



ANNUAL COUNCIL MEETING

All members are summoned to attend the above meeting, which will be held at Bargates Hall, Church Street, Whitchurch, SY13 1LB on Wednesday 15th May 2024 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: 9th May 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.



whitchurch town council

AGENDA: ANNUAL COUNCIL MEETING, WEDNESDAY 15TH MAY 2024

- 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. Standing Item: Apologies**
To receive Councillor apologies.
- 6. Standing Item: Declarations of Interest**
To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting.
- 7. Standing Item: Minutes**
 - a. To note that the Minutes of the **Annual Council Meeting** held on 11th May 2023 were approved and signed as an accurate record of that meeting at the Full Council Meeting of 26th May 2023.
 - b. To confirm the Minutes of the **Annual Town Meeting** held on 8th May 2024 and sign as an accurate record of that meeting.
- 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: Committees, Working / Advisory Groups (Civic Year 2024/25)**
To consider and determine the recommendations, in the Governance Report presented, for the forthcoming 2024/25 Civic Year, regarding:
 - a. The establishment of Standing and Advisory Committees for the 2024/25 Civic Year
 - b. The Terms of Reference of resultant Standing and Advisory Committees
 - c. The Membership of resultant Standing and Advisory Committees
 - d. The Schedule of Meeting Dates for Full Council and other Committees – 2024/25

10. Governance Matters: Budget Setting Timetable (Civic Year 2024/25)

To note the Budget Setting Timetable for the forthcoming 2024/25 Civic Year in the Governance Report presented, aligned to the Schedule of Meeting Dates.

11. Governance Matters: Approval of Policies (Civic Year 2024/25)

To consider and approve WTC Standing Orders, Financial Regulations and Scheme of Delegation for the 2024/25 Civic Year.

12. Governance Matters: Code of Conduct (Civic Year 2024/25)

To consider and approve the WTC Code of Conduct for the 2024/25 Civic Year.

13. Governance Matters: Appointment of Representatives to Outside Bodies

To appoint representatives to outside bodies:

Outside Body	Representation	
Town Twinning		
Business Group/s		
Whitchurch Waterways Trust		
Whitchurch Fairtrade Town Group		
Queensway Playing Fields Association		
Whitchurch Walkers (affiliated membership)		
Higginson Charities and Whitchurch Relief in Need		
Elizabeth Landford's Almhouse Charity		

14. Governance Matters: Assurance of Internal Control

To note a review of financial and other processes by non-signatory members for Full Council assurance, aligned to Risk Management protocols and the conclusion of the 2023/24 financial year.

15. Governance Matters: Fixed Asset Register 2024

To receive and note the revised 2024 Asset Register, aligned to the conclusion of the 2023/24 financial year.

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

- a. To note that the Accounts for the Financial Year 2023/24 are completed.
- b. To note that the Internal Audit Submission for 2023/24 has been completed and currently undergoing scrutiny, the Council having undergone Interim Internal Audit (IIA) by JDH Business Services in January 2024, the IIA Report being received by the Oversight Committee in February 2024 (WTC/O/09/2324) and noted at Full Council on 21st February 2024.

- 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 2023/24 and ratification of the Annual Governance & Accountability Return (AGAR) 2023/24 once Internal Audit is concluded and report/s received.

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

To receive Month 12 (2023/24) Financial Information, following conclusion of the 2023/24 financial year.

18. Financial Matters: Approval of Regular Payments

To receive and authorise approval of regular payments as presented.

19. Motion (Cllr G Ebbs): Proposed closure of Lloyds TSB, Whitchurch Branch (May 2025)

That “WTC contact TSB and put forward a case on why the bank is so important for the town and ask them to rethink their decision.”

20. 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.

21. 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.

22. Financial Matters: Small Community Grants Programme – 2024/25 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 2024/25 Civic Year.

Associated Papers:

(X) = Agenda Item

Minutes: ATM, 8th May 2024 (7b)

Governance Structure – 2023/24 Civic Year (9 and 10)

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

Code of Conduct (12)

Assurance of Internal Control (14)

Fixed Asset Register 2024 (15)

Financial Management Information Month 12 (17)

Regular Payments as of May 2023 (18)