

Whitchurch Town Council

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ANNUAL COUNCIL MEETING

MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THURSDAY 16th MAY 2019

PRESENT

Cllrs: B. Duffy (Chair), A. Chesters, A. Hall, S. Hamlyn, T. O'Neill, S. Radford, N. Raynes, R Shepherd, J. Sinnott, R. Snell, M. Barker, T. Neville, J. Martin and H. Vasey.

IN ATTENDANCE

Peggy Mullock – Shropshire Councillor
Nicola Young – Town Clerk
Zoe Dean – Assistant Town Clerk/Town Centre Manager
Barrie White – Whitchurch Herald

1. To Elect the Town Mayor

After a nomination by Cllr Raynes, seconded by Cllr Hamlyn, it was **WTC/1/1920 RESOLVED** to elect Cllr Bev Duffy as the Town Mayor for 2019/2020 Council Year.

2. To Receive the Elected Mayor's Declaration of Acceptance of Office

Cllr Duffy thanked Cllr Neville for all his hard work as Mayor of Whitchurch Town Council and then read and signed the Declaration of Acceptance of Office.

3. To Elect the Deputy Town Mayor

After a nomination by Cllr Sinnott, seconded by Cllr Hall, Cllr Chesters was nominated for Deputy Mayor.
After a nomination by Cllr Neville, seconded by Cllr Hamlyn, Cllr O'Neill was nominated for Deputy Mayor.
At this point Cllr Chesters withdrew his name from the process.

After a nomination by Cllr Neville, seconded by Cllr Hamlyn, it was **WTC/2/1920 RESOLVED** to elect Cllr O'Neill as the Deputy Town Mayor for 2019/2020 Council Year.
Cllrs Hall, Sinnott & Chesters abstained.

4. To Receive the Elected Deputy Mayor's Declaration of Acceptance of Office

Cllr O'Neill read and signed the Declaration of Acceptance of Office.

5. Apologies

Cllr L Broders – work commitment

6. Declarations of Interest

None received.

7. Minutes

After a proposal from Cllr Vasey, seconded by Cllr Neville, it was **WTC/3/1920 RESOLVED** to accept the minutes of the Full Council meeting held on **Thursday 18th April 2019** and sign as an accurate record of that meeting.

Abstentions: Cllrs Sinnott & Martin

8. Mayor's Announcements

Cllr Duffy raised the issue of the extreme price rise in pavements permits. Shropshire Councillor Peggy Mullock reported that Shropshire Council had called the matter in.

9. Remaining Business

- a. The updated Council Resolution Record was presented to Council.
 - i. FIN/72/1819 – Working Group regarding Reserves Policy. Councillors nominated to the working group are requested to let the Clerk know what dates they have available.
 - ii. Payment for Party in the Park toilets – Clerk to find cost centre to be approved.
 - iii. The Clerk was requested to insert page numbers into the document.
After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **WTC/4/1920 RESOLVED** to receive the Council Resolution Record.
- b. The Town Clerk presented a report to Council on Jubilee Park Electricity Connection, recommending approval to pay the sum of £2,500+VAT to reconnect the electricity supply to the meter within the Depot & to also approve payment to an electrical contractor to identify where the broken cable is and to make safe, should this be necessary. After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **WTC/5/1920 RESOLVED** to approve the sum up to £2,500+VAT as payment to reconnect the electricity supply to the meter within the Depot at Jubilee Park.
- c. The Town Clerk presented a report on Blackmore Grove Public Open Space. After a proposal from Cllr O'Neill, seconded by Cllr Snell, it was **WTC/6/1920 RESOLVED** that the Council agree to lease Blackmore Grove to Beechtree Community Centre, using a License to Plant form, which was approved by Council.

10. Public Participation

After a proposal by Cllr Vasey, seconded by Cllr O'Neill, it was **WTC/7/1920 RESOLVED** to suspend Standing Orders to allow any members of the public to address the meeting.

Hilary Seward, Chair of Chamber of Trade addressed the Council:
She requested an update on the Business Improvement District proposal.

After a proposal by Cllr Hamlyn, seconded by Cllr Neville, it was **WTC/8/1920 RESOLVED** to reinstate Standing Orders.

11. Committees

- a. Council received a report from the Town Clerk on Committee Structures and Frequency.
- b. After a proposal from Cllr Hall, seconded by Cllr Hamlyn, it was **WTC/9/1920 RESOLVED** to agree the new Committee Structure and trial for one year, and to add "Civic Centre" to the Cultural Committee title.

12. Review Terms of Reference

Committee Terms of Reference were not available, and Committees will review their own Terms of Reference and report back to Council

13. Appoint Committees and Members to Committees

After a proposal from Cllr Duffy, seconded by Cllr O'Neill it was **WTC/10/1920 RESOLVED** to appoint Members to the new Committee structure as follows:

Parks & Public Realm Committee – noting that there is one vacancy

Cllr Neville Cllr Snell
Cllr O'Neill Cllr Vasey
Cllr Radford Cllr Raynes

Culture and Civic Centre Committee

Cllr Hamlyn Cllr Raynes
Cllr Duffy Cllr Vasey
Cllr Neville Cllr Hall
Cllr Radford

Finance Committee

Cllr Duffy Cllr Chesters
Cllr Sinnott Cllr Martin
Cllr Broders Cllr Hamlyn
Cllr Shepherd

Personnel Committee

Cllr Shepherd Cllr Chesters
Cllr Hamlyn Cllr Broders
Cllr Radford

Heritage Committee

Cllr O'Neill Cllr Neville
Cllr Duffy Cllr Martin
Cllr Snell

Planning – noting that there is one vacancy

Cllr Hall Cllr O'Neill
Cllr Shepherd Cllr Duffy
Cllr Martin Cllr O'Neill

14. Appointment of Representatives to Outside Bodies

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **WTC/11/1920 RESOLVED** to appoint the following Councillors to outside bodies:

Outside Body	Representative
Town Twinning	Cllr A Hall
Whitchurch Chamber of Trade	Cllr A Hall
Whitchurch Waterways Trust	Cllr S Hamlyn
Whitchurch Fairtrade Town Group	Cllr T O'Neill
Queensway Playing Fields Association	Cllr T O'Neill
Beechtree Community Centre	Cllr N Raynes
Whitchurch Town Team	Cllr B Duffy
Whitchurch Joint Cemetery Committee JANE	Cllr B Duffy / Cllr T Neville / Cllr J Martin
Joint Commissioning & Economic Board	Cllr J Sinnott / Cllr N Raynes
Whitchurch Well-being Forum	Cllr N Raynes
Whitchurch Walkers (affiliated membership)	Cllr B Duffy

15. Constitution & Governance Documents

- a. After a proposal from Cllr Hamlyn, seconded by Cllr O'Neill, it was **WTC/12/1920 RESOLVED** to accept the changes to policy 51. CCTV Policy bringing it in line with the Data Protection Regulations 2018.
- b. Following agreement at a previous Council meeting, the first 10 Trustees of signed both Trust Deeds in order for the Town Clerk to send to the Charities Commission.

16. Calendar of Meetings

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **WTC/13/1920 RESOLVED** that Council accept the 'New' version of the Calendar of Meetings 2019-2020.

17. Questions from Councillors

No questions had been received.

18. Motions

Cllr Hall put forward the following Motion, numbered 15 on the Record of Motions Requiring Written Notice:

"Whitchurch Town Council employs the services of professional detached/outreach youth workers to engage with young people using Jubilee Park and other public places within Whitchurch town centre. I propose this is adopted to take place for a short time period and the results/effectiveness assessed from recorded outcomes."

Cllr Hall stated that the cost of 2 x youth workers per week would be £120.

After a proposal from Cllr Duffy, seconded by Cllr Radford, it was **WTC/14/1920 RESOLVED** that the Town Clerk and Cllr Hall would investigate further as more information was required and that the matter should be brought back to the June 2019 full Council meeting.

19. REPORTS FROM OFFICERS OF THE COUNCIL

- a. The Town Clerk presented a report giving Councillors an update on projects that are ongoing. There was a debate regarding the BID application for funding.
- b. The Assistant Town Clerk/Town Centre Manager presented a report updating Councillors on the requirements regarding Main Hall stage safety.
After a proposal by Cllr Hall, seconded by Cllr Martin, it was **WTC/15/1920 RESOLVED** that the ATC/TCM liaise with Association of British Theatre Technicians (ABTT) to get quotes for the work to be completed and that the Town Clerk will agree with the Chair of Finance Committee any urgent payment should this be needed prior to a Committee or Council meeting.

20. Internal Auditor's Report

After a proposal from Cllr Chesters, seconded by Cllr Neville, it was **WTC/16/1920 RESOLVED** to approve the Internal Auditor's Report 2018/2019.

21. Annual Accounts

After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was **WTC/17/1920 RESOLVED** to accept the Final Accounts for 2018/2019.

22. Annual Governance & Accountability Return

- a. After a proposal by Cllr Duffy, seconded by Cllr Hamlyn, it was **WTC/18/1920 RESOLVED** to authorise and sign the Annual Governance & Accountability Return to be sent to the external auditors PKF Littlejohn LLP, Section 1 – Annual Governance Statement 2018-2019.
- b. After a proposal by Cllr Chesters, seconded by Cllr Neville, it was **WTC/19/1920 RESOLVED** to authorise and sign the Annual Governance & Accountability Return to be sent to the external auditors, PKF Littlejohn LLP, Section 2 – Accounting Statements for 2018-2019.

23. Payments / Grant Request

- a. After a proposal by Cllr Vasey, seconded by Cllr Neville it was **WTC/20/1920 RESOLVED** to authorise approval of regular payments as presented, noting that the Council wishes to look into green energy products.

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/21/1920 RESOLVED** to suspend Standing Orders to allow Shropshire Councillor Peggy Mullock to speak.

- b. Cllr Mullock presented information on North Shropshire Safety Scene, noting that it cost £4,000 pa. Cllr Mullock requested funding from Whitchurch Town Council to help the event take place. After a proposal from Cllr Chesters, seconded by Cllr Neville, it was **WTC/22/1920 RESOLVED** that Whitchurch Town Council would make a donation of £1,000 from its grant pot to North Shropshire Safety Scene.

After a proposal from Cllr Duffy, seconded by Cllr Sinnott, it was **WTC/23/1920 RESOLVED** to reinstate Standing Orders.

24. Confidential

After a proposal by Cllr Duffy, seconded by Cllr Chesters, it was **WTC/24/1920 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.

25. Deermoss Park

Council received a report from the Town Clerk on Deermoss Park. After a proposal from Cllr Chesters, seconded by Cllr Snell, it was **WTC/25/1920 RESOLVED** to decline the offer from Shropshire Housing Group.

After a proposal from Cllr Duffy, seconded by Cllr Barker, it was **WTC/26/1920 RESOLVED** to continue the meeting after 2 hours.

26. Bar Franchise

The Bar Franchise working group reported on their findings:

- a. Remain with the current supplier for one year.
- b. That there needs to be flexibility on how payment can be made at the bar, therefore payments by card need to be enabled.
- c. That themed evenings need to be put on, ie Prosecco and Gin evenings. Cllr Hamlyn offered to speak to the current franchisee.
- d. That the Working Group will continue to work together to look at ways to develop the bar and long-term management of the Civic Centre bars, including whether to bring in house.

- e. Tills need to justify what is sold, and Council have access to data to interrogate income and Z readings.
- f. To purchase tills as originally agreed, but to engage the current franchisee in conversation about the type of tills.

After a proposal from Cllr Hamlyn, seconded by Cllr Neville, it was **WTC/27/1920 RESOLVED** to accept the information above from the Working Group.

After a proposal from Cllr Sinnott, seconded by Cllr Hamlyn, it was **WTC/28/1920 RESOLVED** to start the process now to renew the contract in June 2020.

27. Civic Centre Condition Report

After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **WTC/29/1920 RESOLVED** to push for an immediate timetable to transfer the freehold of the Civic Centre and to accept the report on work required to be done from Shropshire Council. Cllr Chesters abstained.

28. Centre NE – Condition Report

Following debate and after a proposal from Cllr Duffy, seconded by Cllr Hall, **WTC/30/1920 RESOLVED** that the Town Clerk will send the Town Council surveyor’s report to Shropshire Council Estates Department and start to negotiations regarding obtaining the freehold of Centre NE.

Meeting closed at 9.33pm

Chairman

Date