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Whitchurch Town Council

Civic Centre
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CIVIC CENTRE COMMITTEE

MINUTES OF THE CIVIC CENTRE COMMITTEE MEETING HELD ON THURSDAY 13th JULY 2017

PRESENT: Councillors J. Sinnott, A. Chesters, B. Duffy, C. Smith, T. Neville, J. McAuley

IN ATTENDANCE: N. Young, Town Clerk

1. Election of a Chairman

After a proposal by Cllr Chesters, seconded by Cllr McAuley, it was **CC/01/1718 RESOLVED** that Cllr John Sinnott was elected Chair of Civic Centre Committee.

2. Election of a Vice Chairman

After a proposal from Cllr Chesters, seconded by Cllr Neville, it was **CC/02/1718 RESOLVED** that Cllr Chris Smith was elected Vice Chair of the Civic Centre Committee.

3. Apologies

None received

4. Declarations of Interest

None received.

5. Public Participation

There were no members of the public present.

6. Minutes of Previous Meeting

- a. After a proposal by Cllr Neville, seconded by Cllr Chesters, it was **CC/03/1718 RESOLVED** that the minutes of the meeting held on **3rd December 2015** be accepted and signed as an accurate record.
- b. After a proposal by Cllr Neville, seconded by Cllr Chesters, it was **CC/04/1718 RESOLVED** that the minutes of the Strategic Marketing & Events Committee meeting held on **23rd March 2017** be accepted and signed as an accurate record.
- c. After a proposal by Cllr Chesters, seconded by Cllr Smith, it was **CC/05/1718 RESOLVED** that the minutes of the Estates and Marketing Committee meeting held on **23rd March 2017** be accepted and signed as an accurate record.

7. Agree Terms of Reference

After a proposal from Cllr Neville, seconded by Cllr Duffy, it was **CC/06/1718 RESOLVED** to accept the proposed amendments to the Committee Terms of Reference.

8. Outstanding resolutions

- a. **Garage Roof** – After a proposal from Cllr Duffy, seconded by Cllr McAuley, it was **CC/07/1718 RESOLVED** that the garage guttering should be repaired by the Facilities Team.

9. Fire Safety Plans

- a. **Fire Marshals.** Following discussion and a proposal from Cllr McAuley, seconded by Cllr Chesters it was **CC08/1718 RESOLVED** that all members of the Facilities Team should renew Fire Marshal training.
- b. **Emergency Evacuation Procedures.** After a proposal from Cllr Duffy, seconded by Cllr Sinnott, it was **CC/09/1718 RESOLVED** to make the Emergency Evacuation Procedures, for all Civic Centre rooms simpler and addressed to the public.

10. @theCivic

a. Updates on Events that have taken place:

- i. Abba: it was reported that the event made a loss of £300, but was well attended.
- ii. Jimmy Cricket: it was reported that the event made a loss of £400, although 152 people finally attended.
- iii. 80s Night: to date just over 60 tickets had been sold.

b. Civic Centre Sub Committee

Civic Centre Sub Committee (@theCivic) has a £5,000 allocated budget specifically for events organised by Whitchurch Town Council in the Civic Centre. All profit/losses from events organised by Civic Centre Sub Committee are to be allocated to the same budget code.

It has previously been agreed that the Civic Centre Sub Committee (@theCivic) can use money from the Advertising/Publicity budget to promote events at the Civic Centre. It was stated that the Civic Centre Sub Committee may co-opt external experts to the Sub Committee.

After a proposal from Cllr Neville, seconded by Cllr McAuley, it was **CC/10/1718 RESOLVED** to set up a Civic Centre Sub Committee.

After a proposal from Cllr Smith, seconded by Cllr Chesters, it was **CC/11/1718**

RESOLVED to give the Civic Centre Sub Committee delegated powers to advertise, promote and book acts within the allocated budget 200/4068.

Standing Orders, para 30(f) states The Chairman and Vice Chairman of the Committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve. After a proposal from Cllr Duffy, seconded by Cllr Chesters, it was **CC/12/1718** that the Civic Centre Sub Committee members will be Cllr Smith, Cllr Duffy, Cllr Neville, Cllr McAuley and Cllr Hall was co-opted. It was noted that Cllr Sinnott did not want to be a member of the Civic Centre Sub Committee.

11. ICT

- a. **Update on the installation of the new IT system.** The Clerk reported that the new IT system has just been installed and staff were getting used to the new programmes.
- b. **Councillor Email Addresses.** It was recommended that this subject be discussed within full Council confidential session.
- c. **BT Quantum Telephone System.** Whitchurch Town Council purchased the telephones but have a contract with BT Local Business to deliver the lines and phone line software, this is all controlled through a CCU box. The CCU box and software are currently 4 years old and BT recommend an update every 5 years, to future-proof the software system. This will be discussed in more detail at a later date.
- d. **New Server to host the Town Website.** After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **CC/13/1718 RESOLVED** that the Clerk investigate back-up arrangements and security and proceed if satisfactory.

12. Council Approved Work Schedule

- a. **Work in the market/sports hall.** To prepare a list for the next meeting during a walkabout with the Committee Chair, Cllr Sinnott, Town Clerk and Facilities Manager.
- b. **Work in the Civic Centre.** To prepare a list for the next meeting during a walkabout with the Committee Chair, Cllr Sinnott, Town Clerk and Facilities Manager.
- c. **Work within the Civic Centre curtilage.** Following a visit from BT Carillion and Connecting Shropshire officers and after a proposal by Cllr McAuley, seconded by Cllr Chesters, it was **CC/14/1718 RESOLVED** that this Committee make a recommendation to full Council to proceed with the installation of a BT Fibre box outside the LHS camel shed at the front of the Civic Centre.

13. Update on Lead Burglary

Following the burglary of lead from the camel shed roof, the Police have recovered the lead and this will be reinstated on the roof and the lead reworked.

14. Cigarette Bins, Clerk to proceed with purchase and installation.

15. Replace Signs

To prepare a list for the next meeting during a walkabout with the Committee Chair, Cllr Sinnott, Town Clerk and Facilities Manager.

16. Redecorating of the Bar Lounge

After a proposal from Cllr Chesters, seconded by Cllr McAuley, it was **CC/15/1718 RESOLVED** that further investigation regarding the cost and feasibility of the project should be undertaken.

17. Roof for Balcony

After a proposal from Cllr Smith, seconded by Cllr Sinnott, it was **CC/16/1718 RESOLVED** that Whitchurch Town Council Clerk initiate discussions with Shropshire Council to complete the building of the balcony roof. Whitchurch Town Council would be prepared to provide 50% of the costs if Shropshire Council will provide 50% from the Capital Receipts Reserve.

18. Mayor's Ball

The Mayor will decide when his ball will take place.

19. Update on Library

No response had been received from the emails sent to Steve Law, Strategic Asset Manager, and Neil Willcox, Locality Commissioning Manager, Shropshire Council.

20. Confidential Matters

There were no confidential matters discussed.

Meeting closed 9.20pm

Chairman **Date**