

Minutes of an Ordinary Town Council Meeting of Wem Town Council held on Thursday 30th July 2026 at 7 p.m. in the Town Council Meeting Room, Wem Library, High Street, Wem

Present:- Cllrs, B Barker (Mayor), B Cotterell, L Gilchrist (Deputy Mayor), M Hudson, M Hoffmann, D Hill, P Johnson, T O'Flaherty, D Parry, G Soul, E Towers.
Mrs P O'Hagan (Town Clerk).

1 member of the public present.

272/25-29 To note apologies for absence received.

RESOLVED;- that the apologies received from Cllrs Broomhall, Nash and Gascoigne be received and accepted.

273/25-29 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.

Councillor	Item	Dispensation
Cllr Towers	280/25-29 WSLC Director.	To discuss but not vote on all matters relating to WSLC
Cllr Soul	284/25-29 Town Hall Trustee	To discuss but not vote on all matters relating to WTHCT

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

274/25-29 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak.
A representative from Wem Civic Society raised concerns about the lack of information about the location of commonwealth war graves in Wem. They also updated The Council on the Wem Heritage Trail and Memories of War projects.

275/25-29 Council Minutes - to approve as a correct record the minutes of the Extraordinary meeting held 16.7.26 and the Ordinary Town Council meeting held on 25.6.26.

RESOLVED;- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 25.6.26 and the extraordinary meeting held 16.7.26 and they were duly signed as a correct record by the Mayor.

276/25-29 Reports

a) To consider the Clerks progress report on decisions made at previous meetings. The Clerk's report was considered and noted.
b) Mayoral Report – to receive a report on Mayoral activities over the past month. A written report from Cllr Barker was received and noted.
c) To receive written reports from the Council's representatives to other bodies. Written reports from Wem in Bloom Group and The Friends of Whitchurch Road Cemetery were received and noted.

d) To receive a written report from Shropshire Councillors for Wem Area - none presented.

RESOLVED;- to note the reports received.

277/25-29 Planning Applications

a) To note the recent planning decisions.

Cllr Soul updated on the site visit and planning committee meeting relating to 25/02775/OUT.

RESOLVED;- to note the report.

b) Summer Recess – to consider arrangements for dealing with planning applications.

RESOLVED;- That, during the Summer Recess, the Town Clerk's Scheme of Delegation be amended to allow the Town Clerk or Deputy Town Clerk, following consultation with all Members, to submit the Council's comments on planning or licensing applications where no Member requests an Extraordinary Meeting before the consultation deadline.

278/25-29 Finance and Accounts for Payment.

a) Budget Report – to consider.

RESOLVED;- to note the budget report.

b) Internal Control checks – to note.

It was reported that these had been completed by Cllr Johnson.

RESOLVED;- to note.

c) Accounts for payment - to approve accounts for payment.

RESOLVED;- to approve the following payments except for the Town Hall payment which will be dealt with under item 284/25-29.

Direct Debits and payments made prior to meeting.

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£7,621.44		£7,621.44	BACSPA YROLL
	HMRC	£3,103.03		£3,103.03	BACS HMRC
	Pensions	£2,138.63		£2,138.63	BACS LGPS
Lloyds Bank	Credit Card Balance	£3.00		£3.00	DD 31.26
Unity Trust Bank	Transaction charges	£17.35		£17.35	DD 32.36
ICO	Data Protection Fee	£47.00		£47.00	DD 33.26
Unity Trust Bank	BACS charges June	£17.65		£17.65	DD 34.26
EE	Mobile Phones	£33.00	£6.60	£39.60	DD 35.26

West Mercia Energy	Car park toilets energy 1.6.26 - 30.6.26	£77.09	£3.85	£80.94	DD 36.26
West Mercia Energy	Rec toilets energy 1.6.26 - 30.6.26	£61.14	£3.06	£64.20	DD 37.26
Waterplus	Allotment Water 12.6.26 - 12.7.26	£11.08	£2.22	£13.30	DD 38.26
Waterplus	Car Park Toilet Water 8.6.26 - 8.7.26	£64.91		£64.91	DD 39.26
Business2Business	Telephone/Broadband	£127.63	£25.53	£153.16	DD 40.26
ISM IT	IT Support	£353.29	£70.66	£423.95	DD 41.26
Shropshire Council	Property Dataset	£24.50		£24.50	103.26
DANFO	Toilet Cleaning	1029.24	205.85	1235.09	SO 4.26
Total DDs / Early Payments				£13,788.16	

Credit Card Payments (for Information only)

Hatchers	Land Registry search	£35.00		£35.00	CC 6.26
Lloyds Bank	Monthly Charge	£3.00		£3.00	CC 7.26

Internal Transfers

From	To	Amount	Reason
Nationwide	Current	£60,000	Balance Top Up

Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
DW Evans	Gravedigging	£340.00		£340.00	84.26
NS Print	Binding	£17.37	£3.47	£20.84	85.26
M Fitton	Bus Shelter Cleaning	£295.00		£295.00	86.26
MFS Systems	CCTV Call out	£150.00	£30.00	£180.00	87.26
MFS Systems	CCTV repair	£580.00	£116.00	£696.00	88.26
Highline Electrical	Energy Transfers	£28,305.00	£5,661.00	£33,966.00	89.26
Highline Electrical	Electrical Testing	£595.00	£119.00	£714.00	90.26
K Sumner	Reimbursement	£20.00		£20.00	91.26
Web Orchard	Website	£215.46	£43.09	£258.55	92.26
Shropshire Council	Office Costs	£3,835.50		£3,835.50	93.26
PG Skips	Skip Hire	£140.00	£28.00	£168.00	94.26
PG Skips	Cardboard Bin	£41.30	£8.25	£49.55	95.26
PG Skips	Cemetery Bin	£63.55	£12.70	£76.25	96.26
PG Skips	Rec Bin	£99.45	£19.90	£119.35	97.26
SALC	Training	£45.00		£45.00	98.26
Sign & Poster	Signs	£103.00	£20.60	£123.60	99.26
Wem Jubilee Band	Summer in Wem	£200.00		£200.00	100.26

P O'Hagan	Reimbursement	£218.59	£38.00	£256.59	101.26
Fruitful Deli	Armed Forces Cakes	£42.00		£42.00	102.26
NABMA	Membership	£509.00		£509.00	104.26
Rarity Emporium	Badges	£37.50		£37.50	105.26
Highline Electrical	Structural Inspection	£1,170.00	£234.00	£1,404.00	106.26
D Murray	Floral Planters July	£1,116.50		£1,116.50	107.26
Wem Town Hall	Tranche 2 Payment	£3,000.00		£3,000.00	108.26
S Llewellyn-Jenkins	lamp column painting	£480.00		£480.00	109.26
Right Sort	Newsletters	£2,021.40	£404.28	£2,425.68	110.26
Highline Electrical	Maintenance	£331.84	£66.37	£398.21	111.26
Total New Payments				£50,777.12	

d) Summer Recess – to consider payment arrangements.

RESOLVED:- to delegate authority to the Mayor, Deputy Mayor and Town Clerk to approve the following payments during the summer recess

- Regular monthly payments.
- Payments that orders have been issued for.
- Any emergency payments within limits set by Financial Regulations.

279/25-29 Finance Committee meeting held 23.7.26 – to consider the draft minutes from this meeting and any recommendations contained within them.

RESOLVED;- to receive the draft minutes from the Finance Committee meeting held 23.7.26.

280/25-29 Wem Swimming and Lifestyle Liaison Group meeting held 22.7.26 – to consider the draft notes from this meeting and any recommendations contained within them.

RESOLVED;- to receive the draft notes from Wem Swimming and Lifestyle Liaison Group meeting held 22.7.26

281/25-29 Business Networking Meeting 2.7.26

a) To consider the draft notes from this meeting and any actions contained within them.

RESOLVED;- to receive the notes and agree in principle to support Love Your High Street week.

282/25-29 2026 Risk Assessment Review - To review assets, equipment and office risk assessments.
Each individual risk assessment was reviewed and it was

RESOLVED;- to approve the review of the Town Council's large assets, equipment operated by Town Council Staff and Town Council Staff risk assessments.

- 283/25-29 Christmas Lights Tender** – to receive a report on the tenders submitted and award the 2026-29 Christmas Lighting contract.
It was reported that 4 tenders had been received and scored relating to the terms laid out in the tender document. The scoring matrix was considered by Councillors.
- RESOLVED**;- to award the 2026-29 Christmas Lighting Contract to Highline Electrical.
- 284/25-29 Wem Town Hall**
- a) Town Hall Grant Report – to consider
- RESOLVED**;- to receive the report and approve the release of the 2nd payment of the Town Council's contribution to Wem Town Hall Community Trust as per the funding agreement.
- b) Flagpoles on Wem Town Hall – to consider correspondence on this matter.
A discussion took place on this matter and it was.
- RESOLVED**;- That the Town Council will reimburse Wem Town Hall Community Trust for the net cost of the 2026 structural inspection of the flagpoles, up to a maximum of £650, subject to the Town Council being granted sole use of the flagpoles. Reimbursement will be made only upon receipt of a valid invoice.
- 285/25-29 Community Consultation Promotion** – to agree
It was reported that the information sheet had been posted to every household in Wem Town on the electoral register.
- RESOLVED**;- That Councillors will support the promotion of the consultation at local events and venues over the Summer, including at Wem Co-op, Wem Carnival and on the Outdoor Market.
- 286/25-29 Correspondence**
- a) Shropshire Council – to consider Town and Parish Council Information Request.
- RESOLVED**;- to request more information on what they require from Shropshire Council.
- 287/25-29 Dates of future meeting** – to note the date and time of the September Ordinary meeting.
- RESOLVED**;- to note that the September ordinary meeting will be held on 24.9.26 at 7pm.
- 288/25-29 Exclusion of Public and Press**
To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.
- RESOLVED**;- to exclude the press and public.
- Honorary Townsman Nominations – to consider nominations received and to agree whether to make an award.
Following a vote it was

RESOLVED;- to make 2 Honorary Townsman Awards and award Honorary Townsman Status to Louise and Jon Green.

Banking hub – for update
The update was received and it was

RESOLVED;- to

- permit the use of the Town Council meeting room for any existing sessions currently held in the library interview room and to permit the Town Clerk to consider future requests for use of the room for library led activities sessions on a case by case basis.
- agree in principle if required to contribute financially towards the conversion of the storage room next to the staff office into a kitchen area which can be used by all staff in the building.

Meeting ended 20.38

Mayor.....