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# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**FINANCE & ASSET MANAGEMENT COMMITTEE**  
meeting held at the Corn Exchange, Much Wenlock  
at 7.00 pm on Tuesday, 23<sup>rd</sup> July 2024

**Present:** Susan Crooke-Williams, John O'Dowd, Marcus Themans, Duncan White.

**In attendance:** Trudi Barrett – Town Clerk, Janet Evans – Responsible Financial Officer (RFO).

## 1. Election of Chairperson

It was **RESOLVED** to elect Councillor Marcus Themans as Chairperson of the committee.

## 2. Election of Deputy Chairperson

It was **RESOLVED** to elect Councillor Susan Crooke-Williams as Deputy Chairperson of the committee.

## 3. Apologies

Councillor Christian Toon – holiday, David Fenwick – unwell.

## 4. Disclosure of pecuniary interests

Members were 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

None requested.

## 6. Minutes

It was **RESOLVED** that the minutes of the meeting of the Finance and Asset Management Committee held on 21<sup>st</sup> May 2024 be **APPROVED** and signed as a true record.

## 7. Town Clerk's report

Members noted the Clerk's written and verbal report on action taken since the last meeting. It was noted that the extension of the cemetery should be considered within the next few months.

## 8. Finance

- a. The RFO presented a written and verbal report. The AGAR had been submitted and receipt acknowledged; there had been no queries so far. DM Payroll Services were withdrawing from internal audit work so the Council would need to seek a new internal auditor in the autumn. Arrangements were being made with Unity Trust Bank to permit the new RFO administrative access to the bank accounts.  
The RFO was asked to highlight positive and negative positions in terms of expenditure/income to date in future written reports.
- b. Members noted the balance sheet as at 30<sup>th</sup> June 2024.
- c. Members noted the income and expenditure to 30<sup>th</sup> June 2024.
- d. Members reviewed the bank reconciliations to 30<sup>th</sup> June 2024. It was **RESOLVED** to approve the bank reconciliations to 30<sup>th</sup> June 2024.
- e. It was **RESOLVED** to approve payments from 22<sup>nd</sup> May 2024 to date.

## 9. Financial Documents for Disposal

It was **RESOLVED** to approve the disposal of selected financial documents, in accordance with the Council's Document Retention Policy.

## 10. Property Maintenance

The Clerk was asked to address weeds growing in the gutter and a slipped tile on the Guildhall as well as weeds on the flat roof of 10 High Street.

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**11. The Guildhall Project**

Members noted that advice had been sought from the Council's contact at the National Lottery Heritage Fund and that the draft Expression of Interest was almost ready for submission.

**12. Library Performance**

Members considered the performance summary 2023/24 for Much Wenlock Library, including comparisons with other Shropshire libraries. Members were content that the performance was fair given the limited opening hours and size of population. They noted the Town Council's financial contribution to the running of the library and the resulting benefit to Shropshire Council's budget and per user costs.

**13. Roundel Art Features**

- a. Members noted that two roundels were still awaiting relocation from the rear of the library.
- b. **It was RESOLVED to leave one roundel at the rear of the library ('Each brain has a hunger to be fed') and to move the other to the end of Sheinton Street.** The Mayor undertook to urge progress with the removal.

**14. Correspondence from Allotment Society**

Members considered correspondence from the Allotment Society regarding the introduction of greenhouses and polytunnels on the allotment site behind the cemetery on Bridgnorth Road.

**It was RESOLVED to respond to the Allotment Society that the allotment land was allocated for the extension of the cemetery, which would be necessary in the next few years. The Council was agreeable to permitting the introduction of polytunnels and greenhouses up to a maximum size of 10 feet by 15 feet on the understanding that these would have to be removed when the land was needed for the cemetery extension. However, no glass structures would be permitted, and the permission would be reviewed every two years.**

**15. War Memorial Board**

Members considered restoring and displaying the War Memorial Board, currently in storage in the Cemetery Chapel, in a visible location in the town.

**It was RESOLVED to prepare the War Memorial Board and to install it on the side wall of the Corn Exchange, facing towards the Square.**

The Clerk was asked to call for volunteers to help repair, treat and seal the board as necessary and to install it before November.

**16. Date of next meeting**

Members noted that the next meeting would be held on Tuesday, 24<sup>th</sup> September 2024 at 7.00pm at the Corn Exchange.

**PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED and RESOLVED** that, due to the confidential nature of the business to be transacted, the public and press should not be present.

**17. 10 High Street**

Members considered an approach from a potential tenant for 10 High Street and expressed concerns about the terms requested. **It was RESOLVED to decline the offer.**

**18. Fixed Wiring Inspections**

Members noted arrangements for fixed wiring inspections of the Guildhall and Corn Exchange.

**19. Insurance**

Members considered arrangements for the annual insurance renewal and noted that officers were liaising with insurance companies.

**20. Car Park at the rear of the Corn Exchange**

Members considered a proposal from National Parking Management for the management of car parking at the rear of the Corn Exchange.

**It was RESOLVED to recommend to full Council that NPM be contracted to manage the car parking at the rear of the Corn Exchange with the provision of 2 hours of free, public parking and the introduction of charges for longer periods, 24 hours per day. Charges would not apply to permit holders, whose vehicles would be registered with NPM.**

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**21. Decorating under Corn Exchange**

Members considered quotations for decorating the ceiling and beams under the Corn Exchange. Members agreed that the beams did not need decorating at present. The Clerk had taken advice from the Conservation Officer about suitable materials. **It was RESOLVED to accept the quotation from Norry Decorators for decorating the ceiling under the Corn Exchange.**

**22. Alarm Response for Guildhall**

Members considered arrangements for the intruder alarm response at the Guildhall. **It was RESOLVED to refer the matter to full Council.**

**23. Mayor's Chain**

Members received an update on progress with new plates for the Mayor's chain. It was noted that the cost would be less than expected.

The meeting closed at 9.00 pm.

Signed.....  
Chairperson

Date.....

