



# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX



High Street  
Shropshire  
tel. 01948 665761

website: [www.2shrop.net/whitchurchtowncouncil](http://www.2shrop.net/whitchurchtowncouncil)

email: [townclerk@whitchurch-shropshire-tc.gov.uk](mailto:townclerk@whitchurch-shropshire-tc.gov.uk)

## CIVIC CENTRE AND MARKETS COMMITTEE

### MINUTES OF THE CIVIC CENTRE & MARKETS COMMITTEE MEETING HELD ON THURSDAY 30<sup>th</sup> April 2015

#### PRESENT

Councillors: T. Neville (Vice Chairman), A Chesters, B Duffy and M Rigley.

#### IN ATTENDANCE

Michelle Wilson Town Clerk and Cllr T Harris

#### 1. APOLOGIES

Cllr Slater – Unwell  
Cllr J. Sinnott – Another commitment  
Cllr R Hewson - Unwell

#### 2. DECLARATIONS OF INTEREST

None.

#### 3. MINUTES

After a proposal by Cllr Chesters seconded by Cllr Duffy

**It was RESOLVED CCM/44/1415** to confirm the minutes of the meeting held on To confirm the minutes of the meeting held on **12<sup>th</sup> Feb 2015** and sign as an accurate record of that meeting.

#### 4. MATTERS ARISING

All deferred until finances available.  
Book Fair still in progress.

#### 5. PUBLIC PARTICIPATION

No participation

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

After reviewing the breakdown of hire agreements it was evident that the Civic Centre would not break even on hiring the rooms out, it is making a loss overall. The rates are very reasonable and with that in mind the Civic is still not being used on a regular basis. Cllr Duffy suggested that hirers see how reasonable the rate are and then decide the place cannot be up to standard and then do not book the venue when obviously the venue is of a high standard. It was agreed that a subcommittee headed by Cllr Neville to look into the charges as they stand and look to a more commercial rate and report back.

#### 7. Toilets

Shropshire Council has now placed an order with Dynorod and they came today. The pipes have been cleaned and there should be no metal pieces preventing the flow. The representative from Dynorod suggested that the pipes should be sleeved and this would prevent re-occurrence.

#### 8. Letter from hall user

The hall user complained about the lack of ventilation in the upstairs kitchen after a coffee morning when one of her staff almost fainted. The clerk had written to her and offered some solutions but the hall user was insistent on the need for ventilation. A discussion around the situation and that in the 40 years the Civic had been open this is the first complaint of this nature. Councillors went into the Kitchen and to fit a extractor fan would mean the only wall available

would extract into the Theatre. Councillors agreed that this could not be fitted and for the clerk to write to the hall user and explain their decision.

**9. Market**

The clerk explained that the Friday market had lost some stall holders and it was looking empty. The clerk went to Market Drayton to ask their stall holders if they were interested in a stall at a discounted rate in Whitchurch. Some of the stall holders seemed interested but to date no one has booked a stall. The clerk had tasked the Town Centre Manager to ask people who had stalls at our various events if they would be interested and to date waiting on replies. Cllr Duffy asked about advertising the market and it was agreed that it is a problem in that if there are no stall people will not come but also stall holders will not come if there is no footfall. Cllr Harris asked if we had advertised it in the café at Brindley Brook, by the canal, Cllr Duffy asked about the pubs the Gossip magazine. The clerk informed councillors that websites have been targeted and the Market Trade magazine would ideal but the need for the market to be looking full should be the first priority. The discussion talked around franchising the market like Market Drayton market, it was agreed that the clerk would seek information and report back.

**10. Update on maintenance**

Councillors were informed that expensive maintenance is on hold as per the matters arising and any health and safety issues are dealt with as a priority. The budget has been reduced significantly and the need to be prudent with any maintenance is essential.

**11. Spring Fair**

The clerk reported back that the Spring Fair was well received and some learning was taken from this event. It is part of the Market and Events group. There were some cars still parked in the bays set aside for stall holders as no one was informed. Next time notices on the lampposts and cars will be done a week before. There was also an issue with the road closure and more signs will be put out next year. One stall holder did not attend but cancelled the cheque which caused a fee from the bank. The forms were specific in that it was a no refundable fee; the town centre manager has been tasked to seek redress from the organisation. The clerk has instructed the Town centre manager that future events will state cash or BACs transfer to avoid any problems in the future.

**12. Gardner's Market**

The market was well received although one stall holder did not turn up. Once again the fee was non-refundable.

**13. Saturday Market outside the Civic Centre**

To date three from the Friday market have shown interest. The Friday market stall holders want the Town Council to get the Friday market full before considering a Saturday market. Cllr Duffy asked why it was only going to be on the front of the Civic and surely if it's going to be a Saturday Market then it should be in the street and in the Bullring.


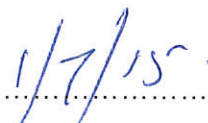
**14. Whitchurch Town Council representatives at events**

The clerk asked that councillors should be at the events to show Town Councils commitment. Cllr Rigley suggested that it was the Town Centre Managers role. The clerk explained that the Town Centre Manager has done all the work behind the scenes and for the last events the Facilities Manager who has assisted in the farmers Market for many years has the knowledge and experience that is needed for these events and he should be empowered to continue manage them. Councillors agreed. The clerk asked if list of events was prepared and councillors put their names against events to ensure a Town Council presence. Councillors agreed that this would be a way forward but should be for all councillors and not just the Civic committee.

**15. CONFIDENTIAL MATTERS**

None

Meeting closed 20:05

Chairman .....  ..... Date .....  .....