

Whitchurch Town Council

Civic Centre
Whitchurch
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Cultural & Civic Centre Committee

Minutes of the Committee Meeting held on Thursday 6th June 2019

Present: Cllrs S Hamlyn, B Duffy, T Neville, S Radford, N Raynes and H Vasey.

In attendance:

Nicola Young – Town Clerk

Zoë Dean – Town Centre Manager/Assistant Town Clerk

Craig Burton

1. Election of Chairman

After a proposal from Cllr Hamlyn, seconded by Cllr Neville,
It was **CCC/01/1920 RESOLVED** that Cllr Vasey be elected Chairman of the
Cultural & Civic Centre committee.

The Town Clerk noted that both the Town Clerk and the Town Centre Manager
would attend these committees jointly to share in-depth knowledge.

2. Election of a Vice Chairman

After a proposal from Cllr Raynes, seconded by Cllr Radford,
It was **CCC/02/1920 RESOLVED** that Cllr Hamlyn be elected as Vice
Chairman of the Cultural & Civic Centre Committee.

3. Apologies & Reason for Absence

Cllr Hall – work commitment.

4. Declarations of Interest

None received.

5. Minutes

Minutes from the Civic Centre Committee held on 4th April 2019

Item 10 Market Report

The possibility of relocating the Friday Market was discussed.

A report on the market was produced for the meeting held on 07/03/19. Current
trader views need to be established before any further steps can be taken. TCM
to ascertain views of traders, and report back to the committee, there is not need
for a project group.

After a proposal from Cllr Raynes, seconded by Cllr Hamlyn,

It was **CCC/03/1920 RESOLVED** that the TCM write to all market traders, asking
them to attend a short meeting with Cllr Raynes, Cllr Duffy and the Town Clerk
on Friday 14th June to share their views regarding relocating the Friday Market.

After a proposal from Cllr Hamlyn, seconded by Cllr Neville,

It was **CCC/04/1920 RESOLVED** to accept the minutes, signing as an accurate
record of that meeting.

Initialled:

6. Remaining Business

(a) To dispose of business, if any, remaining from the last meeting.

After a proposal from Cllr Radford, seconded by Cllr Duffy,
It was **CCC/05/1920 RESOLVED** to dispose of any business from the last meeting.

(b) To receive updated Committee Resolution Record

The Civic Centre section of the Council Resolution Record was discussed.

- No suitable chairs had been found yet for the Main Hall. Cllr Hamlyn to investigate local second-hand chair leads.
- Dishwasher item could not be progressed as an industrial standard dishwasher is required, the price for which exceeds the clerk's spending budget.

After a proposal from Cllr Hamlyn, seconded by Cllr Neville,
It was **CCC/06/1920 RECOMMENDED** that Finance Committee increase the Clerk's budget up to a reasonable amount maximum £2,000, providing the spending is still monitored through the usual channels.

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn,

It was **CCC/07/1920 RESOLVED** to accept the Council Resolution Record, signing off Minutes No's: 25, 28, 31, 36 and 37 as completed.

(c) To consider the Committee's Business Plan, identify further projects and which scheme to plan next.

The Town Clerk talked the committee through the Business Plan. The committee asked whether short-term items can be worked through at present, if budgeted for. The Town Clerk to reorder the columns in order of priority.

After a proposal from Cllr Duffy, seconded by Cllr Radford,
It was **CCC/08/1920 RESOLVED** to restructure the document, amalgamating it with the Entertainment & Events Business plan, and recirculate to committee.

7. Public Participation

After a proposal from Cllr Duffy, seconded by Cllr Raynes,
It was **CCC/09/1920 RESOLVED** to suspend Standing Orders for the purpose of Public Participation.

First speaker: Mr Craig Burton, a local sound & lighting technician who has worked at public events including Party in the Park, The Big Gig and others. Mr Burton is keen to ascertain which direction the Council wishes to head and assist in any ways possible. Mr Burton has previously submitted a list of recommendations for the Main Hall which can be circulated to the Chairman.

Second speaker: Ms Tina Hayward, Slimming World. Ms Hayward noted that the recent increase in room hire prices at the Civic Centre were crippling for both herself and other regular hirers, who had been placed on a rental agreement in 2017 to ensure regular hirers would be paying the correct tariff rates over a five-year period. The Slimming World session attendance figures are affected seasonally and Ms Hayward is not VAT registered. The room hire is £108 per day, for approximately 9 hours hire with a break.

Initialled:

Committee asked for room hire information and tapering agreement to be sent out to show regular hirers' increase in fees.

After a proposal from Cllr Raynes, seconded by Cllr Hamlyn, It was **CCC/10/1920 RESOLVED** to reinstate Standing Orders.

8. Accounts Update

Accounts for Month 12 (2018/2019) & Month 1 (2019/2020)

Cllr Hamlyn asked about library income.

It was noted that last year's income was £44,000 over budget.

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy,

It was **CCC/11/1920 RESOLVED** to accept the two sets of accounts.

9. Upcoming Productions

a) Barking Dog Theatre Company

The Town Centre Manager explained that touring theatre company had been in touch and wishes to bring up to two shows to the Civic Centre for October Half Term, aimed at young children

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy,

It was **CCC/12/1920 RESOLVED** to support the proposal for two children's shows in October and allow the Town Centre Manager to negotiate terms.

b) Abba Tribute Acts

Two Abba Tribute bands had approached the Civic Centre with a view to performing at the venue. Act one would bring an entire show and work on a percentage split and Act two would charge a one-off fee and could provide background disco music.

Committee suggested obtaining a price from a third act, who performed at the venue in 2017, and to then go with whichever was the best.

The committee noted that the Civic Centre Events programme would soon be coming to an end and not enough acts had been booked to fill the next issue. Acts would need to be actively sought.

10. Cultural Strategy

An initial working group meeting had taken place. The committee was asked to consider what the Cultural Strategy is designed to achieve. It was noted that Terms of Reference will be needed, and the work could be done within committee. Cllr Vasey to write up the notes of the working group meeting and circulate.

11. Confidential

There was no confidential business.

Meeting closed at 9.50pm

Signed: Date:
Chairman

Initialed: