



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 **24 February 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:
18 February 2015

A G E N D A

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 27 January 2015

6. TOWN CLERK'S REPORT

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

7. FINANCE

- To receive the bank reconciliations to date
- To consider and approve receipts and payments to date
- To consider and approve income and expenditure to date

Members:

Cllr. Robin Bennett, Cllr. Bert Harper, Cllr. Mary Hill, Cllr. Yvonne Holyoak and Cllr. Robert Toft

8. CARING FOR GOD'S ACRE

To consider and approve membership to the above (information previously circulated)

9. FRIENDS OF THE CEMETERY

To receive a written report from the 'Friends of the Cemetery' and to consider and approve:

- a) Leaving some areas of grass uncut to support biodiversity
- b) Upgrading the paths to reduce risk and make them DDA compliant

10. INTERNAL AUDIT

To consider and approve that an internal audit be carried out

11. MUSEUM

- a) To consider and approve whether part of the Museum may sub-leased with a charge for rent
- b) To consider and approve a reduction in minimum opening hours for the general public in any 12-month period

12. TENDER RESPONSE

To consider and approve a draft 'Tender Response' document

13. ARCHIVE RECOVERY PLAN

To consider and approve the following recommendations from the Fire Safety Officer:

- a) Amendments to the Archive Recovery Plan
- b) Housing spare keys in a key safe
- c) Measures to prevent fire and smoke damage

14. CEMETERY

To consider and approve:

- a) Grave marking
- b) A policy for memorial dimensions in Section F

15. MARKETS

To consider and approve proposals for a monthly food market at the Corn Exchange (Cllr. Robin Bennett)

16. COMMEMORATIVE PLAQUE

To consider and approve the installation of a commemorative plaque at Sheinton corner to celebrate the passing of the Olympic Torch through the town in 2012

17. ITEMS FOR NEXT AGENDA

To consider and approve items for inclusion on the next agenda

18. DATE OF NEXT MEETING

To NOTE that the next meeting will take place on Tuesday 24 March 2015 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.

19. SECURITY

- a) To consider security at the Guildhall
- b) To consider and approve upgrading the current CCTV system

20. CONTRACTS

To consider and approve contracts for renewal