



whitchurch town council

MINUTES: FULL TOWN COUNCIL MEETING, THURSDAY 20th April 2023

MINUTES OF THE FULL TOWN COUNCIL MEETING HELD ON THURSDAY 20th April 2023

PRESENT

Councillors: C. Doyle G. Ebbs A. Hall A. Hotchkiss
A. Jackson P. Lea J. Morris M. Phipps
M. Ridgway P. Sample P. Tew

Proper Officer: Mike McDonald

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

The meeting was preceded by a Presentation from Shropshire Council (P Gilbertson, Senior Project Manager, Whitchurch Swimming Pool redevelopment – 6pm) and a meeting with Shropshire Council Leader, Lezley Picton (6.30pm). As published, members of the public were admitted at 7.10pm.

Councillor A. Hall opened the meeting at 7.15pm.

1. Apologies

Apologies were received Cllrs De-Wyrall, R. Hall, Purt and Sullivan for this meeting

2. Declarations of Interest

Cllr Jackson declared an interest in item 10 on the agenda (Grant Application – We Are Whitchurch) as a management representative of the group and, as such, would not participate in the Council decision on the matter.

The Proper Officer asked Council to note resolution WTC/FC/35/2223 (October 2022) whereby participation of others in matters relating to the voluntary group was allowed, notwithstanding individual voluntary membership (non-leadership roles) of the organisation.

No other 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

1 st March 2023	Visit of former High Sheriff of Shropshire, Selina Graham
7 th March 2023	Annual Meeting, Town Twinning Association
29 th March 2023	Whitchurch CE Junior School in relation to the recent donation of 3 picnic benches by Whitchurch Town Council

4. Minutes

The minutes of the Full Town Council Meeting held on 16th March 2023 were unanimously agreed and signed as an accurate record of that meeting. Proposed Cllr Tew, seconded Cllr Phipps

5. Public Participation

It was resolved that Standing Orders were suspended (Proposed Cllr A. Hall, seconded Cllr Hotchkiss – 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.

(Key: MoP = Member of the Public).

MoP	<i>Noted that Grounds Maintenance at Whitchurch Cemetery was of an excellent standard, but more items to be addressed on-site, which needed to be expedited.</i>
WTC response	<i>Cllr Lea, Chair of WTC Cemetery Advisory Group, noted the MoP's role as a member of the Advisory Group, overseeing improvements within the Cemetery on behalf of WTC, and that matters raised were all being progressed as recently discussed at Group level and reported to Council in March 2023.</i>
Cllr A. Hall	<i>For the benefit of Press and Public, the Mayor formally thanked Peter Gilbertson (Shropshire Council) for his progress report on Whitchurch Swimming Pool's redevelopment. Cllr A. Hall also thanked Shropshire Council Leader, Lezley Picton, for the informal meeting earlier in the evening, which will enhance organisational collaboration in matters benefitting the town.</i>

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

6. Governance Matters: Committee Chair Reports and Minutes

- a) The minutes of the FINANCE ADVISORY GROUP Meeting of 30th March were received and noted. Recommendations in relation to items within the agenda for this meeting were acknowledged.
- b) It was agreed that an update on the recent meeting of the HEALTH & WELLBEING WORKING GROUP would be held over in Councillor Purt's absence.

7. Governance Matters: Appointment of Internal Auditors

After consideration it was **unanimously resolved** to re-appoint JDH Business Solutions as the Council's Internal Auditor until the next periodic review. Proposed Cllr Tew, seconded Cllr Morris. **WTC/FC/57/2223**

8. Governance Matters: Fixed Asset Register 2022/23

After consideration of the Finance Advisory Group recommendation and Proper Officer / RFO presentation, it was unanimously resolved to approve the Fixed Asset Register Review 2022/23. Proposed Cllr Phipps, seconded Cllr Jackson. **WTC/FC/58/2223**

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

It was noted that Month 12 financial summaries would be presented at a future meeting. The end of year processes and audit timings (early May 2023) were also acknowledged.

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

After consideration of the application from “We Are Whitchurch” voluntary group, presented by Cllr Jackson, it was **unanimously resolved** to award a grant of £4,000 by way of match-funded support from Community Infrastructure Levies for the sympathetic development of the Harry Richard’s Garden within Jubilee Park (managed by WTC) to include a Sensory Garden and Community Allotment. Alignment to the Town Plan and support to our communities during economically challenging times was also acknowledged. Cllr Hotchkiss also noted public support received from the group’s planned work within the area concerned. Proposed Cllr A. Hall, seconded Cllr Doyle. The Proper Officer will progress within WTC Grant Award protocols. **WTC/FC/59/2223**

Note: Cllr Jackson did not participate in the vote for this item (ref item 2 on this agenda).

11. Other Matters: KCIII Coronation – Whitchurch Celebrations

The Proper Officer confirmed events organised to celebrate the Coronation of King Charles III:

Saturday 6 th May	11am - Warm Hub screening of the Coronation
Saturday 6 th May	9pm - Coronation Party at the Civic Centre
Sunday 7 th May	10am - Civic Service, St Alkmund’s Church
Sunday 7 th May	12pm - Coronation Plaque unveiling, Civic Centre
Sunday 7 th May	12pm - Coronation Party in the Park (Jubilee Park)
Monday 8 th May	11am - Community Litter Pick

The ‘dressing’ of the town and other activity was also noted and well received.

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.

Proposed Cllr A. Hall, seconded Cllr Ebbs – all in favour.

Summary of Points tabled:

13. Pre-Meeting Presentations and Meetings

Several points in relation to the earlier meetings were noted separately, to be followed up by the Proper Officer and a progress report circulated as appropriate.

14. Finance Matters: Analysis of Debtors (aligned to Internal and External Audit)

After consideration, it was **unanimously resolved** to adopt recommendations from both the Finance Advisory Group and Proper Officer (RFO), separately noted. The Proper Officer will progress as appropriate. Proposed Cllr Jackson, seconded Cllr Phipps. **WTC/FC/60(C)/2223**

15. Finance Matters: Approval of NALC Annual Settlements (for Internal Audit purposes)

After consideration, it was **unanimously resolved** to adopt the recommendation from both the Finance Advisory Group and Proper Officer (RFO), that NALC national salary settlements are automatically applied, when officially received, as a contractual obligation, without the need for specific resolution. The Proper Officer will progress as appropriate. Proposed Cllr Phipps, seconded Cllr Jackson. **WTC/FC/61(C)/2223**

- 16. Finance Matters: DLUCH Consultation regarding Community Infrastructure Levy (via NALC)**
 After consideration, it was **unanimously resolved** that the Proper Officer, in collaboration with the Finance Advisory Group, formulate and submit a WTC response to the technical consultation on the Infrastructure Levy. The Proper Officer will progress as appropriate. Proposed Cllr Hotchkiss, seconded Cllr Jackson. **WTC/FC/62(C)/2223**
- 17. Finance Matters: “Thriving Children” Activity Stream**
 After consideration, it was **unanimously resolved** that the Proper Officer be delegated to submit a grant application to develop suitable projects / activity stream/s to enhance the Whitchurch CYP / Health & Wellbeing offer, including joint working relationships where appropriate. The Proper Officer will progress and submit a progress report via WTC Culture & Civic Committee in due course. Proposed Cllr Ebbs, seconded Cllr Doyle. **WTC/FC/63(C)/2223**
- 18. Governance Matters: Committee Restructure in 2023/24 Civic Year**
 The recommendation of the Finance Advisory Group was noted in relation to a restructure of WTC Committees for the 2023/24 Civic Year. The Proper Officer will progress and present to the Annual Council Meeting of May 2023 for ratification.
- 19. HR Matters: Additional Administrative Support / Parks & Public Realm**
 After consideration of a proposal from the Proper Officer (in conjunction with the Chair of Personnel, previously acknowledged) it was **unanimously resolved** to increase administrative support as outlined and separately noted by the Proper Officer to progress.
- The newly established Parks & Public Realm team would remain under reactive management by the Proper Officer in terms of additional requirements and / or activity over the Summer period, with reference to WTC Parks & Public Realm Committee as necessary. Proposed Cllr A. Hall, seconded Cllr Ebbs. **WTC/FC/64(C)/2223**
- 20. Update: DVSA**
 The recent Planning Approval and current actions by the Proper Officer to expedite a conclusion to the matter were noted and acknowledged.
- 21. Update: Shropshire Council Discussions**
 After consideration it was **resolved** to agree in principle to proposals for the repair of the Civic Centre veranda (fire escape), separately noted for action by the Proper Officer prior to progress. Proposed Cllr A. Hall, seconded Cllr Ebbs (8 in favour, 3 abstentions). **WTC/FC/65(C)/2223**
- 22. Other: Private Matter**
 It was agreed that this matter be delegated to the Proper Officer for appropriate action.

There being no further business, the meeting closed at 8.25pm

Signed as a true record of the meeting:

Chair: _____

Date: _____