



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 15th JUNE 2017**, in the Edward German room Whitchurch 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 have to be held in the confidential part of the meeting.

Please note that all Council meetings may be audio recorded to ensure accuracy of subsequent minutes.

Date of Notice: 9th June 2017

Nicola Young
Town Clerk

AGENDA

1. APOLOGIES

To receive councillor apologies and reason for absence.

2. DECLARATIONS OF INTEREST

To receive Cllr's 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 **11th May 2017** and sign as an accurate record of that meeting (copies attached).

4. MATTERS ARISING

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

5. MAYOR'S ANNOUNCEMENTS

6. 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.

7. SHROPSHIRE COUNCILLOR'S REPORT

To suspend Standing Orders to enable Council to receive a report from members of Shropshire Council.

8. CORRESPONDENCE

9. OUTSTANDING FULL COUNCIL RESOLUTIONS

- (a) Civic Centre Freehold
- (b) Skateboard Park
- (c) Increased Town Centre Signage

10. FUTURE MEDICAL PROVISION

Standing item on the agenda.

11. ACCOUNTS

To receive Month 2 accounts (attached).

12. REPORT FROM MEMBERS ON OUTSIDE ORGANISATIONS

To receive reports from Cllrs who represent the Council on outside bodies

13. ANNUAL ACCOUNTS 2016/2017

To approve the Annual Accounts which were received on 11th May

14. INTERNAL AUDIT 2016/2017

To approve the Internal Audit 2016/2017

15. ANNUAL RETURN 2016/2017

- To approve the Annual Return
- Accept the Memorandum from John Henry dated 8th June 2017 relating to the Annual Return and Accounts

16. GRANT APPLICATIONS

To approve the grant applications discussed at the Finance & Resources Committee meeting on 18th May 2017. [Report to follow]

17. NEW COMMITTEE STRUCTURE

To approve the new committee structure and appoint members:

- Personnel Committee - 5 members
- Finance Committee – 5 members already appointed
- Heritage Committee – 5 members
- Parks & Public Realm – 5 members
- Civic Centre – 5 members
- Governance, Scrutiny & Policy – 5 members already appointed
- Planning – 5 members

18. ICT REPORT

To consider upgrading all four office computers and install Office 360 on all machines. This will enable an efficient and quicker service by Whitchurch Town Council staff and increase IT security. [Report to follow]

19. SALC MEMBERSHIP

To agree membership of SALC and payment of the pro rata membership fee. [Report attached]

20. POLICIES

To consider the attached updated policies; 29. Volunteering Policy and 26. Communications & Marketing Policy [updated Volunteering Policy attached; updated Communications & Marketing policy to follow]

21. CHIP & PIN MACHINE

To consider a report on the installation of a Chip & PIN Machine for use by Whitchurch Town Council staff. [Report to follow]

22. MEMBERS OF OUTSIDE BODIES

To elect a member to represent Whitchurch Town Council on the Board of Trustees for the Beechtree Community Centre.

23. LIVE @THECIVIC

To approve the booking of The Revue band for a New Years Eve event in the Civic Centre.

24. 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.

There is no CONFIDENTIAL business.