



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, **22nd October 2019** and Members are hereby summoned to attend for the purpose of transacting the following business.

Trudi Barrett
Town Clerk

Date of issue: 16th October 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 26th September 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 September 2019.
- c. To note the income and expenditure to 30th September 2019.
- d. To review and approve bank reconciliations to 30th September 2019.
- e. To consider and approve payments from 27th September to date (to follow).
- f. To nominate two additional online signatories for the Unity Trust bank accounts.

7. Grant Awards

To consider and approve grant awards to local organisations.

8. Strategic Plan and Strategic Financial Plan

To agree the next steps with regard to the development of a Strategic Plan and Strategic Financial Plan.

9. Budget

To consider the first draft of the 2020/21 budget.

10. Guildhall

To note a report from the meeting with Arrol Architects attended by the Mayor and Clerk on 16th October.

11. Grounds Maintenance and Property Maintenance

Following the resignation of Adam Davy, to consider whether to nominate a new member to the Grounds and Property Maintenance working group or whether to leave this in abeyance until the current vacancies on the council have been filled.

12. The Square

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

13. Linden Lodge

To note that the essential maintenance work has been completed.

14. Date of next meeting

To note that the next meeting will be held on Tuesday, 26th November 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.

15. Public Toilets

To consider future maintenance and cleaning options and costs for the public toilets in St Mary's car park and Queen Street.

16. Yew Hedge at rear of Guildhall

To consider quotations for trimming the yew hedge at the rear of the Guildhall and to select a contractor.

17. Staffing Matters