

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, 22nd October 2019

Present:

Cllr. Herbert Harper (in the chair), Cllr. Mary Hill, Cllr. Yvonne Holyoak, Cllr. Daniel Thomas, Cllr. Allan Walter, Cllr. Milner Whiteman.

In attendance:

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

1) Apologies

The following apologies were received:

Cllr. Dafydd Jenkins - work

Cllr. Marcus Themans – family commitment

These apologies were ACCEPTED and AGREED as APPROVED absence.

2) 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.

Councillor Mary Hill declared her involvement with the Wenlock Olympian Games Live Arts Festival.

3) Dispensations

None requested.

4) Minutes

The minutes of a Finance, Asset Management and HR Committee meeting held on 26th September 2019 were considered for approval. **It was PROPOSED, SECONDED and RESOLVED that the minutes be APPROVED and signed as a true record.**

5) 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 AGREED that the Town Clerk's report be NOTED.

6) Finance

- a. Members **NOTED** a report from the RFO.
- b. Members **NOTED** the balance sheet as at 30th September 2019.
- c. Members **NOTED** the income and expenditure to 30th September 2019. A separate report had been produced showing income only. It was noted that the budget was down on hire of charity stalls at the Corn Exchange and stalls in the Square and that some charity stalls were now locating in the church. Other headings were on or exceeding budget. Cllr. Walter asked to be notified when the next maintenance check was scheduled to be carried out on the fire alarm, as he would like to be present.
- d. Members reviewed bank reconciliations. It was noted that it had still not been possible to resolve problems with the Barclays bank mandate. **It was PROPOSED, SECONDED and RESOLVED to approve the bank reconciliations to 30th September 2019.**
- e. **It was PROPOSED, SECONDED and RESOLVED to approve payments from 27th September to date.**
- f. **It was PROPOSED, SECONDED and RESOLVED to nominate Councillors Harper and Walter as additional online signatories for the Unity Trust bank accounts.**

7) Grant Awards

Members considered applications for grants from local organisations. It was noted that the Council's budget for community grant awards for 2019/20 was £2,000. **It was PROPOSED, SECONDED and RESOLVED to make the following awards:**

Organisation	AMOUNT £
1 st Much Wenlock Scouts Group	200.00
Bridgnorth & South Shropshire Crucial Crew	250.00
Holy Trinity Church Much Wenlock	550.00
Much Wenlock Festival	0
Much Wenlock Twinning Group	0
Wenlock Clickers	250.00
Cuan Wildlife Rescue	0
Wenlock Olympian Games Live Arts Festival	500.00
Wenlock Herald	200.00
Royal British Legion	50.00
TOTAL	2,000.00

8) Strategic Plan and Strategic Financial Plan

Further advice was awaited from the internal auditor.

9) Budget

Members considered the first draft of the 2020/21 budget and options for reducing costs. The Clerk and RFO were thanked for their work so far.

It was PROPOSED, SECONDED and RESOLVED to set up working group to consider the budget, comprising Councillors Harper, Holyoak, Walter and the RFO.

A revised draft budget would be considered at the next meeting of the Finance, Asset Management and HR Committee.

10) Guildhall

Members noted a report from the meeting with Arrol Architects attended by the Mayor and Clerk on 16th October. Arrol Architects had not costed their proposals and it was noted that the production of a cost report from the condition survey and proposals for change would be approximately £1,000. Heritage grants could be available towards reconfiguring the space and changing the use of the Guildhall, but the Council would need to show community involvement and an educational element in the changed use. It was noted that a change in use could affect the revenue stream. Guardianship of the building by another body might also be considered.

The matter would be given further consideration once a report was received from the working group.

11) Grounds Maintenance and Property Maintenance

It was PROPOSED, SECONDED and RESOLVED to leave in abeyance nomination of an additional member to the Grounds Maintenance and Property Maintenance working group until the three Council vacancies had been filled.

12) The Square

It was PROPOSED, SECONDED and RESOLVED to defer this item to the next meeting due to the absence of Cllr Themans.

13) Linden Lodge

Members noted that the essential maintenance work at Linden Lodge had been completed.

14) Date of next meeting

It was noted that the next meeting would be held on Tuesday, 26th November 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.

15) Public Toilets

It was **PROPOSED, SECONDED and RESOLVED** to defer consideration of this matter.

16) Yew Hedge at Rear of Guildhall

Members considered quotations to hand for trimming the yew hedge at the rear of the Guildhall. **It was PROPOSED, SECONDED and RESOLVED to award the contract to Will Winton, at a cost of £120, subject to obtaining a copy of his public liability insurance.**

17) Staffing Matters

Members considered a report on the Council’s cleaning requirements. **It was PROPOSED, SECONDED and RESOLVED to undertake a review of cleaning requirements.**

The meeting closed at 8.43pm

Signed.....
Chairman

Date.....