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**Minutes of Finance Committee meeting held on Monday 24<sup>th</sup> February 2020 at 12noon at the Cleobury Country Centre, Love Lane, Cleobury Mortimer.**

**Present:**

Cllr Debbie Brown, Cllr Geoff Hainsworth, Cllr Paul French and Cllr Jon Bodenham.  
Finance Officer: Mrs D McBride

Chairman, Cllr Hainsworth welcomed everyone to the meeting.

**02.00.20F Democratic 15 minutes Public Time**

There were no members of public present.

**02.01.20F Apologies for absence**

There were no apologies.

**02.02.20F Declaration of interests:  
Disclosable Pecuniary Interests**

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate, whether or not the interest is entered in the register of member's interests maintained by the Monitoring Officer.*

There were no interests declared.

**02.03.20F To consider the Minutes of the Finance Committee Meeting held on Monday 16<sup>th</sup> December 2019**

The Minutes from the Finance Committee meeting held on Monday 16<sup>th</sup> December 2019 were approved and signed.

**02.04.20F Matters arising from the Minutes**

- DM confirmed she has still not received a response to our CIL application but has now learned that the CIL Officer is off sick so will chase the Senior Officer, Sarah Hughes, copying in our Unitary Councillors and Mark Barrow. The Town Clerk will be asked if there has been any contact from Mark Barrow following his visit here on January 10<sup>th</sup>. It will be queried whether there were any official notes from the meeting and whether there has been an update on the matters raised with him.
- Letters have been sent to the groups who use the Playing Field on a regular basis to ensure their payments are up-to-date – no response received.
- Due to an on-going lack of communication regarding the Library, DM has asked Michael Lewis, Shropshire Library Service and Dave Webb, Cleobury Country Director for updates. Mr Lewis confirmed the proposal from Shropshire Council is for the Town Council to pay the full £9,000 management fee by Year 5. Cleobury Country have not received any confirmation from Shropshire Council regarding the future payments for managing the Library.
- The Glassroom have confirmed that the proposed six events will go ahead in June at an address off Tenbury Road. DM will remind them to send us copies of their advertising information and insurance details.
- The unauthorised kerb-set work at the Cemetery has now been rectified and paid for.

**02.05.20F To review the 2019/20 accounts year-to-date**

- Receipts and Payments were reviewed; year-to-date together with the forecast for year-end. Parks, churchyard and cemetery maintenance budgets have been exceeded due to the tree work which was required. Cemetery maintenance also covers digger and skip hire to clean out the compost bays on an annual basis which was not foreseen when the bays were installed. DM to find out how other cemeteries manage this issue.
- Bank Reconciliation was reviewed and signed.

Initials...GH...

- Ear-marked reserves were reviewed. It was noted that the remaining Neighbourhood Fund and some money from the Asset Replacement Fund may be required to support the Love Lane Play Area refurbishment if the CIL request is unsuccessful. If so, the Asset Replacement Fund will need to be increased further to provide cover for our increasing assets; QEII Park Projects fund of £15,000 will be reduced to £10,000 with £5,000 to help cover for future Tree work. The tree work carried out this winter to be carried from our general reserves but a sum to be put into ear-marked reserves annually going forward.
- Food Bank money (£19) will be released as cash for the volunteers to purchase essential items.
- Petty Cash was reviewed and confirmed as being correct.

#### **02.06.20F To review progress of Projects**

The Committee went through the Projects List. Updated copy of Projects List attached with these Minutes.  
Town Council projects

The Love Lane Play Area Project is almost complete with some minor remedial work to be carried out following the Post-Installation and Council Inspection. As the LEADER funding is time-critical it was agreed to pay the quoted project sum and hold a small amount back until the remedial work is completed.

The Outdoor Gym, Bike Trail and Wildflower Meadow projects to be removed from List as they are complete apart from some minor items. The Clerk has been asked to request Fresh Air Fitness to attend to minor maintenance on the Outdoor Gym equipment. Signs for the Wildflower Meadow and Bin for Bike Trail are in hand. Quotes for electric supply and installing street lights to the Cleobury QEII Park are being sought. PF has been in touch with a hydrologist for advice on a permanent water supply at the Wells. The Street Light replacements should be complete this week so project will be amended to cover LED replacements. As Prysmian have still not sent the inventory we require, GH is asking for a face-to-face meeting to progress this. Primary School – parking issues - we are currently awaiting costings for a Patrol Crossing Officer from Steve Brown, also confirmation from Highways that the highways mapping v.2 submitted by the Clerk has been confirmed as feasible.

#### Shropshire Council projects

The Vehicle Activated Sign at Newbridge has not been installed yet even though it was promised for January. Clerk to chase up with Mark Barrow.

The Parking Strategy was being picked up by the Crime Group but at the last Crime Group meeting there has been no progress with this. Crime Group to be asked for an update.

Town Clerk to chase Shropshire Council to get all the Disabled Bays re-instated and Talbot Car Park re-surfaced. It was re-iterated that we need to hold Shropshire Council and our Unitary Councillors to account for all our highway issues which are making no progress but also the lack of communication generally. As per our last meeting the Town Clerk will be asked to pursue this again with our Unitary Councillors and also with Mark Barrow.

#### **02.07.20F To receive Future Agenda items**

JB has been asked for the Town Council to pay for reprinting the Cleobury Country Tourism leaflet. Two quotes have been received but there were queries regarding the lack of information on Cleobury and inaccuracies in the map detail. Last time we contributed towards this leaflet there was no recognition of our funding and so, if the Town Council does support this leaflet financially it would require an acknowledgement of funding and our logo on the leaflet.

As Cllr Bodenham is leaving the Town Council at the end of March the Finance Committee will need another Councillor to join the Finance Committee. Cllr Bodenham has prepared an item for the April Clarion for the councillor vacancy.

#### **02.08.20F To set date of next Finance Committee meeting**

The next Finance Committee meeting will be on Tuesday 21<sup>st</sup> April 2020 at 7pm at the Cleobury Country Centre, Cleobury Mortimer.

**Meeting closed at 2pm.**

**Signed Chairman: G Hainsworth**

**Date: 23<sup>rd</sup> July 2020**