



FULL TOWN COUNCIL MEETING – 20TH APRIL 2023

All members are summoned to attend the above meeting, which will be held on **THURSDAY 20TH APRIL 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: 14th March 2023

Mike McDonald
Proper Officer / RFO
Whitchurch Town Council

PLEASE NOTE THAT THE MEETING WILL BE PRECEDED BY PRESENTATIONS / MEETINGS WITH FULL COUNCIL:

6PM Peter Gilbertson, Senior Project Management Officer, Shropshire Council
PROGRESS REPORT ON WHITCHURCH LEISURE CENTRE (WHITCHURCH SWIMMING POOL)
6.30PM Lezley Picton, Leader, Shropshire Council

THE PUBLIC WILL BE ADMITTED AT 7.15PM FOR THE PUBLIC SESSION OF THE FULL COUNCIL MEETING.

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 16th March 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.

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

- a) To receive a brief verbal report from the Chair of the FINANCE ADVISORY GROUP and to receive and note minutes from the meeting of 30th March 2023, including recommendations for items on this agenda.
- b) To receive a brief verbal report from the Chair of the HEALTH & WELLBEING WORKING GROUP and to receive and note minutes from the meeting of 11th April 2023 (if available).

7. Governance Matters: Appointment of Internal Auditors

To consider and approve the re-appointment of JDH Business Services as Internal Auditor for Whitchurch Town Council until the next periodic review.

8. Finance Matters: Fixed Asset Register 2022/23

To receive and approve the Fixed Asset Register Review for the 2022/23 financial year, presented by the RFO, an audit requirement, following oversight from the WTC Finance Advisory Group (F.A.G. recommendation- - item 2, F.A.G. Notes, March 2021).

9. Finance Matters: Financial Management Information (Month 12) / Accounts and Audit

To receive Month 12 Financial Information from Rialtas. To note 'end of year' account accounts activity to prepare financial statements for presentation at the May Full Council Meeting aligned to internal and external audit obligations (including AGAR).

10. Finance Matters: Grant Application (held over from March FC Meeting)

To consider the application for Grant Monies from voluntary Group "We Are Whitchurch". Item previously held over for further information from the Group.

11. Other Matters: KCIII Coronation - Whitchurch Celebrations

To note the final schedule of events organised to celebrate the Coronation of King Charles III.

12. 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.

13. Pre-Meeting Presentations and Meetings

To discuss and determine any matters arising from the Pre-Meeting Presentations and Meetings if any.

14. Finance Matters: Analysis of WTC Debtors

To receive the Analysis of WTC Debtors and determine action in relation to outstanding amounts, an audit requirement, noting the recommendations of the WTC Finance Advisory Group (F.A.G. recommendation – item 3, F.A.G. Notes, March 2021).

15. Finance Matters: Approval of NALC Annual Settlements

For audit purposes, to resolve that NALC national salary settlements are automatically applied when advised, as a contractual obligation, without the need for specific resolution/s (F.A.G. recommendation – item 4, F.A.G. Notes, March 2021).

16. Finance Matters: DLUCH Consultation regarding Community Infrastructure Levy (via NALC)

If necessary, to instruct the Finance Advisory Group (or others if deemed appropriate) to consider WTC comments, in collaboration with the Proper Officer, to inform NALC's response to the technical consultation on the Infrastructure Levy and submit prior to a 19th May deadline.

17. Finance Matters: "Thriving Children" Activity Stream

To consider a Joint Working Relationship with others to enhance the Whitchurch CYP / Health & Wellbeing offering. To additionally determine that the Proper Officer progresses an associated grant application to enable the activity.

18. Governance Matters: Committee Restructure in 2023/24 Civic Year

To note a proposed change to Committee structures to be presented to the Annual Council Meeting in May (F.A.G. recommendation – item 5 F.A.G. Notes, March 2021).

19. HR Matters: Additional Administrative Support / Parks and Public Realm

To determine a request from the Chair of Personnel and Proper Officer in relation to administrative support. To note and agree an approach to Parks & Public Realm activity.

20. Update: DVSA

To note approval of the Planning Application (5th April 2023) and receive a position statement from the Proper Officer.

21. Update: Shropshire Council Update

To receive any update from the Mayor and Proper Officer. To consider and determine proposals in relation to Civic Centre infrastructure.

22. Other: Private Matter

To consider a request from the Mayor and Proper Officer in relation to a private matter

Associated Papers:

(X) = Agenda Item

Draft Minutes: FC Meeting, 16th February 2023 (4)

H&W Working Group – Notes 11th April (6b) *to follow*

I&E and Bal Sheet, Month 11 (9) – *to follow*

KCII Coronation Activity (11)

DULCH Technical Consultation on Infrastructure Levy **CONF** (16)

Quote Received re Civic Centre **CONF** (21)

Local Policing Report (5)

WTC Asset Register 2022/23 (8)

Grant Application – We Are Whitchurch (10) *to follow*

Analysis of WTC Debtors 2022/23 **CONF** (14)

Thriving Children SC Release **CONF** (17)

Finance Advisory Group – Notes 30th March (6a et al) **CONF**