

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

FULL COUNCIL MEETING

11 June 2021

To: Members of Whitchurch Town Council

Dear Councillor,

Dated this eleventh day of June 2021, you are hereby summoned to attend a meeting of Whitchurch Town Council to be held at 19:15 on the seventeenth day of June 2021.

The meeting will be held in the Edward German Room, Whitchurch Civic Centre, SY13 1AX.

If you are unable to attend the meeting, please provide prior notice of your apologies.

Yours sincerely,

A handwritten signature in cursive script that reads "Luke Trevaskis".

Mr Luke Trevaskis

Note to Public:

Due to Covid-19, capacity at public meetings will be limited.

Please note that meetings are audio recorded and you are requested to inform the meeting if you are recording or filming.

Permission to speak at a meeting during public participation will be at the discretion of the Chairman. No person shall speak on more than two items and for no longer than a total of three minutes. Any questions shall not require a response at the meeting nor start a debate. If any representations are considered outside the remit of Whitchurch Town Council, residents shall be referred to the principal authority or other appropriate body.

AGENDA

- 1. Apologies** – to receive apologies for absence.
- 2. Declarations** – to receive declarations of members’ interests.
- 3. Minutes** – to consider the minutes of the last meeting and sign as an accurate record.
- 4. Public Participation** – members of the public are invited to make representations.
- 5. Staffing**
 - I. to accept the terms of contract of the locum clerk, Luke Trevaskis, as signed and dated.
 - II. to approve the locum clerk as the Proper Officer and Responsible Financial Officer of Whitchurch Town Council.
- 6. Finance**
 - I. to consider and accept the accounts for 2021-2022 Month 1.
 - II. to accept the internal councillor audit review.
 - III. to consider and approve the annual accounts for financial year 2020-21.
 - IV. to approve invoice for minute taker required for council meeting.
- 7. Asset Register** – to consider and approve the asset register, subject to any amends.
- 8. Internal Audit** – to consider the 2020-2021 Annual Internal Audit Report prepared by John Henry.
- 9. AGAR** – to consider and approve the Annual Governance Statement (Section One) and Annual Return Statement of Accounts (Section Two) and sign.
- 10. Exercise of Public Rights** – to approve the period for the exercise of public rights.
- 11. Mayoral Allowance Scheme Policy** – to consider the updated policy.
- 12. Events** – to consider how support can be shown for local events and agree actions.
- 13. Training** – to consider and approve the Proper Officer to deliver a training schedule.

