Members of the Committee named below are summoned to attend the Heritage Committee which will be held on **THURSDAY 20TH JULY 2017** 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: 14th July 2017**

Nicola Young  
Town Clerk

**Cllrs: B Duffy, T. O’Neill, J. Martin, T. Neville.**

**AGENDA**

1. **ELECTION OF CHAIR OF HERITAGE COMMITTEE**  
   To elect a Chair of the Heritage Committee

2. **ELECTION OF DEPUTY CHAIR OF THE HERITAGE COMMITTEE**  
   To elect a Deputy Chair of the Heritage Committee

3. **APOLOGIES**

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

5. **TERMS OF REFERENCE**  
   To agree the Terms of Reference for the Heritage Committee

6. **MINUTES**  
   To confirm that the minutes of the meetings held on **19th JANUARY 2017** are an accurate record of that meeting (copy attached), and to be duly signed thereof.

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

8. **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.

9. OUTSTANDING/UPDATE ON ITEMS
a. Fire Alarm Training
b. Installation of railway pillars
c. Rubber gate roller
d. Boiler servicing

10. HERITAGE COURTYARD RETAIL UNITS
a. To discuss the empty Unit 3.
b. Current situation regarding rental.
c. Parking issues
d. Terms of leases

11. DISCUSS WAY FORWARD WITH CELLAR
a. To receive the Asbestos report from Shield
b. To agree way forward regarding clearing out and storage
c. To discuss the boiler servicing

12. HERITAGE ACCOUNTS
To receive the monthly accounts.

13. SECURITY OF HERITAGE BUILDING
To discuss the security of the Heritage building and agree implementation of systems if agreed.

14. ELECTRIC METERS
To receive updates.

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

16. FUTURE RUNNING OF WTC WEBSITE
To clarify Council’s decision on the hosting and running of WTC’s website

17. WINDOWS
To discuss draught exclusion and agree a way forward.
To consider quotes to refurbish sash windows.

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

19. VISITOR FIGURES
To receive updated figures

20. 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