

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

Civic Centre Committee

Members of the Committee named below are summoned to attend a **Civic Centre Committee** meeting which will be held on **Thursday 6th December 2018**, in the Edward German Room, Civic Centre, Whitchurch commencing at **8.00pm**.

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: 30th November 2018

A handwritten signature in black ink, appearing to read 'Nicola Young'.

Nicola Young
Town Clerk

To: Councillors: T O'Neill, A Hall, J Sinnott, A Chesters, T Neville, H Vasey, M Barker

AGENDA

1. APOLOGIES

To receive apologies and reasons for absence

2. DECLARATIONS OF INTEREST

To receive from Members any disclosure of ordinary or disclosable pecuniary interests in relation to this Parks Committee meeting

3. MINUTES

To confirm the minutes of the Civic Centre Committee meeting held on **1st November 2018** and sign 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 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 to address the meeting

5. ACCOUNTS UPDATE

To receive the most up to date accounts for the Civic Centre.

6. CIVIC CENTRE BUSINESS PLAN & BUDGET SETTING

To consider further ideas listed below for the Civic Centre Business Plan and Councillors are requested to agree the timescales for the suggested projects and allocate a cost sum and project lead against each project:

Ref	Suggested Project	Timescale	Sum £	Project Lead
a.	Raked seating assessment	Short Term		
b.	Raked seating installation in Main Hall	Medium term		
c.	Downstairs bar and kitchen (1) reassess layout (2) deliver	Short term Medium term		
d.	Venue Professionalisation (1) FoH development (2) H&S (3) Staff skills (4) Experience testing (5) Volunteers	Short term Short term Short/Medium Short/Medium On-going		
e.	Foyer presentation for event venue	Short/Medium		
f.	Dressing room improvements	Short term		
g.	External lighting colours on venue nights	Short term		
h.	Fixed Indoor lighting	Short term		
i.	Second set of doors at the front of the Civic Centre			
j.	Recessed coir matting at the rear entrance			
k.	Friday Market development	Short term		

7. VENUE SEATING

In order for Whitchurch Town Council to provide a professional, comfortable and uniform look for audiences and support the fantastic start and build on recent success of events @theCivic, Cllr Neville submits the following proposal:
That Committee approve the purchase of 400 new linked chairs for use as seating within the auditorium for events.

8. MARKET HALL RELIGHTING PROJECT – ASBESTOS REMOVAL

Prior to any works commencing, an asbestos refurbishment survey will need to be carried out to inspect areas that a management survey would not inspect. Committee are requested to agree that PSG can proceed with completing this survey for procurement reasons and arrange for the subsequent removal of asbestos if required.

9. MARKET HALL RELIGHTING PROJECT – QUOTES

PSG have received eight quotes in response to the tender being sent out. Committee are requested to consider the attached quotes and make a recommendation to full Council.

10. 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.