

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & RESOURCES COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
5:30 pm on Tuesday 25 April 2017

PRESENT:

Cllr. Robin Bennett (Chairman), Cllr. Herbert Harper, Cllr. Yvonne Holyoak, 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 had a family commitment.

This apology was CONFIRMED and AGREED as APPROVED absence.

Apologies were also received from Cllr. David Turner, although it was NOTED that he ceased to be a Member of this Committee following a resolution at a Town Council meeting held on 6 April 2017 (minute no: 6).

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.

None declared.

4) DISPENSATIONS

None requested.

5) MINUTES

The minutes from a meeting held on 28 March 2017 were considered for approval.

It was PROPOSED, SECONDED and RESOLVED that 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 received a financial report from the Responsible Financial Officer.

It was PROPOSED, SECONDED and AGREED that the report be NOTED.

b) Members considered for approval receipts and payments for March 2017.

It was PROPOSED, SECONDED and AGREED that:

i. **Receipts and payments for March 2017 be APPROVED.**

ii. **The Town Clerk would follow the Chairman's recommendation that she (a) checks the spreadsheet total of the monthly payments for accuracy before they are presented to the committee and (b) ensures that she is familiar with the largest payments being presented to avoid a repeat of the March 2017 minute book query.**

c) Members received bank reconciliations to 31 March 2017.

It was PROPOSED, SECONDED and AGREED that bank reconciliations to 31 March 2017 be NOTED.

d) Members considered for approval income and expenditure to 31 March 2017.

It was PROPOSED, SECONDED and AGREED that income and expenditure to 31 March 2017 be APPROVED.

e) Members considered for approval payments for April 2017.

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

f) Members considered the year-end financial reports for recommendation to the Town Council.

It was PROPOSED, SECONDED and AGREED that the year-end reports and accounts be recommended to the Town Council for external audit.

8) WEBSITE

Members considered for approval the continuation of web hosting for the Neighbourhood Plan website at a cost of £295 + VAT.

It was PROPOSED, SECONDED and AGREED:

- i. **Not to continue with hosting the website since relevant information would be available on the Town Council's website.**
- ii. **Members of the Neighbourhood Plan Monitoring and Review Working Group should be informed of the Committee's decision to afford them an opportunity to download any relevant information should they wish to do so.**

9) CEMETERY

Members considered the future availability of grave spaces in the cemetery since it was envisaged that spaces would run out within the next 3 to 4 years.

It was PROPOSED, SECONDED and AGREED:

- i. **To discuss the matter further at the next meeting.**
- ii. **The Allotment Society should be informed that the Council may need to reclaim part of the allotments at some time in the near future.**

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.

10) STREET LIGHT MAINTENANCE

a) Members were informed that, following a decision made on 22 November 2016 to appoint Highline for a 3-year contract to maintain the Council's street lights (minute no: 11), Eon had provided a cheaper quote which also included the replacement of 1/3 of the lamps each year. The quote from Highline did not include replacing any lamps. Members therefore considered for approval that, in accordance with Standing Order no. 7a, the decision to enter into a contract with Highline be rescinded.

It was PROPOSED, SECONDED and unanimously AGREED that the decision be rescinded.

b) Members re-considered quotes for approval for maintenance of the Council's street lights.

It was PROPOSED, SECONDED and unanimously AGREED that, because it was best value, a three-year contract be entered into with Eon, at a cost of £2,947.32.

As this was the Chairman's last meeting Cllr. Milner Whiteman thanked Cllr. Robin Bennett and said he had been a very efficient Chairman of Finance and he had kept the finances in order. The Chairman thanked everyone and closed the meeting at 18:12.

Signed.....
Chairman

Date.....