MINUTES OF THE FULL COUNCIL MEETING HELD ON THURSDAY 20th APRIL 2017

PRESENT

IN ATTENDANCE
Zoë Dean – Acting Town Clerk
Nicki Young – Community Enablement Officer
Barrie White – Whitchurch Herald
Andy Hall – County Training
Young people representing Whitchurch.

1. Apologies
Cllr Harris – Unwell
Cllr Hewson – Holiday
Cllr Rigley – No reason given
Cllr J. McAuley – Unwell

2. Declarations of Interest
Cllr Smith declared an interest in that he was a member of the Rotary Club in respect of the grant application item.

3. Minutes
Cllr Sinnott noted that item 18 should read “Land at Sherryhill Hill”, this was amended on the minutes.
After a proposal from Cllr McDonald, seconded by Cllr Smith,
It was WTC/178 /1617 RESOLVED: to accept the minutes of the Full Council meeting held on the 16th March 2017 and sign as an accurate record of that meeting.

4. Matters Arising
There were none.

5. Mayor’s Announcements
Cllr McDonald thanked the Deputy Mayor, Cllr Tony Neville for stepping in at the last minute on 19th April.
Cllr McDonald noted that he had attended the following engagements:
28/03/17 – Consecration Ceremony, Whitchurch Cemetery
28/03/17 – Opening, Maxine’s Fruit & Veg (new premises), High Street
09/04/17 – Whitchurch 10K, SJT School
11/04/17 – Whitchurch Relay for Life promotion, Deanford Lake
17/04/17 – Easter Horse Parade & Easter Bonnet Display
19/04/17 - Ethelston Cup Presentation (Deputy Mayor)

6. Public Participation
After a proposal from Cllr McDonald, seconded by Cllr Duffy,
It was **WTC/179/1617 RESOLVED**: to suspend standing orders to allow members of the public to speak.

Nicki Young provided background information on the Whitchurch Skate Park. Twemlows Solar Farm had offered a £5,000 contribution. A request was being made for £30,000 from the town’s Neighbourhood Fund in order to make a strong grant application to Sport England as there would be a better chance of securing grant funding with a large match funding pot. The need for a skate park had been highlighted in the town’s 2016 Place Plan update.

Jack Haywood made representation on behalf of the youth in favour of a skate park who want an area to meet and socialise for generations to come. The Ramped sessions in the Civic Centre are well supported. BMX biking and skateboarding had been recognised as sports and not simply hobbies.

It was noted that Shropshire Council were in purdah hence the lack of a Shropshire Councillor’s report.

After a proposal from Cllr McDonald, seconded by Cllr Duffy, 
**It was WTC/180/1617 RESOLVED**: to reinstate standing orders.

7. **Whitchurch Skate-Park**
After a proposal from Cllr McDonald, seconded by Cllr Chesters,
**It was WTC/181/1617 RESOLVED**: to allocate £30,000 from the Neighbourhood Fund for Whitchurch Skate-Park.

8. **Correspondence**
   - Letter from Whitchurch Library. It was noted that the bench would either have to remain or be removed completely due to a lack of other locations.
   - Letter from WAODS. The group had been encouraged to apply for a grant instead.
   - Thank you letter from Blackberry Fair was noted.

9. **Outstanding Council Resolutions**
   - **Civic Centre Freehold** – an email had been sent to Neil Wilcox to arrange a meeting. A further update on the meeting was required.
   - **Skateboard Park** – covered under previous item.
   - **Increased Town Centre Signage** – ongoing with Whitchurch Town Team.
   - **Land at Sherrymill Hill** – the clerk to write to Scottish Power.

10. **Future Medical Provision**
    A letter was received from NHS England which was noted.

11. **Accounts**
    The Chairman of Finance, Cllr Chesters, noted that the draft month 12 accounts appeared to be healthy and there was a little surplus.
    After a proposal from Cllr McDonald, seconded by Cllr Neville,
    **It was WTC/182/1617 RESOLVED**: to approve the draft accounts.

12. **Minutes from Committees**
    **Parks & Open Spaces Committee 09/03/17**
    The Chairman of the Parks Committee noted that the minutes included a proposal to extend the play area in Jubilee Park with multiple use equipment. Two of the oldest trees
in Jubilee Park were lost to recent storms. The repair works to Gambrell Avenue play area were complete.

After a proposal from Cllr O’Neill, seconded by Cllr Duffy,
It was **WTC/183/1617 RESOLVED**: to accept the minutes from the Parks & Open Spaces Committee held on 9th March 2017.

**Strategic Marketing & Events Committee 23/03/17**
Council noted that since the funds were in the budget that the LED screens should be progressed by the Clerk. Other items were brought forward due to Full Council due to the lack of scheduled committee meetings in the approach to the election.

After a proposal from Cllr O’Neill, seconded by Cllr Slater,
It was **WTC/184/1617 RESOLVED**: to accept the minutes from the Strategic Marketing & Events Committee meeting held on 23rd March 2017.

**Estates, Markets & Public Realm Committee 23/03/17**
The Fire Risk Assessment document had been accepted, request for blinds, a carpet and lighting upgrades to replace the strip lighting had all been approved. Request for a stall outside the Civic Centre on non-market days was denied.

After a proposal from Cllr Smith, seconded by Cllr O’Neill,
It was **WTC/185/1617 RESOLVED**: to accept the minutes from the Estates and Markets Committee.

**Planning Committee 29/03/17**
Cllr Sinnott noted that Shropshire Council had attended a meeting at Shropshire Council regarding the anaerobic digester application, which had been approved.

The committee discussed the Aldi application and recommended that other sites are investigated. A TPO order had been placed on the 26 Lombard Poplar trees at Sedgeford.

After a proposal from Cllr Sinnott, seconded by Cllr Neville,
It was **WTC/186/1617 RESOLVED**: to accept the minutes of the Planning Committee meeting held on 29th March 2017.

13. **Report from Members on Outside Organisations**
Cllr Duffy noted that they had attended the following meetings: Edinburgh House renewing SamDev, The Town Team meeting with Eddie West, the winding up of the Farmers’ Market Social Enterprise on 30/03/17 and the Town Team meeting on 18/03/17 where work was undertaken on the community led plan.

14. **Elections**
The Acting Town Clerk noted that 10 nominations had been received for Whitchurch Town Council. 5 empty seats remained to be filled, 3 in West Ward and 2 in South Ward. The Town Council may co-opt persons to fill the remaining vacancies and has 35 days to do so after the day on which the election was to have been held.

15. **Grant Applications**
Council concurred that all grant applications should receive further scrutiny at committee level in order to follow a fair and thorough process. Some further information was also required.

After a proposal from Cllr Chesters, seconded by Cllr McDonald,
It was **WTC/187/1617 RESOLVED**: to send the grant applications to Finance & Resources Committee and seek further information from some applicants.
16. Internal Audit Appointment
After a proposal from Cllr Chesters, seconded by Cllr McDonald,
It was WTC/188/1617 RESOLVED: to appoint JDH Business Services Ltd as the Council's internal auditor.

17. Revision of Governance Documents
A report was received detailing necessary updates to the following documents:
• Terms of Reference for Council.
• Financial Regulations.
• Appendix 2. Standing Orders for Contracts.
• Appendix 3. Procurement Policy.
• Appendix 4. Standing Orders.
After a proposal from Cllr McDonald, seconded by Cllr Slater,
It was WTC/189/1617 RESOLVED: to accept the report and receive all recommendations therein.

18. Civic Centre Working Party Report
Cllr Smith presented a report. The working party was created in October 2016 and had since had a busy schedule developing a business plan, reviewing room hire costs, budget submissions, theatre programming and researching other benefits and income streams for the Civic Centre such a coffee machine.

At this point in the meeting the Mayor noted that committee chairs should send their committee reports to the Acting Town Clerk by next Friday for inclusion within the Annual Report 2016/2017.

19. Coffee Machine
Cllr McDonald noted that the potential insertion of a coffee machine in the Civic Centre would not be intended to take trade from other town centre vendors. It would chiefly be aimed at evening functions when the High Street businesses were not open. Option One “Espresso Essential” had been brought forward at the preferred option.
After a proposal from Cllr McDonald, seconded by Cllr Chesters,
It was WTC/190/1617 RESOLVED: to check the route with the fire officer and therefore defer this item to the new Council year.

20. LED Screens
After a proposal from Cllr McDonald, seconded by Cllr Duffy,
It was WTC/191/1617 RESOLVED: that since there was sufficient funds in the budget that the clerk should be allowed to progress this item.

21. Blinds
In the summer months the light pollution in the upstairs function rooms can be unbearable. There have been requests from hirers for window coverings. Three quotations had been received.
After a proposal from Cllr O'Neill, seconded by Cllr Neville,
It was WTC/192/1617 RESOLVED: to continue with a reasonable quote within the committee’s remit.

22. Civic Centre Lift – this item had been removed as the issued had been solved in house.
23. Electrical Safety Testing
Council noted that Barlowes Ltd had agreed to honour the quotation which had been submitted for this work over one year ago.
After a proposal from Cllr McDonald, seconded by Cllr Sinnott,
It was WTC/193/1617 RESOLVED: to progress the quotation.

24. Gas & Electrical Testing in the Market Hall
It was noted that the boilers in the Market Hall had previously been missed.
After a proposal from Cllr McDonald, seconded by Cllr Smith,
It was WTC/194/1617 RESOLVED: that the clerk obtains quotations overseen by Cllr Sinnott.

25. Christmas Lights Provision 2017
Standing Item.

The Mayor publically thanked all members of the Council, especially those who would not be going forward, as well as the Herald newspaper.

26. CONFIDENTIAL BUSINESS
After a proposal from Cllr McDonald, seconded by Cllr Chesters.
It was WTC/195/1617 RESOLVED that, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded for the following items on the grounds that they involve the likely disclosure of exempt information or staff matters.

As there was further business the meeting closed at 8.37pm.

Chairman....................................................

Date....................................................