

Whitchurch Town Council

Civic Centre
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CIVIC CENTRE COMMITTEE

MINUTES OF THE CIVIC CENTRE COMMITTEE MEETING HELD ON THURSDAY 5th OCTOBER 2017

PRESENT: Councillors A. Chesters, A. Hall, T. O'Neill, Tony Neville, Bev Duffy

IN ATTENDANCE: N. Young, Town Clerk

1. Apologies

Cllr Sinnott – illness
Cllr McAuley – illness
Cllr Duffy – training

After a proposal from Cllr O'Neill, seconded by Cllr Chesters, it was **CC/28/1718 RESOLVED** to elect Cllr Neville as Chair of this Civic Centre Committee meeting.

2. Declarations of Interest

None received.

3. Public Participation

There were no members of the public present.

4. Minutes of Previous Meeting

After a proposal by Cllr Chesters, seconded by Cllr O'Neill, it was **CC/29/1718 RESOLVED** that the minutes of the meeting held on **7th September 2017** be accepted and signed as an accurate record.

5. Outstanding resolutions

- a. **Garage Roof** – Shropshire Council have visited report multiple leaks in the roof. A sample of the roof will be taken by Shield on Site Services to ascertain whether the roof is Asbestos Cement (Chrysotile). A further contractor will attend the site to empty the rain water gutter of debris to alleviate the problem slightly. Currently the Corporate Landlord, Shropshire Council, have been asked to give consideration to replace the roof.

6. Terms of Reference

After a proposal from Cllr O'Neill, seconded by Cllr Duffy, it was **CC/30/1718 RESOLVED** to accept the Terms of Reference already cater for the Civic Centre Committee to manage the Heritage Centre units under para 10.1 and 10.3.

7. Schedule of Maintenance Works required for the Civic Centre

- a. **Council Approved Work Schedule.** The Committee noted progress to date.
- b. **Agreed Maintenance List.** The Committee noted progress to date.

8. Civic Centre Sub Committee

The Clerk gave a brief update on progress made with advertising the Mod Revue and ticket sales to date.

9. Civic Centre Health & Safety

The Committee noted that confirmation from Ellis Whittam has been received that the Health & Safety Services initial visit will take place on Monday 30th October at 9.30am.

10. Christmas Lights Working Group

The Committee received a Christmas Lights Update from the Town Centre Manager.

11. Civic Centre Boiler Servicing

After a proposal from Cllr Neville, seconded by Cllr O’Neill, it was **CC/31/1718 RESOLVED** that the matter will be referred to the Finance Committee.

12. Decoration/artwork for Edward German Room

After a proposal from Cllr O’Neill, seconded by Cllr Chesters, it was **CC/32/1718 RESOLVED** that the Committee would consider landscape wallpaper panels, with a bevelled wood edge. Clerk to bring some wallpaper samples to the next meeting.

After a proposal from Cllr Chesters, seconded by Cllr O’Neill, it was **CC/33/1718 RESOLVED** that the photographs of former Mayors will be put on the outside wall of the Edward German Room on the landing area.

13. Civic Centre – Freehold / Lease

The Town Clerk reported on a meeting she had had with Keith Parry, Shropshire Council Estates Team on 4th October. Discussion took place on:

- a. the incorrect boundary lines on the proposed lease. Whitchurch Town Council would need to seek legal advice and swear an affidavit regarding a Possessory Rights Title.
- b. The draft Heads of Terms were discussed and Keith Parry informed the Clerk that if Shropshire Council [the landlord] offered a lease with terms of repair for the structure, the landlord would want a commercial rent for the building.
- c. Whitchurch Town Council [tenant] could consider having the building on a leasehold basis for 999 years and if the tenant forfeits the lease the building would transfer back to Shropshire Council.
- d. Stopping-up orders need to be resolved for the car parking spaces at the front of the building.
- e. Whitchurch Town Council wish to have the freehold transfer for £1.
- f. A lease giving Scottish Power access to the substation at the rear of the Civic Centre needs to be granted, this has never taken place.

The Town Clerk also had a conversation with John Gibbons, Hibberts Solilctors, who has stated that he wrote to Shropshire Council Legal Department in October 2016 regarding the freehold transfer and never received a reply.

14. Update on Library Status

After a proposal from Cllr O’Neill, seconded by Cllr Chesters, it was **CC/34/1718 RESOLVED** to remove this standing item from the Agenda.

15. Confidential Matters

After a proposal from Cllr Neville, seconded by Cllr O’Neill, it was **CC/35/1718 RESOLVED** to exclude the press and public from the remainder of the meeting because of the likely disclosure of private, confidential and commercially sensitive information or staff matters.

16. Electrical Tender

After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **CC/36/1718 RESOLVED** to approve the tender document with noted amendments.

Meeting closed 9.15pm

Chairman **Date**