



Much Wenlock Town Council

Corn Exchange
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Much Wenlock
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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, 18th March 2025** 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: 12th March 2025

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 & Asset Management Committee held on 21st January 2025.

5. Town Clerk's report

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

6. Financial Reports and Payments

- a. To consider a report from the Responsible Financial Officer.
- b. To note the balance sheet as at 28th February 2025.
- c. To note the income and expenditure to 28th February 2025.
- d. To review and approve bank reconciliations to 28th February 2025.
- e. To consider and approve payments from 22nd January 2025 to date.

7. Proposed Virement of Funds and Movement to Earmarked Reserves

To consider and approve virements and movements to earmarked reserves.

8. Internal Audit

To review the outcome of the interim internal audit 2024/25 carried out by JDH Business Services Ltd and to consider matters arising.

9. Financial Risk Assessment

To review and approve the updated Financial Risk Assessment.

10. Asset Register

To review and approve the updated Asset Register as at 31st March 2025.

11. Guildhall

To receive an update on progress with the Guildhall Project.

12. Christmas Lights

To agree the requirements for replacement and additional Christmas lights.

13. General Property Maintenance

To note any general property maintenance matters which have arisen.

14. Cleaning and Maintenance of Public Toilets

To consider correspondence from Healthmatic regarding an increase in costs for the cleaning and maintenance of the public toilets from 1st April 2025.

15. Market Stall Charge

To confirm the charge for hire of stalls under the Buttermarket for three days per week for the fruit and vegetable market.

16. Signage for Windmill Hill

To consider the provision of signage for Windmill Hill.

17. Visit Shropshire Membership

To note that this year's membership of Visit Shropshire will expire at the end of March and to consider renewal.

18. Certificate for Freeman of the Town

To delegate authority to the Chair and Clerk to agree the purchase of a Freedom Scroll for Mr Eric Humphries.

19. Date of next meeting

To note that the date of the next meeting will be set at the re-convened Annual Town Council meeting on 22nd May 2025.

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.

20. End of Year Finance System Close-down

To consider quotations for the end of year finance system close-down.

21. Linden Lodge

- a. To consider correspondence from Balfours.
- b. To note the outcome of the recent gas safety inspection.

22. Correspondence from Tenant of The Corn Exchange

To consider correspondence from a tenant of the Corn Exchange regarding internal improvements.

23. Lighting under the Corn Exchange

To consider installation of an additional floodlight under the Corn Exchange.

24. HR Support

To consider the provision of external HR support following expiry of the current agreement on 26th April 2025.

25. Street Lighting Electricity

To note that the current contract for street lighting electricity expires on 31st March and to consider quotations to hand.

26. Energy Contracts

To consider quotations for gas and electricity supply from April 2026 and to decide whether to enter into a contract/s from that date.

27. Library Lease

To consider any further information on proposals for renewal of the Library lease.

28. Much Wenlock Museum

To consider recent correspondence and agree a response.