

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 27th November 2025 at 7pm in the Town Council Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Mayor), B Barker (Deputy Mayor), P Broomhall, B Cotterell, L Gilchrist, D Hill, M Hoffmann, M Hudson, P Johnson, G Soul, E Towers.

Mrs P O'Hagan (Town Clerk)

0 members of the public present.

111/25-29 To note apologies for absence received.
Apologies were received from Cllrs Gascoigne and Meakin
Absent G Nash.

112/25-29 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.

Councillor	Item	Dispensation
Cllr Soul	117/25-29d Trustee of Wem Town Hall	To participate but not vote on all matters relating to Wem Town Hall
Cllr Towers	117/25-29d Director Wem Swimming and Lifestyle Centre	To participate but not vote on all matters relating to Wem Town Hall
Cllr Broomhall	117/25-29d Director Wem Swimming and Lifestyle Centre	To participate and vote on all matters relating to Wem Town Hall

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

113/25-29 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak - none present.

114/25-29 Council Minutes - to approve as a correct record the minutes of the meeting of the Town Council held on 30.10.25.

RESOLVED:- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 30.10.25 and they were duly signed by The Mayor.

115/25-29 Reports
a) To consider the Clerks progress report on decisions made at previous meetings.

RESOLVED:- to note the report.

b) To receive written reports from the Council's representatives to other bodies. Written reports were received from Cllrs Cotterell and Soul

RESOLVED:- to note the report.

c) To receive a written report from Shropshire Councillors for Wem Area.

The Clerk was asked to find out when the resurfacing of Aston Street was to be carried out as it was due to be undertaken in October.

RESOLVED:- to note the report.

d) Police report. – not provided.

116/25-29

Planning Applications

a) To note the recent planning decisions.

RESOLVED:- to note the report.

b) Planning Consultation on New Design Guidance Documents – to consider

RESOLVED:- that Councillors submit comments as individuals.

117/25-29

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 the internal control checks were up to date and no issues were reported.

RESOLVED:- to note.

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

RESOLVED:- to approve the following payments

Direct Debits and payments made prior to meeting.

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£7,315.96		£7,315.96	BACSPA YROLL
	HMRC	£2,884.25		£2,884.25	BACS HMRC
	Pensions	£2,196.04		£2,196.04	BACS LGPS
West Mercia Energy	Rec Toilet Energy 22.8.25 - 31.8.25	£12.38	£0.62	£13.00	DD 61.25
West Mercia Energy	Rec Toilet Energy 22.8.25 - 31.8.25	£48.47	£2.42	£50.89	DD 62.25
Unity Trust Bank	BACs Charges Oct	£10.05		£10.05	DD 63.25
Lloyds Bank	Credit Card Balance	£75.50		£75.50	DD 64.25
EE	Mobile Phones	£30.00	£6.00	£36.00	DD 65.25
Waterplus	Allotments Water 12.10.25- 12.11.25	£57.39	£11.48	£68.87	DD 66.25

Waterplus	Car Park Toilet Water 8.10.25 - 8.11.25	£53.53		£53.53	DD 67.25
Unity Trust Bank	Transaction charges October	£17.54		£17.54	DD 68.25
B2B	Telephone/Broadband	£127.63	£25.53	£153.16	DD 69.25
DANFO	Toilet Cleaning October	£1,029.24	£205.85	£1,235.09	SO 4.25

Credit Card Payments (for Information only)

Lloyds Bank	Monthly Charge	£3.00		£3.00	CC15.25
Lloyds Bank	Cash Fee	£2.50		£2.50	CC16.25

Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
WSSA	Reimbursement	£61.65		£61.65	183.25
PG Skips	Cardboard Bin	£30.32	£6.08	£36.40	184.25
PG Skips	Rec Ground Bin	£73.00	£14.60	£87.60	185.25
PG Skips	Cemetery Bin	£46.64	£9.32	£55.96	186.25
DW Evans	Grave Digging Oct	£640.00		£640.00	187.25
ISM IT	IT Support	£340.39	£68.08	£408.47	188.25
RBL**	Wreath	£20.00		£20.00	189.25
MFS Systems	CCTV Call Out	£145.00	£29.00	£174.00	190.25
Component s Co *	Christmas Light Display	£1,000.00	£200.00	£1,200.00	191.25
Sign & poster	Correx Signs	£85.00	£17.00	£102.00	192.25
John Ralphs	Reimbursement	£40.49		£40.49	193.25
David Murray	Over wintering plants	£150.00		£150.00	194.25
Viking	Stationery	£96.31	£19.27	£115.58	195.25
Sarah's Embroidery	Steward's Jackets	£120.00	£24.00	£144.00	196.25
Wem Town Hall	Hire of Town Room	£120.00		£120.00	197.25
Hunter Lloyd	Electrical Works - car park toilets	£475.00	£95.00	£570.00	198.25
Andrew Dixon & Co*	Professional Advice re Town Hall	£500.00	£100.00	£600.00	199.25
Sign & Poster	Correx Signs	£98.00	£19.60	£117.60	200.25
M Fitton	Bus Shelters	£75.00		£75.00	201.25
Screwfix	Sundries	£11.56	£2.31	£13.87	202.25
Affine Resourcing	Stage Hire (Balance)	£1,237.88	£247.58	£1,485.46	203.25

d) 2026/27 Budget – to discuss contribution requests received from Wem Swimming and Lifestyle Centre and Wem Town Hall Trust.

It was reported that the Town Hall Trust Contribution request had not been received in time for the meeting.

RESOLVED:- to delegate authority to the December Finance Committee to consider the contribution requests as part of budget discussions and make recommendations to next meeting.

118/25-29 **Staffing Committee Meeting 13.11.25** to consider minutes from this meeting and any recommendations contained within the minutes.
More information on the future plans for WSLC

RESOLVED:- to receive the minutes of the staffing committee held on 13.11.25 and approve the recommendations contained within the minutes, except for the staff overtime budget recommendation which will be deferred to the next meeting.

119/25-29 **Events**
a) **Events Liaison Group Meeting 13.11.25** - to consider notes from this meeting.

RESOLVED:- to receive the meeting notes.

b) **Event Management Plan for Christmas Festival** – to approve.

RESOLVED:- to approve the Event Management and Security Plan for the 20205 Christmas Festival.

120/25-29 **Town Hall Liaison Group 18.11.25** - to consider notes from this meeting.

RESOLVED:- to receive the meeting notes.

121/25-29 **Access Working Party** – to consider report from the working party looking into preventing vehicular access to The Wheatfields and other public open spaces in the town.
The report from the working party was considered and it was

RESOLVED:- budget of £2500 to carry out works

- To secure the Wheatfields Public Open Space from unauthorised vehicular access, using a combination of tree planting and bollard installation.
- That the works now identified be undertaken in the current financial year and that £2500 be allocated from General Reserves for this purpose.
- That, subsequent to the completion of the works in respect of the Wheatfields site, the remaining Council owned sites identified in the report receive similar consideration on the basis of one site per financial year.

122/25-29 **Inclusive Play Equipment quotes** – to consider.

RESOLVED:- to suspend financial regulations to permit two quotes to be considered and to award the contract for the supply and installation of inclusive play equipment as identified by the working party to Ray Parry

Playgrounds at a cost of £5250 to be funded from Play Equipment budget, and Neighbourhood Fund EMR.

123/25-29 **Floral Display, planting and maintenance contract - to consider.**

RESOLVED:- to approve the contract and instruct the Clerk to advertise it.

124/25-29 **Street Lighting tender – to nominate tender evaluation panel.**

RESOLVED:- to nominate Cllrs Johnson and Barker onto the evaluation panel for the streetlighting maintenance tender.

125/25-29 **Councillor Motions**

a) To consider motion request received from Cllr Hudson – That the Town Council considers entering Heart of England in Bloom 2026.

A discussion took place on this item and Cllr Hudson stated that that it should not involve staff time other than in respect to the management of civic duties in relation to judging.

RESOLVED:- to

- **support the motion.**
- **allocate £500 from Town Improvement Projects budget code and nominate Cllrs Hudson, Gilchrist and Cotterell to progress the project.**

b) To consider motion request submitted from Cllr Barker - To agree to establish a working party that would review the nomination and selection process for the appointment of Honorary Townsman of Wem. The working party would also consider the presentation evening with a view to making the whole process more open, inclusive and accessible for all residents of Wem.

RESOLVED:- to defer to December meeting as the 10 day submission deadline was not met.

126/25-29 **Correspondence**

a) Wheatfields Pond Trees – to consider correspondence. It was reported that a tree surgeon will be undertaking a visual inspection of the trees whilst undertaking some other works in the area..

RESOLVED:- not to undertake any works to the trees unless they are considered to be dangerous following the visual inspection.

b) Additional pedestrian crossing on Mill Street – to consider correspondence.

RESOLVED:- to refer that matter to Shropshire Council Councillors and request that they pursue an extension of the 20mph limit to the junction with Tilley Road.

c) Wem Cricket Club donation and sponsorship – to consider request.

RESOLVED:- not to award a grant or sponsor the project but to suggest that the cricket club apply for a Town Council small grant.

127/25-29 **Dates of future meetings** – to note the date and time of December and agree date of Budget Meeting.

RESOLVED:- to note that the December meeting will be held on 18.12.25 and the Budget meeting held on 22.1.26

128/25-29 **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 (none present)

Staffing matter – to discuss.

RESOLVED:- that

- the Town Clerk receive overtime at the same rates (under ‘Green Book’ Terms and Conditions) as other staff for weekend working and evening events, and extraordinary meetings outside the normal meetings cycle.
- the attendance of Officers at extraordinary meetings and weekend and weekday evening events be reviewed by the Mayor, Deputy Mayor and Town Clerk

Town Council Office – to discuss draft report.

RESOLVED:- to approve the report detailing the space required by the Town Council if it were to relocate to Wem Town Hall.

Meeting ended 20.30

Mayor.....