



# whitchurch town council

## ANNUAL COUNCIL MEETING

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THURSDAY 11<sup>TH</sup> MAY 2023

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### PRESENT

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

IN ATTENDANCE:	N/A	Proper Officer:	Mike McDonald
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Councillor A. Hall opened the meeting at 7.15pm.

#### 1. To elect the Town Mayor (Chairman of the Council)

After a nomination by Cllr R. Hall, seconded by Cllr Phipps, it was unanimously **RESOLVED** to elect Cllr A. Hall as Town Mayor for the 2023/24 Civic Year.

WTC/FC/ACM/01/2324

#### 2. To receive the elected Mayor's Declaration of Acceptance of Office

Cllr A. Hall read and signed the Declaration of Office, witnessed by the Proper Officer.

#### 3. To elect the Deputy Town Mayor (Vice-Chairman of the Council)

After a nomination by Cllr Ridgway, seconded by Cllr Jackson, it was unanimously **RESOLVED** to elect Cllr R. Hall as Deputy Town Mayor for the 2023/24 Civic Year.

WTC/FC/ACM/02/2324

#### 4. To receive the elected Deputy Mayor's Declaration of Acceptance of Office

Cllr R. Hall signed the Declaration of Office, witnessed by the Proper Officer.

#### 5. Apologies

Apologies were received Cllr De-Wyrall for this meeting.

#### 6. Declarations of Interest

No declarations of Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting were received.

**7. Minutes – Annual Council Meeting, 5<sup>th</sup> May 2022**

It was noted that the Minutes of the Annual Town Council Meeting of 5<sup>th</sup> May 2022 were approved and signed as an accurate record of that meeting at the Full Council Meeting of 30<sup>th</sup> 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.*

No Members of the public were present at the meeting.

**9. Governance Matters: General Power of Competence (Civic Year 2023/24)**

After consideration, it was unanimously **RESOLVED** that the Town Council confirms that it continues to meet the eligibility criteria 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. Proposed Cllr Ebbs, seconded Cllr Tew. **WTC/FC/ACM/03/2324**

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

The report was considered as presented, following which:

**a) Committee Structure**

It was unanimously **RESOLVED** to adopt Standing Committees - Culture & Civic, Oversight, Parks and Public Realm and Personnel for the 2023/24 Civic Year, supported by Advisory Groups - Cemetery, Heritage and Health & Wellbeing. Proposed Cllr A. Hall, seconded Cllr Phipps. **WTC/FC/ACM/04/2324**

**b) Terms of Reference – Standing Committees and Advisory Groups**

It was unanimously **RESOLVED** to adopt the Terms of Reference, as presented, for all Standing Committees and Advisory Groups created for the 2023/24 Civic Year. Proposed Cllr Doyle, seconded Cllr Phipps. **WTC/FC/ACM/05/2324**

**c) Membership – Standing Committees and Advisory Groups**

It was unanimously **RESOLVED** to assign membership to each Standing Committee as:

Culture & Civic	Parks & Public Realm	Oversight	Personnel
Doyle	De-Wyrall	Ebbs	A. Hall
Phipps	Hotchkiss	A. Hall	R. Hall
Purt	Jackson	R. Hall	Jackson
Ridgway	Lea	Phipps	Phipps
Tew	Morris	<i>To be assigned</i>	Purt

Proposed Cllr A. Hall, seconded Cllr R. Hall. **WTC/FC/ACM/06/2324**

It was unanimously **RESOLVED** to assign membership to each Advisory Group as:

Cemetery	Heritage	Health & Wellbeing
Doyle	Lea	Doyle
Lea	Morris	R. Hall
Morris	Ridgway	Jackson
Phipps	Sample	Purt
Sullivan	Sullivan	Tew
1 x Marbury PC Rep	1 x Heritage Centre Rep	1 x 'Professional' Co-option
2 x Residents	2 x Residents	2 x Residents

Other representatives and chairs of respective Advisory Groups would be determined at the first meetings of the Civic Year. Proposed Cllr A. Hall, seconded Cllr Doyle. **WTC/FC/ACM/07/2324**

#### d) Meeting Schedule

It was unanimously **RESOLVED** to adopt the Meeting Schedule as presented.

FULL COUNCIL	Culture & Civic	Oversight	Parks & Public Realm
20 July 7.15pm	22 June 7pm	6 July 7pm	8 June 7pm
19 October 7.15pm	21 September 7pm	5 October 7pm	7 September 7pm
21 December 7.15pm	23 November 7pm	7 December 7pm	9 November 7pm
22 February 7.15pm	25 January 7pm	8 February 7pm	11 January 7pm
25 April 7.15pm	21 March 7pm	11 April 7pm	7 March 7pm
Annual Town Meeting – 9 May 2024, 6pm			
Annual Council Meeting – 9 May 2023, 7.15pm			

Proposed Cllr A. Hall, seconded, Cllr R. Hall. **WTC/FC/ACM/08/2324**

#### 11. Governance Matters: Approval of Standing Orders, Financial Regulations and Scheme of Delegation

It was unanimously **RESOLVED** to approve and adopt as presented. Proposed Cllr A. Hall, seconded Cllr Morris. **WTC/FC/ACM/09/2324**

#### 12. Governance Matters: Appointment of Representatives to Outside Bodies

It was unanimously **RESOLVED** to appoint representatives to outside bodies as follows:

Outside Body	Representation	
Town Twinning	A. Hall	Hotchkiss
Whitchurch Business Group	A. Hall	
Whitchurch Waterways Trust	Hotchkiss	Sullivan
Whitchurch Fairtrade Town Group	Ebbs	R. Hall
Queensway Playing Fields Association	Lea	Tew
Whitchurch Walkers (affiliated membership)	Ridgway	Tew
Higginson Charities and Whitchurch Relief in Need	A. Hall	C. Smith (non Cllr)

Proposed Cllr A. Hall, seconded Cllr Morris. **WTC/FC/ACM/10/2324**

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

It was noted that:

- a) Accounts and Internal Audit for the Financial Year 2022/23 are in progress.
- b) An Extraordinary Meeting of Full Council will be called for the approval of 2022/23 Annual Accounts and ratification of the Annual Governance & Accountability Return (AGAR).

**14. Financial Matters: Approval of Regular Payments**

It was unanimously **RESOLVED** to approve the schedule of regular payments, as presented. Proposed Cllr R. Hall, seconded Cllr Purt. **WTC/FC/ACM/11/2324**

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

Month 12 (2022/23) Financial Information from Rialtas was received and noted.

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

After consideration, it was unanimously **AGREED** that Whitchurch Town Council had no comment to make on the planning matter. Proposed Cllr A. Hall, seconded Cllr Phipps.

**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. Proposed Cllr A. Hall, seconded Cllr Phipps.

**18. Chairman's Briefing**

The Mayor once again acknowledged the efforts of both Councillors and WTC Staff Team in ensuring a year of substantial progress in 2022/23 and reaffirmed the open and transparent approach taken throughout.

**19. Financial Matters: Small Community Grants Programme (Civic Year 2023/24)**

An initial proposal from Cllr Ebbs failed to gain support. After consideration, it was unanimously **RESOLVED** to increase the amount assigned from Council Reserves by 10% year-on-year to fund applications for from local voluntary and community groups during the 2023/24 Civic Year. Proposed Cllr Sample, seconded Cllr Ridgway. **WTC/FC/ACM/12/2324**

**20. Additional Item: Maintenance of Whitchurch Cemetery**

For expediency, a matter recently arising with the maintenance of Whitchurch Cemetery was considered and unanimously **RESOLVED** with actions noted contemporaneously by the Proper Officer. Proposed Cllr A. Hall, seconded Cllr Ebbs. **WTC/FC/ACM/13/2324**

There being no further business, the meeting closed at 8.35pm

Signed as a true record of the meeting:

Chair: \_\_\_\_\_

Date: \_\_\_\_\_