

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

Minutes of the Committee Meeting held on 4th October 2018

Please note, these minutes are more detailed due to the nature of the discussion which took place.

Present: Cllrs Hall, Vasey, Chesters, Neville, Sinnott, O'Neill

In attendance:

Cllr Scott Radford

Nicola Young – Town Clerk

1. **Apologies:** None received
2. **Disclosure of Interest:** None received
3. **Minutes of Previous Meeting:**

Cllr Hall recalled asking PSG if the Emergency Lighting complied with Fire Regulations and was surprised that it was not included within the minutes. The Clerk reminded Committee that minutes of meetings are a record of decisions made and not a verbatim report. The Clerk was requested to check with the company who undertake the Fire Risk Assessment.

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **CC/10/1819 RESOLVED** that the minutes from the Civic Centre Committee meeting on 6th September 2018 be signed as an accurate record.

4. **Public:** None present

5. **Accounts:**

After a proposal from Cllr Sinnott, seconded by Cllr Chesters, it was **CC/11/1819 RESOLVED** to accept the Civic Centre accounts and they were duly signed. Cllr Chesters asked about the Library electricity costs 201/1070: the Town Clerk was requested to check the status and who invoices who.

201/4043 – what has this been spent on?

201/4042 – are the hand dryers on top of this?

Cllr Sinnott asked about the cost of the new doors for the Edward German Room and whether the 'Committed Expenditure' column could be used? The Clerk reiterated that when projects are agreed Committees are requested allocated the cost centre and budget code.

Initialled:

Cllr Chesters said that money could be vired from unspent budgets to codes which are overspent.

6. Council Approved Work Schedule

Cllr Hall asked as the JEF Scaffolding is shaded does that mean the project has been completed. Cllr Hall understands that the scaffolding should be removed after the ladder has been fixed and guardrail installed and understands that the Council have just received another bill.

Cllr Sinnott reported that the question was raised by Chairman of the Finance Committee last week, when asked to sign the payment for JEF Scaffolding and Cllr Sinnott reported that the Clerk had told him it was for contractors to quote for the lights.

As Cllr Hall recalls scaffold was put there to repair, if a contractor was coming to complete the relighting project would use their own scaffolding and own access and it is not up to the Council to provide scaffolding for contractors.

As I recall at the time, there was no talk about replacing the lights at the time, it was just a case of removing the asbestos and the rail and Cllr Hall is not sure why the scaffolding is still in place and it is an absolute waste of money.

Cllr O'Neill stated that as we are progressing with the project and contractors would not have costed putting up scaffolding within their project. He estimated that a cost of £1,000 to put up scaffolding

Cllr Sinnott stated that the issue is that the original resolution was that the scaffolding was only to be up for 4 weeks.

Cllr Hall said that that is exactly the issue, what authority has been given and it's an absolute waste of money and that contractors should put their own access in and put their own scaffolding up and Cllr Hall proposed that WTC take down the scaffolding as soon as possible.

Cllr Sinnott, if WTC were repairing the ladder and putting a guard rail on the platform, why do we need scaffolding.

Clerk – the project started with Cllr Sinnott stating that the lighting need to be upgraded in the Sports Hall. Therefore in order to do this the ladder needed repairing and a safety-rail needed to be put on the platform as currently the light bulbs are changed from above. WTC staff could not go into a roof void because of a previous report giving information on the amount of asbestos in the roof void. As the Clerk had previously said, this then became a phased project, initially to repair the ladder and install a safety rail, then the scaffolding was left up for contractors to provide quotes to remove the asbestos, then left in place for the asbestos to be removed. Then the next phase contractors come in to give quotes to replace the lights and replace the wiring in the roof void.

The Clerk has spoken to JEF Scaffolding Director, John Foster, said that WTC can have the scaffolding free of charge from Friday 28th September 2018 if that's what Council wishes.

Initialled:

Cllr Sinnott did not recall ever recommending replacing the lighting in the market hall prior to the scaffolding going up. The only involvement he had was when he wrote to the company and asked if the bulbs were still available, and they said that the bulbs were no longer manufactured, and Cllr Sinnott stated that the only involvement he had was to find a new Hi-bay light bulbs for the market hall. Cllr Sinnott wished the comment struck, stating that he did not at any time propose to replace the lighting in the market hall, all he did was to state that the bulbs were no longer manufactured and needed replacing.

Cllr Hall – point is that the Council is haemorrhaging cash in different parts, for me if this Committee or any Committee of this Council agrees to a job for 4 weeks, then that should happen, or it should go back to Committee to request an extension. It seems to me we have procedures and for whatever reason, do not seem to be followed and people seem to do what they want, when they want and this does not seem to be sound business.

The Clerk requested to interject and asked when you say ‘people’, do you mean myself as the Town Clerk?

Cllr Hall is suggesting that staff are leaving things in place when they should have been removed. The Town Clerk asked again if Cllr Hall was referring to the Town Clerk.

Cllr Chesters stated with all due respect, that Council have spoken about the lighting for too long and Council have already made a decision. Can the Committee please move forward and get the lighting in the market hall as was proposed as the last meeting.

Cllr Sinnott queried whether Cllr Hall had provided the harness, Cllr Hall said he had not looked it out yet.

Cllr Hall added to Cllr Chesters comment, saying he totally agreed with his comment and wasn’t questioning the lighting he was questioning the process of Committees.

Cllr Chesters talked about a suggested project of PV cells on the roof of the Civic Centre.

The Town Clerk informed the Committee that Council have received some funding to bring in a contractor to look into a community energy project.

After a proposal from Cllr Sinnott, seconded by Cllr Chesters, it was **CC/12/1819 RESOLVED** to accept the Council Approved Work Schedule as presented.

7. Terms of Reference

The Town Clerk read out para 9d. from Standing Orders regarding Terms of Reference being reviewed and agreed at the Annual Council Meeting. The Clerk referred to the report she had written and presented to the Annual

Initialled:

Council meeting regarding the Events & Entertainments Committee and referred to LGA 1972 s144 which was referred to Christmas Lights.

After a proposal from Cllr Sinnott, seconded by Cllr Hall, it was **CC/13/1819 RESOLVED** to submit the Events & Entertainment Committee Terms of Reference to full Council.

After a proposal from Cllr Sinnott, seconded by Cllr Neville, it was **CC/14/1819 RESOLVED** to submit the Civic Centre Committee Terms of Reference to full Council to remove the Christmas Lights paragraphs.

8. **Civic Centre Business Plan**

Cllr Sinnott stated that the Council have made a resolution that it will not spend money on projects within the Civic Centre until we have the freehold, but Cllr Chesters made the point that we need to financially plan for when the Town Council take on the freehold.

The Town Clerk explained that Council had agreed to write a business plan and requested a steer from Committee members for a one, three & five year plan, we can still put the business plan together for when the Council gets the freehold of the Civic Centre.

The Town Clerk confirmed that she had still not heard from Shropshire Council Estates regarding the freehold transfer of the Civic Centre freehold, despite fairly regular emails being sent to the Team Leader.

Cllr Sinnott know the outdated projects on the for the Civic Centre are:

- Balcony roof
- New heating system in market hall, one of the boilers is not working and hot air central heating is not exactly the most efficient
- Ventilation system cleaned within the Main Hall, it does work but just needs cleaning – the switches in the lighting room

The Town Clerk explained that she had met the Shropshire Council Culture Officer with Cllr Vasey, regarding a Cultural Strategy for WTC – we showed her around the building, including the lighting and sound systems and the Town Clerk suggested that the following could be included within the business plan:

- Stage lighting
- Stage sound system
- Projection equipment

Cllr Sinnott explained that WTC were looking at getting grants for lighting, sound and projection, ie, live shows over the internet. Many things were planned, but WTC could not apply for grants as they only had an 18-year-old lease, this is when WTC wanted to apply for the freehold transfer.

The Town Clerk explained that WTC were waiting for the Customer Service Department to write a report on what staff they will have within the Community

Initialled:

Hub, then an SLA could be written, and Shropshire Council will pay a contribution towards costs.

- Main Hall and Market Hall windows need replacing
- Market Hall barge boards need replacing – the cost of scaffolding will be the issue to replace these boards
- Barrier for the car park

Cllr Sinnott said that there are now grants available to put down a wooden sports hall flooring on top of the market hall floor with underfloor heating. The Clerk asked how the market would function with a wooden sports hall flooring, Cllr Sinnott said that the Facilities Team could put down exhibition carpeting. The Clerk recommended that if this kind of large project were to happen then Council should consult with residents on whether this was required.

Cllr Hall raised the issue of how unsafe the plug sockets on the stage were, but Cllr Sinnott said that all the electrics had been safety checked by Barlows. Cllr Vasey stated that if there is any doubt that Council should get them rechecked. Cllr Hall said he would certainly get them checked out and that sockets trip if a guitar amp is plugged in. He went on to say that the sockets are on a stage and need mechanical protection and the current sockets looked charred and burnt and need to be changed.

The Clerk raised the point that none of the stage electrical work was on the agenda to be agreed. Cllr Sinnott that this was a maintenance issue and could be done even though it wasn't on the agenda.

Cllr Chesters said that none of the Councillors were electricians and asked the Town Clerk to look into the electrical safety of the stage sockets. The Clerk requested clarification on whether there was any further electrical work that needed to be look at.

Cllr Sinnott recalled the issue that the conduit was used as the return earth and in some places where it's buried the sockets are losing the earth continuity as the conduit is rusted. The Town Clerk explained that this is the case in the roof void, that the metal trunking is used as the earth and therefore all lighting in the market hall needs rewiring.

Cllr Vasey asked if there was a way to pool thinking so that all Councillors were going in the same direction, regarding venue management and decisions on how to operate the venue, to have a strategic chat to pull the bones together to agree a plan. Do Committee need an extra session to do that?

Cllr Sinnott referred to the Civic Centre Business Plan completed by Shropshire RCC in 2012. Should Committee relook at this plan and add in new projects.

Cllr Hall, realistically what can we do in the next year or so and what do we want to do once we own the building with the money we have.

Initialled:

Cllr Sinnott referred the bar lounge project and that the corners of the bar are definitely structural pillars.

The Clerk explained what the Parks Committee were doing and suggested that Committee meet informally to brainstorm and put a draft business plan together, it was agreed to meet late afternoon to include Councillors who worked.

9. **Confidential**

There was no confidential business.

Meeting closed at 2100hrs

Signed: Date:
Chairman

Initialed: