



## FULL TOWN COUNCIL MEETING – 16<sup>TH</sup> FEBRUARY 2023

**All members are summoned to attend the above meeting, which will be held on THURSDAY 16<sup>TH</sup> FEBRUARY 2023, 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: 10<sup>th</sup> February 2023**

**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.



**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**

To confirm the minutes of the Full Council Meeting of 19<sup>th</sup> January 2022 and sign as an accurate record of that meeting

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

*To resolve that Standing Orders are suspended, 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.*

**6. Planning Matters**

To consider a response, if any, to Planning Application ref 23/00187/COU: Change of use of space at Whitchurch Civic Centre (Interview rooms 1 and 2) to accommodate Driving Test Centre, detail previously circulated

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

To consider, approve and adopt revised governance documents:

- a) Whitchurch Town Council Standing Orders
- b) Whitchurch Town Council Financial Regulations
- c) Whitchurch Town Council Scheme of Delegation

**8. Governance Matters: Risk Assessments**

To note recent completion of Fire Risk and General Health & Safety Assessments, with reports submitted to the Culture & Civic Committee, once received

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

To receive Month 10 Financial Information from Rialtas

## 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.

## 11. Finance Matters: Small Community Grants 2022/23 – Additional Application

To consider an additional application for funding received after the latest round

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

To receive and approve completed charitable Trust Accounts under the control of Whitchurch Town Council and a related update from the Proper Officer

## 13. Governance Matters: Community Engagement

To discuss matters in relation to engagement with community groups

### Associated Papers:

(X) = Agenda Item

Draft Minutes: FC Meeting, 19<sup>th</sup> January 2022 (4)

Local Policing Report (5)

Planning Letter – Civic Centre (6)

WTC Standing Orders, Financial Regulations, Scheme of Delegation 2022/3 (7 a-c, 3 documents)

I&E and Bal Sheet, Month 10 (9) – to follow

Small Community Grant (s137) 2022/23 Application (11 CONF)

Charitable Trust Accounts – F. Greaves and C.J. Berrington Funds (12 CONF – 4 documents)

Planning Matter:

Documents associated with the Planning Matter under discussion may be found at:

<https://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=ROLE7ZTDLPO00>