

# Whitchurch Town Council

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## FULL COUNCIL MEETING

Minutes of a meeting of Whitchurch Town Council held at 19:15 on the fifteenth day of July 2021, held in the Edward German Room, Whitchurch Civic Centre, SY13 1AX.

Present: Cllrs: J Sinnott, A Hall, A Chesters, R Hewson, G Sullivan, G Ebbs, J Thornton, J Martin, M Phipps, M Ridgway, P Lea, R Hall.

In Attendance: Mr Luke Trevaskis (Proper Officer), one member of the press, one member of the public.

### **WTC/26/2122**

**Apologies** - received from Cllr Cooper.

### **WTC/27/2122**

**Declarations** - none.

### **WTC/28/2122**

**Minutes** - minutes of the meetings of 1.6.21 and 17.6.21 were approved.

### **WTC/29/2122**

**Public Participation** - no members of the public wished to make representations.

### **WTC/30/2122**

#### **Boundary Commission Review of Parliamentary Constituencies**

No comments to submit.

### **WTC/31/2122**

#### **Welcome Back Fund**

The Council resolved to approach Shropshire Council to ascertain what funding has been allocated to Whitchurch and how this could be spent.

## **WTC/32/2122**

### **Government Domain**

The Council accepted the Government Suffix Report and resolved to register a .gov domain name for its website at a cost of £60pa and create new corporate email addresses for all members at a cost of £3pm each.

## **WTC/33/2122**

### **Co-Option**

The Council resolved to adopt the Co-option Policy.

## **WTC/34/2122**

### **Risk Management Scheme**

The Council resolved to adopt the Risk Management Scheme.

## **WTC/35/2122**

### **North Shropshire Area Committee**

The Council resolved to accept the Chairman and Vice Chairman as the appointed members to sit on the Area Committee.

## **WTC/36/2122**

### **ICCM**

The Council resolved to approve membership of the Institute of Cemetery and Crematorium Management at a cost of £95pa.

## **WTC/37/2122**

### **Absence Policy**

The Council resolved to adopt the Absence Policy.

## **WTC/38/2122**

### **Finance**

The Council resolved for Cllr R Hall and Cllr R Hewson to become banking signatories.

The Council resolved to accept the accounts for 2021-2022 Q1.

The Council resolved to accept the credit card payments, and total monthly purchase ledger, BACS, and manual cheque payments.

The Council resolved to delegate authority for expenditure (within budget) to committees responsible for the facilitation of the budget line.

The Council resolved to merge all of the below Earmarked Reserves into one General Reserve (whilst retaining separate balances for CIL and non-CIL funds). Members and committees wishing to access General Reserves for projects can present proposals to the Council at future meetings for consideration.

### **Non-CIL**

£8,165.00 - Election Expenses  
£5,000.00 - Town Signage  
£2,935.00 - Cemetery Refuse Disposal  
£7,831.00 - Wheatsheaf Drive Inclusive Play Area  
£1,836.00 - Youth Pod, Jubilee Park  
£1,344.00 - Tourism  
£35,000.00 - Civic Repairs and Development

### **CIL**

£3,486.78 - Electric Vehicle Charging Points  
£1,013.22 - Electric Vehicle Charging Points  
£4,158.90 - Notice/Heritage Boards  
£50,000.00 - Centre North East  
£1,500.00 - Canal Signage  
£25,000.00 - Deermoss Play Park  
£5,260.00 - Deermoss Benches / Jubilee Park Tree Planting / Recycle Bins  
£25,000.00 - Wheatsheaf Drive  
£28,375.00 - Bar Lounge Refurbishment

### **WTC/39/2122**

### **Financial Regulations**

The Council resolved to amend the Financial Regulations to allow for the provision of incurring expenditure in line with Articles 109 to 114 of the 2015 Regulations for public contracts, as outlined below.

- ***Subject to the changes post 31 December 2020 (the date that marked the end of the transition period for the purposes of leaving the EU), a council must advertise the contract opportunity on the “Contracts Finder” website when it advertises the contract opportunity elsewhere. A council will have advertised a contract opportunity elsewhere if it does anything to put the opportunity in the public domain or bring the opportunity to the attention of economic operators generally or to any class or description of economic operators which is potentially open-ended, with a view to receiving responses from economic operators who wish to be considered for the award of the contract (e.g. places details of the opportunity on its website, in a newspaper or a trade paper);***
- ***A council does not advertise an opportunity where it makes the opportunity available only to a number of particular economic operators who have been selected for that purpose (whether ad hoc or by virtue of their membership of some closed category such as a framework agreement), regardless of how it draws the opportunity to the attention of those economic operators (i.e. if a council has an arrangement with a limited number of approved organisations to undertake work for the council); Regulation 33 defines a “framework***

*agreement” as an agreement between one or more contracting authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged. Contracting authorities may conclude framework agreements if they apply the procedures in Part 2 of the 2015 Regulations. Regulation 33 provides that framework agreements should not exceed 4 years except in exceptional circumstances. A council must advertise the contract opportunity on Contracts Finder within 24 hours of advertising it elsewhere.*

## **WTC/40/2122**

### **Terms of Reference**

The Council resolved to adopt the Terms of Reference of the Civic Committee, Parks and Public Realm Committee, Personnel Committee and Finance Committee subject to the following amends:

- “the Chairman and Vice Chairman of the Council who may sit on any Committee in an ex-officio capacity **with no voting rights**”.
- “The Proper Officer may call committee meetings when necessary, **in conjunction with the Chairman of the Committee.**”

## **WTC/41/2122**

### **Deermoss Play Equipment**

The Council resolved to delegate to the Proper Officer to obtain legal advice on the position of land at Deermoss and ensure the Council had a full understanding of boundaries, covenants, and any other restrictions.

## **WTC/42/2122**

### **Use of Assets**

The Council resolved to approve a request from Blackberry Fair for the use of an asset in Jubilee Park.

The Council resolved for a community event led by Rev Sam to take place in Jubilee Park.

## **WTC/43/2122**

**Exclusion of Press and Public** - the Council resolved, in accordance with Section 100A(4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following business, on the grounds that it could involve the possible disclosure of exempt information as defined in paragraphs 1 and 2 of Schedule 12A of that Act.

## **WTC/44/2122**

### **Staffing**

The Council resolved to continue the meeting beyond two-hours to conclude business.

The Council resolved to delegate to the Proper Officer all decisions regarding the recruitment of an additional staff member for three months to fulfil an administrative role and support the directives of the Council.