

MINUTES OF THE EXTRAORDINARY HERITAGE & CULTURE COMMITTEE MEETING HELD ON

WEDNESDAY 23RD NOVEMBER 2016

Present: Cllrs: A Biggs, L Deely, H Partridge, P Tilzey

Donna James – Town Clerk

Mark Berridge – Castle Manager

Tracey Gliddon – Committee Administrator

Non committee members: Cllr F Partridge, G Wint

- HC/125/16** **To receive and accept apologies for absence**
Cllr L Bartrop and P Kelly,
Non committee member Cllr N Tucker
- HC/126/16** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None
- HC/127/16** **Dispensations: to consider requests for dispensations (for which a 'Dispensation Request' form must have been completed and submitted to the Proper Officer at least 3 working days prior to the meeting)**
None
- HC/128/16** **Minutes: To consider and approve the minutes of the Heritage and Culture Committee meeting held on 10th November 2016**
Resolved: that the minutes are a true and accurate record of the meeting and they were signed by the Chairman
- HC/129/16** **Maximum 15 minutes for public present to put questions or make observations regarding the Heritage & Culture Committee Questions must be directed through the chairman**
None
- HC/130/16** **Castle – to consider the closure of the Castle including Café Limelight and Heritage Centre:**
a) To agree Christmas and New Year opening days/times (2016/17)
The Castle Manager(CM) distributed proposals for the closure times to the committee, these were outlined by the Chairman.
Resolved: to close the Castle for the 3 bank holidays (in addition to Christmas Day and New Years Day) and to close at 2pm on Christmas Eve and New Years Eve. Castle Manager to ensure adequate signage for opening hours is displayed

b) To consider the procedure/provision for item 6 a) for future years
Resolved: to use the 2016 resolved opening times as a blue print for future years and bring back to Committee for review each year.
- HC/131/16** **Café Limelight – to consider alterations to the food preparation/counter area (site visit required) and agree any actions and expenditure**
The CM outlined proposals for alterations to Café Limelight serving/food preparation area to the committee, including moving the counter area and incorporating a new galley food preparation area.
Discussion and questions took place. A Cllr asked a question regarding Health & Safety Regulations in respect of the kitchen area.
Resolved: to accept the renovations as proposed, subject to the CM obtaining any relevant Health & Safety Regulation advice.

The Chairman closed the meeting at 10.44am

Signed.....Date.....