

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
5.30 pm on Tuesday 25 September 2018

Present:

Cllr. Graham Edgcumbe Venning (Chairman), Cllr. Adam Davy, Cllr. Yvonne Holyoak, Cllr. Kate Southan, 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

There were no apologies since 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 & Asset Management Committee meeting held on 24 July 2018 were considered for approval. **It was PROPOSED, SECONDED and unanimously 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 action taken since the last meeting. The Town Clerk also gave the following verbal report:

- In consultation with the Chairman, the Town Clerk had asked Balfours to arrange for a structural engineer to carry out a property inspection report on Linden Lodge as recommended by the last inspection report. Cracks were getting worse and tearing the lining paper where the walls meet the ceiling and a structural engineer would be able to make recommendations on a way forward.
- The electrical inspection required by Zurich Insurance had been carried out at the Guildhall. The inspection was satisfactory and did not highlight any issues
- The new light would be fitted at the rear of the Corn Exchange on 1 October 2018.

It was PROPOSED, SECONDED and unanimously AGREED that:

- a) **The Town Clerk's report be NOTED.**
- b) **The attention required to repair the scroll and cabinet in the museum should be progressed.**
- c) **The toilets at Queen Street should be locked between 7 pm and 6 am as from 1 October 2018.**

In addition the Chairman advised that he had written to Arrol and Snell and asked them to prepare a specification for the necessary works to the Corn Exchange and Guildhall and to act as project managers during the works. A list of recommended contractors to carry out the work would be provided by Arrol and Snell from which the Town Council could choose a preferred contractor.

NOTED.

7) Finance

- a) Members received a written financial report from the Responsible Financial Officer.
It was PROPOSED, SECONDED and unanimously AGREED that the financial report be NOTED. It was further AGREED that the money currently held in the Barclays Deposit account would remain in this account until negotiations with Barclays Bank had been concluded. If the bank premises could not be purchased by the Town Council, then some of the money in the deposit account would be re-distributed and invested elsewhere in order to spread risk.
- b) Members considered for approval income and expenditure to 31 August 2018.
It was PROPOSED, SECONDED and unanimously AGREED that income and expenditure to 31 August 2018 be APPROVED.
- c) Members considered for approval receipts and payments for July and August 2018.
It was PROPOSED, SECONDED and unanimously AGREED that receipts and payments for July and August 2018 be APPROVED.
- d) Members received bank reconciliations to the end of August 2018.
It was PROPOSED, SECONDED and unanimously AGREED that bank reconciliations to the end of August 2018 be NOTED.
- e) Members considered for approval payments for September 2018.
It was PROPOSED, SECONDED and unanimously AGREED that payments for September 2018 be APPROVED.

8) Virements and Reserves

Members considered for approval recommended virements and movement from reserves.

It was PROPOSED, SECONDED and unanimously AGREED that the following virements and movement from reserves be APPROVED.

Virements:

FROM	AMOUNT £	TO	AMOUNT £
Data control 105/4020	-900.00	WW1 Commemoration - Cabinet for "Book of Remembrance" (new code)	900.00
Data control 105/4020	-1065.00	WW1 Commemoration activities	1065.00
TOTAL	-1965.00	TOTAL	1965.00

Movement from reserves:

FROM	AMOUNT £	TO	AMOUNT £
Heritage (total £10,500 held in reserves)	-1250.00	Charter Day Celebrations 105/4425	1250.00

9) Plaque for Back Lane Car Park

At a Town Council meeting held on 6 September 2018 Members were informed that the £100 agreed for the purchase of a commemorative plaque to be installed on Back Lane car park was not sufficient and suggested that the budget be increased to £250. Members were therefore asked to approve that the budget be increased to £250.

It was PROPOSED, SECONDED and unanimously AGREED that the budget for the purchase of the commemorative plaque be increased to £250.

10) Future Use of the Corn Exchange Car Park

Members were in agreement that the car park needed some remedial works since the fence was shabby, the surface of the car park was eroding and the lines needed re-painting. Members discussed future use and the general condition of the car park to the rear of the Corn Exchange. It was agreed that it was being abused by some people and that they had an unfair advantage over those who had to pay to park since it was the only free car park in Much Wenlock. It was suggested that parking could be better regulated and bring in income by introducing parking charges, for example by installing a ticket machine or from

allocating some parking spaces for residents who would pay an annual fee although some kind of enforcement would need to be applied to regulate parking.

It was PROPOSED, SECONDED and AGREED that:

- a) **Cllr. Marcus Themans would prepare a proposed scheme to tidy up the car park for consideration at the next meeting so that quotes could be sought.**
- b) **The introduction of parking charges would be considered at a future meeting.**
- c) **The owner of the fence should be asked if it could be repaired or replaced.**

11) Date of next meeting

It was **NOTED** that the next meeting would take place on Tuesday 23 October 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.

12) Olympian Art Features

Members considered for approval an estimate of costs to clean, consolidate, supply new mosaic and a final wax finish for the 5 Olympian Art Features.

It was PROPOSED, SECONDED and unanimously AGREED that The Jackfield Conservation Studio be appointed to carry out the necessary work within a budget of £300.

13) Christmas Lights Installation

Members considered for approval whether to approve a budget for an additional Christmas tree and lights to be installed on the corner of Sheinton Street following the installation of a Christmas tree pit and electrical connection courtesy of Kier.

It was PROPOSED, SECONDED and AGREED that £500 be approved as a contingency fund.

The meeting closed at 18:39.

Signed.....
Chairman

Date.....