



# whitchurch town council

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## FULL TOWN COUNCIL MEETING – 17<sup>TH</sup> JULY 2024

All members are summoned to attend the above meeting, which will be held on **WEDNESDAY 17<sup>TH</sup> JULY 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: 10<sup>th</sup> July 2024**

**Mike McDonald**  
**Proper Officer / RFO**  
**Whitchurch Town Council**

### **NOTICE: PRECEDING MEETING**

**The Full Council Meeting will be preceded by a presentation to Councillors by Mandy Thorn MBE DL, High Sheriff of Shropshire (2023-24) and Trustee of Shropshire Community Foundation, at 6.30pm. Members of the Public will be admitted at 7.15pm for the Full Council Meeting (Public Session).**

### **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.



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AGENDA: FULL TOWN COUNCIL MEETING, WEDNESDAY 17<sup>TH</sup> JULY 2024

**The Full Council Meeting will be preceded by a presentation to Councillors by Mandy Thorn MBE DL, High Sheriff of Shropshire (2023-24) and Trustee of Shropshire Community Foundation, at 6.30pm.**

**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 Extra Ordinary Full Council Meeting of 22<sup>nd</sup> May 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 5<sup>th</sup> June 2024, to be ratified at the next Committee Meeting.
- b) To receive a brief verbal report from the Chair of the AMENITIES & EVENTS Committee and to receive and note draft minutes from the meeting of 19<sup>th</sup> June 2024, to be ratified at the next Committee Meeting. *Members are specifically directed to note Committee Resolution WTC/AE/03/2425, which appears as agenda items in this meeting, alongside Committee Resolution WTC/AE/04/2425 (Market Rights approval).*
- c) To receive a brief verbal report from the Chair of the OVERSIGHT Committee and to receive and note draft minutes from the meeting of 3<sup>rd</sup> July 2024, to be ratified at the next Committee Meeting. *Members are specifically directed to Minute 9, which also appears as an agenda item in this meeting (Grantee Update (Confidential Session)).*
- d) To receive a brief verbal report from the Chair of the PERSONNEL Committee and to receive and note draft minutes from the meeting of 3<sup>rd</sup> July 2024, to be ratified at the next Committee Meeting.

## **7. Governance Matters: Armed Forces Community Covenant Pledge**

To consider and resolve to support our Armed Forces through commitment to the Armed Forces Community Covenant. The Covenant aims to bring together the Armed Forces community and the civilian community on a local level, nurturing mutual understanding.

## **8. Amenities & Events Committee: Resolution WTC/AE/03/2435 – Declaration of Climate Emergency**

To ratify resolution **WTC/AE/03/2425** of the Amenities & Events Committee (19<sup>th</sup> June 2024) to inform future Town Council decisions and community engagement:

Aligned to WTC Biodiversity Policy (**WTC/FC/33/2324 – 20<sup>th</sup> DECEMBER 2023**) and in common with other Town, Parish and County Councils, to resolve that Whitchurch Town Council recognises the impacts of climate change through the declaration of a “Climate Emergency”, and further resolves to adopt the following objectives:

- To provide leadership to achieve carbon neutrality in the community - mitigating the effects of climate change, safeguarding the environment, reducing the town’s carbon footprint and promoting sustainability
- To undertake practical measures within our powers to reduce the impact of the Council’s activities on the environment, ensuring appropriate considerations inform all our decisions
- To work with all sectors of our community to develop initiatives and practical measures that will help our community towards achieving carbon neutrality, including collaboration with partners committed to ensuring carbon neutrality targets are met
- To call upon Shropshire County Council to systematically to review their services, planning regulations and Local Plans and implement measures to reduce their impact on the environment and climate breakdown
- To call upon the Government to provide regulations and resources that will enable communities to meet carbon neutrality goals by published target date/s (currently 2050).

To note completion of Carbon Literacy Project certification by the Proper Officer (May 2024, outcome awaited).

To further note delegation of Climate considerations to the Amenities & Events Committee as an integral part of the Terms of Reference of that Committee (**WTC/FC/ACM/04/2425 – 15<sup>th</sup> May 2024**).

*Member Note: further information on Shropshire specific climate action can be found at <https://www.shropshire.gov.uk/shropshire-climate-action/> and [www.saveourshropshire.org](http://www.saveourshropshire.org)*

## **9. Amenities & Events / Parks & Public Realm Matters: Working Group**

To approve establishment of a small Joint Working Group to enable a future full review of the Town CCTV System to ensure that it is fit for purpose and future need. The Joint Working Group consisting of the Proper Officer and Chairs of each relevant Committee, alongside external parties (WTC CCTV Supplier and Police Whitchurch SNT), with any recommendations to Full Council for review in due course for consideration.

## 10. Financial Matters: Supplier Approval

To approve and note, aligned to WTC Standing Orders and Financial Regulations:

- a) Barlows UK Ltd under Financial Regulations <sup>1</sup> 5.10 - 5.13 (et al) and Scheme of Delegation, for urgent electrical works (total £3,000 net) at the Park Compound as part of an ongoing improvement programme (WTC/FC/46(C)/2324 – 24<sup>th</sup> April 2024).
- b) RJ Adams UK Ltd under Financial Regulations 5.10 – 5.13 (et al) as the recommended and preferred supplier of Park utility equipment as part of ongoing improvement programme (WTC/FC/46(C)/2324 – 24<sup>th</sup> April 2024).

## 11. Financial Matters: Motion – Cllr Hotchkiss (Harry Richards Will Trust)

To discuss the current (CCLA) investment and return, considering any appropriate alternative options for the investment of monies held in trust for the benefit of Whitchurch residents.

## 12. 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.*

## 13. Oversight Committee: Small Community Grants Programme, including Annual Allocations (Sensitive)

To receive a verbal update from the Chair of WTC Oversight Committee and Proper Officer, aligned to Minute 9 Oversight Committee (3<sup>rd</sup> July 2024).

## 14. Whitchurch Town Council – Parks & Public Realm Investment (Sensitive)

To receive a verbal progress update from the Proper Officer relating to WTC/FC/46(C)/2324 (investment in Parks & Public Realm services).

## 15. SC Whitchurch Civic Centre Working Group / Premises – Councillor Update (Sensitive)

- a) To receive a verbal progress update from the Chairman and Proper Officer in relation to recent meeting/s of the Shropshire Council Whitchurch Civic Centre Working Group.
- b) To receive a verbal progress update from the Proper Officer on Whitchurch Town Council temporary accommodation.

### Associated Papers:

Draft Minutes: EOFC Meeting, 22<sup>nd</sup> May 2024 (4)  
Draft Minutes: PPR Committee, 5<sup>th</sup> June 2024 (6a)  
Draft Minutes: Oversight Committee, 3<sup>rd</sup> July 2024 (6c)  
Proposed Armed Forces Covenant (7)

(X) = Agenda Item

Local Policing Report (5) – to follow  
Draft Minutes: AE Committee, 19<sup>th</sup> June 2024 (6b)  
Draft Minutes: Personnel Committee, 3<sup>rd</sup> July 2024 (6d)

<sup>1</sup> WTC/FC/ACM/09/2425 - Standing Orders, Financial Regulations, Scheme of Delegation and Councillor Code of Conduct