



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 4th 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, **20th October 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/81512076065?pwd=aTVJYW5nQkx0Wm5CUUG9yOHplVFlhUT09>

Meeting ID: 815 1207 6065
Passcode: 018864

Regards

Trudi Barrett
Town Clerk

Date of issue: 14th October 2020

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. 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 and HR Committee held on 29th September 2020.

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 30th September 2020.
- c. To note the income and expenditure to 30th September 2020.
- d. To review and approve bank reconciliations to 30th September 2020.
- e. To consider and approve payments from 30th September 2020 to date (to follow).

7. Online Year End Closedown and Annual Return Preparation

To consider and approve the appointment of Rialtas to carry out the online year end closedown and annual return preparation.

8. 2020/21 Budget

To note progress with the preparation of a first draft of the budget for further consideration by the working group.

9. Grant Awards

To consider and approve grant awards to local organisations.

10. 10 High Street

To note a report from the working group.

11. The Square

To receive a report from those Councillors who undertook a site visit to The Square and to consider changes to improve usability and accessibility.

12. Olympian and other Information Panels

To note an update on progress with repairing or replacing the panels.

13. Telephone Kiosk at Homer

To note the views of residents of Homer with regard to the telephone kiosk in the village and to consider the Council's response.

14. Date of next meeting

To note that the next meeting will be held on Tuesday, 24th November 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.

15. Anti-Pigeon Measures for the Guildhall

To give further consideration to options for anti-pigeon measures for the Guildhall and to agree a way forward.

16. Guildhall Proposals

To consider quotations for cost reports for the proposals prepared by Arrol Architects.

17. Mary Webb Room

To consider options for the Mary Webb room.

18. Litter Picking Equipment

To consider a request from the volunteer litter pickers for additional equipment and quotations to hand.

19. Remembrance Day Commemoration

To consider a proposal for the Remembrance Day commemoration.

20. 2 Burgage Way

- a. To formally approve a one year contract for the supply of gas to 10 High Street and 2 Burgage Way.
- b. To note an update on other arrangements regarding the gas supply to the property.
- c. To consider quotations to hand for work to the rear gate of 2 Burgage Way.

21. Linden Lodge

- a. To note that the order has been placed for levelling of the uneven paving slabs.
- b. To note that quotations are awaited for other work required.

22. Guildhall Staffing

To note the situation with regard to Guildhall staffing.