



# Whitchurch Town Council

Civic Centre  
Whitchurch  
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## FULL COUNCIL

All members are summoned to attend the above meeting which will be held on **THURSDAY 20<sup>th</sup> APRIL 2017**, at the Edward German room Whitchurch 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 the meeting.

*Please note that all Council meetings may be audio recorded to ensure accuracy of subsequent minutes.*

**Date of Notice: 13<sup>th</sup> APRIL 2017**

Zoë Dean  
Acting Town Clerk

### AGENDA

#### **1. APOLOGIES**

To receive councillor apologies and reason for absence.

#### **2. DECLARATIONS OF INTEREST**

To receive Cllr's Disclosure of Ordinary or Disclosable Pecuniary Interests in relation to the agenda items in this meeting.

#### **3. MINUTES**

To confirm the minutes of the Town Council meeting held on **16<sup>th</sup> March 2017** and sign as an accurate record of that meeting (copies attached).

#### **4. MATTERS ARISING**

To deal with matters arising from those minutes not otherwise on the agenda

#### **5. MAYOR'S ANNOUNCEMENTS**

#### **6. 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.

#### **7. WHITCHURCH SKATE-PARK**

To consider allocating £30,000 from the Neighbourhood Fund towards the skate-park.

#### **8. CORRESPONDENCE**

- Letter from Whitchurch Library
- Letter from WAODS
- Letter from NHS England

- Thank you letter from Blackberry Fair

## **9. OUTSTANDING FULL COUNCIL RESOLUTIONS**

- (a) Civic Centre Freehold
- (b) Skateboard Park
- (c) Increased Town Centre Signage
- (d) Sherrymill Hill Carpark

## **10. FUTURE MEDICAL PROVISION**

To receive an update.

## **11. ACCOUNTS**

To receive a draft copy of the Month 12 accounts (to be circulated).

## **12. MINUTES FROM COMMITTEES**

- Parks & Open Spaces Committee 09/03/17
- Strategic Marketing & Events Committee 23/03/17
- Estates & Markets Committee 23/03/17
- Planning Committee 29/03/17

## **13. REPORT FROM MEMBERS ON OUTSIDE ORGANISATIONS**

To receive reports from members who represent the Council on outside bodies.

## **14. ELECTIONS**

To receive an update.

## **15. GRANT APPLICATIONS**

To consider the grant applications (copy attached).

## **16. INTERNAL AUDIT APPOINTMENT**

To appoint an internal auditor for 2016/2017.

## **17. REVISION OF GOVERNANCE DOCUMENTS**

To receive a report on the updated governance documents.

## **18. CIVIC CENTRE WORKING PARTY**

To receive a report on the progress of the Civic Centre's Working Party.

## **19. COFFEE MACHINE**

To consider the installation of a coffee machine in the Civic Centre foyer.

## **20. LED SCREENS**

To approve the installation of LED screens for marketing purposes.

## **21. BLINDS**

To receive quotations for the blinds for the upstairs function rooms.

## **22. CIVIC CENTRE LIFT**

To consider a quotation for essential lift repairs.

## **23. ELECTRICAL SAFETY TESTING**

To receive a quotation for the Main Hall.

## **24. GAS & ELECTRICAL TESTING IN THE MARKET HALL**

To approve testing the remainder of the building.

**25. CHRISTMAS LIGHTS PROVISION 2017**

To commence planning for Christmas 2017.

**26. 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.

**27. COMMISSIONING**

To receive an update.

**28. STAFFING**

Salary review