



# whitchurch town council

Civic Centre, High Street, Whitchurch, Shropshire, SY13 1AX Tel: 01948 665761

Web: [whitchurchtowncouncil.gov.uk](http://whitchurchtowncouncil.gov.uk) | Social: @wtcwhitchurch | Email: [info@whitchurchcouncil.uk](mailto:info@whitchurchcouncil.uk)

## FULL TOWN COUNCIL MEETING – 18<sup>TH</sup> OCTOBER 2023

All members are summoned to attend the above meeting, which will be held on **WEDNESDAY 18<sup>TH</sup> OCTOBER 2023**, in **Bargates Hall, Church Street, Whitchurch, SY13 1LB** 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: 12<sup>th</sup> October 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.



**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 20<sup>th</sup> July 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**

To note that the following Committee Meetings were cancelled due to the impact of the Whitchurch Civic Centre RAAC investigative and associated works: Parks & Public Realm (7<sup>th</sup> September), Culture & Civic (21<sup>st</sup> September) and Oversight (5<sup>th</sup> October). Appropriate notices were posted, and urgent items presented on this agenda.

**7. Governance Matters: Crisis Management Group**

- a) To retrospectively ratify the formation of a "Crisis Management Group" consisting of the Mayor, Deputy Mayor, Committee Chairs, and the Proper Officer.
- b) To appoint an additional Councillor to the Group, following nominations, to ensure quoracy.
- c) To restrict the remit of the group to matters needing a 'reactive' response in relation to Civic Centre or related matters, where it is not possible to allow for the statutory notice period for an Extraordinary Full Council Meeting.
- d) To time-limit the Group to the current period of investigation and subsequent actions in relation to the Civic Centre building.

**8. Governance Matters: Risk Register 2023-24**

To consider and approve the annual Risk Register review.

**9. Parks & Public Realm Matters: Hanging Baskets 2024**

To note a Parks & Public Realm decision (in the absence of Committee, to meet ‘growing’ schedules) of an order for 80 Hanging Baskets, plus ‘Pole Planter’ material for the 2024 season with Shrewsbury Town Council. Baskets – total cost £3,666 net; Pole Planting – to be agreed separately by the Proper Officer. Decision aligns to Financial Regulation 4.1 (2023-4) and Scheme of Delegation 4 (2023-4), with Committee Members consulted prior to decision.

**10. Finance Matters: Financial Management Information (Q2)**

To note Month 4 and 5 Financial Management Information in the absence of an Oversight Committee Meeting.

**11. 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.

**12. CC Matters: Friday Market (Contractual)**

To note that the matter is on hold pending clarification of the Civic Centre building position.

**13. CC Matters: Heritage Craft Units (Contractual)**

To receive a verbal update from the Proper Officer in relation to the Whitchurch Heritage Craft Units.

**14. Personnel Matters: Update (Personnel)**

To receive a verbal update from the Chair of the Personnel Committee and Proper Officer.

**15. Finance Matters: Grant Application (Confidential)**

To consider an application for grant funding from ear-marked reserves.

**16. Whitchurch Civic Centre (Confidential / Contractual)**

To receive a verbal update from the Chairman and Proper Officer – including revised arrangements for forthcoming events / action plans.

**Associated Papers:**

Draft Minutes: FC Meeting, 20<sup>th</sup> July 2023 (4)  
Risk Management Scheme 2023 (8)  
Confidential Notes, 20<sup>th</sup> July 2023 (11 **CONF**)

(X) = Agenda Item

Local Policing Report (5)  
I&E and Bal Sheet, Months 1- 3 (10)  
Grant Application (16 **CONF**)