



## Much Wenlock Town Council

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Town Clerk: **Trudi Barrett BA (Hons)**

Due to the current Covid-19 pandemic, the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 came into force on 4<sup>th</sup> April 2020, permitting local authority meetings to be held remotely, including by video and telephone conferencing, until May 2021.

NOTICE IS HEREBY GIVEN that a meeting of the above-named Town Council **FINANCE, ASSET MANAGEMENT AND HR COMMITTEE** will be held remotely, via Zoom video conference, commencing at **7.00 pm** on Tuesday, **21st July 2020** and Members are hereby summoned to attend for the purpose of transacting the following business.

The link to the meeting is: <https://us02web.zoom.us/j/83605009710?pwd=QXM1bnJHVUprS0xiWFdCNmt3VTNFZz09>  
Meeting ID: 836 0500 9710  
Password: 485670

Trudi Barrett  
Town Clerk

Date of issue: 14<sup>th</sup> July 2020

## 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. Election of Chair**

To elect the Chair of the Committee.

#### **2. Election of Deputy Chair**

To elect the Deputy Chair of the Committee.

#### **3. Apologies**

To receive apologies for absence

#### **4. 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.

#### **5. Dispensations**

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

## **6. Minutes**

To **approve** the minutes of a meeting of the Finance & Asset Management Committee held on 28<sup>th</sup> January 2020.

## **7. Town Clerk's report**

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

## **8. Finance**

- a. To note a report from the Responsible Financial Officer.
- b. To note the balance sheet as at 30<sup>th</sup> June 2020.
- c. To note the income and expenditure to 30<sup>th</sup> June 2020.
- d. To review and approve bank reconciliations to 30<sup>th</sup> June 2020.
- e. To consider and approve payments from 5<sup>th</sup> June 2020 to date (to follow).

## **9. Barclays Bank Debit Card**

To agree to the provision of business debit cards for the Barclays current bank account for the Clerk and RFO.

## **10. I-Pad for Guildhall**

To consider the purchase of a reconditioned i-pad for use for sales in the Guildhall in conjunction with the card reader and to allocate a budget.

## **11. Pat Testing**

To note that Pat Testing was carried out at the Corn Exchange and Guildhall on 13<sup>th</sup> March 2020.

## **12. 10 High Street**

To note a report from the working group.

## **13. Anti-Pigeon Measures for the Guildhall**

To consider further anti-pigeon measures for the Guildhall (Cllr Jenkins).

## **14. Corn Exchange – use of market area**

To consider an update from the Mayor on the use of the market area at the Corn Exchange.

## **15. Public Toilet Cleaning and Servicing**

- a. To note that a six month extension to the existing contract with Healthmatic has been arranged until 30<sup>th</sup> September 2020 and to retrospectively approve the cost of £7,175 for the six months, a 2.5% increase on the previous contract.
- b. To note progress with seeking advice and quotations on the possible reconfiguration of the public toilets.
- c. To consider how to address maintenance and cleaning from October 2020.

## **16. The Square**

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

## **17. Linden Lodge**

To retrospectively approve the purchase and installation of a new boiler at Linden Lodge at a cost of £1,244.96.

## **18. Covid-19 and Council Facilities**

- a. To note that the public toilets in Queen Street were re-opened on 13<sup>th</sup> July 2020, following cleaning and the display of signage by Healthmatic.
- b. To note progress with putting in place measures to re-open the Guildhall.
- c. To consider re-opening the Council office in the light of recent advice from central government.

## **19. Plaque for 'Mayflower Children'**

To consider a request to erect a plaque to commemorate the 'Mayflower children' on the right-hand wall of the Museum, facing the High Street.

## **20. Promotional Video for Much Wenlock**

To consider a request for funding from a member of the public to support a proposal to create promotional audio and video material.

## **21. Date of next meeting**

To note that the next meeting will be held on Tuesday, 29<sup>th</sup> September 2020 at 7.00pm.

***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.***

**22. Council Insurance**

- a. To note that the Council insurance renewal is due on 16<sup>th</sup> August 2020.
- b. To consider options from current and alternative providers.

**23. Market Trade**

To consider a report regarding the above.

**24. Decoration of Library Windows**

To consider quotations to hand for the decoration of the rear, exterior library windows.

**25. 10 High Street**

To consider quotations to hand for the repair and redecoration of the frontage of 10 High Street.

**26. 2 Burgage Way**

To note that an inspection of the above property has been carried out and to consider quotations to hand for maintenance work required.

**27. Tree at Cemetery**

To note concerns about an overgrown Leyland Cypress tree at the Cemetery and to approve work to trim the tree.

**28. William Penny Brookes Sculpture on Gaskell Recreation Ground**

To consider a quotation from the sculptor to clean the William Penny Brookes Olympic Torch sculpture on the Gaskell Recreation Ground.