Members of the Committee named below are summoned to attend the Heritage Committee which will be held on **THURSDAY 17th NOVEMBER 2016** at the 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: 10th November 2016**

Zoe Dean  
*Acting Town Clerk*

Cllrs: B Duffy, T Harris and T O’Neill.

**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 **15th September 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  
   Courtyard Signage  
   Heritage Courtyard “Retail units to let” signs
Internal alterations
Fire alarm training
Installation of the railway pillars at the rear of the Civic

7. FIRE INSPECTION
To receive recent correspondence post inspection.

8. LEASES FOR HERITAGE COURTYARD
To update on the progress of leases for the Courtyard Units.

9. HERITAGE ACCOUNTS
To receive the monthly accounts.

10. ROOM 1
To receive an update on progress.

11. ELECTRIC METERS
To receive updates.

12. LEASE TRANSFER TO WHITCHURCH MUSEUM & ARCHIVES VOLUNTEERS
To discuss transfer.

13. 2017/2018 BUDGET
To discuss the budget for the coming year.

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