



PUBLIC VERSION

FULL TOWN COUNCIL MEETING – 16TH JUNE 2022

All members are summoned to attend the above meeting, which will be held on **THURSDAY 16th JUNE 2022**, in the Edward German Room, Whitchurch Civic Centre commencing at 7.15pm.

The meeting is held in public, and we welcome contributions 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 is set aside for this purpose.

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

Date of Notice: 10th June 2022

Mike McDonald
Proper Officer / RFO
Whitchurch Town Council

Meeting Notes:

1. Occasionally, contractual, staffing or other matters have to be held in a “Confidential” section of the Meeting, to the exclusion of the Press and Public
2. Councils cannot lawfully decide items of business that are 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 the relevant minutes. You are requested to inform the Proper Officer if you intend to record or film the meeting.



Presentation:

The meeting will commence with the presentation of the title “Honorary Townsman” to former Councillor, ALAN CHESTERS, in recognition of the town’s gratitude for his long service and commitment to the Council. REF: **WTC/FC/ACM/06/2223**

1. Standing Item: Apologies

To receive Councillor apologies

2. Standing Item: Declarations of Interest

To receive Councillors’ Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting

3. Standing Item: Mayor and Member Update

To receive an update on activity undertaken by the Mayor since the previous meeting. This item may also include an invitation for Members to give a brief update on their actions on behalf of the Town Council, should the Mayor determine

4. Standing Item: Minutes

- a) To confirm the minutes of the Full Town Council Meeting of 21st April 2022 and sign as an accurate record of that meeting
- b) Following legal scrutiny, to confirm the minutes of the Full Town Council Meeting of 26th April 2021 and sign as an accurate record of that meeting, for the record
- c) In the absence of a Finance Committee in the 2022/23 Civic Year, to accept and agree Minutes of the final Finance Committee Meeting of 14th April 2022, for the record

5. Standing Item: Outstanding Actions

To note that all resolutions from the Full Council Meeting of 21st April 2022 have been completed, though a reconfiguration of WTC Advisory Group Membership is included on this agenda

6. Standing Item: Public Participation (including Shropshire Councillor Report & Local Policing Update, if available)

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 responsibility. Standing Orders will be reinstated thereafter.

7. Governance Matters: Councillor Co-option

To consider and determine applications for current vacancies from individuals meeting the criteria to serve on Whitchurch Town Council

8. Governance Matters: WTC Committee & Advisory Group Amendments

- a) To consider and determine outstanding vacancies on standing and advisory committees and /or groups, or redetermine membership as outlined in proposals
- b) Although proposal and ToR's refer to "Advisory Committee", to agree to redefine these two groups as "Advisory Groups" to make the distinction between them and WTC Committees holding delegated powers
- c) To agree Terms of Reference for Heritage and Cemetery Advisory Groups, as proposed, to enable formation and initial meetings to be called

9. Governance Matters: Standing Orders, Financial Regulations and Scheme of Delegation Review and Revision

To establish a Governance & Scrutiny Working Group (5 members), in order to review WTC Standing Orders, Financial Regulations and Scheme of Delegation, aligned to NALC model documents and guidance, for recommendation to Full Council in July 2022. This is prudent given recent changes in WTC Committee and Advisory Group structures.

10. Governance Matters: Cemetery Rules, minor amendment

To approve a revision to WTC Cemetery Rules (April 2022, following recommendation from PPR) to reflect the addition of the plinth to site mason's name and/or grave number inscriptions, per proposal

11. Financial Matters: Authorised Signatories

- a) To consider and approve two additional Councillor signatories for WTC Unity Bank Account (electronic and physical) – per Financial Regulation 6.4.
- b) To approve the addition of the Proper Officer / RFO to the Bank Mandate for operational reasons to input payments in the absence of the Accounts Officer

12. Financial Matters: 2021/22 Audit and Annual Return

- a) To note that good progress is being made by the Accounts Officer in preparation of up-to-date financial Management Information, to be presented at the next Full Council meeting
- b) To note that John Henry will shortly complete the Internal Audit (Finance and Governance) to enable completion of the External Audit by PKF Littlejohn and submission, thereafter, of the 2021/22 Annual Return

13. Financial Matters: Insurance Renewal 2022/23

To note the renewal of Insurances with Zurich Municipal at a cost of £5,772.36, including tax (£5,330.77 2021/22). Due to the timings of the renewal, this was completed under reference to the Chair, who approved as a Chair's Action.

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

REDACTED SECTION FOR PUBLIC VERSION