



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's **FINANCE & ASSET MANAGEMENT COMMITTEE** will be held at **7.00 pm** on **Tuesday, 23rd May 2023** at the **Corn Exchange**, 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: 17th May 2023

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. Election of Chairperson

To elect the Chairperson of the committee.

2. Election of Deputy Chairperson

To elect the Deputy Chairperson of the committee.

3. Apologies

To receive apologies for absence.

4. 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.

5. Dispensations

Requests for dispensations should be in writing, addressed to the Town Clerk and received prior to the meeting.

6. Minutes

To resolve to approve the minutes of a meeting of the Finance & Asset Management Committee held on 21st March 2023.

7. Town Clerk's report

To receive a report from the Town Clerk on action taken since the last meeting.

8. Financial Reports and Payments

- a. To note a report from the Responsible Financial Officer.
- b. To note the balance sheet as at 30th April 2023.
- c. To note the income and expenditure to 30th April 2023.
- d. To review and approve bank reconciliations to 30th April 2023.
- e. To consider and approve payments from 22nd March 2023 to date (to follow).

9. Additional Signatory for Unity Trust Bank

To nominate a Councillor as an additional signatory for Unity Trust Bank for subsequent approval by full Council.

10. Internal Audit Report

To review the final internal audit report for 2022/23, consider any action required and agree recommendations to full Council.

11. Review of Town Council Banking Arrangements

To consider the spread of Council funds between different banking institutions and the need for additional accounts.

12. The Guildhall Project – Renovation and Future Use

To note an update on progress.

13. Replacement Locks for Corn Exchange

To consider the installation of replacement locks in the Corn Exchange to allow exit doors to be opened without a key in the event of an emergency, in accordance with the recommendation in the Fire Risk Assessment.

14. Rural Market Town Group Subscription

To consider a paid subscription to the Rural Market Towns Group at a cost of £90.75 + VAT per annum.

15. Request for Memorial Bench in Cemetery

To consider a request to install a memorial bench in the Cemetery.

16. War Graves Plaque for Cemetery

To decide whether to accept an offer from the Commonwealth War Graves Commission to provide a plaque free of charge to indicate the presence of war graves in the cemetery and, if agreed, to identify an appropriate location for the plaque.

17. Date of next meeting

To note that the next meeting will be held on Tuesday, 25th July 2023 at 7.00pm at the Corn Exchange.

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. Rental of Mary Webb Room

To consider an enquiry about long term rental of the Mary Webb room.

19. Gaskell Recreation Ground

To review progress with proposals for the Gaskell Recreation Ground.