



whitchurch town council

MINUTES: OVERSIGHT COMMITTEE MEETING, 9TH APRIL 2025

MINUTES - OVERSIGHT COMMITTEE MEETING HELD ON WEDNESDAY 9TH APRIL 2025

PRESENT

Councillors: A. Hall J. Morris M. Phipps

Proper Officer: Mike McDonald

Finance Officer: N/A

IN ATTENDANCE:

Councillors: N/A

Public: 0 x Members of the Public

The meeting was opened at 7.00pm by Committee Deputy Chairman, Cllr A. Hall

1. Apologies

Apologies were received from Cllr R. Hall for this meeting.

2. Declarations of Interest

No declarations of Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting were received.

3. Minutes

After a proposal by Cllr Morris, seconded by Cllr Phipps, the minutes of the Oversight Committee Meeting held on 5th February 2025 were approved, by majority, and signed by the Chairman as a true record of that meeting.

4. Public Participation

No Members of the Public attended this meeting.

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

FMI (Balance Sheet and Income & Expenditure Reports) for Months 10 and 11 (January and February 2025 inclusive) were received, considered and noted.

6. Financial Year 2024-25: Internal & External Audits

The current audit schedule was noted by the Committee.

7. CONFIDENTIAL BUSINESS

Following a proposal from Cllr A. Hall, seconded by Cllr Phipps, it was RESOLVED 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.

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

The Committee received an update from the Proper Officer/RFO in relation to the Harry Richards Fund, aligned to WTC/O/03/2425 and Full Council 17th July 2024 (item 11). It was noted that there is documentary evidence that the Capital on the fund should remain intact (Resolution - WTC Meeting, 23rd March 1982 and Audit Commission Report, May 2003). It was further noted that the Oversight Committee’s Terms of Reference (WTC/FC/ACM/05/2425 – 15/5/24) includes a responsibility to consider any grant applications received on behalf of the Council (subject to delegated powers outlined in the Terms of Reference), using and considering approved funds as appropriate. Consequently, the Committee considers the matter concluded.

9. Staffing Matter – Chairs Action (CONFIDENTIAL)

The Committee endorsed the recent exercise of a time-critical “Chairs Action” (as joint Chair of Oversight and Personnel Committees and outlined by the Proper Officer/RFO) in relation to a confidential staffing matter, separately noted.

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

The Committee noted, 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 were further reminded about the obligations in respect of the “Pre-Election Period of Sensitivity” (formerly ‘purdah’), which commenced on 10th March 2025 (Full Council, 19th February 2025 refers).

There being no further business, the meeting closed at 7.30pm

Signed as a true record of the meeting:

Chair: _____

Date: _____