

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**FINANCE & RESOURCES MANAGEMENT COMMITTEE**  
meeting held at the Corn Exchange, Much Wenlock  
11am on Tuesday 24 October 2017

**Present:**

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

**In attendance:**

Sharon Clayton - Town Clerk/Responsible Financial Officer  
Cllr. Herbert Harper

**1) Chairman's welcome**

The Chairman welcomed everyone to the meeting.

**2) Apologies**

Apologies were received from Cllr. Allan Walter 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.

**4) Dispensations**

None requested.

**5) Minutes**

The minutes from a Finance & Resources Management Committee meeting held on 26 September 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 written report from the Town Clerk on actions taken since the last meeting. The Town Clerk also gave the following verbal update.

- Cllrs. Trevor Childs and David Gibbon had carried out fire safety audits at the Corn Exchange and the Guildhall and their recommendations would be included for consideration at the next meeting.
- Mr Oakley had agreed to loan the Town Clerk a DVD on fire safety training which would be shared with all staff.
- Security Wise had visited the Corn Exchange to quote for two additional security cameras and had advised that the present recording device did not have sufficient capacity to accommodate additional cameras and therefore a new device would need to be purchased.
- An internal audit had been carried out on 19 October and a further internal audit would take place on 6 November 2017.

**It was PROPOSED, SECONDED and AGREED that:**

- i. **The Town Clerk's report be NOTED.**
- ii. **Before engaging Balfours to carry out a building survey of the Guildhall the Chairman would seek a meeting with the Conservation Officer at Shropshire Council for advice about required repairs and maintenance.**
- iii. **The flaking plaster should not be removed inside the chapel because it might expose further works.**
- iv. **Repairs and maintenance for all of the Council's buildings should be considered further when setting the precept.**

**7) Finance**

- a) Members received a written 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 September 2017.

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

c) Members received bank reconciliations to the end of September 2017.

**It was PROPOSED, SECONDED and AGREED that bank reconciliations to the end of September 2017 be NOTED.**

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

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

e) Members considered for approval payments for October 2017.

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

f) Following Members' concerns at the last meeting that some expenditure had exceeded the budget the RFO recommended virements from certain budget headings.

**It was PROPOSED, SECONDED and AGREED that no virements should be made because the expenditure had occurred and the deficit should not be covered up and should be published.**

g) Members considered for approval reserves as recommended by the RFO.

**It was PROPOSED, SECONDED and AGREED that the following reserves be APPROVED.**

ACCOUNT	AMOUNT £
Property	50000
Heritage	16600
Election expenses	5000
Gaskell Recreation Ground hedge removal	2000
Cemetery Access Project	4410
Gaskell Recreation Ground drainage	60835
<b>TOTAL RESERVES</b>	<b>138845</b>

**Allocated reserves = £138,845**

**Unallocated reserves = £105,639**

**Total reserves = £244,484**

#### 8) Grant awards

Members considered for approval grant applications received to date.

**It was PROPOSED, SECONDED and AGREED that the following grants be awarded:**

APPLICANT	AMOUNT AWARDED £
Crucial Crew	150
Holy Trinity Church Much Wenlock	500
Much Wenlock Festival	175
Walkers are Welcome Much Wenlock	100
Wenlock Olympian Games Live Arts Festival	750
Wenlock Herald	200
Royal British Legion – lamp post poppies	75
Royal British Legion – poppy wreathes	50
<b>TOTAL</b>	<b>2000</b>

#### 9) Guildhall insurance

Following the recent renewal of the Town Councils insurance, Members had expressed concern that the Guildhall was not adequately insured at £1.2m and considered whether it should be increased.

**It was PROPOSED, SECONDED and AGREED that Zurich should be asked to explain what the additional cost would be to increase the insurance to £5m and £10m.**

**10) Town markets**

Members considered for approval a policy review of the town markets.

**It was PROPOSED, SECONDED and AGREED that because Cllr. Allan Walter was absent and the Committee was short of one Member a decision concerning this should be deferred to the next meeting.**

**11) Cemetery trees**

Members considered for approval recommendations from Shropshire Council's Tree Officer concerning trees at Much Wenlock cemetery.

**It was PROPOSED, SECONDED and AGREED that:**

- i. **The Tree Officer's recommendations be NOTED.**
- ii. **The 'Friends of the Cemetery' should be acquainted with the Tree Officer's recommendations so that future planting would be in conformance.**

**12) HLF end of grant report**

Members received details of the HLF end of grant report for the "Revealing the early history of the Borough of Wenlock" project.

**It was PROPOSED, SECONDED and AGREED that the information be NOTED and that all who had helped to bring the project into fruition should be thanked.**

**13) Town promotion**

The Chairman informed Members that he had not had chance to check on the availability of publicity leaflets for Much Wenlock but he would report back at a future meeting.

**It was PROPOSED, SECONDED and AGREED that this should be deferred to a future meeting.**

**14) Date of next meeting**

It was **NOTED** that the next meeting would take place at 2 pm on Tuesday 28 November 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.**

**15) Christmas lights**

Members considered for approval a quote for the installation of a new replacement timeclock for the Christmas lights on the tree at Back Lane.

**It was PROPOSED, SECONDED and AGREED that RMW should replace the timeclock at a cost of £218.45 plus VAT.**

**16) Security maintenance contract renewal**

Members considered for approval the renewal of a 3-year security maintenance contract for the Corn Exchange and Guildhall.

**It was PROPOSED, SECONDED and AGREED that a 3-year contract should be granted to Security Wise at a cost of £1,346.50 plus VAT and that the contract with Chubb be terminated.**

**17) Repairs and maintenance at the Corn Exchange**

Members considered for retrospective approval the cost of carrying out internal improvements caused by damp to the Town Clerk's office and the Archive room and the cost of photographic evidence to clear out the hopper which had caused the damp. The work was expected to cost between £2,000 - £2,500 for making good the re-decoration, and up to £100 for photographs.

**It was PROPOSED, SECONDED and AGREED that retrospective approval be GRANTED.**

**18) Heat loss assessment**

Members considered for approval whether a heat loss assessment was necessary for the Corn Exchange.

**It was PROPOSED, SECONDED and AGREED that a heat loss assessment should be carried out and considered further at the next meeting.**

**19) Replacement radiator at the Guildhall**

Members considered for approval a quote to replace a faulty radiator at the Guildhall.

**It was PROPOSED, SECONDED and AGREED that Bishton & Cowles Plumbing & Heating Ltd. be appointed to install a new heater at a cost of £1,319 plus VAT.**

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The meeting closed at 12:29.

Signed.....  
Chairman

Date.....