

MUCH WENLOCK TOWN COUNCIL

Minutes of a

FINANCE & RESOURCES COMMITTEE

meeting held at the Corn Exchange, Much Wenlock
5:30 pm on Tuesday 24 January 2017

PRESENT:

Cllr. Robin Bennett (Chairman), Cllr. Herbert Harper, Cllr. Yvonne Holyoak, Cllr. David Turner and Cllr. Milner Whiteman OBE.

IN ATTENDANCE:

Sharon Clayton - Town Clerk/Responsible Financial Officer

1) CHAIRMAN'S WELCOME

The Chairman welcomed everyone to the meeting.

2) APOLOGIES

Apologies were received from Cllr. Mike Grace who was on holiday.

This apology was CONFIRMED and AGREED as APPROVED absence.

3) DISCLOSURE OF PECUNIARY INTERESTS

Members were 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.

Cllr. David Turner declared an interest in Guildhall payments.

4) DISPENSATIONS

None requested.

5) MINUTES

The minutes from an extraordinary meeting held on 20 December 2016 were considered for approval.

It was PROPOSED, SECONDED and RESOLVED that, following a minor amendment, the minutes be signed and ADOPTED as a true record.

6) TOWN CLERK'S REPORT

Member received a report from the Town Clerk on actions taken since the last meeting.

It was PROPOSED, SECONDED and AGREED that the Town Clerk's report be NOTED.

7) FINANCE

a) Members considered for approval receipts and payments for November and December 2016.

It was PROPOSED, SECONDED and AGREED that receipts and payments for November and December 2016 be APPROVED.

b) Members received bank reconciliations to 31 December 2016.

It was PROPOSED, SECONDED and AGREED that bank reconciliations to 31 December 2016 be NOTED.

c) Members considered for approval income and expenditure to 31 December 2016.

It was PROPOSED, SECONDED and AGREED that income and expenditure to 31 December 2016 be APPROVED.

d) Members considered for approval payments for January 2017.

It was PROPOSED, SECONDED and AGREED that payments for January 2017 be APPROVED.

8) FORWARD PLAN, ASSET MANAGEMENT PLAN, AND ACTION PLAN

Members considered how the town council's Forward Plan, Asset Management Plan, and Action Plan should be reviewed in order to inform the council's long-term strategic budget.

It was PROPOSED, SECONDED and AGREED that the Action Plan Working Group should review all three documents and make recommendations for consideration at the next meeting.

9) CEMETERY FEES

a) Members considered for approval an increase to cemetery fees.

It was PROPOSED, SECONDED and AGREED that Cllr. Herbert Harper would review the fees and make recommendations for consideration at the next meeting.

b) Members considered for approval that fees for non-inhabitants should not apply until after the deceased had lived outside of the parish for more than 12 months.

It was PROPOSED and SECONDED and, after being put to the vote, it was AGREED that non-inhabitant fees would apply to those not living in the parish at the time of death.

10) PROMOTION

a) Members considered for approval how the town’s markets could be promoted.

It was PROPOSED, SECONDED and AGREED that:

- i. **The Town Clerk should have delegated authority to spend £130 on advertising in What’s What magazine**
- ii. **The markets should be promoted in other free outlets including the Wenlock Herald, Much Wenlock News, BBC Radio Shropshire, and the Ludlow and Tenbury Wells Advertiser.**

b) Members considered for approval that all future media promotion be carried out in-house.

It was PROPOSED, SECONDED and AGREED that future media promotion be carried out in-house.

11) DELEGATED AUTHORITY

Members considered for approval that the Town Clerk be granted delegated authority to let office space at the Corn Exchange should it become available for rent.

It was PROPOSED, SECONDED and AGREED that the Town Clerk should have delegated authority to let office space at the rear of the Corn Exchange at a cost of £290 per month.

12) CORRESPONDENCE

Members received information from the Public Sector Deposit Fund which gave a review of the Fund, its performance and outlook.

It was PROPOSED, SECONDED and AGREED to NOTE.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it was PROPOSED, SECONDED and RESOLVED that, due to the confidential nature of the business to be transacted, the public and press should not be present.

13) RENT REVIEW LINDEN LODGE

a) Following advice from Balfours Estate Agents Members considered for approval that the rent for Linden Lodge be increased by £20 per calendar month.

It was PROPOSED, SECONDED and AGREED that the rent be increased by £40 per calendar month effective from March 2017.

b) Members considered for approval necessary repairs to Linden Lodge following a periodic inspection.

It was PROPOSED, SECONDED and AGREED that the repairs be APPROVED and the Town Clerk was granted delegated authority to spend up to £350 on future repair work.

14) CAR PARK SIGNAGE

Members considered for approval quotes for new signage for the Corn Exchange car park.

It was PROPOSED, SECONDED and AGREED that Sign and Poster Ltd. provide signage at a cost of £99 + VAT.

The meeting closed at 18:40.

Signed.....
Chairman

Date.....