

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & RESOURCES MANAGEMENT COMMITTEE

meeting held at the Guildhall, Much Wenlock
10 am on Wednesday 23 January 2018

Present:

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

In attendance:

Sharon Clayton - Town Clerk/Responsible Financial Officer
Becky Jones, Conservation Officer at Shropshire Council

1) Chairman's welcome

The Chairman welcomed everyone to the meeting.

In accordance with Standing Order no: 10(a)(vi) the Chairman **PROPOSED** that the order of business be changed and, after being **SECONDED**, it was **RESOLVED** that personnel matters should be considered first commencing at agenda item 18.

2) Apologies

None received as all Members were present.

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 Finance & Resources Management Committee meeting held on 29 November 2017 were considered for approval.

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

The Town Clerk was not present during the discussion of personnel matters.

PERSONNEL MATTERS

6) Review of roles and responsibilities

Members considered for approval the Town Clerk's recommendations concerning hourly rates for the Handy Person and the Guildhall Custodians as from 1 April 2018.

It was PROPOSED, SECONDED and AGREED that:

- i. The recommended pay rates be APPROVED effective from 1 April 2018.**
- ii. Personal Protective clothing should be purchased for the Handy Person to be worn at all times whilst on duty.**
- iii. The Handy Person should sign in and out with date, time and function of work and these details should be held by the Town Clerk.**
- iv. The Guildhall Custodians should sign in and out when on duty and these details should be held at the Guildhall.**

Members considered for approval the Town Clerk's recommendations for a review of roles and responsibilities in the Town Clerk's office.

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

- i. **The recommendations should NOT BE APPROVED.**
- ii. **The Assistant to the Town Clerk should be awarded a 2% pay increase effective from 1 April 2018.**

7) Performance and salary review

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

It was **PROPOSED, SECONDED and unanimously AGREED** that the Town Clerk should be awarded a 2% pay increase effective from 1 April 2018.

The meeting was adjourned at this point (11 am) and Standing Orders suspended whilst Members discussed future maintenance of the Corn Exchange, Guildhall and museum to help inform the Town Council's Asset Management Plan and assist with future project plans for the buildings.

The meeting was re-convened (12:10 pm).

8) 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.

- o Feedback from the Town Council's representative on the Chamber of Trade had said that meetings with the traders in the town would need to be held during the evening because they would not be able to leave their businesses during the day.
- o CCLA had offered alternative dates to discuss investing more money with them.
- o The Town Clerk had an appointment to meet with a technical assistant on the Government Work Placement Scheme on 25 January 2018.

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

- i. **The Town Clerk's report be NOTED.**
- ii. **A meeting with the traders should take place during the evening and by formal invitation, on a date to be agreed.**
- iii. **Unwanted items held in the gaol should be removed.**

9) 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 November and December 2017.

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

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

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

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

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

- e) Members considered for approval payments for January 2017.

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

10) Market table plan

Members considered for approval a table layout plan for the Corn Market. At the last Committee meeting it had been agreed that hire of the designated area would be 7 tables maximum to allow ample access to the library and to allow members of the public to have access to the seats installed in the market area.

It was **PROPOSED, SECONDED and RESOLVED** that the layout agreed by Members be **APPROVED** and provided with all market bookings.

11) Non-parishioner interment fees

Members considered how interment fees should be applied to non-parishioners following the Town Council's decision to waive non-parishioner charges for a member of the public to whom they applied.

It was **PROPOSED, SECONDED and AGREED** to recommend to the Town Council that, to save confusion in the future, one standard rate should apply to all interments (inhabitants and non-inhabitants), and that cemetery fees should be reviewed each year.

12) Linden Lodge

- a) Members considered for approval recommended repairs to Linden Lodge following a recent Inspection Report. A quote had been provided to repair cracks and make good and to redecorate inside of the property.

It was PROPOSED, SECONDED and AGREED to write to Balfours pointing out that, in accordance with the terms in the Tenancy Agreement, the tenant is responsible for "keeping the property in good and tenable condition, repair and decorative order" and therefore redecoration was NOT APPROVED.

- b) Members considered for approval a request from the tenant at Linden Lodge to be allowed to have a dog.

It was PROPOSED, SECONDED and AGREED that, in accordance with the terms of the Tenancy Agreement which states that "pets, animals, birds, reptiles nor insects can be kept on the property", the request for a dog was denied.

13) Cemetery Management Plan

Members considered for approval the adoption of a Cemetery Management Plan developed by Caring for God's Acre. The Plan included a comprehensive description of the cemetery's heritage, natural features and recommended how the habitat and land should be managed.

It was PROPOSED, SECONDED and AGREED that the Management Plan be APPROVED and all those involved in improving the cemetery be thanked for all their hard work.

14) 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:

- i. **Shropshire Council should be responsible for water charges because the water services are installed on Shropshire Council property.**
- ii. **Severn Trent should be informed that the Town Council is not responsible for further bills and the direct debit should be cancelled.**
- iii. **The Cricket Club and the Bowling Club should be informed of the Town Council's decision.**

15) Date of next meeting

- a) It was **NOTED** that the next meeting would take place on Tuesday 20 February 2018.
- b) It was **PROPOSED, SECONDED and AGREED** that the time for future meetings should take place at 5.30 pm

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.

16) CCTV

Members considered for approval quotes for additional CCTV/upgrade to be installed at the Corn Exchange. However, Members were advised that the lighting in the Corn Market was poor and it would be wasting money to upgrade the CCTV if there was insufficient lighting to allow good quality CCTV images.

It was PROPOSED, SECONDED and AGREED that the matter be referred to the Town Council for consideration.

17) Cellar door

Members considered for approval quotes for a new cellar door to be installed at the Corn Exchange.

It was PROPOSED, SECONDED and AGREED that the specification of the door should be ascertained and, if deemed suitable, Michael Baugh be appointed to carry out the work at a cost of £543.

18) SOX lamps phase out

Members were advised that, due to an EU directive, SOX (low pressure sodium) lighting was to be phased out by the end of 2019 and Members considered for approval whether all of the Town Council's SOX lamps should be replaced together or whether there should be a phased programme.

It was **PROPOSED, SECONDED and AGREED** that Eon be appointed to replace the SOX lights phased over a three-year period at a cost of £18,530 plus VAT.

19) Gas boiler

Members considered whether to replace the gas boiler at the Corn Exchange or to continue to pay to maintain it.

It was **PROPOSED, SECONDED and unanimously AGREED** that F M Gas Services be appointed to remove the existing boiler and install a new gas boiler at a cost of £1,700 +VAT.

The meeting closed at 14.56.

Signed.....
Chairman

Date.....