

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 18th OCTOBER 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 are audio recorded to ensure accuracy of subsequent minutes.

Date of Notice: 12th October 2018

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 Council meeting held on **Thursday 20th September 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. CORRESPONDENCE

To receive correspondence from the parties listed below:

- a. Billie Hems, Site & Administration Manager. Whitchurch Community Hospital – Hospital Business Continuity Plan.

7. 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.

8. REPORT FROM WEST MERCIA POLICE

To receive an update from the Safer Neighbourhood Team.

To reinstate Standing Orders

9. ACCOUNTS

- a. To receive Month 6 Balance Sheets and Income & Expenditure Reports.
- b. Further to a recommendation from Finance Committee, Council are requested to agree to vire funds from cost codes as detailed on the attached Virement Report.
- c. To receive the Annual Governance & Accountability Return 2017/18 from the External Auditor, PKF Littlejohn.

10. MINUTES FROM COMMITTEES

To receive the minutes from the following Committee meetings:

- a. Events & Entertainment Committee meeting held on 27th September 2018.
- b. Parks & Public Realm Committee meeting held on 4th October 2018.
- c. Civic Centre Committee meeting held on 4th October 2018.
- d. Heritage Committee meeting held on 9th October 2018.
- e. Finance Committee meeting held on 11th October 2018.
- f. Personnel Committee meeting held on 11th October 2018.

11. COMMITTEE VACANCIES

Following the resignation of Cllr Fewster, Council are requested to:

- a. Confirm that Cllrs Vasey and Radford fill the two vacancies on the Parks Committee; and
- b. To vote a Councillor to fill the one vacancy on the Entertainment & Events Committee.

12. COMMITTEE TERMS OF REFERENCE

- a. Council are requested to approve the removal of para 6. **Christmas Lights** in its entirety from the Civic Centre Committee Terms of Reference; the Christmas lights are included within the Entertainment & Events Committee Terms of Reference.
- b. Council are requested to approve the Terms of Reference for the Entertainment & Events Committee.

13. WHITCHURCH CEMETERY

- a. To receive the minutes from the Whitchurch Joint Cemetery Board (Joint Authority that is Not and Entity (JANE)) meeting held on 5th September 2018.
- b. To receive a list of Recommendations from Whitchurch Cemetery Board for agreement by Whitchurch Town Council.

14. WTC MOTION 5 FROM COUNCILLOR DUFFY

In view of Shropshire Council's intention to leave open the opportunity for them to let the Whitchurch Library site to commercial companies within the agreed Heads of Terms, Councillor Duffy proposes that the Heads of Terms for the transfer of the freehold of the

Civic Centre from Shropshire Council to Whitchurch Town Council be amended to allow part of the Civic Centre to be leased out to commercial companies if Whitchurch Town Council so choose (for the benefit of the people of Whitchurch), to ensure the future viability of the Civic Centre.

15. WTC MOTION 6 FROM COUNCILLOR DUFFY

Further to the freehold transfer of the Civic Centre from Shropshire Council to Whitchurch Town Council, would it be apposite for Council to consider moving the transfer into the hands of specialist lawyers who deal with major commercial interests such as this?

16. WTC MOTION 7 FROM COUNCILLORS RAYNES & VASEY

That the Town Council agrees that the administration of meeting minutes and agendas is devolved to support staff under the Clerk's line of command; and that appropriate funds are allocated to enable additional resource where this cannot be covered under existing arrangements.

17. CHARITABLE TRUSTS

Hibberts Solicitors LLP have advised Whitchurch Town Council that the wills of Frank Greaves and C J Berrington should be set up as charitable entities. A recommendation report from the Town Clerk is attached giving a summary on Charitable Incorporated Organisations and Charitable Trusts with a Trust Deed. Council are requested to consider the recommendations and agree a way forward.

18. OPERATION LONDON BRIDGE

Operation London Bridge is the codename for what will happen upon the death of the Queen, there are similar codenames for other royals. Council are requested to consider the Whitchurch Town Council London Bridge Protocol and agree a way forward. Please note that this protocol corresponds with the countywide and national protocols.

19. CENTRE NORTH EAST COMMUNITY ASSET TRANSFER

A Town Council transfer starts in the same way as the normal CAT process, ie, an initial Expression of Interest is completed and submitted. Beyond that the process is more straightforward, but the CAT is still assessed and evaluated through an appropriately convened panel. The advice to Council is to complete an EOI form to start off the process. Therefore, Council are requested to agree that they wish to proceed with the CAT process for Centre North East.

The Chairman will suspend Standing Orders to hear:

20. SHROPSHIRE COUNCILLORS REPORT

To receive a verbal update from members of Shropshire Council – apologies have been received that the Shropshire Councillor will be arriving late and a request made to provide the Shropshire Councillor Report prior to Council entering Confidential session.

The Chairman will reinstate Standing Orders.

21. 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.

22. PERSONNEL COMMITTEE RECOMMENDATION

The Personnel Committee recommend that the employment of the 4 hours per week administrative support officer to the Town Clerk is either extended or made permanent. Council are requested to make a decision on whether to extend the post or make the post permanent.