

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX



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## FULL COUNCIL

All members are summoned to attend the above meeting which will be held on **THURSDAY 21<sup>st</sup> June 2018**, in the Edward German Room, Whitchurch Civic Centre commencing **at 7.15pm.**

There is an opportunity to meet informally with Councillors for tea, coffee and biscuits 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 may be audio recorded to ensure accuracy of subsequent minutes.*

**Date of Notice: 15<sup>th</sup> June 2018**

A handwritten signature in black ink, appearing to read 'N Young'.

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. MINUTES**

To confirm the minutes of the Annual Town Council meeting held on 17<sup>th</sup> May 2018 and sign as an accurate record of that meeting.

**4. MATTERS ARISING**

To deal with matters arising from those minutes not otherwise on the agenda.

**5. MAYOR'S ANNOUNCEMENTS**

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

**6. REMAINING BUSINESS**

To dispose of business, if any, remaining from the last meeting.

## **7. OUTSTANDING FULL COUNCIL RESOLUTIONS**

- a. Civic Centre freehold – Councillors are requested to note that there will be an Extraordinary Town Council meeting on Wednesday 4<sup>th</sup> July at 5.30pm to meet with Shropshire Council officers to discuss the transfer of the Civic Centre freehold. A separate Agenda will be distributed.

## **8. 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.

## **9. VACANCIES & CO-OPTION**

To receive a short statement from a prospective Town Councillor - Mr Simon Hamlyn. Council are requested to vote following the statement and make a decision.

## **10. COMMUNITY LED PLANNING**

To receive a presentation from Nicola Fisher, Senior Community Enablement Officer, Shropshire Council regarding the Town Council's involvement with Community Led Planning.

## **11. REPORT FROM WEST MERCIA POLICE**

To receive an update from the Safer Neighbourhood Team.

## **12. SHROPSHIRE COUNCILLORS REPORT**

To receive a verbal update from members of Shropshire Council.

To reinstate Standing Orders

## **13. ACCOUNTS**

To receive Month 1 Accounts

## **14. ANNUAL BACS & MANUAL CHEQUE PAYMENTS**

To receive and sign the End of Year BACs & Manual Cheque Payments.

## **15. INTERNAL AUDIT REPORT**

To approve the Annual Internal Audit Report from John Henry, Auditor.

## **16. ANNUAL ACCOUNTS 2017-2018**

To approve and adopt the Annual Accounts for Financial Year 2017-2018.

## **17. ANNUAL GOVERNANCE STATEMENT ACCOUNTING – SECTION 1**

To read, annotate accordingly and sign the Annual Governance Statement – Section 1.

## **18. ANNUAL RETURN STATEMENT OF ACCOUNTS**

To receive the Annual Return Statement of Accounts for 2017-2018 and the restated Statement for 2016-2017.

## **19. UPDATE FINANCIAL RISK ASSESSMENT**

To receive and approve the updated Financial Risk Assessment with regards to Fidelity Insurance.

## **20. MINUTES FROM COMMITTEES**

- a. Planning Committee held on 27<sup>th</sup> April 2018.
- b. Planning Committee held on 5<sup>th</sup> June 2018.
- c. Parks, Public Realm & Civic Centre Committee held on 7<sup>th</sup> June 2018.
- d. Heritage Committee held on 12<sup>th</sup> June 2018.
- e. Finance & Personnel Committee held on 14<sup>th</sup> June 2018.

## **21. SALC DRAFT PROTOCOL – COUNCILLOR/CLERK RELATIONS**

To receive a SALC Draft Protocol – Councillor/Clerk Relations. Council are requested to consider adopting this Protocol.

## **22. NALC STANDING ORDERS**

- a. To receive LO4-18 | 2018 Model Standing Orders
- b. To receive and agree the NALC Model Standing Orders.

## **23. IMPLEMENTATION OF THE DATA PROTECTION ACT 2018**

To receive LO7-18 | 2018 – Implementation of the Data Protection Act 2018 from NALC.

## **24. SPORTS HALL – ASBESTOS FIBRE REPORT**

Following the work in the Sports Hall, to receive the Asbestos Fibre Report from Care Analytical Limited.

## **25. REQUEST TO CLOSE PARKING SPACES AT FRONT OF CIVIC CENTRE**

Balfour Beatty have requested that Whitchurch Town Council agrees to closing of the 4 x parking spaces at the front of the Civic Centre during the High Street closure for urgent gas pipe replacement work. The work will take 4 weeks and will commence on Monday 23<sup>rd</sup> July.

## **26. HERITAGE CENTRE – REPLACEMENT FRONT DOOR**

Whitchurch Museum & Archives have received a grant from the Arts Council to upgrade the entrances doors to the Heritage Centre to automated doors. There will be no cost to Whitchurch Town Council. To receive and approve the quote with current and proposed door plans to replace the main entrances into the Heritage Centre.

## **27. 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.

## **28. HERITAGE CENTRE LEASE**

Council are requested to approve the lease prior to it being sent to the proposed tenants' solicitors.