



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 **23 September 2014** 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 2014

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 the meeting held on 29 July 2014

6. TOWN CLERK'S REPORT

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

7. PAYMENTS

- a) To receive the bank reconciliation to the end of August 2014 (enclosed)
- b) To consider and approve income and expenditure to the end of August 2014 (enclosed)
- c) To consider and approve amendments to the monthly receipts and payments from April to July 2014
- d) To consider and approve receipts and payments for August 2014

8. BANKING

- a) To consider and review the Council's banking needs
- b) To consider and approve authorisation for the Assistant to the Town Clerk to have access to online banking (retrospective)
- c) To receive a report concerning the authorisation of payments

9. RISK ASSESSMENTS

To consider and approve a risk assessment

10. FIRE RISK ASSESSMENT

- a) To consider and approve a Fire Risk Assessment for the Corn Exchange
- b) To consider and approve a Fire Risk Assessment for the Guildhall

11. CEMETERY HEDGEROW

- a) To consider and approve the trimming and tidying of the cemetery hedgerow
- b) To consider and approve the replacement of broken fence panels due to the overgrown hedgerow at the cemetery

12. BUS SHELTER AT QUEEN STREET

- a) To receive an update from Shropshire Council concerning the above
- b) To consider and approve accepting Shropshire Council's offer of funding towards the refurbishment of the bus shelter

13. GUILDHALL CASH FLOAT

To consider and approve the amount of cash float for the cash register at the Guildhall

14. MARKETS

To consider and approve use of the Corn Market by market stall holders

15. ITEMS FOR NEXT AGENDA

To consider and approve items for inclusion on the next agenda

16. DATE OF NEXT MEETING

To note that the next meeting will take place on Tuesday 28 October 2014 commencing 5.30 pm at the Corn Exchange

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.

17. HEDGE CUTTING AT THE CEMETERY

To consider and approve a quote for hedge cutting at the cemetery

18. GRASS CUTTING AT THE CEMETERY

To consider and approve a quote for annual grass cutting at the cemetery

19. REPLACEMENT STREET LIGHT

To consider and approve a quote to replace a street light at Southfield Way

20. DRAINAGE SURVEY

To consider quotes for a drainage survey on the Gaskell Recreation Ground