

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**FINANCE & RESOURCES MANAGEMENT COMMITTEE**  
meeting held at the Corn Exchange, Much Wenlock  
6.30 pm on Tuesday 24 April 2018

**Present:**

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Mary Hill, Cllr. Yvonne Holyoak and Cllr. Marcus Themans

**In attendance:**

Sharon Clayton - Town Clerk/Responsible Financial Officer

**1) Chairman's welcome**

The Chairman welcomed everyone to the meeting and gave a special welcome to new members.

**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.

None declared.

**4) Dispensations**

None requested.

**5) Minutes**

The minutes from a Finance & Resources Management Committee meeting held on 22 February 2018 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.

- o An internal audit was due to be carried out on 25 April 2018. The year-end accounts had been completed and ready for examination by the internal auditor.
- o A letter had been received from Barclays Bank notifying that the gross interest rate effective from 2 November 2017 was 0.250%.
- o It would be advisable to include Terms and Conditions of use of information on the Town Council's website to prevent information being used adversely.

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

- a) **The Town Clerk's report be NOTED.**
- b) **The volunteer archivist, Linda West, should be asked to look at the scroll and cabinet in the museum and advise on appropriate action for its repair.**
- c) **Terms and Conditions of use of information on the Town Council's website be included on the website and retrospectively approved at the next Town Council meeting.**

**7) Finance**

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

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

b) Members considered for approval income and expenditure to 31 March 2018.  
**It was PROPOSED, SECONDED and AGREED that income and expenditure to 31 March 2018 be APPROVED.**

c) Members considered for approval receipts and payments for March 2018.  
**It was PROPOSED, SECONDED and AGREED that receipts and payments for March 2018 be APPROVED.**

d) Members received bank reconciliations to the end of March 2018.  
**It was PROPOSED, SECONDED and AGREED that bank reconciliations to the end of March 2018 be NOTED.**

e) Members considered for approval payments for April 2018.  
**It was PROPOSED, SECONDED and AGREED that payments for April 2018 be APPROVED.**

**It was further PROPOSED, SECONDED and AGREED that options for the investment of unallocated reserves should be considered at the next meeting.**

#### **8) Archives**

- a) Members considered for approval the transfer of documentation for safe keeping in the Shropshire Archives as recommended by the volunteer archivists.  
**It was PROPOSED, SECONDED and unanimously AGREED that the documents be transferred to Shropshire Archives for safekeeping as recommended.**
- b) Members received a report concerning the archives from one of the volunteer archivists.  
**It was PROPOSED, SECONDED and AGREED that the report be NOTED.**

#### **9) Tree removal**

Members considered for approval the removal of a damaged Luccombe Oak tree on the Gaskell Recreation Ground. The Tree Officer had advised that pruning damaged branches would ruin the look of the tree and would not prevent further damage. He therefore advised that the tree should be removed and a replacement planted.

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

- a) **The advice of the Tree Officer should be followed, and the tree removed.**  
b) **A copy of the Tree Officer's report should be sent to the Wenlock Olympian Society.**  
c) **Quotes to remove the tree should include a price for logs and a price without logs.**

#### **10) Date of next meeting**

It was **NOTED** that the next meeting would take place on Tuesday 29 May 2018 at 6.30 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.**

#### **11) Hearing loop**

Members considered for approval a quote to repair the hearing loop system in the Guildhall.

**It was PROPOSED, SECONDED and AGREED that Option 1 be accepted at a cost of £775.85 subject to positive feedback from those who need the system.**

#### **12) Street lamp**

Members considered for approval a quote for a new street light to be installed on the Corn Exchange car park.

**It was PROPOSED, SECONDED and AGREED that Eon should be asked to explain to the Town Council the best way to light the car park.**

#### **13) Floral displays**

Members considered for approval a quote for this year's floral displays throughout the town.

**It was PROPOSED, SECONDED and AGREED that R Hall should provide this year's floral displays at a cost of £926.**

**PERSONNEL MATTERS**

**14) Archivists responsibilities and protocol**

Members considered for approval the roles and responsibilities of the volunteer archivists and a draft protocol for the archives from which the archivists should be guided.

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

- a) **The roles and responsibilities and protocol be approved.**
- b) **The archivist's roles and responsibilities and protocol should be regularly reviewed at least annually.**

**15) Data Protection Officer**

Members considered for approval the appointment of a Data Protection Officer as required by the General Data Protection Regulations.

**It was PROPOSED, SECONDED and AGREED that the Town Council is aware of its duty to comply with the GDPR as from 25 May 2018 and is initiating the appointment of a suitable DPO.**

**16) Town Clerk's annual leave**

Following the Town Clerks sick leave as a result of unexpected surgery Members considered for approval how to deal with the Town Clerk's untaken annual leave scheduled for March and relative to the previous financial year (2017/2018).

**It was PROPOSED, SECONDED and AGREED that, since the Town Clerk's absence had been unforeseen, in accordance with the Employee Management Policy, the Town Clerk be reimbursed for untaken annual leave at the normal NJC rate.**

The meeting closed at 20:06.

Signed.....  
Chairman

Date.....