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# Whitchurch Town Council

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## FULL COUNCIL

### MINUTES OF MEETING FOR FULL COUNCIL HELD ON THURSDAY 17<sup>th</sup> MARCH 2016

#### PRESENT

Cllrs: T. Neville (in the Chair) A. Chesters, J. Ebbs, T. Harris, T. O'Neill, J Sinnott, B Slater, G. Stockton.

#### IN ATTENDANCE

Zoë Dean (Town Centre Manager/Assistant Town Clerk)

Nicki Young (Shropshire Council)

1 x member of public

#### 1. APOLOGIES

Cllr M. McDonald (Mayor) – Work

Cllr L. Stones – Illness

Cllr B. Duffy – Bereavement

Cllr M. Rigley – Away

Cllr Dakin – Attending North Shropshire Conservative Association AGM

#### 2. DECLARATIONS OF INTEREST

None

#### 3. MINUTES

Cllr Ebbs noted that he was not happy with item no.20; he stated that the bull had already been offered for the Bullring from a local business. After a proposal by Cllr Ebbs, seconded by Cllr Sinnott, with the stipulation that the above note be made. It was **WTC/102/1516 RESOLVED** to confirm the minutes of the meeting held on **18<sup>th</sup> February 2016** be signed as a true and accurate record thereof of the meeting after the amendment.

#### 4. MATTERS ARISING

None

#### 5. MAYOR'S ANNOUNCEMENTS

This item was postponed until the next meeting.

#### 6. OUTSTANDING ACTIONS

None

#### 7. PUBLIC PARTICIPATION

None.

#### 8. SHROPSHIRE COUNCILLOR'S REPORT

Cllr Dakin not present.

#### **9. TO RECEIVE THE STATEMENT OF ACCOUNTS FOR MONTH 11**

Since copies of the Month 11 accounts were not circulated until the meeting, after a proposal from Cllr O'Neill, seconded by Cllr Sinnott, it was **WTC/102/1516 RESOLVED** to pass them over until the next meeting.

#### **10. CHAMBER OF TRADE**

Cllr Stockton agreed to continue as the Council's representative for Whitchurch Chamber of Trade.

#### **11. WHITCHURCH TOWN TEAM**

Cllr Slater volunteered to become the Council's second representative for Whitchurch Town Team.

#### **12. SHROPSHIRE PLANNING DEPARTMENT REQUEST**

Since the Town Council were not in possession of the plans for which opinion was being sought the Town Council noted that further information was required.

#### **13. COUNCILLOR VACANCIES**

Cllr Slater explained that two people had expressed interest regarding co-option onto the Town Council but they were not present at the meeting.

*At this point item 16 was brought forward on the agenda.*

#### **16. MINUTES FROM COMMITTEES**

**Finance Minutes (11<sup>th</sup> February 2016):** None of the finance committee members present were in agreement regarding the Finance Minutes. After a proposal from Cllr Sinnott, seconded by Cllr Stockton, it was **WTC/103/1516 RESOLVED** to reject the minutes as written.

**Heritage Minutes (3<sup>rd</sup> March 2016):** Cllr Neville informed the Council the recent Heritage meeting regarded maintenance. A link to the Civic Centre's main fire alarm was still urgent. A walking tour had taken place since the meeting, highlighting low, medium and high priority maintenance work. Radiators had since been removed and capped off to create a controlled storage environment. Visitor numbers were down in January due to maintenance closure. The Craft Units had been renamed "Heritage Courtyard Shops". After a proposal from Cllr Neville, seconded by Cllr O'Neill, it was **WTC/104/1516 RESOLVED** to accept the minutes.

#### **14. TO CONSIDER CHRISTMAS LIGHTS REPORT FROM INTERNAL AUDITOR AND FINANCE WORKING GROUP**

Cllr Chesters explained the background regarding the report. Cllr Chesters noted that it is about procedure and procedures, as adopted by the Town Council, must be followed. Cllr Neville read out the comments from the Mayor which had been submitted whilst the report was in draft stage. The Mayor's comments had not been included in the report; Cllr Chesters noted that comments interfered with the investigation which is the Council's decision. The Council had not received advice from the Chairman of Personnel. Cllr Sinnott noted that paperwork had not been seen appertaining to this year's lights take down.

After a proposal from Cllr Sinnott, seconded by Cllr Slater, it was **WTC/105/1516 RESOLVED** to continue discussions in confidential session.

## **15. REPORT FROM MEMBERS ON OUTSIDE ORGANISATIONS**

**Cllr Stockton** had attended the Town Team meeting on 8<sup>th</sup> March and the event for volunteers on 15<sup>th</sup> March.

**Cllr Harris** had attended the three Higginson Trust Board Meetings where substantial grants had been handed out to many Whitchurch Groups.

**Cllr O'Neill** had attended the Community Alcohol Partnership Meeting (CAP).

**Cllr Neville** had attended the Local Joint Committee meeting on 24<sup>th</sup> February and would circulate notes.

## **17. CORRESPONDENCE**

FOI request from Hugh James regarding Befsa Salt Slags Limited, Mereside Industrial Estate.  
Letter from resident regarding location of Street Light in Highfields Avenue.

## **18. HANGING BASKET PROVISION**

The Town Centre Manager explained that a request of at least twenty additional baskets had been received from the Chamber of Trade. Currently the Town Council supply free baskets to Town Centre business owners, forming part of the Council's precept. However, if a large number of additional baskets were ordered the van's watering route would have to be taken into consideration. There is a need to fit stronger hanging basket brackets to shop fronts and stress-test them for safety. Cllr O'Neill noted that Nobridge were able to supply twenty additional baskets as part of the current year's parks contract.

After a proposal from Cllr Harris, seconded by Cllr O'Neill, it was **WTC/106/1516 RESOLVED** that the business owners must pay for the bracket to be installed and tested, and Whitchurch Town Council will supply the baskets and watering.

## **19. MARKETING OF THE CIVIC CENTRE**

Nothing else had been done on the meeting notes. It was agreed that an action list was needed. After a proposal from Cllr Chesters, seconded by Cllr Harris, it was **WTC/107/1516 RESOLVED** to put a list on next Full Council meeting.

## **20. WI-FI PROVISION AT THE CIVIC CENTRE**

The Town Centre Manager explained that an assessment of current cabling was required before Wi-Fi could be installed by any company. After a proposal from Cllr Chesters, seconded by Cllr Sinnott, it was **WTC/108/1516 RESOLVED** to get three quotes for the Wi-Fi installation and agree for the preliminary work to be undertaken by Barlows for £150.

## **21. PAT TESTING**

PAT testing is now overdue and the Town Centre Manager noted that one of the companies the Council hires rooms to has requested this information. After a proposal by Cllr Chesters, seconded by Cllr Sinnott, it was **WTC/109/1516 RESOLVED** to gather three quotes for PAT testing, along with a price per item rate then instruct one to complete the work.

## **22. LOCATION OF TEMPORARY BAR AT EVENTS**

The area in the foyer is to be kept clear.

After a proposal from Cllr O'Neill, seconded by Cllr Slater, it was **WTC/110/1516 RESOLVED** that there is to be no temporary bar in foyer, the bar upstairs is to be used.

**23. BT CABINET**

Cllr Sinnott noted that the Town Council does not have the legal authority to agree for the BT cabinet to be placed at the front of the Civic Centre, as the building is owned by Shropshire Council, who would need to grant permanent way leave.

**24.** It was proposed by Cllr Chesters to go into Confidential Session; this was seconded by Cllr Slater. It was **WTC/111/1516 RESOLVED** to go into Private Session.

**There being further business the meeting closed at 9.08pm**

**Chairman**.....

**Date**.....