

# MUCH WENLOCK TOWN COUNCIL

Minutes of a

## FINANCE & ASSET MANAGEMENT COMMITTEE

meeting held at the Corn Exchange, Much Wenlock  
5.30 pm on Tuesday 29 January 2019

### **Present:**

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Yvonne Holyoak, Cllr. Marcus Themans and Cllr. Allan Walter.

### **In attendance:**

Trudi Barrett – Locum Town Clerk.

### **1) Chairman's welcome**

The Chairman welcomed everyone to the meeting.

### **2) Apologies**

Apologies were received from Cllr. Adam Davy, who was detained at work.

**This apology was ACCEPTED and AGREED as APPROVED absence.**

### **3) Disclosure of pecuniary interests**

Members were reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest, whether or not the interest is entered in the Register of Members' Interests maintained by the Monitoring Officer.

None declared.

### **4) Dispensations**

None requested.

### **5) Minutes**

The minutes from a Finance & Asset Management Committee meeting held on 27<sup>th</sup> November 2018 were considered for approval.

**It was PROPOSED, SECONDED and unanimously RESOLVED that the minutes be signed and ADOPTED as a true record.**

### **6) Town Clerk's report**

Members received a written and verbal report from the Town Clerk on action taken since the last meeting.

**It was PROPOSED, SECONDED and unanimously AGREED that the Town Clerk's report be NOTED.**

The Clerk was asked to clarify requirements for the new trees for the Cemetery.

Rather than repair the fence on the car park at the rear of the Corn Exchange, the Clerk was asked to obtain competitive prices from local contractors for completely replacing the fencing panels, possibly on a sponsorship basis.

### **7) Internal Audit**

Members **NOTED** that the Internal Auditor would be visiting again on 4<sup>th</sup> February 2019.

### **8) Finance**

- a) **It was PROPOSED, SECONDED and unanimously AGREED that income and expenditure for October, November and December 2018 be noted.**  
Councillors wished to clarify budget heading 4022 Professional Fees with the Locum RFO.
- b) **It was PROPOSED, SECONDED and unanimously AGREED to note the balance sheets for October, November and December 2018.**
- c) **It was PROPOSED, SECONDED and unanimously AGREED that receipts and payments for October, November and December 2018 be APPROVED.**
- d) **It was PROPOSED, SECONDED and unanimously AGREED that bank reconciliations to the end of October, November and December 2018 be approved.**

- e) **It was PROPOSED, SECONDED and unanimously AGREED that payments for December 2018 and January 2019 be APPROVED, subject to clarification of the costs for exhibition boards.**

It was noted that the water bill for water supply and used water (account 0371006651) was headed "William Brookes Centre Toilets, Farley Road", which was not an accurate description, and might be changed to a clearer heading.

Further information was requested on the invoice for exhibition boards and equipment for archives, cheque 301259.

#### 9) **Deferred agenda items**

Councillors noted that the Budget for 2019/20 had been approved at the January full Council meeting and that consideration of the following deferred items was therefore no longer necessary:

Budget for Property Refurbishment/Maintenance work  
Budget 2019/20

#### 10) **Corn Exchange – Intermediate Office**

Councillors considered a request from the tenant of the intermediate office in the Corn Exchange to install a replacement door, at his expense.

**It was PROPOSED, SECONDED and unanimously RESOLVED to agree to the request, subject to approval of the design, which must be in accordance with fire regulations, and agreement of the Conservation Officer.**

#### 11) **Linden Lodge**

Councillors agreed to defer consideration of the property survey and recommendations for Linden Lodge to the next meeting. Consideration of future options for Linden Lodge should also be an agenda item.

In the meantime, concerns were expressed about the toilet block on the Gaskell Recreation Ground and the need for its demolition. The Clerk was asked to bring this to the attention of the Gaskell Management Committee for urgent action. Funds for the work would be provided from the Town Council budget.

Councillors requested clarification of Tenant / Landlord responsibilities with regard to maintenance of Linden Lodge. The Clerk was asked to check that Balfours were carrying out regular inspections of the property to ensure the tenant was meeting their obligations with regard to maintenance.

#### 12) **CCTV**

Councillors reviewed the current position and requirements with regard to CCTV provision.

As a first step, improvements should be made to the lighting under the Corn Exchange and in the alley. The Clerk was asked to obtain options and prices from lighting contractors.

#### 13) **Electricity Meter in Cemetery Chapel**

Councillors noted that no electricity was being consumed in the Cemetery Chapel and considered whether to de-energize the meter. **It was PROPOSED, SECONDED and unanimously RESOLVED to leave the meter in place.**

#### 14) **Grant to Much Wenlock Twinning Group**

Councillors noted thank you letters from Much Wenlock Twinning Group and the Wenlock Olympian Society for their grant awards.

#### 15) **Date of next meeting**

Councillors noted that the next meeting would take place on 26<sup>th</sup> February 2019.

#### **PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**Pursuant to Section 1(2) of the above Act it was PROPOSED, SECONDED and RESOLVED that, due to the confidential nature of the business to be transacted, the public and press should not be present.**

**16) Street Light Replacement**

- a. Councillors noted that E.ON had removed a concrete street lighting column in The Paddock as it was unsafe.
- b. **It was PROPOSED, SECONDED and unanimously AGREED to order a replacement column from E.ON at a cost of £930.96.**

**17) Public Toilets**

- a. Councillors noted that the current contract with Healthmatic was due to expire on 31<sup>st</sup> March 2019.  
**It was PROPOSED, SECONDED and unanimously RESOLVED to extend the contract with Healthmatic on a rolling 3 monthly basis to allow time for a thorough review of other options.**
- b. Further consideration of the provision and maintenance of public toilets in the town was deferred until the next meeting.

**18) Memorial Plaque for Back Lane Car Park**

**It was PROPOSED, SECONDED and unanimously AGREED to order a memorial plaque in polished black granite from Broseley Memorials at a cost of £250 to include supply and fitting.**

**19) Repair Schedule**

Councillors noted that quotations for repairs to the Guildhall and Corn Exchange were still awaited from Arrol and Snell. The Mayor agreed to pursue this matter.

The Clerk was asked to obtain prices from local contractors for the pressing essential maintenance work required.

The meeting closed at 7.35pm

Signed.....  
Chairman

Date.....