



# whitchurch town council

MINUTES: FULL TOWN COUNCIL MEETING, THURSDAY 16<sup>TH</sup> FEBRUARY 2023

## MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 16<sup>TH</sup> FEBRUARY 2023

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### PRESENT

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

Proper Officer: Mike McDonald

**IN ATTENDANCE:** P. Mullock – Shropshire Councillor (Whitchurch North) 2 Members of the public  
D. Newman – Whitchurch Herald

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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:

26 <sup>th</sup> January	WTC Youth Club launch (with partners Shropshire Youth Association)
27 <sup>th</sup> January	Award Ceremony, Freedom Fibre Fund (Civic Centre)
11 <sup>th</sup> February	New Business launch (Jenny Hampton 'New Learn Massage UK')
14 <sup>th</sup> February	Visits to local "Warm Spaces" following WTC Grant Awards – St John's Church, Brownlow Community Centre, Pearl Yard Senior Citizens Club
14 <sup>th</sup> February	WTC "Warm Space" including film screening

### Member Updates of recent activity:

Cllr Hotchkiss	Whitchurch Business Group Meeting (20 <sup>th</sup> January)
Cllr Purt	Engagement with Shropshire, Telford & Wrekin Integrated Care Service regarding a future Public Presentation / Consultation in Whitchurch
Cllr Tew	Walkers Are Welcome – regarding 2023 Walking Festival Whitchurch Business Group (8 <sup>th</sup> February - meeting cancelled) Volunteering for Youth Club with WTC partners SYA
Cllr Ridgway	WTC Signage Working Group (with Cllr A. Hall) – town signage review programme

#### 4. Minutes

The minutes of the Full Town Council Meeting held on 19<sup>th</sup> January 2023 were unanimously agreed and signed as an accurate record of that meeting. Proposed Cllr A. Hall, seconded Cllr Tew

#### 5. Public Participation

It was resolved that Standing Orders were suspended (Proposed Cllr A. Hall, seconded Cllr Phipps – all in favour), 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.

*Shropshire Councillor (PM)*

*A Member of the Public had asked her to thank WTC for the recent “Warm Space” film screening*

*Shropshire Council have recently appointed a main contractor for the Whitchurch Swimming / Leisure Centre development (in response to question from Cllr Lea – a meeting to be arranged on site regarding ‘repurpose’ of useful equipment by WTC)*

*Significant traffic light improvements / other work on roadways in progress*

There being no further items, Standing Orders were reinstated. Proposed Cllr A. Hall, seconded Cllr Doyle – all in favour

#### 6. Planning Matters

Planning Application 23/00187/COU (changed of use of space at Whitchurch Civic Centre regarding DVSA) was considered and discussed. It was unanimously **resolved** that Whitchurch Town Council endorse their offer to house the DVSA service with a supportive comment and a desire to see swift consideration by the principal authority. Proposed Cllr A. Hall, seconded Cllr Sullivan. **WTC/FC/48/2223**

The Proper Officer was asked to submit comments on the Council’s behalf prior to the deadline for doing so.

#### 7. Governance Matters: Approval of Policies

After consideration, it was unanimously **resolved** that the governance documents be approved for adoption, as presented:

- a) Whitchurch Town Council Standing Orders. Proposed Cllr A. Hall, seconded Cllr Phipps. **WTC/FC/49/2223**
- b) Whitchurch Town Council Financial Regulations. Proposed Cllr A. Hall, seconded Cllr Tew. **WTC/FC/50/2223**
- c) Whitchurch Town Council Scheme of Delegation. Proposed Cllr A. Purt, seconded Cllr Morris. **WTC/FC/51/2223**

#### 8. Governance Matters: Risk Assessments

The recent completion of Fire Risk and General Health & Safety Risk Assessments were noted, with reports being submitted to WTC Civic & Culture Committee once received

**9. Finance Matters: Financial Management Information (Month 10)**

Month 10 Financial Information was received and noted.

**10. 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. For this section, the Council resolves itself into Committee, per s1 (6) of the Act. Proposed Cllr A. Hall, seconded Cllr De-Wyrall – all in favour.

**11. Financial Matters: Small Community Grants 2022/23 – Additional Application**

An additional application was noted and discussed. After consideration it was agreed to approve the application with the donation of upgraded items purchased from residual 2022/23 s137 Community Grant Allocation monies.

The Proper Officer was asked to progress with the grantee and suppliers. Proposed Cllr A. Hall, seconded Cllr Jackson. **WTC/FC/52(C)/2223**

**12. Finance Matters: Charitable Trust Accounts (F. Greaves & C.J. Berrington)**

Following consideration, Annual Accounts for the F.Greaves and C.J.Berrington Trust Accounts, under the control of Whitchurch Town Council, were agreed and signed by the Proper Officer (as WTC RFO) and Cllr A Hall (as Trustee). Proposed Cllr R. Hall, seconded Cllr Phipps. **WTC/FC/53(C)/2223**

It was agreed that further focus would be given to utilisation of trust funds in the next civic year, following completion of other matters noted by the Proper Officer (recorded separately).

**13. Governance Matters: Community Engagement**

Cllr Ebbs left the chamber for the first part of the discussion due to the potential for a Declarable Pecuniary Interest, which was noted. Discussions were held in relation to engagement with external bodies and instructions given to the Proper Officer, which will form a future agenda item for Full Council consideration.

Progress on **WTC/FC/47(C)/2223** (Shropshire Council re Car Parks) negotiations was discussed, and a response agreed for Proper Officer progression.

There being no further business, the meeting closed at 8.20pm

Signed as a true record of the meeting:

Chair: \_\_\_\_\_

Date: \_\_\_\_\_