

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX



High Street  
Shropshire  
tel. 01948 665761

website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

email: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

## CULTURAL & CIVIC CENTRE COMMITTEE

Members of the Committee named below are summoned to attend the **Cultural & Civic Centre Committee** meeting which will be held on **Thursday 4<sup>th</sup> July 2019**, in the Edward German Room, Civic Centre, Whitchurch commencing at **8.00pm**.

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: 27<sup>th</sup> June 2019**

A handwritten signature in black ink, appearing to read 'N Young'.

Nicola Young  
Town Clerk

**To: Councillors: S Hamlyn, B Duffy, T Neville, S Radford, N Raynes, H Vasey, A Hall.**

### AGENDA

#### 1. APOLOGIES

To receive apologies and reasons for absence

#### 2. DECLARATIONS OF INTEREST

To receive from Members any disclosure of ordinary or disclosable pecuniary interests in relation to this Parks Committee meeting

#### 3. MINUTES

To confirm the minutes of the Cultural & Civic Centre Committee meeting held on **6<sup>th</sup> June 2019** and sign as an accurate record of that meeting (copy attached)

#### 4. PUBLIC PARTICIPATION

Members of the public are invited to make representations, ask questions and give evidence in respect of 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 to address the meeting

#### 5. ACCOUNTS UPDATE

To receive Month 2 Committee accounts.

#### 6. EVENTS FINANCE

To discuss the process for events finance.

#### 7. OUTDOOR FILM

To receive a report from Cllr Vasey.

**8. CORRESPONDENCE**

To receive an (email) letter from Melissa Nicholson of K9 Dog Training (copy attached).

**9. UPCOMING PRODUCTIONS**

To receive an update on the following shows:

- a. Date booked for Barking Dog Theatre Production Company
- b. Abba Tribute, prices & availability for third option have been sought.  
To agree an option from choice of three and date.

**10. CULTURAL STAKEHOLDER & PUBLIC SESSION MEETINGS PLANNING**

To receive a report from Cllr Vasey.

**11. THE ASSOCIATION OF BRITISH THEATRE TECHNICIANS**

To consider joining the above organisation

**12. PUBLICITY BOARDS & POSTERS**

To consider town locations for new, lockable noticeboards.

**13. PARTY IN THE PARK**

The committee is requested to give clarity on the future proposals for Party in the Park.

**14. EVENTS BROCHURE**

To receive an update on issue 2.

**15. EVENTS BOOKING PROCESS**

To agree and formalise the process for decisions on which events the Town Council hosts.

**16. HOUSE LIGHTS IN THE MAIN HALL**

To discuss necessary upgrades to include a dimmer switch

**17. FESTIVAL GOVERNANCE POLICY**

- a. To discuss governance arrangements for large, whole town events.
- b. To discuss post event reviews

**18. LIGHTING & SOUND UPGRADE**

To receive an update.

**19. CHRISTMAS SWITCH ON EVENT 2019**

To receive an update.

**20. CHRISTMAS LIGHTING SCHEME 2019**

To formulate a plan for the festive lighting scheme 2019.

**21. EDWARD GERMAN ROOM LOOP SYSTEM**

To discuss the feasibility of having a loop system installed in the meeting chamber.

**22. 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.