

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



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FULL COUNCIL MEETING

All members are summoned to attend the above meeting which will be held on **THURSDAY 19th MARCH 2020**, in the Edward German Room, Whitchurch Civic Centre commencing at 7.15pm.

There is an opportunity to meet informally with Councillors for tea & coffee 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: 13th March 2020

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 [Taken as read]

To confirm the minutes of the Full Council meeting [taken as read] held on 20th February 2020 and sign as an accurate record of that meeting (copy attached).

5. COUNCIL RESOLUTION RECORD (Standing Item)

To receive the updated Council Resolution Record (copy to follow).

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. BID PRESENTATION

To receive a presentation from Mo Aswat, Mosaic Partnership on the Business Improvement District feasibility study.

9. SHROPSHIRE COUNCILLOR'S REPORT

To receive a verbal update from members of Shropshire Council.

Reinstate Standing Orders

10. ACCOUNTS [Taken as read]

To receive Month 11 Balance Sheets and Income & Expenditure Reports (copies attached).

11. MINUTES FROM COMMITTEES (taken as read)

To receive minutes from the following Committees:

- a. Heritage Committee dated 14th January 2020
- b. Whitchurch JANE Cemetery dated 22nd January 2020
- c. Culture & Civic Centre Committee dated 6th February 2020
- d. Finance Committee held on 13th February 2020
- e. Personnel Committee held on 13th February 2020

12. REPORTS FROM COUNCILLORS ON OUTSIDE BODIES

To receive updates from Councillors on outside bodies.

13. ELECT MEMBERS TO COMMITTEES

To nominate and elect:

- a. 2 x members for Parks & Public Realm Committee
- b. 1 x member for Culture & Civic Centre Committee

Please note both meetings take place on the same evening, the 1st Thursday of the month.

14. MOTION 24 – CLLR SHEPHERD

That Whitchurch Town Council consider establishing a Task & Finish Group to review all policies, existing and in draft, relating to the minute-taking, audio and visual recording, and any other form of recording discussions from all committee and full council meetings and to ensure all align, are not contradictory, provide clarity and remove any ambiguity about what can be recorded, published, retained, deleted and shared – from and to.

15. MOTION 25 – CLLR SINNOTT [taken as read]

That Whitchurch Town Council adopt the attached Terms of Reference for Working parties.

16. MUSEUM COLLECTION – TRANSFER OF TITLE

To receive a letter from Shropshire Council regarding a request to transfer the ownership of museum items currently in Whitchurch Museum & Archives care, in order for the charitable trust to retain museum's Accredited Status.

17. PLACE PLAN UPDATE

Council are requested to resolve to add Centre NE to the Whitchurch Place Plan, noting that the project will be a Neighbourhood Project.

18. WHITCHURCH CEMETERY MEMORIAL FEES

Whitchurch Joint Authority that is Not an Entity (JANE) recommend an increase in memorial fees for Whitchurch Cemetery, which will bring the charges more in line with other local cemeteries.

19. WHITCHURCH AGAINST POINTLESS PLASTIC [taken as read]

Whitchurch Town Council have been asked to sign a Declaration by Our House organisation which promote Whitchurch Against Pointless Plastic and nominate a Councillor representative to attend twice yearly meetings.

20. COVID-19 – CORONA VIRUS

Council are requested to read the attached briefing notes from SALC & Town Clerk and discuss, provide guidance and make decisions on the following:

- a. Should Council cancel larger events in the short-term – for the next 3-6 months? This would include the Food & Drink Festival (indoors in 9 weeks) and Party in the Park (outside in 13 weeks). Government have stated that the peak of the virus will be within 10-12 weeks in the UK, with more and more people contracting the disease up to that period.
- b. If events agencies/organisations who have booked the Civic Centre cancel their show due to Corona Virus, should Council request that organisations postpone and rebook? Can staff return deposits for rooms booked within the period leading up to the reported peak of COVID-19? For regular hirers, can Council retain the organisation regular hire room hire?
- c. How can WTC provide a safe space for staff and public? The Clerk has ordered as much hand sanitizer as could be found, but this is limited and extremely costly. Facilities Team members have been advised to clean with gloves and use anti-bacterial cleaning solution.
- d. Staff who self-isolate: there may be incidents where staff feel it is necessary to self-isolate, especially if they have a temperature and cough. Council are requested to discuss and make a recommendation regarding receipt of sick pay/full pay.
- e. Having read the SALC briefing note, do Council wish to make a recommendation about forthcoming meetings, ie, all Committee meetings in April, should Council proceed with these meetings? Council will also note that central Government need to make a recommendation for Council not to hold the annual Council meetings, as it is a legal requirement in line with the Local Government Act 1972 to hold this meeting.

21. 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.

22. CIVIC CENTRE FREEHOLD [taken as read]

To receive an email from Keith Parry, Senior Estates Surveyor, Shropshire Council with attached draft Heads of Terms with tracked changes made by Whitchurch Town Council. Council are requested to answer Mr Parry's questions regarding the Council's amendments to specific clauses in the Heads of Terms.

23. ROOM HIRE WORKING GROUP [taken as read]

To receive a report from the Clerk with feedback and recommendations from the Room Hire Working Group. (copy to follow).

24. EQUALITY & DIVERSITY TRAINING

To receive quotes from organisations to deliver Equality & Diversity training. Council are requested to approve one quote and provide up to 3 dates of Councillor availability when this training can take place.

25. STAFFING MATTER

There will be a brief statement from the Chairman of Personnel Committee.