



## CULTURE & CIVIC COMMITTEE – 22<sup>ND</sup> JUNE 2023

The members listed below are summoned to attend the above meeting, which will be held on **THURSDAY 22<sup>ND</sup> JUNE 2023**, in the Edward German Room, Whitchurch Civic Centre commencing at **7.00pm**.

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: 15<sup>th</sup> June 2023**

**Mike McDonald**  
Proper Officer / RFO  
Whitchurch Town Council

**Councillors: C. Doyle, M. Phipps, C. Purt, M. Ridgway, 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.



# whitchurch town council

AGENDA: CULTURE & CIVIC (CC) COMMITTEE MEETING, THURSDAY 22<sup>ND</sup> JUNE 2023

**1. Election of Committee Chairman**

To elect a Chairman of the CC Committee for the 2023-24 Civic Year

**2. Election of Committee Vice-Chairman**

To elect a Vice-Chairman of the CC Committee for the 2023-24 Civic Year

**3. Culture & Civic Committee – Terms of Reference**

To note the Committee's revised Terms of Reference, as ratified by Full Council at the Annual Council Meeting of 11<sup>th</sup> May 2023.

**4. Apologies**

To receive Councillor apologies

**5. Declarations of Interest**

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

**6. Minutes**

To confirm the minutes of the Culture & Civic Meeting held on 2<sup>nd</sup> March 2023 and sign as an accurate record of that meeting.

**7. 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.

**8. Civic Centre – Bookings Update**

To receive and note the latest Regular Booking Update for the Civic Centre and it's facilities.

**9. Action Point Update**

To receive an update on actions agreed at the Culture & Civic Committee of 2<sup>nd</sup> March 2023 (ratified at Full Council on 16<sup>th</sup> March 2023):

- a) Civic Centre (Sports Hall) – Equipment Maintenance (Burner) **WTC/CC/06/2223 Completed**
- b) KCIII Coronation Weekend Events  
**Completed – post-event feedback welcomed**

## **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 Action Point Update**

To receive an update on actions agreed at the Parks & Public Realm Committee of 2<sup>nd</sup> March 2023 (ratified at Full Council on 16<sup>th</sup> March 2023):

- a) Civic Centre – Special Event Licencing – Application **WTC/CC/07/2223**  
**Response awaited from Shropshire Council Planning**
- b) Bar Lounge Upgrade  
**Completed**
- c) Whitchurch Heritage Centre (WHC) ‘Essential Repairs’  
**Awaiting quotes for CC Committee consideration from WHC**
- d) DVSA  
**Proper Officer to deliver verbal update**

## **12. Markets**

To consider promotional and/or other activity in relation to Whitchurch Friday Market following representations from stallholders

## **13. Civic Centre Electrical Works**

To consider a quotation received for Civic Centre electrical works.

## **14. Christmas Lights 2023**

- a) To determine the date for the Whitchurch Christmas Lights Switch-on Event for 2023
- b) To consider quotations received to install and dismantle the Christmas Lighting Scheme
- c) To note event management support at 2022 levels

## **15. Youth Work – “Thriving Children & Families” activity to support Youth Work**

To receive a verbal update from the Proper Officer as a follow up to **WTC/FC/63(C)/2223** (Full Council Meeting – 5<sup>th</sup> May 2023)

## **16. Whitchurch Heritage Craft Units**

To receive a verbal update from the Proper Officer, note recent activity and develop an action plan for the management of the Heritage Craft Units over the forthcoming Civic Year, as a follow up to matters discussed at the CC Committee Meeting of 2<sup>nd</sup> March 2023 (Confidential Notes refer)

## **17. Whitchurch Amateur Operatic & Dramatic Society – Charitable Support**

To note support given to WAODS for the recent “Musicality3” Event and correspondence received.

## 18. Whitchurch Place Plan Review

To consider items for a review of the Whitchurch Place Plan to be considered by Full Council as requested by Shropshire Council:

*“We are now asking you to consider your future local priorities and, where appropriate, to provide us with information about what other deliverable infrastructure projects you wish to see included in the Place Plan for your area. In considering what additional local projects you wish to propose, please note that this should ideally be supported by local evidence of need ... We anticipate the majority of these additional projects would be funded via your precept, your CIL Neighbourhood Fund or other grant funding, although we would of course welcome your views on this as part of your response.”*

Key Dates:                      Full Council – 20<sup>th</sup> July (or separately convened Meeting)  
   Response Deadline – 7<sup>th</sup> August (though this is now a ‘dynamic’ system)

### Associated Papers:

- a. Culture & Civic Committee Terms of Reference 2023/24 (3)
- b. Draft Minutes: CC Committee, 2<sup>nd</sup> March 2023 (5)
- c. Civic Centre Bookings Update (8)
- d. CC Confidential Notes (2<sup>nd</sup> March 2023) (11 onwards CONF)
- e. Correspondence (Market Stallholders) (12 CONF)
- f. Quotation – Civic Centre Electrical Works (13 CONF)
- g. Quotations – Christmas Lights 2023 (14b CONF)
- h. Correspondence (WAODS) (17 CONF)
- i. Whitchurch Current Place Plan and databased items – for review – x2 documents (18 CONF)
- j. Place Plan Guidance and FAQs – x 2 documents (18 CONF)