

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

CULTURAL & CIVIC CENTRE COMMITTEE

Members of the Committee named below are summoned to attend the **Cultural & Civic Centre Committee** meeting which will be held on **Thursday 5th September 2019**, in the Edward German Room, Civic Centre, Whitchurch commencing at **8.00pm**.

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

Date of Notice: 30th August 2019

A handwritten signature in black ink, appearing to read 'N Young'.

Nicola Young
Town Clerk

To: Councillors: S Hamlyn, B Duffy, T Neville, S Radford, N Raynes, H Vasey, A Hall.

AGENDA

1. APOLOGIES

To receive apologies and reasons for absence

2. DECLARATIONS OF INTEREST

To receive from Members any disclosure of ordinary or disclosable pecuniary interests in relation to this Parks Committee meeting

3. MINUTES

To confirm the minutes of the Cultural & Civic Centre Committee meeting held on **4th July 2019** and sign as an accurate record of that meeting (copy attached)

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 Committee has a responsibility. The Chairman will at this point, suspend Standing Orders to allow any members of the public to address the meeting.

5. ACCOUNTS UPDATE

To receive Month 3 Committee accounts.

6. COUNCIL RESOLUTION RECORD (standing item)

To receive the updated Cultural & Civic Centre Committee Resolution Record. Committee are requested to sign off complete items.

7. CULTURAL STAKEHOLDER & PUBLIC SESSION MEETINGS

To receive verbal feedback from the Chairman on his discussions with the Audience Agency.

8. FILM SCREENINGS

To receive draft Terms of Reference for a Film Screening Working Group and decide on the regularity of meetings.

9. MAIN HALL STAGE

a. H&S

To receive an update from TCM on H&S work on fly ropes and weight testing for the hanging bars.

b. Sound & Lighting

Committee are requested to consider what type of sound and lighting systems the Council wish installed in the Main Hall and, if necessary, nominate a member to write a tender specification.

10. EVENTS / SHOWS (standing item)

a. Brochure

To receive Issue 2 of the Events Brochure.

b. Show Booking Policy

To receive a draft Show Booking policy.

c. Events Finance

To receive costs of individual shows, including staffing and on-costs.

d. Update on Upcoming Shows

To receive an update on shows booked for the next 12 months.

11. CIVIC CENTRE

a. House Lights in Main Hall

To receive quotes from electricians to complete the work prior to 13th September.

b. Market Hall Lighting Survey

To receive quotes from electrical companies to undertake an electrical condition survey of the wiring for the ceiling lights in the Market Hall. Committee are requested to select the company to undertake the work.

12. CHRISTMAS 2019

a. Switch-on Event

To receive an update.

b. Christmas Lighting Scheme 2019

To receive quotes and agree on company to install and take down lighting for 2019. Committee are also requested to consider extending this contract for a 5-year period.

13. PARTY IN THE PARK

The committee is requested to set a date for an informal meeting to discuss the way forward for Party in the Park.

14. CONFIDENTIAL BUSINESS (if any)

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.