



Much Wenlock Town Council

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Locum Town Clerk: Trudi Barrett BA (Hons)

NOTICE IS HEREBY GIVEN that a meeting of the above named Town Council **FINANCE & ASSET MANAGEMENT COMMITTEE** will take place in the **Mary Webb Room** at the **Corn Exchange, Much Wenlock** commencing at **5.30 pm** on Tuesday **26th February 2019** and Members are hereby summoned to attend for the purpose of transacting the following business.

Trudi Barrett
Locum Town Clerk

Date of issue: 19th February 2019

A G E N D A

**FILMING AND RECORDING OF COUNCIL MEETINGS
AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 2018**

Any person present at a Council meeting may not orally report or comment about a Council meeting as it takes place but otherwise may: film, photograph, or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; report or comment on the proceedings in writing during or after a meeting, or orally report or comment after the meeting. Anyone making a recording for non-domestic purposes is advised to seek advice on their obligations to ensure any processing of personal information complies with the Data Protection Act 2018.

**Anyone who objects to being filmed or recorded should notify the Town Clerk
prior to the commencement of the meeting.**

1. Chairman's Welcome

2. Apologies

To receive apologies for absence

3. Disclosure of pecuniary interests

Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting, and which is not included in the register of interests. Members are 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.

4. Dispensations

Requests for dispensation should be in writing, addressed to the Town Clerk and received prior to the meeting.

5. Minutes

To **approve** the minutes from a meeting held on 29th January 2019.

6. Town Clerk's report

To receive a report from the Town Clerk on action taken since the last meeting.

7. Annual Town Meeting

To consider the format and content of the report from the Finance & Asset Management Committee for the Annual Town Meeting on 12th March 2019.

8. Internal Audit

To **note** that the internal auditor carried out an interim internal audit on 4th February and to consider the report, if to hand.

9. Finance

- a. To receive a financial report from the temporary Responsible Financial Officer.
- b. To receive the balance sheet for January 2019.
- c. To consider and approve income and expenditure for January 2019.
- d. To consider and approve receipts and payments for January 2019.
- e. To receive and approve bank reconciliations to the end of January 2019.
- f. To consider and approve payments for February 2019 (to follow).

10. Maximising the use of Town Council assets

To give initial consideration to ways of maximising the use of Town Council assets for the benefit of tourists and visitors to the town, as well as the Town Council, including the following:

- a. Electric vehicle charging points
- b. Markets

11. Location of art works

To confirm locations for siting the final two art works, removed from the Gaskell Ground.

12. Key holders for Council buildings

To note that one or more new keyholders are required for the Guildhall and Corn Exchange to be able to attend in the event of an alarm alert out of office hours and to agree who these should be.

13. Date of next meeting

To **note** that the next meeting will take place on 26th March 2019.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act due to the confidential nature of the following business to be transacted it will be PROPOSED, SECONDED and RESOLVED that the public and press should not be present.

14. Street Light Replacement

- a. To note that E.ON have removed a concrete street lighting column in Swan Meadow, as it had been badly damaged.
- b. To consider and agree to the provision of a replacement column.

15. Public Toilets

- a. To retrospectively approve essential repairs to the Queen Street toilets.
- b. To consider quotations to hand for the provision of new public toilets and decide how to move forward.

16. The Square

To consider recommendations contained in the report on The Square prepared by Balfours and decide how to address these.

17. 10 High Street, Much Wenlock

To retrospectively approve the cost of a CCTV drain survey of 10 High Street.

18. Christmas Lights

- a. To note concerns about the retention of Christmas lights on The Guildhall throughout the year, to note the reasons for this and to consider any change required.
- b. To consider quotations for the installation of Christmas lights for 2019 (if to hand).

19. HR Support

To note that the current contract with Ellis Whittam comes to an end in April 2019 and to consider future provision of HR support.

20. Linden Lodge

- a. To consider a property survey and recommendations for Linden Lodge.
- b. To retrospectively approve the cost of repairs to the heating boiler.
- c. To note damage to the garden fence caused by high winds and to approve the cost of repairs.
- d. To consider future options for Linden Lodge.

21. Demolition of Toilet Block on Gaskell Recreation Ground

To consider the recommendation of the Gaskell Recreation Ground Management Committee and to approve the selected contractor for the demolition of the toilet block on the Gaskell Recreation Ground.