



Much Wenlock Town Council

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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, **24th November 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/83189792444?pwd=MmR0eFZLdzZTRDExSzIQTjVhNUhKZz09>

Meeting ID: 831 8979 2444
Passcode: 519495

Regards

Trudi Barrett
Town Clerk

Date of issue: 18th November 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 and HR Committee held on 20th October 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 October 2020.
- c. To note the income and expenditure to 31st October 2020.
- d. To review and approve bank reconciliations to 31st October 2020.
- e. To consider and approve payments from 31st October 2020 to date (to follow).

7. Winter Flowers

To note that the order for winter floral displays in the town has been placed at a cost of £265, as agreed by the Mayor and RFO.

8. Security Alarm Contract

To note that the security alarm contract with Security Wise for the Corn Exchange and Guildhall has been extended for 12 months, from November 2020 to November 2021, at a total cost of £460, as agreed by the Mayor and RFO.

9. 2020/21 Budget

To review the draft budget prepared by the RFO and the working group and to agree the draft to be put forward to full Council for approval.

10. Grant Awards

- a. To note that a grant of £250 made to Crucial Crew in 2019 has been returned as it was not possible to hold the event planned for 2020 due to the pandemic.
- b. To agree that the contribution of £250 to the Wenlock Herald should come from the Advertising and Publishing budget, rather than the grant budget.
- c. To note that thank you letters have been received from Wenlock Warriors, the Much Wenlock Windmill Preservation Trust and the Wenlock Olympian Games Live Arts Festival

11. 10 High Street

To note a report from the working group.

12. The Guildhall – Removal from List of Assets of Community Value

To note that The Guildhall was removed from Shropshire Council's Register of Assets of Community Value on 27th October 2020 as the 5 year period of listing has now expired.

13. The Guildhall – Repairs and Maintenance

- a. To note that the cupola on the Guildhall is in need of urgent repair and to consider how to address this work.
- b. To consider how to address other repairs and maintenance required.

14. Olympian and other Information Panels

To note an update on progress with repairing or replacing the panels.

15. Telephone Kiosk at Homer

To consider information received from BT with regard to the removal of the telephone kiosk in Homer and to agree to request that BT disconnect the electricity.

16. Lighting up the Church Tower for Christmas

To consider a request from Holy Trinity Church to allow a projector to be located in the Guildhall over the festive season to project Christmas images onto the Church.

17. Date of next meeting

To note that the next meeting will be held on Tuesday, 26th January 2021 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.

18. Internal Audit

To consider and approve arrangements for the internal audit 2020/21.

19. Anti-Pigeon Measures for the Guildhall

To give further consideration to options for anti-pigeon measures for the Guildhall and to agree a way forward.

20. The Guildhall

- a. To consider quotations for cost reports for the condition survey and proposals prepared by Arrol Architects and to agree whether to commission this work.
- b. To consider correspondence received from outside agencies.

21. Mary Webb Room

To consider options for the Mary Webb room.

22. 2 Burgage Way

To consider quotations to hand for maintenance work at 2 Burgage Way (to follow).

23. Linden Lodge

To consider quotations to hand for maintenance work required at Linden Lodge (to follow)

24. Personnel Matters

- a. To note that appraisals have been carried out for all employees.
- b. To consider staff training requirements.
- c. To consider the report on Gaskell Recreation Ground administration and to agree actions to be taken.