



whitchurch town council

MINUTES: CULTURE & CIVIC COMMITTEE MEETING, THURSDAY 2ND MARCH 2023

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PRESENT

Councillors: A. Jackson M. Phipps C. Purt P. Tew

Proper Officer: Mike McDonald

IN ATTENDANCE:

Councillors: C. Doyle J. Morris Public: N/A

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

1. Apologies

Apologies were received from Cllr R. Hall. 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 Jackson, seconded by Cllr Tew, the minutes of the Culture & Civic Committee Meeting held on 5th January 2023 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 Centre – Bookings Update

The 'Regular Weekly Bookings' updated schedule was received and noted. A matter in relation to one regular booking was discussed in terms of proposed actions presented by the Proper Officer, which were agreed and noted separately.

6. Civic Centre - Health & Safety Matters

- a. The Committee noted the completion of a Civic Centre Fire Risk Assessment on 31st January 2023 and a Health & Safety (General Risk Assessment) Review on 9th February 2023. Assessments contained no significant areas of concern. Written reports, still awaited, will be circulated to the Committee by the Proper Officer, when received, for information.
- b. The Committee noted the completion of a Civic Centre Electrical Installation Safety Check (completed 27th February – 2nd March). No significant areas of concern were highlighted. The written report, when received, will be circulated to Committee by the Proper Officer.

7. Civic Centre – Energy Efficiency

The Display Energy Certificate 2022/23 (DEC) was noted. The certificate is on public display within the Civic Centre, as required.

8. Civic Centre (Sports Hall) – Equipment Maintenance

After discussion, it was **unanimously resolved** to retrospectively agree the replacement of 1 x CA400/G Burner Assembly in the existing heating system within the Sports Hall at £3,243 + VAT in line with Financial Regulations (2022-4.5). This action is pending any future system review, dependent on other discussions in relation to the Civic Centre. Proposed Cllr Phipps, seconded Cllr Tew. **WTC/CC/06/2223**

8. KCIII Coronation Weekend Events

After discussion, it was agreed to establish a Task & Finish Group focussed on event delivery – in conjunction with WTC Parks & Public Committee and appropriate external parties. The Proper Officer will convene a meeting as soon as practicable to progress.

10. CONFIDENTIAL BUSINESS

Following a proposal by Cllr Phipps, seconded by Cllr Purt, 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:

11. Confidential Notes and Action Point Update

Notes from the Confidential Session of the 5th January 2023 were noted.

An updated from the Proper Officer on related items included:

a. Bar Lounge Upgrade

The majority of the works to be completed during a facility closure period of 11th – 19th March, inclusive.

b. Civic Centre – other ‘essential’ works

Re-routing of heating within the Sports Hall was briefly discussed, the Proper Officer consulting with the contractor replacing the system burner to assess feasibility.

c. Whitchurch Heritage Centre (WHC) – Essential Repairs

The Proper Officer reported that WHC still awaited quotes for WTC consideration.

d. DVSA

The progress of the current Planning Application was noted.

12. Civic Centre – Parking

Current operational actions by the Proper Officer were noted and agreed.

13. Civic Centre – Special Event Licencing

Aligned to the Committee Budget Proposal, and subsequent Full Council ratification, it was **unanimously resolved** that the Proper Officer be asked to progress an official application (10 years) in order to host special events at the Civic Centre. Proposed Cllr Phipps, seconded Cllr Purt. **WTC/CC/07/2223**

11. Civic Centre – Heritage Leased Units

A verbal update was received from the Proper Officer, with a request that further consideration be given by the Committee to the operation of the Heritage Leased Units in the new Civic Year, which was agreed.

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

Signed as a true record of that meeting:

Chair: _____

Date: _____