



## OVERSIGHT COMMITTEE – 9<sup>TH</sup> APRIL 2025

The members listed below are summoned to attend the above meeting, which will be held on **WEDNESDAY 9<sup>th</sup> April 2025, Whitchurch Town Hall & Community Hub, Station Road, Whitchurch, Shropshire, SY13 1RE (Meeting Room 2) at 7.00pm.**

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: 1<sup>st</sup> April 2025**

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

**Councillors: G. Ebbs, A. Hall, R. Hall, J. Morris, M. Phipps**

**Please note that this is the final meeting of the Committee for the 2024/25 Civic Year**

### 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 12 (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: OVERSIGHT (O) COMMITTEE MEETING, WEDNESDAY 9<sup>TH</sup> APRIL 2025

## 1. Apologies

To receive Councillor apologies in relation to this meeting.

## 2. Declarations of Interest

To receive any Disclosure of Ordinary or Disclosable Pecuniary Interest in relation to any item on the Agenda.

## 3. Minutes

To confirm the minutes of the Oversight Committee Meeting held on 5<sup>th</sup> February 2025 and sign as an accurate record of that meeting.

## 4. Public Participation

*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.*

## 5. Financial Management Information (Months 10 and 11) 2024-25

To receive and note Financial Management Information (Income & Expenditure / Balance Sheet) for Months 10 and 11 (January - February inclusive).

## 6. Financial Year 2024-25: Internal and External Audits

To note commencement of year-end audits by both JDH Business Services (Internal Auditor) and PKF Littlejohn (External Auditor), with Accounts preparation with the assistance of DCK Accounting Solutions.

## 7. CONFIDENTIAL BUSINESS

*To resolve that under the Public Bodies (Admissions to Meetings) Act 1960, the public (including non-committee WTC Members) and press be excluded for the remainder of the meeting because of the likely disclosure of private and confidential information or staff matters.*

## 8. WTC-maintained Trust Funds – Update (SENSITIVE)

To receive and note a verbal update from the Proper Officer/RFO in relation Trust Funds maintained by Whitchurch Town Council, specifically the Harry Richards Fund; aligned to WTC/O/03/2425 and Full Council 17<sup>th</sup> July 2024 (item 11).

## 9. Staffing Matter – Chairs Action (CONFIDENTIAL)

To receive and note a verbal update regarding 'Chairs Actions' from the Committee Chair (and, jointly, Chair of the Personnel Committee) in relation to a confidential staffing matter.

## 10. Periodic Reminder of Governance Arrangements (LEGAL / GOVERNANCE)

To note, as a periodic reminder:

**Standing Orders 2024/25 (WTC/FC/ACM/09/2425), 15/5/24, Section 25 (aligned to Councillor Code of Conduct 2024/25 (WTC/FC/ACM/09/2425), 15/5/24:**

*“a. Unless duly authorised no councillor shall:*

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or*
- ii. issue orders, instructions or directions.*
- iii. Issue or make statements to the press or media (including social media) unless authorised to do so by the council or the relevant committee or sub-committee.”*

**Members are further reminded about the obligations in respect of the “Pre-Election Period of Sensitivity” (formerly ‘purdah’), which commenced on 10<sup>th</sup> March 2025 (Full Council, 19<sup>th</sup> February 2025 refers)**

### **Associated Papers:**

O Minutes: 5<sup>th</sup> December 2025 (3)

FMI, Months 10 & 11 inclusive – 4 reports (5)

### **CONFIDENTIAL**

HR Fund-related Documentation x2 (8) – to be distributed at the meeting