



## FULL TOWN COUNCIL MEETING – 18<sup>TH</sup> DECEMBER 2024

**All members are summoned to attend the above meeting, which will be held on WEDNESDAY 18<sup>TH</sup> DECEMBER 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: 12<sup>th</sup> December 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: 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 Full Council Meeting of 16<sup>th</sup> October 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 6<sup>th</sup> November 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 20<sup>th</sup> November 2024, to be ratified at the next Committee Meeting.
- 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 4<sup>th</sup> December 2024, to be ratified at the next Committee Meeting.

**7. Oversight Committee: Small Community Grants 2024/25 – Round 2 Awards - WTC/O/07-06/2425**

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); 5 Grants, totalling £3,378:

BizEd - £400

Poetry Whitchurch - £1,000

Wingate Special Children's Trust - £500

Bradbury Care Centre - £500

Whitchurch Band - £978

**8. Budget and Precept – Financial Year 2025-26**

To consider and approve the proposed Budget and associated Precept Request for Financial Year 2025-26 (subject to confirmation of SC Taxbase figures as outlined).

**9. Councillor Resignation and Associated Processes**

To formally note the resignation of Mr Peter Tew on 30<sup>th</sup> October 2024. To further note: Notice of Casual Vacancy published 1<sup>st</sup> November (no responses by 21<sup>st</sup> November 2024); Notice to fill Vacancy by Co-option published 27<sup>th</sup> November 2024 (closing date for acceptance of applications, 20<sup>th</sup> December 2024); Co-option applications to be considered by Full Council 19<sup>th</sup> February 2025.

**10. Policy – Use of Artificial Intelligence**

To consider and approve a “Use of Artificial Intelligence” Policy to provide efficiencies through the best use of technologies, aligning to existing Data Protection and Information Governance protocols.

**11. 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.*

**12. Personnel Matters – Update (Sensitive)**

- a) To note that Whitchurch Town Council has met obligations under the National Pay Settlement (“Green Book” Terms) in November 2024 aligned to previous resolution WTC/FC/61(C)/2223.
- b) To receive a verbal Personnel Update from the Proper Officer

**13. 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 note the meeting scheduled with Shropshire Council Leader, Lezley Picton on 19<sup>th</sup> December 2024

**Associated Papers:**

Draft Minutes: Full Council Meeting, 16<sup>th</sup> October 2024 (4)  
Draft Minutes: PPR Committee, 6<sup>th</sup> November 2024 (6a)  
Draft Minutes: Oversight Committee, 4<sup>th</sup> December 2024 (6c)  
Draft Policy – Use of Artificial Intelligence (10)

(X) = Agenda Item

Local Policing Report (5)  
Draft Minutes: AE Committee, 20<sup>th</sup> November 2024 (6b)  
Draft Budget & Precept Request 2025-26 (8)

**Confidential:**

N/A