

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE, ASSET MANAGEMENT & HR COMMITTEE
meeting held at the Guildhall, Much Wenlock
at 7.00 pm on Tuesday, 26th January 2021

Present:

Cllr. Mary Hill, Cllr. Yvonne Holyoak, Cllr. Marcus Themans, Cllr. Daniel Thomas, Cllr. Allan Walter, Cllr Duncan White

In attendance:

Trudi Barrett – Town Clerk, Diane Barlow –Responsible Financial Officer (RFO).

1) Apologies

It was **PROPOSED, SECONDED and RESOLVED** to approve the following apologies: Cllr Herbert Harper – family commitment, Cllrs Dafydd Jenkins, Cllr Natalie Park and Matthew Park – work, Cllr Milner Whiteman – medical appointment.

2) Disclosure of pecuniary interests

Members were 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.

Councillor Themans declared a pecuniary interest in agenda item 6f, authorisation of payment to Good2Great.

3) Dispensations

None requested.

4) Minutes

It was **PROPOSED, SECONDED and RESOLVED** that the minutes of the meeting held on 24th November 2020 be **APPROVED** and signed as a true record.

5) Town Clerk's report

Members received a written and verbal report from the Town Clerk on action taken since the last meeting.

It was **PROPOSED, SECONDED and AGREED** that the Town Clerk's report be **NOTED**.

6) Finance

- a. The RFO presented a written and verbal report.

She reported that the Interim audit arranged for 14th January was now being completed remotely due to coronavirus restrictions. It was hoped that it would be possible to undertake the year-end internal audit in the office, restrictions permitting.

The first invoice for library support had been received from Shropshire Council, in the amount of £9,180, for the period 1st October 2020 to 31st March 2021.

The precept agreed at the January Town Council meeting would be formally requested from Shropshire Council later in the week and payment was expected during April.

Members **NOTED** the report.

- b. Members **NOTED** the balance sheet as at 31st December 2020.
- c. Members **NOTED** the income and expenditure to 31st December 2020.
- d. Members reviewed the bank reconciliations to 31st December 2020. It was **PROPOSED, SECONDED and RESOLVED** to **approve the bank reconciliations to 31st December 2020**.
- e. It was **PROPOSED, SECONDED and RESOLVED** to approve payments from 25th November 2020 to date.

Having declared a pecuniary interest in the following item, Councillor Themans left the meeting.

- f. It was **PROPOSED, SECONDED and RESOLVED** to retrospectively approve orders for projects financed by the Covid-19 Market Towns Grant fund: Good2Great for online coaching £1,000 + VAT and Virtual Shropshire for promotional video shorts £3,350.

Councillor Themans returned to the meeting.

7) Financial Risk Assessment

Members reviewed the revised Internal Financial Risk and Health & Safety Evaluation. **It was PROPOSED, SECONDED and RESOLVED to approve the Financial Risk and Health & Safety Evaluation for recommendation to full Council.**

8) 10 High Street

Members noted a report from the working group. There had been no recent meeting and it had not been possible to make further progress due to the current restrictions. Members would like to visit community-led projects elsewhere as part of the consideration of options and this was not possible at present.

9) Benches in The Square

Members noted that Wenlock Estates had agreed to the relocation of the benches in The Square and that an order had been placed for the work.

10) Corn Exchange Maintenance and Repair

Members noted the cost report prepared in December 2020 for necessary work to the Corn Exchange identified in the condition survey undertaken in July 2018. Councillors agreed it was important to address the work identified, with the addition of investigation of damp on the office ceiling.

It was PROPOSED, SECONDED and RESOLVED to obtain quotations for repairs identified for immediate attention and those specified as being necessary within two years.

11) Guildhall Maintenance and Repair

Members noted the cost report prepared in December 2020 for necessary work to the Guildhall identified in the condition survey undertaken in July 2018.

It was noted that most of the immediate repairs had already been undertaken.

Councillors discussed the high cost of recommended works and how these might be financed. It was noted that much external funding was contingent on the provision of educational opportunities or community benefit. The Clerk was asked to investigate English Heritage grant opportunities. Members considered the use of the Guildhall and Buttermarket area as a benefit to the resident community for stalls, exhibitions, performance and community events.

It was PROPOSED, SECONDED and RESOLVED to investigate funding options to address costs and to seek quotations for the work specified as being necessary within two years.

12) Olympian and other Information Panels

It was noted that the necessary equipment had been obtained to further investigate the composition of the information panels.

13) Telephone Kiosk in Homer

Members noted that the electricity supply to the telephone kiosk in Homer had been disconnected by BT and that quotations were being sought for the removal and disposal of the kiosk.

14) Date of next meeting

It was noted that the next meeting of the Finance, Asset Management & HR Committee would be held on Tuesday, 23rd March 2021 at 7.00pm.

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the above Act it was **PROPOSED, SECONDED and RESOLVED** that, due to the confidential nature of the business to be transacted, the public and press should not be present.

15) Fire Risk Assessment of the Corn Exchange

Members noted the report on the above and considered quotations for a fire risk assessment of the Corn Exchange. **It was PROPOSED, SECONDED and RESOLVED to appoint Mr Fire Safety to carry out a fire risk assessment at a cost of £225.**

16) Repairs to Guildhall Cupola

Members noted that one quotation had been received for repairs to the cupola on the Guildhall and that others were awaited. **It was PROPOSED, SECONDED and RESOLVED to await further quotations for consideration.**

17) 2 Burgage Way

Members considered quotations to hand for replacement gates to the rear of 2 Burgage Way/10 High Street. **It was PROPOSED, SECONDED and RESOLVED to agree to award the contract for replacement gates to Pete Clinton within a budget of £650 for wooden gates with a galvanised surround.**

18) Linden Lodge

Members considered a quotation for maintenance work required at Linden Lodge. **It was PROPOSED, SECONDED and RESOLVED to accept the quotation from SRA Carpentry and Building in the amount of £492.90 for a new bath, shower tap and sink.**

19) Personnel Matters

Members considered arrangements for the recruitment of a new Senior Custodian for the Guildhall. It was noted that the Guildhall was due to reopen at the beginning of April, restrictions permitting, and that a new Custodian should be in place by the middle of March to allow for an induction period. **It was PROPOSED, SECONDED and RESOLVED that the Clerk should make the necessary recruitment arrangements, in consultation with the Mayor.**

The meeting closed at 20.05pm

Signed.....
Chairman

Date.....