

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**FINANCE & ASSET MANAGEMENT COMMITTEE**  
meeting held at the Corn Exchange, Much Wenlock  
5.30 pm on Tuesday 24 July 2018

**Present:**

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Adam Davy, Cllr. Yvonne Holyoak, Cllr. Kate Southan 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.

None declared.

**4) Dispensations**

None requested.

**5) Minutes**

The minutes from a Finance & Asset Management Committee meeting held on 26 June 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 action taken since the last meeting. The Chairman reported that he had not yet taken the Handy Person to purchase protective clothing to be worn whilst on duty.

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

- a) **The Town Clerk's report be NOTED.**
- b) **The Handy Person should be informed in writing that he should wear a high visibility jacket at all times when on duty.**

**7) Finance**

- a) Members received a written financial report from the Responsible Financial Officer. The RFO advised Members that there was some overspend in this year's budget because the Town Council had agreed to expenditure that had not been planned. She said that she would be recommending that a contingency budget be included in future precepts to make provision to spend on unplanned projects. In the meantime she would monitor expenditure and if, towards the end of the year, there was insufficient income to offset an overspend she would recommend that money be brought in from reserves.

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

- b) Members considered for approval income and expenditure to 30 June 2018.  
**It was PROPOSED, SECONDED and AGREED that income and expenditure to 30 June 2018 be APPROVED.**
- c) Members considered for approval receipts and payments for June 2018.  
**It was PROPOSED, SECONDED and AGREED that receipts and payments for June 2018 be APPROVED.**

- d) Members received bank reconciliations to the end of June 2018.  
**It was PROPOSED, SECONDED and AGREED that bank reconciliations to the end of June 2018 be NOTED.**
- e) Members considered for approval payments for July 2018.  
**It was PROPOSED, SECONDED and AGREED that payments for July 2018 be APPROVED.**

#### **8) Battle's Over**

Members considered for retrospective approval the purchase of a fire brazier at an estimated cost of £860 + VAT which was to be used to light a beacon as part of the Battle's Over celebrations on 11 November 2018. The order had been placed to ensure that it was made and delivered in time. Members expressed concern that the cost was too high and felt that other alternatives could be considered, such as purchasing a gabion, or hiring a brazier.

**It was PROPOSED, SECONDED and AGREED that the cost should not be APPROVED at this time, and the order should be put on hold until further information and other alternatives had been considered.**

#### **9) Cabinet for the Book of Remembrance 2014 – 2018**

Members considered for approval whether the Town Council should make a financial contribution towards the purchase of a display case to house a 'Book of Remembrance 2014 – 2018' which commemorates the sixty-five local men who sacrificed their lives in WW1. The bespoke display case would be housed beneath the war memorial in Holy Trinity Church, Much Wenlock. The request for a financial contribution was based on one quote of £889.12 to make the cabinet.

**It was PROPOSED, SECONDED and AGREED that this initiative should be supported as a one-off contribution commissioned directly by the Town Council and the applicant should be asked to provide 3 quotes. The cabinet should also include some wording to recognise that its construction was supported by the Town Council.**

#### **10) Feasibility Study of the Guildhall and Corn Exchange**

Members received a Condition Report on the Guildhall and Corn Exchange prepared by Arrol and Snell who had been commissioned to carry out a survey and prepare a Condition Report followed by a feasibility study that would contain a wish-list for both buildings.

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

- a) **Arrol and Snell should be asked to prepare a further report for each building to enable the Town Council to carry out the repair priorities as recommended in both Condition Reports.**
- b) **Each report should outline how the recommended priorities for the Corn Exchange and the Guildhall should be actioned with sufficient detail for the Town Council to use as a tender document from which competitive quotations could be sought, either for direct action by the Town Council or via a project manager.**

#### **11) Date of next meeting**

It was **NOTED** that the next meeting would take place on Tuesday 25 September 2018 commencing 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.**

#### **12) Electrical Inspection and Testing at the Guildhall**

Members considered for approval quotes to carry out an electrical inspection and testing at the Guildhall as required by the insurance company.

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

- a) **RMW Electrical Services Ltd. be appointed at a cost of £825.93 + VAT.**
- b) **Since one other contractor's quote included a free PAT, RMW should be asked if it would include a free PAT also.**

#### **13) Annual Fire Alarm Service Agreement**

Members considered for approval a quote for the annual Fire Alarm and Service Agreement for the Corn Exchange and Guildhall.

**It was PROPOSED, SECONDED and AGREED that the Fire Alarm and Service Agreement for the Corn Exchange and Guildhall be renewed with RMW Electrical Services Ltd. at a cost of £412 + VAT for the Corn Exchange and £175.10 per annum for the Guildhall.**

#### **14) Public toilets**

Members considered a quote for new public toilets and future maintenance provided by Danfo.

**It was PROPOSED, SECONDED and AGREED that this be deferred and discussed further in two months' time.**

**15) Christmas lights**

Members considered for approval the added installation costs for additional Christmas lights.

**It was PROPOSED, SECONDED and AGREED that an additional budget of £500 be approved on condition that the light fittings on the Cooke clock would be secure, and the Town Council would only enter into one year's contract with Millennium Quest until it was satisfied with the service provided.**

**16) Website**

Members considered for approval the additional cost to enable the Town Council's website to become GDPR compliant.

**It was PROPOSED, SECONDED and AGREED that this be discussed further at the next meeting.**

The meeting closed at 19:07.

Signed.....  
Chairman

Date.....