



# whitchurch town council

MINUTES: CULTURE & CIVIC COMMITTEE MEETING, THURSDAY 7<sup>TH</sup> JULY 2022

## MINUTES – CULTURE & CIVIC COMMITTEE MEETING HELD ON THURSDAY 7<sup>TH</sup> JULY 2022

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### PRESENT

Councillors: R. Hall A. Jackson M. Phipps P. Tew

Proper Officer: Mike McDonald

### IN ATTENDANCE:

Councillors: A. Hall J. Thornton

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The meeting was opened at 8.00pm by previous Committee Chair, Cllr A. Hall

#### 1. Election of Chair

After a nomination by Cllr R Hall, seconded by Cllr Jackson it was unanimously RESOLVED that Cllr Phipps serve as Chair of the Culture and Civic Committee for the 2022/23 Civic Year. Councillor Phipps took the Chair. **WTC/CC/01/2223**

#### 2. Election of Vice Chair

After a nomination by Cllr Phipps, seconded by Cllr Jackson it was unanimously RESOLVED that Cllr R Hall serve as Vice Chair of the Culture and Civic Committee for the 2022/23 Civic Year. **WTC/CC/02/2223**

#### 3. Apologies

It was noted that no Apologies had been received from Cllrs Ebbs, Purt or Sample

#### 4. Declarations of Interest

No declarations of Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting were received

#### 5. Minutes

After a proposal by Cllr R Hall, seconded by Cllr Jackson, the Minutes of the Culture and Civic Committee of the 7<sup>th</sup> April 2022 Meeting were approved and signed as a true record of that meeting

#### 6. Public Participation

No members of the public were in attendance

## 7. Christmas Lights and Associated Activity

After consideration it was agreed that the Proper Officer invite involvement from all Councillors in an Event Working Group for this year's event, scheduled for Saturday 26<sup>th</sup> November 2022. External partners to be agreed thereafter. In the interim, it was noted that the Proper Officer is progressing quotations etc to progress logistics in a timely manner.

## 8. Civic Bookings

The 'Regular Weekly Bookings' schedule was noted.

## 9. CONFIDENTIAL BUSINESS

It was resolved that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press was 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

A verbal update of a 'remote' meeting with Shropshire Council was given by Cllr A Hall and the Proper Officer. It was agreed that Full Council would be updated, and future actions agreed after a follow-up meeting at the end of July. The previously received Building Survey (March 2022) was circulated to members and noted for information.

## 11. Civic Centre – Hub Staffing

The Proper Officer updated the Committee:

Monday & Tuesday	9am-3pm	Hub Assistant recruited, subject to usual checks
Wednesday	9am-3pm	Hub Assistant (P/T #1) recruited and in post
Thursday & Friday	9am-3pm	Hub Assistant (P/T #2) recruited and in post
Saturday	10am-1pm	From August, Hub Assistants in rotation, subject to agreement

## 12. Library First Risk Assessment

The recently presented FRA for Whitchurch Library (Shropshire Council) was noted and it was agreed that the Proper Officer progress approval of actions suggested subject to nil financial impact on Whitchurch Town Council

## 13. Bar Contract

A verbal update on discussions with the current contractor was received from the Proper Officer. After consideration it was agreed that current arrangements remain extant for the time being. Further instructions noted by the Proper Officer in relation to booking requests received.

## 14. Friday Market

Operational detail of the regular Friday Market was considered. Following a proposal by Cllr R Hall and seconded by Cllr Jackson it was unanimously **RESOLVED** that the matter be delegated to the Proper Officer to progress. **WTC/CC/03/2223**

## 15. Youth Project

The Committee received a verbal update on the delivery of the WTC-funded Youth Project from Cllr A Hall and the Proper Officer, following recent discussions with the grantee. It was noted that the WTC-funded Youth Activity would be accommodated in the Civic Centre from September, with specifics to be agreed.

**16. Additional Youth Activity**

The possibility of an additional activity at the Civic Centre, based on previous regular event/s and equipment offer, was discussed. It was agreed that the Proper Officer should offer Civic facilities to an appropriate volunteer group to manage.

There are no additional confidential minutes for this meeting.

There being no further business, the meeting closed at 9.03pm

Signed as a true record of the meeting:

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

WTC DRAFT