



## EXTRAORDINARY MEETING

### PARKS & PUBLIC REALM COMMITTEE – 13<sup>TH</sup> OCTOBER 2022

The members listed below are summoned to attend the above meeting, which will be held on **THURSDAY 13<sup>TH</sup> OCTOBER 2022**, in the Edward German Room, Whitchurch Civic Centre commencing at 7.00pm.

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: 7<sup>TH</sup> OCTOBER 2022**

**Mike McDonald**  
Proper Officer / RFO  
Whitchurch Town Council

**Councillors: J. De-Wyrall, C. Doyle, A. Hotchkiss, P. Lea, M. Ridgway, G. Sullivan,  
J. Thornton**

#### 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.



## 1. Apologies

To receive any apologies and reasons for absence

## 2. Declarations of Interest

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interest in relation to any item on the Agenda

## 3. Minutes

To confirm the minutes of the Parks & Public Realm Committee Meeting held on 7<sup>th</sup> July 2022 and sign as an accurate record of that meeting

To confirm the minutes of the Parks & Public Realm Meeting Held on 8<sup>th</sup> September 2022 and sign as an accurate record of the meeting

To note that outstanding matters from the Parks & Public Realm Meeting held on 8<sup>th</sup> September will be carried over to the scheduled meeting of 3<sup>rd</sup> November 2022

## 4. Public Participation

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.

## 5. 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

## 6. Parks Staffing Structure

To discuss and resolve a new Parks Staffing Structure

## 7. Preliminary Budget Proposals – 2023/24

To discuss preliminary budget proposals to feed into the Parks and Public Realm Meeting on 3<sup>rd</sup> November 2022

### Associated Papers:

- a. Minutes – 7<sup>th</sup> July 2022 and 8<sup>th</sup> September 2022 (item 3)
- b. Parks & Public Realm – A New Beginning (Item 6)
- c. Facilities Officer (Parks) – Draft Job Description (Item 6)
- d. Parks Rota (item 6)
- e. Parks & Public Realm – General Maintenance Contract Breakdown (Item 7)
- f. Parks Budget 2023-24 (Item 7)