



EXTRAORDINARY MEETING

FULL TOWN COUNCIL MEETING – 22ND MAY 2024

On behalf of the Chairman, all members are summoned to attend the above meeting, which will be held on WEDNESDAY 22ND MAY, at Bargates Hall, Church Street, Whitchurch, SY13 1LB at 6.00pm.

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: 16th 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.



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: Minutes

To confirm the minutes of:

- a. The Full Council Meeting of 24th April 2024 and sign as an accurate record of that meeting
- b. The Annual Council Meeting of 15th May 2024 and sign as an accurate record of that meeting

4. Standing Item: 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.

5. Governance Matters: Annual Accounting Statement 2023/24

To receive, consider and approve Accounting Statements 2023/24 from DCK Accounting Solutions – to be subsequently signed by the RFO and Chairman.

6. Governance Matters: Internal Audit Report 2023/24

To receive and consider the Internal Audit Report for 2023/24 from JDH Business Services and associated responses to any issue/s raised.

7. Governance Matters: Annual Governance & Accountability Return (AGAR) 2023/24

To consider and approve the Annual Governance & Accountability Return (AGAR) for 2023/24 (sections 1 and 2), together with their submission to External Auditors, PKF Littlejohn. To note the commencement of the period for the exercise of public rights. AGAR submission to be signed appropriately by the RFO and Chairman, thereafter.

Associated Papers:

(X) = Agenda Item

Draft Minutes: FC Meeting, 24th April 2024 (3a), Annual Council Meeting, 15th May 2024 (3b)
Annual Accounting Statement 2023/24 (DCK Accounting Solutions) (5)
Internal Audit Report 2023/24 (JDH Business Services) (6)
Annual Governance & Accountability Return (AGAR) 2023/24 (7)