



FULL TOWN COUNCIL MEETING – 16TH MARCH 2023

All members are summoned to attend the above meeting, which will be held on THURSDAY 16TH MARCH 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: 9th March 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.



whitchurch town council

AGENDA: FULL TOWN COUNCIL MEETING, THURSDAY 16TH MARCH 2023

PLEASE NOTE THAT THE MEETING WILL BE PRECEDED BY A PRESENTATION TO FULL COUNCIL FROM WHITCHURCH WATERWAYS TRUST AT 7PM. MEMBERS OF THE PUBLIC WILL BE ADMITTED AT 7.15PM FOR THE PUBLIC SESSION OF THE FULL COUNCIL 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 16th February 2023 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.

It is anticipated that Inspector Claire Greenaway-Evans and PC Ben Jones will be in attendance for this item, subject to availability.

6. Governance Matters: Committee, Working and Advisory Chair Reports and Minutes

- a) To receive a brief verbal report from the Chair of the PARKS & PUBLIC REALM Committee and to receive and note minutes from the meetings of 2nd March 2023.
- b) To receive a brief verbal report from the Chair of the CULTURE & CIVIC Committee and to receive and note minutes from the meeting of 2nd March 2023, particularly noting completion of Health & Safety obligations.
- c) To receive a brief verbal report from the Chair of the CEMETERY Advisory Groups and to receive notes from the meeting of 7th March 2023. To ratify recommendations in the notes for action.

- d) To note the formation of a Task & Finish Group for the delivery of a KCIII Coronation Celebratory Event/s in May 2023, involving Committee Members and representatives of invited voluntary and other interested groups. Members not on either Committee are also asked for voluntary involvement in the event.
- e) All Committee, Working and Advisory Group Chairs and Members to note activity required to complete the Council's Annual Report for Civic Year 2022/23 in readiness for the Annual Town Meeting on 11th May 2023.

7. Governance Matters: Fixed Asset Register and Aged Debtor Analysis

To note that a Fixed Asset Register Review and Aged Debtor Analysis, with recommendations, will be presented at the Full Council Meeting of 20th April 2023 as part of 'year end' procedures. This will follow oversight from the WTC Finance Advisory Group and reflect movements in both elements during the 2022/23 year.

8. Governance Matters: Assurance of Internal Control

To note recent completion of a review of financial and other processes by non-signatory members of the Finance Advisory Group for Full Council assurance, aligned to Risk Management protocols, prior to the conclusion of the current financial year.

Item aligned to the completion of the Accountability and Governance Annual Return (AGAR) for financial year 2022/3 and associated Audits. To note that the Proper Officer has recently completed an interim Internal Audit as part of this process with the Council's Internal Auditor (report awaited).

9. Governance Matters: Committees and Working Groups

To note the resignation of a Councillor from the Heritage Advisory Group with the recommendation from the Proper Officer to delay replacement until Committees and Working Groups are reassigned for the new Civic Year at the Annual Council Meeting of 11th May 2023

10. Finance Matters: Financial Management Information (Month 11)

To receive Month 11 Financial Information from Rialtas

11. Finance Matters: Grant Application

To consider the application for Grant Monies from voluntary Group "We Are Whitchurch"

12. Finance Matters: Interim Internal Audit Report 2022/23

To receive and note the Interim Audit Report 2022/23 recently received from WTC Internal Auditor, JDH Business Services. To note that the Proper Officer (RFO) has scheduled workstreams to address appropriate recommendations therein.

13. Other Matters: WTC support of Climate & Ecology Bill

To consider support of a parliamentary motion relating to the Climate & Ecology Bill currently in progress, following receipt of correspondence from Zero Hour Shropshire

14. 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.

15. Pre-Meeting Presentation

To discuss and determine any matters arising from the Pre-Meeting Presentation from Whitchurch Waterways Trust

16. Finance Matters: Award of Grounds Maintenance Contracts for 2023/24

To receive and approve recommendations from the Parks & Public Realm Committee Meeting of 2nd March 2023 – namely WTC/PPR/19-22/2223 inclusive, in relation to the award of Grounds Maintenance contractual elements for the 2023/24 civic and financial years

17. Resident Representations (Update from January 2023 FC): Town Bus Route/s

To consider additional correspondence received from the bus operator in relation to Whitchurch Town Bus Routes as a response to communication from a resident in January 2023

18. Communications: High Sheriff of Shropshire

To receive correspondence from the High Sheriff of Shropshire, Selina Graham, following her visit to Whitchurch on 1st March 2023

19. Update: Shropshire Council Discussions

To receive a verbal update from the Mayor and Proper Officer regarding a follow-up meeting (10th March 2023) with Shropshire Council representatives regarding SC and WTC Assets

Associated Papers:

Draft Minutes: FC Meeting, 16th February 2023 (4)
Parks & Public Realm Committee Minutes – 2nd March 2023 (6)
Cemetery Advisory Group Meeting Notes – 7th March 2023 (6)
I&E and Bal Sheet, Month 11 (10) – to follow
Internal Audit Report – JDH (12)
Analysis of GMC Quotations **CONF** (16)
High Sheriff of Shropshire **CONF** (18)

(X) = Agenda Item

Local Policing Report (5)
Culture & Civic Committee Minutes – 2nd March 2023 (6)
Assurance of Internal Control – ‘audit’ overview (8)
Grant Application – We Are Whitchurch (11)
Zero Hour Shropshire re Climate & Ecology Bill (13)
Bus Operator Proposal/s **CONF** (17)