

# Whitchurch Town Council

Civic Centre  
Whitchurch  
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## 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 3<sup>rd</sup> October 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: 27<sup>th</sup> September 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 **5<sup>th</sup> September 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 Months 4 & 5 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. MEANWHILE USE REPORT**

To receive a report.

## **9. ROOM HIRE REPORT**

To receive room hire comparisons and make a decision on current room hire dilemma for regular hirers.

## **10. CULTURAL & CIVIC CENTRE BUSINESS PLAN**

To review, revise and/or make additions as agreed.

## **11. MAIN HALL STAGE**

### **a. H&S**

To receive a report from Stage Electrics following the Electrical and Mechanical Testing completed on 26/09/19.

### **b. Sound & Lighting**

To receive an update on the equipment specification

## **12. EVENTS / SHOWS (standing item)**

### **a. Brochure**

To receive Issue 2 of the Events Brochure.

### **b. Events Finance**

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

### **c. Update on Upcoming Shows**

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

## **13. CHRISTMAS 2019**

### **a. Christmas Lighting Scheme 2019**

To receive quotes and agree on company to install and take down lighting for 2019. Committee is also requested to consider extending this contract for a 1 year or a 3-year period.

### **b. Purchase of New Lights**

To receive quotes and decide upon additional lights.

## **14. BUDGET SETTING 2019/2020**

To review the current budget and make recommendations for the 2020-2021 committee budget.

## **15. COMMUNITY ASSET TRANSFER**

### **a. Civic Centre**

To receive an update on the Civic Centre

### **b. Centre North East**

To receive an update on Centre North East

## **16. 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.