

MUCH WENLOCK TOWN COUNCIL

Minutes of a
FINANCE & ASSET MANAGEMENT COMMITTEE
meeting held at the Guildhall, Much Wenlock
at 7.00 pm on Tuesday, 24th May 2022

Present:

Cllrs. David Fenwick, John O'Dowd, Linda West, Duncan White.

In attendance:

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

1. Election of Chairman

It was RESOLVED to elect Councillor Duncan White as Chairman of the committee.

2. Election of Deputy Chairman

It was RESOLVED to elect Councillor Marcus Themans as Deputy Chairman of the committee.

3. Apologies

It was RESOLVED to approve the following apologies: Councillor Marcus Themans – unwell, Councillor Chris Tyler – family engagement.

4. 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.

5. Dispensations

None requested.

6. Minutes

It was RESOLVED that the minutes of the meeting of the Finance and Asset Management Committee meeting held on 22nd March 2022 be APPROVED and signed as a true record.

7. Town Clerk's report

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

It was RESOLVED that the Town Clerk's report be NOTED.

8. Finance

- a. The RFO presented a written and verbal report. The 2021/22 year-end was completed by Rialtas on 5th May and this was followed up by the final internal audit for the year.
Income for 2021/22 was £282,467, which was 8.3% above budget for the year. Expenditure was £277,451, 6.4% above budget, resulting in an overall net income figure of £5,017 for the year. The Town Council's retained funds at the end of 2021/22 were £180,151, of which £104,853 was in earmarked reserves and £75,298 in general reserves.
Members noted the report.
- b. Members noted the Neighbourhood Fund payment of £1,105.22 for 2021 had been paid to the Town Council.
- c. Members noted the balance sheet as at 30th April 2022.
- d. Members noted the income and expenditure to 30th April 2022.
- e. Members reviewed the bank reconciliations to 30th April 2022. **It was RESOLVED to approve the bank reconciliations to 30th April 2022.**
- f. Members noted that a donation of £997.50 has been received from The Much Wenlock Christmas Lights Fund. **It was RESOLVED to transfer the amount of £997.50 into the Christmas Lights reserve.**
- g. **It was RESOLVED 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. **It was RESOLVED to approve payments from 23rd March 2022 to date.**

9. Internal Audit Report

Councillors reviewed the report from the final internal audit for the financial year 2021/22 carried out on 10th May 2022 by DM Payroll Services. There were no issues arising. **It was RESOLVED to note the interim internal audit report and to refer the report to full Council for approval.**

10. Strategic Plan

It was noted that Members should begin to consider priorities for inclusion in the Town Council's Strategic Plan for consideration at the next meeting. Suggestions from the committee should cover the Council's assets and be defined as short, medium or long-term plans. It was agreed that members of the committee would hold an informal meeting to discuss ideas.

11. Guildhall Cupola and Window Repairs

- a. Members noted that the renovation of the Guildhall cupola and window repair had been completed.
- b. Members noted that the order for the replacement of the support beam at the rear of the Guildhall had been placed with Croft Building & Conservation Ltd and that a date for the work was awaited.

12. Guildhall – Legionella Risk Assessment

Members were advised that a legionella risk assessment for the Guildhall had been carried out on 26th April and that the written report was awaited. This would be considered at the next meeting.

13. Leader Funding – Post Payment Monitoring

Members noted that the final LEADER funding Post Payment Monitoring Report Form for the Gaskell Recreation Ground path and access project had been completed and accepted.

14. Defibrillators for Posenhall and Shirlett

Members considered a request from Barrow Parish Council for a contribution towards the cost of providing defibrillators for Posenhall and Shirlett. **It was RESOLVED not to contribute to the cost of providing defibrillators for Posenhall and Shirlett as there was no budget and, in any case, the Council must prioritise Much Wenlock parish.**

15. Queen's Platinum Jubilee Celebrations

Members considered a contribution towards the projection of images onto the Church tower for the Queen's Jubilee celebrations. **It was RESOLVED to contribute £275 towards the total cost of £550 to provide the illuminations between 2nd and 5th June 2022.**

16. Date of next meeting

It was noted that the next meeting of the Finance & Asset Management Committee would 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 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.

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

Members noted that the contract for automatic air fresheners for Queen Street Public Toilets and the Corn Exchange would expire in September. **It was RESOLVED not to renew the contract.**

18. 'Wenlock's Covid Chronicles'

Members noted sales to date of Wenlock's Covid Chronicles and considered arrangements for sale of the remaining stock. **It was RESOLVED to reduce the sale price to a special offer price of £5.00 per copy.**

19. Queen's Green Canopy Plaque

It was RESOLVED to purchase a commemorative stainless steel plaque to place by the trees planted at the Cemetery as part of the Queen's Green Canopy at a cost of £30.50 from The Workshop, Aberfeldy.

20. Cemetery Allotments

Members noted that the lease with the Much Wenlock Allotment Society for the Cemetery Allotments had expired at the end of March 2022. **It was RESOLVED to renew the lease for a further 4 years at a rental of £500 p.a.**

21. Linden Lodge

Members considered the Periodic Inspection Report for Linden Lodge dated 4th May 2022 and noted that necessary work was in hand.

22. Hearing Loop in Guildhall

Members noted that the hearing loop in the Council Chamber had been checked and was working properly. **It was RESOLVED to purchase a hearing induction tester at a cost of £71.00.** It was noted that ways to improve amplification in the Council Chamber were still under consideration.

23. Yew Hedge at the rear of the Guildhall

Members considered options for work to the yew hedge at the rear of the Guildhall. Further advice on management of the hedge had been taken from specialists. **It was RESOLVED to accept the recommendation and quotation from Joffrey Watson to cut back the yew hedge to its skeleton and remove the low sections of hedge completely at a cost of £300.**

24. Renovation of the Guildhall

Members of the Property Working Group had met and discussed proposals from three consultants for fund raising and project management for the renovation of the Guildhall. It was noted that some further clarification was required on fees. **It was RESOLVED to support the recommendation of the Property Working Group and to refer this to full Council for consideration.**

25. 2 Burgage Way

- a. Members noted that the current tenancy would finish on 31st May 2022 and that the property inspection would follow. Members considered proposals from estate agents and solicitors for sale of the property.
It was RESOLVED to market the property for sale with Nick Tart Estate Agents, subject to agreement on fees.
It was RESOLVED to appoint Fodens Solicitors to undertake the legal work associated with the sale on the basis of a 999 year lease.
- b. **It was RESOLVED to award the contract for replacement of the French doors to Michael Baugh at a cost of £610.**
The Clerk was asked to obtain prices for repairs to the brickwork on the entrance path and other repairs as necessary.

26. 10 High Street

- a. Members were advised that the electrical work commissioned for 10 High Street had been completed. Members noted the electrical installation condition report and the fire detection and alarm system inspection report for the property. The reports confirmed that both systems were satisfactory
- b. Members considered the future use of 10 High Street. The Clerk was asked to check arrangements for management of the cashpoint machine.
It was RESOLVED to support the recommendation of the Property Working Group regarding the future use of the premises and to refer the recommendation to full Council for consideration.

The meeting closed at 9.10 pm

Signed.....
Chairman

Date.....