

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:

MONDAY 26th APRIL 2021 via Zoom commencing at 7.15pm.

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.

Topic: Full Council Meeting

Time: Apr 26, 2021 19:15 London

Join Zoom Meeting

<https://us02web.zoom.us/j/84512950108?pwd=TmFwbmFBQllybVNPQXRXdU9jNkg3UT09>

Meeting ID: 845 1295 0108

Passcode: 940168

One tap mobile

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Passcode: 940168

Find your local number: <https://us02web.zoom.us/u/kxecfJjvX>

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: 20th April 2021

Zoë Dean

Acting Town Clerk

AGENDA

222. APOLOGIES

[1 min]

To receive Councillor apologies and reasons for absence.

223. DECLARATIONS OF INTEREST [1 min]
To receive Councillors' Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting.

224. MAYOR'S ANNOUNCEMENTS [2 mins]
To receive such communications as the Mayor may wish to bring before the Council.

225. MINUTES [Taken as read] [2 mins]
To confirm the minutes of the Full Council meeting held on 18th March 2021 (copy attached).

226. PUBLIC PARTICIPATION [10 mins]
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.

Standing Orders – Public Participation

- *Each member of the public may speak on no more than two items and in total for no longer than 3 minutes, in line with Whitchurch Town Council Standing Orders, paragraph 4. d (vii)*
- *In line with paragraph 4. d (vii), if having heard the response to a question, the person who asked it may ask one related, supplementary question.*

227. UPDATE FROM LOCAL POLICING TEAM [5 mins]
To receive the Local Policing & Community Charter and to identify the top 3 concerns within the area as part of the initial consultation.

Reinstate Standing Orders

228. ACCOUNTS [1 min]
To note that the Month 12 Accounts will be available after End of Year Close Down.

229. MINUTES FROM COMMITTEES [Taken as read] [4 mins]
To receive minutes from the following Committees:
a) Personnel Committee Minutes 11th February 2021
b) Parks & Public Realm Committee 4th March 2021
c) Cultural & Civic Centre Committee 4th March 2021
d) Heritage Committee 9th March 2021
e) Finance Committee held on 11th March 2021

230. REPORTS FROM OUTSIDE BODIES [5 mins]
To receive a brief report from members regarding updates from Outside Bodies.

231. BUSINESS RATES DEMAND
To note that Council Tax for Whitchurch Civic Centre will not be charged for the current Tax Year 2021/2022.

232. RECOMMENDATION FROM CEMETERY (JANE) COMMITTEE [5 mins]
To consider a recommendation to accept the quote from MEMSAFE at £2.75 per memorial (as under 4,000) to inspect the older, tall memorials (estimated at 40%) and to request that

payment be spread over 5 years and to train 3 facilities staff, the cemetery officer and two volunteers to undertake memorial testing.

- 233. RECOMMENDATION FROM FINANCE COMMITTEE** [2 mins]
To receive a recommendation to retrospectively approve the emergency works to the Front of House lighting bars (copy attached).
- 234. RECOMMENDATION FROM CULTURAL & CIVIC CENTRE COMMITTEE** [3 mins]
a) To agree to instruct AC Architecture to progress to detailed design phase and to produce required documents for tender (copy for follow); and
b) To tender for works to the Bar Lounge as soon as practically possible, as detailed in the report received by Council on 18th March 2021 (copy attached).
- 235. REQUEST FROM WHITCHURCH WALKERS** [4 mins]
To receive a request from Whitchurch Walkers Group regarding maintaining public footpaths (copy attached).
- 236. TOWN COUNCIL WEBSITE** [3 mins]
To receive a recommendation from the Working Group.
- 237. ANNUAL MEETING** [3 mins]
To agree to hold the Annual Meeting online prior to 7th May, with a face-to-face meeting later in the year when social meeting restrictions are relaxed.
- 238. CEMETERY WEBSITE** [2 mins]
To note that the new Cemetery Website is due to go live. Currently available to view via: <https://whitchurchcemetery.uk/>
- All Councillors are requested to confirm that they have stopped recording the meeting and to also confirm that no-one is within the room and cannot hear the confidential part of the meeting.
The Acting Town Clerk to confirm that the meeting recording is stopped.*
- 239. CONFIDENTIAL BUSINESS** [1 min]
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.
- 240. STAFF MATTERS** [3 mins]
To agree to pay the Accounts Officer up to 40 additional hours for time accrued which is associated with the End of Year Closedown.
- 241. CIVIC CENTRE LEASE** [10 mins]
a) To receive a report on the lease (copy attached)
b) To approve the part surrender of the lease (copies attached).
- 242. RECRUITMENT** [10 mins]
To receive a recommendation from the Recruitment Panel.