

MUCH WENLOCK TOWN COUNCIL

Minutes of a

FINANCE & RESOURCES MANAGEMENT COMMITTEE

meeting held at the Corn Exchange, Much Wenlock

5:30 pm on Tuesday 27 June 2017

Present:

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Trevor Childs, Cllr. David Gibbon JP, Cllr. Robert Toft and Cllr. Allan Walter

In attendance:

Sharon Clayton - Town Clerk/Responsible Financial Officer

1) Election of Chairman

Nominations were sought for the election of Chairman for the ensuing year.

it was **PROPOSED** by Cllr. David Gibbon JP and **SECONDED** by Cllr. Trevor Childs that Cllr. Graham Edgcumbe Venning be elected as Chairman for the ensuing year.

It was unanimously AGREED that Cllr. Graham Edgcumbe Venning be appointed as Chairman for the ensuing year.

2) Election of Deputy Chairman

Nominations were sought for the election of Deputy Chairman for the ensuing year.

it was **PROPOSED** by Cllr. Graham Edgcumbe Venning and **SECONDED** by Cllr. Trevor Childs that Cllr. Robert Toft be elected as Deputy Chairman for the ensuing year.

It was unanimously AGREED that Cllr. Robert Toft be appointed as Deputy Chairman for the ensuing year.

3) Apologies

There were no apologies as all Members were present.

4) 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.

5) Dispensations

None requested.

6) Minutes

The minutes from a meeting held on 25 April 2017 were considered for adoption since the Committee consisted of new Members none of whom had attended the last meeting.

It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED.

7) Town Clerk's report

Member received a report from the Town Clerk on actions taken since the last meeting.

It was PROPOSED, SECONDED and AGREED that:

- i. **The Town Clerk's report be NOTED.**
- ii. **Reclaiming the cemetery allotments for additional grave spaces should be considered in detail at a future meeting.**

8) Finance

a) Members received a financial report from the Responsible Financial Officer.

It was PROPOSED, SECONDED and AGREED that:

- i. **The report be NOTED.**
- ii. **A balance of £5,000 should be left in the Barclays current account with the remaining balance transferred into the Barclays deposit account.**

b) Members considered for approval receipts and payments for May 2017.

It was PROPOSED, SECONDED and AGREED that receipts and payments for May 2017 be APPROVED.

c) Members received bank reconciliations to 31 May 2017.

It was PROPOSED, SECONDED and AGREED that bank reconciliations to 31 May 2017 be NOTED.

d) Members considered for approval income and expenditure to 31 May 2017.

It was PROPOSED, SECONDED and AGREED that income and expenditure to 31 May 2017 be APPROVED.

e) Members considered for approval payments for June 2017.

It was PROPOSED, SECONDED and AGREED that payments for June be APPROVED.

f) Members received the year-end charity accounts.

It was PROPOSED, SECONDED and AGREED that the year-end charity accounts be NOTED.

9) Internal audit

a) Members considered for approval the appointment of an internal auditor for 2017/2020.

It was PROPOSED, SECONDED and AGREED that Sue Hackett be appointed as the Council's internal auditor for 2017/2020.

b) Members considered for approval the internal audit plan for 2017/2020.

It was PROPOSED, SECONDED and AGREED that the internal audit plan for 2017/2020 be APPROVED.

c) Members received the final internal audit for 2016/2017.

It was PROPOSED, SECONDED and AGREED that the final internal audit report should be recommended to the Town Council for approval.

10) ASSET MANAGEMENT PLAN

Members received the Town Council's Asset Management Plan and considered how the Council's assets should be managed.

It was PROPOSED, SECONDED and AGREED:

- i. **That a Task & Finish Working Party should be established to study and assess the Town Council's assets and responsibility.**
- ii. **Cllr. David Gibbon and Cllr. Trevor Childs be appointed to the Task & Finish Working Party.**
- iii. **The Terms of Reference of the Task and Finish Working Party are to look at previously identified maintenance and repairs, and to prepare a prioritised list of perceived improvements/enhancements.**
- iv. **The Task & Finish Working Party should report its findings at the September 2017 meeting.**

11) GUILDHALL PROJECT PLAN

Members considered a draft project plan for the Guildhall.

It was PROPOSED, SECONDED and AGREED to defer consideration of this until September 2017.

12) DAMP REPAIR WORK

Members considered for approval a recommendation that, in the interests of cost effectiveness, efficiency and urgency, the Town Council agrees that Shropshire Council seeks tenders for necessary work to the Corn Exchange and re-charges the Town Council for any work that the Town Council is responsible for as the landlord of the property.

It was PROPOSED, SECONDED and AGREED that the Town Clerk and the Chairman would meet with Shropshire Council to discuss the work required to alleviate the damp.

13) PUBLIC TOILETS

Members received a copy of the maintenance contract for the public toilet at St. Mary's Lane and Queen Street.

It was PROPOSED, SECONDED and AGREED to defer consideration to a future meeting.

14) PUBLICITY

Members were informed that an opportunity to advertise the town markets in the next edition of the Shropshire Magazine could not be considered since the deadline had been missed.

NOTED.

15) BUSINESS RISK

Members received for approval the annual review of the Town Council’s Business Risk.

It was PROPOSED, SECONDED and AGREED that consideration of this be deferred to the September 2017 meeting.

16) CEMETERY

Members considered an email from Cllr. David Turner concerning cemetery charges for non-inhabitants of the parish, in which he asked the Town Council to waive non-inhabitant fees for someone recently deceased who died outside of the parish.

It was PROPOSED, SECONDED and AGREED that the Town Council policy applies to all non-inhabitants of the parish.

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) STREET LIGHT REPAIR

Members considered for approval quotes to replace a street light at Back Lane.

It was PROPOSED, SECONDED and AGREED that a decision be deferred until the hedgerow where the lamp was to be installed had been trimmed back so that it did not block the light.

18) HEATING AT THE GUILDHALL

Members considered for approval a quote for new replacement heaters at the Guildhall.

It was PROPOSED, SECONDED and AGREED that, before a final decision was made, it should be determined whether the price quoted includes anti-corrosive and whether the old heaters would be removed from site.

19) ADMINISTRATION STAFFING REVIEW

Members considered for approval a recommendation to the Town Council that one of the two posts of Assistant to the Town Clerk be made redundant and hours reduced to an overall total of 21 hours for one post.

Cllr. Allan Walter and Cllr. David Gibbon left the meeting during part of this discussion and returned to participate in the decision.

It was PROPOSED that the review and recommendation to make one post of Assistant to the Town Clerk redundant following advice from Ellis Whittam be submitted to the Town Council for approval. The proposal was SECONDED, and with 3 votes in favour, one vote against (Cllr. Robert Toft), and one abstention, it was and AGREED that the recommendation be referred to the Town Council to make the final decision.

The meeting closed at 19:30.

Signed.....
Chairman

Date.....