

MUCH WENLOCK TOWN COUNCIL

Minutes of a

FINANCE & RESOURCES MANAGEMENT COMMITTEE

meeting held at the Corn Exchange, Much Wenlock

2 pm on Tuesday 25 July 2017

Present:

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Trevor Childs, Cllr. David Gibbon JP and Cllr. Allan Walter

In attendance:

Sharon Clayton - Town Clerk/Responsible Financial Officer

1) Chairman's welcome

The Chairman welcomed everyone to the meeting.

2) Apologies

There were no apologies as all Members were present. It was **NOTED** that Robert Toft had resigned as a Town Councillor and Members acknowledged the contribution he had made in his time as a councillor.

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 27 June 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

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

It was PROPOSED, SECONDED and AGREED that:

- i. **The Town Clerk's report be NOTED.**
- ii. **An appointment with Balfours should be made to discuss damp issues at the Corn Exchange.**

7) Finance

a) Members received a financial report from the Responsible Financial Officer.

It was PROPOSED, SECONDED and AGREED that:

- i. **The report be NOTED.**
- ii. **The valuation office should be asked to explain how the rateable value had been calculated for the Corn Exchange and Guildhall.**

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

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

c) Members received bank reconciliations to 30 June 2017.

It was PROPOSED, SECONDED and AGREED that bank reconciliations to 30 June 2017 be NOTED.

d) Members considered for approval income and expenditure to 30 June 2017.

It was PROPOSED, SECONDED and AGREED that income and expenditure to 30 June 2017 be APPROVED.

e) Members considered for approval payments for July 2017.

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

8) Insurance renewal

a) Members considered for approval the renewal of the Town Council's insurance.

It was PROPOSED, SECONDED and AGREED that:

- i. **The Town Clerk, in consultation with the Chairman, be granted delegated authority to renew the Town Council's insurance.**
- ii. **A property valuation should be carried out on the Town Council's property.**

b) Members considered for approval the renewal of insurance for the Gaskell Recreation Ground.

It was PROPOSED, SECONDED and AGREED that the Town Clerk, in consultation with the Chairman, be granted delegated authority to renew the Town Council's insurance.

9) Bank signatories

Members considered for approval that at least five Town Councillors should be bank signatories to each of the Town Council's bank accounts.

It was PROPOSED, SECONDED and AGREED that at least five Town Councillors should be bank signatories to each of the Town Council's bank accounts.

10) Hedge trimming at the Guildhall

Members considered for retrospective approval the cost of £180 for trimming the Yew hedge to the rear of the Guildhall.

It was PROPOSED, SECONDED and AGREED that the cost of £180 be retrospectively APPROVED.

11) Public toilets

Members considered a review of the public toilet maintenance contract for Queen Street and St Mary's Lane.

It was PROPOSED, SECONDED and AGREED that:

- i. **A cost benefit analysis of the various options for the provision of public toilets should be carried out.**
- ii. **Private cleaning contractors should be approached with a view to providing cleaning and maintenance.**
- iii. **This information would be considered further in October 2017 to enable a decision concerning the future maintenance of the public toilets.**

12) Publicity

Members considered for approval placing an advertisement in the "Welcome to Shropshire" visitor guide to help promote Much Wenlock and its visitor offer. The guide would be placed in leading hotels with a possible reach of 700,000 visitors. It could also be downloaded from the App Store.

It was PROPOSED, SECONDED and AGREED that:

- i. **A full-page advert be placed in "Welcome to Shropshire" at a cost of £995.**
- ii. **The Town Clerk be granted delegated authority, in liaison with the Chairman, to discuss with the editor of the publication the options available in terms of artwork and text.**
- iii. **The Town Council's representative on the Chamber of Trade, Cllr. Yvonne Holyoak, should be asked for feedback from recent meetings.**
- iv. **The Chairman would ascertain what publicity leaflets were currently available about the town and how they could be distributed, and report back to the next meeting.**

13) Fire procedure

Members received copies of the fire procedures for the Corn Exchange and the Guildhall.

It was PROPOSED, SECONDED and AGREED:

- i. **To write to the Chief Fire Officer at Shropshire Fire & Rescue Service to seek advice on how best to update the Council's fire procedures which were constantly under review.**
- ii. **The Town Clerk should determine whether the appropriate types of fire extinguishers were in place at the Corn Exchange and the Guildhall.**

14) Minute Books Conservation Project

Members received an update on the Minute Books Conservation Project including plans to hold a celebration event for the completion of the project. Members were asked to approve an appropriate budget towards the cost of a speaker, room hire, refreshments and printing and other associated costs.

It was PROPOSED, SECONDED and AGREED that the Town Clerk be granted delegated authority to spend within a budget of up to £1,000 to complete the project.

15) Tree works at the cemetery

Members received a report from the Tree Forum which recommended that the four Cherry trees in the cemetery should be removed to avoid costly problems later.

It was PROPOSED, SECONDED and AGREED that the tree officer at Shropshire Council should be asked for his professional advice.

16) Christmas lights switch-on 2017

Members considered for approval that the Christmas lights be switched on the same day as the Christmas Fayre on Saturday 2 December 2017 at 3.30 pm.

It was PROPOSED, SECONDED and AGREED that the Christmas lights should be switched on during the Christmas Fayre at 3.30 pm on 2 December 2017.

17) Postcards

Members considered for approval whether a series of postcards should be made using photographs from the collection of Dr William Penny Brookes pressings in the herbarium along with pressings from Doreen Spender.

It was PROPOSED, SECONDED and AGREED that this should be considered further in the Spring of 2018.

18) Date of next meeting

It was **NOTED** that the next meeting would take place at 2 pm on Tuesday 26 September 2017.

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.

19) Repairs to Linden Lodge

Members considered for approval repair work at Linden Lodge as recommended by Balfours.

It was PROPOSED, SECONDED and AGREED that:

- i. **A new UPVC rear door and frame should be installed.**
- ii. **The fence panels should be re-arranged to make the garden more secure.**
- iii. **The vent should be replaced in bedroom 1.**
- iv. **All work should be carried out within a budget of £1,000.**

20) Heating at the Guildhall

Members considered for approval quotes for new replacement heaters at the Guildhall.

It was PROPOSED, SECONDED and AGREED that Bishton and Cowles Plumbing & Heating Ltd. be appointed to carry out the work at a cost of £2,422 plus VAT.

21) Administration staffing review

Members considered for approval the termination of one post of Assistant to the Town Clerk following a request for voluntary redundancy from one of the Assistants to the Town Clerk.

It was PROPOSED, SECONDED and AGREED that the voluntary redundancy request be accepted and that the Committee wishes the redundant member of staff well in the future.

The meeting closed at 16:18.

Signed.....
Chairman

Date.....