

# MUCH WENLOCK TOWN COUNCIL

Minutes of a  
**FINANCE, ASSET MANAGEMENT & HR COMMITTEE**  
meeting held at the Guildhall, Much Wenlock  
at 7.00 pm on Thursday, 26<sup>th</sup> September 2019

**Present:**

Cllr. Herbert Harper (in the chair), Cllr. Adam Davy, Cllr. Mary Hill, Cllr. Marcus Themans, Cllr. Daniel Thomas, Cllr. Allan Walter.

**In attendance:**

Trudi Barrett –Town Clerk, Diane Barlow – Assistant to the Town Clerk/Responsible Financial Officer (RFO).

**1) Chairman's Welcome**

The Chair welcomed everyone to the meeting.

**2) Apologies**

The following apologies were received:

Cllr. Yvonne Holyoak – unwell

Cllr. Dafydd Jenkins - work

Cllr. Kate Southan – family commitment

Cllr. Milner Whiteman – holiday

**These apologies were 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.

**4) Dispensations**

None requested.

**5) Minutes**

The minutes of a Finance, Asset Management and HR Committee meeting held on 23<sup>rd</sup> July 2019 were considered for approval. **It was PROPOSED, SECONDED and unanimously RESOLVED that the minutes be APPROVED and signed as a true record.**

**6) Town Clerk's report**

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

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

**7) Finance**

- a. Members **NOTED** a report from the RFO. It was noted that the telephone contract was coming up for renewal and alternative providers would be considered.
- b. Members **NOTED** the balance sheet as at 31<sup>st</sup> August 2019.
- c. Members **NOTED** the income and expenditure to 31<sup>st</sup> August 2019.
- d. Members reviewed bank reconciliations. It was **PROPOSED, SECONDED and RESOLVED to approve the bank reconciliations to 31<sup>st</sup> August 2019.**
- e. **It was PROPOSED, SECONDED and unanimously RESOLVED to approve payments for August and September to date.**
- f. Members considered the format of future financial reports. It was agreed to continue with the current format of reports presented. The RFO was asked to check whether a specific income report could be generated from the system.

**8) Strategic Plan and Strategic Financial Plan**

- a. Members noted that a strategic planning meeting had been held on 12<sup>th</sup> September. Current projects had been discussed.

- b. Further support would be sought from the internal auditor in drawing up the Strategic Plan and Strategic Financial Plan.

#### 9) Budget

- a. Members noted a report from the SALC Budgeting training course attended by the Clerk and RFO. The Mayor had been unwell and had been unable to attend.
- b. Officers were asked to prepare a first draft of the 2020/21 budget for initial consideration at the October Finance, Asset Management & Personnel Committee meeting.

#### 10) Corn Exchange & Guildhall

- a. Members noted the situation with regard to the agreement with Arrol Architects. A visit to Arrol Architects was being arranged for the Mayor and Clerk.
- b. Members noted that it had been agreed at the meeting of the Finance, Asset Management and HR Committee held on 23<sup>rd</sup> July to set up a working group to arrange community involvement /consultation on proposals for the Guildhall. Councillors would need to review the Arrol Architects proposals and consider others prior to any consultation. It was noted that views might be sought from the public on proposals both for the Guildhall and 10 High Street. The format could be an initial presentation and then informal gathering of views from members of the public.
- c. **It was PROPOSED, SECONDED and RESOLVED to nominate Councillors Harper, Thomas, Walter and Whiteman to the working group to consider proposals for the Guildhall and 10 High Street and to arrange community consultation.**

#### 11) Grounds Maintenance and Property Maintenance

**It was PROPOSED, SECONDED and RESOLVED to nominate Councillors Davy, Jenkins and Themans to the Grounds and Property Maintenance working group to review arrangements and options for the management of the Council's property and grounds.**

#### 12) Public Toilets

- a. Members noted that the cleaning and maintenance contract with Healthmatic, which had been extended for three months, would expire at the end of September 2019.
- b. **It was PROPOSED, SECONDED and RESOLVED to extend the contract with Healthmatic to the end of the financial year to allow for further consideration of options.**

#### 13) The Square

Members considered changes to The Square to improve usability and accessibility. It was noted that the current position of the benches made it difficult to set up market stalls, displays and performances. Movable benches might be considered. It was agreed that Councillors would meet at The Square on Thursday, 3<sup>rd</sup> October at 6.30pm, before the full Council meeting, to consider options on site.

#### 14) Key Holders

Members reviewed key holders for the Corn Exchange and Guildhall following the resignation of Graham Edgcumbe Venning. The Clerk was currently a key holder and the town handyman would normally be another, although he was currently on sick leave. **It was PROPOSED, SECONDED and RESOLVED that Councillor Walter should be an additional key holder for security purposes.** The Clerk would make the necessary arrangements.

#### 15) Consultant to increase group visits to the Shropshire Hills

Members noted correspondence received from Visit Shropshire Hills CIC inviting the Council to contribute £250 towards the engagement of a consultant to drive forward coach visitors to the Shropshire Hills area, which could be extended to include Much Wenlock.

**It was PROPOSED, SECONDED and RESOLVED to contribute £250 towards the cost of engaging a consultant to promote coach visitors to the Shropshire Hills, including Much Wenlock.** The funds would be taken from budget heading 4013, advertising and publishing.

#### 16) Date of next meeting

It was noted that the next meeting would be held on Tuesday, 22<sup>nd</sup> October at 7.00pm at the Guildhall.

**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.

**17) Insurance Claim**

Members noted that a recent insurance claim had been repudiated.

**18) Linden Lodge**

- a. Members noted a report from the recent inspection of the property attended by the Mayor and Clerk. The agent had advised that the planned maintenance work had been scheduled to start on 25<sup>th</sup> September.
- b. Members noted recent information received from the agent regarding the notice period for terminating the management agreement.

**19) 2 Burgage Way**

Members noted that arrangements were in hand to set up management of the property with Nick Tart as agent.

**20) Yew Hedge at Rear of Guildhall**

Members considered a quotation to hand for trimming the yew hedge at the rear of the Guildhall. Officers were asked to obtain further quotations.

**21) Town Handyperson**

Members noted the situation with regard to the sick leave of the Town Handyperson.

**22) Contract of Employment for Clerk**

Members considered section 6 of the Clerk's contract of employment. **It was PROPOSED, SECONDED and RESOLVED that the contract should specify progression through the agreed salary scale by annual increments, rather than a single salary scale point.**

The meeting closed at 8.56 pm

Signed.....  
Chairman

Date.....