

1 September 2025

To: Councillors Phil Barnett; Vera Barnett, Jo Day, Billy Drummond; Nigel Foot; David Harman; Chris Hood; Andy Moore; Gary Norman and Graham Storey.

Substitutes: All the remaining members of the Council.

Also to: All members of the Council for information.

Dear Councillor,

You are summoned to attend a meeting of the **Civic Pride, Arts & Culture Committee** to be held in the Council Chamber, Town Hall, Market Place, Newbury on **Monday 8th September 2025** at 7.30pm. The meeting is open to the press and public and will be streamed via Zoom:

<https://us02web.zoom.us/j/82024987513?pwd=0lbGvZoa0zMauNAaUL9o9a3LhH1igg.1>

Meeting ID: 820 2498 7513 Passcode: 990442

Yours sincerely,

Joanna Aylott
Civic Services Manager

AGENDA

- 1. Apologies**
- 2. Declarations of Interest and Dispensations**
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes (Appendices 1 & 2)**
To approve the minutes of a meeting of the Civic Pride, Arts & Culture Committee held on 30th June 2025 (Appendix 1).
To report on the actions from previous minutes (Appendix 2).
- 4. Questions and Petitions from Members of the Public**
Questions, in writing, must be with the Civic Services Manager by 2pm on Friday 5th September 2025.
- 5. Members' Questions and Petitions**
Questions, in writing, must be with the Civic Services Manager by 2pm on Friday 5th September 2025.

Town Hall, Market Place, Newbury, RG14 5AA

 (01635) 35486  towncouncil@newbury.gov.uk
 (01635) 40484  www.newbury.gov.uk
 @NewburyTC  NewburyTC

Making Newbury a Town
we can all be proud of.

- 6. VE & VJ Day 80th Anniversary Working Group**
To receive a verbal report on the VJ Day 80 commemoration events.
To approve the dissolution of the working group, as its deliverables have been achieved.
- 7. Update from Local Democracy Working Group**
To receive a verbal update on the actions of the Local Democracy Working Group.
- 8. Art on the Park**
To receive a verbal report on the event which took place on Sunday 24th August.
- 9. Heritage Open Day**
To note this year's Heritage Open Day event will take place on Saturday 13th September in the Town Hall.
- 10. Remembrance Sunday Parade and Service (Appendix 3)**
To note a report on plans for this year's Remembrance Sunday commemorations taking place on 9th November.
- 11. Mayor's Festive Afternoon Tea (Appendix 4)**
To review the age criteria for invited guests to the Mayor's Festive Afternoon Tea, currently set at over 75, with consideration to raising this to over 80.
- 12. Welcome to Newbury Signage (Appendix 5)**
To resolve that a Working Group be formed with representation from Civic Pride, Arts and Culture, and Planning and Highways to progress with the Welcome to Newbury signage project.
To approve the Terms of Reference.
- 13. LVEP Representative**
To nominate a Newbury Town Council representative to the Local Visitor Economy Partnership (LVEP), co-ordinated by Newbury BID.
- 14. Flag Flying Requests (Appendix 6)**
To consider a request from UNA Newbury to fly the UN Flag on Friday 24th October.
- 15. Pancake Day Race**
To note that since the last meeting, an organisation has come forward and, with the support of Newbury BID, plans are in place to hold a Newbury Pancake Race in February 2026.
- 16. Discretionary Events Grant Funding Applications (Appendix 7)**
To consider a Discretionary Events Grant application submitted for the Newbury Pancake Race scheduled for February 2026.
- 17. Civic Services Manager's Reports (Appendix 8)**
To note the following reports:
-Raising the Profile of the Council in the Community
- 18. Civic Events (Appendix 9)**
 - 15.1 **To review** civic events since the last meeting of the Committee.
 - 15.2 **To note** the programme of civic events until the next meeting.
 - 15.3 **To receive** ideas for suggested or potential future events or activities.

19. Forward Work Programme 2025/26 (Appendix 10)

To note and agree any other items that Members resolve to add to the Forward Work Programme.

**Minutes of a meeting of the Civic Pride, Arts, & Culture Committee held in the
Council Chamber on Monday 30 June 2025 at 7.30pm**

Present: Councillors David Harman, Chris Hood, Vaughan Miller (sub), Gary Norman, Sarah Slack (sub) and Graham Storey.

Officer Present: Joanna Aylott (Civic Services Manager)

1. Appointment of Chair for the Meeting

As both the Chair and Vice-Chair were absent, it was proposed that another Councillor be appointed to chair the meeting.

Proposed: Cllr Vaughan Miller

Seconded: Cllr David Harman

Resolved: That Cllr Gary Norman be appointed to chair the meeting.

2. Apologies

Councillors Jo Day (substitute Vaughan Miller), Andy Moore (substitute Sarah Slack), Phil Barnett, Vera Barnett, Billy Drummond and Nigel Foot.

3. Declarations of Interest and Dispensations

There were no declarations of interest or dispensations in relation to West Berkshire Council business, as no dual-hatted West Berkshire Councillors were present. No declarations of interest were made regarding any items on the agenda.

4. Election of Chair

Proposed: Cllr Sarah Slack

Seconded: Cllr Vaughan Miller

Resolved: That Cllr Jo Day be elected as Chair of the Civic Pride, Arts & Culture Committee for the 2025/26 municipal year. Motion carried unanimously.

5. Election of Vice-Chair

Proposed: Cllr David Harman

Seconded: Cllr Chris Hood

Resolved: That Cllr Billy Drummond be elected as Vice-Chair of the Civic Pride, Arts & Culture Committee for the 2025/26 municipal year. Motion carried unanimously.

6. Minutes

Proposed: Cllr Graham Storey

Seconded: Cllr Chris Hood

Resolved: That the minutes of the meeting of the Civic Pride, Arts & Culture Committee held on 17 February were approved as a true and accurate record.

The Committee noted that all actions from the previous meeting had been either completed or are ongoing. Outstanding items are scheduled for discussion during this meeting's agenda or have been deferred to the next meeting.

7. Questions and Petitions from Members of the Public

There were none.

8. Members' Questions and Petitions

Question from Cllr Sarah Slack:

"Newbury used to host a pancake race every year in the Market Place to mark Shrove Tuesday. Years ago, it was organised by Soroptimist International Newbury. It involved team participants, often in fancy dress, racing whilst flipping pancakes. The Newbury Pancake Race raised money for local charities e.g. The Rosemary Appeal, which supported the building of a cancer care unit at West Berkshire District hospital. In the past, the race participants were from various local businesses and organisations, with crowds gathering in the Market Place to watch the spectacle. It was a great community engagement event. Apart from the race itself, other Pancake Day traditions in Newbury happened, such as the Mayor of Newbury throwing pancakes from the town hall balcony to children below. Additionally, a pancake lunch was often served in St Nicolas Hall. Please will the committee consider allowing a Newbury Pancake Race to take place in the Market Square in 2026? Would the committee consider liaising with local churches, to re-institute any of the additional activities, cited above? If Newbury Town Council were not able to organise a Newbury Pancake Race with a chosen partner, would the committee consider a local charity to organise this event in the Market Square instead? With ongoing economic challenges for local charities this would provide a much-needed fundraising opportunity. Thank you for your consideration."

The Chair answered:

"Thank you, Cllr Slack, for your question and for highlighting the heritage and community spirit of the Newbury Pancake Race and associated Shrove Tuesday traditions. Newbury Town Council is supportive of initiatives that foster civic pride, encourage community engagement, and support charitable fundraising. The Pancake Race is a great example of such an event, and we recognise its popularity and success in years past. The Council would be pleased to support a local charity or community organisation in reintroducing this event in the Market Place. Support could include help with promotion, signposting to relevant contacts and permissions, and offering guidance on organising a public event in the town centre. In terms of formal Council involvement or funding, this would need to be considered by the Civic Pride, Arts & Culture Committee. We would therefore encourage any interested organisations or charities to contact Council Officers to discuss submitting a proposal for consideration at a future meeting. We welcome this idea and look forward to the possibility of supporting a community-led effort to revive this much-loved Newbury tradition."

9. Update from VE & VJ Day 80th Anniversary Working Group

The Committee received a report on the VE Day 80th anniversary events that took place on 8th and 10th May 2025, and noted the plans in place to commemorate VJ Day on 15th August 2025 in partnership with local organisations.

Working Group Terms of Reference

Proposed: Cllr Vaughan Miller

Seconded: Cllr Graham Storey

Resolved: That the Terms of Reference for the VE & VJ Day 80th Anniversary Working Group be approved.

10. Update from Local Democracy Working Group

The Committee received an update on recent actions by the Local Democracy Working Group. Invitations have been sent to primary and secondary schools within the Parish for Local Democracy sessions.

Recommendations to Refresh Saturday Surgery

The Committee considered the Working Group's recommendations to refresh Saturday Surgery, including the purchase of equipment to improve engagement and renaming the activity to "Meet Your Town Councillor".

Proposed: Cllr Vaughan Miller

Seconded: Cllr David Harman

Resolved: That the recommendations to refresh Saturday Surgery be approved, and that a report be submitted to Full Council prior to adoption.

Working Group Terms of Reference

Proposed: Cllr Gary Norman

Seconded: Cllr Vaughan Miller

Resolved: That the Terms of Reference for the Local Democracy Working Group be approved.

11. Update to Walking Tour of Newbury

The Committee considered a request from a member of the public to update the Walking Tour of Newbury leaflet. While Newbury Town Council currently provides Town Trail maps, officers advised that an updated leaflet could be explored if supported by the Committee.

Proposed: Cllr David Harman

Seconded: Cllr Sarah Slack

Resolved: That officers prepare and present an updated version of the Town Trail leaflet for consideration at the next committee meeting.

12. Heritage Open Day

The Committee noted that this year's Heritage Open Day will take place on Saturday 13th September at the Town Hall, with the theme "Architecture."

13. Sea Cadets Trafalgar Parade

The Committee noted that the Newbury Sea Cadets unit will be hosting the Berkshire District's Trafalgar Parade on 12th October 2025 and expressed their support for the event.

14. Flag Flying Requests

To approve a request from Newbury & District Sea Cadets to fly the White Ensign of the Royal Navy on Sunday 12th October 2025.

Proposed: Cllr David Harman

Seconded: Cllr Graham Storey

Resolved: That the request be approved on the condition that the flag be flown on Sunday 12th October only. A separate request will be required for flying the ensign on Trafalgar Day.

To approve a request from Newbury Pride to fly the Inclusive Progressive Pride Flag on 12th July 2025.

Proposed: Cllr Graham Storey

Seconded: Cllr Vaughan Miller

Resolved: That the request be approved for 12th July 2025.

15. Discretionary Events Grant Funding

The Committee noted the remaining balance of £1,000 in the Discretionary Events Fund. It was confirmed that the Civic Pride, Arts & Culture Committee will be responsible for approving grant applications for event funding.

The application form and grant criteria were reviewed.

Proposed: Cllr Vaughan Miller

Seconded: Cllr Gary Norman

Resolved: The grant application form and criteria were approved, subject to the addition of a cover page outlining the application process and approval procedure.

16. Mayor's Pendant

Noted that repairs to the Mayor's Pendant were completed in March 2025 and covered by the Council's insurance. Thanks were expressed to the RFO for their coordination with the insurers. It was also noted that the policy for signing in and out regalia is currently under review.

17. Civic Services Manager's Reports

The Committee noted the following reports: Raising the Profile of the Council in the Community, Civic Awards 2025, Mayor Making 2025 and the Royal Engineers Freedom Parade 2025.

Feedback on the Freedom Parade was very positive, with all attendees enjoying the day. The Lord Lieutenant and High Sheriff also provided favourable comments, noting it was a great event for the town.

Letters sent by the Mayor's Office were noted to be highly valued by recipients. Thanks were extended to the Civic Officer for their efforts in this regard.

18. Civic Events

Information regarding the Civic Awards Ceremony (19 March), Mayor's Fundraising Gig (21 March), Mayor's Coffee Morning (12 April), VE Day 80 Events (8 and 10 May), Mayor Making (11 May) and the Royal Engineers Freedom Parade (28 June) held since the last meeting of this Committee was received and noted.

Information relating to future Civic Events was noted including VJ Day 80 (15 August), Mayor's Coffee Morning for Berkshire Youth (23 August), Art on the Park (24 August), Annual Bowls Match (3 September), and Heritage Open Day (13 September).

Suggested future events or activities included the Pancake Day race, raised as an earlier item by Cllr Sarah Slack. Cllr Vaughan Miller suggested a Graffiti event. It was agreed that if this were to be considered it would require project funding in a future budget.

19. Forward Work Programme 2025/26

The Committee reviewed and discussed items for inclusion in the Forward Work Programme for 2025/26. The following items were proposed:

Pancake Day race – for consideration in September 2025 if an event proposal is submitted.
Walking Tour leaflet update – to be reviewed in November 2025.

Graffiti Art Event in Victoria Park – to be considered as a potential project for inclusion in the 2026/27 budget, to be reviewed in November 2025, if an event proposal is submitted.
Local Visitor Economy Partnership (LVEP) – Cllr Storey informed the Committee of the LVEP initiative being driven by Newbury BID in collaboration with Visit England, aiming to promote local tourism. The BID has formed a working group of local stakeholders including NTC. It was suggested that the Council consider formalising its representation on this group. A motion is to be added to a future agenda to nominate a Council representative to liaise with the LVEP group on behalf of the Council.

There being no further business, the Chairperson declared the meeting closed at 20:50pm.

Chairperson:

Date:

Civic Pride, Arts & Culture Committee

Date: 30 06 2025

ACTION SHEET

Item	Resolved	Actions	Who	When
Agenda Item 1 – Apologies	Apologies – Cllrs Phil Barnett, Vera Barnett, Jo Day, Billy Drummond, Nigel Foot and Andy Moore.	Write up attendance register.	CC	As soon as possible
Agenda Item 5 – Minutes	Approved and signed.	Send signed minutes to Committee Clerk.	CSM	As soon as possible
Agenda Item 7 – Members’ questions and petitions	Question from Cllr Sarah Slack.	Civic Services Manager to contact the charity who approached us about a pancake race. Item to be added to the Agenda of a subsequent meeting if a proposal is submitted.	CSM	September 2025
Agenda Item 9 – Update from Local Democracy Working Group	Recommendations to refresh Saturday surgery were approved.	The Civic Services Manager to report back to the LDWG, changes to be adopted and items purchased.	CSM	As soon as possible
Agenda Item 10 – Update to Walking Tour of Newbury	Request to update the walking tour leaflet was approved.	Civic Services Manager to contact the walking tour creator and present an updated tour leaflet to the Committee for approval.	CSM	November 2025
Agenda Item 13 – Flag Flying Requests	Requests approved.	Inform the applicants of the outcomes of their requests.	CSM	As soon as possible
Agenda Item 14 – Discretionary Events Grant Funding	The grant application form and criteria were approved, subject to the addition of a cover page outlining the application process and approval procedure.	Civic Services Manager to add a cover page outlining the process and send to Committee members to review.	CSM	As soon as possible
Agenda Item 17 – Civic Events	Suggested events for the future: -Pancake Day race -Graffiti event	Civic Services Manager to investigate the proposed events and involve the Community Services Committee regarding an event in Victoria Park.	CSM	September/November 2025
Agenda Item 18 – Forward Work Programme	Add the following: -Walking Tour leaflet update -Local Visitor Economy Partnership (LVEP)	Add for future meetings.	CSM	September/November 2025

Public Report to Civic Pride, Arts and Culture Committee

Agenda Item 10: Remembrance Sunday Planning

Newbury Town's Remembrance Sunday Parade and Service is organised by the Civic Office on behalf of the Council. This is a significant community event delivered in partnership with a number of organisations, including the Royal British Legion, the British Army, Thames Valley Police, and local uniformed youth organisations.

Remembrance Sunday this year will be taking place on Sunday 9 November 2025.

As part of preparations, a planning meeting was held on 18 August with the Royal British Legion and other key stakeholders. The following points were agreed:

- The parade and service will take place in line with previous years, starting from the Royal British Legion at Pelican Lane and proceeding to the Market Place for the service.
- The parade will include military representatives, veterans and youth organisations.
- The service will take place in the Market Place, and wreath laying at the War Memorial will be led by the Mayor of Newbury.
- Usual security provisions and road closures will apply, with a strong emphasis on public safety. The event will adhere to guidance under Martyn's Law.
- The Parade Marshal will be the Senior RSM at Denison Barracks.
- West Berkshire Council and the Safety Advisory Group have been notified. We are also liaising closely with Thames Valley Police for additional safety guidance.
- Updated plans will continue to be circulated regularly to all key stakeholders.
- A briefing to Councillors will be delivered at Full Council on 20th October 2025.

JA
CSM
01 09 2025

Public Report to Civic Pride, Arts and Culture Committee

8 September 2025

Agenda Item 11: Mayor's Festive Afternoon Tea

Overview

To review the age criteria for invited guests to the Mayor's Festive Afternoon Tea, currently set at over 75, with consideration to raising this to over 80.

Background

The Mayor's Festive Afternoon Tea is a community event celebrating senior residents. In previous years, guests aged 75 and above have been invited.

Rationale

Raising the age threshold to over 80 allows the event to better target the oldest members of the community, who may benefit most from the social engagement opportunities it provides.

Adjusting the age threshold helps ensure the event remains within capacity for catering, staffing, and venue limitations.

Last year, only 2 out of 50 attendees were aged under 80, indicating that the majority of guests already fall within the proposed revised age group.

To ensure fairness and continuity, any residents who have previously attended the event but would no longer meet the revised criteria will still be invited to attend if they apply for a place.

Recommendation

That the Committee reviews and endorses the revised age threshold of over 80 for invited guests, while retaining invitations for any previous attendees who do not meet the new criteria.

JA

CSM

01 09 2025

‘Welcome to Newbury’ Signage Working Group

Terms of Reference

Purpose

To oversee the redesign, replacement and installation of the ‘Welcome to Newbury’ signs located on the principal roads entering the town. The project will ensure that the new signage reflects the character of Newbury, enhances civic pride and provides a clear welcoming identity for residents and visitors.

Members

2 members from the Planning and Highways Committee and 2 members from CPAC, 1 co-opted member from West Berkshire District Council, 1 co-opted member from Greenham Common Trust and 1 member to be co-opted from Newbury BID.

Members can be added/removed as agreed at any meeting.

Quorum

4 of the official group membership including at least 1 Newbury Town Councillor.

Objectives

The working Group will:

- Consider and recommend designs for the new signs, including style, branding and content.
- Determine the most appropriate type of mounting.
- Identify and agree suitable locations for the signs on Newbury’s main approach roads.
- Liaise with relevant stakeholders, including West Berkshire Council (as Highways Authority), to secure permissions where necessary.
- Oversee procurement and installation in line with Council policies.
- Recommend a final scheme, including costs and funding for approval by the parent committee.

Governance and Reporting

- The working group is established as a working group of CPAC, which will act as the parent committee.
- The Group will make recommendations to CPAC for approval.
- Minutes and reports of meetings will be submitted to CPAC for information and decision making as required.
- Minutes and reports of meeting will be submitted to Planning and Highways for information.

Funding

The project will be funded through a combination of:

- Allocations from CPAC and Planning & Highways Committee budgets.
- Match funding secured via the Greenham Common Trust.

The working group will ensure expenditure remains within agreed budgets.

Duration

The working group will remain in existence until the new signage has been designed, procured and installed. Upon completion of the project, the group will be dissolved by resolution of CPAC.

Frequency of Meetings

Meetings will be held as required to progress the project in a timely manner.

Review

These Terms of Reference will be reviewed at the first meeting of the working group and may be amended with the approval of CPAC.

Officer Support

The CEO will support the Working Group.

Flag Flying Request Form

This form is to be used to request the flying of a flag from Newbury Town Hall's flagpole on the balcony of the Town Hall.

This form must be completed and submitted to mayor@newbury.gov.uk or by post no later than 3 weeks before the date of the flag flying date.

Once the form has been submitted, Councillors will discuss the application at their next available meeting. We endeavour to notify you which meeting this may be, though this may not always be possible.

Please note that this form will be used as an accompanying Appendix item to be discussed at Town Council meetings, and will be in the public domain.

The flag you have requested to fly will be flown for one day. Requests for flying for longer can be considered with express permission from the Civic Pride, Arts and Culture Committee.

Once a decision has been made, we will contact you to confirm the outcome and further arrangements as required.

The Council reserves the right to refuse request for flag flying requests on the grounds that:

- The Union Flag will be flying on the same day.
- The request falls outside the government guidelines.
- The flag flying would be disruptive to the Council.
- The flag flying would affect community cohesion or relations.

Please give as much information as possible about your plans as this will support your request. Failure to provide such sufficient information may result in your request being denied.

Section 1: About You	
Name	[REDACTED]
Address	[REDACTED]
Email	[REDACTED]
Telephone	[REDACTED]
Organisation	NEWBURY U.N.A

Section 2: About Your Flag Flying	
What nationality, community or group is being celebrated?	U.N. FLAG

What flag do you wish to fly?	U.N.	
What date would you like to fly this flag?	Friday 24 October	
Do you already have a flag to provide?	(Yes) ✓	No
Please confirm that you would be able to provide the flag the day before the date you wish to fly the flag. This is to ensure our staff can safely prepare the flag in advance of it being raised.	Yes	
This form is completed on the basis that the flag will be flown for 1 day.		

Section 3: Additional Information		
Will you require any rooms inside the Town Hall?	Yes	No ✓
If 'yes' a room booking form will be required to be completed. We cannot guarantee that we will be able to meet your request if the room has already been booked by another party.		
Do you plan to host a flag raising ceremony on our Town Hall Steps? If so, please outline full details regarding speeches, VIP guests and dignitaries in attendance, programme timings, speeches etc.	Yes	No
	✓	
Please provide any further information that you may feel is relevant for Council consideration to support your application.	To utilize the entrance to Town Hall	

Name: [REDACTED]

Date: July 2025

Please return this form to mayor@newbury.gov.uk

Newbury Town Council, Newbury Town Hall, Market Place, Newbury, RG14 2FG

Public Report to Civic Pride, Arts and Culture Committee

8 September 2025

Agenda Item 16: Discretionary Events Grant Funding Applications

Overview

To review and consider approval of a Discretionary Events Grant application submitted for the Newbury Pancake Race scheduled for February 2026.

Background

The Refugee Support Group has submitted a grant application requesting financial support from the Council's Discretionary Events Fund to assist with the organisation and delivery of the Newbury Pancake Race (application form on next page). This event aims to revive a well-loved local tradition, promote community engagement, and provide fundraising opportunities for the charity.

The Refugee Support Group helps refugees and asylum seekers to rebuild their lives in Berkshire. Started in Reading in 1994 by a group of refugees, they now support hundreds of people across all of Berkshire. They help refugees from more than 50 countries who have escaped war, violence, persecution and modern slavery. They provide a safe space, OISC accredited legal advice, practical support and social activities. They also run English classes and assist with accessing education, volunteering and employment.

Funding Context

The Council currently has £1,000 available in the Discretionary Events Grant fund.

Recommendation

It is recommended that the Committee allocates no more than £500 from the Discretionary Events Fund to support the Newbury Pancake Race 2026, ensuring the remaining balance can be retained for other potential community events during the current financial year.

Decision Required

That the Committee reviews the application and approves the proposed grant allocation of up to £500.

JA

CSM

01 09 2025

Newbury Town Council – Event Grant Funding

Application Process

Thank you for your interest in applying for grant funding for your event from Newbury Town Council. Please follow the process outlined below to submit your application.

Complete the Application Form

Fill in all required sections of the application form and email the completed form to:

towncouncil@newbury.gov.uk

Application Review

Your application will be considered by the Civic Pride, Arts & Culture (CPAC) Committee. The committee meets four times a year and will review and decide on grant applications for event funding.

Applicant Attendance

Short-listed applicants may be invited to attend a CPAC Committee meeting to make a brief presentation and answer any questions from committee members.

Notification of Outcome

All applicants will be informed of the committee's decision following the meeting.

Please ensure your application meets the criteria outlined in the accompanying documents. We look forward to receiving your application.

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk

🌐 www.newbury.gov.uk

📘 NewburyTC

Making Newbury a Town
we can all be proud of.



Newbury Town Council – Event Grant Funding

Application Form

Completed forms should be emailed to: towncouncil@newbury.gov.uk

Name of organisation:	Refugee Support Group
Name and role of the person submitting this application:	[REDACTED]
Contact Telephone Number:	[REDACTED]
Contact E-mail:	[REDACTED]
Contact Address:	[REDACTED] [REDACTED]
Date of Application:	
Name and date of event:	Refugee Support Group Newbury Pancake Race – Shrove Tuesday 17 th February 2026
Is your event open to the public?	Yes
Please explain the purpose of the event for which you are seeking funding:	To raise public awareness of refugees within Newbury and use a centuries old cultural tradition, the pancake race, to provide a joyful and affirmatory focus through which the people of Newbury can express solidarity with and extend friendship to refugees, as well as generating support for local efforts to integrate refugees fully into the life of the community.
Amount of funding requested and a how it will be used for the event:	Total costs are estimated to be around £5,000 - £6,000 including: Event coordinator - 1 dpw Sept '25 to Feb '26; Hiring of event equipment (eg barriers, signage, safety eqpt, etc); Sourcing and equipping stewards; Outreach, publicity and promotion costs & materials. We wish to request up to £5,000 towards these costs.
Charity registration number (if applicable):	1098058
Is your organisation currently active and operational?	Yes
How many Newbury residents are expected to attend or benefit from the event?	We will undertake comprehensive outreach to around 500 Newbury businesses and local organisations who represent the full diversity of Newbury's civil society, directly and through advertising. Media coverage and advertising will also reach thousands of Newbury residents. We anticipate around 20 organised race teams with c.100 participants in

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486
☎ (01635) 40484
🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk
🌐 www.newbury.gov.uk
📘 NewburyTC

Making Newbury a Town
we can all be proud of.

	total; several hundred actively engaged spectators, plus many interested passers-by.
Are there particular groups of residents who will benefit from the event? (e.g., specific age groups, people with particular needs):	The event will particularly benefit the refugee community within Newbury, by partially ameliorating any feelings of alienation or exclusion arising from their situations; and will also benefit Newbury residents and businesses who wish to promote a spirit of inclusive communality. All funds raised by the event will be used towards the costs of providing support and services to refugees within the Newbury area.
What positive outcomes do you anticipate for both your organisation and the local community if this grant is awarded?	The event is primarily intended to be a focus through which people can come together in a celebratory and public expression of solidarity and supportiveness. The events organisation and preparation will help to foster an informed awareness and understanding of Newbury's refugee community and greater recognition of the broader importance of the concept of refuge/sanctuary as a positive characteristic of human societies. The event will also help to strengthen links between Refugee Support Group and people within Newbury who may wish to be involved in supporting refugees through volunteering opportunities with Refugee Support Group.

Newbury Town Council – Event Grant Funding

Criteria For Grant Aid

Priority will be given to events which:

- Are based within the boundary of Newbury Town Council, or which primarily benefit residents of Newbury.
- Provide benefit to the greatest number and broadest range of Newbury residents.
- Deliver a positive impact to the wider community beyond serving the direct interests of the organising group.
- Demonstrate efforts to raise funds independently and are not solely reliant on external grants or donations to finance the event.
- Show a clear commitment to sustainability and environmentally responsible practices.
- Actively promote equality, diversity, and inclusion in their planning and delivery.

In addition:

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486

☎ (01635) 40484

🐦 @NewburyTC

✉ townccouncil@newbury.gov.uk

🌐 www.newbury.gov.uk

📘 NewburyTC

Making Newbury a Town
we can all be proud of.



- Grants will not be awarded for activities that are the statutory responsibility of another authority or organisation.
- Priority will be given to those organisations whose objectives meet the priorities and targets laid down in the Council's Strategy.
- Preference will be given to applications for capital items or one-off event costs, rather than for ongoing or recurring funding needs.

Applications will be assessed against the above criteria.

Short-listed applicants may be invited to attend the scheduled Civic Pride, Arts & Culture Committee meeting to make a short presentation and answer questions from Members of the Committee.

Town Hall, Market Place, Newbury, RG14 5AA

☎ (01635) 35486
☎ (01635) 40484
🐦 @NewburyTC

✉ towncouncil@newbury.gov.uk
🌐 www.newbury.gov.uk
📘 NewburyTC

Making Newbury a Town
we can all be proud of.

Public Report to Civic Pride, Arts & Culture Committee

8 September 2025

Agenda Item 17: Civic Services Manager's Reports - Raising the Profile of the Council in the Community

In line with the objectives set out in the Newbury Town Council Strategy, the Mayor of Newbury's office issues letters of congratulations to celebrate and acknowledge individual and community achievements. This initiative helps to strengthen community engagement and enhance the Council's profile within the town.

Below is a list of letters sent since the last meeting of this committee (as of 01/09/2025):

- 2025 06 19 – Meryl Praill of Newbury Soup Kitchen was honoured with an MBE.
- 2025 06 19 – Newbury Cycling Club 100th Anniversary.
- 2025 06 19 – Cllr Steve Masters steps down as the Chairman of Eight Bells.
- 2025 06 19 – St Bart's School to congratulate the Clean-Cut team on winning the Young Enterprise Award.
- 2025 06 19 – Newbury Race for life raised £45,000 for Cancer Research.
- 2025 06 19 – Ella Larkin from Falkland Primary School for Cross Country success.
- 2025 06 19 – Recognising Luke Humphries' Sporting Achievements and MBE honour.
- 2025 06 26 – Annoe-Marie Goldsmith annual London to Brighton bike ride raised over £5,000 for Headway UK.
- 2025 06 26 – Jones Robinson raise nearly £7,000 in marathon swim for charities.
- 2025 06 26 – Sewa Group on their fundraising for Victoria Park nursery school.
- 2025 06 26 – Sewa yoga Day in Victoria Park.
- 2025 07 03 – Mencap for their Ascot fundraising day.
- 2025 07 08 – UCN Expo 2025 and awards.
- 2025 07 15 – Dana Smith for English Channel Swim and £1,100 Raised for SwimTayka.
- 2025 07 17 – Muffin Break opening in Parkway Newbury.
- 2025 07 24 – Kevin Gaskell for breaking a world rowing record and raising funds for The Lewis Moody Foundation.
- 2025 08 02 – Berkshire Youth Waterside Centre 4th Birthday.
- 2025 08 07 – Jason and Chrissy Perritt for been awarded 1st place in the Community Contribution Awards at A2Donminion's Making a Difference Awards.
- 2025 08 07 – Rebecca Bird and Max Burt on their medal wins at the National Canoe Championship.
- 2025 08 14 – Dimond Wedding anniversary for Annette and Keith Rumble.
- 2025 08 14 – Book Cabin opening in Kennet Shopping Centre.
- 2025 08 14 – Local teenager Lucas Pottinger has won a bronze medal at the British Transplant Games.
- 2025 08 21 – Willow's Edge Sensory Garden Grand Opening.
- 2025 08 21 – Newbury Road Club win at The Newbury TT Challenge Trophy.
- 2025 08 28 – To all A-level and GCSE students for their results.
- 2025 08 28 – Newbury Bowls Club wining the Preston Cup.
- 2025 08 30 - Board game cafe opening on Bartholomew Street.
- 2025 08 30 – TUXchange 5th Anniversary.

Public Report to Civic Pride, Arts and Culture Committee

8 September 2025

Agenda Item 18: Civic Events

- a. To review civic events since the last meeting of the Committee
 - b. To note the programme of civic events until the next meeting
 - c. To receive ideas for suggested or potential future events or activities.
-
- a. **To review** civic events since the last meeting of the Committee:
 - VJ Day 80 – 15th August 2025
 - Art on the Park – 24th August 2025
 - Mayor's Coffee Morning for Berkshire Youth – 23rd August 2025
 - Annual Bowls Match – 3rd September 2025
 - b. **To note** the programme of civic events until the next meeting:
 - Heritage Open Day – 13th September 2025
 - Local Democracy week – 6th to 17th October 2025
 - Remembrance Sunday – 9th November 2025
 - Mayor's Festive Afternoon Tea – December TBC
 - Civic Carol Service at St Nicolas – 6pm on Sunday, 21st December 2025
 - c. **To receive** ideas for suggested or potential future events or activities.

JA

CSM

01 09 2025

Public Report to Civic Pride, Arts & Culture Committee**8 September 2025****Agenda item 19: Work Programme for Civic Pride, Arts & Culture Committee Meetings****Standing Items on each (ordinary meeting) Agenda:**

1. Apologies
2. Declarations and Dispensation
3. Approval of Minutes of Previous Meeting & Update on Actions
4. Questions/ Petitions from Members of the Public
5. Questions/ Petitions from Members of the Council
6. Flag Flying Requests
7. Event Grant Funding Applications
8. Civic Services Manager's Reports
9. Civic Events
10. Work Programme and Future Business

June 2025	Election of Chairperson VE & VJ Day Working Group TOR Local Democracy Working Group TOR Heritage Open Day Planning Walking Tour of Newbury Civic Awards Report Mayor Making Report Royal Engineers Association Parade Report
September 2025	Welcome to Newbury Signage Remembrance Sunday Planning Heritage Open Day Update Local Democracy Working Group Update Art on the Park Report VJ Day Report
November 2025	Festive Afternoon Tea Planning Civic Awards Planning Budget 2026/27 Newbury Town Band Review Heritage Open Day Report Local Democracy Events Report Remembrance Sunday Report
February 2026	Civic Awards Planning Mayor Making Planning NTC 30 Year Anniversary Planning Local Democracy Working Group NTTA Report Festive Afternoon Tea Report