Members of the Committee named below are summoned to attend the Heritage Committee meeting which will be held on **TUESDAY 8th JANUARY 2019** in the Edward German Room, Civic Centre, Whitchurch commencing at **10:30am**.

All Councillors are invited to attend. The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of the meeting.

**Date of Notice: 2nd January 2019**

Cllrs: B Duffy, T O'Neill, J. Martin, M. Barker and T. Neville & Dr J Hoyle, Mr T Fry

**AGENDA**

1. **APOLOGIES**  
   To receive apologies and reasons for absence.

2. **DECLARATIONS OF INTEREST**  
   To receive Cllr’s Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to any agenda item in this meeting

3. **MINUTES**  
   To confirm that the minutes of the meetings held on **13th November 2018** are an accurate record of that meeting (copy attached), and to be duly signed thereof.

4. **MATTERS ARISING**  
   To deal with matters arising from those minutes not otherwise on the agenda.

5. **PUBLIC PARTICIPATION**  
   Members of the public are invited to make representations, ask questions and give evidence in respect of any business being transacted at the meeting and about any other matter for which the Committee has a responsibility. The Chairman will at this point, suspend Standing Orders allow any members of the public who wish to address the meeting.
6. HERITAGE ACCOUNTS
   To receive the monthly Cost Centre Report and update on the annual budget allocation.

7. WHITCHURCH HERITAGE MAINTENANCE
   To agree the new maintenance form for requesting maintenance work.

8. HERITAGE BUSINESS PLAN UPDATE
   To receive and agree the updated copy of the draft Heritage Centre Business Plan 2018-2023 (copy attached).

9. HERITAGE CENTRE LEASE
   To receive an update on the status of the lease.

10. MUSEUM & ARCHIVES ACTIVITIES
    To receive an overview from WMAV on their activities on behalf of Whitchurch and visitor figures.

11. CONFIDENTIAL BUSINESS (if any)
    To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.