

Whitchurch Town Council

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Cultural & Civic Centre Committee

Minutes of the Committee Meeting held on Thursday 6th February 2020

Present: Cllrs Vasey, Duffy, Hall, Hamlyn & Radford.

In attendance:

Cllr Sinnott, Cllr Gregory-Peake.

Nicola Young – Town Clerk

Zoë Dean – Town Centre Manager/Assistant Town Clerk

Mr B. North

Cllr Hall noted that he was recording the meeting.

1. Apologies & Reason for Absence

Cllr Neville – unwell

2. Declarations of Interest

Cllr Radford noted that Mr North had approached his wife regarding sewing but she had declined the work.

3. Minutes

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

It was **CCC/74/1920 RESOLVED** to accept the minutes from the meeting held on 12th December 2019, which were duly signed by the Chair.

4. Public Participation

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

It was **CCC/75/1920 RESOLVED** to suspend Standing Orders for the purpose of Public Participation.

Mr Barrie North, a Whitchurch resident, informed the committee that he was interested in renting one of the Town Council's units for making dog coats and acquiring a fashion business from Newport.

Mr North also raised the issue of the condition of the path between Mill Street Jubilee park, stating that more dog waste bins, and general bins were required.

Mr North asked if speed bumps could be installed in order to enforce 20MPH speed limits in the High Street.

The Chairman noted that these additional items were issues for Full Council and the Parks and Public Realm Committee.

Cllr Hall asked what size unit Mr North required.

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

It was **CCC/76/1920 RESOLVED** to reinstate Standing Orders.

The Chair proposed that Item 13 was brought forward, this proposal was seconded by Cllr Hall, therefore it was **CCC/77/1920 RESOLVED** to move item 13 to the next item on the agenda.

Initialled:

13. Market Hall Lighting

Cllr Sinnott spoke on behalf of the working group. Cllr Sinnott explained the details of the project, advising there was a false ceiling and the method of fixing could be changed. Anwell UFO LEDs would be perfect for the project as they offered an unobtrusive, cheaper option. The lighting can be wired in banks and different rows could be switched on and off, saving 10KW.

Cllr Vasey thanked Cllr Sinnott, Cllr Hall and Cllr Radford, noting that to do nothing would result in the room being closed off for large proportions of the day. It was noted that there was no budget for the work and savings could be made if products were bought as trade.

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

It was **CCC/78/1920 RESOLVED** to accept the report from Cllr Sinnott and move to a formal tender process.

LED supply and fit (last option) was preferred.

5. Accounts Update

a) Month 8 and 9 Accounts

After a proposal from Cllr Hamlyn, seconded by Cllr Radford,

It was **CCC/79/1920 RESOLVED** to accept the month 8 and 9 accounts as presented (all in favour). The Chairman signed the accounts.

b) Outstanding Budget Items

The following items were discussed: electric charging points for vehicles – locations and potential tourism benefits, the Bar Lounge renovations and CIL. It was agreed to gather information and take it to the next meeting.

Following a proposal from Cllr Vasey, seconded by Cllr Hamlyn,

It was **CCC/80/1920 RESOLVED** to that all EMRs roll forward to the next financial year.

6. Terms of Reference

It was noted that the committee wished to amend the Terms of Reference to state: "All Town Council owned buildings".

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

It was **CCC/81/1920 RESOLVED** to continue as drafted with the above amendment.

7. Civic Centre Room Hire

a) To consider setting up a working group to review room hire prices

The committee noted that one year was left on the current room hire scheme and the high prices for hirers was caused by the addition of the VAT.

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

It was **CCC/82/1920 RESOLVED** to set up a working group consisting of Cllrs Vasey & Hamlyn, with information gathered locally, to review by the end of February.

b) To receive a request for free room hire

The committee noted that the request had come from a business and granting free room hire could set a precedent, however the session would offer a free public service.

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

It was **CCC/83/1920 RESOLVED** to accept on the basis that it would be a time-limited trial and not a promotional activity for the business (a non-commercial community benefit) with no logos.
Cllr Hall abstained from the vote.

8. Dishwasher

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn,
It was **CCC/84/1920 RESOLVED** that the Clerk chooses the best option for the kitchen, which includes a water softener, within the spending powers.

9. Artisan Craft Units

After a proposal from Cllr Radford, seconded by Cllr Hall,
It was **CCC/85/1920 RESOLVED** that Mrs Lochhead moves into Unit 4 and Unit 3 is offered to Mr North.

10. Front of House

It was noted that the committee wished to improve the visitor experience and provide other options for events and crowd management solutions.
After a proposal from Cllr Vasey, seconded by Cllr Duffy,
It was **CCC/86/1920 RESOLVED** to look at getting costs, including quotations, to move forward with adding additional doors with the caveat that the Council is not the yet the Freeholder of the building.

11. Events/Shows

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

The Town Centre Manager explained the spreadsheet and cost breakdowns. The majority of shows in 2019 were percentage split shows with no cost for the act, apart from one which is the event that lost the most money. All shows vary and some tour managers are more forthcoming than others when placing external adverts.

The committee noted that Facebook boosting adverts would be trialled. Plan budgets, contact schools for the newsletters and expand into weddings through strategizing.

The Chairman thanked the Town Centre Manager for the information, noting that the data had got stronger.

Following a proposal from Cllr Vasey, seconded by Cllr Hamlyn,
It was **CCC/87/1920 RESOLVED** to have a data strategy for the next meeting.

b) Update on Upcoming Shows

The show list was taken as read.

12. Council Resolution Record

It was noted that the Terms of Reference should read "in principle".
After a proposal from Cllr Duffy, seconded by Cllr Hall,
It was **CCC/88/1920 RESOLVED** to accept all the ticks on the document.

14. Confidential Business

Following a proposal from Cllr Vasey, seconded by Cllr Hamlyn,
It was **CCC/89/1920 RESOLVED** to move into Confidential session.
At this point in the meeting all recordings were ceased.

Initialled:

15. Raked Seating

A discussion was held surrounding the feasibility of raked seating.
After a proposal from Cllr Hamlyn, seconded by Cllr Duffy,
It was **CCC90/1920 RESOLVED** to accept the report.

The meeting closed at 10pm

Signed: Date:
Chairman

Initialed: