

Whitchurch Town Council

Civic Centre
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Civic Centre Committee

Minutes of the Committee Meeting held on 7th February 2019

Present: Cllrs Vasey, Hall, O'Neill, Chesters, Sinnott

In attendance:

Cllr Scott Radford
Cllr Bev Duffy
Cllr Norma Raynes
Nicola Young – Town Clerk

1. **Apologies:** Cllr Neville and Cllr Barker
2. **Disclosure of Interest:** None received

3. **Minutes of Previous Meeting:**

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **CC/22/1819 RESOLVED** that the minutes from the Civic Centre Committee meeting on 6th December 2018 be signed as an accurate record.

Following a question from Cllr Sinnott, the Clerk informed the Committee that the chairs had not yet been purchased.

4. **Public:** None present

5. **Accounts:**

After a proposal from Cllr Sinnott, seconded by Cllr Chesters, it was **CC/23/1819 RESOLVED** to accept Month 10 Civic Centre accounts and they were duly signed noting funds available as £55,875.

6. **Main Hall**

- a. **Flooring** – After a proposal from Cllr Chesters, seconded by Cllr O'Neill, it was **CC/24/1819 RESOLVED** to request a report from Restore My Worktop and bring back to the next meeting.
- b. **Double Doors** – After a proposal from Cllr O'Neill, seconded by Cllr Chesters, it was **CC/25/1819 RESOLVED** to agree to install double door openers by Securasound at as cost of £712.07 +VAT from cost centre 4036/201.

7. **Market Hall**

- a. **Working Group.** The Councillors who will sit on the Market Hall Lighting Project Working Group will be Cllr Hall, Cllr Sinnott, Cllr Radford and Cllr Vasey. The Project Lead will be Cllr Sinnott.

Initialled:

- b. **Electrical Condition Survey** – After a proposal from Cllr Chesters, seconded by Cllr Hall, it was **CC/26/1819 RESOLVED** to get quotes for an electrical condition survey.
- c. **Emergency Lighting** – After a proposal from Cllr Chesters, seconded by Cllr Hall, it was **CC/27/1819 RESOLVED** to request Unicorn Fire to undertake a report on the emergency lighting within the Civic Centre.
- d. **Doors** – After a proposal from Cllr Hall, seconded by Cllr Chesters, it was **CC/28/1819 RESOLVED** to ask the Handyman to take a look at the green doors leading into the market hall.

8. **Civic Centre – kitchen equipment**

After a proposal from Cllr Chesters, seconded by Cllr O'Neill, it was **CC/29/1819 RESOLVED** to purchase a suitable commercial dishwasher within the Town Clerk's spending limit.

9. **PV Cell Installation**

After a proposal from Cllr Chesters, seconded by Cllr O'Neill, it was **CC/30/1819 RESOLVED** to receive the report from the Town Clerk updating the Committee on the PV cell installation.

10. **Friday Market**

After a proposal from Cllr O'Neill, seconded by Cllr Vasey, it was **CC/31/1819 RESOLVED** that the TCM will write a project plan to implement the ideas from the meeting with CEO National Market Traders Federation, Joe Harrison, to include a section looking at the cost implications of proposals and layout milestones and that this report should be brought before the next meeting.

11. **Confidential**

There was no confidential business.

Meeting closed at 2108hrs

Signed: Date:
Chairman

Initialed: