



Much Wenlock Town Council

Corn Exchange
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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 COMMITTEE** will be held at **7.00 pm** on Tuesday, **19th October 2021** at the **Guildhall**, Much Wenlock and Members are hereby summoned to attend for the purpose of transacting the following business.

Regards

Trudi Barrett
Town Clerk

Date of issue: 13th October 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 and Asset Management Committee held on 21st September 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 30th September 2021.
- c. To note the income and expenditure to 30th September 2021.

- d. To review and approve bank reconciliations to 30th September 2021.
- e. To consider and approve payments from 22nd September 2021 to date (to follow)

7. 2021/22 Budget Setting

To consider the first draft of the 2021/22 budget.

8. Grant Awards

- a. To consider and agree grant awards to local organisations
- b. To approve a donation of £250 to the Wenlock Herald to support publication of the Town Council's regular contribution to the magazine.

9. Christmas Lights Switch-on

To agree a budget for the Christmas lights switch-on event.

10. Guildhall

To note an update on work to the cupola.

11. Property Working Group

To consider a report from the Property Working Group.

12. Date of next meeting

To note that the next meeting will be held on Tuesday, 23rd November 2021 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.

13. Internal Audit

To consider quotations for this year's internal audit.

14. Arrangements for Year End Close-down of Accounts and Ongoing Support

To consider arrangements for the year end close-down of the accounts and the offer from Rialtas Business Solutions.

15. Security Alarm Maintenance and Monitoring

To consider quotations for the maintenance and monitoring of the security alarms in the Corn Exchange and Guildhall.

16. Guildhall Repairs

- a. To consider repairs to a window frame at the rear of the building.
- b. To note the condition of a beam at the rear of the building and to consider advice received from the Conservation Officer and quotations to hand.

17. Replacement Street Lights

To consider quotations for replacement street lights at 10 Swan Meadow and Queen Street.

18. Cemetery Maintenance

To consider quotations for grounds maintenance work at the cemetery.

19. Winter Floral Displays

To approve the quotation for the winter floral displays in the town.

20. Linden Lodge

To consider the report dated 5th October 2021 from the letting agent for Linden Lodge.

21. Mary Webb Room Rental

To consider the situation regarding rental of the Mary Webb room.