



Much Wenlock Town Council

Corn Exchange
High Street
Much Wenlock
Shropshire
TF13 6AE
01952 727509

townclerk@muchwenlock-tc.gov.uk
www.muchwenlock-tc.gov.uk

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, 26th September 2023** 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: 20th September 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. 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. Town Council Car Park at the Rear of the Corn Exchange

To consider options for management of the Town Council's car park at the rear of the Corn Exchange and to agree action required.

5. Public Toilets

- a. To welcome Lyn Taylor, Service Manager at Healthmatic, to the meeting.
- b. To discuss proposals from Healthmatic to address the ongoing problems with the public toilets at St Mary's Lane.

6. Minutes

To approve the minutes of a meeting of the Finance & Asset Management Committee held on 25th July 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 consider a report from the Responsible Financial Officer.
- b. To note the balance sheet as at 31st August 2023.
- c. To note the income and expenditure to 31st August 2023.
- d. To review and approve bank reconciliations to 31st August 2023.
- e. To consider and approve payments from 26th July 2023 to date (to follow).

9. 2024/25 Budget

To consider arrangements for drafting the 2023/24 budget.

10. Guildhall Project

To receive an update on progress and consider any action necessary.

11. Cemetery Tree Inspection

To review the inspection report on trees at the cemetery prepared by an arboricultural officer from Shropshire Council.

12. Trees and Shrubs at the Cemetery

To consider a request to purchase and plant replacement trees and/or additional shrubs in the old part of the cemetery.

13. Museum

To consider a request from the Manager of Shropshire Museums & Archives for a meeting to discuss the operation of Much Wenlock Museum and to select a date for the meeting.

14. Date of next meeting

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

15. Internal Audit

To agree appointment of the internal auditor for the financial year 2023/24.

16. Rental of 10 High Street

- a. To note the arrangements made with Andrew Dixon & Co.
- b. To agree the appointment of a solicitor to deal with the legal matters associated with the lease.
- c. To agree a budget for flooring for 10 High Street.

17. Public Toilets

To consider a quotation for renewal of the cleaning and maintenance contract for the public toilets from Healthmatic (to follow).

18. Use of Alamy Image

To consider correspondence from Alamy and to agree how to respond.

19. Winter Floral Displays

To consider provision of the winter floral displays.

20. Reprint of Olympian Trail Leaflet

To consider a reprint of the Olympian Trail leaflet and quotations to hand.