



# Whitchurch Town Council

Civic Centre  
Whitchurch  
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## HERITAGE COMMITTEE

Members of the Committee named below are summoned to attend the Heritage Committee which will be held on **THURSDAY 20<sup>TH</sup> JULY 2017** at the Civic Centre, Whitchurch commencing at **10:30am**

All Councillors are invited to attend. The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

**Date of Notice: 14<sup>th</sup> July 2017**

Nicola Young  
Town Clerk

**Clrs: B Duffy, T. O'Neill, J. Martin, T. Neville.**

### AGENDA

**1. ELECTION OF CHAIR OF HERITAGE COMMITTEE**

To elect a Chair of the Heritage Committee

**2. ELECTION OF DEPUTY CHAIR OF THE HERITAGE COMMITTEE**

To elect a Deputy Chair of the Heritage Committee

**3. APOLOGIES**

**4. DECLARATIONS OF INTEREST**

To receive Councillor's Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any agenda item in this meeting

**5. TERMS OF REFERENCE**

To agree the Terms of Reference for the Heritage Committee

**6. MINUTES**

To confirm that the minutes of the meetings held on **19<sup>th</sup> JANUARY 2017** are an accurate record of that meeting (copy attached), and to be duly signed thereof.

**7. MATTERS ARISING**

To deal with matters arising from those minutes not otherwise on the agenda.

**8. PUBLIC PARTICIPATION**

Members of the public are invited to make representations, ask questions and give evidence in respect of any business being transacted at the meeting and about any other matter for which the Committee has a responsibility.

The Chairman will at this point, suspend Standing Orders allow any members of the public who wish to address the meeting.

**9. OUTSTANDING/UPDATE ON ITEMS**

- a. Fire Alarm Training
- b. Installation of railway pillars
- c. Rubber gate roller
- d. Boiler servicing

**10. HERITAGE COURTYARD RETAIL UNITS**

- a. To discuss the empty Unit 3.
- b. Current situation regarding rental.
- c. Parking issues
- d. Terms of leases

**11. DISCUSS WAY FORWARD WITH CELLAR**

- a. To receive the Asbestos report from Shield
- b. To agree way forward regarding clearing out and storage
- c. To discuss the boiler servicing

**12. HERITAGE ACCOUNTS**

To receive the monthly accounts.

**13. SECURITY OF HERITAGE BUILDING**

To discuss the security of the Heritage building and agree implementation of systems if agreed.

**14. ELECTRIC METERS**

To receive updates.

**15. LEASE TRANSFER TO WHITCHURCH MUSEUM & ARCHIVES VOLUNTEERS**

To discuss transfer.

**16. FUTURE RUNNING OF WTC WEBSITE**

To clarify Council's decision on the hosting and running of WTC's website

**17. WINDOWS**

To discuss draught exclusion and agree a way forward.

To consider quotes to refurbish sash windows.

**18. MUSEUM & ARCHIVES ACTIVITIES**

To receive an overview from WMAV on their activities on behalf of Whitchurch

**19. VISITOR FIGURES**

To receive updated figures

**20. CONFIDENTIAL BUSINESS (if any)**

To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters