

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

Cultural & Civic Centre Committee

Minutes of the Committee Meeting held on Thursday 2nd July 2020

Virtual Meeting held via Zoom due to the Coronavirus Pandemic Lockdown.

Present: Cllrs Vasey, Duffy, Hall, Hamlyn, Gregory-Peake & Radford.

In attendance:

Cllr Sinnott.

Nicola Young – Town Clerk

Zoë Dean – Town Centre Manager/Assistant Town Clerk

Morris Clive – Facilities Manager

12. Apologies & Reason for Absence

Cllr Snell – no reason given.

13. Declarations of Interest

No interests were declared.

An Emergency Item was introduced by the Chair which would be dealt with under No.5.

14. Minutes

After a proposal from Cllr Hamlyn, seconded by Cllr Radford,
It was **CCC/12/2021 RESOLVED** to accept the minutes from the meeting held on 4th June 2020. The Chairman agreed to sign the minutes and scan them to officers. All in favour.

15. Public Participation

After a proposal from Cllr Hamlyn, seconded by Cllr Duffy,
It was **CCC/13/2021 RESOLVED** to suspend Standing Orders for the purpose of Public Participation.

Cllr John Sinnott noted that he was concerned about the comments from Highline regarding the beam angle of the Market Hall lighting proposal.

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn,
It was **CCC/14/2021 RESOLVED** to reinstate Standing Orders.

16. Emergency Item – Market Hall Lighting

The Clerk read out a statement from a lighting expert, wherein the light output is controlled in different ways. The lighting beam angle issue was debated by members.

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

Initialled:

It was **CCC/15/2021 RESOLVED** to ask Highline to fit the 120° beam angle lights if they available within a margin of 20% of the current proposal; if this cannot be achieved, officers should proceed as planned with written assurance from the contractor that a 90° beam angle is fit for purpose.

17. Accounts Update

- a) After a proposal from Cllr Hamlyn, seconded by Cllr Duffy,
It was **CCC/16/2021 RESOLVED** to accept the Month 2 Accounts for the Cultural & Civic Centre Committee.
- b) After a proposal from Cllr Hamlyn, seconded by Cllr Radford,
It was **CCC/17/2021 RESOLVED** to accept the Month 2 Accounts for Events and Tourism. It was noted that the £10,000 from Aldi section 106 can be used for tourism purposes (EMR).

18. COVID-19 Safety Measures Update

The committee noted that Perspex was in place at all desk and at the hub. A staggered work schedule would be starting from 06/07/20 to avoid same number of workers in the office.

19. Stage Lighting Update

The Town Centre Manager updated the committee on the progress made to date. The Council had gone out to tender to four companies for the stage lighting and electrical works from Cllr Hall's list, one of which had declined to quote. The feedback received from the site visit conducted to date had been that committee would benefit from receiving lighting demonstrations at the venue. It was noted that modern equipment would be a better choice, as second-hand purchases could be unstable.

Following a proposal from Cllr Hamlyn, seconded by Cllr Hall,
It was **CCC/18/2021 RESOLVED** that the Town Centre Manager organises lighting demonstrations.

20. Market Hall Burners

The Facilities Manager updated the committee on the Market Hall burners and the price to repair. One company had advised that there was nothing wrong with the second burner, which was the company the Facilities Manager would recommend.

After a proposal from Cllr Hamlyn, seconded by Cllr Hall,
It was **CCC/19/2021 RESOLVED** to appoint Lyndon's for a five-year service contract.

21. Bar Franchise

The committee noted that the bar franchise could be extended until December 2020, with the tender document being be worked on in the meantime.

- a) After a proposal from Cllr Hamlyn, seconded by Cllr Hall,
It was **CCC/20/2021 RESOLVED** to accept that the franchisee takes on a 6-month extension, whilst ironing out any issues involving contactless payments, whilst agreeing to work with Whitchurch Town Council on any physical works to the bar areas during the extension period.
- b) To discuss adapting the commission process at the September meeting.

Initialled:

22. New Side Door

The Clerk reported that one builder had been contacted but there was no more progress.

23. Hearing Loop

The committee noted that there was currently only one boxed microphone in the Edward German Room which was not sufficient. A new, modern loop was required. Cllr Hall asked that local companies to be given the opportunity to quote.

24. Bar Lounge

The Clerk gave an update on the Bar Lounge, noting there was a limited budget of £10,000, so some of the work could be undertaken by the Facilities Team to reduce costs. The Clerk was to forward specification document to members.

25. Centre North East (CNE)

The Chairman updated the committee on CNE, regarding interactions with the school. The committee concurred that a survey should be conducted with school children. It was noted that SYA’s Youth Work funding had been extended until March 2021.

26. Confidential Business

There was no Confidential Business.

The meeting closed at 9.20pm

Signed: Date:
Chairman

Initialed: