



## CULTURE & CIVIC COMMITTEE – 7<sup>TH</sup> JULY 2022

**The members listed below are summoned to attend the above meeting, which will be held on THURSDAY 7<sup>TH</sup> JULY 2022, in the Edward German Room, Whitchurch Civic Centre commencing at 8.00pm.**

The meeting is held in public, and we welcome contributions in the relevant section of the meeting, as indicated on the agenda. If you wish to contribute to the meeting, as a member of the public, it would be helpful if you could advise the Proper Officer in advance so that an appropriate period is set aside for this purpose.

Members are respectfully asked to advise the Proper Officer, prior to the meeting, if they are unable to attend.

**Date of Notice: 1<sup>st</sup> July 2022**

**Mike McDonald  
Proper Officer / RFO  
Whitchurch Town Council**

**Councillors: G. Ebbs, R. Hall, A. Jackson, M. Phipps, C. Purt, P. Sample, P. Tew**

### Meeting Notes:

1. Occasionally, contractual, staffing or other matters have to be held in a “Confidential” section of the Meeting, to the exclusion of the Press and Public
2. Councils cannot lawfully decide items of business that are not specified in the Summons / Agenda (LGA1972, Sch 12, Paras 10 (2) (b))
3. Recording: Please note that all Council Meetings are recorded to ensure accuracy of the Minutes; these recordings are not retained following approval of the relevant minutes. You are requested to inform the Proper Officer if you intend to record or film the meeting.



**1. Election of Committee Chairman**

To elect a Chairman of the Personnel Committee for the 2022-23 Civic Year

**2. Election of Committee Vice-Chairman**

To elect a Vice-Chairman of the Personnel Committee for the 2022-23 Civic Year

**3. Apologies**

To receive any apologies and reasons for absence

**4. Declarations of Interest**

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interest in relation to any item on the Agenda

**5. Minutes**

To confirm the minutes of the Culture & Civic Committee Meeting held on 7<sup>th</sup> April 2022 and sign as an accurate record of that meeting

**6. Public Participation**

Members of the public are invited to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has responsibility.

**7. Christmas Lights and Associated Activity**

To consider planning for the 2022 Christmas Lights Switch-on and establish an Event group to work on specific operational detail with external partners

**8. Civic Bookings**

To receive detail of current regular bookings in the Civic Building and consider associated matters (specifically storage)

**9. CONFIDENTIAL BUSINESS**

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters

**10. Civic Centre – Building Survey and Lease**

To receive an update on current developments and formulate a forward plan.

**11. Civic Centre – Hub Staffing**

To note current and proposed opening times and staffing plan for the Civic Hub

**12. Library First Risk Assessment**

To consider the recently presented FRA for Whitchurch Library and agree any actions necessary

**13. Bar Contract**

To consider the current position with the Civic Bar Contract and formulate a forward plan

**14. Friday Market**

To consider future operational detail of the regular Friday Market

**15. Youth Project**

To receive an update on the delivery of the WTC-funded Youth Project

**16. Additional Youth Activity**

To consider to introduction of additional activity at the Civic Centre based on previous regular event/s

**Associated Papers:**

- a. Draft Minutes: CC Committee, 7<sup>th</sup> April 2022
- b. Regular Bookings – Civic Centre (item 8)
- c. Building Survey – for information (item 10)
- d. FRA – Whitchurch Library (item 12)