

Whitchurch Town Council

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Cultural & Civic Centre Committee

Minutes of the Cultural & Civic Centre Committee held on Thursday 5th March 2020

Present:

Councillors Harvey Vasey, Simon Hamlyn, Bev Duffy

1. Apologies

Cllr Scott Radford – working away

Cllr Tony Neville – holiday

Cllr Andy Hall – personal matter

2. Declarations of Interest

No interests were declared.

3. Minutes

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **CC/91/1920 RESOLVED** to sign and accept the minutes as an accurate recording of the Cultural & Civic Centre Committee meeting held on 6th February 2020.

4. Public Participation

No public were present.

5. Accounts

The Town Clerk provided a verbal report on the purchase of the Friday market café chairs and tables. After a proposal by Cllr Hamlyn, seconded by Cllr Vasey, it was **CC/92/1920 RESOLVED** to accept Month 10 of the Cultural & Civic Centre Committee accounts.

6. Events/Shows

a. **Event Finance** It was reported to Committee that the Country Music show had raised £4,000, of which the Council receive 20% income = £800. Committee requested an update on the effectiveness of boosting Facebook posts.

b. **Update on Upcoming Shows.** The Clerk reported that Wizard of Oz would be the Easter pantomime and both she and the ATC/TCM had met with Anton Benson Productions about the show requirements.

7. Council Resolution Record

It was agreed the following resolutions would be marked as stated:

CCC/90/1920 Raked Seating to be marked as COMPLETED – Committee members requested that a Cost Benefit Analysis and business case be written to assess the benefit of the installation of raked seating.

ATC/TCM to complete a small report on the additional income stream required due to the investment in raked seating. Suggestion that £1-£2 be added to ticket costs.

CC/15/1718 Redecorating Bar Lounge – remove highlighting and tick, this has not been completed

8. Lighting

- a. Lighting at the Civic - After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was **CC/93/1920 RESOLVED** that the Council needs to take action to make sure it is legal and compliant with theatre safety standards. The following actions need to be completed and ATC/TCM it requested an update report for the next meeting:
 - i. Replace dimmer and patchboard unit at back of stage
 - ii. Overhead bars and structures require replacement. The ATC/TCM will provide a report for the next meeting. A stronger support beam may allow additional modern lighting (eg LEDs) on new mounts.
 - iii. Remove the current switch distribution board at the rear of the projection box.
 - iv. Purchase a DMX unit
 - v. Replace expensive bar mounted wash lighting units that need fixing. Mr Allman has provided a quote. ATC/TCM will look at the quote and get fixed in the most appropriate way from the maintenance budget.
 - vi. Spot-light has been purchased, but requires a stand and new lamp. ATC/TCM will order these items as soon as possible.
 - vii. To find out from Mr Allman if there is an arrangement fee, which is an affordable amount to the Council.
- b. Emergency Lighting in the Market Hall – it was agreed that quotes would be sought to provide emergency lighting in the market hall in line with the PSG report.

9. Cultural Strategy

After a proposal from Cllr Vasey, seconded by Cllr Duffy, it was **CC/94/1920 RESOLVED** that the Committee will hold a meeting for cultural stakeholders and set a date in the near future:

- a. Invite only to stakeholders (May 2020) – suggest half term end of May
- b. Full open public session. Town Clerk to provide dates in May when rooms available. It was agreed to involve Cllr Shepherd as she has significant experience in organising consultations.

10. Bar Lounge

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was **CC/95/1920 RESOLVED** that the Council will take on board advice from a professional interior designer. The designers will:

- provide concept boards
- work with Committee members on what the Council wants to use the room for
- give a pitch on their work to Committee

Committee will appoint a specialist interior designer from the pitches made. An initial contract would be with a local specialist interior design company who will provide information on the feasibility, practicality and realist advice on what work is required.

A formal assessment will be completed.

Council recognises the need to update the facilities in the Bar Lounge, using current trends and realising the potential for more space.

11. Tourism

The aim of tourism in Whitchurch is to increase the visitor economy and make Whitchurch more visible.

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, it was **CC/96/1920 RESOLVED** to invite all Councillors to a meeting with:

- British Hospitality Association – Mark Dodds
- Visit Shropshire – for specialist advice
- Discuss potential international tourism and partnering with Malta, following Dame Snell’s connection and Lisa Lochhead’s association through art.

12. Confidential Business

There was no confidential business.

Meeting closed 2135

Chairman:

Date: