

Whitchurch Town Council

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Whitchurch
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HERITAGE COMMITTEE

Members of the Committee named below are summoned to attend the Heritage Committee meeting which will be held on **TUESDAY 10th MARCH 2020** in the Main Hall, Civic Centre, Whitchurch commencing at **10:30am**.

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: 4th March 2020

A handwritten signature in black ink that reads "Nicola Young".

Nicola Young
Town Clerk

Cllrs: B Duffy, T O'Neill, J. Martin, R. Snell and T. Neville & Dr J Hoyle, Mr T Fry.

AGENDA

1. APOLOGIES

To receive apologies and reasons for absence.

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 and sign the minutes of the meeting held on **12th November 2019** 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 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.

5. HERITAGE ACCOUNTS

To receive the monthly Cost Centre Reports for month 10.

6. HERITAGE RESOLUTION RECORD

To receive and sign-off projects from the Heritage Committee Resolution Record.

7. HERITAGE CENTRE MAINTENANCE

- a. To receive an update from the monthly maintenance meetings.
- b. To resolve who the emergency call-out contacts are.

8. HERITAGE CENTRE ANNUAL CONTRACTS

To discuss current annual contracts and decide which organisation will incur costs for:

- a. Telephone and broadband (already paid by Heritage Centre)
- b. CCTV servicing and maintenance
- c. Boiler maintenance
- d. Purchase of fuel for boiler
- e. Window cleaning
- f. Fire alarm servicing
- g. Fire extinguisher servicing
- h. Intruder alarm monitoring and servicing
- i. Air conditioning maintenance

9. BLINDS

To receive quotes to replace the blinds and decide on which company will be appointed to undertake the work.

10. BUDGET 2020-2021- Earmarked Reserves (EMR)

To receive information on items to identify as EMR in the 2020-2021 budget.

11. MUSEUM & ARCHIVES UPDATE

To receive an overview from WMAV on their activities on behalf of Whitchurch and visitor figures.

12. 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