



Much Wenlock Town Council

Corn Exchange
Much Wenlock
Shropshire
TF13 6AE
01952 727509
townclerk@muchwenlock-tc.gov.uk
www.muchwenlock-tc.gov.uk

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 **23 February 2016** 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:
17 February 2016

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. STREET LIGHTING MAINTENANCE

To receive information from CMK Electrical Services concerning future maintenance of Town Council's street lighting

6. MINUTES

To approve the minutes from a meeting held on 26 January 2016

7. TOWN CLERK'S REPORT

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

Members:

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

8. FINANCE

- a) To receive a financial report from the RFO

- b) To consider and approve:
 - £ Receipts and payments to date (information to follow)
 - £ Bank reconciliations to end of January 2016
 - £ Income and expenditure to end of January 2016

9. EXTERNAL AUDIT ARRANGEMENTS

To receive and **NOTE** external audit arrangements for smaller authorities as from 1 April 2017

10. BUSINESS RISK

To consider business risk for the Town Council

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.

11. STAFFING UPDATE

To receive an update from the Personnel Committee on the financial impact of its recent decisions concerning Town Council employees

12. IT EQUIPMENT

To consider and approve the purchase of a new laptop for use by the Guildhall staff

13. INTERNAL AUDIT

To consider and approve quotes for internal audit

14. ALLOTMENT LEASE RENEWAL

To consider and approve the renewal of the lease for the cemetery allotments

15. LINDEN LODGE

- a) To review the lease agreement for Linden Lodge
- b) To consider and approve (retrospectively) electrical works carried out at Linden Lodge
- c) To consider and approve remedial works at Linden Lodge

16. STREET LIGHTING

To consider and approve a street lighting contract

17. WEBSITE HOSTING

To consider and approve quotes for the purchase of a new website and website hosting

18. DATE OF NEXT MEETING

To **NOTE** that the next meeting will take place on Tuesday 29 March 2016 commencing 5:30 pm at the Corn Exchange