

# Whitchurch Town Council

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## Cultural & Civic Centre Committee

### Minutes of the Committee Meeting held on Thursday 4<sup>th</sup> July 2019

**Present:** Cllrs Norma Raynes, Bev Duffy, Tony Neville, Andy Hall, Simon Hamlyn & Harvey Vasey

**In attendance:**

Nicola Young – Town Clerk

Geoff Handley

The Chair of the meeting reminded attendees that if anyone was audio or visually recording the meeting, they need to declare this.

Cllr Hall acknowledged he was recording the meeting.

**1. Apologies & Reason for Absence**

Cllr Scott Radford

**2. Declarations of Interest**

None received.

**3. Minutes**

After a proposal from Cllr Raynes, seconded by Cllr Duffy, it was **CCC/13/1920 RESOLVED** that the minutes of the 6<sup>th</sup> June 2019 be accepted and signed as an accurate record of that meeting.

**4. Public Participation**

After a proposal from Cllr Vasey, seconded by Cllr Hall, it was **CCC/14/1920 RESOLVED** to suspend Standing Orders to allow any members of the public to address the meeting.

Cllr Terry O'Neill informed the meeting that the Party in the Park bank account was a stand-alone account. HSBC has sent a letter to Cllr O'Neill asking if the "Whitchurch Jubilee Committee" account was active and requested a response by a certain deadline. Cllr O'Neill will request an extension to the deadline from HSBC.

Geoff Handley spoke about his involvement in the Christmas market, how he had been keen to bring Food & Drink traders to be part of the Christmas event and involve more food in the Christmas Lights Switch-on event. He suggested charging £30 per stall, and will liaise with the TCM to bring high quality market food and craft to the Christmas event on the last Saturday in November. He also said that signage was important for the event.

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After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **CCC/15/1920 RESOLVED** to reinstate Standing Orders.

## 5. Accounts Update

The Town Clerk gave an explanation about advertising and publicity budgets. After a proposal from Cllr Neville, seconded by Cllr Duffy, it was **CCC/16/1920 RESOLVED** to accept Month 2 Accounts, noting £140,216 funds available.

## 6. Events Finance

After a proposal by Cllr Raynes, seconded by Cllr Hall, it was **CCC/17/1920 RESOLVED** that a standing item be put on the Cultural & Civic Centre Agenda called "Events Finance" and information should be distributed by .pdf document.

## 7. Outdoor Film

Cllr Vasey presented a paper to Committee regarding delivery of annual outdoor film screenings.

### Formal Proposals

- That we set up a film working group, that reports to the Culture & Civic Centre Committee, to devise and take forward the arrangements for outdoor film exhibition in Whitchurch.
- That we make outdoor film and film festivals part of our cultural development strategy for the period of the strategy.
- That we set an initial budget of £500 for this years' event, aiming to recoup as much of this as possible from sponsorship, stalls, etc.
- That we seek relevant funding streams and submit applications to support the proposals above.

Aim = Engagement with people who cannot usually access films in the town.

After the proposal from Cllr Vasey, seconded by Cllr Neville, it was **CCC/18/1920 RESOLVED** to:

- a. set up a Working Group with the Terms of Reference based on the proposals above; &
- b. that the first step in the Cultural Strategy will read "making cinema a living part of the town's life"; &
- c. Cllr Duffy is happy to be on the Working Group.
- d. Town Clerk to write Terms of Reference for the Working Group.

## 8. Correspondence

The Committee received an email from the owner of K9 Dog Training regarding the cost of hiring the market hall. After a proposal from Cllr Raynes, seconded by Cllr Hall, it was **CCC/19/1920 RESOLVED** that a report on room hire over the last 12 months will be presented to Committee to assist members with relevant information prior to them making a decision.

## 9. Upcoming Productions

After a proposal from Cllr Vasey, seconded by Cllr Neville, it was **CCC/20/1920 RESOLVED** to bring forward Item 15. Events Booking Process.

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After a proposal from Cllr Vasey, seconded by Cllr Neville, it was **CCC/21/1920 RESOLVED** that an Event Booking Policy to be drafted.

After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **CCC/22/1920 RESOLVED** that Cllr Vasey, Chairman of the Cultural & Civic Centre Committee will have a discussion with Engage Audience Agency to see what they can do for the Council.

After a proposal from Cllr Raynes, seconded by Cllr Neville, it was **CCC/23/1920 RESOLVED** that officers have the authority to book acts, especially bearing in mind time factors and the urgency to finalise contracts. If officers are not confident, they will consult with the Chairman of Cultural & Civic Centre committee regarding a particular booking. This applies to the productions listed at paragraph 9a and 9b:

- a. Barking Dog Theatre Production company
- b. Abba tribute band

Officers were requested to build up a database of contacts and bring to next meeting.

#### **10. Cultural Stakeholder & Public Session Meetings Planned**

After discussion, a proposal from Cllr Hamlyn, seconded by Cllr Raynes, it was **CCC/24/1920 RESOLVED** that Cllr Vasey would have the discussion with the Audience Agency in the first instance, prior to setting up stakeholder meetings.

#### **11. The Association of British Theatre Technicians**

After a proposal from Cllr Hamlyn, seconded by Cllr Hall, it was **CCC/25/1920 RESOLVED** to join the Association of British Theatre Technicians at a cost of £250, and the named contacts would be the Chairman of the Culture & Civic Centre Committee, Town Clerk and Assistant Town Clerk/Town Centre Manager.

#### **12. Publicity Boards & Posters**

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **CCC/26/1920 RESOLVED** to purchase 2 x A1 noticeboards for the town centre, subject to due diligence.

#### **13. Party in the Park**

After a proposal from Cllr Raynes, seconded by Cllr Neville, it was **CCC/27/1920 RESOLVED** to defer discussions on Items 13 & 17 until the Committee have a cultural strategy document and framework for a structured discussion.

Cllr Hall requested a sub-committee for each event which feeds back to the Culture & Civic Centre Committee.

Cllr Harvey Vasey will call an informal meeting of people who have knowledge & vested interest to discuss Party in the Park.

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After a proposal from Cllr Raynes, seconded by Cllr Hamlyn, it was **CCC/28/1920 RESOLVED** that officers would produced post-event reviews to be put before Committee, this could take the form of a tick-box questionnaire.

**14. Event Brochure**

Issue 2 of the @Civic events brochure will be brought to the next Committee meeting in September

**15. Events Booking Process**

Discussions and resolutions included within Item 9 above.

**16. House Lights in Main Hall**

After a proposal from Cllr Hall, seconded by Cllr Hamlyn, it was **CCC/29/1920 RESOLVED** to pay an electrician to install dimmer switches for ceiling colour and alcove lights in the Main Hall itself.

**17. Festival Governance Policy**

Resolution CCC/27/1920 at Item 13 refers.

After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **CCC/30/1920 RESOLVED** to defer Items 18-20 inclusive below to the next Committee meeting.

**18. Lighting & Sound Upgrade**

Discussion deferred to September 2019 Committee meeting.

**19. Christmas Switch-On Event 2019**

Discussion deferred to September 2019 Committee meeting.

**20. Christmas Lighting Scheme 2019**

Discussion deferred to September 2019 Committee meeting.

**21. Edward German Room Loop System**

After a proposal from Cllr Vasey, seconded by Cllr Duffy, it was **CCC/31/1920 RESOLVED** that the Town Clerk will speak to Jason Wainwright about any existing loop system that may be on site.

**22. Confidential**

There was no confidential business.

Meeting closed at 10pm

Signed: ..... Date: .....  
Chairman

Initialed: .....