

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
5.30 pm on Tuesday 23rd April 2019

Present:

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Yvonne Holyoak, Cllr. Marcus Themans, Cllr Allan Walter

In attendance:

Trudi Barrett – Locum Town Clerk, Diane Barlow – Assistant to the Town Clerk

1) Chairman's welcome

The Chairman welcomed everyone to the meeting. He reported that he had been pleased to take the signed contract documentation for the purchase of 10 High Street to the Council's solicitor earlier in the day.

2) Apologies

Apologies were received from Cllr. Adam Davy, who had a work commitment.

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.

5) Minutes

The minutes from a Finance & Asset Management Committee meeting held on 26th March 2019 were considered for approval.

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

6) Locum Town Clerk's report

Members received a written and verbal report from the Locum Town Clerk on action taken since the last meeting.

Councillors noted that discussion of the upgrading of the public toilets had been deferred and was still pending.

The Locum Clerk reported that the contractors had measured for the installation of the new fencing to the car park at the rear of the Corn Exchange but an installation date was still awaited.

It was noted that the internal auditor had provided templates which could be used for the strategic plan to be developed by the Council.

It was PROPOSED, SECONDED and unanimously AGREED that the Town Clerk's report be NOTED.

7) Finance

- a) Councillors **NOTED** the financial report from the temporary Responsible Financial Officer.
- b) **It was PROPOSED, SECONDED and unanimously RESOLVED to note the balance sheet for March 2019.**
- c) **It was PROPOSED, SECONDED and unanimously RESOLVED to approve income and expenditure for March 2019.**
- d) **It was PROPOSED, SECONDED and unanimously RESOLVED that bank reconciliations to the end of March 2019 be APPROVED.**
- e) **It was PROPOSED, SECONDED and unanimously RESOLVED that payments for April 2019 be APPROVED.**
Councillors were reminded of the financial regulations with regard to authority to spend.

8) Internal Financial Risk and Health & Safety Evaluation

Councillors reviewed the Internal Financial Risk and Health & Safety Evaluation. **It was PROPOSED, SECONDED and RESOLVED to approve the revised Internal Financial Risk and Health & Safety Evaluation.**

Councillors noted that due to staff absence and changes the review had not been carried out during the financial year 2018/19, the last review having been conducted in November 2017. It was noted that review of the Council's risk management formed part of the Annual Governance Statement for the Annual Return and a copy of the approved Internal Financial Risk and Health & Safety Evaluation would be presented to full Council to support the response to assertion 5 in Section 1.

9) Asset Register

Councillors reviewed the Asset Register as at 31st March 2019. **It was PROPOSED, SECONDED and RESOLVED to approve the Asset Register as at 31st March 2019.** It was noted that amendments would need to be made to the register in the new financial year, following additional acquisitions.

10) Gaskell Recreation Ground

Councillors considered the Heads of Terms drawn up by Shropshire Council for the use of Shropshire Council land as a storage compound for the planned drainage work on the Gaskell Recreation Ground. **It was PROPOSED, SECONDED and RESOLVED to approve the Heads of Terms.**

11) Christmas Lights

Councillors noted concerns about the retention of Christmas lights on the Guildhall throughout the year. Councillors agreed to consider this matter when reviewing quotations for the installation of the Christmas lights for the 2019 festive season.

12) Car Park at rear of Corn Exchange

Councillors noted proposals from E.ON for the provision of electric vehicle charging facilities on the car park at the rear of the Corn Exchange. Following discussion of possible changes to the layout and parking arrangements in the car park, Councillor Themans agreed to develop a formal proposal for the use of the rear car park for consideration by the Finance & Asset Management Committee.

13) Corn Exchange & Guildhall

Councillors noted that Arrol & Snell were still working on a feasibility study for the Corn Exchange and Guildhall. A representative from Arrol & Snell would be invited to attend a meeting of the Finance & Asset Management Committee later in the year after the formation of the new Committee at the forthcoming Annual Town Council Meeting.

14) Date of next meeting

Councillors noted that the provisional date of the next meeting was Tuesday, 21st May 2019, to be confirmed at the Annual Town Council Meeting on 9th May 2019.

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.

15) Damaged railing outside toilets in St Mary's car park

Councillors noted damage to the railing outside the public toilets in St Mary's car park and considered a quotation for repair. **It was PROPOSED, SECONDED and RESOLVED to approve the quotation from Michael Baugh Carpentry & Building Maintenance in the amount of £191.14.**

16) Floral Displays

Councillors considered for approval a quotation for this year's floral displays throughout the town.

It was PROPOSED, SECONDED and AGREED to accept the quotation from Abbey Nursery for the provision of floral displays for 2019/20 at a cost of £1,206. It was noted that this cost included maintenance of the new planters.

17) Repairs to rear window of library

Councillors considered a quotation for repair of the wooden window frame at the rear of the library. It was noted that considerable repair work was required to ensure the security of the glass panels.

It was PROPOSED, SECONDED and RESOLVED to approve the quotation from Michael Baugh Carpentry & Building Maintenance in the amount of £663.62. It was noted that this price included priming and undercoating but not the application of a top coat of paint.

18) Repairs to Guildhall

Councillors noted that Arrol & Snell and Council officers had spent considerable time seeking quotations for essential maintenance work to the Guildhall and Corn Exchange. Councillors considered the quotation to hand.

It was PROPOSED, SECONDED and RESOLVED to approve the quotation from Michael Baugh Carpentry & Building Maintenance in the amount of £836.32.

Councillors requested that the Locum Clerk include mention of the repair work in the next edition of the Wenlock Herald.

19) Linden Lodge

- a) Councillors noted that the damaged garden fence at the front of Linden Lodge had been replaced.

- b) Councillors considered general matters associated with Linden Lodge. The Locum Clerk was asked to ensure that regular inspections of the property were being carried out by the letting agent and to circulate a copy of the most recent report. The date of the next inspection should be obtained from the agent. The Locum Clerk was also asked to seek advice from the agent on local rental values.

The meeting closed at 7.25pm

Signed.....
Chairman

Date.....