

Whitchurch Town Council

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Cultural & Civic Centre Committee

Minutes of the Committee Meeting held on Thursday 4th June 2020

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

Present: Cllrs Vasey, Duffy, Hall, Hamlyn & Radford.

In attendance:

Cllr Sinnott.

Nicola Young – Town Clerk

Zoë Dean – Town Centre Manager/Assistant Town Clerk

1. Apologies & Reason for Absence

None – all committee members present.

2. Declarations of Interest

Cllr Radford noted that Mr North had approached his wife regarding sewing, therefore declared an ordinary interest.

3. Zoom Meeting Protocols

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

It was **CCC/1/2021 RESOLVED** to accept the Zoom Meeting Protocols.

4. Minutes

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

It was **CCC/2/2021 RESOLVED** to accept the minutes from the meeting held on 5th March 2020. The Chairman agreed to sign the minutes and scan them to officers. Cllr Hall abstained from the vote.

5. Public Participation

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

It was **CCC/3/2021 RESOLVED** to suspend Standing Orders for the purpose of Public Participation.

Cllr John Sinnott spoke about the Market Hall Lighting Project, noting that all quotes were to supply and fit. Cllr Sinnott recommended that Highline was selected as they were the only company offering the lumens requested (150 watt) as well as the cheapest option, less £5,000.

The Chairman asked if this was Cllr Sinnott's recommendation as lead of the working group, Cllr Sinnott answered yes, it would be a saving of £12,000.

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

It was **CCC/4/2021 RESOLVED** to reinstate Standing Orders.

Initialled:

6. Accounts Update

After a proposal from Cllr Hamlyn, seconded by Cllr Radford,
It was **CCC/5/2021 RESOLVED** to accept the accounts from 2019/2020 Months 11 & 12, as well as Month 1 from 2020/2021.

7. Heritage Craft Units

a) To consider rent reductions for new tenant Unit 3 (later start date, 1st July rather than original 1st April)

The committee noted reduced business would require a revised start date. After a proposal from Cllr Hamlyn, seconded by Cllr Hall, It was **CCC/6/2021 RESOLVED** to offer the tenant of Unit 3 three months' rent free from April – July, with a 50% rent reduction for the following three months.

b) To consider a rent reduction for Unit 2, tenant unable to use unit during lockdown for sewing classes.

The committee concurred that it would have to offer a discount across the board to make it fair for all tenants.

After a proposal from Cllr Hamlyn, seconded by Cllr Hall, It was **CCC/7/2021 RESOLVED** to offer tenants from Units 1, 2 and 4, three months free rent from July – September (which equates to six months at half rent for all).

All in favour.

8. Stage Lighting Update

The Town Centre Manager explained the report.

The committee concurred that there were lots of local companies who could undertake the work i.e. the replacement Booms. The Chair noted that much of this work would be additional, unseen work, replacing like for like and asked whether funds could be vired from the maintenance budget. It was noted that the committee would need to select priorities. It was agreed to seek quotes as soon as possible for this urgent work.

It was **CCC/8/2021 RESOLVED** that Cllr Hall identifies local contacts for this work and pass to the Town Centre Manager, expediting as a matter of priority for emergency work required.

9. Market Hall Lighting

The committee noted that the current lights are obsolete.

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

It was **CCC/9/2021 RESOLVED** to accept Option 2 from Highline.

10. Confidential Business

After a proposal from Cllr Duffy, seconded by Cllr Hall

It was **CCC/10/2021 RESOLVED** to enter Confidential session.

At this point in the meeting all recordings were ceased.

11. Civic Centre Bar

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

Initialled:

It was **CCC/11/2021 RESOLVED** to offer a six-month extension to the franchisee, which may include alterations to the bar, if so, the franchisee will be consulted.

The meeting closed at 9pm

Signed: Date:
Chairman

Initialed: