



FULL TOWN COUNCIL MEETING – 16TH OCTOBER 2024

All members are summoned to attend the above meeting, which will be held on **WEDNESDAY 16TH OCTOBER 2024**, in the Town Hall & Community Hub, Station Road, Whitchurch, SY13 1RE 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: 9th October 2024

Mike McDonald
Proper Officer / RFO
Whitchurch Town Council

(*) ATTENDANCE OF THE PUBLIC – 16TH OCTOBER 2024 FULL COUNCIL MEETING

Special arrangements are in place for the attendance of the public at this meeting. Should you wish to attend, please email clerk@whitchurchcouncil.uk or call 01948 665761.

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: FULL TOWN COUNCIL MEETING, WEDNESDAY 16TH OCTOBER 2024

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 17th July 2024 and sign as an accurate record of that meeting.

5. Minutes: Responses from Shropshire Councillors for Whitchurch from FC 17th July 2024

To receive an update on responses received to questions submitted to Shropshire Councillors, in their absence from the Full Council Meeting of 17th July 2024, as minuted:

- a. *Regarding the recruitment and establishment numbers at the Clayton Medical Centre (Pauls Moss).*
- b. *Regarding the arrangements to hold Shropshire Council contractors to account or verge/open space maintenance.*
- c. *Regarding replacement and suggested traffic management signage in the Town Centre.*

6. 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.

7. Policing Matter: PCSO Graham Baines

To note the recent retirement of Whitchurch SNT PCSO Graham Baines and thank him for his 18 years' service to the Whitchurch Community.

8. 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 18th September 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 25th September 2024, to be ratified at the next Committee Meeting. *Members are specifically directed to Minute 10, which also appears as a confidential agenda item in this meeting (item 16).*
- 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 2nd October 2024, to be ratified at the next Committee Meeting. *Members are specifically directed to Minutes 5 and 9, which also appear as an agenda items in this meeting.*

9. Oversight Committee: Conclusion of Audit – Financial Year ending 31st March 2024

To note that the “Notice of Conclusion of Audit” was published by the Responsible Financial Officer on 14th August 2024, following receipt of External Auditor opinion and certificate of the same date [PKF Littlejohn]. To note the “except for” item, separately progressed with WTC accountants [DCK Accounting Solutions]. As noted by the Oversight Committee at their meeting of 2nd October 2024.

10. Oversight Committee: Small Community Grants 2024/25 – Round 1 Awards - WTC/O/04-06/2425

To note the award of Small Community Grants by the Oversight Committee under delegated powers defined in the Committee’s Terms of Reference (**WTC/FC/ACM/05/2425**, May 2024):

Little Bears Daycare - £1,000	NS Wheelers - £500
Queensway Playing Fields Assn - £500	Whitchurch Amateur ODS / Little Theatre Group - £400
Whitchurch Archers - £750	Whitchurch English Country Music Festival - £1,000
Whitchurch Singers - £250	Whitchurch Town Twinning - £1,500
Whitchurch Waterways Trust - £500	

11. Governance Matters: Annual Appointment of Internal Auditor

To consider and confirm the ongoing appointment of JDH Business Services as Internal Auditor for Whitchurch Town Council until the next periodic review (*note: ongoing appointment, subject to annual confirmation*).

12. Governance Matters: Risk Register 2024/25

To consider and approve the annual Risk Register review.

13. Financial Matters: Supplier Approval

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

LITE Ltd under Financial Regulations ⁱ 5.10 - 5.13 (et al) and Scheme of Delegation, for the testing, installation and removal of Christmas Light displays and associated activity in relation to the Christmas Light Switch-on 2024 (total £9,310 net), included in the WTC Financial Budget 2024/25.

14. 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.

15. Financial Matters: Supplier Approval – Streetlight Electricity Supplier (Sensitive / Contractual)

To receive a verbal update from the Proper Officer / Responsible Financial Officer and approve a change of supplier, following notice of the cessation of unmetered electricity supplies by Scottish Power (received 12th September).

16. Motion – Cllr A. Hall: Proposed Event 2025

To consider and approve the use of WTC Reserves as catalytic financial investment to meet the ‘base’ costs in relation to a proposed 2025 Event (additional costs still subject to negotiation), off-set against any projected event income.

17. 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, to the extent agreed by the Working Group.
- b) To receive a verbal progress update from the Proper Officer on Whitchurch Town Council temporary accommodation.

18. The Good Councillors Guide (NALC) 2024: Periodic Recirculation

To note receipt of updated versions (first circulated May 2024) of “The Good Councillors Guide” 2024 (National Association of Local Councils), recirculated with this Agenda and aligned to other WTC Policy Documents (adopted 09/06/2024 - WTC/FC/ACM/09/2425) and the adopted Civility & Respect Pledge (adopted 21/10/2022 – WTC/FC/34/2223). The Chairman may give a verbal update, should he wish.

Associated Papers:

(X) = Agenda Item

Draft Minutes: Full Council Meeting, 17th July 2024 (4)

Local Policing Report (6)

Draft Minutes: PPR Committee, 18th September 2024 (8a)

Draft Minutes: AE Committee, 25th September 2024 (8b)

Draft Minutes: Oversight Committee, 2nd October 2024 (8c)

Notice of Conclusion of Audit (9)

Internal Accountant Appointment Letter 2023 (11)

Risk Management Scheme (including Corporate Risk Register) 2024/25 (12)

Confidential:

Proposed Event 2025 (16)

Other:

The Good Councillor Guide (NALC) 2024 (18) – 2nd circulation

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