

# 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, 19<sup>th</sup> June 2025

**Present:** Councillors Susan Crooke-Williams, Jill Robinson, Marcus Themans, Daniel Thomas (until minute 8a) and Duncan White.

**In attendance:** Janet Evans – Responsible Financial Officer (RFO).

## 1. Election of Chairperson

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

## 2. Election of Deputy Chairperson

**It was RESOLVED to elect Councillor Duncan White as Deputy Chairperson of the Committee.**

## 3. Apologies

Cllr Paula Sivertsen – holiday, Cllr Daniel Thomas – mayoral engagement (left at item 8a).

## 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 25<sup>th</sup> March 2025 be APPROVED and signed as a true record.**

## 7. Town Clerk's report

Members noted the Clerk's report on action taken since the last meeting.

**It was RESOLVED to ask the Town Clerk to include all outstanding maintenance issues in her report.**

## 8. Finance

- a. The RFO presented a written and verbal report. She gave a short explanation of the accounting basis and the appointment of a new internal auditor, for the benefit of councillors new to the Finance & Asset Management Committee. The RFO informed the committee that the internal auditor had queried the level of our fidelity insurance and this would be considered at the next meeting. It was confirmed that the end of year Rialtas closedown took place on 1<sup>st</sup> May 2025; this went smoothly and there were no issues to report. Subsequently, Cllrs Themans and Crooke-Williams had come into the office to review and sign off bank statements, invoice records and petty cash to the end of March 2025. The AGAR had been approved at the June council meeting and the end of year return would be submitted week commencing 23<sup>rd</sup> June 2025.
- b. Members noted the balance sheet as at 30<sup>th</sup> April 2025.
- c. Members noted the income and expenditure to 30<sup>th</sup> April 2025.
- d. Members reviewed bank reconciliations to 30<sup>th</sup> April 2025. **It was RESOLVED to approve the bank reconciliations to 30<sup>th</sup> April 2025.**
- e. Members noted the balance sheet as at 31<sup>st</sup> May 2025.
- f. Members noted the income and expenditure to 31<sup>st</sup> May 2025.
- g. Members reviewed bank reconciliations to 31<sup>st</sup> May 2025. **It was RESOLVED to approve the bank reconciliations to 31<sup>st</sup> May 2025.**
- h. **It was RESOLVED to approve payments from 25<sup>th</sup> March 2025 to date.**

## 9. Approval of Invoices and Bank Authorisation for Payments

Members noted and reviewed arrangements for approval of invoices and bank authorisation for payments.

**It was RESOLVED that Cllr Susan Crooke-Williams and Cllr Marcus Themans would continue in this capacity with Cllr Duncan White continuing as back-up should either of the above be unavailable.**

## 10. Budget Virements

Members considered virements for selected, extraordinary costs within the 2025/26 budget.

- a. **It was RESOLVED to vire £1,054 from Contingency (4604) to Environmental Services – Public Toilets (201/4527) to cover the unexpected level of increase in costs.**
- b. **It was RESOLVED to vire £150 from Town Celebrations (105/4425) to Mayoral Civic Events (110/4319) and that the balance of costs of the mayor making celebrations would be vired from the Mayors Allowance (110/4322) as required.**

## 11. Guildhall

Members noted that, following submission of an Expression of Interest to the Architectural Heritage Fund, the Council had been invited to submit a full application for funding for a project development grant of £60,000 from the AHF's Heritage Revival Fund. Greenwood Projects were able to support the Council with the application at no additional cost and further information was awaited from the consultancy. The Council had six months from 13<sup>th</sup> June to submit the full application. It was hoped to achieve the submission date of 14<sup>th</sup> July but if this was not possible, the next deadline would be 13<sup>th</sup> October 2025.

The outcome of the Council's application to the National Lottery Heritage Fund was awaited.

**It was RESOLVED that Greenwood Projects be authorised to continue with this application.**

## 12. Summer Floral Displays

**It was RESOLVED to retrospectively approve the cost of the summer floral displays in the amount of £911.**

**It was RESOLVED to send a letter of thanks to Richard Gould for watering the hanging baskets until a handy person is appointed.**

## 13. Correspondence from Tenant of The Corn Exchange

Members considered correspondence from a tenant of the Corn Exchange regarding signage for the front door.

**It was RESOLVED approve signage as per the submitted proof with one amendment (1<sup>st</sup> Floor, not Ground Floor).**

## 14. Operation of Corn Exchange Market

Members reviewed the operation of market stalls under the Corn Exchange.

The RFO offered a thank you to all volunteers who had set up and put away Corn Exchange market stalls during the period we are without a handy person.

**It was RESOLVED that the RFO would attend the market before the next meeting to ensure that the market was operating as per the terms and conditions.**

## 15. Management of Car Park at Rear of the Corn Exchange

Members considered the report from the Town Clerk and reviewed management of the car park at the rear of the Corn Exchange, as agreed at the Finance & Asset Management Committee meeting held on 22<sup>nd</sup> October 2024.

**It was RESOLVED that the current arrangements would remain in place, but that the Committee would review operation of the car park annually and might reconsider previously suggested charges should usage of the car park be abused.**

## 16. General Property Maintenance

Nothing to report.

## 17. Visit Shropshire Membership

Members noted the current situation with regard to membership of Visit Shropshire for 2025/26.

**It was RESOLVED that Cllr Susan Crooke-Williams and Cllr Duncan White would raise the matter again at the next meeting of the Guild (scheduled for September). The Council remained willing to contribute £750 (50%) of the annual subscription cost.**

## 18. Date of next meeting

Members noted that next meeting would be held at 7.00pm on 24<sup>th</sup> July 2025 at the Corn Exchange, Much Wenlock.

**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.

**19. Security at Corn Exchange and Guildhall**

Members reviewed arrangements for security monitoring at the Corn Exchange and Guildhall.

**It was RESOLVED that the CCTV monitoring app should be transferred from the previous Councillor to Councillors Marcus Themans, Duncan White and one other, who would be responsible for responding to alerts from the intruder alarm monitoring station or elsewhere, as necessary.**

**It was RESOLVED that there should always be three named Councillors with this responsibility, to be reviewed annually, that the named persons would be issued with keys to the Corn Exchange and Guildhall and that they would comply with the Council's Lone Working Policy.**

**20. Street Lighting Electricity**

Members noted that the current contract for street lighting electricity would expire on 31<sup>st</sup> July 2025 and considered quotations to hand. **It was RESOLVED to extend the contract with SSE for street lighting electricity for a further two years.**

**21. Library Lease**

No further information had been received on proposals for renewal of the lease for the library premises.

The meeting closed at 8.20pm

Signed.....  
Chairperson

Date.....