

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



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ANNUAL COUNCIL MEETING

All Members are summoned to attend the above meeting which will be held on THURSDAY 5th MAY 2022, in the Edward German Room, Whitchurch Civic Centre commencing at 7.15pm.

The meeting is held in public and we welcome their contribution in the relevant section of the meeting, as indicated on the agenda. If you wish to contribute to the meeting, as a member of the public, it would be helpful if you could advise the Proper Officer in advance so that an appropriate period of time is set aside for this purpose.

Members are respectfully request to advise the Proper Officer prior to the meeting, if they are unable to attend.

Date of Notice: 28th April 2022

A handwritten signature in black ink, appearing to read 'Mike McDonald'.

Mike McDonald
Proper Officer / RFO (Town Clerk)

Meeting Notes:

1. Occasionally contractual, staffing or other matters have to be held in a "Confidential" section of the Meeting, to the exclusion of Press and Public
2. Councils cannot lawfully decide items of business that is not specified in the Summons / Agenda (LGA1972, Sch 12, paras 10 (2)(b))
3. Recording: Please note that all Council Meetings are recorded to ensure accuracy of the minutes; these recordings are not retained following approval of relevant minutes. You are also requested to inform the Proper Officer if you intend to record or film the meeting.

AGENDA – ANNUAL COUNCIL MEETING: THURSDAY 5TH MAY 2022

- 1. To elect the Town Mayor (Chairman of the Council)**
To receive nominations for Mayor and undertake election thereon
- 2. To receive the elected Mayor’s Declaration of Acceptance of Office**
- 3. To elect the Deputy Town Mayor (Vice Chairman of the Council)**
To receive nominations for Deputy Mayor and undertake election thereon
- 4. To receive the elected Deputy Mayor’s Declaration of Acceptance of Office**
- 5. Apologies**
To receive Councillor apologies
- 6. Declarations of Interest**
To receive Councillors’ Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting
- 7. Minutes**
To confirm the minutes of the Annual Town Council meeting held on 20th May 2021 and sign as an accurate record of that meeting
- 8. Public Participation**
Standing Orders are suspended by the Mayor, whilst members of the public are invited to make representations, ask questions and give evidence in respect of business being transacted at the meeting and about any other matter for which the Council has a responsibility. Standing Orders will be reinstated thereafter
- 9. Committees**
To consider the recommendations of the report as proposed regarding standing and advisory committees, their membership, and dates of meetings for the forthcoming Civic Year. Resultant nominations for membership to be considered thereafter
- 10. Appointment of representatives to outside bodies**
To appoint representatives to outside bodies

Outside Body	Representation	
Town Twinning		
Whitchurch Chamber of Trade		
Whitchurch Waterways Trust		
Whitchurch Fairtrade Town Group		
Queensway Playing Fields Association		
Beechtree Community Centre		
Joint Commissioning and Economic Board		
Whitchurch Wellbeing Board		
Whitchurch Walkers (affiliated membership)		
Higginson Charities and Whitchurch Relief in Need		

11. Reports from Officers of the Council

To receive a verbal report from the Proper Officer

12. Annual Accounts

- a) To note that the Accounts for the Financial Year 2021/2 are in preparation for final approval at a later meeting
- b) To note an extension granted by the External Auditor for the submission of the Annual Return to 31st July 2022

13. Payments / Grant requests

- a. To authorise approval of regular payments as presented.
- b. To agree a grant making process dependant on the outcome of Item 9 in relation to delegated powers

14. Civic Recognition

To consider and determine a motion of Civic Recognition from Councillor Andy Hall

15. CONFIDENTIAL BUSINESS

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.

16. Chairman's Briefing

An opportunity for the new Mayor (Chairman) to present initial thoughts to colleagues, should he/she wish

Attachments:

Minutes of Previous ACM, 20th May 2021 (Item 7)

Committee Proposal (Item 9)

List of Regular Payments at 28th April 2022 (Item 13a)