



CULTURE & CIVIC COMMITTEE – 2ND MARCH 2023

The members listed below are summoned to attend the above meeting, which will be held on **THURSDAY 2ND MARCH 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: 23rd February 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 5th January 2023 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 Centre – Bookings Update

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

6. Civic Centre - Health & Safety Matters

- a. To note completion of the Civic Centre Fire Risk Assessment on 31st January 2023 and the Health & Safety (General Risk Assessment) Review on 9th February 2023; reports to be circulated, if received
- b. To note completion of the Civic Centre Electrical Installation Safety Check (due 27th February 2023) and any associated action points

7. Civic Centre – Energy Efficiency

To note receipt of the Display Energy Certificate 2022/23 (DEC) for Whitchurch Civic Centre

8. Civic Centre (Sports Hall) – Equipment Maintenance

To note the replacement of 1 x CA400/G BURNER ASSEMBLY to fit to the existing heater in the Sports Hall at a cost of £3,243 plus VAT, agreed as a Proper Officer / Chair's Action given the urgency of the repair, as defined in Financial Regulations (2022 – 4.5)

9. Culture – Public Events: Coronation Weekend (May 2023)

To establish a Task and Finish Group, in conjunction with WTC Parks & Public Realm Committee and Whitchurch Business and Voluntary Groups (by invitation) to create and deliver a town event to celebrate the coronation of King Charles III

10. 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

11. Confidential Notes and Confidential Action Point Update

To receive Confidential Notes from the Culture & Civic Committee Meeting held on 5th January 2023, including any verbal updates as appropriate, including:

- a. Bar Lounge Upgrade – update
- b. Civic Centre – Other essential works update
- c. Whitchurch Heritage Centre – Essential Repairs update
- d. DVSA - Update

12. Civic Centre - Parking

To discuss parking at the front and rear of the Civic Centre and agree appropriate actions, if necessary

13. Civic Centre – Special Event Licencing

To receive an update from the Proper Officer in relation to Special Event licencing (as budgeted, 2023/4)

14. Civic Centre – Heritage Leased Units

To discuss Heritage Units with a view to making recommendations to Full Council in due course

Associated Papers:

- a. Draft Minutes: CC Committee, 5th January 2023 (item 3)
- b. Regular Bookings – Civic Centre (item 5)
- c. CC Fire RA (item 6) and General H&S RA (item 6) – TO FOLLOW WHEN RECEIVED
- d. Civic Centre DEC (item 7)
- e. Confidential Notes: CC Committee, 5th January 2023 (CONF - item 11)