



# whitchurch town council

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

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## FULL TOWN COUNCIL MEETING – 21<sup>ST</sup> FEBRUARY 2024

All members are summoned to attend the above meeting, which will be held on **WEDNESDAY 21<sup>ST</sup> FEBURARY 2024**, 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: 15<sup>th</sup> February 2024**

**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**

- a) To confirm the minutes of the Full Council Meeting of 20<sup>th</sup> December 2023 and sign as an accurate record of that meeting.
- b) To confirm the minutes of the Extraordinary Full Council Meeting of 11<sup>th</sup> January 2024 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 PARKS & PUBLIC REALM Committee and to receive and note draft minutes from the meeting of 11<sup>th</sup> January 2024, to be ratified at the next Committee Meeting. *Members are specifically signposted to the recommendation of the Committee (WTC/PPR/11a/2324), tabled on this agenda.*
- b) To receive a brief verbal report from the Chair of the OVERSIGHT Committee and to receive and note draft minutes from the meeting of 8<sup>th</sup> February 2024, to be ratified at the next Committee Meeting.
- c) To receive a brief verbal report from the Chair of the PERSONNEL Committee and to receive and note draft minutes from the meeting of 8<sup>th</sup> February 2024, to be ratified at the next Committee Meeting.
- d) To note that the following Committee Meetings were cancelled due to the impact of the Whitchurch Civic Centre RAAC investigative and associated works - Culture & Civic (25<sup>th</sup> January). Appropriate notices were posted, and urgent items presented on this agenda, if appropriate.

**7. Co-option of Councillor – West Ward**

To consider applications for co-option to fill the vacancy for a Councillor of Whitchurch Urban (West Ward) following a recent resignation.

**8. Parks & Public Realm Matters: Recommendation WTC/PPR/11a/2324**

To consider and approve the recommendation to allocate the cost of an additional streetlight on Thompson Drive to CiL EMR (£3,455 net). Installation agreed following a resident request.

**9. Correspondence received from resident: Grindley Brook Pedestrian Crossing**

To consider correspondence received from a resident and determine support available from Whitchurch Town Council, if appropriate (addition to Place Plan / lobbying Shropshire Council etc)

**10. Event: Summer 2024**

To consider establishing a Working Group (and assign membership) to create and manage a 2024 Summer Event (also marking 80<sup>th</sup> Anniversary of D-Day in June 2024)

**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. Whitchurch Heritage Centre (Commercially Sensitive)**

To consider and determine proposals for repairs to Whitchurch Heritage Centre.

**13. Grounds Maintenance Contracts – Award of Contracts 2024 (Contractual / Commercially Sensitive)**

To consider and determine the Mowing Contract (large public areas) for the 2024 season.

**14. Legal Matters: Premises (Contractual / Commercially Sensitive)**

To receive a verbal update from the Chairman and Proper Officer to determine matters in relation to leasehold premises and associated works.

**15. Trust Matters: CJ Berrington Trust & Frank Greaves Trust – Annual Accounts**

To receive and approve final accounts for both Trusts to year end 31/3/23.

**Associated Papers:**

(X) = Agenda Item

Draft Minutes: FC Meeting, 20<sup>th</sup> December 2023 (4a)  
Local Policing Report (5) – *to follow if any*  
Draft Minutes: Oversight Committee, 8<sup>th</sup> February 2024 (6b)  
Co-option Application (7)

Draft Minutes: EFC Meeting, 11<sup>th</sup> January 2024 (4b)  
Draft Minutes: PPR Committee, 11<sup>th</sup> January 2023 (6a)  
Draft Minutes: Personnel Committee, 8<sup>th</sup> February 2024 (6c)  
Correspondence, Grindley Brook (9)

Confidential: Confidential Notes from Committees, if applicable (11 CONF)  
Confidential: Heritage Centre quotes (12CONF)  
Confidential: CJ Berrington & Frank Greaves Trust Accounts y/e 03/23 (15CONF)