




Much Wenlock Town Council

Corn Exchange
Much Wenlock
Shropshire
TF13 6AE
01952 727509
townclerk@muchwenlock-tc.gov.uk
www.muchwenlock-tc.gov.uk

Town Clerk: Trudi Barrett BA (Hons)

NOTICE IS HEREBY GIVEN that the **re-convened ANNUAL TOWN COUNCIL** meeting of the above named Town Council will be held at the **Guildhall**, Much Wenlock commencing at **7 pm** on Thursday **9th May 2019** and Members are hereby summoned to attend for the purpose of transacting the following business.

Signed.....
Trudi Barrett BA (Hons)
Town Clerk

Date: 2nd May 2019

A G E N D A

FILMING AND RECORDING OF COUNCIL MEETINGS AND THE REQUIREMENTS OF THE DATA PROTECTION ACT 1998

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.

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 should 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. Shropshire Council report

To receive a verbal report from Shropshire Councillor David Turner on Shropshire Council matters specifically relating to Much Wenlock (for information only).

6. Public session

At the discretion of the Chairman, members of the public who have given prior written notice to the Town Clerk, may ask questions of the Council concerning matters on the agenda.

7. Minutes

- a) To APPROVE and ADOPT the minutes of a Town Council meeting held on 4th April 2019.
- b) To APPROVE and ADOPT the minutes of an extraordinary Town Council meeting held on 16th April 2019.
- c) To APPROVE and ADOPT the minutes of the Annual Town Council meeting held on 2nd May 2019.
- d) To ADOPT the minutes of Planning & Environment Committee meetings held on 5th March and 2nd April 2019.
- e) To ADOPT the minutes of a Finance & Resources Committee meeting held on 26th March 2019.
- f) To ADOPT the minutes of a HR Committee meeting held on 14th March 2019.

8. Town Clerk's report

To receive a written report from the Town Clerk on action taken from the last Town Council meeting

9. Review/appointment of committees

- a) Planning & Environment Committee with delegated authority to respond to planning and environmental matters.
- b) To consider a proposal that the Finance & Asset Management Committee with delegated authority to deal with financial matters and the Council's resources, be merged with the HR Committee with delegated authority to deal with personnel matters.
- c) To appoint members to the Finance & Asset Management Committee / HR Committee depending on the decision taken at 9b) above.

10. Review/appointment of panels

- a) Discipline & Grievance Panel (3 Members)

11. Review/appointment of Working Groups and Task & Finish Groups

- a) Friends of the Cemetery Working Group (3 Members)
- b) History Working Group (3 Members)
- c) Media, Marketing and Tourism Working Group (3 Members)
- d) Barclays Bank Working Group (3 Members)
- e) Housing Needs Working Group (3 Members)

12. Review/appointment of representatives on the following

- a) Bridgnorth and Shifnal Local Area Committee
- b) Local Joint Committee
- c) Much Wenlock Almshouses: to note that Trevor Childs was nominated in May 2018 for a term of four years.
- d) Shropshire Council Emergency Planning
- e) John L Edwards Trust
- f) Shropshire Hills Destination Partnership
- g) Connexus (affordable homes)

13. Review of Terms of Reference

- a) Friends of the Cemetery Working Group
- b) History Working Group
- c) Media, Marketing and Tourism Working Group
- d) To agree that new terms of reference for the Barclays Bank Working Group be drawn up for consideration at the next meeting
- e) Housing Needs Working Group (3 Members)

14. Review/adoption of the following

- a) Standing Orders
- b) Financial Regulations
- c) Complaints Procedure
- d) Publication Scheme
- e) Communications and Media Policy
- f) Privacy notice
- g) Privacy notice for staff and councillors

15. Schedule of future meetings

To consider and approve future meeting dates

16. Internal Financial Risk and Health & Safety Assessment

To consider the revised Internal Financial Risk and Health & Safety Assessment, approved by the Finance & Asset Management Committee.

17. Financial matters

- a) To approve the use of variable Direct Debits and BACS payments in accordance with paras. 6.7 and 6.9 of the Council's Financial Regulations
- b) To consider and approve the allocation of the Neighbourhood Fund of £3,866.99 received for the financial year 2018/2019 towards the cost of drainage works on the Gaskell Recreation Ground.

18. Consultation

To consider and approve a response to any consultation received

19. Correspondence

To receive and NOTE the following:

- a) SALC information bulletin and other information – emailed to Members

20. Agenda items for next town council meeting

Members are invited to suggest items for inclusion on the agenda for the next meeting

21. Date of next meeting

To NOTE that the next meeting will take place on **6th June** 2019.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act and 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.

22. Library Agreement

To approve **signature** of the funding agreement (previously approved) for the provision of financial support for Much Wenlock Library from Much Wenlock Town Council to Shropshire Council.

23. Barclays Bank

To note an update on progress.

24. Staffing Matters

To receive an update on staffing matters.