



whitchurch town council

MINUTES: AMENITIES & EVENTS COMMITTEE MEETING, 19TH MARCH 2025

MINUTES – AMENITIES & EVENTS COMMITTEE MEETING HELD ON WEDNESDAY 19TH MARCH 2025

PRESENT

Councillors: C. Doyle A. Gilmore M. Phipps M. Ridgway
Proper Officer: Mike McDonald

IN ATTENDANCE:

Councillors: J. De-Wyrall A. Hotchkiss J. Morris Public: N/A

The meeting was opened at 7.00pm by Committee Chairman, Cllr Phipps

1. Apologies

No Apologies were received for this meeting.

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.

3. Minutes

After a proposal by Cllr Phipps, seconded by Cllr Doyle, the minutes of the Amenities & Events Committee Meeting held on 22nd January 2025 were approved and signed by the Chairman as a true record of that meeting.

4. Public Participation

It was resolved that Standing Orders were suspended (Proposed Cllr Phipps, seconded Cllr Gilmore – all in favour), whilst members of the public were 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 a responsibility.

No questions or comments were raised by Members of the Public, including non-Committee WTC Members.

There being no further items, Standing Orders were reinstated. Proposed Cllr Phipps, seconded Cllr Gilmore – all in favour

5. Action Point Update

Completion of actions from the Amenities & Events Committee Meeting of 22nd January 2025 (Public Session) were noted, namely:

- a. **Event Schedule 2025** – the Proper Officer is in contact with Shropshire Council's Health Promotion Team regarding attendance at appropriate WTC-led events and liaising with event organisers were necessary.

6. THCH / Sports Hall – Room Booking Schedule

The Committee received and noted current regular activities taking place in both the Sports Hall and Town Hall & Community Hub.

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

The Proper Officer outlined discussions with the Royal British Legion (Whitchurch) to mark the upcoming Anniversary. Following consideration, it was **unanimously resolved** to progress plans and purchase a Beacon for this purpose, from options presented, cost £549 (net). Proposed Cllr Doyle, seconded Cllr Phipps. **WTC/AE/07/2425**

The Proper Officer will continue to implement plans with appropriate partners and publicly 'message' as appropriate.

8. CONFIDENTIAL BUSINESS

*Following a proposal from Cllr Phipps, seconded by Cllr Gilmore, 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. At the Chair's discretion, non-WTC AE Committee Members were allowed to remain for the Confidential Business session of the meeting (non-contributory).*

9. Confidential Action Point Update

The Committee discussed a verbal update from the Proper Officer on actions from previous meetings:

- a. Whitchurch Civic Centre (including CCTV) / Leasehold Premises: on-going
- b. Heritage Centre Repairs / Heritage Centre considerations: on-going
- c. Heritage Craft Unit: on-going
- d. Christmas Lights: on-going

All matters will continue to be progressed by the Proper Officer, with a return to Committee and/or Full Council when necessary and any supplementary action points separately noted.

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

Following consideration of options, it was **unanimously resolved** to approve an amount up to a maximum £4,500 (net), based on quotations received (minimum 2), plus ancillary works, for the installation of a car park barrier at THCH to enable its safe operation. This approval was completed under delegated powers, aligned to the Committee's Terms of Reference (**WTC/FC/ACM/04/2425**) by virtue of the Council's Financial Regulations (5.13) and Scheme of Delegation (**WTC/FC/ACM/09/2425**). It was further delegated to the Proper Officer to progress, ensuring 'best value', to progress matters. Proposed Cllr Phipps, seconded Cllr Gilmore. **WTC/AE/08C/2425**

11. Tourism: Visit Shropshire Member Update

The Committee received and noted the most recent update from Visit Shropshire, circulated to members prior to the meeting.

12. Blackberry Fair CIC

Following consideration, the Committee determined:

- a. Continued use of Unit 3, Heritage Craft Units, for 2025-26, basis unchanged – **unanimously resolved**, proposed Cllr Phipps, seconded Cllr Gilmore. **WTC/AE/09C/2425**
- b. Approval for involvement in forthcoming Party in the Park (23rd August 2025) – bar provision and/or event support
- c. Approval for use of Sports Hall for Blackberry Fair (4th October 2025), with usual caveats, separately noted

The Proper Officer will continue to liaise directly with Blackberry Fair to progress matters.

13. Periodic Reminder of Governance Arrangements

The Committee noted, 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 were 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).

There being no further business, the meeting closed at 7.31pm.

Signed as a true record of the meeting:

Chair: _____

Date: _____