



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 Thursday, **26th September 2019** and Members are hereby summoned to attend for the purpose of transacting the following business.

Trudi Barrett
Town Clerk

Date of issue: 19th September 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 dispensations 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 23rd July 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 31st August 2019.
- c. To note the income and expenditure to 31st August 2019.
- d. To review and approve bank reconciliations to 31st August 2019.
- e. To consider and approve payments for August and September to date (to follow).
- f. To consider the format of future financial reports.

7. Strategic Plan and Strategic Financial Plan

- a. To note a report from the recent strategic planning meeting.
- b. To agree the next steps with regard to the development of a Strategic Plan and Strategic Financial Plan.

8. Budget

- a. To note a report from the SALC Budgeting training course attended by the Mayor, Clerk and RFO.
- b. To consider arrangements for drafting the 2019/20 budget.

9. Corn Exchange & Guildhall

- a. To note the situation with regard to the agreement with Arrol Architects and the work completed.
- b. To note it was agreed at the meeting of the Finance, Asset Management and HR Committee held on 23rd July to set up a working group to arrange community involvement /consultation on proposals for the Guildhall.
- c. To nominate members to the working group.

10. Grounds Maintenance and Property Maintenance

As agreed at the Finance, Asset Management and HR Committee meeting held on 23rd July, to nominate members to the Grounds and Property Maintenance working group.

11. Public Toilets

- a. To note that the cleaning and maintenance contract with Healthmatic which was extended for three months, will expire at the end of September 2019.
- b. To consider a recommendation from the Clerk that the current contract be extended to the end of the financial year to allow for further consideration of options.

12. The Square

To consider changes to The Square to improve usability and accessibility.

13. Key Holders

To review key holders for the Corn Exchange and Guildhall following the resignation of Graham Edgcumbe Venning.

14. Consultant to increase group visits to the Shropshire Hills

To note correspondence received from Visit Shropshire Hills CIC and to decide whether to contribute £250 towards the cost of engaging a consultant to drive forward coach visitors to the area.

15. Date of next meeting

To note that the next meeting will be held on Tuesday, 22nd October at 7.00pm at the Guildhall.

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.

16. Insurance Claim

To note the outcome of an insurance claim.

17. Linden Lodge

- a. To note a report from the recent inspection of the property attended by the Mayor and Clerk.
- b. To note information regarding the management agreement.

18. 2 Burgage Way

To note arrangements made for the management of the above property.

19. Yew Hedge at rear of Guildhall

To consider and approve the cost of trimming the yew hedge at the rear of the Guildhall.

20. Town Handyperson

To note the situation with regard to the sick leave of the Town Handyperson.

21. Contract of Employment for Clerk

To consider section 6 of the Clerk's contract of employment, and agree the details.