



Much Wenlock Town Council

Corn Exchange
Much Wenlock
Shropshire
TF13 6AE
01952 727509
townclerk@muchwenlock-tc.gov.uk
www.muchwenlock-tc.gov.uk

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, **28th January 2020** and Members are hereby summoned to attend for the purpose of transacting the following business.

Trudi Barrett
Town Clerk

Date of issue: 22nd January 2020

A G E N D A

**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 November 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 December 2019.
- c. To note the income and expenditure to 31st December 2019.
- d. To review and approve bank reconciliations to 31st December 2019.
- e. To consider and approve payments from 26th November to date (to follow).

7. Internal Audit Report

To consider the report submitted by the Internal Auditor following the interim audit carried out on 12th December 2019.

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. Financial Risk and Health & Safety Evaluation

To review and approve the revised Financial Risk and Health & Safety Evaluation for recommendation to full Council.

10. Grant Awards

To note the thank you letter received from the Wenlock Clickers for the grant award.

11. Callaughtons Ash – Community Led Planning Contribution

- a. To note that Shropshire Council has requested a report on how the Council has spent or intends to spend the funding received from the Community Led housing development at Callaughtons Ash.
- b. To agree the response.

12. Gaskell Recreation Ground

- a. To note that the tender invitation has been issued for the creation of a surfaced path around the Gaskell Recreation Ground.
- b. To confirm arrangements for the review of tender submissions and appointment of contractor.

13. Former Barclays Bank Premises - 10 High Street

- a. To note a report from the working group.
- b. To consider the next steps towards establishing a new use for the premises.

14. The Square

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

15. Telephone Kiosk in Homer

- a. To consider the contract for the purchase of the redundant telephone kiosk in Homer and to agree to sign the contract.
- b. To consider the future use of the kiosk.

16. Cemetery Chapel

- a. To note that Shropshire Council has advised the Cemetery Chapel was removed from the list of assets of community value on 17th January 2020 as the 5 year period of listing as laid out in legislation had expired.
- b. To consider information received from Shropshire Council regarding the above and to decide whether to apply for re-listing.

17. Much Wenlock Library

To consider correspondence received from Shropshire Council regarding proposed measures to improve the energy efficiency of the library and to agree a response.

18. Date of next meeting

To note that the next meeting will be held on Tuesday, 24th March 2020 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.

19. Cleaning Arrangements for Guildhall and Corn Exchange

To consider and approve the proposed arrangements for cleaning the Guildhall and Corn Exchange.

20. Increase in Minimum Wage and Effect on Staff Salaries

To consider a report regarding the above and to agree rates for relevant salaries from April 2020.

21. Public Toilets

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