



QUALITY
TOWN
COUNCIL

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Whitchurch Town Council

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EXTRAORDINARY FULL COUNCIL

MINUTES OF MEETING FOR EXTRAORDINARY FULL COUNCIL HELD ON FRIDAY 24th JUNE 2016

PRESENT

Cllrs: M McDonald (Mayor), A Chesters, J Ebbs, B Duffy, T Neville, T O'Neill, B Slater, G Stockton and J Sinnott

IN ATTENDANCE

1. APOLOGIES

Cllr Harris – Prior engagement
Cllr Smith – Prior engagement
Cllr Rigley – Out of area
Cllr Stones - Illness

2. DECLARATIONS OF INTEREST

None

3. MEETING SCHEDULE 2016/17

Following a proposal by Cllr McDonald and seconded by Cllr O'Neill, it was **WTC/47/1617 RESOLVED** to receive the Schedule of Meeting Dates subject to the Strategic Marketing & Events Committee meeting on the same date as Estates & Public Realm (the former at 8pm)

ACTION: Cllr Duffy asked that the Clerk confirm arrangements for meetings of the Planning Committee – to be clarified at the next Full Council Meeting.

4. ANNUAL ACCOUNTS 2015/16

Following a proposal by Cllr McDonald and seconded by Cllr Chesters, it was **WTC/48/1617 RESOLVED** that the Accounts and Annual Return Statement be approved and signed by the Chairman.

ACTION: The Clerk is also asked to clarify the following points within the Accounts at the next Full Council Meeting:

- a. Clarification of the World War 1 Expenditure; the Motor Vehicle wrongly categorised, the "Farmer's Market Stalls" (which should be called "Market Stalls") and the 'Kiosks', previously written off, still within the Accounts
- b. Production of the Asset Register for Council information (in particular the items in the Accounts listed as Paintings and/or items held within the Heritage Centre)

- c. The position regarding Edward German Drive, which does not appear on the list of Assets: Cllr Sinnott also asked if the Clerk can check the position regarding the disposal of this asset, in particular if permission is required from the Secretary of State
- d. Confirmation that Accounts will be circulated in a timely manner for future periods (the Accounts for the 2015/16 period being dated 25th April 2016, yet only recently circulated)
- e. WTC 'Events' to be grouped for Income / Expenditure purposes within the Accounts (with an explanatory note/breakdown accompanying the Accounts) for future periods (e.g. rather than 'Food Fayre' etc as separate accounting items)

Answers to questions raised by Cllr Sinnott regarding the Accounts to be circulated by the Town Clerk to all Councillors for information and appended to minutes.

5. ANNUAL GOVERNANCE STATEMENT

Following a proposal by Cllr McDonald and seconded by Cllr Chesters, it was **WTC/49/1617 RESOLVED** that the Annual Governance Statement be approved and signed by the Chairman.

6. ANNUAL INTERNAL AUDIT

Following a proposal by Cllr McDonald and seconded by Cllr Chesters, it was **WTC/50/1617 RESOLVED** that the annual Internal Auditors report be received for submission to the External Auditor, SUBJECT TO a note of clarification being placed the report regarding Section B, in that the investigation into the Christmas Lights contract 2015 was still under reference to the External Auditor and therefore unresolved.

7. PROBATIONARY REVIEW: TOWN CLERK

Following a proposal by Cllr Chesters and seconded by Cllr Sinnott, it was **WTC/51/1617 RESOLVED** that the Chairman will seek clarity from Ellis Whittam over the timing of the Probationary Review in relation to the expiry of the probationary period and report back to Cllrs as an urgent matter. It was further agreed as part of the same resolution that the Probationary Panel be defined at the first meeting of the Finance & Resources Committee.

8. CONFIDENTIAL BUSINESS

There being no public in attendance, this item was dispensed with.

9. SHROPSHIRE COUNCIL: TRANSFER OF SERVICES

Following a proposal by Cllr McDonald and seconded by Cllr O'Neill, IT WAS **(REF) RESOLVED** that a Working Party be created with appropriate delegated authority to progress talks with Shropshire Council regarding the proposed transfer of services, reporting back to Full Council. The Working Group defined as Cllrs: B Duffy, J Ebbs, T Neville and J Sinnott – and would also consider the question of collaborative working with neighbouring town and parish councils, as previously suggested.

10. MINUTES: EXTRAORDINARY FULL COUNCIL MEETING, 11TH MAY 2016

Following a proposal by Cllr McDonald and seconded by Cllr Chesters, IT WAS **(REF) RESOLVED** that the minutes of the Extraordinary Full Council Meeting held on 11th May 2016 be approved and signed by the Chairman – subject to written amendment to clarify the reason for referral of the Christmas Lights Investigatory matter to the Council's External Auditor.

There being further business the meeting closed at 6:50pm

Chairman.....

Date.....