MINUTES OF THE CIVIC CENTRE COMMITTEE MEETING HELD ON THURSDAY 7th SEPTEMBER 2017

PRESENT: Councillors A. Chesters, A. Hall, O’Neill

IN ATTENDANCE: N. Young, Town Clerk

1. Apologies
   Cllr Sinnott – illness
   Cllr Smith – family matter
   Cllr McAuley – illness
   Cllr Duffy – training
   Cllr Neville – training

After a proposal from Cllr O’Neill, seconded by Cllr Hall, it was CC/17/1718 RESOLVED to elect Cllr Chesters as Chair of this Civic Centre Committee meeting.

2. Declarations of Interest
   None received.

3. Public Participation
   There were no members of the public present.

4. Minutes of Previous Meeting
   After a proposal by Cllr Chesters, seconded by Cllr O’Neill, it was CC/18/1718 RESOLVED that the minutes of the meeting held on 13th July 2017 be accepted and signed as an accurate record.

5. Outstanding resolutions
   a. Garage Roof – The Facilities Team report that Shropshire Council had attended the garage 2 months ago and they were told that a report would be taken back to Shropshire Council on whether to renew or repair the roof. Town Clerk to chase Shropshire Council Estates Department.

6. Schedule of Maintenance Works required for the Civic Centre
   a. Lighting in the Market Hall. After a proposal from Cllr Chesters, seconded by Cllr O’Neill, it was CC/19/1718 RESOLVED to include the installation of updated lighting in the market hall within the tender which will be published requesting tenders for electrical work.
   b. Re-varnish Main Hall floor. Two further quotes were requested before the Committee could make a decision.

7. Civic Centre Sub Committee
   a. Terms of Reference for Civic Centre Sub Committee. After a proposal from Cllr Chesters, seconded by Cllr Hall, it was CC/20/1718 RESOLVED that the Civic Centre Sub Committee Terms of Reference were accepted with the following amendments:
      i. Delegation of Function column: add “Civic Centre Committee” before the word “budget”
ii. Co-option – recommend to full Council that Standing Orders are changed to reflect that all Committees, except Finance, may co-opt their own members, rather than full Council co-opting for all Committees.

b. Updates on Planned Events. After a proposal by Cllr Chesters, seconded by Cllr O’Neill, it was **CC/21/1718 RESOLVED** to accept the draft minutes of the Civic Centre Sub Committee from 17th August 2017 giving details of the planned events.

8. Civic Centre Health & Safety
Two quotes from companies providing H&S advice and support were distributed to Committee members. After a proposal from Cllr Chesters, seconded by Cllr Hall, it was **CC/22/1718 RESOLVED** that this Committee makes a recommendation to full Council to accept the quote from Ellis Whittam.

9. Council Approved Work Schedule
The updated Council Approved Work Schedule was distributed to Committee members.

10. Move Door to LHS Camel Shed
Further to Council’s decision to enable BT Carillion to install a BT Fibre Hub box outside the LHS Camel Shed door, the Facilities Team have requested whether the door could be moved or altered. If the door were to be moved a planning application will need to be submitted. After a proposal from Cllr Chesters, seconded by Cllr O’Neill, it was **CC/23/1718 RESOLVED** that the door could be altered to open inwards by installing a new door jam or creating a stable door.

11. Bar Lounge Redecoration
After a proposal from Cllr Chesters, seconded by Cllr O’Neill, it was **CC/24/1718 RESOLVED** to recommend to full Council that the Town Clerk and Assistant Town Clerk take on the project and put together a feasibility report for redecoration the bar lounge.

12. Decoration/artwork for Edward German Room
Defer to next meeting as not enough Councillors present to make the decision.

13. Request regarding Civic Centre Saturday Opening
After a proposal by Cllr Chesters, seconded by Cllr O’Neill, it was **CC/25/1718 RESOLVED** to take the request to full Council for a decision.

14. Update on Library
No response had been received from the emails sent to Steve Law, Strategic Asset Manager, and Neil Willcox, Locality Commissioning Manager, Shropshire Council. Clerk to chase.

15. Christmas Lights Working Group
A report from the Christmas Lights Working Group was presented to the meeting. After a proposal from Cllr Chesters, seconded by Cllr O’Neill, it was **CC/26/1718 RESOLVED** that the Christmas Lights Working Group could spend money on Christmas lights and the switch-on event as long as they stay within budget.

16. Remove Christmas lights from Bullring trees
Shropshire Council have requested that the Christmas lights be removed from the Bullring trees to enable them to be pruned. After a proposal from Cllr O’Neill, seconded by Cllr Chesters, it was **CC/27/1718 RESOLVED** that Whitchurch Town Council organise the work.

17. Confidential Matters
There were no confidential matters discussed.

Meeting closed 9.20pm