



# 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 **26 January 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:  
20 January 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. MINUTES

To approve the minutes from a meeting held on 22 December 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 December 2015
- £ Income and expenditure to end of December 2015

Members:

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

**8. GRANT AWARDS AND MAYOR'S CHARITY FUND**

- a) To consider and approve a revised grant application form
- b) To consider and review how grants are awarded
- c) To consider and approve how the Mayor's Charity Fund should be administered

**9. CHRISTMAS LIGHTS SWITCH-ON**

To receive feedback from traders concerning the 2015 Christmas lights switch-on

**10. INTERNAL AUDIT**

To consider and approve a date for an internal audit

**11. REPAIRS TO LINDEN GATES**

To consider and approve necessary works to the Linden Gates

**12. 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.**

**13. IT EQUIPMENT**

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

**14. MEMORIAL REPAIR**

To consider and approve essential maintenance and repairs to a memorial

**15. WEBSITE HOSTING**

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

**16. DATE OF NEXT MEETING**

To NOTE that the next meeting will take place on Tuesday 23 February 2016 commencing 5:30 pm at the Corn Exchange