



Much Wenlock Town Council

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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, 22nd March 2022** 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: 16th March 2022

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 20th January 2022.

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 28th February 2022.
- c. To note the income and expenditure to 28th February 2022.
- d. To review and approve bank reconciliations to 28th February 2022.
- e. To consider and approve payments from 21st January 2022 to date (to follow)

7. Interim Internal Audit Report

To review the report from the interim internal audit carried out on 18th January 2022.

8. Reserves and Virements

To review the Council's reserves and to consider and approve year-end virements.

9. Financial Risk and Health & Safety Evaluation

To review and approve the Council's Internal Financial Risk and Health & Safety Evaluation.

10. Asset Register

To review and approve the asset register as at 31st March 2022.

11. Cemetery Fees

To review cemetery fees for 2022/23.

12. Analysis of Residents' Survey Forms

To consider arrangements and financial implications of the analysis of the residents' survey forms and other expenditure for the Examination in Public of the Draft Shropshire Local Plan.

13. Guildhall Cupola and Window Repairs

To review progress with the renovation of the cupola and window repair.

14. New Strategy for Shropshire Council Libraries

To consider information regarding the new strategy for Shropshire Council Libraries and any expected impact on the operation of Much Wenlock Library.

15. Welcome to Shropshire Kingfisher Visitor Guide

To consider advertising in the Welcome to Shropshire Kingfisher Guide.

16. Mayor's Evensong

To note that a Mayor's Evensong Service will take place on Sunday, 1st May and to consider a budget and any other arrangements to be made.

17. Date of next meeting

To note that the next meeting will be held on Tuesday, 24th May 2022 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.

18. Future Use of 10 High Street

To consider a proposal for the future use of 10 High Street.

19. Structural Engineer's Report for Guildhall

- a. To consider the structural engineer's report on the support beam at the rear of the Guildhall.
- b. To consider quotations to hand for work to the yew hedge and the beam.

20. Property Working Group

To consider a report from the Property Working Group.

21. Electrical Report for 10 High Street

To consider an electrical report on 10 High Street.

22. Interim Visit Report for 2 Burgage Way

To consider the interim visit report for 2 Burgage Way, dated 28th January 2022.

23. Guildhall Fire Alarm

To consider information regarding the Guildhall fire alarm and quotations for repairs and upgrade.

24. Legionella Risk Assessment

To consider quotations for the provision of a Legionella Risk Assessment for the Guildhall.

25. Cemetery Grounds Maintenance

To consider an increase in the cost of the cemetery grounds maintenance.

26. Christmas Lighting

To consider the implications of a donation towards the town's Christmas lighting.

27. HR Support Service

To consider quotations for HR support and employment law advice.