



FULL TOWN COUNCIL MEETING – 19TH FEBRUARY 2025

All members are summoned to attend the above meeting, which will be held on WEDNESDAY 19TH FEBRUARY 2025, 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: 13th February 2025

**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 may be 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 18th December 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 8th January 2025, 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 22nd January 2025, 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 5th February 2025, to be ratified at the next Committee Meeting. *Members are specifically signposted to item 7 on the minutes, tabled on this agenda (10C).*
- d) To receive a brief verbal report (to accompany associated notes) from the Chair of the HEALTH & WELLBEING Advisory Group from their meeting of 20th January 2025.

7. Co-option of Councillor – North Ward

To consider applications for co-option to fill the vacancy for a Councillor of Whitchurch Urban (North Ward) following a recent resignation and associated processes.

8. Britain in Bloom (Heart of England) – Establishment of Working Group

To establish a Working Group (with WTC lead) to drive the Town’s Heart of England “Britain in Bloom entry, working alongside the Proper Officer and Parks & Public Realm Committee, and engaging with appropriate and interested external groups.

9. 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.

10. Grounds Maintenance Contracts – Award of Contracts 2025 (Contractual / Sensitive)

To approve extension of the Mowing Contract (large public areas) for the 2025 season, subject to tender process for 2026.

11. Oversight Committee – Interim Internal Audit 2024/25 Draft Report and WTC Responses (Sensitive until published)

To note the draft Interim Internal Audit Report for Financial Year 2024-25 (JDH Business Services) and associated WTC responses – agenda item 7C Oversight Committee, 5/2/25.

12. WTC Annual Allocations and Small Community Grant Programme 2024-25 (Sensitive until published)

- a) To note and consider the Report received from Blackberry Fair in relation to their 2024-25 Annual Allocation.
- b) To consider an application for assistance from WTC Small Community Grant Programme 2024-25 (residual funds) – received post-Oversight Committee Meeting.

13. Chairman / Proper Officer Confidential Updates

To receive and Confidential Updates, if any, from the Chairman of Proper Officer:

- a) Local Elections (1st May 2025) – purdah and associated activity
- b) Civic Centre

Associated Papers:	(X) = Agenda Item
Draft Minutes: Full Council Meeting, 18 th December 2024 (4)	Local Policing Report (5)
Draft Minutes: PPR Committee, 8 th January 2025 (6a)	Draft Minutes: AE Committee, 22 nd January 2025 (6b)
Draft Minutes: Oversight Committee, 5 th February 2025 (6c)	Notes: H&W Advisory Group, 20 th January 2025 (6d)
Co-option Application/s (7)	
Confidential:	
Quote – Grounds Maintenance 2025 (10C)	Interim Internal Audit Report 2024-25, JDH/WTC (11C)
SCGP 2024-25 – Blackberry Fair Grant Monitoring Report (12aC)	SCPG 2024-25 – Grant Application (12bC)