



website: www.whitchurchcouncil.uk

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 **FRIDAY 13th MAY 2016** at the Heritage Centre, Whitchurch commencing **at 11:00am**.

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: 9th MAY 2016

Stephen Platt
Town Clerk

Cllrs B Duffy, T Neville, T O'Neill, G Stockton and L Stones

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

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

3. MINUTES

To confirm that the minutes of the meeting held on **3rd MARCH 2016** are an accurate record of that meeting (copy attached), and to be duly signed thereof.

4. MATTERS ARISING

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

5. 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.

6. OUTSTANDING/UPDATE ON ITEMS

Signage for the Heritage Centre
Maintenance on the courtyard shops
Internal alterations
Fire test log book
Electricity (excessive) usage

7. MINIMUM NUMBER OF MEETINGS PER YEAR

To discuss and confirm the number of meetings required to maintain accreditation

8. FUNDING NOT GRANTS

It is proposed by Cllr Duffy to have the name of the money received from WTC is recorded as income not as grants

9. HERITAGE ACCOUNTS

It is proposed by Cllr Duffy to receive the monthly accounts

10. FIRE ALARM CALL OUT

It is proposed by Cllr Duffy to have the WTC staff on standby in case of fire alarm callouts, rather than Heritage staff

11. SIGNAGE FOR THE HERITAGE CENTRE

To receive an update regarding the sign for the Heritage Centre and units

12. ROOM 1

To receive an update on Room 1 being ready to receive the archives

13. COURTYARD APPEARANCE

The discuss the improvements to the general state and appearance of the Heritage Courtyard

14. GENERAL UPKEEP AND APPEARANCE

- a. Secondary double glazing for large window (cupboard window already double glazed)
- b. Extra insulation on blocked window - current piece of hardboard not sufficient
- c. Removal of boiler and sanitary ware in cupboard
- d. New flooring - lino? existing floor tiles used for new downstairs restroom
- e. Painting and sealing gaps around woodwork
- f. Purchase of extra shelving

15. ANNUAL EXPENDITURE

Allocation of annual sum of money to the museum

16. 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