

# Whitchurch Town Council

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## Cultural & Civic Centre Committee

### Minutes of the Committee Meeting held on 5<sup>th</sup> September 2019

**Present:** Cllrs Vasey, Duffy, Hall, Neville, Andy Hall, & Hamlyn.

**In attendance:**

Zoë Dean – Town Centre Manager/Assistant Town Clerk

**1. Apologies & Reason for Absence**

Cllr N. Raynes – away.

**2. Declarations of Interest**

None received.

**3. Minutes**

After a proposal from Cllr Duffy, seconded by Cllr Neville,  
It was **CCC/32/1920 RESOLVED** that the minutes of the meeting held on 4<sup>th</sup> July 2019 be accepted and signed as an accurate record.

**4. Public Participation**

No members of the public present.

**5. Accounts Update**

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy,  
It was **CCC/33/1920 RESOLVED** to accept the Month 3 Accounts.

**6. Council Resolution Record**

The committee noted that having this as a standing item was better.  
With reference to CC26/1819 Cllr Hall asked whether the boxing ring lights were working. An update on this was required from the Town Clerk.

The Town Centre Manager noted that items 10, 12 and 25 (2019/2020) had all been actioned.

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

It was **CCC/34/1920 RESOLVED** to accept the document, with amendments, signing off: 38, 39, 40 (2018/2019) and 10, 12, 17, 25 (2019/2020).

**7. Cultural Stakeholder & Public Session Meetings**

Cllr Vasey noted that he was waiting for information to circulate to members. The company specialises in demographics used to grow audiences.

**8. Film Screenings (Terms of Reference)**

It was noted that an initial budget of £500 was set at the July meeting.

After a proposal from Cllr Hamlyn, seconded by Cllr Vasey.

It was **CCC/35/1920 RESOLVED** to accept the Terms of Reference.

The regularity of meetings was discussed.

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After a proposal from Cllr Hall, seconded by Cllr Hamlyn,  
It was **CCC/36/1920 RESOLVED** that the working group would meet without a clerk (self-administering) at a time that suits and compile action points.

## 9. Main Hall

### a) Health & Safety

The Town Centre Manager explained the contents of the report and the fact that the stage area is not compliant with current Health & Safety Legislation. One of the companies who had been engaged to quote required fee just to attend the site. Without an up to date inspection the Town Council has no grounds in which to start at a base level.

Members noted that the inspection would likely lead to more work, but it needed to be done.

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

It was **CCC/37/1920 RESOLVED** to appoint Stage Electrics to undertake both the electrical and mechanical testing.

### b) Sound & Lighting

The committee noted that all four quotations presented were very different and could not be compared. Without a specification there is nothing to indicate what is required with as officers are not experts in this field. Cllr Hall noted that he had done a previous walkabout with staff. It was noted that experts in the field could be drafted in to assist and offer independent advice as a one off in order to draw up a specification. Cllr Hall offered to put a temporary PA system in place.

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

It was **CCC/38/1920 RESOLVED** to nominate several members (Cllrs Hall, Vasey & Hamlyn) to meet with local experts, who are requested to offer free advice in order help compile a specification, with no guarantee of obtaining any business from the process.

Members also discussed the need for a follow spot, bearing in mind the fact that it would be a portable asset.

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

It was **CCC/39/1920 RESOLVED** to purchase a follow spot up to the value of £2,000.

Cllr Vasey offered to seek advice from contacts regarding a follow spot.

## 10. Events / Shows

### a) Brochure

A draft brochure of Issue 2 was presented to members.

Members requested advertising space, increased distribution and an opportunity to “hire our venue” section. Check price for 12 pages.

### b) Show Booking Policy

The Town Centre Manager explained that background of the report and the fact the two booking forms were in operation for both percentage and non-percentage theatre hire.

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

It was **CCC/40/1920 RESOLVED** to accept the booking policy.

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**c) Events Finance**

Detailed copies of the event accounts were presented to members, including percentage income breakdowns.

The committee noted that they would prefer a slimmed down version for future meetings with income, advertisement and staff costs in a simple chart.

The information presented was noted.

The committee affirmed that the Town Council needed to review its policy with relation to online/social media advertisements.

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

It was **CCC/41/1920 RECOMMENDED** that Finance Committee consider reviewing the methods in which Whitchurch Town Council can purchase online social media adverts.

**d) Update on Upcoming Shows**

There was a possibility to book The Snow Queen for 10<sup>th</sup> November 2019. The committee agreed to pursue the show if the second performance did not finish too late.

Cllr Neville congratulated the Town Centre Manager on the number of theatre bookings, stating that it was nice to see the venue full.

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

It was **CCC/42/1920 RESOLVED** to receive the list of upcoming shows.

**11. Civic Centre**

**a) House Lights in the Main Hall**

The committee noted that not all quotations for the work to the dimmer switches had been received.

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

It was **CCC/43/1920 RESOLVED** that the officers can get the work done if all quotes, when received, are like for like and the cost is under £1,000.

**b) Market Hall Lighting Survey**

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

It was **CCC/44/1920 RESOLVED** to appoint Barlows Electrical, checking to ensure the work is what we require.

**12. Christmas 2019**

**a) Switch-On Event**

The Town Centre Manager reported that the event was running well, there had been a good uptake for the Christmas Market this year as the forms had been released several months early. The market would be both indoors and outdoors and lantern making.

The committee noted that interested councillors and volunteers could meet informally to discuss the logistics of the switch on day.

**b) Christmas Lighting Scheme 2019**

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

It was **CCC/45/1920 RESOLVED** to move this item to Confidential.

**13. Party in the Park**

The Chairman reported that he had made contact with Ms Seward, but the correspondence was ongoing. Cllr Vasey suggested that a cut-off date for a decision would need to be set.

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, It was **CCC/46/1920 RESOLVED** that Cllr Vasey is to present a final report to committee by the November meeting on whether the event would continue together or separately.

After a proposal by Cllr Vasey, seconded by Cllr Duffy, It was **CCC/47/1920 RESOLVED** to enter Confidential Session.

**14. Confidential**

The Town Centre Manager explained the background, prices, research and officer time involved in order to present the information to committee for consideration.

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, It was **CCC/48/1920 RECOMMENDED** to offer the contract to Company 1 at the stated cost for three years, depending upon the Council’s spending powers. Cllr Hall abstained from the vote.

The meeting closed at 10pm

Signed: ..... Date: .....  
Chairman

Initialed: .....