



# Much Wenlock Town Council

Corn Exchange  
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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 September 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 September 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 21 July 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 date and future banking
- £ Income and expenditure

Members:

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

## **8. CHARITY ACCOUNTS**

To receive information on the charity accounts the Town Council is responsible for

## **9. AUDIT**

- To consider a response to the Internal Auditor and make appropriate recommendations to the Town Council
- To receive the Annual Return (External Audit report)
- To NOTE the revised Asset Register

## **10. RETROSPECTIVE APPROVAL**

To consider and approve granting retrospective approval for repairs and maintenance to:

- a) The outside tap at the Buttermarket
- b) Tiling and grouting in the Guildhall
- c) Washer replacement on the tap in the Corn Exchange kitchenette
- d) Repair to fence and posts at the allotments

## **11. DELEGATED AUTHORITY**

- a) To consider granting delegated authority to the Town Clerk to spend up to £500 on essential/urgent repairs and maintenance to Town Council property
- b) To consider granting delegated authority to the Town Clerk to find new tenants for the Corn Exchange should current rented space become vacant

## **12. DONATION BOX**

To consider and approve the making of a donation box for the Guildhall

## **13. POLICY FOR MEMORIAL TESTING**

To consider and approve the development of a policy for memorial testing

## **14. ACTION PLAN**

To receive an update from the Action Plan Monitoring Working Group

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

**Pursuant to Section 1(2) of the above Act the public and press may not be present for the remainder of the meeting due to the confidential nature of the following business.**

To consider and approve quotes for:

## **15. EYE BOLT TESTING**

## **16. CHRISTMAS LIGHTS INSTALLATION**

## **17. GUILDHALL LEAFLET PRINTING**

## **18. COOKE CLOCK MAINTENANCE**

## **19. GUILDHALL HEDGE TRIMMING**

## **20. BUILDING MAINTENANCE**

## **21. CEMETERY GRASS CUTTING**

## **22. DATE OF NEXT MEETING**

To NOTE that the next meeting will take place on Tuesday 20 October 2015 commencing 5:30 pm at the Corn Exchange