



ANNUAL COUNCIL MEETING

All members are summoned to attend the above meeting, which will be held Whitchurch Town Hall & Community Hub, Station Road, Whitchurch, SY13 1RE on Wednesday 14th May 2025 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: 8th May 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. Councillors: Acceptance of Office / Quoracy

To note completion of Councillor Acceptance of Office (with other post-Election processes in progress) and quoracy, following Local Elections on 1st May 2025.

2. To elect the Town Mayor (Chairman of the Council) and receive the elected Mayor's Declaration of Acceptance of Office

To receive nominations for Mayor and undertake election thereon.

3. To elect the Deputy Town Mayor (Vice Chairman of the Council) and receive the elected Deputy Mayor's Declaration of Acceptance of Office

To receive nominations for Deputy Mayor and undertake election thereon.

4. Standing Item: Apologies

To receive Councillor apologies.

5. Standing Item: Declarations of Interest

To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting.

6. Standing Item: Minutes

- a. To note that the Minutes of the **Annual Council Meeting** held on 15th May 2024 were approved and signed as an accurate record of that meeting at the Full Council Meeting of 22nd May 2024.
- b. To confirm the Minutes of the **Annual Town Meeting** held on 7th May 2025 and sign as an accurate record of that meeting.

7. Public Participation

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.

8. Governance Matters: Adoption of the General Power of Competence

To resolve that the Town Council, having confirmed that it meets the eligibility criteria,¹ adopts a General Power of Competence as defined in the Localism Act 2011 (ss1-8) and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

¹ Under the Localism Act 2011 (ss1-8) and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 a Council may adopt the General Power of Competence if it meets the following criteria: Two thirds are elected members; It employs a suitably qualified Proper Officer, and that the Proper Officer has undergone relevant training (NALC) in GPC.

9. Governance Matters: Post-Election Councillor Co-option to Vacant Seats

To note the commencement of Councillor Co-option to 3no. Vacant Seats in Whitchurch Town Council NORTH WARD, following Local Elections on 1st May 2025 and following established post-Election protocols.

10. Governance Matters: Committees, Working / Advisory Groups (Civic Year 2025/26)

To consider and determine the recommendations, in the Governance Report presented, for the forthcoming 2025/26 Civic Year, regarding:

- a. The establishment of Standing and Advisory Committees for the 2025/26 Civic Year
- b. The Terms of Reference of resultant Standing and Advisory Committees
- c. The Membership of resultant Standing and Advisory Committees
- d. The Schedule of Meeting Dates for Full Council and other Committees – 2025/26

11. Governance Matters: Budget Setting Timetable (Civic Year 2025/26)

To note the Budget Setting Timetable for the forthcoming 2025/26 Civic Year in the Governance Report presented, aligned to the Schedule of Meeting Dates.

12. Governance Matters: Approval of Policies (Civic Year 2025/26)

To consider and approve WTC Standing Orders, Financial Regulations and Scheme of Delegation for the 2025/26 Civic Year.

13. Governance Matters: Code of Conduct (Civic Year 2025/26)

To consider and approve the WTC Code of Conduct for the 2025/26 Civic Year.

14. Governance Matters: Appointment of Representatives to Outside Bodies

To appoint representatives to outside bodies:

Outside Body	Representation	
Town Twinning		
Business Group/s		
Whitchurch Waterways Trust		
Whitchurch Fairtrade Town Group		
Queensway Playing Fields Association		
Whitchurch Walkers (affiliated membership)		
Higginson Charities and Whitchurch Relief in Need		
Elizabeth Landford's Almhouse Charity		
SALC Local Committees		

15. Governance Matters: Assurance of Internal Control

To note a review of financial and other processes by non-signatory members for Full Council assurance, aligned to Risk Management protocols and the conclusion of the 2024/25 financial year.

16. Governance Matters: Fixed Asset Register 2025

To receive and note the revised 2025 Asset Register, aligned to the conclusion of the 2024/25 financial year.

17. Financial Matters: Annual Accounts and Annual Governance & Accountability Return (AGAR) 2024/25

- a. To note that the Accounts for the Financial Year 2024/25 are completed.
- b. To note that the Internal Audit Submission for 2024/25 is in progress and undergoing scrutiny, the Council having undergone Interim Internal Audit (IIA) by JDH Business Services in January 2025, the IIA Report being received by the Oversight Committee in February 2025 (WTC O/sight, 5th February 2025, Item 7C) and noted at Full Council on 19th February 2025 (WTC FC, 19th February 2025, Item 11C).
- c. To note that, to expedite External Audit and Exercise of Public Rights, an Extraordinary Meeting of Full Council will be called solely for the approval of Annual Accounts 2024/25 and ratification of the Annual Governance & Accountability Return (AGAR) 2024/25 once Internal Audit is concluded and report/s received.

18. Financial Matters: Approval of Regular Payments

To receive and authorise approval of regular payments as presented.

19. 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.

20. Chairman's Briefing

An opportunity for the new Mayor (Chairman) to present initial thoughts to colleagues, should he/she wish, and to make any announcements thought appropriate.

21. Financial Matters: Small Community Grants Programme – 2025/26 Civic Year

To consider and determine an amount (as determined by the limit/s established by the Department for Levelling Up, Housing and Communities (DLUHC)) and associated processes for the award of Small Community Grants (s137 (4)(a) Local Government Act 1972) during the 2025/26 Civic Year.

Associated Papers:

(X) = Agenda Item

Minutes: ACM, 15th May 2025 (6a) for info

Minutes: ATM, 7th May 2025 (6b)

Governance Structure – 2025/26 Civic Year (10/11)

Standing Orders, Financial Regulations and Scheme of Delegation (12)

Code of Conduct (13)

Assurance of Internal Control (15)

Fixed Asset Register 2025 (16)

Regular Payments as of May 2025 (18)