



## 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 4<sup>th</sup> 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, **23<sup>rd</sup> March 2021** 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/81460839926?pwd=Uk03QTlUei9PZ2JKNDZWMUREUmINZz09>

Meeting ID: 814 6083 9926  
Passcode: 038848

Regards

Trudi Barrett  
Town Clerk

Date of issue: 17<sup>th</sup> March 2021

# 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 26<sup>th</sup> January 2021.

## **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 28<sup>th</sup> February 2021.
- c. To note the income and expenditure to 28<sup>th</sup> February 2021.
- d. To review and approve bank reconciliations to 28<sup>th</sup> February 2021.
- e. To consider and approve payments from 27<sup>th</sup> January 2021 to date (to follow).

## **7. Bank Account Signatories**

To note that new signatories will be required on the Council's bank accounts after the forthcoming elections and to agree to recommend to full Council that outgoing Councillors be removed from the mandates and new signatories and online authorisers be added.

## **8. Internal Audit Report**

To review the report from the interim internal audit carried dated 28<sup>th</sup> January 2021.

## **9. Pension Scheme: Annual Deficit Lump Sum Payment**

To note that the deficit lump sum for 2021/22 will be £1,400 and that this will be paid to Shropshire County Pension Fund in the new financial year.

## **10. Gates for 2 Burgage Way**

To retrospectively approve an additional cost of £20 over the agreed budget of £650 for the new gates for the rear of 2 Burgage Way.

## **11. Asset Register**

To review and approve the asset register as at 31<sup>st</sup> March 2021.

## **12. Forward Planning Documents**

- a. To agree to incorporate the Critical Commitments Strategy into the Asset Management Plan
- b. To consider first revisions to the following documents (to follow):
  - i. Forward Plan
  - ii. Asset Management Plan
- c. To consider the desired format of a Strategic Plan for the Council (example to follow)

## **13. Cemetery Allotments**

To consider a query from an allotment holder regarding the Council policy to permit no greenhouses or polytunnels on the Cemetery allotments and to agree a response.

## **14. Olympian and other Information Panels**

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

## **15. Date of next meeting**

To note that the next meeting will be held on Tuesday, 25<sup>th</sup> May 2021 at 7.00pm (subject to confirmation at the Annual Town Council meeting).

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### ***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. Pandemic Project**

To note a report on the project to record the personal experiences of members of the Much Wenlock Community and to consider the costs associated with the project.

## **17. Telephone Kiosk in Homer**

To consider quotations for the removal and disposal of the telephone kiosk in Homer and to agree which budget to allocate the cost to.

**18. Guildhall Renovation**

- a. To consider quotations to hand for repairs to the cupola on the Guildhall and to agree how to proceed.
- b. To consider the report on the Guildhall renovation and to agree a way forward.

**19. Opening of The Guildhall to the Public**

To agree the date to re-open the Guildhall to the public and to consider associated staffing matters.

**20. Personnel Matters**

- a. Remaining annual leave for staff.
- b. Salaries 2021
- c. Update on recruitment of Guildhall Custodian