



## 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 **Thursday, 11<sup>th</sup> September 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: 4<sup>th</sup> September 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 24<sup>th</sup> July 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

- To consider a report from the Responsible Financial Officer.
- To note the balance sheet as at 31<sup>st</sup> August 2025
- To note the income and expenditure to 31<sup>st</sup> August 2025.
- To review and approve bank reconciliations to 31<sup>st</sup> August 2025.
- To consider and approve payments from 25<sup>th</sup> July 2025 to date.

**7. 2026/27 Budget**

To agree arrangements for drafting the 2026/27 budget.

**8. Document Retention/Destruction**

To consider and approve destruction of identified financial records in accordance with the Council's Document Retention Policy.

**9. Guildhall**

- a. To note that the NHLF funding application for the Guildhall will be determined by the funder on 10<sup>th</sup> September and to consider any decision received.
- b. To note that the AHF funding application for the Guildhall is due for consideration on 18<sup>th</sup> September.

**10. Loan of Chair from Guildhall**

To consider a request from Get a Word in Edgeways to borrow a chair from the Council Chamber in the Guildhall for the storytelling festival between 10<sup>th</sup> and 12<sup>th</sup> October 2025.

**11. Sandbag Storage**

To consider a request from the Planning & Environment Committee for allocation of an additional £100 budget for the purchase of a suitable storage unit for sandbags currently stored on the High Street, adjacent to Back Lane car park.

**12. General Property Maintenance**

To consider any general property maintenance matters which have arisen.

**13. Damaged Tree at Cemetery**

- a. To note that one of the Queen's Green Canopy trees in the old cemetery has been vandalised and cannot be saved.
- b. To agree to plant a replacement tree during the winter.

**14. Cemetery Charges – Residency Requirement**

To review the residency requirement applicable to cemetery fees in relation to those who have moved out of the area into residential care.

**15. Review of Fees and Charges**

To review the following fees and charges:

- a. Room hire for Mary Webb Room and Guildhall.
- b. Market stall hire.
- c. Cemetery fees.
- d. Commission on Guildhall sales.

**16. Fridge for Buttermarket**

To receive a report back from Cllr Crooke-Williams on the possible introduction of a fridge in the Buttermarket.

**17. Visit Shropshire Membership**

To consider any update on membership of Visit Shropshire for 2025/26.

**18. Date of next meeting**

To note that the next meeting will be held at the Corn Exchange on Thursday, 16<sup>th</sup> October 2025.

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**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.***

**19. Printing of Olympian Trail Leaflet**

To consider quotations for a reprint of 2,000 copies of the Olympian Trail leaflet and an offer to pay half the cost from the Wenlock Olympian Society.

**20. Noticeboard for Cemetery**

To consider quotations for a new noticeboard for the cemetery.

**21. Smoke Detectors for Corn Exchange**

To consider quotations for additional smoke detectors for the Corn Exchange.

**22. Linden Lodge**

- a. To review the property inspection report for Linden Lodge dated 5<sup>th</sup> August 2025 and to note repairs already undertaken.
- b. To consider quotations to hand for a structural survey.

**23. Christmas Lights Installation**

- a. To formally approve the purchase of a cross-street banner and three pennant lights for lamp posts (two at the Gaskell corner and one in the High Street) as agreed by email between meetings.
- b. To consider and approve costs for the installation of additional Christmas lights and testing of street lighting columns to support additional Christmas lighting.

**24. Street Light Repairs**

To consider quotations for street light repairs.

**25. Electricity Contract for Mary Webb Room**

To consider quotations for electricity supply for the Mary Webb Room.

**26. Gas and Electricity Supply**

- a. To note that gas and electricity supply contracts for the Corn Exchange, Guildhall and Cemetery are due for renewal on 31<sup>st</sup> March 2026 and to decide whether to renew now or at a later date.
- b. If decided to renew gas and electricity supply contracts now, to determine a supplier or delegation arrangements.

**27. Library Lease**

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