MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
5.30 pm on Tuesday 27 November 2018

Present:
Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Adam Davy, Cllr. Yvonne Holyoak, Cllr. Kate Southan and Cllr. Marcus Themans

In attendance:
Trudi Barrett – Locum Town Clerk, Ms V Bellamy until the end of minute 5.

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 ACCEPTED 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.

Item 19 was brought forward for the convenience of Ms Bellamy.

5) Ridley Brass Rubbings
Ms Bellamy provided information about the monument to Mr Ridley, a Tudor burgess and twice bailiff in the town, and his wife, located in Holy Trinity Church. Ridley was an important figure in the town and his 1592 memorial was the only Medieval / Tudor monument in the Church. A project had been developed to produce brasses based on the monument to allow brass rubbings to be made, as well as an illustrative foam plaque. A publicity leaflet about Ridley, the monument and the brass plaques had also been designed.
Members considered allocating a budget towards the production of the brasses and other display materials. **It was PROPOSED, SECONDED and unanimously AGREED that the contents of the donation boxes in the Guildhall be allocated towards the project and that, after a donation from the Civic Society and Holy Trinity Church, 50% of the remaining deficit be awarded. Distribution of leaflets in appropriate outlets would be supported.** Ms Bellamy was thanked for her involvement with the project.

6) Minutes
The minutes from a Finance & Asset Management Committee meeting held on 23 October 2018 were considered for approval.
It was PROPOSED, SECONDED and unanimously RESOLVED that the minutes be signed and ADOPTED as a true record.

7) Town Clerk's report
Members received a written and verbal report from the Town Clerk on action taken since the last meeting.
It was noted that personal protective equipment had now been purchased for the handy person.
Shropshire Council had agreed to undertake external decoration and the repair of pigeon spikes at the Museum.
It was PROPOSED, SECONDED and unanimously AGREED that the Town Clerk's report be NOTED.

8) Internal Audit
Members **NOTED** the interim review completed by the Internal Auditor.
It was noted that the report would be presented to the next meeting of the full Council.

9) Finance

Members considered for approval receipts and payments for October/November 2018. Following the deletion of election costs, which were due for payment in the coming financial year, **it was PROPOSED, SECONDED and unanimously AGREED that receipts and payments for October/November 2018 be APPROVED.**

10) Forward Planning Documents

Members received the following documents:

a) Critical Commitments Strategy 2018-2021
b) Updated Asset Management Plan 2019-2021
c) Updated Forward Plan 2019-2021
d) Updated Action Plan November 2018

It was noted that the documents required further review and updating and this would be addressed by the Committee at a later date.

11) Budget for Works for Council Property

Costings were still awaited from Arrol & Snell and Danfo, as well as for other projects. It was agreed that the RFO be asked to incorporate all routine costs into the draft budget and committee members would forward proposals for other items for inclusion in the budget to the Locum Clerk. Cllr Southan offered to meet the RFO upon her return to work to discuss the budget.

It was proposed to hold an informal meeting to discuss the budget on Wednesday, 12th December at 7pm.

Agenda items 17 and 20 were brought forward.

12) Insurance Claim

a) Members **NOTED** that an insurance claim had been received in relation to an accident in The Square.
b) The Locum Clerk was asked to arrange for a surveyor to inspect the ground and make recommendations for any improvements required.

13) Date of next meeting

It was **NOTED** that the next meeting would take place on Tuesday, 29 January 2019 commencing at 5.30 pm.

14) Deferral of Agenda Items

Due to lack of time and the need for committee members to attend a following, scheduled meeting it was **PROPOSED, SECONDED and unanimously AGREED that consideration of the remaining agenda items be deferred to another meeting.**

Agenda items to be deferred:

11. Budget for Property Refurbishment / Maintenances works
12. Budget 2019/20
13. Repair Schedule
14. Linden Lodge
15. The Pound
16. Public Toilets
18. Memorial Plaque for Back Lane Car Park

The meeting closed at 7.00pm

Signed…… Date…….
Chairman

DRAFT