

# Whitchurch Town Council

Civic Centre  
Whitchurch  
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## FULL COUNCIL MEETING

All members are summoned to attend the above meeting which will be held on **THURSDAY 19<sup>th</sup> SEPTEMBER 2019**, in the Edward German Room, Whitchurch Civic Centre commencing at 7.15pm.

There is an opportunity to meet informally with Councillors for tea, coffee and biscuits from 7pm.

The meeting is held in public and the public are encouraged to attend and participate. Just occasionally matters such as contractual or staffing matters do have to be held in the confidential part of a meeting.

*Please note that all Council meetings are audio recorded and, in line with the Council's meeting recording policy, you are requested to inform the Mayor if you are recording or filming the meeting.*

**Date of Notice: 12<sup>th</sup> September 2019**

A handwritten signature in black ink, appearing to read 'N Young'.

Nicola Young  
Town Clerk

### AGENDA

**1. APOLOGIES**

To receive Councillor apologies.

**2. DECLARATIONS OF INTEREST**

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

**3. MAYOR'S ANNOUNCEMENTS**

To receive such communications as the Mayor may wish to bring before the Council.

**4. MINUTES**

To confirm the minutes of the Full Council meeting held on 18<sup>th</sup> July 2019 and sign as an accurate record of that meeting.

**5. REMAINING BUSINESS**

To dispose of business, if any, remaining from the last meeting and receive the updated Council Resolution Record.

## **6. 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 a responsibility. The Mayor will at this point suspend Standing Orders to allow any members of the public to address the meeting.

## **7. UPDATE FROM LOCAL POLICING TEAM**

To receive a verbal update from a member of the Local Policing Team if available.

## **8. HOUSING NEEDS SURVEY – RIGHT HOME, RIGHT PLACE**

To receive a short presentation from Shropshire Council officers, Tim Shrosbee and Carol Clarke on undertaking a Housing Needs Survey in Whitchurch.

## **9. YOUTH OUTREACH PROJECT**

To receive a presentation, alongside a written report, from Shropshire Youth Association on the outcomes of the Youth Outreach Project.

## **10. SHROPSHIRE COUNCIL – YOUTH CONSULTATION**

To receive a short update on Shropshire Council's youth consultation and proposed change in youth provision from Karen Ladd, Early Help Change Manager.

## **11. SHROPSHIRE COUNCILLOR'S REPORT**

To receive a verbal update from members of Shropshire Council.

Reinstate Standing Orders

## **12. ACCOUNTS**

To receive Month 4 Balance Sheets and Income & Expenditure Reports.

## **13. GREEN ENERGY PROVIDER**

To receive information on green and brown energy kw/hr, including current and forecast costs.

## **14. QUESTIONS FROM COUNCILLORS**

Question from Cllr John Sinnott: Can you please confirm if members of the Personnel Committee have undergone formal training in discipline and grievance procedures as they apply to local government staff?

## **15. MOTION 16 from Cllr A Hall**

That Whitchurch Town Council produce a Freedom of Information Policy and updates its Protocol for Recordings Meetings, the Policy on Filming and Recording Meetings and its Publication Scheme / Information Guide so that the Council complies with the requirements of the Freedom of Information Act 2000.

## **16. MINUTES FROM COMMITTEES**

To receive minutes from the following Committees:

- a. Heritage Committee held on 9<sup>th</sup> July 2019.
- b. Parks & Public Realm Committee held on 4<sup>th</sup> July 2019.
- c. Cultural & Civic Centre Committee held on 4<sup>th</sup> July 2019.
- d. Finance Committee held on 11<sup>th</sup> July 2019

## **17. CEMETERY – JOINT AUTHORITY THAT IS NOT AN ENTITY (JANE)**

To receive minutes from the Cemetery Board (JANE) meeting held on 5<sup>th</sup> June 2019.

## **18. REPORTS FROM COUNCILLORS ON OUTSIDE BODIES**

- a. To receive updates from Councillors on outside bodies.
- b. To receive a request from the Higginson Trust.

## **19. CONSULTATIONS/SURVEYS**

To receive the following consultation documents and make comment or agreement as appropriate or delegate to the Proper Officer to complete:

- a. Shropshire Council – Post 19 Education Assistance with Travel
- b. Shropshire Playing Pitch & Outdoor Sport Strategy - Parish / Town Council Survey
- c. Shropshire Council - Youth Support Consultation

## **20. COUNCIL POLICIES/REGULATIONS**

- a. **Finance Regulations.** To receive and adopt updated Financial Regulations.
- b. **Memorial Bench & Tree Policy.** The Cemetery JANE Committee recommend Council receive and adopt the Memorial Bench & Tree Policy, which concerns both the cemetery and parks.

## **21. UPDATE ON WHITCHURCH BID PROCESS**

To receive a written update from the Town Clerk following an initial meeting with Mosaic Partnership.

## **22. 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.

## **23. CONFIDENTIALITY AGREEMENT**

To receive a Confidentiality Agreement, which ALL Councillors are asked to sign.

## **24. CONFIDENTIAL MEETING NOTES**

To receive and sign as an accurate record, confidential meeting notes from 18<sup>th</sup> July 2019.

## **25. CHRISTMAS LIGHTS**

To receive a recommendation from Culture & Civic Centre Committee, to use Company 1 to put up and take down the Christmas lights in the town centre for a 3-year contract period.

## **26. COMMUNITY HUB SLA**

To receive a DRAFT SLA from Shropshire Council for the Community Hub. Council are requested to make comments or amendments as necessary and agree wording, to enable the Civic Centre freehold transfer to be progressed.

## **27. CENTRE NE HEADS OF TERMS**

To receive the draft Heads of Terms from Centre NE. Council are requested to make comments and/or amendments as necessary and agree the return to Shropshire Council.

## **28. HEADS OF TERMS FOR CIVIC CENTRE**

To receive the draft Heads of Terms for the Civic Centre. Council are requested to make comments and/or amendments as necessary and agree the return to Shropshire Council.

## **29. PERSONNEL TOPICS**

- a. **Update on CiLCA.** To receive an update on the progress of CiLCA.
- b. **Staffing Matters.** To make a decision on the way forward.