

## CIVIC AND MARKETS COMMITTEE

### MINUTES OF THE CIVIC CENTRE & MARKETS COMMITTEE MEETING HELD ON THURSDAY 12<sup>th</sup> FEBRUARY 2015

#### PRESENT

Councillors: J. Sinnott (Chairman), A Chesters, B Duffy and T. Neville

#### IN ATTENDANCE

Zoë Dean Town Centre Manager /Assistant Town Clerk

#### 1. APOLOGIES

Cllr Slater – Unwell

#### 2. DECLARATIONS OF INTEREST

None.

#### 3. MINUTES

After a proposal by Cllr Neville seconded by Cllr Duffy:

**It was RESOLVED CCM/25/1415** to confirm the minutes of the meeting held on **4<sup>th</sup> December 2014** and sign as an accurate record of that meeting.

#### 4. MATTERS ARISING

WiFi in the Civic Centre is still ongoing

Lights and roller shutter doors in the Market Hall are still ongoing

Floors in the Main Hall and Edward German rooms: find out prices then place on hold.

Flower baskets research is still ongoing.

#### 5. PUBLIC PARTICIPATION

None.

#### 6. Civic Centre Price review and hire agreement.

It was the general belief of the committee that the proposed 'For Profit' prices were too steep, as lighting and sound cannot be operated in house. The committee noted that the Civic Centre needs to try and cover costs.

After a proposal from Cllr Chesters, seconded by Cllr Neville:

**It was RESOLVED CCM/26/1415** to ascertain a breakdown of costs for large functions which must detail staff time, including set up. Costs requested: an evening show and a table function in the Main Hall.

#### 7. Shropshire Council use of interview rooms

The Service Level Agreement with Shropshire Council regarding the community hub and the interview rooms had not yet been completed.

After a proposal from Cllr Chesters, seconded by Cllr Duffy:

**It was RESOLVED CCM/27/1415** to charge every group for the use of the interview rooms, including charities, until Shropshire Council complete the Service Level Agreement.

**8. Name on the front of the Civic Centre**

There was a misunderstanding relating to the new name of the theatre, it was never the Town Council's intention to change the main sign on the front of the building as it would prove too expensive. The Civic Centre Theatre sign would only be changed directly above the Main Hall doors.

After a proposal from Cllr Chesters, seconded by Cllr Duffy:

**It was RESOLVED CCM/28/1415** not to change the name on the front of the building to Civic Centre Complex.

**9. Use and name of the Corridor/Mall leading to sport hall**

The corridor is currently being used to display artwork.

After a proposal from Cllr Chesters, seconded by Cllr Duffy:

**It was RESOLVED CCM/29/1415** to rename the mall 'The Gallery.'

**10. Sports/Market Hall kitchen**

The kitchen in the Market Hall requires new cupboards and work surfaces in order to comply with EHO guidelines.

After a proposal from Cllr Sinnott, seconded by Cllr Duffy:

**It was RESOLVED CCM/30/1415** to pass this task onto the Handyman to complete.

**11. Friends of St John Talbots request for reduced room hire**

The committee noted that the current pricing structure in place is the not for profit rate.

After a proposal from Cllr Chesters, seconded by Cllr Duffy:

**It was RESOLVED CCM/31/1415** that the standard not for profit pricing structure would apply.

**12. Heritage Centre Coffee Morning**

The Whitchurch Museum and Archives Group is funded by the Town Council.

After a proposal from Cllr Chesters, seconded by Cllr Neville:

**It was RESOLVED CCM/32/1415** that the group would not be charged for this one-off coffee morning.

**13. Elvis Tribute night**

The committee noted the need to start running social events at the Civic Centre.

After a proposal from Cllr Sinnott, seconded by Cllr Neville:

**It was RESOLVED CCM/33/1415** to host an Elvis Tribute and Disco Night with a bigger push on advertising.

**14. Transport needs of the Facilities Team**

The committee discussed the possibility of buggies and transit vans. It was agreed that a van would be more suitable. Cllr Chesters informed the committee that the funds for a van could be taken from the capital fund. Research into insurance costs would be required.

After a proposal from Cllr Duffy, seconded by Cllr Neville

**It was RECOMMENDED CCM/34/1415** that the Town Council purchase a second hand transit van up to the value of £2,500 and the Chairman of the Civic Centre and Markets Committee would be delegated to assist in researching a suitable purchase.

**15. Book sale**

The committee discussed the possibility of the Civic Centre hosting a book sale and encourage local charities to get involved by hiring tables out to them.

**It was agreed** that the Town Centre Manager/Assistant Town Clerk write to local charities and the library to ascertain their willingness to participate in a book sale event.

**16. Gardeners' Markets in the Bullring**

After a proposal from Cllr Chesters, seconded by Cllr Duffy:

**It was RESOLVED CCM/35/1415** that both Gardeners' Markets on Saturday 25<sup>th</sup> April and Saturday 20<sup>th</sup> June, along with the assistance of the Facilities staff, be approved.

#### **17. Town Logo**

The committee discussed the possibility of displaying the new Town Logo on the doors at the front and rear of the Civic Centre.

After a proposal from Cllr Sinnott, seconded by Cllr Neville:

**It was RESOLVED CCM/36/1415** it was resolved not to display the Town Logo on any doors at the Civic Centre.

#### **18. Party Pack**

It was noted that the Party Pack had been altered to suit an adult audience and now looked more sophisticated.

After a proposal from Cllr Neville, seconded by Cllr Sinnott:

**It was RESOLVED CCM/37/1415** to accept the Party Pack.

#### **19. Spring Fair**

The committee noted that the concept of a Spring Fair was a good idea for the town. Half the stall rent from the High Street stalls would be paid to the Town Council.

After a proposal from Cllr Sinnott, seconded by Cllr Duffy:

**It was RESOLVED CCM/38/1415** to support the upcoming Spring Fair on Saturday 4<sup>th</sup> April, along with the use of the Facilities staff and equipment.

#### **20. Installation of a joint markets banner**

The committee noted that Shropshire Council is in the process of erecting Friday Market signs on all of the entrances into the town. Cllr Duffy stressed the need to advertise the Town Council's Friday Market. Members agreed that a markets banner could not be permanently situated on the gable end.

After a proposal from Cllr Sinnott, seconded by Cllr Neville

**It was RESOLVED CCM/39/1415** to purchase a banner for the Friday Market which would be put out every Thursday by the Facilities team.

#### **21. Laundering Tablecloths**

The committee agreed that the tablecloths feature as an essential running cost which need to be used and professionally laundered as and when required, purchasing a washing machine for the Civic Centre was not feasible.

#### **22. Request for automatic door opener on Market Hall door and fire door hinges for upstairs function rooms**

The committee noted that the Market Hall doors did not have an automatic door opener before the renovation works.

After a proposal from Cllr Sinnott, seconded by Cllr Duffy:

**It was RESOLVED CCM/40/1415** to defer this item until a time when funds are available to complete the work as alterations to the doors are a desirable feature.

#### **23. Installation of additional WW1 cabinets/memorabilia in the foyer**

The committee noted that no consultation had taken place with the owners of the building regarding cabinets.

After a proposal from Cllr Chesters, seconded by Cllr Duffy:

**It was RESOLVED CCM/41/1415** the committee was against any further WW1 cabinets and memorabilia being housed in the Civic Centre.

#### **24. Hiring the Civic Centre Foyer**

The committee concurred that hiring the Civic Centre's foyer and kitchen area out was a great idea.

After a proposal from Cllr Chesters, seconded by Cllr Neville:

**It was RESOLVED CCM/42/1415** that the day rate to hire the foyer and kitchen area would be £25.00.

## 25. Premises Licence

For weekend parties and functions a late night bar until 2am is desirable.

After a proposal from Cllr Sinnott, seconded by Cllr Chesters:

**It was RESOLVED CCM/43/1415** to apply to Shropshire Council to vary the premises licence for pay the required fee.

## 26. Saturday Market outside the Civic Centre

The committee discussed this issue at length. Hosting two market traders outside the Civic Centre on the first Saturday of the month would not recoup staffing costs. A nominal stall fee would be charged if traders were willing to provide their own tables.

**It was agreed to** investigate further. The Town Centre Manager/Assistant Town Clerk invite more traders participate in a Saturday morning market.

## 27. CONFIDENTIAL MATTERS

There were none.

Meeting closed 20:37

Chairman .....



Date .....

30/4/15