



Much Wenlock Town Council

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Town Clerk: Sharon Clayton BA (Hons) Fellow ILCM

NOTICE IS HEREBY GIVEN that a meeting of the above named Town Council **FINANCE & RESOURCES COMMITTEE** will take place at **the Corn Exchange, Much Wenlock** commencing at **5:30 p.m.** on Tuesday **22 December 2015** and Members are hereby summoned to attend for the purpose of transacting the following business.

Sharon Clayton BA (Hons) Fellow ILCM
Town Clerk

Date of issue:
16 December 2015

AGENDA

FILMING AND RECORDING OF COUNCIL MEETINGS

AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 1998

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 1998.

Anyone who objects to being filmed or recorded should notify the Town Clerk prior to the commencement of the meeting.

1. CHAIRMAN'S WELCOME

2. APOLOGIES

To receive apologies for absence

3. 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.

4. DISPENSATIONS

Requests for dispensation should be in writing, addressed to the Town Clerk and received prior to the meeting

5. MINUTES

To approve the minutes from a meeting held on 24 November 2015

6. TOWN CLERK'S REPORT

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

7. FINANCE

To consider and approve:

- £ Financial report from the RFO
- £ Receipts and payments to date (information to follow)
- £ Bank reconciliations to end of November 2015
- £ Income and expenditure to end of November 2015

Members:

Cllr. Robin Bennett, Cllr. Yvonne Holyoak, Cllr. Mike Grace, Cllr. David Turner and Cllr. Milner Whiteman OBE

8. BUDGET SETTING/PRECEPT

To consider and approve a budget outline for 2016/2017

9. RISK ASSESSMENT

To consider and approve the annual risk assessment

10. FIRE RISK ASSESSMENTS

To consider and approve the annual fire safety audits for the Corn Exchange and the Guildhall

11. GRANT AWARDS

- a) To consider and approve making a further grant award to the Chamber of Trade
- b) To consider feedback from grants awarded – letters of thanks received from Crucial Crew, Wenlock Poetry Festival, Wenlock Live Arts Festival, Holy Trinity Church, and Wenlock Herald
- c) To consider a review of how grants are awarded

12. PROPERTY MAINTENANCE SCHEDULE

To consider and approve a draft Property Maintenance Schedule

13. CEMETERY

To consider and approve plans for a grant application for the cemetery

14. S106 MONIES FROM THE CATHOLIC CHURCH DEVELOPMENT

To consider and approve a proposal that the Town Council should pursue the receipt of s106 monies from the Catholic Church development

15. ACTION PLAN

To consider progress of the Action Plan priorities

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Due to the confidential nature of the business to be transacted and pursuant to Section 1(2) of the above Act it is requested that the public and press are not present.

16. WEBSITE HOSTING

To consider and approve quotes for website hosting and to NOTE information from NALC concerning compliance with the Transparency Code

17. DATE OF NEXT MEETING

To NOTE that the next meeting will take place on Tuesday 26 January 2016 commencing 5:30 pm at the Corn Exchange