

# 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 16<sup>th</sup> JULY 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.

**Topic: WTC full Council meeting - 16th July 2020**

**Time: Jul 16, 2020 19:15 London**

Join Zoom Meeting

<https://us02web.zoom.us/j/84121307060?pwd=enpHOuk3MUQ5UGw5dllzc2V3aTgydz09>

Meeting ID: 841 2130 7060

Password: 943150

One tap mobile

+441314601196,,84121307060#,,,0#,,943150# United Kingdom

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Dial by your location

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+44 203 051 2874 United Kingdom

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Password: 943150

Find your local number: <https://us02web.zoom.us/u/kbMBSnrgAC>

*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: 10<sup>th</sup> July 2020**

Nicola Young  
Town Clerk

## AGENDA

- 24. APOLOGIES** [1 min]  
To receive Councillor apologies.
- 25. DECLARATIONS OF INTEREST**  
To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting. [1 min]
- 26. MAYOR'S ANNOUNCEMENTS** [3 mins]  
To receive such communications as the Mayor may wish to bring before the Council, including:
- Remember Councillor O'Neill
  - Council memorial dedicated to Councillor O'Neill
- 27. MINUTES** [Taken as read] [3 mins]  
To confirm the minutes of the Full Council meeting [taken as read] held on 18<sup>th</sup> June 2020. (copies attached).
- 28. 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.*
- 29. UPDATE FROM LOCAL POLICING TEAM** [5 mins]  
To receive a verbal update from a member of the Local Policing Team, if available.
- 30. SHROPSHIRE COUNCILLOR'S REPORT** [5 mins]  
To receive a verbal update from members of Shropshire Council.  
Reinstate Standing Orders
- 31. APPLICATIONS TO BECOME TOWN COUNCILLORS (CO-OPTION)** [5 mins]  
To receive and vote on applicants filling one vacancy on the Council.
- 32. INTERNAL AUDIT** [taken as read]  
To receive and accept the end of year Internal Auditor's Report [2 mins]
- 33. ANNUAL ACCOUNTS** [taken as read]  
To approve and adopt the Annual Accounts for Financial Year 2019-2020 [2 mins]
- 34. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – SECTION 1**  
To read, annotate accordingly and sign the AGAR Section 1 for 2019-2020. [2 mins]

**35. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (AGAR) – SECTION 2**

To receive, approve and sign the AGAR Section 2 for 2019-2020. [2 mins]

**36. ACCOUNTS** [Taken as read] [2 mins]

To receive Months 3 Balance Sheets and Income & Expenditure Reports (copies attached).

**37. MINUTES FROM COMMITTEES** (taken as read) [6 mins]

To receive minutes from the following Committees:

- a. Planning Committee held on 1st October 2019
- b. Whitchurch JANE Cemetery dated 4<sup>th</sup> March 2020
- c. Personnel Committee held on 12<sup>th</sup> March 2020
- d. Parks & Public Realm Committee dated 4<sup>th</sup> June 2020
- e. Culture & Civic Centre Committee date 4<sup>th</sup> June 2020
- f. Finance Committee held on 11<sup>th</sup> June 2020

**38. ELECT MEMBERS TO COMMITTEES** [5 mins]

To nominate and elect:

- a. 3 x members for Parks & Public Realm Committee  
Please note the meeting takes place on 1<sup>st</sup> Thursday of the month at 7pm.
- b. 1 x member for Heritage Committee – meets 2<sup>nd</sup> Tuesday at 10.30am
- c. 1 x Cemetery JANE – meets once every 3 months, usually Wednesday at 6pm
- d. 1 x Planning Committee – meets as required, this is not often

**39. LOCAL ENERGY BILL** [Cllr Hamlyn] [5 mins]

<https://powerforpeople.org.uk/the-local-electricity-bill/>

This Bill seeks to amend regulations in the energy sector which currently prohibit renewable energy producers to sell directly to local consumers. Council are being requested to support this Bill. If Council does resolve to support the bill, it can join the list of supporters by completing a form: <https://powerforpeople.org.uk/the-local-electricity-bill/organisation-sign-up/> and writing to the campaign at: [info@powerforpeople.org.uk](mailto:info@powerforpeople.org.uk).

**40. 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.

**41. GROUNDS MAINTENANCE TENDER** [taken as read] [15 mins]

- a. To receive the Final Grounds Maintenance Tender and agree that this document is advertised.
  - i. Council are requested to agree a date for tender submissions to be received.
  - ii. To resolve to hold an Extraordinary meeting in August 2020 to consider tenders submitted and decide on the successful applicant.
- b. To receive the covering letter which will be sent with the Tender document, Council are requested to approve this letter.

- 42. ANNUAL MEETING** [5 mins]  
Council are requested to decide if they wish to hold an Annual Council meeting in September 2020 or to retain the current Council structure. The Government has disapplied the legal requirement to hold the Annual Meeting in 2020 due to the Coronavirus and this can be left until May 2021.
- 43. BAR LOUNGE – DESIGNER** [10 mins]  
Council have budgeted £10,000 to update the décor in the Bar Lounge. Council are now requested to agree a maximum amount to pay for an expert interior designer. Quotes are currently being sought.
- 44. ROOM HIRE WORKING GROUP** [10 mins]  
This item was deferred on 26<sup>th</sup> March 2020.  
To receive a report of findings and recommendations from the Room Hire Working Group. Council are requested to make a decision following receipt of the report.
- 45. CEMETERY TREE QUOTES** [5 mins]  
The Cemetery JANE Committee have made a recommendation to accept quote from Greenman Tree & Garden Services to undertake the work on the trees in Whitchurch Cemetery. Council are requested to approve this recommendation.
- 46. CLOSURE OF GREEN END & HIGH STREET** [Cllr Radford] [15 mins]  
To receive a suggestion to install bollards in Green End to enable road closure of Green End and High Street to traffic.
- a. Councillors are requested to discuss any other way forward and give the public the opportunity to raise their concerns or feedback
  - b. Council are also requested to discuss the possibility of getting lockable bollards for Green End and whether it's worth getting quotations for them?
  - c. Councils are requested to discuss the opportunity to encourage pubs and cafes to set tables out on the closed roads. There will be a need for some planning and scoping in place to assist with a positive ambience throughout the town centre.
- 47. CCTV TENDER DOCUMENTS** [5 mins]  
Council are requested to nominate working group members to develop a joint quote document merging both the town centre and Jubilee Park CCTV servicing and maintenance into one quote, therefore one contract.
- All Councillors are requested to confirm that they have stopped recording the meeting and to also confirm that no-one is within the room and cannot hear the confidential part of the meeting.***
- The clerk to confirm that the meeting recording is stopped.*
- 48. 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.
- 49. INDEPENDENT REVIEW** [5 mins]  
To receive quotes and make a decision.
- 50. EMPLOYMENT MATTERS**