MINUTES OF THE CIVIC CENTRE COMMITTEE MEETING HELD ON 
THURSDAY 2nd JULY 2015

PRESENT Councillors: Chairman Cllr J Sinnott, A Chesters, J Ebbs, B Duffy, R Hewson, T Harris, T Neville, T O'Neill, B Slater and L Stones.

IN ATTENDANCE 
M. Wilson Town Clerk and Cllr T Salton

1. Election of Chairman 
   After proposal by Cllr Neville and seconded by Cllr Chesters It was RESOLVED CM/1/1516 that Cllr Sinnott would be nominated as the chairman of the Civic and Markets Committee.

2. Election of Vice Chairman 
   After proposal by Cllr O'Neill and seconded by Cllr Sinnott It was RESOLVED CM/2/1516 that Cllr Neville would be nominated as the vice chairman of the Civic and Markets Committee

3. APOLOGIES 
   All present

4. DECLARATIONS OF INTEREST 
   Cllr Hewson declared an interest in item 8 as his wife has a stall on the market.

5. MINUTES 
   After proposal by Cllr Neville and seconded by Cllr Duffy It was RESOLVED CM/3/1516 to confirm the minutes of the meeting held on 30th April 2015 and sign as an accurate record of that meeting.

6. MATTERS ARISING 
   Only items discussed was the book fair and it was announced that contacts had been made and waiting on a date to continue. The flowers for the front of the civic had been completed; window boxes on the balcony are now in place.

7. PUBLIC PARTICIPATION 
   After proposal by Cllr Neville and seconded by Cllr Neville It was RESOLVED CM/4/1516 to suspend standing orders. The market stall holders made reference to the market review (item 8) and said they would like to put a proposal together. The representative from the market stated that they would like to take it over and operate it and bring in more stalls. One of the market stall holders informed councillors that he ran a market in Manchester and would be willing to take on the market. James Connor also approached the committee and asked to take on the market and run it for the council stating that he could turn it round in 3 months. The representative of Country Markets (stall holder) said that it would not benefit the market if there were stalls in the street and that the market is not advertised on the approach to Whitchurch. The chairman stated that there are 5 signs (brown) on each entrance to the town.
Steve Chapman spoke about marketing the Civic and the market and ways in which this could be achieved. He stated that the new Civic Centre looks functional and doesn't invite people to come in. He gave examples of other venues and how they have made it more inviting.

Cllr Chesters reminded the market traders that this was the start of looking how to improve the failing market and no decisions had been made.

After proposal by Cllr Neville and seconded by Cllr Hewson it was RESOLVED CM/5/1516 to reinstate orders.

   It was agreed to wait until all proposals had been received to review the market.

9. Stalls the Foyer
   Cllr Hewson stated there were a number of charity stalls in the foyer set up in the former corridor before renovations and they were making it difficult for people to come through to the market on a Friday. It was further discussed that the tables in the corridor caused a hazard and the risk would be for users trying to escape during a fire. It was agreed that few events had used the area but the area was next to a fire exit and should be kept clear. Cllr Stones agreed that considering the fire risk the corridor and areas near to fire exits should be kept clear of obstructions and materials which can catch fire. After proposal by Cllr Hewson and seconded by Cllr Sinnott it was RESOLVED CM/6/1516 to keep the ‘former corridor’ free from any stalls and that charity stalls should be offered a place in the market hall.

10. Marketing of the Civic Centre
    A discussion around the report on where to place notice boards took place. The clerk informed councillors Shropshire Councillor officer had informed her that a notice board is put for example in the park which advertises anything other than activities in the park then there is a likely hood of being charged rates. The only exception is ‘A’ boards as these are transportable. Cllr Sinnott suggested that the highways were a good place to advertise as he had seen many on fencing surrounding farmers’ fields. After proposal by Cllr Duffy and seconded by Cllr Ebbs it was RESOLVED CM/7/1516 to set up a working group to discuss marketing with Cllr Stones, Sinnott and Neville to work with Town Centre Manager.

11. Civic Centre Price review and hire agreement.
    Only the ‘for profit’ organisations had been reviewed by Cllr Neville and the clerk.
    After proposal by Cllr Hewson and seconded by Cllr Sinnott it was RESOLVED CM/8/1516 that ‘for profit’ organisations would be charged £400 for the use of the Theatre which could be reviewed if used for longer periods of time.

12. Request to store equipment
    The clerk reported that recently a fire risk assessment had been completed on the building and on the fire escape by the bar lounge slimming worlds storage items had been found making it a hazard. The Slimming world representative had been told to remove the items and this has been completed but the Clerk was asked if these items could be stored in a filing cabinet in the kitchen and she would pay a fee. The clerk had informed her would be at her own risk and the cabinet should be in keeping. After proposal by Cllr Neville and seconded by Cllr Duffy it was RESOLVED CM/9/1516 that a filing cabinet could be placed in the kitchen at their own risk for a small fee.

13. Parking at the Civic Centre
    A discussion around the parking of some residents in the car park at the back of the Civic which is causing issues. One resident believes he is entitled to park in the Civic Car Park. It was agreed to write a letter stating action will be taken. If this does not resolve the situation then bring it back to the Civic Committee.

14. Bar Franchise
    The clerk reported that the bar franchise was advertised and 4 potential companies expressed an interest. The closing date was 2nd July (today in line with the Civic and Markets committee). Only
one company sent in a proposal and that is the existing licensee. In the proposal a request to make the contract more than a year was discussed with councillors. After proposal by Cllr Hewson and seconded by Cllr Neville it was RESOLVED CM/9/1516 that contract would be awarded to Jason Wainwright and it would be for 3 years.

15. Christmas Lights
The meeting was running over and then next Civic and Markets meeting would be in September, it was agreed to have a working group on the Christmas lights consisting of Cllrs O’Neill, Hewson, Neville and Duffy. After proposal by Cllr Hewson and seconded by Cllr Sinnott it was RESOLVED CM/10/1516 to have a working group on the Christmas Lights.

16. CONFIDENTIAL MATTERS
None

Meeting Closed 8:20 pm

Chairman ........................................ Date 3-9-15