

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
meeting held at the Corn Exchange, Much Wenlock
5.30 pm on Tuesday 26 February 2019

Present:

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

In attendance:

Trudi Barrett – Locum Town Clerk.

1) Chairman's welcome

The Chairman welcomed everyone to the meeting.

The Mayor noted that a meeting had been held with Michael Lewis, Head of Library Services at SC, regarding a financial contribution to the running of Much Wenlock Library. The draft agreement would be considered at the March full Council meeting.

The Mayor had also spoken to Andrew Arrol of Arrol & Snell regarding works to the Guildhall and Corn Exchange and a meeting would be arranged for discussion of the proposals.

2) Apologies

Apologies were received from Cllr. Adam Davy, who had a work commitment.

This apology was ACCEPTED and AGREED as APPROVED absence.

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 29th January 2019 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 and verbal report from the Town Clerk on action taken since the last meeting.

It was PROPOSED, SECONDED and unanimously AGREED that the Town Clerk's report be NOTED.

7) Annual Town Meeting

Councillors considered the format and content of the report from the Finance & Asset Management Committee for the Annual Town Meeting to be held on Tuesday, 12th March 2019. It was agreed that the Deputy Chairman would present the report and that he would contact the temporary RFO for information if necessary.

8) Internal Audit

Councillors **NOTED** that the Internal Auditor had carried out an interim audit on 4th February 2019 and the report was awaited.

9) Finance

- a) Councillors **NOTED** the financial report from the temporary RFO. Councillors requested that the income and expenditure on Christmas lights be displayed so as to make the financial position clearer.
It was noted that water charges for the Gaskell Ground would be billed to the charity.

- b) **It was PROPOSED, SECONDED and unanimously AGREED to note the balance sheet for January 2019.**

- c) It was **PROPOSED, SECONDED** and unanimously **AGREED** that income and expenditure for January 2019 be **NOTED**.
- d) It was **PROPOSED, SECONDED** and unanimously **AGREED** that receipts and payments for January 2019 be **APPROVED**.
- e) It was **PROPOSED, SECONDED** and unanimously **AGREED** that bank reconciliations to the end of January 2019 be **APPROVED**.
- f) It was **PROPOSED, SECONDED** and unanimously **AGREED** that payments for February 2019 be **APPROVED**.

10) Maximising the use of Town Council assets

Councillors gave 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. The following were specifically addressed:

- a. Electric vehicle charging points. Cllr. Themans was investigating the possibility of providing this facility in the town and would report to Council in due course.
- b. Markets. Cllr. Themans had initiated discussions with a company which organised markets in various towns around the country. An update on findings and viability would be made to the next meeting.

11) Location of art works

Councillors considered locations for siting the final two art works, removed from the Gaskell Ground. Three had been placed already and it was proposed now to put one near the herb garden and information board by Back Lane car park and one at the rear of the Corn Exchange. The art work remaining at the rear of the Corn Exchange might be moved back to the Gaskell Recreation Ground once the drainage work was completed. **It was PROPOSED, SECONDED and unanimously AGREED to site one art work on the High Street by Back Lane car park and one at the rear of the Corn Exchange.**

Councillors noted that there was green staining on the art works caused by lichen/moss. The Clerk was asked to find out how this could be removed.

12) Key holders for Council buildings

It was noted that one or more new keyholders were required for the Guildhall and Corn Exchange to be able to attend in the event of an alarm alert out of office hours. Cllrs. Walter and Edgcumbe Venning indicated their willingness to be key holders, subject to clarification of the responsibilities of this role.

13) Date of next meeting

Councillors noted that the next meeting would take place on 26th March 2019 at 5.30pm at the Corn Exchange.

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.

14) Street Light Replacement

- a. Members **NOTED** that E.ON had removed a concrete street lighting column in Swan Meadow, as it had been badly damaged.
- b. **It was PROPOSED, SECONDED and unanimously AGREED to approve the installation of a replacement column at a cost of £930.96 + VAT.**
The Clerk was asked to check whether the Council's insurance covered damage to street lights and, if not, to obtain a quotation for such cover.

15) Public Toilets

- a. **It was PROPOSED, SECONDED and RESOLVED to retrospectively approve the replacement of a cistern and tap connector at the Queen Street toilets at a cost of £225 + VAT.**
- b. Councillors noted the cost of new public toilets and agreed it was important to retain facilities in the town. Further consideration of the matter was deferred.

16) The Square

Councillors considered the report on The Square prepared by Balfours. It was agreed to arrange an informal meeting with the agent for Wenlock Estates to work together on ways of improving the area. **It was PROPOSED, SECONDED and unanimously AGREED to move one of benches from the middle of The Square to the bottom of the shallow steps by the hand rail.**

17) 10 High Street, Much Wenlock

It was **PROPOSED, SECONDED and RESOLVED to retrospectively approve a CCTV drain survey of 10 High Street, up to the cost of £200 + VAT.**

18) Christmas Lights

Due to pressure of time, it was **PROPOSED, SECONDED and RESOLVED to defer consideration of Christmas Lights to the next meeting.**

19) HR Support

Due to pressure of time, it was **PROPOSED, SECONDED and RESOLVED to defer consideration of the future provision of HR support to the April full Council meeting.**

20) Linden Lodge

- a. Due to pressure of time, it was **PROPOSED, SECONDED and RESOLVED to defer consideration of the property survey and recommendations for Linden Lodge to the next meeting.**
- b. It was **PROPOSED, SECONDED and RESOLVED to retrospectively approve the cost of repairs to the heating boiler in the amount of £186.03 including VAT.**
- c. Councillors noted damage to the garden fence of Linden Lodge caused by high winds. The Clerk was asked to obtain quotations for repair/replacement.
- d. Due to pressure of time, it was **PROPOSED, SECONDED and RESOLVED to defer consideration of future options for Linden Lodge to the next meeting.**

21) Demolition of Toilet Block on Gaskell Recreation Ground

Councillors considered the recommendation of the Gaskell Recreation Ground Management Committee. It was **PROPOSED, SECONDED and RESOLVED to approve the most competitive quotation for demolition of the toilet block on the Gaskell Recreation Ground subject to clarification of the specification and provision of necessary insurance documents.**

The meeting closed at 7.05pm

Signed.....
Chairman

Date.....