



whitchurch town council

MINUTES: FULL TOWN COUNCIL MEETING, THURSDAY 16TH JUNE 2022

MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 16TH JUNE 2022

PRESENT

Councillors: J. De-Wyrall G. Ebbs A. Hall (Chair) R. Hall
A. Hotchkiss A. Jackson P. Lea M. Phipps
P. Sample M. Ridgway G. Sullivan J. Thornton

Proper Officer: Mike McDonald

IN ATTENDANCE:

P. Mullock – Shropshire County Councillor (Whitchurch North) D. Newman – Whitchurch Herald
G. Dakin – Shropshire County Councillor (Whitchurch South) 5 Members of the public were present

PRESENTATION:

Prior to the Meeting the Mayor, Councillor A. Hall, on behalf of the Council, recognised former Councillor and Town Mayor, Alan Chesters, with an “Honorary Townsman” Award to acknowledge the service and commitment that he had given to both the Council and Town over many years. Due to illness, it was accepted by Deputy Mayor, Councillor R. Hall, and will be delivered at a private meeting. WTC/FC/ACM/06/2223

Councillor A Hall opened the meeting at 7.15pm

1. Apologies

No Apologies were received for this meeting

2. Declarations of Interest

No declarations of Councillors’ Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting were received

3. Mayor and Member Update

The Mayor outlined activity since the previous meeting:

- i) Re-opening of Lornashouse Shop in High Street
- ii) St Alkmund’s Jubilee Service
- iii) Jubilee Street Party at The Grove
- iv) Jubilee Funday at The Civic (due to weather)
- v) Tilstock Village Hall Jubilee Celebrations
- vi) Prees C of E Primary School – Prize Presentation (WTC Jubilee Art Competition)
- vii) Official Opening of Deermoss Inclusive Play Area
- viii) Funeral – John (Johnnie) Bates – former Mayor of Whitchurch

The Mayor officially welcomed Councillors De-Wyrall and Hotchkiss to their first Full Town Council meetings and also thanks all those involved in creating memorable Platinum Jubilee events in the Town.

Member Updates of recent activity:

Cllr Ebbs	Attendance at Funeral of John (Johnnie) Bates Shropshire Ukrainian Refugee Working Group (on behalf of Helen Morgan MP)
Cllr Hotchkiss	Visits to Tilstock & Prees School in relation to WTC Jubilee Art Competition
Cllr Sullivan	Waterways Trust Meeting

4. Minutes

- a) With a minor amendment (name change of 'Robert Hisle' to 'Rod Himsley') the minutes of the Full Town Council Meeting held on 21st April 2022 were agreed and signed as an accurate record of that meeting. Proposed Cllr Sullivan, seconded Cllr R. Hall
- b) It was agreed that the minutes of the Full Town Council Meeting of 26th April 2021 be deferred to the Confidential section of this meeting, due to the sensitive nature of the item which may have required amendment. Proposed Cllr A. Hall, seconded by Cllr Phipps
- c) With a minor amendment (title change of 'Accounts Assistant' to 'Accounts Officer') the minutes of the final Finance Committee Meeting held on 14th April 2022 were agreed and signed as an accurate record of that meeting. Proposed Cllr A. Hall, seconded Cllr Lea

5. Outstanding Actions

It was noted that all resolutions of the Full Town Council Meeting of 21st April 2022 had been completed, save for the Committee item on this Agenda

6. Public Participation

Standing Orders were suspended by the Mayor, whilst members of the public were 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.

Summary of points raised:

Ms Samantha Toolan

Made representation on behalf of the Pugh family in relation to the request to 'reserve' an adjoining plot to an internment in the Whitchurch Cemetery Garden of Remembrance. A 120+ Petition was cited and it was asked that the item in the later Confidential section be considered a permanent 'rule change' for the Cemetery in addition to an exceptional item for the family concerned.

Noted that the Cemetery Board Minutes of 2007 may give further insight into why the ‘reservation’ of plots in Whitchurch Cemetery was withdrawn in 2007

SCC Mullock advised WTC of the following:

- Gleeson Developments withdrawal from the proposed development near Prince William Close
 - The current Public Consultation in relation the proposed Whitchurch Swimming Pool
 - Further news on the development of Pauls Moss (Medical Centre) was due to be released soon
- There were no questions for SCC from WTC.*

There being no further items, Standing Orders were reinstated.

7. Councillor Co-option

Candidates Catherine Purt and Peter Tew presented an overview of their applications and experience. Two applications for two vacancies had been received.

Having met the criteria to hold office, both candidates were welcomed to the role of Town Councillor for Whitchurch Town Council (C Purt – South; P Tew – North). The Acceptance of Officer was signed by both candidates, who joined the Meeting at that point.

8. Committee and Advisory Group Amendments

- a) After consideration and proposal by Cllr Hotchkiss, seconded by Cllr Sullivan it was unanimously **RESOLVED** to adopt the Membership outlined below.
WTC/FC/07/2223
- b) It was noted that the “Advisory Committees” will be re-styled as “Advisory Groups” to provide a distinction between these groups and WTC Committees with statutory powers
- c) After consideration and proposal by Cllr A. Hall, seconded by Cllr Phipps it was unanimously **RESOLVED** to adopt the “Terms of Reference” presented to Council for both the Cemetery and Heritage Advisory Groups.
WTC/FC/08/2223

WTC COMMITTEES:	
COMMITTEE	MEMBERSHIP
CULTURE & CIVIC (7 Members)	Cllrs Ebbs, R. Hall, Jackson, Phipps, Purt, Sample, Tew
PARKS & PUBLIC REALM (7 Members)	Cllrs De-Wyrall, Hotchkiss, Lea, Ridgway, Sullivan, Thornton, Vacancy x1
PERSONNEL (5 Members)	Cllrs A. Hall, R. Hall, Jackson, Phipps, Thornton

WTC ADVISORY COMMITTEES: WTC COUNCILLORS ONLY	
COMMITTEE	MEMBERSHIP
FINANCE (5 Members)	Cllrs A. Hall, R. Hall, Jackson, Phipps, Thornton

WTC ADVISORY GROUPS: INCLUDING EXTERNAL CO-OPTION	
COMMITTEE	MEMBERSHIP
CEMETERY (7 x WTC, 3 External)	Cllrs Hotchkiss, Lea, Ridgway, Sullivan, Vacancy x3 Marbury Council representative x1 Residents x2
HERITAGE (7 x WTC, 3 External)	Cllrs De-Wyrall, Ebbs, Lea, Phipps, Sample, Sullivan, Vacancy x1 Whitchurch Heritage Centre Representative x1 Residents x2

9. Standing Orders, Financial Regulations and Scheme of Delegation – Review and Revision

After consideration and proposal from Cllr A. Hall, seconded by Cllr Ebbs it was **RESOLVED** to establish a Governance and Scrutiny Working Group, in the first instance to propose to Full Council on 21st July the changes required to align Standing Orders, Financial Regulations and Scheme of Delegation documentation to NALC model documents. The Proper Officer will convene this Working Group in due course.

WTC/FC/09/2223

G&S Membership (Max 5): Cllrs A. Hall, R. Hall, Purt, Thornton

10. Cemetery Rules – Minor Amendment

The report was taken as read. After consideration and proposal by Cllr Thornton, seconded by Cllr Lea it was **RESOLVED** to adopt the minor amendment re mason's name/grave number inscriptions. The Proper Officer to update as necessary.

WTC/FC/10/2223

11. Authorised Signatories

- a) In accordance with current Financial Regulation 6.4, after a proposal by Cllr R. Hall, seconded by Cllr Phipps it was **RESOLVED** that Cllrs Purt and Sullivan are added to the Unity Bank Mandate for approval of physical and electronic payment instructions
WTC/FC/11/2223
- b) After a proposal by Cllr R. Hall, seconded by Cllr Hotchkiss it was **RESOLVED** that the Proper Officer be added to the Unity Bank Mandate for the processing of payments and regular administration in line with current WTC regulations
WTC/FC/12/2223

12. 2021/22 Audit and Annual Return

It was noted that good progress is being made toward the completion of up-to-date financial information and the progress of the 2021/22 Annual Return. The Proper Officer outlined the following activity in order to meet the extension granted by PKF Littlejohn (31st July):

- 29/30 June: In-house preparation for Internal Audit
- 4 July (w/c): John Henry – Internal Audit visit to WTC
- 14 July: Receipt of Internal Audit from John Henry
- 21 July: AGAR presented to Full Council for ratification

13. Insurance Renewal

The renewal of Insurances with Zurich Municipal at £5,772.36 was noted as a Proper Officer/Chair's Action due to the timing of the renewal

14. CONFIDENTIAL BUSINESS

It was resolved that under the Public Bodies (Admissions to Meetings) Act 1960, the public and press was excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters

15. Minutes – FC 26th April 2021

As Cllr A Hall was the only remaining Councillor extant on the current Council from this 'remote' meeting, it was agreed that receipt of the Minutes of the Full Council Meeting of would be 'noted' for the record

16. Grounds Maintenance Contract – Update

A discussion was held around the current position, and it was **RESOLVED** to request actions of the Proper Officer by way of a proposal from Cllr Thornton, seconded by Cllr Ridgway. The majority agreed with one abstention from Cllr Ebbs. The Proper Officer will progress under reference to the Parks & Public Realm Committee
WTC/FC/13(C)/2223

17. Small Community Grant Scheme – Round Applications

It was noted that the previously approved £10,000 budget for the 2022/23 Financial Year (March 2022) be apportioned appropriately over 2 tranches. The Finance Advisory Group will consider all applications and recommend to Full Council on 21st July 2022

18. Whitchurch Cemetery – Resident Request

After a lengthy debate, considering the petition and the family's representations, and a proposal from Cllr Sample, seconded by Cllr Thornton it was **RESOLVED** (with abstentions from Cllrs De-Wyrall and Hotchkiss) that the request to make an exception to the current Whitchurch Cemetery rule would be refused.

WTC/FC/14(C)/2223

However, mindful of family's specific request, it was agreed that a slightly larger headstone would be allowed to accommodate their intentions. The Proper Officer will convey the decision to the family and discuss appropriately.

19. Personnel Update

Cllr R. Hall updated Councillors on the current position regarding longstanding matters in relation to a current employee. After discussion and a proposal from Cllr R. Hall, seconded by Cllr Sample, it was **RESOLVED** that Council request specific actions of the Proper Officer. The matter will be updated via the Personnel Committee.

WTC/FC/15(C)/2223

Cllrs Ridgway and Thornton left the Meeting at this point.

Further updates were received and noted by Councillors.

20. Jubilee Park – Memorial Bench

The Proper Officer outlined plans for an additional bench in Jubilee Park, in memory of former Councillor and Mayor Johnnie Bates. All agreed as a suitable action.

There are no additional confidential minutes for this meeting.

There being no further business, the meeting closed at 9.10pm

Signed as a true record of the meeting:

Chair: _____

Date: _____

WTC DRAFT