

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & RESOURCES MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
6.30 pm on Thursday 22 February 2018

Present:

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

In attendance:

Sharon Clayton - Town Clerk/Responsible Financial Officer

1) Chairman's welcome

The Chairman welcomed everyone to the meeting.

2) Apologies

None received as all Members were present.

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 & Resources Management Committee meeting held on 23 January 2018 were considered for approval.

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

6) Town Clerk's report

Members received a written report from the Town Clerk on actions taken since the last meeting. The Town Clerk also gave the following verbal update.

- She had liaised with the Guildhall staff concerning the need to use ladders in the Guildhall and the Town Clerk advised that the existing ladders be replaced.
- She had written a draft Investment Policy for approval by the Town Council.
- An internal audit had been carried out, the findings of which were to be presented to the Town Council.
- Grant funding for a CCTV upgrade was available during the next financial year although the Town Council would be expected to pay 50% of the total cost of the upgrade.
- The Guildhall would be opening on 30 March 2018 and details of the exhibitions were on the Town Council's website.

It was PROPOSED, SECONDED and AGREED that:

- a) **The Town Clerk's report be NOTED.**
- b) **Ladders be purchased for use in the Guildhall.**
- c) **The Town Council's plans to upgrade the CCTV should be conveyed to the local community so that any interested members of the public would have an opportunity to participate in the provision of wider CCTV coverage for the town.**

7) Finance

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

It was PROPOSED, SECONDED and AGREED that:

- a) **The report be NOTED.**
- b) **The Town Clerk would provide training to Members on the financial management of the accounts.**

b) Members considered for approval receipts and payments for January 2018.

It was PROPOSED, SECONDED and AGREED that receipts and payments for January 2018 be APPROVED.

c) Members received bank reconciliations to the end of January 2018.

It was PROPOSED, SECONDED and AGREED that bank reconciliations to the end of January 2018 be NOTED.

d) Members considered for approval income and expenditure to 31 January 2018.

It was PROPOSED, SECONDED and AGREED that income and expenditure to 31 January 2018 be APPROVED.

e) Members considered for approval payments for February 2018.

It was PROPOSED, SECONDED and AGREED that payments for February 2018 be APPROVED.

8) Rescission of decision

At the last meeting a new table plan had been agreed for those wanting to rent a stall at the Corn Market. The new plan had not been well received and, in accordance with Standing Order no. 7a, Members asked that this decision be rescinded and that the matter be re-considered.

It was PROPOSED, SECONDED and AGREED that this decision be rescinded.

9) Market table plan

Members re-considered for approval a table layout plan for the Corn Market. At the last Committee meeting it had been agreed that hire of the designated area would be 7 tables maximum to allow ample access to the library and to allow members of the public to have access to the seats installed in the market area.

It was PROPOSED, SECONDED and RESOLVED that, in fairness to traders:

- a) **The Town Clerk should be granted delegated authority to allow flexibility with the table layout provided a clear access was available to the library and to the seats.**
- b) **A maximum of 8 tables could be hired at any one time but would be conditional on how well flexibility functioned.**
- c) **The situation would be reviewed after a trial period.**

10) Historic building refurbishment

Members received an update from the Chairman who had met with Arrol and Snell, architectural conservationists, and many ideas had been discussed. A quote was awaited for the level of fees and the extent of the work that could be undertaken, including a 10-year maintenance programme. The service included project management, finding suitable contractors and fund raising.

It was PROPOSED, SECONDED and AGREED that further professional advice should be sought.

11) Customer Service Point at Much Wenlock Library

a) Members considered for approval the purchase of two roll-up display banners and retractable barriers for use in the library when the Customer Service Point was attended by the Town Council. The retractable barriers could also be used to mark a pathway to the library during market days.

It was PROPOSED, SECONDED and AGREED that 4 retractable barriers, two roll-up banners and other professional signage be purchased within a budget of £350.

b) Members considered for approval the development of a Town Councillor Surgery rota for Saturday morning Town Council surgeries to be held in the library.

It was PROPOSED, SECONDED and AGREED that:

- **Town Council surgeries for 2018 would take place on the first Saturday of each month with 2 councillors in attendance.**
- **The Chairman would prepare a rota.**

c) Members considered the development of a Customer Service Policy for the Town Council's use of the Customer Service point in the library.

It was PROPOSED, SECONDED and AGREED that the Town Council Customer Service point would be attended by either the Town Clerk or the Assistant to the Town Clerk on Wednesday mornings when the library was closed between 10 am and 12 noon, subject to review.

12) Personal Protective Clothing

Members considered for approval the purchase of personal protective clothing for the Handy Person.

It was PROPOSED, SECONDED and AGREED that the following should be purchased within a budget of £150:

- **A high vis jacket with Much Wenlock Town Council printed on it.**
- **One pair of steel toecap shoes.**
- **Two pairs of protective gloves.**
- **One bump cap.**

It was further AGREED that the Chairman would take the Handy Person to a suitable outlet to purchase these items.

13) Banking

Members considered for approval that £25,000 be invested in the CCLA Property Fund where it would attract a better rate of interest.

It was PROPOSED, SECONDED and AGREED that, subject to further professional advice, the Committee would recommend to the Town Council that £25,000 be invested with the CCLA Property Fund.

14) Furnishing of rear office at the Corn Exchange

Members considered for approval the purchase of office furniture and equipment for the rear office at the Corn Exchange.

It was PROPOSED, SECONDED and AGREED that appropriate furniture be purchased within the approved budget of £1,500.

15) Date of next meeting

It was **NOTED** that the next meeting would take place on Tuesday 27 March 2018 at 6.30pm.

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.

16) Refurbishment

Members considered for approval quotes for painting and decorating the rear office at the Corn Exchange.

It was PROPOSED, SECONDED and AGREED that Simon Gwynne be appointed at a cost of £340.

17) Linden Lodge

Members considered for approval a request from the tenant at Linden Lodge for permission to have a dog.

It was PROPOSED, SECONDED and AGREED to rescind the decision made at the last meeting and that, subject to the house being maintained to a certain standard, and assurance that the fence would be maintained sufficiently to keep the dog secured, the tenant could have a dog. However, this decision was conditional on a satisfactory report being maintained on the standard of the property.

PERSONNEL MATTERS

18) Performance and salary review

Members were advised that the pay award of 2% awarded at the last meeting was not in accordance with the Contracts of Employment for the Town Clerk and the Assistant to the Town Clerk which make provision for both to progress up the pay scale upon satisfactory performance.

It was PROPOSED, SECONDED and AGREED that, in accordance with their Contracts of Employment, the Town Clerk and the Assistant to the Town Clerk should have a salary increase in line with their Contracts of Employment.

The meeting closed at 20:10.

Signed.....
Chairman

Date.....