

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX

website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)



High Street  
Shropshire  
tel. 01948 665761

email: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

## FULL COUNCIL MEETING

### MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 21<sup>st</sup> NOVEMBER 2019

#### PRESENT

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

#### IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk  
Harry Wright – Reporter, Whitchurch Herald  
Charlotte Bentley – Reporter, Shropshire Star

In line with the Council's Meeting Recording Policy, the Chairman asked if anyone was recording the meeting, Cllr Hall stated that he was recording the meeting.

#### 1. Apologies

Cllr Lee Broders – work commitment  
Cllr Scott Radford – work commitment

#### 2. Declarations of Interest

None received.

#### 3. Mayor's Announcements

The Mayor has represented the Town Council on the following occasions:

25<sup>th</sup> October - Watergate Pub for their reopening and to support their Macmillan appeal

10<sup>th</sup> November - Remembrance Service at the Cenotaph followed by Service in St Alkmund's and a short Service at the War Graves at Whitchurch Cemetery.

11<sup>th</sup> November - Short act of Remembrance at St Alkmund's at 11.00am

15<sup>th</sup> November - SALC AGM in Shrewsbury

18<sup>th</sup> November - Northern Area SALC meeting in Wem

##### Outside bodies

29<sup>th</sup> October - Whitchurch Walkers meeting

13<sup>th</sup> November - Rural workshop organised by Shropshire Council to gather the views of Town and Parish Councils

18<sup>th</sup> November - SALC's North Shropshire Area Committee meeting Wem

#### 4. Minutes

After a proposal from Cllr Neville, seconded by Cllr Hamlyn,

It was **WTC/115/1920 RESOLVED** to accept the minutes of the Council meeting held on **Thursday 24<sup>th</sup> October 2019** and sign as an accurate record of that meeting.

Eight councillors in favour. Four against.

#### 5. Council Resolution Record

The Chairman wished to defer this item to December as the document had not yet been updated.

## 6. Public Participation

None.

## 7. Update from Local Policing Team

A Police Officer was unable to make the meeting.

## 8. Shropshire Councillor's Report

None present.

## 9. Accounts

The Mayor thanked the accounts officer for coming in on her day off in order to finish the month 7 accounts, following the budgeting taking place.

After a proposal from Cllr O'Neill, seconded by Cllr Vasey,

It was **WTC/116/1920 RESOLVED** to accept the Month 7 Balance Sheets and Income & Expenditure Reports.

## 10. Monthly Purchase Ledgers, BACS and cheques.

After a proposal from Cllr Vasey, seconded by Cllr Hamlyn,

It was **WTC/117/1920 RESOLVED** to accept the monthly Purchase Ledgers, BACS, cheques which were duly signed by the Mayor.

## 11. Minutes from Committees

- a. After a proposal from Cllr Hamlyn, seconded by Cllr Shepherd,  
It was **WTC/118/1920 RESOLVED** to accept the minutes of the Personnel Committee meeting held on 10<sup>th</sup> October 2019.
- b. After a proposal from Cllr O'Neill, seconded by Cllr Neville,  
It was **WTC/119/1920 RESOLVED** to accept the minutes from the Parks & Public Realm Committee held on 3<sup>rd</sup> October 2019.
- c. After a proposal from Cllr Vasey, seconded by Cllr Neville,  
It was **WTC/120/1920 RESOLVED** to accept the minutes from the Cultural & Civic Centre Committee held on 3<sup>rd</sup> October 2019 (Cllr Hall against).
- d. After a proposal from Cllr Chesters, seconded by Cllr Hamlyn,  
It was **WTC/121/1920 RESOLVED** to accept the minutes from the Finance Committee meeting held on 10<sup>th</sup> October 2019.
- e. After a proposal from Cllr O'Neill, seconded by Cllr Neville,  
It was **WTC/122/1920 RESOLVED** to accept the minutes from the Heritage Committee meeting held on 10<sup>th</sup> September 2019.

## 12. Reports from Councillors on Outside Bodies

There were none.

## 13. Motion 18 from Cllr A. Hall

Mayor asked to defer this item until 20 b) once the Centre North East and Youth Reports had been presented.

## 14. Motion 19 from Cllr T. Neville

Cllr Neville introduced the motion, proposing to increase the Town Clerk's spending powers up to £2,000 which was seconded by Cllr Hamlyn. The chamber was then opened for debate on the matter.

A vote took place: 8 for, 4 against.

It was **WTC/123/1920 RESOLVED** to raise the Town Clerk's spending power to £2,000.

## 15. Centre North East

Outline costs had been submitted by Shropshire Council which were very high. Discussion took place regarding bringing the building back in to Community use and the need to have a

public meeting in order to assess community interest. Members also discussed consultation methods, forming a working group, the need for a business plan for the building, as well as a feasibility study. It was noted that action is needed now due to time constraints and deterioration rates of the building.

It was noted that if Shropshire Council still own the building then the community will not be able to perform any improvement works.

After a proposal from Cllr Duffy, seconded by Cllr Martin,

It was **WTC/123/1920 RESOLVED** to hold a public consultation (all in favour).

After a proposal from Cllr Hamlyn, seconded by Cllr Barker,

It was **WTC/124/1920 RESOLVED** to that the Town Council take on the building in principle, establishing a consultation and working group first before a full business appraisal can be reached.

## 16. Stage Area Testing

This item had been brought forward from the Cultural & Civic Centre Committee. The Town Centre Manager updated Council that the current condition of the stage needs a lot urgent of work, ideally prior to the Christmas Pantomime, having been rated at A2 and A3 – seen as urgent to be remedied as soon as reasonably practicable and within a reasonable time frame. Four companies had been engaged to undertake this work, all with varying prices. One company had declined to quote. Advice had also been sought from the building's lighting technician regarding the quotations. All companies had quoted based on the same specifications of the safety report, but varying prices and interpretations of the report and had been submitted. Company 2 had not visited the site, they had been sent photographs and did not believe the pulleys need to be replaced. Company 2's quote also included replacements of the front of house bar (over the audience) which the other quotations did not include, for a very reasonable price. The Town Centre Manager noted that she wished to protect the Council from any Health & Safety problems or any claims, but the current equipment is too old to be tested. It was recommended that company 2 was chosen, and that a maximum spend for the project be set at £10,000 in case of any unseen aspects of the work to avoid any delays but would not have to be spent if not required. This would still be £8,000 less than the second cheapest quotation.

Cllr Chesters noted that any additions should only be done with a limit i.e. £10,000 but not to let the contractor know the upper limits of the Council's budget.

After a proposal from Cllr Neville, seconded by Cllr Vasey,

It was **WTC/125/1920 RESOLVED** to appoint Company 2, setting a maximum limit for the project of £10,000. Cllr Hamlyn abstained.

## 17. Heritage Centre Cupola

A replacement cupola for the Heritage Centre roof was a matter of urgency due to a previous leak. All companies approached had been selected from the Heritage approved list from Shropshire Council.

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn,

It was **WTC/126/1920 RESOLVED** to accept the recommendation from Heritage Committee, appointing Philipp & Curry to undertake the work.

Cllr Chesters stated the budget was to come from the project reserves fund.

## 18. Confidential

After a proposal by Cllr Duffy, seconded by Cllr Neville it was **WTC/127/1920 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.

**19. Confidentiality**

The Town Council's Confidentiality Agreement was presented to the members who had not yet signed up. Cllrs Chesters & Barker viewed the document but stated that they did not wish to sign the agreement.

**20. Consultations/Surveys**

A confidential report was handed out to members for consideration.

**20 b) Motion 18 from Cllr Hall**

Cllr Hall introduced the motion that Whitchurch Town Council allocate £15,000 for next year's budget to deliver youth work in Whitchurch for 2020-2021, seconded by Cllr Martin.

A vote took place: 4 for, 2 against. 6 abstentions.

It was **WTC/128/1920 RESOLVED** to set aside £15,000 in next year's budget for Youth Services.

**21. Mayor's Update**

The Mayor gave a verbal update.

**22. Question to the Mayor**

The question was answered under the previous agenda item.

**23. Question to the Chairman of Personnel**

The Chair of Personnel answered the question.

The Town Centre Manager left the meeting at this point 9pm.

**24. Staff Structure**

It was **WTC/129/1920 RESOLVED** to accept the staff restructure in principle. Vote: 9 for, with 3 abstentions.

**Meeting closed at 9.14pm**

**Chairman** .....

**Date** .....