



## CULTURE & CIVIC COMMITTEE – 5<sup>TH</sup> JANUARY 2023

The members listed below are summoned to attend the above meeting, which will be held on **THURSDAY 5<sup>TH</sup> JANUARY 2023**, 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: 23<sup>rd</sup> December 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. Apologies**

To receive any apologies and reasons for absence

**2. Declarations of Interest**

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

**3. Minutes**

To confirm the minutes of the Culture & Civic Committee Meeting held on 3<sup>rd</sup> November 2022 and sign as an accurate record of that meeting

**4. Public Participation**

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

**5. Civic Bookings**

To receive detail of current regular bookings in the Civic Building and consider any associated matters

**6. Civic Centre Health & Safety Matters**

To note a Civic Centre Fire Risk Assessment on 31<sup>st</sup> January 2023, prior to a Health & Safety (General Risk Assessment) Review scheduled for 9<sup>th</sup> February 2023, with WTC H&S Consultants, Ellis Whittam

**7. 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

**8. Confidential Notes and Confidential Action Point Update**

To receive Confidential Notes from the Culture & Civic Committee Meeting held on 3<sup>rd</sup> November 2022, including any verbal updates as appropriate

**9. Christmas Lights 2022**

To briefly consider any feedback from Committee Members to inform an Event De-brief to be held in January 2023

**10. Civic Centre – Provision of Door Staff for Events and Private Bookings**

To consider and determine actions following correspondence received from the Civic Centre Licensee

#### **11. Civic Centre – Bar Lounge Upgrade**

To consider the nature and scale of the cosmetic upgrade works to be undertaken in the Civic Centre Bar Lounge, defined as ‘emergency or essential’ per WTC/FC/42/2223 (December 2022)

#### **12. Civic Centre – Other essential works**

To consider the nature and scale of any other works within current year underspends within the Civic Centre, defined as ‘emergency or essential’ per WTC/FC/42/2223 (December 2022)

#### **13. Whitchurch Heritage Centre – Damp Report**

To consider and determine actions on a recently received Heritage Centre Damp Report

#### **14. DVSA**

To receive a verbal update from the Proper Officer on developments regarding the accommodation of the Driving Test Facility within the Civic Centre.

##### **Associated Papers:**

- a. Draft Minutes: CC Committee, 3<sup>rd</sup> November 2022 (item 3)
- b. Regular Bookings – Civic Centre (item 5)
- c. Confidential Notes: CC Committee, 3<sup>rd</sup> November 2022 (item 8)  
CONFIDENTIAL
- d. Email Correspondence – Civic Licensee (item 10) CONFIDENTIAL
- e. Heritage Centre Damp Report (item 13) CONFIDENTIAL