



whitchurch town council

ANNUAL COUNCIL MEETING

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON WEDNESDAY 15TH MAY 2024

PRESENT

Councillors: C. Doyle A. Gilmore A. Hall (Chair) R. Hall
A. Jackson P. Lea M. Phipps C. Purt
M. Ridgway G. Sullivan P. Tew

IN ATTENDANCE: Members of the Public x1 Proper Officer: Mike McDonald

Councillor A. Hall opened the meeting at 7.15pm, as Chairman for the 2023/24 Civic Year.

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

After a nomination by Cllr R. Hall, seconded by Cllr Sullivan, it was unanimously **RESOLVED** to elect Cllr A. Hall as Town Mayor for the 2024/25 Civic Year.

WTC/FC/ACM/01/2425

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 (Deputy-Chairman of the Council)

After a nomination by Cllr A. Hall, seconded by Cllr Ridgway, it was unanimously **RESOLVED** to elect Cllr R. Hall as Deputy Town Mayor for the 2024/25 Civic Year.

WTC/FC/ACM/02/2425

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. Standing Item: Apologies

Apologies were received Cllr De-Wyrall, Hotchkiss and Morris for this meeting.

6. Standing Item: 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. Standing Item: Minutes

- a) It was noted that the Minutes of the Annual Town Council Meeting of 11th May 2023 were approved and signed as an accurate record of that meeting at the Full Council Meeting of 26th May 2023.
- b) The Minutes of the Annual Town Meeting held on 8th May 2024 were unanimously agreed and signed as an accurate record of that meeting. Proposed Cllr Tew, seconded Cllr R. Hall.

8. Public Participation

It was resolved that Standing Orders were suspended (Proposed Cllr A. Hall, seconded Cllr Phipps – all in favour), whilst members of the public were 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 a responsibility.

(Key: MoP = Member of the Public; SC = Shropshire Council; WTC = Whitchurch Town Council).

MoP#1 – made representation about incomplete highways / footpath works on Heath Road.

WTC Response – Proper Officer will liaise with SC Highways to ascertain timeline for their schedule of works.

There being no further items, Standing Orders were reinstated. Proposed Cllr A. Hall, seconded Cllr R. Hall – all in favour

9. Governance Matters: Committees, Working / Advisory Groups (Civic Year 2024/25)

The report was considered as presented, following which:

a) Committee Structure

It was unanimously **RESOLVED** to adopt Standing Committees – Amenities & Events, Oversight, Parks and Public Realm and Personnel for the 2024/25 Civic Year, supported by Advisory Groups - Cemetery, Heritage and Health & Wellbeing. Proposed Cllr Sullivan, seconded Cllr Jackson. **WTC/FC/ACM/03/2425**

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 2024/25 Civic Year. Proposed Cllr R. Hall, seconded Cllr Jackson. **WTC/FC/ACM/04/2425**

c) Membership – Standing Committees and Advisory Groups

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

Amenities & Events	Parks & Public Realm	Oversight	Personnel
Doyle	De-Wyrall	Ebbs	A. Hall
Gilmore	Hotchkiss	A. Hall	R. Hall
Phipps	Jackson	R. Hall	Jackson
Purt	Lea	Morris	Phipps
Ridgway	Sullivan	Phipps	Purt

Proposed Cllr A. Hall, seconded Cllr Doyle. **WTC/FC/ACM/05/2425**

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

Cemetery	Heritage	Health & Wellbeing
Doyle	Gilmore	Doyle
Lea	Lea	R. Hall
Morris	Morris	Jackson
Phipps	Ridgway	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 R. Hall.

WTC/FC/ACM/06/2425

d) Meeting Schedule

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

FULL COUNCIL	Amenities & Events	Oversight	Parks & Public Realm
17 July 7.15pm	19 June 7pm	3 July 7pm	5 June 7pm
16 October 7.15pm	25 September 7pm	2 October 7pm	18 September 7pm
18 December 7.15pm	20 November 7pm	4 December 7pm	6 November 7pm
19 February 7.15pm	22 January 7pm	5 February 7pm	8 January 7pm
23 April 7.15pm	19 March 7pm	9 April 7pm	5 March 7pm
Annual Town Meeting – 7 May 2025, 6pm			
Annual Council Meeting – 14 May 2025, 7.15pm			

Proposed Cllr A. Hall, seconded, Cllr Sullivan. **WTC/FC/ACM/07/2425**

10. Governance Matters: Approval of Budget Setting Timetable – Civic Year 2024/25

It was unanimously **RESOLVED** to approve and adopt the Budget Setting Timetable 2024/25 as presented. Proposed Cllr R. Hall, seconded Cllr Jackson. **WTC/FC/ACM/08/2425**

11. Governance Matters: Approval of Standing Orders, Financial Regulations and Scheme of Delegation – Civic Year 2024/25

It was unanimously **RESOLVED** to approve and adopt Standing Orders, Financial Regulations and Scheme of Delegation (in one motion) as presented. Proposed Cllr A. Hall, seconded Cllr Sullivan. **WTC/FC/ACM/09/2425**

12. Governance Matters: Approval of Councillor Code of Conduct – Civic Year 2024/25

It was unanimously **RESOLVED** to approve and adopt the Councillor Code of Conduct as presented. Proposed Cllr A. Hall, seconded Cllr Doyle. **WTC/FC/ACM/10/2425**

13. 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
Business Group/s	Gilmore	A. Hall
Whitchurch Waterways Trust	R. Hall	Hotchkiss
Whitchurch Fairtrade Town Group	R. Hall	Jackson
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)
Elizabeth Landford's Almshouse Charity	A. Hall	Purt

Proposed Cllr R. Hall, seconded Cllr Tew. **WTC/FC/ACM/11/2425**

14. Governance Matters: Assurance of Internal Control

The recent completion of an internal review of financial and other processes, by non-signatory members, was noted as assurance that policies and protocols were adhered to, operationally. This voluntary 'internal' audit gives additional assurance and informs the completion of the Council's Accountability and Governance Annual Return (AGAR), which will be presented to Full Council for consideration in due course.

15. Governance Matters: Fixed Asset Register 2024

After consideration of the Proper Officer/RFO's recommendation, it unanimously **RESOLVED** to approve and adopt the revision of the Fixed Asset Register as presented. Proposed Cllr A. Hall, seconded Cllr R. Hall. **WTC/FC/ACM/12/2425**

16. Financial Matters: Annual Accounts and Annual Governance & Accountability Return (AGAR) 2023/24 Financial Year

It was noted that:

- Accounts for the Financial Year 2023/24 are completed.
- The Internal Audit for 2023/24 has been concluded and report received. An Extraordinary Meeting of Full Council (22nd May 2024) has been called for the approval of 2023/24 Annual Accounts and ratification of the Annual Governance & Accountability Return (AGAR).

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

Month 12 (2023/24) Financial Information from Rialtas was received and noted.

18. Financial Matters: Approval of Regular Payments

It was unanimously **RESOLVED** to approve the schedule of regular payments, as presented. Proposed Cllr A. Hall, seconded Cllr Sullivan. **WTC/FC/ACM/13/2425**

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

The motion was considered in Cllr Ebb's absence. In failing to attract a seconder for the motion, it was subsequently **dismissed**.

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. Proposed Cllr A. Hall, seconded Cllr Sullivan.

21. Chairman’s Briefing

The Mayor thanked both Councillors and the Staff Team for their efforts during the previous 12 months based on both observation and public feedback. Challenges throughout the 2023/24 Civic Year were noted, alongside the opportunities for the forthcoming 12 months.

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

After consideration, it was unanimously **RESOLVED** to assign £11,000 from Council Reserves to fund applications for from local voluntary and community groups during the 2024/25 Civic Year. Proposed Cllr Sullivan, seconded Cllr Jackson. **WTC/FC/ACM/14/2425**

There being no further business, the meeting closed at 8.15pm

Signed as a true record of the meeting:

Chair: _____

Date: _____