

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
5.30 pm on Tuesday 29 May 2018

Present:

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

In attendance:

Sharon Clayton - Town Clerk/Responsible Financial Officer
Vanessa Laming – Much Wenlock Christmas Lights
Paul Laming – Much Wenlock Christmas Lights
Philip Robinson – St James’s Place Wealth Management

1) Election of Chairman

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

It was PROPOSED, SECONDED and unanimously AGREED that Cllr. Graham Edgcumbe Venning be elected 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, SECONDED and unanimously AGREED that Cllr. Marcus Themans be elected as Deputy Chairman for the ensuing year.

The meeting was adjourned at this point to allow Vanessa Laming, the main fund raiser for the Christmas lights in the town, to explain to Members how she had raised sufficient funding to purchase additional Christmas lights to illuminate other areas in the town, including electrical installation to power new Christmas tree lights at the corner of Sheinton Street and at the end of the High Street on the Gaskell corner. She had recently received a £10,000 donation towards new Christmas lights for the town and she wanted to give the funds she’d raised to the Town Council for the Council to purchase and be responsible for new Christmas lights. The Town Council was asked if it would continue to pay for the installation of Christmas lights for future years although Vanessa would continue to raise funds towards ongoing costs.

The Chairman thanked Vanessa and Paul Laming for their efforts and said that the Council would make a formal decision later in the meeting. Vanessa and Paul then left the meeting.

The Chairman then invited Philip Robinson, a financial funds manager, to advise Members about financial planning services on offer from St. James’s Place Wealth Management which included investments, insurance and retirement planning. There was a team of fund managers who advised clients on how best their funds should be invested.

The Chairman thanked Philip for his advice after which he left the meeting.

3) Apologies

Apologies were received from Cllr. Adam Davy who had a prior engagement.

This apology was CONFIRMED and AGREED as APPROVED absence.

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 Finance & Resources Management Committee meeting held on 24 April 2018 were considered for approval. **It was PROPOSED, SECONDED and RESOLVED that the minutes be signed and ADOPTED as a true record.**

7) Town Clerk's report

Members received a written report from the Town Clerk on action taken since the last meeting. Cllr. Marcus Themans gave a verbal update following his meeting with Eon concerning the installation of a new street light on the Corn Exchange car park.

It was PROPOSED, SECONDED and AGREED that:

- a) **The Town Clerk's report be NOTED.**
- b) **The installation of a new street light would be considered at the next meeting.**

8) Finance

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

It was PROPOSED, SECONDED and AGREED that the financial report be NOTED.

- b) Members considered for approval income and expenditure to 30 April 2018.

It was PROPOSED, SECONDED and AGREED that income and expenditure to 30 April 2018 be APPROVED.

- c) Members considered for approval receipts and payments for April 2018.

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

- d) Members received bank reconciliations to the end of April 2018.

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

- e) Members considered for approval payments for May 2018.

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

9) Investment

Members considered for approval how best to invest the Town Council's unallocated reserves in order to spread risk. Having considered the advice given earlier;

it was PROPOSED, SECONDED and AGREED that Members would meet informally to discuss investment opportunities.

10) Risk engineering at the Guildhall

Members considered a risk report on the Guildhall carried out on behalf of the Council's insurer in response to the insurance value of the Guildhall being increased. The report recommended that the electrical systems and equipment be thoroughly tested and advised that a fire detection alarm should be installed in the Buttermarket.

It was PROPOSED, SECONDED and RESOLVED that the risks identified should be actioned.

11) Sanitiser for public toilets

Members considered for approval the hire of sanitisers for the public toilets at Queen Street including the one at the Corn Exchange.

It was PROPOSED, SECONDED and RESOLVED that:

- a) **3 units be rented from Pure Washrooms at a total cost of £750 per annum.**
- b) **A further budget of £250 be approved for the electrical installation required to power them.**

12) Date of next meeting

It was **NOTED** that the next meeting would take place on Tuesday 26 June 2018 commencing at 5.30 pm.

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.

13) Tree works on the Gaskell Recreation Ground

Members considered for approval a quote for tree works on the Gaskell Recreation Ground.

It was PROPOSED, SECONDED and AGREED that Joffrey Watson be appointed, on a permanent basis, to maintain the trees on the Gaskell Recreation Ground, including the removal of epicormic growth at a cost of £16.50 per tree, £180 to fell the Oak tree, removal of the split lower limb on the Wellingtonia at a cost of £100, removal of dangling limbs on two fir trees at a cost of £200, and the removal of three dead limbs on the large Oak tree at a cost of £130.

14) Christmas lights

- a) Members considered for approval taking on responsibility for additional Christmas lights financed through local donations.

It was PROPOSED, SECONDED and AGREED that the Town Council would accept new Christmas lights and be responsible for their ongoing maintenance and installation.

- b) Members considered for approval a quote for the eyebolt inspection, installation and storage of the town's Christmas lights.

It was PROPOSED, SECONDED and AGREED that the quotation from Millennium Quest be accepted as follows:

- o **Installation and maintenance of existing lights for a five-year term at a cost of £2,286 + VAT per annum.**
- o **Eye bolt testing and certification for a five-year term at a cost of £798 + VAT per annum.**
- o **Purchase of new lights for Back Lane car park at a cost of £773 + VAT plus a one-off installation cost of £500 plus VAT.**

15) Window at Linden Lodge

Members considered for approval a quote for a new window at Linden Lodge

It was PROPOSED, SECONDED and AGREED that Matthews and Peart be appointed at a cost of £365 + VAT.

The meeting closed at 18:58.

Signed.....
Chairman

Date.....