



Much Wenlock Town Council

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Town Clerk: Trudi Barrett BA (Hons)

NOTICE IS HEREBY GIVEN that a meeting of the above named Town Council **FINANCE, ASSET MANAGEMENT AND HR COMMITTEE** will take place in the **Guildhall, Much Wenlock** commencing at **7.00 pm** on Tuesday, **26th November 2019** and Members are hereby summoned to attend for the purpose of transacting the following business.

Trudi Barrett
Town Clerk

Date of issue: 20th November 2019

AGENDA

**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. Apologies

To receive apologies for absence

2. 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.

3. Dispensations

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

4. Minutes

To **approve** the minutes of a meeting of the Finance & Asset Management Committee held on 22nd October 2019.

5. Town Clerk's report

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

6. Finance

- a. To note a report from the Responsible Financial Officer.
- b. To note the balance sheet as at 31st October 2019.
- c. To note the income and expenditure to 31st October 2019.
- d. To review and approve bank reconciliations to 31st October 2019.
- e. To consider and approve payments from 23rd October to date (to follow).

7. Strategic Plan and Strategic Financial Plan

To agree the next steps with regard to the development of a Strategic Plan and Strategic Financial Plan.

8. Budget

To consider the second draft of the 2020/21 budget for recommendation to full Council.

9. Internal Audit

- a. To note that the Council's usual internal auditor is unable to carry out the role this year for personal reasons.
- b. To consider a report on alternative internal auditors and to agree an appointment.

10. Year End Close Down and Annual Return Preparation

To consider the appointment of RBS to complete the end of year close down and annual return preparation on the computerised accounting system.

11. Guildhall Commission on Sales

- a. To rescind the following decision, taken at the meeting of the Finance, Asset Management & HR Committee meeting held on 23rd July 2019 (minute 10): "Exhibitors would be responsible for payment of the card fee but have the option to continue with cash only if preferred."
- b. To consider the implementation of an increase from 20% to 22% in the commission charged by the Council to exhibitors from 1st April 2020 to reduce administration and to cover the cost of any purchases made by payment card.

12. Gaskell Ground Drainage Consultant's Costs

To consider payment of the project management element of the drainage consultant's costs from the remaining contingency allowed for the drainage work.

13. Christmas Lights

- a. To note that replacement Christmas lights are required for the area under the Corn Exchange and for the Christmas tree in the Square.
- b. To consider quotations for new lights for the above.
- c. To consider the cost of installation of the additional lights this year.

14. Grant Awards

To note that thank you letters for grant awards have been received from the Wenlock Olympian Games Live Arts Festival and the Wenlock Herald.

15. Grounds Maintenance and Property Maintenance

Following the resignation of Adam Davy, to nominate a new member to the Grounds and Property Maintenance working group to join Cllrs Jenkins and Themans.

16. The Square

To consider changes to The Square to improve usability and accessibility.

17. Date of next meeting

To note that the next meeting will be held on Tuesday, 28th January 2020 at 7.00pm at the Guildhall.

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.

18. Staffing Matters

19. Public Toilets

To consider future maintenance and cleaning options and costs for the public toilets in St Mary's car park and Queen Street.