



Much Wenlock Town Council

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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, 24th May 2022** 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: 18th May 2022

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. Election of Chairman

To elect the Chairman of the committee.

2. Election of Deputy Chairman

To elect the Deputy Chairman 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 and Asset Management Committee held on 22nd March 2022.

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 Neighbourhood Fund payment of £1,105.22 for 2021 has been paid to the Town Council.
- c. To note the balance sheet as at 30th April 2022.

- d. To note the income and expenditure to 30th April 2022.
- e. To review and approve bank reconciliations to 30th April 2022.
- f. To note that a donation of £997.50 has been received from The Much Wenlock Christmas Lights Fund and to consider transferring this amount into the Christmas Lights reserve.
- g. To retrospectively approve the cost of catering by Hammonds Catering Services for the Mayor Making in the amount of £1,095.50 and the summer floral arrangements by Rod and Viv Hall in the amount of £1,206.00.
- h. To consider and approve payments from 23rd March 2022 to date (to follow)

9. Internal Audit Report

To review the report from the final internal audit for the financial year 2021/22 carried out on 10th May 2022, for subsequent approval by full Council.

10. Strategic Plan

To note that Members should begin to consider priorities for inclusion in the Town Council's Strategic Plan for consideration at the next meeting.

11. Guildhall Cupola and Window Repairs

- a. To note the renovation of the Guildhall cupola and window repair have been completed.
- b. To note that the order for the replacement of the support beam at the rear of the Guildhall has been placed with Croft Building & Conservation Ltd and that a date for the work is awaited.

12. Guildhall – Legionella Risk Assessment

To consider the legionella risk assessment for the Guildhall carried out on 26th April.

13. Leader Funding – Post Payment Monitoring

To note that the final LEADER funding Post Payment Monitoring Report Form for the Gaskell Recreation Ground path and access project has been completed and accepted.

14. Defibrillators for Posenhall and Shirlett

To consider a request from Barrow Parish Council for a contribution towards the cost of providing defibrillators for Posenhall and Shirlett.

15. Queen's Platinum Jubilee Celebrations

To consider a contribution towards the projection of images onto the Church tower for the Queen's Jubilee celebrations.

16. Date of next meeting

To note that the next meeting will be held on Tuesday, 26th July 2022 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.

17. Contract for Automatic Air Fresheners for Queen Street Public Toilets and Corn Exchange

To note that the contract for automatic air fresheners for Queen Street Public Toilets and the Corn Exchange expires in September and to consider renewal of the contract.

18. 'Wenlock's Covid Chronicles'

To note sales to date of 'Wenlock's Covid Chronicles' and to consider arrangements for sale of the remaining stock.

19. Queen's Green Canopy Plaque

To consider the purchase of a commemorative plaque for the trees planted at the Cemetery as part of the Queen's Green Canopy initiative.

20. Cemetery Allotments

To note that the lease with the Much Wenlock Allotment Society for the Cemetery Allotments expired at the end of March 2022 and to consider renewal of the lease.

21. Linden Lodge

To consider the Periodic Inspection Report dated 4th May 2022 and to note that necessary work is in hand.

22. Hearing Loop in Guildhall

To note that the hearing loop in the Council Chamber has been checked and is working properly and to consider a quotation for the purchase of a hearing induction tester.

23. Yew Hedge at the rear of the Guildhall

To consider information regarding work to the yew hedge and to agree how to proceed.

24. Renovation of the Guildhall

To consider proposals from consultants for fund raising and project management for the renovation of the Guildhall and to agree how to move forward.

25. 2 Burgage Way

- a. To note that the current tenancy will finish on 31st May 2022 and to consider how to move forward with the sale of the property.
- b. To consider quotations for maintenance work.

26. 10 High Street

- a. To consider an electrical report and fire detection and alarm system inspection report for 10 High Street.
- b. To consider the future use of 10 High Street.