

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



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FULL COUNCIL MEETING

All members are summoned to attend the above meeting which will be held on **THURSDAY 20th FEBRUARY 2020**, in the Edward German Room, Whitchurch Civic Centre commencing at 7.15pm.

There is an opportunity to meet informally with Councillors for tea & coffee 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 and, in line with the Council's meeting recording policy, you are requested to inform the Mayor if you are recording or filming the meeting.

Date of Notice: 14th February 2020

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. MAYOR'S ANNOUNCEMENTS

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

4. CORRESPONDENCE

Shropshire Bus Group

5. MINUTES [Taken as read]

To confirm the minutes of the Full Council meeting [taken as read] held on 16th January 2020 and sign as an accurate record of that meeting (copy attached).

6. COUNCIL RESOLUTION RECORD (Standing Item)

To receive the updated Council Resolution Record (copy to follow).

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. UPDATE FROM LOCAL POLICING TEAM

To receive a verbal update from a member of the Local Policing Team, if available.

9. SHROPSHIRE COUNCILLOR'S REPORT

To receive a verbal update from members of Shropshire Council.

Reinstate Standing Orders

10. ACCOUNTS [Taken as read]

To receive Month 10 Balance Sheets and Income & Expenditure Reports (copies attached).

11. INTERNAL AUDIT [Taken as read]

To receive the internal audit and note comments from the Internal Auditor.

12. MINUTES FROM COMMITTEES (taken as read)

To receive minutes from the following Committees:

- a. Parks & Public Realm dated 7th November 2019
- b. Heritage Committee dated 12th November 2019
- c. Culture & Civic Centre Committee dated 12th December 2019
- d. Personnel Committee held on 12th December 2019
- e. Finance Committee held on 9th January 2020

13. REPORTS FROM COUNCILLORS ON OUTSIDE BODIES

To receive updates from Councillors on outside bodies.

14. DAME SNELL

To agree to site an official photograph of Dame Rose Snell within the Civic Centre.

15. BUDGET 2020-2021

Further to Full Council Minutes resolution number WTC/141/1920 when it resolved that the Council would take £30,000 out of general reserves and £30,000 from the Harry Richards Fund. Council are now requested to resolve that the money from the Harry Richards Fund will be spent - £15,000 on funding youth work in fiscal year 2020-2021 and £15,000 on Civic Centre development.

16. VE DAY – FRIDAY 8TH MAY

Due to VE Day on Friday 8th February, the Early May Bank Holiday has been moved from Monday 4th May to Friday 8th May. Whitchurch Town Council will be part of VE Day celebrations in partnership with the Royal British Legion and St Alkmund's Church, to include a service at the cenotaph and march through town, followed by refreshments in the sports hall. Also the Friday market traders wish to have a market on that day, therefore it will be a normal working day for the Council. Council are therefore requested to give all staff Monday 4th May as the bank holiday this year and expect all staff to work for single time pay on Friday 8th May 2020.

17. STAGE SAFETY

- a. Emergency Stage Area Work Completed. At resolution WTC/125/1920 it was agreed to complete the emergency stage work to a maximum limit. The Council Accountant has advised that this work should be coded to a new Capital Project (CP)

code – CP Civic Development. The total cost of the invoices is £7,200, the funds left in Civic Centre Maintenance budget is £4,500, therefore if Council agree, these funds could be vired to the CP Civic Development with the balance being paid from Project Reserves, or the whole amount could be paid from Project Reserves, current balance is £100,572. Council are requested to make a decision on where the invoice should be paid from.

- b. Report from Solutions on Stage. To receive the report from Solutions on Stage and note the Clerk will be seeking quotes for replacement booms, which will be paid from 109/4934 Freehold Budget Stage Lighting. Quotes received should be within the Clerk's spending threshold.

18. DRAFT STANDING ORDERS [Taken as read]

The Whitchurch Town Council Standing Orders have been revised using NALC Model Standing Orders and incorporating local rules. Council are asked to receive the updated draft Standing Orders and approve.

19. MAYOR'S ALLOWANCE [Taken as read]

To receive and approve the amended policy.

20. EMERGENCY H&S WORK [Taken as read]

To receive a report from the Town Clerk on unauthorised access to the Civic Centre roof.

21. BID REPORT [Taken as read]

To receive an update report from Clerk.

22. HIGHWAY CONCERNS [Taken as read]

To receive a report from the Clerk. Chester Road, Station Road and roads by SJT inc VAS signs.

23. FOI POLICY [Taken as read]

To receive a draft & agree a FOI policy

24. MOTION 21 – RECORDING CONFIDENTIAL PART OF FULL COUNCIL MEETINGS

Cllr Hall submits the following Motion 21:

“Whitchurch Town Council to consider audio recording the Confidential part of full Council meetings to ensure accuracy of all minutes and Councillors are upholding the Nolan Principles.”

25. MOTION 22 – COMMUNITY EMERGENCY PLAN

Cllr Hall submits the following Motion 22:

“That Whitchurch Town Council (WTC) consider working with other partners in the community such as SJT, St Alkmund's Church and others to create a Local Community Emergency Plan for Whitchurch and surrounding area.”

26. MOTION 23 – REPAYMENT TO HARRY RICHARDS FUND

Cllr Hall submits the following Motion 23:

“In the event that Whitchurch Town Council has a cash surplus at the end of account year 20/21; it will then replay the monies taken from the Harry Richards fund which have been included/allocated into the 2020-2021 budget.”

27. RECORDING PROTOCOL [Taken as read]

To receive an amendment to the Recording Protocol and agree.

28. 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.

29. TILLS

To receive a spreadsheet with different models and prices. Council are requested to make a decision on the model required and approve a sum and allocate a budget heading.

30. YOUTH REPORT [Taken as read]

To receive an update report from the Town Clerk.

31. STREET LIGHTING

To debate and score companies, then make a decision on which company to appoint to undertake to install LED lighting in all streetlights owned by Whitchurch Town Council in the town.