



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)**

Due to the current Covid-19 pandemic, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4th April 2020, permitting local authority meetings to be held remotely, including by video and telephone conferencing, until May 2021.

NOTICE IS HEREBY GIVEN that a meeting of the above-named Town Council **FINANCE, ASSET MANAGEMENT AND HR COMMITTEE** will be held remotely, via Zoom video conference, commencing at **7.00 pm** on Tuesday, **29th September 2020** and Members are hereby summoned to attend for the purpose of transacting the following business.

The link to the meeting is: <https://us02web.zoom.us/j/85418157312?pwd=ekJOZWR2cjNsMW5SOHJhcW1XWDFHdz09>
Meeting ID: 854 1815 7312
Passcode: 935487

Trudi Barrett
Town Clerk

Date of issue: 23rd September 2020

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 21st July 2020.

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 2020.
- c. To note the income and expenditure to 31st August 2020.
- d. To review and approve bank reconciliations to 31st August 2020.
- e. To consider and approve payments from 22nd July 2020 to date (to follow).

7. Local Government Services Pay Agreement 2020-21

- a. To note that agreement has been reached between the National Employers and the NJC Trade Union on rates of pay applicable from 1st April 2020.
- b. To agree to implement the agreed increase of 2.75% for all staff, backdated to 1st April 2020.
- c. To note that the minimum annual leave for employees with less than five years' service will also increase from 21 to 22 days from 1st April 2020.

8. 2020/21 Budget

To consider arrangements for drafting the 2020/21 budget.

9. 10 High Street

To note a report from the working group.

10. Anti-Pigeon Measures for the Guildhall

To consider options for anti-pigeon measures for the Guildhall and to select the preferred option (report to follow).

11. Repair to Window Panel in Guildhall

To note that a damaged window panel in the Guildhall has been repaired at a cost of £235, as agreed by the RFO and Mayor.

12. Fire Alarm and Emergency Lighting

- a. To note that the contract for fire alarm and emergency lighting maintenance for the Corn Exchange and Guildhall has been renewed with RMW at a combined cost of £598.84 per annum.
- b. To note that the annual fire alarm inspection has been carried out for the Guildhall and the Corn Exchange and to consider the recommendations for the Corn Exchange and quotations, if to hand.

13. 2 Burgage Way

- a. To note that the damp work has been completed.
- b. To note and retrospectively approve the purchase of a new refrigerator at a cost of £141.66.

14. Public Toilet Reconfiguration

To note that further guidance is required on the reconfiguration of the Queen Street public toilets in order for progress to be made.

15. The Square

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

16. Olympian and other Information Panels

To note the deteriorating condition of information panels around the town and to consider how to address this matter.

17. Tree work at Cemetery

To note that work was required to a tree overhanging the lychgate at the Cemetery and this was undertaken at a cost of £60, as agreed by the RFO and Mayor.

18. Telephone Kiosk at Homer

To note a newsletter issued by the Homer and Wigwig Community Group regarding the telephone kiosk in Homer.

19. Date of next meeting

To note that the next meeting will be held on Tuesday, 20th October 2020 at 7.00pm.

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.

20. Covid-19 and Working Arrangements

To consider the latest government restrictions relating to Covid-19 and the impact on staff working arrangements.

21. Public Toilet Cleaning and Maintenance

To consider quotations from Healthmatic for continued cleaning and maintenance of the public toilets at St Mary's Car Park and Queen Street.

22. 2 Burgage Way

- a. To consider a report regarding the gas supply at 2 Burgage Way and to agree how to proceed.
- b. To consider quotations to hand for work to the rear gate of 2 Burgage Way.

23. Linden Lodge

To note that an inspection of Linden Lodge was undertaken by Balfours on 7th August 2020 and to consider the report.