

# Whitchurch Town Council

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## FULL COUNCIL MEETING

All members are summoned to attend the above meeting which will be held on THURSDAY 18<sup>th</sup> JUNE 2020, via Zoom commencing at 7.15pm.

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> June 2020**

Nicola Young  
Town Clerk

Topic: Whitchurch Full Council Meeting - 18th June 2020

Time: Jun 18, 2020 19:15 London

Join Zoom Meeting

<https://us02web.zoom.us/j/84446330563?pwd=cUtYUTViWE54bVhsM3hpTFBtNG4rZz09> **Click here to join meeting**

Meeting ID: 844 4633 0563

**Password: 353014**

One tap mobile

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Dial by your location

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+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

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Meeting ID: 844 4633 0563

**Password: 353014**

Find your local number: <https://us02web.zoom.us/j/kcScU4dq2>

## AGENDA

### 1. ZOOM PROTOCOL

To receive a Zoom Meeting Protocol and Council are requested to adopt the Protocol for all meetings. [2 mins]

### 2. APOLOGIES

To receive Councillor apologies.

### 3. DECLARATIONS OF INTEREST

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

### 4. MAYOR'S ANNOUNCEMENTS

[3 mins]

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

### 5. MINUTES [Taken as read]

NALC advice 16<sup>th</sup> March 2020 - *"If local councils decided to not hold meetings and take decisions by email or other remote methods NALC feels it's likely that afterwards if there were a challenge that the courts will accept that exceptional times called for exceptional measures. In the absence of government guidance, we would suggest for now only taking decisions remotely for truly urgent issues. In this case, local councils should evidence their decision making as best they can, for example by asking councillors to confirm their votes by email to the clerk for the clerk to keep as a record of the decision."* [3 mins]

To confirm the minutes of the Full Council meeting [taken as read] held by phone on 19<sup>th</sup> March 2020 and held online on 26<sup>th</sup> March 2020 and sign as accurate records of those meeting (copies attached).

### 6. PUBLIC PARTICIPATION

[15 mins]

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.

#### Standing Orders – Public Participation

- *Each member of the public may speak on no more than two items and in total for no longer than 3 minutes, in line with Whitchurch Town Council Standing Orders, paragraph 41c.*
- *In line with paragraph 41f, if having heard the response to a question, the person who asked it may ask one related, supplementary question.*

### 7. UPDATE FROM LOCAL POLICING TEAM

[5 mins]

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

### 8. SHROPSHIRE COUNCILLOR'S REPORT

[5 mins]

To receive a verbal update from members of Shropshire Council.

Reinstate Standing Orders

- 9. ACCOUNTS** [Taken as read] [3 mins]  
To receive 2019-2020 Month 12 and 2020-2021 Months 1 & 2 Balance Sheets and Income & Expenditure Reports (copies attached).
- 10. MINUTES FROM COMMITTEES** (taken as read) [5 mins]  
To receive minutes from the following Committees:  
a. Parks & Public Realm Committee dated 6<sup>th</sup> February 2020.  
b. Whitchurch JANE Cemetery dated 4<sup>th</sup> March 2020.  
c. Culture & Civic Centre Committee date 5<sup>th</sup> March 2020.  
d. Finance Committee held on 12<sup>th</sup> March 2020.
- 11. ELECT MEMBERS TO COMMITTEES** [10 mins]  
To nominate and elect:  
a. 4 x members for Parks & Public Realm Committee  
b. 2 x member for Culture & Civic Centre Committee  
Please note both meetings take place on the same evening, the 1<sup>st</sup> Thursday of the month.  
c. 1 x member for Heritage Committee – meets during the day every other month  
d. 1 x Cemetery JANE – meets once every 3 months, usually Wednesday at 6pm  
e. 1 x Planning Committee – meets as required, this is not often
- 12. MEETING CALENDAR** [2 mins]  
To agree and accept the 2020-2021 Whitchurch Town Council Meeting Calendar.
- 13. MOTION 24 – CLLR SHEPHERD** [10 mins]  
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.
- 14. MOTION 25 – CLLR SINNOTT** [taken as read] [10 mins]  
That Whitchurch Town Council adopt the attached Terms of Reference for Working Parties.
- 15. WHITCHURCH AGAINST POINTLESS PLASTIC** [taken as read] [5 mins]  
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.
- 16. CIVIC CENTRE & PUBLIC TOILETS RE-OPENING** [10 mins]  
Council are requested to consider the attached report on the gradual re-opening of Council assets and services, including Friday market, Civic Centre, public toilets and play areas.
- 17. CIVIC CENTRE FREEHOLD** [taken as read] [5 mins]  
To receive Civic Centre Freehold Transfer draft Heads of Terms with tracked changes made by Whitchurch Town Council. Council are requested to agree to the finalised wording.
- 18. COMMUNITY HUB SERVICE LEVEL AGREEMENT (SLA)** [taken as read] [5 mins]  
To receive additional wording for the Community Hub SLA with Shropshire Council Customer Services Department. Council are requested to agree to the finalised wording.

**19. COUNCIL INSURANCE**

[3 mins]

To ratify the decision to spend £5,237.25 to renew the Council's insurance with Zurich.

**20. GROUNDS MAINTENANCE TENDER** [taken as read]

[20 mins]

- a. To receive the Grounds Maintenance Tender and agree that this document is advertised, with applicants to provide replies by 31<sup>st</sup> July 2020. To resolve to hold an Extraordinary meeting in August 2020 to consider tenders submitted and decide on the successful applicant.
- b. To resolve to continue to pay the following companies to maintain parks and the cemetery by providing grounds maintenance services until the new contracts are agreed:

- i. Limetrees Landscapes
- ii. Nobridge

OR consider providing and agreeing alternative arrangements.

**21. FREEDOM OF INFORMATION (FOI)**

[2 mins]

To inform Council that there has been a series of FOIs from one individual which have been dealt with in a timely manner.

*The clerk to confirm that the meeting recording is stopped.*

**22. CONFIDENTIAL BUSINESS**

[1 min]

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.

***All Councillors are requested to confirm that they are not recording the meeting and to also confirm that no-one is within the room and cannot hear the confidential part of the meeting.***

**23. CONFIDENTIAL MINUTE**

To receive a confidential minute from Extraordinary Council meeting on 26<sup>th</sup> March 2020. Council are requested to ratify the decision. [2 mins]

**24. COMPLAINT BY COUNCILLOR HALL**

[20 mins]

To receive a complaint by Cllr Hall and Council are requested to consider and make a decision.