MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON THURSDAY 16th MAY 2019

PRESENT

IN ATTENDANCE
Peggy Mullock – Shropshire Councillor
Nicola Young – Town Clerk
Zoe Dean – Assistant Town Clerk/Town Centre Manager
Barrie White – Whitchurch Herald

1. To Elect the Town Mayor
After a nomination by Cllr Raynes, seconded by Cllr Hamlyn, it was WTC/1/1920 RESOLVED to elect Cllr Bev Duffy as the Town Mayor for 2019/2020 Council Year.

2. To Receive the Elected Mayor’s Declaration of Acceptance of Office
Cllr Duffy thanked Cllr Neville for all his hard work as Mayor of Whitchurch Town Council and then read and signed the Declaration of Acceptance of Office.

3. To Elect the Deputy Town Mayor
After a nomination by Cllr Sinnott, seconded by Cllr Hall, Cllr Chesters was nominated for Deputy Mayor.
After a nomination by Cllr Neville, seconded by Cllr Hamlyn, Cllr O’Neill was nominated for Deputy Mayor.
At this point Cllr Chesters withdrew his name from the process.
After a nomination by Cllr Neville, seconded by Cllr Hamlyn, it was WTC/2/1920 RESOLVED to elect Cllr O’Neill as the Deputy Town Mayor for 2019/2020 Council Year. Cllrs Hall, Sinnott & Chesters abstained.

4. To Receive the Elected Deputy Mayor’s Declaration of Acceptance of Office
Cllr O’Neill read and signed the Declaration of Acceptance of Office.

5. Apologies
Cllr L Broders – work commitment

6. Declarations of Interest
None received.

Signed …………………………………..
7. Minutes
After a proposal from Cllr Vasey, seconded by Cllr Neville, it was WTC/3/1920 RESOLVED to accept the minutes of the Full Council meeting held on Thursday 18th April 2019 and sign as an accurate record of that meeting.
Abstentions: Cllrs Sinnott & Martin

8. Mayor’s Announcements
Cllr Duffy raised the issue of the extreme price rise in pavements permits. Shropshire Councillor Peggy Mullock reported that Shropshire Council had called the matter in.

9. Remaining Business
a. The updated Council Resolution Record was presented to Council.
   i. FIN/72/1819 – Working Group regarding Reserves Policy. Councillors nominated to the working group are requested to let the Clerk know what dates they have available.
   ii. Payment for Party in the Park toilets – Clerk to find cost centre to be approved.
   iii. The Clerk was requested to insert page numbers into the document.
After a proposal from Cllr Duffy, seconded by Cllr Neville, it was WTC/4/1920 RESOLVED to receive the Council Resolution Record.

b. The Town Clerk presented a report to Council on Jubilee Park Electricity Connection, recommending approval to pay the sum of £2,500+VAT to reconnect the electricity supply to the meter within the Depot & to also approve payment to an electrical contractor to identify where the broken cable is and to make safe, should this be necessary. After a proposal from Cllr Duffy, seconded by Cllr Neville, it was WTC/5/1920 RESOLVED to approve the sum up to £2,500+VAT as payment to reconnect the electricity supply to the meter within the Depot at Jubilee Park.

c. The Town Clerk presented a report on Blackmore Grove Public Open Space. After a proposal from Cllr O’Neill, seconded by Cllr Snell, it was WTC/6/1920 RESOLVED that the Council agree to lease Blackmore Grove to Beechtree Community Centre, using a License to Plant form, which was approved by Council.

10. Public Participation
After a proposal by Cllr Vasey, seconded by Cllr O’Neill, it was WTC/7/1920 RESOLVED to suspend Standing Orders to allow any members of the public to address the meeting.

Hilary Seward, Chair of Chamber of Trade addressed the Council:
She requested an update on the Business Improvement District proposal.

After a proposal by Cllr Hamlyn, seconded by Cllr Neville, it was WTC/8/1920 RESOLVED to reinstate Standing Orders.

11. Committees
a. Council received a report from the Town Clerk on Committee Structures and Frequency.
   b. After a proposal from Cllr Hall, seconded by Cllr Hamlyn, it was WTC/9/1920 RESOLVED to agree the new Committee Structure and trial for one year, and to add “Civic Centre” to the Cultural Committee title.

12. Review Terms of Reference
Committee Terms of Reference were not available, and Committees will review their own Terms of Reference and report back to Council

Signed …………………………………
13. Appoint Committees and Members to Committees
   After a proposal from Cllr Duffy, seconded by Cllr O’Neill it was WTC/10/1920 RESOLVED to appoint Members to the new Committee structure as follows:

   **Parks & Public Realm Committee** – noting that there is one vacancy
   Cllr Neville  Cllr Snell
   Cllr O’Neill  Cllr Vasey
   Cllr Radford  Cllr Raynes

   **Culture and Civic Centre Committee**
   Cllr Hamlyn  Cllr Raynes
   Cllr Duffy  Cllr Vasey
   Cllr Neville  Cllr Hall
   Cllr Radford

   **Finance Committee**
   Cllr Duffy  Cllr Chesters
   Cllr Sinnott  Cllr Martin
   Cllr Broders  Cllr Hamlyn
   Cllr Shepherd

   **Personnel Committee**
   Cllr Shepherd  Cllr Chesters
   Cllr Hamlyn  Cllr Broders
   Cllr Radford

   **Heritage Committee**
   Cllr O’Neill  Cllr Neville
   Cllr Duffy  Cllr Martin
   Cllr Snell

   **Planning** – noting that there is one vacancy
   Cllr Hall  Cllr O’Neill
   Cllr Shepherd  Cllr Duffy
   Cllr Martin  Cllr O’Neill

14. Appointment of Representatives to Outside Bodies
   After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was WTC/11/1920 RESOLVED to appoint the following Councillors to outside bodies:

<table>
<thead>
<tr>
<th>Outside Body</th>
<th>Representative</th>
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<tbody>
<tr>
<td>Town Twinning</td>
<td>Cllr A Hall</td>
</tr>
<tr>
<td>Whitchurch Chamber of Trade</td>
<td>Cllr A Hall</td>
</tr>
<tr>
<td>Whitchurch Waterways Trust</td>
<td>Cllr S Hamlyn</td>
</tr>
<tr>
<td>Whitchurch Fairtrade Town Group</td>
<td>Cllr T O’Neill</td>
</tr>
<tr>
<td>Queensway Playing Fields Association</td>
<td>Cllr T O’Neill</td>
</tr>
<tr>
<td>Beechtree Community Centre</td>
<td>Cllr N Raynes</td>
</tr>
<tr>
<td>Whitchurch Town Team</td>
<td>Cllr B Duffy</td>
</tr>
<tr>
<td>Whitchurch Joint Cemetery Committee JANE</td>
<td>Cllr B Duffy / Cllr T Neville / Cllr J Martin</td>
</tr>
<tr>
<td>Joint Commissioning &amp; Economic Board</td>
<td>Cllr J Sinnott / Cllr N Raynes</td>
</tr>
<tr>
<td>Whitchurch Well-being Forum</td>
<td>Cllr N Raynes</td>
</tr>
<tr>
<td>Whitchurch Walkers (affiliated membership)</td>
<td>Cllr B Duffy</td>
</tr>
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15. Constitution & Governance Documents
   a. After a proposal from Cllr Hamlyn, seconded by Cllr O’Neill, it was WTC/12/1920 RESOLVED to accept the changes to policy 51. CCTV Policy bringing it in line with the Data Protection Regulations 2018.
   b. Following agreement at a previous Council meeting, the first 10 Trustees of signed both Trust Deeds in order for the Town Clerk to send to the Charities Commission.

16. Calendar of Meetings
   After a proposal from Cllr Duffy, seconded by Cllr Neville, it was WTC/13/1920 RESOLVED that Council accept the ‘New’ version of the Calendar of Meetings 2019-2020.

17. Questions from Councillors
   No questions had been received.

18. Motions
   Cllr Hall put forward the following Motion, numbered 15 on the Record of Motions Requiring Written Notice:
   “Whitchurch Town Council employs the services of professional detached/outreach youth workers to engage with young people using Jubilee Park and other public places within Whitchurch town centre. I propose this is adopted to take place for a short time period and the results/effectiveness assessed from recorded outcomes.”
   Cllr Hall stated that the cost of 2 x youth workers per week would be £120.
   After a proposal from Cllr Duffy, seconded by Cllr Radford, it was WTC/14/1920 RESOLVED that the Town Clerk and Cllr Hall would investigate further as more information was required and that the matter should be brought back to the June 2019 full Council meeting.

19. Reports from Officers of the Council
   a. The Town Clerk presented a report giving Councillors an update on projects that are ongoing. There was a debate regarding the BID application for funding.
   b. The Assistant Town Clerk/Town Centre Manager presented a report updating Councillors on the requirements regarding Main Hall stage safety.
   After a proposal by Cllr Hall, seconded by Cllr Martin, it was WTC/15/1920 RESOLVED that the ATC/TCM liaise with Association of British Theatre Technicians (ABTT) to get quotes for the work to be completed and that the Town Clerk will agree with the Chair of Finance Committee any urgent payment should this be needed prior to a Committee or Council meeting.

20. Internal Auditor’s Report
   After a proposal from Cllr Chesters, seconded by Cllr Neville, it was WTC/16/1920 RESOLVED to approve the Internal Auditor’s Report 2018/2019.

21. Annual Accounts
   After a proposal from Cllr Chesters, seconded by Cllr Duffy, it was WTC/17/1920 RESOLVED to accept the Final Accounts for 2018/2019.
22. Annual Governance & Accountability Return
   a. After a proposal by Cllr Duffy, seconded by Cllr Hamlyn, it was WTC/18/1920
      **RESOLVED** to authorise and sign the Annual Governance & Accountability Return to be sent to the external auditors PKF Littlejohn LLP, Section 1 – Annual Governance Statement 2018-2019.
   b. After a proposal by Cllr Chesters, seconded by Cllr Neville, it was WTC/19/1920
      **RESOLVED** to authorise and sign the Annual Governance & Accountability Return to be sent to the external auditors, PKF Littlejohn LLP, Section 2 – Accounting Statements for 2018-2019.

23. Payments / Grant Request
   a. After a proposal by Cllr Vasey, seconded by Cllr Neville it was WTC/20/1920
      **RESOLVED** to authorise approval of regular payments as presented, noting that the Council wishes to look into green energy products.

   After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was WTC/21/1920
   **RESOLVED** to suspend Standing Orders to allow Shropshire Councillor Peggy Mullock to speak.

   b. Cllr Mullock presented information on North Shropshire Safety Scene, noting that it cost £4,000 pa. Cllr Mullock requested funding from Whitchurch Town Council to help the event take place. After a proposal from Cllr Chesters, seconded by Cllr Neville, it was WTC/22/1920 **RESOLVED** that Whitchurch Town Council would make a donation of £1,000 from its grant pot to North Shropshire Safety Scene.

   After a proposal from Cllr Duffy, seconded by Cllr Sinnott, it was WTC/23/1920
   **RESOLVED** to reinstate Standing Orders.

24. Confidential
   After a proposal by Cllr Duffy, seconded by Cllr Chesters, it was WTC/24/1920 **RESOLVED** 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.

25. Deermoss Park
   Council received a report from the Town Clerk on Deermoss Park. After a proposal from Cllr Chesters, seconded by Cllr Snell, it was WTC/25/1920 **RESOLVED** to decline the offer from Shropshire Housing Group.

   After a proposal from Cllr Duffy, seconded by Cllr Barker, it was WTC/26/1920 **RESOLVED** to continue the meeting after 2 hours.

26. Bar Franchise
   The Bar Franchise working group reported on their findings:
   a. **Remain** with the current supplier for one year.
   b. That there needs to be flexibility on how payment can be made at the bar, therefore payments by card need to be enabled.
   c. That themed evenings need to be put on, ie Prosecco and Gin evenings. Cllr Hamlyn offered to speak to the current franchisee.
   d. That the Working Group will continue to work together to look at ways to develop the bar and long-term management of the Civic Centre bars, including whether to bring in house.
e. Tills need to justify what is sold, and Council have access to data to interrogate income and Z readings.

f. To purchase tills as originally agreed, but to engage the current franchisee in conversation about the type of tills.

After a proposal from Cllr Hamlyn, seconded by Cllr Neville, it was **WTC/27/1920 RESOLVED** to accept the information above from the Working Group.

After a proposal from Cllr Sinnott, seconded by Cllr Hamlyn, it was **WTC/28/1920 RESOLVED** to start the process now to renew the contract in June 2020.

**27. Civic Centre Condition Report**
After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **WTC/29/1920 RESOLVED** to push for an immediate timetable to transfer the freehold of the Civic Centre and to accept the report on work required to be done from Shropshire Council. Cllr Chesters abstained.

**28. Centre NE – Condition Report**
Following debate and after a proposal from Cllr Duffy, seconded by Cllr Hall, **WTC/30/1920 RESOLVED** that the Town Clerk will send the Town Council surveyor’s report to Shropshire Council Estates Department and start to negotiations regarding obtaining the freehold of Centre NE.

**Meeting closed at 9.33pm**

Chairman .................................................................

Date .................................................................