

# Whitchurch Town Council

Civic Centre  
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## CIVIC CENTRE COMMITTEE

### MINUTES OF THE CIVIC CENTRE COMMITTEE MEETING HELD ON THURSDAY 7<sup>th</sup> 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 **13<sup>th</sup> 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 17<sup>th</sup> 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**

**Chairman .....** **Date .....**

Signed: ..... 2