

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX



High Street  
Shropshire  
tel. 01948 665761

website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

email: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

## FULL COUNCIL

### MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 18<sup>th</sup> APRIL 2019

#### PRESENT

Cllrs: B. Duffy (In the Chair), L Broders, A. Chesters, A. Hall, S. Hamlyn, T. O'Neill, S. Radford, N. Raynes, R Shepherd, J. Sinnott, R Snell and H Vasey.

#### IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk  
Barrie White – Whitchurch Herald

#### 1. Apologies

Cllr Neville – another engagement  
Cllr Martin – another engagement  
Cllr Dakin (Shropshire Council) – another engagement

#### 2. Declarations of Interest

None

#### 3. Minutes

Cllr Sinnott declared the minutes to be inaccurate.  
Cllr Duffy confirmed that the minutes were written from an audio recording.  
After a proposal from Cllr Hamlyn, seconded by Cllr Raynes,  
It was **WTC/208/1819 RESOLVED** to sign the minutes as an accurate record of the meeting. Cllr Sinnott voted against. Cllr Hall abstained from the vote.

#### 4. Matters Arising

**(Item 17) Party in the Park.** Cllr Hall asked whether a community meeting for Party in the Park had been arranged. Cllr Duffy noted that the community meeting would be for the 2020 event.

**(Item 18) Bar Franchise.** Cllr Sinnott noted that an expert be brought in, which was done and the opinion was that the Town Council had a good deal.

#### 5. Mayor's Announcements

There were none as the Mayor was not present.

#### 6. Public Participation

No members of the public were present.

#### 7. Shropshire Councillor's Report

None received.

#### 8. Accounts Month 12

There were no comments on the accounts.  
After a proposal from Cllr Chesters, seconded by Cllr Hamlyn,  
It was **WTC/209/1819 RESOLVED** to accept the accounts as presented.

## 9. Minutes from Committees

- a. Finance Committee held on 14<sup>th</sup> February 2019  
Under Item 11 Cllr Sinnott noted that the change should be noted: delete the change and excerpt from paragraph 5 should be included. Take back to Finance Committee.
- b. Finance Committee held on 14<sup>th</sup> March 2019  
It was noted that it is a legal requirement that the minutes from previous meetings are available at the next meeting of the committee.  
After a proposal from Cllr Hall, seconded by Cllr Vasey,  
It was **WTC/210/1819 RESOLVED** to accept the minutes of the Finance Committee Meeting held on 14<sup>th</sup> March 2019.
- c. Parks & Public Realm Committee held on 7<sup>th</sup> February 2019  
After a proposal from Cllr O'Neill, seconded by Cllr Raynes,  
It was **WTC/211/1819 RESOLVED** to accept the minutes from the Parks & Public Realm Committee Meeting held on 7<sup>th</sup> February 2019.
- d. Civic Centre Committee held on 7<sup>th</sup> February 2019  
After a proposal from Cllr Sinnott, seconded by Cllr Hall,  
It was **WTC/212/1819 RESOLVED** to accept the minutes from the Civic Centre Meeting held on 7<sup>th</sup> February 2019.

## 10. Reports from Councillors on Outside Bodies

Cllr Raynes reported that the Beechtree has financial problems, but the centre is still growing and expanding, through running a range of activities. The café is thriving.

## 11. SALC Affiliation Fees

The Chair explained the benefits of the Council's continued membership of SALC which included discounted training, ALC Bulletins, notifications and advice.

Following a lengthy discussion, members requested that if the clerk seeks advice from SALC, on behalf of the Council, that it is disseminated to all members. The password and login details for accessing the SALC website is to be issued to councillors and a protocol is to be put in place for members contacting SALC.

After a proposal from Cllr Hamlyn, seconded by Cllr Shepherd,  
It was **WTC/213/1819 RESOLVED** to pay the SALC affiliation fees.

## 12. Correspondence

- a) A letter to submit to Shropshire Council with regards the Draft Parking Strategy was received. Members noted that residents would welcome this.
- b) A letter was received from the Wrekin Housing Group for information.

## 13. Whitchurch Cemetery

- a) To receive old list and new list of Burial Fees for comparison.  
Other cemetery fees in the local area were looked at for a reasonable rate.
- b) To approve the new list of Burial Fees  
After a proposal from Cllr Chesters, seconded by Cllr Raynes,  
It was **WTC/214/1819 RESOLVED** to implement the new price list with immediate effect.

## 14. Heritage Centre Lease

The Town Centre Manager noted that the item was to receive the completed lease which would be sent to the Charitable Incorporated Organisation (CIO) for Business Rate Relief to be applied for the Heritage Centre building.

After a proposal from Cllr Sinnott, seconded by Cllr O'Neill,  
It was **WTC/215/1819 RESOLVED** to accept the lease, filing a copy in the archives.

## 15. Solar Panel Project

Cllr Hamlyn reported that the solar panels were now in place. The feedback tariff is ten years which means the Council should generate money from the panels within seven years.

a) Approve payment of the final 50% of WRAP funding = £7,250 to Energy Analysis.

Following a proposal from Cllr Hamlyn, seconded by Cllr Chesters,

It was **WTC/216/1819 RESOLVED** to pay the invoice.

b) Solar Panel Press Release.

Cllr Radford asked for WRAP to be defined in the press release

Following a proposal from Cllr Hamlyn, seconded by Cllr O'Neill,

It was **WTC/217/1819 RESOLVED** to approve the solar panel press release with the addition mentioned above.

## 16. 2019-2020 Additional Grant Allocations

After a proposal from Cllr Raynes, seconded by Cllr Chesters,

It was **WTC/218/1819 RESOLVED** to approve the following grants as contained within the table:

Project No:	Applicant	Grant Approved
14	Shropshire ME Group	£200.00
22	Whitchurch Amateur Operatic & Dramatic Society	£500.00
23	Friends of Whitchurch CE Infant & Nursery School	£1,000.00 Twemlows Solar Farm
24	Shropshire Mind	£500.00
25	Citizens Advice, Shropshire	£1,000.00 Light Source

## 17. Grant Allocation Process

The Town Centre Manager explained that this item had been brought forward by Cllrs Hall and Vasey.

The grant allocation process requires consideration going forwards. If the Council chooses to split the application process over the year then the grant pot would need to be increased and the administration time would be greater.

Cllr Sinnott noted that the Council only currently funds "projects" and not running costs. Cllr Raynes asked if the documentation could be brought to Council. The Town Centre Manager informed Council that the current grant policy forms part of the Council's Constitution (Policy No.22).

Cllr Chesters stated that the grants procedure is perfectly adequate, and the Town Council currently exceeds the amount of grant money allocated per elector, running the grant process twice a year would be disproportionate to officer time.

After a proposal from Cllr Duffy, seconded by Cllr Chesters,

It was **WTC/219/1819 RESOLVED** that the clerk update the policy and review the criteria.

## 18. Jubilee Park Toilet Doors

The current doors are not fit for purpose and the work on the new doors would be completed in-house. The Council noted that providing the prices for the new doors does not exceed the Clerk's spending budget that this work should be completed, and sheet metal could be added for extra durability.

After a proposal from Cllr Sinnott, seconded by Cllr Hamlyn,

It was **WTC/220/1819 RESOLVED** that the Clerk select the best value doors.

## 19. Cultural Strategy Development

Cllr Vasey noted that the Clerk had been working on dates for a cultural strategy meeting, but it would be useful to review where this committee would sit. A new Cultural Committee

could be established for May but would perhaps be more fitting if the committee was merged with the existing Entertainment & Events Committee. A core group of councillors would be needed as the current partial volunteer set up has not worked out. Following a proposal from Cllr Vasey, seconded by Cllr Hall, It was **WTC/221/1819 RESOLVED** that a committee is established to carry out the work of the Entertainment & Events but also incorporate the Cultural Strategy.

**20. Confidential**

After a proposal from Cllr Duffy, seconded by Cllr Broders, It was **WTC/222/1819 RESOLVED** that the Council moved into private session. The press left the meeting at this point.

**21. Land at Egerton Place**

Following a proposal from Cllr Chesters, seconded by Cllr Hamlyn, It was **WTC/223/1819 RESOLVED** to not do anything regarding the sale of land at Egerton Place until Council has further information.

**22. Complaints**

The Personnel Committee reported that: Having followed ACAS Guidelines and HR Advice the complaints against the Town Clerk were unfounded and the matter has now been closed.

**The meeting closed at 8.50pm**

**Chairman** .....

**Date** .....