

WTC Culture & Civic – Standing Committee

Terms of Reference – Civic Year 2023/24

Adopted at Full Council on 11/05/2023 (WTC/FC/ACM/05/2324)

1. Objective

The Culture and Civic Committee provides strategic management and operational oversight of Whitchurch Civic Centre, Heritage, Markets, Marketing & Public Relations, Economic Wellbeing, Events and Tourism. This list is not exhaustive, and the Committee may be tasked with other, related areas of responsibility as seen fit, by Full Council.

The Committee is established under guidance given in the Local Government Act 1972, ss 101-106 / Sch 12, Local Government and Housing Act 1989, s13, Parish and Community Councils (Committees) Regulations 1990 (SI 1990 No 2476), other legislation and future guidance as may be issued affecting the establishment and management of Council Committees.

It is a Standing Committee of the Council and, as such, is granted delegated powers as defined in the Council's Standing Orders, Financial Regulations and Scheme of Delegation. The Committee is governed by the Council's Standing Orders, Financial Regulations, Scheme of Delegation and Code of Conduct.

Under delegated powers, the Committee may establish Working and/or Advisory Groups to carry out research, investigations, and other initiatives to further achieve WTC strategic objectives. The Committee oversees recommendations from the WTC Heritage Advisory Group.

2. Membership

Membership shall consist of five WTC Councillors and a quorum shall consist of three members. Non-councillors may be invited to participate on the Committee should it be felt that external expertise is required, with reference to the Proper Officer.

All members of the Committee will have an equal vote, where necessary and the Chairman of the Committee will be appointed at the first Committee Meeting of the Civic Year.

The Council Chairman (Mayor) may act as a full member of the Committee is selected to be a member, or otherwise may attend in an 'ex-officio' capacity with voting rights. Councillors not on the Committee are able to attend meetings and participate as permitted by the Chairman of the Working Group, though are not allowed to vote on decisions of the Committee.

3. Areas of Responsibility

Specific areas of responsibility for the Committee are included below, including delegated functions, where defined.

4. Meetings

The Committee's schedule of meetings is agreed by the Full Council, though the Chairman, Full Council or Committee Members may call additional extra-ordinary meetings as necessary to enable the Committee's business to be transacted (as defined in WTC Standing Orders).

Minutes of Committee Meetings will be presented to Full Council and form part of the minutes of the Council meeting at which they are presented.

5. Review

The terms of reference of the Committee are to be reviewed annually.

WTC CULTURE & CIVIC COMMITTEE – AREAS OF RESPONSIBILITY AND DELEGATED FUNCTIONS

Committee Function / Power	Delegation of Function
<p>1. Public Buildings</p> <p>a. To provide & encourage the use of conference facilities. Local Government Act 1972, s144</p> <p>b. To provide public buildings & halls. Local Government Act 1972, s215</p> <p>c. To provide and equip community buildings. Local Government Act 1972, s133</p> <p>d. To provide and equip community centre for use of clubs having athletic, social or recreational objectives. Local Government (Miscellaneous Provisions) Act 1976, s19</p> <p>e. To allow the solemnisation of civil marriages, civil partnerships, civil reaffirmation of marriage vows and civil naming ceremonies at the approved venue once a licence has been obtained. Marriage Act 1949</p>	<ul style="list-style-type: none"> • Strategic management of Whitchurch Civic Centre within Policy and Budget to Committee • Operational management of Civic Centre within Policy and Budget to Proper Officer • Upgrade and/or refurbishment of facilities to Committee with scrutiny from Oversight Committee and Full Council approval
<p>2. Entertainment & The Arts</p> <p>a. To provide entertainment and support of the arts. Local Government Act 1972, s145</p> <p>b. To promote lotteries. Lotteries & Amusements Act 1976, s7</p> <p>c. To coordinate and provide entertainment, e.g., music, theatre, Films, children’s activities and to promote the Civic Centre as an entertainment venue.</p> <p>d. To develop and promote the arts and development of cultural activities.</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Upgrade and/or refurbishment of facilities to Committee with scrutiny from Oversight Committee and Full Council approval • Operational management within Policy and Budget to Proper Officer
<p>3. Markets</p> <p>a. To operate indoor and outdoor markets. Food Act 1984, s50-61, Whitchurch Market Charter / Rights.</p> <p>b. To advise Full Council on the protection of Market Rights</p> <p>c. To advise Full Council on any Market Policy</p> <p>d. To work in partnership with other providers to further appropriate development and growth of market initiatives</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Upgrade and/or refurbishment of facilities to Committee with scrutiny from Oversight Committee and Full Council approval • Operational management within Policy and Budget to Proper Officer
<p>4. Information Services</p> <p>a. To work in partnership with others (including Principal Authority) to provide a pub Information Point for the town.</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Operational management within Policy and Budget to Proper Officer
<p>5. Community Safety</p> <p>a. To install and maintain CCTV equipment for the detection and prevention of crime within the Civic Centre. Local Government and Rating Act 1997, s31</p> <p>b. Chair to participate in Policing Panel Partnership.</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Operational management within Policy and Budget to Proper Officer
<p>6. Marketing and Public Relations</p> <p>a. To coordinate and promote access to Council services and public information and to advise Full Council on a Communications & Marketing Policy (including social media).</p> <p>b. To promote the public face of the Council through the management of public and media relations (including social media).</p> <p>c. To promote implementation of the Council’s policies in respect of corporate marketing and communication.</p> <p>d. To advise Full Council on adoption of a Publicity Code and Information & Data Protection Policy.</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Upgrade and/or refurbishment of facilities to Committee with scrutiny from Oversight Committee and Full Council approval • Operational management within Policy and Budget to Proper Officer

<p>7. Community Engagement</p> <p>a. To organise, in partnership with others where appropriate, events to promote the town, Council services or to strengthen/enable communities.</p> <p>b. To support the development of the Whitchurch Place Plan and any other Town & Parish Plans.</p> <p>c. To support A Citizens Advice and other appropriate services for the town. Local Government Act 1972, s142</p> <p>d. To support Business communities through appropriate groups and initiatives, in partnership with others where appropriate</p> <p>e. To support initiatives to further promote the town and/or tourism.</p> <p>f. To oversee the Council's Youth Service/s provision.</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Operational management within Policy and Budget to Proper Officer • WTC Members acting as representatives on outside bodies
<p>8. Environment</p> <p>a. To reduce the carbon footprint of the Civic Centre and Market Hall.</p> <p>b. To consider the environment impact of all building-related projects.</p> <p>c. To promote any other initiatives in relation to the environment or climate change, making recommendations to Full Council for the adoption of policies, where appropriate.</p>	<ul style="list-style-type: none"> • Committee under direction of Full Council • Operational management within Policy and Budget to Proper Officer
<p>8. Economic Wellbeing and Tourism</p> <p>a. To promote the economic wellbeing of the town through partnership with the business and community sectors, and others as appropriate.</p> <p>b. To encourage visitors, promote tourism and provide conference and other facilities. Local Government Act 1972, s144</p> <p>c. To promote regeneration and economic development of the town, in partnership with others as appropriate.</p> <p>d. To purchase, authorise installation and maintenance of Christmas Lights and other seasonal decorations for the development of tourism, or to otherwise provide such things, directly or indirectly.</p> <p>e. To participate in appropriate fora to improve economic wellbeing and tourism.</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Operational management within Policy and Budget to Proper Officer
<p>8. Events and Event Management</p> <p>a. To coordinate and promote all events falling under the responsibility of Whitchurch Town Council.</p> <p>b. To organise and promote Whitchurch Town Council events – including compliance with regulatory legislation.</p> <p>c. To run and manage festivals and similar events. The Parish & Community Councils (Committees) Regulations 1990, s2476</p> <p>d. To coordinate all subsequent services required for the safe and effective running of events (e.g., security, ticketing, bar services etc)</p> <p>e. To develop appropriate marketing material or initiatives for the promotion of events, including associated marketing campaigns where necessary.</p> <p>f. To promote the Civic Centre as an entertainment venue (aligned to 2.2)</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Operational management within Policy and Budget to Proper Officer • To establish appropriate Event and or Task & Finish Groups for the management of specific activity
<p>9. Encourage Volunteering (aligned to other responsibilities)</p> <p>a. To encourage volunteering, under the Council Volunteering Policy, to facilitate the delivery of Council activities and events.</p> <p>b. To ensure Whitchurch Town Council's statutory duty of compliance for the health, safety and welfare of staff and volunteers at Whitchurch Town Council Events. Health & Safety at Work Act, 1974, s3</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Operational management within Policy and Budget to Proper Officer
<p>10. Emergency Planning</p> <p>a. To support and participate in emergency planning initiatives as deemed appropriate and to make the Civic Centre a 'place of refuge' in collaboration with others, as necessary.</p>	<ul style="list-style-type: none"> • Strategic management within Policy and Budget to Committee • Operational management within Policy and Budget to Proper Officer