



ANNUAL COUNCIL MEETING

All members are summoned to attend the above meeting, which will be held on **THURSDAY 11TH MAY 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: 4th May 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: ANNUAL COUNCIL MEETING, THURSDAY 11TH MAY 2023

- 1. To elect the Town Mayor (Chairman of the Council)**
To receive nominations for Mayor and undertake election thereon
- 2. To receive the elected Mayor's Declaration of Acceptance of Office**
- 3. To elect the Deputy Town Mayor (Vice Chairman of the Council)**
To receive nominations for Deputy Mayor and undertake election thereon
- 4. To receive the elected Deputy Mayor's Declaration of Acceptance of Office**
- 5. Apologies**
To receive Councillor apologies
- 6. Declarations of Interest**
To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting
- 7. Minutes – Annual Council Meeting, 5th May 2022**
To note that the minutes of the Annual Council Meeting held on 5th May 2022 were approved and signed as an accurate record of that meeting at the Full Council Meeting of 30th June 2022.
- 8. Public Participation**
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.
- 9. Governance Matters: General Power of Competence (Civic Year 2023/24)**
For good practice, to resolve that the Town Council confirms that it continues to meet the eligibility criteria ¹ and adopts a General Power of Competence as defined in the Localism Act 2011 (ss1-8) and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

¹ Under the Localism Act 2011 (ss1-8) and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 a Council may adopt the General Power of Competence if it meets the following criteria: Two thirds are elected members; It employs a suitably qualified Proper Officer, and that the Proper Officer has undergone relevant training (NALC) in GPC. Although this resolution is only required at the Annual Council Meeting following an election, i.e., every four years, it is included here due to several personnel changes at the Council since the Power was adopted at the Annual Council Meeting of 10th May 2021.

10. Governance Matters: Committees, Working / Advisory Groups (Civic Year 2023/24)

To consider the recommendations of reports regarding standing and advisory committees, their Terms of Reference, membership, and dates of meetings for Full Council and other Committees for the forthcoming Civic Year. Resultant nominations for membership to be considered thereafter.

11. Governance Matters: Approval of Policies (Civic Year 2023/24)

To consider and approve WTC Standing Orders, Financial Regulations and Scheme of Delegation for the 2023/24 Civic Year, reflecting proposed Committees changes.

12. Governance Matters: Appointment of Representatives to Outside Bodies

To appoint representatives to outside bodies:

Outside Body	Representation	
Town Twinning		
Whitchurch Business Group		
Whitchurch Waterways Trust		
Whitchurch Fairtrade Town Group		
Queensway Playing Fields Association		
Beechtree Community Centre		
Whitchurch Walkers (affiliated membership)		
Higginson Charities and Whitchurch Relief in Need		

13. Financial Matters: Annual Accounts and Annual Governance & Accountability Return (AGAR) 2022/23

- a) To note that the Accounts for the Financial Year 2022/23 are in preparation.
- b) To note that the Internal Audit for 2022/23 is in progress, the Council having undergone Interim Internal Audit by JDH Business Services in February 2023, the report being received by Full Council in March 2023.
- c) To note that, to expedite External Audit and Exercise of Public Rights, an Extraordinary Meeting of Full Council will be called solely for the approval of Annual Accounts 2022/23 and ratification of the Annual Governance & Accountability Return (AGAR) 2022/23

14. Financial Matters: Approval of Regular Payments

To receive and authorise approval of regular payments as presented.

15. Finance Matters: Financial Management Information (Month 12)

To receive Month 12 (2022/23) Financial Information from Rialtas – held over from April 2023

16. Planning Matters: 23/01452/FUL: The Highgate, Highgate, Whitchurch

To consider and determine comments, if any, to Planning Application 23/01452/FUL, The Highgate, Highgate, Whitchurch (details at the foot of this Agenda)

17. 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.

18. Chairman’s Briefing

An opportunity for the new Mayor (Chairman) to present initial thoughts to colleagues, should he/she wish, and to make any announcements thought appropriate.

19. Financial Matters: Small Community Grants Programme – 2023/24 Civic Year

To consider and determine an amount (as determined by the limit/s established by the Department for Levelling Up, Housing and Communities (DLUHC)) and associated processes for the award of Small Community Grants (s137 (4)(a) Local Government Act 1972) during the 2023/24 Civic Year.

Attachments:

Governance Structure – 2023/24 Civic Year (10)

Annual Accounts 2022/23 (13a – if available)

Financial Management Information – Month 12 (15)

Standing Orders, Financial Regulations and Scheme of Delegation (11)

Regular Payments as of May 2023 (14)

Note – Agenda Item 16 (Planning Matters):

23/01452/FUL: The Highgate, Highgate, Whitchurch, Shropshire, SY13 1SB - Change of use from a removal business (Use Class E) to provide a charity conference venue consisting of 11 bedrooms with en-suites and a dining/multi-use room; erection of single storey side extension to provide Community Hall (Use Class C1 and F.2); erection of single storey rear extension to provide kitchen; and erection of first floor extension to provide one additional bedroom with en-suite. View online at: <http://pa.shropshire.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RSECXOTDFXR00>