



AMENITIES & EVENTS COMMITTEE – 19TH MARCH 2025

The members listed below are summoned to attend the above meeting, which will be held on WEDNESDAY 19th March 2025, at Whitchurch Town Hall & Community Hub, Station Road, Whitchurch, Shropshire, SY13 1RE (Meeting Room 2) 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: 12th March 2025

Mike McDonald
Proper Officer / RFO
Whitchurch Town Council

Councillors: C. Doyle, A. Gilmore, M. Phipps, C. Purt, M. Ridgway

Please note that this is the final meeting of the Committee for the 2024/25 Civic Year

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 12 (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: AMENITIES & EVENTS (AE) COMMITTEE MEETING, WEDNESDAY 22ND JANUARY 2025

1. Apologies

To receive Councillor apologies in relation to this meeting.

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 Amenities & Events Committee Meeting held on 22nd January 2025 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 being transacted at the meeting and about any other matter for which the Council has responsibility.

5. Action Point Update

To receive an update, if any, on actions agreed at the Amenities & Events Committee of 22nd January 2025 (noted at Full Council on 19th February 2025)

6. THCH / Sports Hall - Room Booking Schedule

To note current room bookings in WTC-controlled facilities.

7. VE Day – 80th Anniversary (8th May 2025) – Commemorative Activity

To determine appropriate activity for the commemoration of the 80th anniversary of VE Day (8th May 2025) – options to be verbally presented by the Proper Officer.

8. 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.

9. Update on Confidential Action Points: For Information

To receive a brief verbal update on Confidential Action Points from the Proper Officer, if any, including:

- a) Civic Centre (including CCTV) / Leasehold Premises – no substantive update
- b) Heritage Centre Repairs / Heritage Centre considerations – no substantive update
- c) Heritage Craft Units – no substantive update (except item 12b (C) on this agenda)
- d) Christmas Lights – in progress

10. Town Hall & Community Hub – Security Upgrade (SENSITIVE): Delegated Powers

To consider and approve options for Car Park security at the Town Hall & Community Hub – to be presented by the Proper Officer and under AE Committee delegated powers.

11. Tourism: Visit Shropshire Member Update (SENSITIVE)

To note recent updates from Visit Shropshire in relation to the Town Council’s Silver Membership / associated member updates.

12. Blackberry Fair CIC (SENSITIVE)

To determine three requests from Blackberry Fair CIC – to be verbally presented, and recommended, by the Proper Officer:

- a. Continued use of Unit 3, Heritage Craft Units, 2025-26
- b. Involvement in forthcoming Party in the Park (scheduled 23rd August 2025)
- c. Use of Sports Hall for Blackberry Fair Event (scheduled 4th October 2025)

13. Periodic Reminder of Governance Arrangements (LEGAL/GOVERNANCE)

To note, as a periodic reminder:

Standing Orders 2024/25 (WTC/FC/ACM/09/2425), 15/5/24, Section 25 (aligned to Councillor Code of Conduct 2024/25 (WTC/FC/ACM/09/2425), 15/5/24:

“a. Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or*
- ii. issue orders, instructions or directions.*
- iii. Issue or make statements to the press or media (including social media) unless authorised to do so by the council or the relevant committee or sub-committee.”*

Members are further reminded about the obligations in respect of the “Pre-Election Period of Sensitivity” (formerly ‘purdah’), which commenced on 10th March 2025 (Full Council, 19th February 2025 refers)

Associated Papers:

Draft Minutes: AE Committee, 22nd January 2025 (3)

Regular Bookings Schedule (6)

Confidential:

Quotation – Security Option (10)

Visit Shropshire Update (11)