



Much Wenlock Town Council

Corn Exchange
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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 COMMITTEE** will be held at **7.00 pm** on Tuesday, **21st September 2021** at the **Guildhall**, Much Wenlock and Members are hereby summoned to attend for the purpose of transacting the following business.

Regards

Trudi Barrett
Town Clerk

Date of issue: 15th September 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 20th July 2021.

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 August 2021.
- c. To note the income and expenditure to 31st August 2021.

- d. To review and approve bank reconciliations to 31st August 2021.
- e. To consider and approve payments from 21st July 2021 to date (to follow)

7. Arrangements for Budget Setting

To consider arrangements for drafting the 2021/22 budget.

8. Guildhall Cupola

- a. To note that Listed Building Consent has been granted for work to the cupola.
- b. To consider arrangements for the work.

9. Yew Hedge at Guildhall

To note that an order has been placed for cutting back the yew hedge at the rear of the Guildhall and that the work will be carried out between 20th and 30th September.

10. Insurance for Buskers

To consider information regarding insurance for buskers.

11. Requests to display A boards in The Square

To consider enquiries regarding the display of A boards to advertise local businesses in The Square and to consider how to deal with this matter.

12. Street Lighting

- a. To consider an update on the Council's street lighting.
- b. To note that the Council's contract for street lighting energy has expired and to agree to delegate authority to officers in conjunction with the Mayor or Deputy Mayor to select a supplier and make arrangements for a new contract.

13. Cemetery Grass Cutting and Grounds Maintenance

To consider an update on possible changes to the maintenance regime for the old part of the cemetery.

14. Property Working Group Terms of Reference

To consider draft Terms of Reference for the Property Working Group.

15. Date of next meeting

To note that the next meeting will be held on Tuesday, 19th October 2021 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.

16. Bus Shelter in Queen Street

To consider quotations for repair of the roof of the bus shelter in Queen Street

17. Public Toilets

To note that the current maintenance and cleaning contract for the public toilets expires at the end of September and to consider a renewal of the contract.

18. Replacement Windows for Intermediate Office in Corn Exchange

To consider replacement windows for the intermediate office in the Corn Exchange.

19. Mary Webb Room Rental

To confirm arrangements for rental of the Mary Webb room.