Members of the Committee named below are summoned to attend the Heritage Committee which will be held on **THURSDAY 15th SEPTEMBER 2016** at the Heritage 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: 8TH SEPTEMBER 2016**

Zoe Dean  
**Acting Town Clerk**

**Cllrs B Duffy, T Harris, T O’Neill, G Stockton**

**AGENDA**

1. **APOLOGIES**

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 **21st July 2016** 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. OUTSTANDING/UPDATE ON ITEMS
   Maintenance on the courtyard shops
   Removal of the Craft Units sign
   Heritage Courtyard “Retail units to let” signs
   Internal alterations
   Fire alarm training
   Fire inspection
   Electricity meter readings (on-going monthly)
   Installation of the railway pillars at the rear of the Civic

7. TERMS OF REFERENCE
   To update Terms of Reference

8. FIRE INSPECTION
   To discuss actions needed following the recent fire inspection

9. LEASES FOR HERITAGE COURTYARD
   To update on the progress of the work and leases for the Courtyard Units

10. COURTYARD SIGNAGE
    To receive quotes received for new signage

11. HERITAGE ACCOUNTS
    To receive the monthly accounts

12. ROOM 1
    To receive an update on progress

13. BLACKBERRY FAIR USE OF UNITS
    To approve use of the units on Blackberry Fair day

14. MUSEUM & ARCHIVES ACTIVITIES
    To receive an overview from WMAV on their activities on behalf of Whitchurch

15. VISITOR FIGURES
    To receive updated figures

16. 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