

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX
website: www.whitchurchcouncil.uk



High Street
Shropshire
tel. 01948 665761
email: clerk@whitchurchcouncil.uk

Civic Centre Committee

Minutes of the Committee Meeting held on 6th December 2018

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

In attendance:

Nicola Young – Town Clerk

1. **Apologies:** Cllr Hall, Cllr Neville

2. **Disclosure of Interest:** None received

3. **Minutes of Previous Meeting:**

After a proposal from Cllr O'Neill, seconded by Cllr Chesters, it was **CC/17/1819 RESOLVED** that the minutes from the Civic Centre Committee meeting on 1st November 2018 be signed as an accurate record.

4. **Public:** None present

5. **Accounts:**

After a proposal from Cllr Chesters, seconded by Cllr Vasey, it was **CC/18/1819 RESOLVED** to accept Month 7 Civic Centre accounts and they were duly signed noting funds available as £93,235.

6. **Civic Centre Business Plan**

After a proposal from Cllr O'Neill, seconded by Cllr Vasey, it was **CC/19/1819 RESOLVED** to agree the ideas listed in the table below, agree the timescales for these projects and allocate the following project budgets and project leads:

Ref	Suggested Project	Timescale	Sum £	Project Lead
a.	Raked seating assessment	Short Term		Cllr Vasey/ Cllr Sinnott
b.	Raked seating installation in Main Hall	Medium term		
c.	Downstairs bar and kitchen (1) reassess layout (2) deliver	Short term Medium term		Cllr Sinnott/ Cllr Vasey/ Cllr O'Neill to consider in the new year
d.	Venue Professionalisation (1) FoH development (2) H&S (3) Staff skills	Short term Short term Short/Medium		Focussed & low maintenance – complete with

Initialled:

	(4) Experience testing (5) Volunteers	Short/Medium On-going		Events & Ent Committee
e.	Foyer presentation for event venue	Short/Medium		As above
f.	Dressing room improvements	Short term	£500	Cllr Vasey /Clerk Cost centre: 201/4038
g.	External lighting colours on venue nights	Short term	£250	Cllr Vasey /Clerk Cost centre: 201/4038 Plug-in lights
h.	Fixed Indoor lighting	Short term		Dimmable
i.	Second set of doors at the front of the Civic Centre		£20k	Insert into 2019-2020 budget
j.	Recessed coir matting at the rear entrance		£2,500	Insert into 2019-2020 budget
k.	Friday Market development	Short term / Medium		

7. Venue Seating

The Clerk reported that new chairs were needed for the increased sit-down performances that were being arranged in the Civic Centre, especially as some of the older seating is falling apart. After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **CC/20/1819 RESOLVED** to allocate £2,000 from Rolling Capital Fund to purchase 150 chairs and to consider 2nd hand chairs.

8. Market Hall Relighting Project – Asbestos Removal

Committee have requested an explanation from PSG members of staff regarding the need for the asbestos removal. The Committee requested that a member of PSG staff be invited to full Council.

9. Market Hall Relighting Project – Quotes

After a proposal by Cllr Chesters, seconded by Cllr Sinnott, it was **CC/21/1819 RESOLVED** that the whole electrical issue be put back to full Council due to escalating costs and extra work being requested.
2 in favour, 2 abstentions

10. Confidential

There was no confidential business.

Meeting closed at 2111hrs

Signed: Date:
Chairman

Initialed: