

Whitchurch Town Council

Civic Centre
Whitchurch
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Cultural & Civic Centre Committee

Minutes of the Committee Meeting held on Thursday 7th November 2019

Present: Cllrs Vasey, Duffy, Hall & Hamlyn.

In attendance:

Cllr Chesters

Nicola Young – Town Clerk

Zoë Dean – Town Centre Manager/Assistant Town Clerk

Cllr Hall noted that he was also recording the meeting.

1. Apologies & Reason for Absence

Cllr S. Radford – away

Cllr Neville – unwell

2. Declarations of Interest

None received.

3. Minutes

Cllr Hall made an observation regarding the minutes that he was also happy for the equipment to stay. Cllr Hall proposed an amendment for the minutes, but no seconder was received.

Cllr Vasey made a proposal in favour of the minutes but received no seconder.

4. Public Participation

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

It was **CCC/62/1920 RESOLVED** to suspend Standing Orders for the purpose of Public Participation.

Peter Allman of Patchboard Lighting informed the committee that he had been involved with the Civic Centre for fifty year and made observations on the Stage Safety Report from Stage Electrics. Most defects had been classed as A2 and A3, remedial, but to be done as soon as practicable. Mr Allman advised that the stage area is dangerous and that the Town Council needed to start again to make it safe. The Mr Allman noted that the stage area was a priority as well as the overhead rigging. The bars were installed in the 1980's.

Mr Allman expressed that he was happy to work with the Town Council in order to assist.

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

It was **CCC/63/1920 RESOLVED** to reinstate Standing Orders.

5. Accounts Update

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

It was **CCC/64/1920 RESOLVED** to accept the month 6 accounts as presented.

Initialled:

6. Council Resolution Record

18/1617 the screenings had taken a new direction so could be removed from the list. Emergency lighting, the Town Clerk had sought clarification from PSG. The room hire was raised as urgent, but costings are unable to be done on an individual room basis. It was agreed to cost out gas/electric and staff for daily a basis. A question was asked regarding the tills for the bar. Current licensee not willing to invest in tills for a 1-year extension. WTC to purchase tills but time for research is needed

7. Terms of Reference

The committee noted the Terms of Reference were very detailed. Cllr Hall noted that the committee had not had time to digest the document prior to the meeting. Cllr Hall proposed that this item is delayed, a seconder was not received for this proposal.

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, It was **CCC/65/1920 RESOLVED** to accept the Terms of Reference. Cllr Hall abstained.

8. Film Sub-Committee Report

Cllr Vasey noted that the first film sub-committee meeting had been very productive. Cllr Vasey was the Chair and Cllr Hamlyn the Vice. An action plan and meeting notes would be available at the next meeting, once they had been typed.

9. Party in the Park

Cllr Vasey noted that there had been no further outside interest in the event and to assume that Whitchurch Town Council would be running the event going forward for next year. It was suggested that the event could be held in a similar fashion to the Food & Drink Festival and get the community involved, as well as business sponsorship. The Town Clerk noted that expenditure would still need to be passed through committee.

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, It was **CCC/66/1920 RESOLVED** that Party in the Park 2020 is organised through the staff team, seeking help from a wider range of public volunteers.

10. Bar

a) To consider removing the bar from the Main Hall

Thoughts from the committee were that the downstairs bar was sub-standard and not fit for purpose.

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

It was **CCC/67/1920 RESOLVED** to remove the bar, in principle, and consider alternatives for a permanent or temporary bar.

b) To approve the purchase of portable bar equipment

The committee discussed the concept of portable bar equipment.

c) To consider a new bar site

The committee agreed to consider alternatives for a new bar site, taking into consideration the views of the franchisee.

11. Stage Reports

The committee received both the mechanical and electric reports which had been completed by Stage Electrics and noted that the work was very urgent, taking into consideration Peter Allman's advice.

Initialled:

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy, It was **CCC/68/1920 RESOLVED** to take the best technical advice in the short term and seek financial approval for funds to be vired across in order to complete the work.

Cllr Hall left the meeting at 9.35pm.

12. Events / Shows

a) Events Finance

Spreadsheets had not yet been updated following the recent flurry of events in October.

b) Update on Upcoming Shows

The Town Centre Manager noted that the Christmas Pantomime was fast approaching but one date was not selling. The committee concurred that the TCM should make the call on the Cinderella shows.

13. Christmas Lights Switch on 2019

The Town Centre Manager updated the committee on the progress of the event and informed the committee that she had reached out to the Chamber of Trade at their October meeting for Town Centre Businesses to stay open until 6pm on the switch on day (Saturday 30th November 2019).

14. Market Hall Lighting

A report had previously been circulated.

Further discussion was held regarding the minutes. It was noted that committee only approves the accuracy of what is written in the minutes. However, the minutes were not approved at this point.

15. Budget Setting 2020/2021

The committee requested that raked seating be added to the budget, money for a sound system and £3,000 as urgent for the film sub-committee. It was suggested that a pub refurbishment company could be to update the Bar Lounge.

16. Sound & Lighting

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

It was **CCC/69/1920 RESOLVED** to seek advice from Mr Allman and purchase a sound system.

17. Confidential

There was no confidential business.

The meeting closed at 10pm

Signed: Date:
Chairman

Initialed: