

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 30<sup>th</sup> May 2024  
at 7pm in the Town Council Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Chairman), R Dodd, C Granger, P Johnson, E Towers, M Hoffmann, R Barker, R Gascoigne, M Meakin, D Hill, G Soul, P Broomhall.

Mrs P O'Hagan (Town Clerk)

- 692/24 To appoint a Town Mayor for the year 2024-2025 and to receive declaration of acceptance of office.** The current Mayor presides for this item and then steps down from the Chair if an alternative Mayor is elected. The Mayor will invite nominations for the position. The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.  
Cllr Soul proposed Cllr Parry, Cllr Broomhall seconded the nomination.

**RESOLVED:- that Cllr Parry be appointed Town Mayor for the year 2024-25.**

- 693/24 To note apologies for absence.**  
Apologies for absence were received from Cllrs Glover and Drummond.

- 694/24 Disclosure of Pecuniary Interests.**  
a) To receive any disclosure of pecuniary interest - 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.  
The following interests were declared

<b>Councillor</b>	<b>Item</b>	<b>Dispensation</b>
Cllrs Towers and Broomhall	Twin-hatted members declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council	Dispensations to allow participation and voting on all matters relating to Shropshire Council
Cllr Towers	713/24 Wem Swimming and Lifestyle Centre	Dispensation to allow participation but not voting on any matters relating to Wem Swimming and Lifestyle Centre

b) To consider any applications for Dispensations under s33 of the Localism Act 2011. None received.

c) Register of interest – to remind members of the need to review and if necessary, update registers of interest.

**RESOLVED:- to note.**

**695/24 Public Participation** - a period of 15 minutes will be set aside for residents of Wem Town to speak – none present.

**696/24 Past Mayor's address** - To receive an address from Cllr Soul.  
Cllr Soul presented his review of the last year and thanked councillors and staff for their support during his Mayoral year.

**697/24 To appoint a Deputy Mayor.**  
Cllr Hoffmann proposed Cllr Dodd, Cllr Towers seconded this proposal.

**RESOLVED:- that Cllr Dodd be appointed Deputy Mayor for the year 2024-25.**

**698/24 Council Committees**  
a) To review terms of reference and delegated powers of Council Committees, Panels and Liaison Groups.  
The terms of reference and delegated powers of Council Committees were reviewed it was:

**RESOLVED:- to make no changes to the terms of reference of committees.**

i) To appoint councillors onto Staffing Committee

**RESOLVED:- to appoint the following councillors onto the staffing committee Cllr Parry, Cllr Dodd, Cllr Gascoigne, Cllr Soul, Cllr Hoffmann, Cllr Barker, Cllr Meakin.**

b) To appoint Councillors onto the following liaison Groups/Panels

**RESOLVED:- to appoint the following councillors onto the liaison groups and panels below**

<b>Committee</b>	<b>2024/25</b>
Finance & Corporate Gov. (all)	All councillors
Staffing Committee (7)	Cllr Parry, Cllr Dodd, Cllr Gascoigne, Cllr Soul, Cllr Hoffmann, Cllr Barker, Cllr Meakin
<b>Liaison Group / Panel</b>	
Wem Swimming and Lifestyle Centre Liaison Group (4+ 2 reserves)	Cllr Broomhall, Cllr Johnson, Cllr Hill, Cllr Soul (Cllr Parry, Cllr Granger reserves)
Wem Town Hall Liaison Group (5)	Cllr Barker, Cllr Dodd, Cllr Soul, Cllr Gascoigne, Cllr Granger
Events Liaison Group. (6)	Cllr Hoffmann, Cllr Broomhall, Cllr Granger, Cllr Barker, Cllr Towers, Cllr Dodd
Complaint Panel (3)	Cllr Parry, Cllr Hoffmann, Cllr Hill

**699/24 Appointment of Representatives** – to appoint representatives to the following outside bodies

**RESOLVED**:- to appoint the following councillors as representatives on the following outside bodies

Group	2024/25
Wem S&LC Ltd	Cllr Broomhall
Wem Youth Centre	Cllr Johnson
Parish Emergency Advisor	Cllr Granger
Wem Scouts HQ Committee	Cllr Barker
Wem Economic Forum	Cllr Meakin
RAF Shawbury Helicopter Liaison Group	Cllr Granger
Friends of Whitchurch Rd Cemetery	Cllr Hill
NS Shropshire Association of Local Councils (2)	Cllr Drummond, Cllr Gascoigne
Wem Area Climate Action	Cllr Hill

The Clerk was asked to add the Patient Participation Group to the list of representatives needed on the agenda for May 2025.

700/24

**Review of Council Regulations and Procedures** – to review the following policies and protocols

a) Standing Orders

Standing orders were reviewed and it was

**RESOLVED**:- to approve the policy with no changes.

b) Complaints Procedure

The complaints procedure was reviewed and it was

**RESOLVED**:- to approve the procedure with no changes.

c) Freedom of Information Act 2000

The Freedom of information policy was reviewed and it was

**RESOLVED**:- to approve the policy with no changes.

d) Data Retention

The Data Retention policy was reviewed and it was

**RESOLVED**:- to approve the policy with no changes.

e) Data Protection

The Data Protection policy was reviewed and it was

**RESOLVED**:- to approve the policy with no changes.

f) Press Policy

The Press Policy was reviewed and it was

**RESOLVED**:- to approve the policy with no changes.

g) Employee Handbook and protocol on staff councillor relations – to agree to defer to a future meeting of the Staffing Committee.

**RESOLVED**:- to defer to a future meeting.

h) Scheme of Delegation

**RESOLVED**:- to approve the Town Clerk's scheme of Delegation subject to the following amendments

- To approve applications for use of the Town Council's Entertainment Licence following consultation with the Mayor and Deputy Mayor
- In consultation with all members to submit comments on planning and licencing matters in circumstances where such matters are likely to be determined before a meeting of the Committee can be held.

i) Financial Regulations – to agree to defer a future meeting to allow the Finance Committee to consider regulations in more detail at its July meeting

**RESOLVED**:- to defer to a future meeting.

**701/24 Finance and Corporate Governance Committee meeting 17.5.24** to receive draft minutes from this meeting and consider any recommendations made.

**RESOLVED**:- to receive the draft minutes of the Finance and Corporate Governance Committee meeting held on 17.5.24 and approve the recommendations contained within.

**702/24 2023-24 Accounts**

a) 2023-24 Accounts - to approve the accounts and supporting papers for the year ending 31 March 2024.

It was reported that these had been reviewed by the Finance Committee and there were no concerns.

**RESOLVED**:- to approve the 2023-24 year end accounts and supporting papers.

b) Internal audit report - to consider.

It was reported that no matters had been raised.

**RESOLVED**:- to accept the internal audit report.

c) Annual Governance and Accountability Return (AGAR) 2023-24

i) To consider the Town Council's response to questions on part 1 of the Annual Governance and Accountability Return - The Annual Governance Statement.

**RESOLVED**:- to answer yes to questions 1- 8 and n/a to question 9 on section 1 of the AGAR Annual Governance Statement.

ii) To consider and approve section 2 of the AGAR, 2023-24 accounting statements.

**RESOLVED**:- to approve the Accounting Statements in section 2 of the 2023-24 AGAR.

iii) To approve explanation of variances and agree date of publishing AGAR.

**RESOLVED:- to approve the significant variances report and to set the date for the advertisement of electors' rights from 3.6.24 to 12.7.24.**

**703/24 Council Minutes.**

To approve as a correct record the minutes of Meetings of the Town Council held on 25<sup>th</sup> April 2024 and extraordinary meeting held 17.5.24.

**RESOLVED:- to approve the minutes of the ordinary meeting held 25.4.24 and extraordinary meeting held 17.5.24 and they were duly signed as a true record by the Mayor.**

**704/24 Progress report - To consider the Clerks progress report on matters arising at previous meetings.**

**RESOLVED:- to note the report. The Clerk was asked to compile a report on usage of and damage relating to the recreation ground toilet block and place the item for consideration on the agenda for the next meeting.**

**705/24 Planning Applications.**

**a) Planning Applications for consideration**

24/01744/FUL 33 Lowe Hill Gardens, Wem, SY4 5TZ Proposal: Erection of single storey rear extension and internal alterations.

**RESOLVED:- not to submit any comments on this application.**

24/01793/TCA 70 High Street, Wem, SY4 5DR Proposal: Fell 1no Holly within Wem Conservation Area

It was reported that this application was approved prior to the meeting.

**b) To note the recent planning decisions.**

**RESOLVED:- to note.**

**c) Local Plan Consultation**

Shropshire Local Plan Examination: Further Consultation Focusing on Additional Material Prepared in Response to the Planning Inspectors Interim Findings

**RESOLVED:- not to submit any comments on these documents.**

**706/24 Finance and Accounts for Payment**

**a) Payments – to approve the use of BACS payments and variable direct debits (as per Financial Regulations).**

**RESOLVED:- to approve the use of BACS payments and variable direct debits as per Financial Regulation 6.7 for the following payments:-**

- **Business to Business - Broadband / Telephone.**
- **Shropshire Council, HMRC, LGPS - staff salaries.**
- **Utilities – Waterplus and West Mercia Energy.**
- **Public Works Loans Board – Loan repayments.**
- **EE – mobile phone charges.**
- **Lloyds Bank/ Unity Trust -Credit Card and bank charges.**

- **Information Commissioners office – annual payment.**
- **Canva subscription – Credit Card.**

**b) Precept and Neighbourhood Fund – to note payment of and discuss management of neighbourhood fund.**

**RESOLVED**:- to note the payment of the Neighbourhood Fund and defer discussion on use of neighbourhood fund to a future meeting.

**c) Accounts for payment - to approve accounts for payment and payments made prior to meetings.**

**RESOLVED**:- to approve the following payments

**Direct Debits and payments made prior to meeting.**

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries January	6581.05		6581.05	PAYROLL
	HMRC	2362.90		2362.90	HMRC
	Pensions	2244.92		2244.92	LGPS
Unity Trust Bank	BACS charges	17.40	0.00	17.40	DD6.24
EE	Mobile Phones	28.04	5.61	33.65	DD7.24
WaterPlus	Car Park Toilet Water	42.59	0.00	42.59	DD8.24
Lloyds Bank	Monthly Charge	3.00	0.00	3.00	DD9.24
Business2Business	Telephone/Broadband	108.47	21.69	130.16	DD10.24
West Mercia Energy	Car park toilets energy 1.4.24 – 30.4.24	167.76	8.39	176.15	DD11.24
Shropshire Council	Entertainment Licence Fee	70.00	0.00	70.00	35.24
Credit card costs (for information only)					
Lloyds Bank	Monthly Charge	3.00	0.00	3.00	CC2.24
RBLI	D-Day 80 Flag	19.98	4.00	23.98	CC3.24
Canva	Subscription Renewal	83.33	16.66	99.99	CC4.24
Amazon	Price Labels	3.57	0.72	4.29	CC5.24
Amazon	IT peripherals	27.86		27.86	CC6.24

### Funds Transfer

From	To	Value	Reason
Unity Trust	Nationwide	£200,000	To maximise interest

### Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Mark Fitton	Bus shelter cleaning	75.00	0.00	75.00	36.24
ISM-IT	IT Support	99.99	20.00	119.99	37.24

Healthmatic	Car park toilet cleaning 17.4 – 16.5	783.25	156.65	939.90	38.24
Healthmatic	Rec toilet cleaning 1.4 – 30.4	406.29	81.26	487.55	39.24
Wem Rotary Club	Wemian Advert (April, July, October)	67.50	0.00	67.50	40.24
DW Evans	Gravedigging April	640.00	0.00	640.00	41.24
Wem Swimming & Lifestyle Centre	Grant (1 of 3)	13750.00	0.00	13750.00	42.24
WSSA	Recharge (workwear)	61.65	0.00	61.65	43.24
WET	Legionella Risk Assessment	316.00	63.20	379.20	44.24
Shropshire Council	H&S Service	757.00	151.40	908.40	45.24
PG Skips	Litter bin emptying April	134.70	26.95	161.65	46.24
Via Della Emilia	Works arising from tree survey	400.00	80.00	480.00	47.24
Wem Town Hall	Room Hire	54.00	0.00	54.00	48.24
Wem Area Climate Action	Contribution (fence repair)	£500.00	0.00	£500.00	49.24
Rialtas	Year End Support	868.00	173.60	1041.60	50.24
Katy Williams	Reimbursement (Printing: Mid-Summer in Wem)	24.00	0.00	24.00	51.24
Shropshire Council	Entertainment Licence address amendment fee	10.50	0.00	10.50	52.24
David Murray	Summer Planters	450.00	0.00	450.00	53.24
David Murray	Winter Planters	320.00	0.00	320.00	54.24
Oswestry Town Council	UKSPF match funding	567.30	0.00	567.30	55.24

**707/24 Consultations**

School Library Service – to consider submitting a response.

**RESOLVED**:- to oppose the closure of the service and delegate authority to The Clerk to respond to the survey and voice the concerns outlined by the headteacher of St Peters School.

**708/24 Events Liaison Group Meeting 22.5.24 – to consider notes from.**

**RESOLVED**:- to receive the notes from the meeting.

**709/24 Annual Town meeting 23.5.24 – to consider the matters raised.**

Extension of Town Bus Service up Tilley Road

Cllr Towers agreed to supply the details of the most appropriate officer to contact on this matter.

**RESOLVED**:- to contact Shropshire Council to request a review of the Town bus route to include Tilley Road and the newer housing estates in the town.

**710/24****Painting Quote** – to consider quote received.

The Clerk explained that whilst she strived to obtain 3 quotes as per financial regulations she had only been able to obtain one quote for this work.

**RESOLVED:- to approve the quote received and award the contract for painting the streetlighting columns on Wem Recreation Ground and the milestone on Shrewsbury Road to Simon Jenkins.**

**711/24****Correspondence**

a) To consider flag flying request from Shropshire Pride Groups

A discussion took place on this item and various views were expressed. It was noted that the pride flag was not included in the Town Council's current flag flying policy.

**RESOLVED:- to turn down the request but commit to undertake a review of the flag flying policy to be considered at a future meeting.**

b) Freedom Fibre Poles

**RESOLVED:- to note the correspondence.**

**712/24****Dates of future meetings**

a) To note date of June meeting.

**RESOLVED:- to note the date of the June meeting of 27.6.23.**

b) To approve Town Council meeting dates for 2024-25.

**RESOLVED:- to approve the 2024-25 meeting dates.**

c) To approve proposed meeting dates and times for Finance and Corporate Governance Committee.

**RESOLVED:- to approve the 2024-25 meeting dates for the Finance and Corporate Governance Committee.**

**713/24****Exclusion of press and public**

To resolve: That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.

**RESOLVED:- to exclude the press and public** (none present)

a) Wem Swimming and Lifestyle Centre Tender – to award tender to Supply and install a roof mounted PV solar array complete with controls and roof works at Wem Swimming and Lifestyle Centre.

It was reported that it was not possible to award the tender and the item would need to be considered at the June meeting.

b) To receive any nominations for Honorary Townsmen.  
Nominations were received.



Meeting ended 20.15

Mayor.....