



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 **7.00 pm** on Tuesday **23rd July 2019** and Members are hereby summoned to attend for the purpose of transacting the following business.

Trudi Barrett
Town Clerk

Date of issue: 17th July 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. Apologies

To receive apologies for absence

2. 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.

3. Dispensations

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

4. Minutes

To **approve** the minutes of a meeting of the Finance & Asset Management Committee held on 21st May 2019.

5. Town Clerk's report

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

6. Finance

- a. To note a report from the Responsible Financial Officer.
- b. To note the balance sheet as at 30th June 2019.
- c. To note the income and expenditure for the first quarter to 30th June 2019.
- d. To review and approve Unity Trust bank reconciliations to 30th June 2019 and Barclays bank reconciliations to 31st May 2019.
- e. To consider and approve payments for June and July 2019 (to follow).
- f. To resolve to add additional signatories to the bank mandate for the Unity Trust Bank accounts.
- g. To consider the format of future financial reports.

7. Strategic Plan and Strategic Financial Plan

- a. To review items proposed by Councillors for inclusion in the Council's Strategic Plan.
- b. To agree the next steps with regard to the development of a Strategic Plan and Strategic Financial Plan.

8. Corn Exchange & Guildhall

- a. To note a report from the meeting with Arrol Architects held on 17th July.
- b. To consider the proposals and how to move forward.

9. Card Reader for Guildhall

To consider a proposal to purchase a payment card reader for use in the Guildhall.

10. Electric Vehicle Charging Points

- a. To note that an electric vehicle charging point, which is available for public use, has recently been installed at the Fire Station in Much Wenlock.
- b. To consider whether to pursue the idea of installing an electric vehicle charging point in the car park at the Corn Exchange.

11. Grounds Maintenance and Property Maintenance

To agree to set up a working group to explore options for the maintenance of the Council's grounds and property.

12. Date of next meeting

To agree to move the date of the next meeting from Tuesday, 24th September to Thursday, 26th September to allow the Chair and members of staff to attend a Budgeting training course.

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. Christmas Lights

To consider a report on options for the installation of this year's Christmas Lights display and to select a contractor.

14. Linden Lodge

To consider quotations for the renovation work required at Linden Lodge and to select a contractor.

15. Public Toilets

- a. To approve the extension of the cleaning and maintenance contract with Healthmatic for a further three months, to the end of September 2019.
- b. To consider options for the public toilets put forward by Healthmatic and to agree how to respond.

16. Fire Alarm/ Emergency Lighting

To review and approve renewing fire alarm and emergency lighting service level agreements for The Guildhall and The Corn Exchange.

17. Drainage work on Gaskell Recreation Ground

To review and approve the draft Licence to Occupy for the use of Shropshire Council land in Station Road as a storage compound for the drainage work and to resolve to sign the agreement.

18. Recruitment of Temporary Town Handyperson

To note progress with the recruitment of a temporary Town Handyperson and to approve the appointment.

19. Contracts of Employment and Employee Handbook

To review and approve the following documents, which have been revised by Ellis Whittam:

- a. Contracts of Employment for Clerk and other staff.
- b. Employee Handbook.