

# Whitchurch Town Council

Civic Centre  
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## Cultural & Civic Centre Committee

### Minutes of the Committee Meeting held on Thursday 5<sup>th</sup> November 2020 at 8pm

Virtual Meeting held via Zoom due to the Coronavirus Pandemic Lockdown.

**Present:** Cllrs Vasey, Duffy, Hall, Hamlyn, Gregory-Peake, & Radford.

#### **In attendance:**

Zoë Dean – Acting Town Clerk  
2 x members of the public

Cllr Vasey thanked the Civic staff team for sorting out the COVID-19 second lockdown arrangements quickly.

#### **60. Apologies**

Cllr Snell – technical issues.

#### **61. Declarations of Interest**

No interests were declared.

#### **62. Public Participation**

After a proposal from Cllr Vasey, seconded by Cllr Hall,  
It was **CCC/46/2021 RESOLVED** to suspend Standing Orders for the purpose of Public Participation.

No members of the public wished to speak.

After a proposal from Cllr Vasey, seconded by Cllr Duffy,  
It was **CCC/47/2021 RESOLVED** to reinstate Standing Orders.

#### **63. Minutes**

After a proposal from Cllr Hall, seconded by Cllr Duffy,  
It was **CCC/48/2021 RESOLVED** to accept and sign the minutes as an accurate record of the committee meeting held on 1<sup>st</sup> October 2020 (All in favour).

#### **64. Accounts Update**

Following a proposal from Cllr Hamlyn, seconded by Cllr Duffy,  
It was **CCC/49/2021 RESOLVED** to accept the Month 6 Accounts as presented.  
The Chairman to sign and return copies to the office after the second lockdown has ended.

#### **65. Council Resolution Register**

The Acting Town Clerk noted that the Council Resolution Document had been updated to make sections easier to sort. The following items were to be signed off: 5<sup>th</sup> February 2020: 84/1920, 5<sup>th</sup> March 2020: 93/1920 2<sup>nd</sup> July 2020: 19/2021 1<sup>st</sup> October 2020: 44/2021 and 45/2021.

Initialled: .....

## 66. Stage Lighting Upgrading Project

The Acting Town Clerk updated the committee that the newly updated tender specification had gone out at the end of October to five companies to request quotations for the system upgrade. It was noted that the combined sound and lighting budgets would be needed for the lighting project, with a focus on sound afterwards.

## 67. Gazebo Hire

A request was considered from the Rugby Club to hire equipment for an outdoor Christmas Fair. The date of the event had been put back following the announcement of the second lockdown. Committee noted that equipment would need to be returned in the condition it went out.

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

It was **CCC/50/2021 RESOLVED** to hire the equipment out with a small deposit which would be refunded providing there was no damage.

## 68. Arrangements for the Festive Season

a) The Acting Town Clerk updated the committee on the recent informal Christmas working group meeting. There was to be no switch on event this year, there would be a lantern trail, rather than a parade, and the town's Christmas lights would be turned on for whole of the weekend commencing 28/11/20 to avoid a switch on crescendo.

b) Following a proposal from Cllr Hall, seconded by Cllr Vasey,  
It was **CCC/51/2021 RESOLVED** to support the lantern group with full funding, of £609.54 as presented.

## 69. Budget Setting

The committee noted that a significant proportion of the December committee meeting would be required for budget discussions.

It was agreed to consider specific projects with Officers, with the Accounts Officer producing overall accounts for this committee, including losses.

A daytime meeting is to be set up via Zoom within the next month.

## 70. Confidential Business

There was no Confidential Business.

The meeting closed at 20:35.

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

Initialled: .....