

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & RESOURCES MANAGEMENT COMMITTEE

meeting held at the Guildhall, Much Wenlock
9.30 am on Wednesday 29 November 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

Apologies were received from Cllr. Marcus Themans who had a work commitment.

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 24 October 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.

Members discussed publicity for the town and agreed that steps should be taken to promote its offer. Various promotional leaflets were already available that could be delivered within the locality and neighbouring towns.

It was PROPOSED, SECONDED and AGREED that:

- i. **The Town Clerk's report be NOTED.**
- ii. **The Chairman would explore costs for distribution of promotional leaflets for the town.**
- iii. **Members would meet informally at 10 am on 18 December 2017 to discuss town promotion in more detail. The meeting would be published so that all councillors and interested stakeholders could participate and put forward ideas.**

7) Finance

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

It was PROPOSED, SECONDED and AGREED that:

- i. **The report be NOTED.**
- ii. **A representative from CCLA should be invited to meet with the committee to discuss the benefits of investing some of the Council's reserves into a higher interest account.**

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

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

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

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

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

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

e) Members considered for approval payments for November 2017.

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

8) Forward Plan Review

Members carried out a thorough review of the Town Council's Forward Plan from 2018 to 2021 in accordance with the Town Council's Financial Regulations which state that the "Council shall consider annual budget proposals in relation to the Council's three-year forecast of revenue and capital receipts and payments".

It was PROPOSED, SECONDED and RESOLVED that:

- i. The Plan should be re-named the "Critical Commitments Strategy".
- ii. Its aims and objectives are to short-list critical commitments and identify what resources the Council needs to deliver a cost-efficient service to the local community.
- iii. Following agreed amendments, the reviewed Strategy should be presented to the Town Council to act as a guide to set the budget/precept for 2018/2019.

9) Budget and precept 2018-2019

Members carried out a thorough review of the draft budget and precept for 2018-2019.

It was PROPOSED, SECONDED and AGREED that the amended draft budget/precept should be recommended to the Town Council for approval.

10) Guildhall insurance

Members considered for approval whether the insurance for the Guildhall should be increased from £1.6m to either £5m or £10m since Members were concerned that it was not sufficiently insured.

It was PROPOSED, SECONDED and AGREED that the insurance for the Guildhall should be increased to £10 million.

11) Business risk

Members carried out a thorough review of the Town Council's Business Risk and Health and Safety Evaluation.

It was PROPOSED, SECONDED and AGREED that:

- i. Following agreed amendments, the Council's Business Risk and Health & Safety Evaluation be APPROVED.
- ii. An investment policy should be drawn up.

12) Town markets

Members carried out a thorough review of policies for the town markets.

It was PROPOSED, SECONDED and AGREED that in addition to the existing policies:

- i. No additional display items may be used other than the tables provided by the Council.
- ii. All items/merchandise should be placed on or underneath the tables provided.
- iii. A table plan should be appended to the booking policies and that, once the tables had been set out by Town Council staff, hirers could not move them.
- iv. The Town Council reserves the right to exercise priority use of the market area giving as much notice to hirers as possible.
- v. As a security measure there would be no access to the Corn Exchange on Saturdays.
- vi. The cost of a table for charity stalls would remain at £3 per table.
- vii. The cost of a table for all other hirers would remain at £11 per table with no discount for additional tables.
- viii. Hire of the designated area for half a day would be £30, 7 tables maximum.
- ix. Hire of the designated area for a full day would be £60, 7 tables maximum.

13) Water charges for the Gaskell Recreation Ground

Members considered for approval who should be re-charged for water charges for the Gaskell Recreation Ground which had been paid by the Town Council.

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

14) Heat loss assessment

Members received a report from British Gas advising on necessary works to fit a new boiler at the Corn Exchange. British Gas had carried out a heat loss assessment and advised that, because of the age of the building and its construction, it was not energy efficient. The present boiler was oversized for the hot water needs and that a smaller output appliance could be used. **It was PROPOSED, SECONDED and AGREED that further quotes for a new boiler should be considered at a future meeting.**

15) Date of next meeting

It was **NOTED** that the next meeting would take place on Tuesday 23 January 2018.

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.

PERSONNEL MATTERS

16) Work Placement Programme.

Members considered for approval whether to participate in a new government work Placement Scheme.

It was PROPOSED, SECONDED and AGREED that a technical assistant should be appointed for a short term and that a budget of £400 should be allocated to pay towards incidental costs such as travel.

17) Review of roles and responsibilities

Members considered for approval a recommendation by the Town Clerk.

It was PROPOSED, SECONDED and AGREED that this be deferred to a future meeting because further information was required.

18) Performance and salary review

Members considered for approval a performance and salary review for the Town Clerk.

It was PROPOSED, SECONDED and AGREED that:

- i. Consideration should be deferred to a future meeting.**
- ii. Members should be provided with previous appraisals and contracts of employment.**

The meeting closed at 12:40.

Signed.....
Chairman

Date.....