

Whitchurch Town Council

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FULL COUNCIL MEETING

MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 19th SEPTEMBER 2019

PRESENT

Cllrs: Simon Hamlyn, John Martin, Scott Radford, Ruth Shepherd, Norma Raynes, Harvey Vasey, Alan Chesters, John Sinnott, Andy Hall, Tony Neville, Rose Snell, Terry O'Neill, Bev Duffy

IN ATTENDANCE

Carol Clarke – Housing Enabling, Shropshire Council
Lucy Roberts – Place Plan Officer, Shropshire Council
Karen Ladd - Early Help Change Programme Manager, Shropshire Council
Richard Parkes – Chief Officer, Shropshire Youth Association
Nicola Young – Town Clerk

In line with the Council's Meeting Recording Policy, the Chairman asked if anyone was recording the meeting, Cllr Hall stated he was recording the meeting.

1. Apologies

None

2. Declarations of Interest

None

3. Mayor's Announcements

The Mayor has represented the town on the following occasions:

18th August 2019 – Support Men in Sheds with TV appeal

20th August 2019 – Trefoil Guild

22nd August 2019 – Visit Open Doors project, run by Meanwhile Foundation, Stoke

31st August 2019 – Whitchurch Waterways Annual Social Evening

1st September 2019 – Whitchurch Canal Festival - Best Dressed Boat judging

5th September 2019 – Shropshire Disability Network AGM – support the campaign to bring equal access to the southbound platform at Whitchurch Railway Station

6th September 2019 – A41 campaign meeting hosted by Owen Paterson MP at Stoke-on-Tern

9th September 2019 – Rotary Boat Trip for local care home residents

15th September 2019 – Wem Civic Service

4. Minutes

After a proposal from Cllr Hamlyn, seconded by Cllr Neville, it was **WTC/73/1920**

RESOLVED to accept the minutes of the Council meeting held on **Thursday 18th July 2019** and sign as an accurate record of that meeting. Cllr Sinnott abstained.

5. Remaining Business

- a. **Equality & Diversity Training** – outstanding item
- b. **Land at Sherry Mill Hill** – to be included on the current Council Resolution Record.

6. Public Participation

After a proposal by Cllr Duffy, seconded by Cllr Neville, it was **WTC/74/1920 RESOLVED** to suspend Standing Orders to allow any members of the public to address the meeting.

7. Update from Local Policing Team

PD Deborah Wheeler provided a written update which was distributed to all Councillors.

8. Housing Needs Survey – Right Home, Right Place

Carol Clarke and Lucy Roberts, Shropshire Council provided a short introduction to Right Home, Right Place, requesting Whitchurch Town Council's assistance to complete a Housing Needs Survey in Whitchurch. This will be an online survey only.

9. Youth Outreach Project

Richard Parkes presented the SYA Detached Youth Work over the Summer Holidays report for Whitchurch Town Council. It was agreed that the work would be passed to Parks & Public Realm Committee for further action.

10. Shropshire Council – Youth Consultation

Karen Ladd, Early Help Manager, Shropshire Council explained that Shropshire Council had limited money for youth funding. That the same model from 2015-2019 had been used to fund youth provision, with commissioning a provider in each of the market towns, but that funding had been reduced over the years and now the funding allocated to Whitchurch is £14,500 per annum.

The paper is consulting on employing a minimum of 6 youth workers across the county, who will be mobile and working on intelligence. A successful model needs support from town and parish councils, as Shropshire Council will not have the funds to deliver youth activity. Shropshire Council are therefore asking town and parish councils to provide funding for youth activities in the local area. This is a proposal not a final decision. The Youth Workers would work closely with town and parish councils and have interaction with current youth groups.

11. Shropshire Councillor's Report – Shropshire Councillor Gerald Dakin had submitted apologies.

After a proposal by Cllr Duffy, seconded by Cllr O'Neill, it was **WTC/75/1920 RESOLVED** to reinstate Standing Orders.

12. Accounts

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **WTC/76/1920 RESOLVED** to accept Month 4 Balance Sheets and Income & Expenditure Reports, duly signed by the Chairman, noting Total Equity as £1,228,339.

13. Green Energy Provider

After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **WTC/77/1920 RESOLVED** that with effect from December 2020 Utility Alliance would provide green energy, electricity and gas, for the Civic Centre and Heritage Centre.

Abstained: Cllr Sinnott and Cllr Chesters

14. Questions from Councillors

Cllr J Sinnott - Have the members of Personnel Committee undergone formal training in discipline and grievance procedures as they apply to local government staff?

Cllr Duffy replied: "NALC solicitor has replied stating that Councillors cannot be compelled to undertake any training. There is no legal requirement for any Councillor to have training."

15. Motion 16 from Cllr A Hall

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **WTC/78/1920 RESOLVED** that Cllr Vasey and the Town Clerk will look at the Freedom on Information policies.

16. Minutes from Committees

- a. After a proposal from Cllr O'Neill, seconded by Cllr Neville, it was **WTC/79/1920 RESOLVED** to accept the Heritage Committee minutes dated 9th July 2019.
- b. After a proposal from Cllr O'Neill, seconded by Cllr Hamlyn, it was **WTC/80/1920 RESOLVED** to accept the minutes from the Parks & Public Realm Committee held on 4th July 2019.
- c. After a proposal from Cllr Vasey, seconded by Cllr Chesters, it was **WTC/81/1920 RESOLVED** to accept the minutes from the Cultural & Civic Centre Committee held on 4th July 2019.
- d. After a proposal from Cllr Shepherd, seconded by Cllr O'Neill, it was **WTC/82/1920 RESOLVED** to accept the minutes from the Finance Committee meeting held on 11th July 2019.

17. Cemetery – Joint Authority that is Not an Entity (JANE)

After a proposal from Cllr Martin, seconded by Cllr Hamlyn, it was **WTC/83/1920 RESOLVED** to accept the minutes from the Cemetery Board JANE meeting dated 5th June 2019.

18. Reports from Councillors on Outside Bodies

- a. The following Councillors attended outside body meetings:
 - i. Cllr Hall reported that he had attended **Big Business Event** organised by the Chamber of Trade.
 - ii. Cllr Duffy reported that she had attended the **Whitchurch Walkers** meetings on 30th July and 18th August 2019.
- b. After a proposal by Cllr Duffy, seconded by Cllr Raynes, it was **WTC/84/1920 RESOLVED** that Mr Harris continue as the Higginson Trust town council representative as long as he could come to Council meetings to provide feedback.

19. Consultations/Surveys

- a. **Shropshire Council – Post 19 Education Assistance with Travel**
- b. **Shropshire Playing Pitch & Outdoor Sport Strategy**
After a proposal by Cllr Duffy, seconded by Cllr Hamlyn, it was **WTC/85/1920 RESOLVED** that the Town Clerk will complete the consultations at sub paras a. & b.
- c. After a proposal by Cllr Hall, seconded by Cllr Raynes, it was **WTC/86/1920 RESOLVED** that Parks & Public Realm Committee will complete the consultation return for the **Youth Support Consultation**.

20. Policies/Regulations

- a. **Finance Regulations** After a proposal by Cllr Chesters, seconded by Cllr Hamlyn, it was **WTC/87/1920 RESOLVED** to defer agreement on the updated Financial Regulations until the document was returned highlighting all amendments.
- b. **Memorial Bench & Tree Policy** After a proposal by Cllr O'Neill, seconded by Cllr Hamlyn, it was **WTC/88/1920 RESOLVED** to accept the Memorial Bench & Tree Policy as presented.

21. Update on Whitchurch BID Process

After a proposal from Cllr Duffy, seconded by Cllr Hamlyn, it was **WTC/89/1920 RESOLVED** to receive the written report from the Town Clerk.

22. Confidential

After a proposal by Cllr Duffy, seconded by Cllr Raynes it was **WTC/90/1920 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.

23. Confidentiality Agreement

After a proposal by Cllr Raynes, seconded by Cllr Neville, it was **WTC/91/1920 RESOLVED** to adopt the Confidentiality Agreement.

Against: Cllr Sinnott & Cllr Hall Abstained: Cllr Chesters

24. Confidential Meeting Notes

After a proposal by Cllr Raynes, seconded by Cllr Hamlyn, it was **WTC/92/1920 RESOLVED** to accept the Confidential Meeting notes from the full Council meeting on 18th July 2019 as an accurate record.

Against: Cllr Sinnott & Cllr Hall Abstained: Cllr Chesters

25. Christmas Lights

The request for quotes process is flawed as a Councillor had interfered in this process and there was no 'submit by' date on the specification. The Clerk therefore informed the meeting that a new specification would be issued.

26. Community Hub SLA

Councillors were requested to provide any further thoughts and changes to the Town Clerk by Friday 27th September 2019.

27. Centre NE Heads of Terms

After a proposal from Cllr Hamlyn, seconded by Cllr Vasey, it was **WTC/93/1920 RESOLVED** that the Town Clerk was to obtain indicative restoration costs and the proposed amendments be accepted, Heads of Terms returned to Director of Place, Shropshire Council.

28. Heads of Terms for Civic Centre

After a proposal from Cllr Vasey, seconded by Cllr Hamlyn, it was **WTC/94/1920 RESOLVED** to accept the proposed amendments to the Civic Centre Heads of Terms and return to Shropshire Council Director of Place.

After a proposal from Cllr Neville, seconded by Cllr Vasey, it was **WTC/95/1920 RESOLVED** to continue the meeting over the 2-hour period.

29. Personnel Topics

a. Update on CiLCA

b. Staffing Matters

These matters were discussed within a confidential part of the meeting and the Clerk was not present.

Meeting closed at 10.00pm

Chairman

Date