



whitchurch town council

MINUTES: CULTURE & CIVIC COMMITTEE MEETING, THURSDAY 5TH JANUARY 2023

MINUTES – CULTURE & CIVIC COMMITTEE MEETING HELD ON THURSDAY 5TH JANUARY 2023

PRESENT

Councillors: R. Hall A. Jackson M. Phipps

Proper Officer: Mike McDonald

IN ATTENDANCE:

Councillors: J. De-Wyrall C. Doyle A. Hall A. Hotchkiss

The meeting was opened at 8.00pm by Committee Chairman, Cllr M. Phipps

1. Apologies

No Apologies were received by the Proper Officer for this meeting. The Proper Officer confirmed that the meeting was quorate in accordance with current WTC Standing Orders.

2. 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 from members

3. Minutes

After a proposal by Cllr R. Hall, seconded by Cllr Jackson, the minutes of the Culture & Civic Committee Meeting held on 3rd November 2022 were **approved and signed** by the Chairman as a true record of that meeting

4. Public Participation

No members of the public were in attendance

5. Civic Bookings

The 'Regular Weekly Bookings' updated schedule was received and noted

6. Civic Centre Health & Safety Matters

The Committee noted a Civic Centre Fire Risk Assessment on 31st January 2023 and a Health & Safety (General Risk Assessment) Review, scheduled for 9th February 2023 with WTC H&S Consultants, Ellis Whittam. Outcomes will be reported to the Committee thereafter by the Proper Officer.

7. CONFIDENTIAL BUSINESS

Following a proposal by Cllr Jackson, seconded by Cllr R. Hall, it was **RESOLVED** 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

Confidential Matters discussed:

8. Confidential Notes and Action Point Update

A verbal update from the Proper Officer was received by the Committee.

9. Christmas Lights 2022

Feedback from the 2022 Christmas Light Switch-on was briefly discussed, which will form the basis of an event debrief and formation of plans for 2023

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

Correspondence from the Civic Centre Licensee was discussed and determined

11. Civic Centre – Bar Lounge Upgrade

The proposed cosmetic upgrades to the Civic Centre Bar Lounge were discussed and determined with instructions given separately to the Proper Officer to progress. It was noted that these works were defined as ‘emergency or essential’ per WTC/FC/42/2223

12. Civic Centre – Other essential works

Other ‘emergency or essential’ works (per WTC/FC/42/2223) were discussed and determined, with instructions given separately to the Proper Officer.

13. Whitchurch Heritage Centre – Damp Report

The recently received report was discussed and instructions given separately to the Proper Officer to progress.

14. DVSA

A verbal update on the current position in relation to the proposed accommodation of the Driving Test Facility within the Civic Centre was noted

There being no further business, the meeting closed at 8.50pm

Signed as a true record of that meeting:

Chair: _____

Date: _____