/71

Apologies and declarations of Members' Interest

71.1 There were apologies from Cllr Jahromi & James for this meeting

71.2 There were no declarations of members' interests

24/ACE/72

Minutes of the previous meeting

72.1 The minutes of the committee meeting of 5th September 2024 were approved as a correct record and signed as such by Cllr Matic.

Proposed: Cllr Montgomery

Seconded: Cllr Peer

Approved: Unanimously

72.2 **Actions and Matters Arising**

60.2 Clerk to ascertain the time frame for work on the plaza

The Clerk had requested an update from WBC on this matter but not yet received a response.

ACTION – Clerk to ascertain the time frame for work on the plaza

- 60.2 Clerk to create a draft Gantt Chart for the project
- This was on the agenda
- 60.2 Clerk to arrange the first meeting of the public art working party
- This was on the agenda. Cllrs Peer and James had indicated that they wished to be part of the working party.
- 63.1 Clerk to continue to develop and promote the art exhibition
- This was on the agenda
- 63.1 Clerk to ask other parish councils to promote the art exhibition in their newsletters
- The Clerk advised that he would make a request nearer the date. He would also ask if they could circulate the call for artists when we send out a reminder.
- ACTION – Clerk to ask other parish councils to promote the art exhibition in their newsletters**
- 63.2 Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account
- Cllr Montgomery advised that this was in progress
- ACTION – Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account**
- 63.4 Clerk to pursue options for Christmas lighting at the School Green Centre
- The Clerk suggested that one effective option would be to apply pea lights to the screens on the northern side of School Green. This would be a much cheaper option and easier to achieve.
- ACTION – Clerk to obtain costs for lighting on the decorative screens on the School Green to coincide with the period of the Christmas tree**
- 63.4 Clerk to investigate options for providing a community Christmas tree in Grazeley
- The Chair of GVMH had now been in contact with the Clerk regarding a Christmas tree in Grazeley.
- ACTION – Clerk to investigate options for providing a community Christmas tree in Grazeley**

- 64.1 Clerk to continue preparation of the Operating Plan for the cinema
- This is on the agenda
- 64.2 Clerk to provide contact details of film selection panel to Cllrs Matic and Jahromi
- This had been done
- 64.2 Clerk to arrange a room booking for the film selection panel
- This had been done
- 64.3 Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement
- The Clerk will follow up with Professor Ghosh at the University of Reading and Activate Learning regarding their involvement in the cinema.
- ACTION – Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement**

- 67.1 Clerk to add VE Day 80th Anniversary commemoration to the Full Council agenda
- This is on the agenda.

24/ACE/73

Developing Arts & Culture in the parish

73.1 Art Exhibition

The Clerk advised that there was no material update for this meeting as the main emphasis has been on the introduction of the cinema. The screens for the exhibition had been booked.

73.2 Possible Events for Shinfield North

Cllr Montgomery advised members that there had been discussions regarding joint working with Reading Borough Council.

73.3 Spencers Wood Carnival

SPC's presence at the event had gone well and there was more interest than in 2023. The location and having access to power to allowed use of a screen to show the cinema and this was a definite plus.

Initial thoughts for 2025 are to make use of the MUGA and feature sports that tie in with the development of Millworth Lane

73.4 **Christmas Activities**

The Christmas Fayre and Rockin' Around the Christmas Tree was confirmed for Friday 6th October.

The fayre will be extended to include the Grazeley Room to give more space to the event.

This will allow use of the Ryeish Green room cinema as a space to sit away from the general throng. The projector would be running with a montage of Christmas movies. This would set the scene for the overall event and help advertise for the cinema itself

24/ACE/74

School Green Centre Cinema

74.1 **Operating plan**

The Clerk took members through the overall plan for the launch event for the cinema.

The detailed instructions for the cinema operation had been written and were being tested with each member of the Customer Care team.

74.2 **Film Selection process**

Cllr Matic reported on the first selection panel meeting and the films chosen for screening.

74.2 **Initial Film Prices**

In response to lower prices from cinemas nearby it was felt that the initial pricing for the cinema should be lower than originally anticipated with a headline price of £5 for an adult ticket.

This would apply until the New Year and be reviewed in the light of the first batch of ticket sales.

ACTION – Clerk to amend the pricing for cinema tickets for the screenings in November & December 2024

24/ACE/75

Community Services

75.1 **Mobile Catering**

The Clerk advised that there was nothing further to add with all catering outlets operating well. It was agreed that this would be removed from the agenda unless any matter arose on this subject.

24/ACE/76**Public Art**

- 76.1 The Clerk has not yet commenced the preparation of an initial Gantt chart as the priority has been the delivery of the cinema. A delivery of May half-term 2026 was discussed as a possible target date but this would need to be confirmed as feasible with Arts4Wokingham.

ACTION – Clerk to discuss with Arts4Wokingham and develop an initial Gantt chart for the project

24/ACE/77**VE Day 80th Anniversary Event**

- 77.1 This event, to take place on Thursday 8th May 2025, had been approved at Full Council on 25th September 2024.

The pipe band had been confirmed and the Clerk would arrange purchase of an appropriate beacon for use at the event.

ACTION – Clerk to arrange purchase of a beacon for the VE 80th Anniversary event and develop the overall plan for the event.

- 77.2 There was no decision on whether fireworks would be included in the event and the Clerk was asked to speak to the University of Reading and report back to the next meeting.

ACTION – Clerk to speak to the University of Reading regarding the use of the ridge SANG for the VE80th Anniversary Event

24/ACE/78**Correspondence**

- 78.1 The Clerk advised that he had received an enquiry from St Mary's Church to establish if the council would like to participate in their annual Christmas tree festival. It was agreed that Shinfield Parish Council would participate in the event.

ACTION – Clerk to arrange SPC involvement in the St Mary's Church Christmas Tree Festival

24/ACE/79**Date of Next Meeting**

- 79.1 The next meeting of the Arts, Culture and Events Committee meeting will be held on Thursday, 31st October 2024 at 19:30

The meeting ended at 20.55

List of Actions

60.2	Clerk to ascertain the time frame for work on the plaza	Clerk
63.1	Clerk to ask other parish councils to promote the art exhibition in their newsletters	Clerk
63.2	Cllr Montgomery to arrange for Cllr James to be second signatory on the Shinfield North Community Fund account	Clerk
63.4	Clerk to obtain costs for lighting on the decorative screens on the School Green to coincide with the period of the Christmas tree	Clerk
63.4	Clerk to investigate options for providing a community Christmas tree in Grazeley	Clerk
64.3	Clerk and Cllr Matic to follow up with University of Reading and Activate Learning regarding their possible involvement	Clerk
74.2	Clerk to amend the pricing for cinema tickets for the screenings in November & December 2024	Clerk
76.1	Clerk to discuss with Arts4Wokingham and develop an initial Gantt chart for the project	Clerk
77.1	Clerk to arrange purchase of a beacon for the VE 80 th Anniversary event and develop the overall plan for the event	Clerk
77.2	Clerk to speak to the University of Reading regarding the use of the ridge SANG for the VE80th Anniversary Event	Clerk
78.1	Clerk to arrange SPC involvement in the St Mary's Church Christmas Tree Festival	Clerk



Art Installation Advisory Agreement

between

Shinfield Parish Council and Arts4Wokingham

Shinfield Parish Council (SPC) requires that a new Art installation shall be provided for a chosen locale and Arts4Wokingham (A4W) has expertise in assisting artistic installations, and the parties have therefore agreed to work together, on the basis of the terms set out in this agreement.

SPC commissions A4W to provide advisory services for the purpose of the art's selection, and installation of a piece of artwork at site adjacent to the Shinfield Parish Hall (see Appendix1), in consideration of the payment of £5,000 commission from the projected SPC budget of £50,000.

1	Shinfield Parish Council (SPC)	School Green Centre, School Green, Shinfield, Reading, RG2 9EH
2	Arts4Wokingham (A4W)	1, Peach Street, Wokingham, RG40 1XJ
3	Ownership and control	It is expressly recognised that SPC is the sole owner of this project and that all responsibilities relating to the artist selection, build and maintenance are in its sole control and that SPC shall take full responsibility for all aspects not covered by this agreement.
4	A4W Responsibilities	SPC commissions A4W to assist with the following elements of the project: a) Advice and guidance regarding roles and responsibilities for the whole of the art project b) Advice and guidance regarding the choice of an artist c) How to structure a realistic project delivery timetable d) Advice and guidance on how to structure the competition to find such artist e) Advice and guidance regarding site allocation, preliminary maintenance and insurance f) The provision of judging criteria documents to choose an artist

		g) Advice and guidance on selecting a project theme for the entries to the completion h) Assignment of copyright documents i) Recommendation of sources in which to advertise to locate such artists j) Provision of an existing database of known artist talent for consideration k) Provision of lists of potential fundraising sources l) Advice as to the PR and Media that would complement the ongoing project m) Provision of Trustee(s) to sit on the judging panel
5	SPC Responsibilities	Shinfield have agreed that the following will be their areas of expertise and responsibilities: a) Provision of all monies in relation to this project b) Management of the project timeline c) Responsibility for any additional fundraising that Shinfield deem necessary d) Appointment of a team, including officers and councilors, to run and manage the project with the necessary expertise and skill set e) Provision of insurance and maintenance for the site, the artwork and to cover anyone working on the site in relation to this project f) All requirements for planning permission g) Selecting the theme for the competition entries h) Providing an agreed advertising budget for advertising and promoting the project competition i) Provision of an online micro-site in relation to the competition for the project j) Provision of financial parameters to which the artist must work, including setting out who will be responsible for installation, lighting, planning permission costs k) Planning, hosting and financing events in relation to the competition, launch of the sculpture or any other part of the project l) Community engagement in relation to this project m) Discussions with Wokingham Borough Council on installation requirements, including pre-application advice n) Responsibility for taking up artists references, this may include more than one artist o) Any contract into which the artist is requested to enter with SPC.
6	Indemnities	As A4W is a small charity, whose role in this project is solely to provide advice and guidance, SPC will ensure that A4W are not required to take liability for matters that are outside of their control, and will, if required provide an indemnity to that effect, including but not limited to: a) Overspend b) No artists applying to the competition c) Unsuitable artists applying to the competition d) The commissioned artist failing to deliver a piece of art that meets the specification and outline proposals

		e) The artist goes bankrupt mid-project f) The commissioned artist, either initiates or takes part in something that may be deemed as disreputable by either party, after signing their contract g) That the commissioned artist's references are not accurate or sufficient in guaranteeing the commissioned artist's artistic competence, ability to execute a project of this scale or management of budgetary requirements h) Poor PR i) Objections from the community regarding the project and/or choice of artwork or artist j) Health and safety issues regarding the artwork, its installation or the site thereafter k) planning permission not being granted by Wokingham Borough Council l) Alleged insufficiency of documentation
7	Unavailable Site	The site for the art installation is adjacent to the SPC building in School Green, please see map in Appendix A. a) In the event that the site ceases to be available or planning permission fails to be granted, the parties shall endeavor to seek an alternative site. b) If this is not a viable prospect, the parties shall agree the termination of the project. c) If monies have already been expended by A4W in relation to any aspect of the project, no reimbursement of such funds shall be required by SPC.
8	Public Relations and Communications:	a) Each party shall propose a Lead Spokesperson for public communications in relation to the project, and as far as possible, these persons shall agree the contents of all publicity material emanating to the public. b) The parties will work together to devise a joint strategy for the launch of the project. c) Sponsorship Plaque – the parties agree that A4W will be specifically credited on the display plaque that will be situated alongside the final artwork.
9	Payment to A4W:	a) The payment of £5,000 commission will be made to A4W at the start of the project. The date of the start of the project is determined upon the signing of this agreement.
10	Termination	This agreement shall terminate in the following circumstances: a) There is a material breach of this agreement, such breach being non-remedial after notice of such breach has been given to the offending party and such breach is not remedied within 30 days b) Either party shall become insolvent, an administrator become appointed over their assets or a party be unable to pay their debt c) Upon 3 months prior notice in writing being given by either party

		d) In the event that the activities of the other party are likely to bring the other into disrepute
11	General	a) This agreement cannot be enforced by a third party. b) This agreement shall be construed in accordance with and governed by the laws of England and Wales and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

Signed for on behalf of Shinfield Parish Council:

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Print Name:.....

Title:.....Date:...../...../2024

Signed for on behalf of Arts4Wokingham:

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Print Name:.....

Title:.....Date:...../...../2024