

Whitchurch Town Council

Civic Centre
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Cultural & Civic Centre Committee

Minutes of the Committee Meeting held on 3rd October 2019

Present: Cllrs Vasey, Duffy, Hall, Neville & Raynes.

In attendance:

Nicola Young – Town Clerk

Zoë Dean – Town Centre Manager/Assistant Town Clerk

Cllr Hall noted that he was also recording the meeting.

1. Apologies & Reason for Absence

Cllr S. Radford – away

Cllr Hamlyn – prior engagement

2. Declarations of Interest

None received.

3. Minutes

After a proposal from Cllr Duffy, seconded by Cllr Neville,
It was **CCC/49/1920 RESOLVED** that the minutes of the meeting held on 5th
September 2019 be accepted and signed as an accurate record.

Cllr Hall informed committee that the small PA had been completed, all
equipment had been rehased but the speakers belong to Cllr Hall. The Town
Clerk noted that a signed agreement was needed. The Chair asked whether this
could be done as an operational issue. The Town Clerk said had to safeguard
the Council for insurance and assets. Cllr Hall said he was happy to remove the
equipment. Cllr Duffy asked if the equipment was PAT tested to which Cllr Hall
noted that the speakers were not amplified and therefore not electrical to this
was not required.

4. Public Participation

No members of the public present.

5. Accounts Update

After a proposal from Cllr Neville, seconded by Cllr Raynes,

It was **CCC/50/1920 RESOLVED** to accept both the month 4 and 5 accounts as
presented.

The Chairman signed the copies of the accounts.

6. Council Resolution Record

A question was asked about emergency lights and the sufficiency of the lumens.
All emergency lighting is checked every month.

After a proposal from Cllr Raynes, seconded by Cllr Hall,

Initialled:

It was **CCC/51/1920 RESOLVED** to bring the PSG report on Market Hall lighting before the next committee. Abstentions: Cllrs Duffy and Neville.
After a proposal from Cllr Vasey, seconded by Cllr Hall,
It was **CCC/52/1920 RESOLVED** to remove everything with ticks and hide those rows from the Council Resolution Record going forwards.

7. Cultural Stakeholder & Public Session Meetings

Cllr Vasey had met with cabinet leader for Shropshire Council Cllr Picton and had a very positive meeting. The committee thanked Cllr Vasey for undertaking this meeting on its behalf.

8. Meanwhile Use Report

A report was presented to committee following the visit to Stoke. Cllr Duffy noted that the visit was very useful in how to bring empty properties back into use.
After a proposal from Cllr Vasey, seconded by Cllr Duffy,
It was **CCC/53/1920 RESOLVED** to receive the report.

9. Room Hire Report

The Town Clerk noted that many local venues had been contacted but not all prices were available. The Town Centre Manager updated the committee on the current room hire charging structure and the fact that the Town Council was losing hours from regular room hirers due to increased costs. Cllr Chesters pointed out that the nominal room hire increases each year (£1.00 per hour) were not the issue but the addition of the 20% VAT which must be charged on top of the hourly rates.

After a proposal from Cllr Raynes, seconded by Cllr Hall,
It was **CCC/54/1920 RESOLVED** to start from scratch and re-evaluate all hire costs with considerations for not for profit and for profit rates.

10. Cultural & Civic Centre Business Plan

A priority list was circulated detailing the short, medium and long-term projects for the next Council year. The Chairman presented discussion points for consideration including room layout and the potential removal of the bar from the Main Hall. It was agreed to take away and digest these points for proper discussion in November.

Raked seating was raised as a medium-term objective. The need to have all interlocking chairs was also raised.

After a proposal from Cllr Duffy, seconded by Cllr Vasey,
It was **CCC/55/1920 RESOLVED** to check additions, removals and suggestions within the Business Plan to include raked seating and marketing costs.

11. Main Hall Stage

a) Health & Safety

Item postponed – work completed, awaiting final report.

b) Sound & Lighting

Cllrs Hall & Vasey had attended a site visit round the building, they would speak to Mr Allman regarding lighting list to be circulated which would be useful when seeking prices.

After a proposal from Cllr Duffy, seconded by Cllr Raynes,

It was **CCC/56/1920 RESOLVED** that Cllr Vasey speak to a previous colleague.

12. Events / Shows

a) Brochure

Volume 2 of the autumn/winter event programme was received. Committee concurred it was a great brochure.

b) Events Finance

Cllr Vasey noted that the information presented was very useful for data gathering and thanked the Town Centre Manager for her work. Cllr Vasey asked that "For profit" events be added in. TCM noted to the committee that the events the Council hosts are not simply about profits, but providing a service for the town, bringing good quality, accessible entertainment for residents.

c) Update on Upcoming Shows

Ticket sales for both the Christmas Cinderella Pantomime and new show for November The Snow Queen on 10/11/19 at 2pm and 5pm, both went live on 27/09/19.

13. Christmas 2019

a) Christmas Lighting Scheme 2019

Cllr Hall had a copy of the tender document and asked about the tendering process. The Town Clerk noted that an equal opportunity was given to both companies when the Christmas lights tender process was repeated, if companies had additional questions they could have telephoned the Council offices. The Town Clerk asked whether Cllr Hall's questions regarding this item are due to his close friendship with Mr Wainwright.

After a proposal from Cllr Duffy, seconded by Cllr Raynes, It was **CCC/57/1920 RESOLVED** that LITE be appointed to erect and dismantle the town's Christmas lights for one year.

After a proposal from Cllr Duffy, seconded by Cllr Raynes, It was **CCC/58/1920 RECOMMENED** that LITE be appointed to erect and dismantle the town's Christmas lights for a three year period.

Cllr Hall against.

Cllr Hall noted that he resented the comment about friendship with Mr Wainwright.

b) Purchase of New Lights

Three quotes were presented to committee for consideration for the purchase of new lights within the allocated £5,000 budget.

After a proposal from Cllr Raynes, seconded by Cllr Duffy,

It was **CCC/59/1920 RESOLVED** to accept the quote from LITE Ltd because the lights had a five-year guarantee.

A further proposal from made by Cllr Duffy, seconded by Cllr Raynes,

It was **CCC/60/1920 RESOLVED** that the Town Centre Manager is delegated to find the best value of lights from the quote, spending with the

Initialled:

£5,000 budget, whilst concentrating on lighting the trees. Cllr Hall abstained from the vote.

After a proposal from Cllr Vasey, seconded by Cllr Duffy,

It was **CCC/61/1920 RESOLVED** to continue the meeting past two hours.

14. Budget Setting 2019/2020

It was agreed that the Chair and Vice Chair of the committee would work with the officers to update the budget.

15. Community Asset Transfer

a) Civic Centre

No updates.

b) Centre North East

No updates.

16. Confidential

There was no confidential business.

The meeting closed at 10pm

Signed: Date:
Chairman

Initialed: