



Much Wenlock Town Council

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Town Clerk: Trudi Barrett BA (Hons)

NOTICE IS HEREBY GIVEN that a meeting of the above named Town Council **FINANCE, ASSET MANAGEMENT AND HR COMMITTEE** will take place in the **Guildhall, Much Wenlock** commencing at **5.30 pm** on Tuesday **21st May 2019** and Members are hereby summoned to attend for the purpose of transacting the following business.

Trudi Barrett
Town Clerk

Date of issue: 15th May 2019

AGENDA

FILMING AND RECORDING OF COUNCIL MEETINGS

AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may: film, photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act 2018.

Anyone who objects to being filmed or recorded should notify the Town Clerk prior to the commencement of the meeting.

1. Election of Chairman

2. Election of Deputy Chairman

3. Apologies

To receive apologies for absence

4. Disclosure of pecuniary interests

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are 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.

5. Dispensations

Requests for dispensation should be in writing, addressed to the Town Clerk and received prior to the meeting.

6. Minutes

- a. To **approve** the minutes of a meeting of the Finance & Asset Management Committee held on 23rd April 2019.
- b. To approve the minutes of a meeting of the HR Committee held on 7th May 2019.

7. Town Clerk's report

To receive a report from the Town Clerk on action taken since the last meeting.

8. Finance

- a. To note that financial reports for April 2019 will be available following training on the RBS accounting system later in the month.
- b. To consider and approve payments for May 2019 (to follow).

9. Strategic Plan and Strategic Financial Plan

To consider examples of the above and to give initial consideration to the development of such Plans for the Council.

10. Corn Exchange & Guildhall

To receive an update concerning maintenance and upgrade of the Corn Exchange and Guildhall.

11. Property Walkabout

To consider arranging a walkabout of Council properties to assess condition and future use.

12. Date of next meeting

- a. To **note** that the next meeting will held on Tuesday, 23rd July.
- b. To consider moving the start time of Finance, Asset Management and HR meetings to a later time.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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

13. Sponsorship of Floral Planters

- a. To consider expressions of interest in sponsorship of floral planters from local businesses.
- b. To agree the rate to be charged for sponsorship for a period of two years and the commencement date.

14. Linden Lodge

- a. To note the inspection schedule and most recent report for the property.
- b. To consider other matters associated with Linden Lodge.

15. Recruitment of Administrative Assistant

To confirm arrangements for dealing with the recruitment of the Administrative Assistant.