

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



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ANNUAL COUNCIL MEETING

All members are summoned to attend the above meeting which will be held on **THURSDAY 16th MAY 2019**, 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: 3rd May 2019

Nicola Young
Town Clerk

AGENDA

- 1. TO ELECT THE TOWN MAYOR**
To receive nominations for Mayor.
- 2. TO RECEIVE THE ELECTED MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 3. TO ELECT THE DEPUTY TOWN MAYOR**
To receive nominations for Deputy Mayor
- 4. TO RECEIVE THE ELECTED DEPUTY MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**
- 5. APOLOGIES**
To receive Councillor apologies.
- 6. DECLARATIONS OF INTEREST**
To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting.
- 7. MINUTES**
To confirm the minutes of the Town Council meeting held on 17th April 2019 and sign as an accurate record of that meeting.

8. MAYOR'S ANNOUNCEMENTS

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

9. REMAINING BUSINESS

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

- a. To receive the updated Council Resolution Record.
- b. To receive information from the Clerk on the Jubilee Park electric connection.
- c. To receive a report from the Clerk regarding Blackmore Grove

10. 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.

11. COMMITTEES

- a. To receive a report on Committee Structures.
- b. To agree the Committee structure for 2019-2020.

12. REVIEW TERMS OF REFERENCE

To review terms of reference and any delegation arrangement to committees and sub-committees.

13. APPOINTMENT COMMITTEES & MEMBERS TO COMMITTEES

To appoint statutory or standing committees as may be required by the Town Council, make nominations to them and appoint Chairmen and Vice Chairmen.

14. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

To appoint representatives to outside bodies.

15. CONSTITUTION & GOVERNANCE DOCUMENTS

- a. To review any parts of the Constitution, governance documents and policies as necessary:
 - i. CCTV Policy No 51. To Review the policy in line with the Data Protection Regulations 2018.
- b. To sign the agreed charitable trust deeds for Whitchurch Berrington Trust and Whitchurch Greaves Trust.

16. CALENDAR OF MEETINGS

To agree the Annual Calendar of Meetings

17. QUESTIONS FROM COUNCILLORS

To answer questions from Councillors

18. MOTIONS

To consider motions or recommendations in the order in which they have been notified:

Motion 15 from Cllr Hall

“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. Cllr Hall proposes this is adopted to take place for a short time period and the results/effectiveness assessed from recorded outcomes.”

19. REPORTS FROM OFFICERS OF THE COUNCIL

To receive and consider reports from officers of the Council.

- a. Update report from Town Clerk
- b. Report from TCM/ATC on Stage Safety

20. INTERNAL AUDITOR'S REPORTS

To receive and approve the Internal Auditors Report 2018-2019.

21. ANNUAL ACCOUNTS

To resolve to adopt the final accounts for 2018/2019.

22. ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

- a. 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. 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. To authorise approval of regular payments.
- b. To receive a request for a grant for Safety Scene 2019 and approve or otherwise.

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.

25. DEERMOSS PARK

To receive a report from the Clerk and make a decision on how to progress with Deermoss Park.

26. BAR FRANCHISE

To receive feedback from the Bar Franchise Working Group, Council are requested to agree a course of action.

27. CIVIC CENTRE CONDITION REPORT

To receive an updated Civic Centre Building Condition Report from Shropshire Council.

28. CENTRE NE – CONDITION REPORT

To receive a report from an independent building surveyor on the condition of Centre NE.