



## Much Wenlock Town Council

Corn Exchange  
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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, **26<sup>th</sup> January 2021** 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/86500283341?pwd=aWgySzRGK0p4SVBBSHZjY1hLM21hdz09>

Meeting ID: 865 0028 3341  
Passcode: 187386

Regards

Trudi Barrett  
Town Clerk

Date of issue: 20<sup>th</sup> January 2021

# 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 24<sup>th</sup> November 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 31<sup>st</sup> December 2020.
- c. To note the income and expenditure to 31<sup>st</sup> December 2020.
- d. To review and approve bank reconciliations to 31<sup>st</sup> December 2020.
- e. To consider and approve payments from 25<sup>th</sup> November 2020 to date (to follow).
- f. To retrospectively approve orders for projects financed by the Covid-19 Market Towns Grant fund.

## **7. Financial Risk Assessment**

To review and approve the Internal Financial Risk and Health & Safety Evaluation for recommendation to full Council.

## **8. 10 High Street**

To note a report from the working group.

## **9. Benches in The Square**

To note that Wenlock Estates have agreed to the relocation of the benches in The Square and that an order has been placed for the work.

## **10. Corn Exchange Maintenance and Repair**

To note the cost report prepared in December 2020 for necessary work to the Corn Exchange identified in the condition survey undertaken in July 2018 and to consider how to move forward.

## **11. Guildhall Maintenance and Repair**

To note the cost report prepared in December 2020 for necessary work to the Guildhall identified in the condition survey undertaken in July 2018 and to consider how to move forward.

## **12. Olympian and other Information Panels**

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

## **13. Telephone Kiosk in Homer**

To note that the electricity supply to the telephone kiosk in Homer has been disconnected by BT and that quotations are being sought for the removal and disposal of the kiosk.

## **14. Date of next meeting**

To note that the next meeting will be held on Tuesday, 23<sup>rd</sup> March 2021 at 7.00pm.

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### ***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. Fire Risk Assessment of the Corn Exchange**

To note the report on the above and to consider quotations for a fire risk assessment of the Corn Exchange.

## **16. Repairs to Guildhall Cupola**

To consider quotations to hand for repairs to the cupola on the Guildhall.

## **17. 2 Burgage Way**

To consider quotations to hand for replacement gates to the rear of 2 Burgage Way/10 High Street.

## **18. Linden Lodge**

To consider quotations to hand for maintenance work required at Linden Lodge.

## **19. Personnel Matters**

To consider arrangements for the recruitment of a new Head Custodian for the Guildhall.