

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 15<sup>th</sup> May 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, M Hudson, R Gascoigne, D Hill,  
M Meakin, G Soul, E Towers, M Hoffmann, P Johnson.  
Mrs P O'Hagan (Town Clerk) Amanda Roberts (RFO).

1 members of the public present.

**1/25-29 To appoint a Town Mayor for the year 2025/2026 and to receive their declaration of acceptance of office.**

**RESOLVED:- that Cllr Parry be appointed Town Mayor for the year 2025/2026.**

**2/25-29 To note that declarations of acceptance of office had been received and signed by members prior to the start of the meeting.**

**RESOLVED:- to note that all members declarations of acceptance of office had been received and signed in the presence to the Town Clerk prior to the start of the meeting.**

**3/25-29 To note apologies for absence received.**  
Apologies were noted from Cllr Cotterell.

**4/25-29 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.

No interests declared

b) To review the Dispensation policy  
The Dispensation Policy was reviewed and it was

**RESOLVED:- to note the review of the Dispensation Policy with no amendments.**

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

d) Register of interests - To note the need to ensure that registers of interest forms are to be completed online by midnight on 2.6.25.

**RESOLVED:- to note.**

**5/25-29 Past Mayor's Report** - To receive a report from Cllr Parry  
Thanks were recorded for the work of Cllr Parry over the past year.

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

**6/25-29 To appoint a Deputy Mayor**

**RESOLVED:- to appoint Cllr Barker as Deputy Mayor for 2025-26**

**7/25-29 Councillor Vacancies** – to consider and vote on applications received for the two Councillor vacancies on the Town Council.

Vacancy 1

**It was RESOLVED to co-opt Lucy Gilchrist onto Wem Town Council.**

Vacancy 2

**It was RESOLVED to co-opt George Nash onto Wem Town Council.**

**8/25-29 Council Committees**

a) To review terms of reference and delegated powers of Council Committees, Panels and Liaison Groups.

**RESOLVED:- to approve the review and the delegated powers for each committee, panel, liaison group and working party.**

b) To appoint Councillors onto the following committees, liaison groups, working parties and panels

**RESOLVED:- to appoint the following councillors onto Town Council Committees, Liaison Groups, Working Parties and Panels.**

Finance and Corporate Governance Committee	14.	All Councillors
Staffing Committee	7	Cllrs Parry, Gascoigne, Barker, Soul, Towers, Hoffmann, Hudson
Wem Swimming and Lifestyle Centre Liaison Group	6	Cllrs Soul, Broomhall, Johnson, Hill Defer final 2 places to May meeting
Wem Town Hall Liaison Group	5	Cllrs Gascoigne, Barker, Soul, Cotterell, Hudson
Events Liaison Group	6	Hoffmann, Broomhall, Hudson, Cotterell, Towers, Defer final place to May meeting
Complaint Panel	3	Hoffmann, Hill, Johnson
Cemetery Expansion Working Party	3	Parry, Johnson, Meakin
Office Working Party	4	Barker, Broomhall, Parry, Gascoigne
CCTV Working Party	3	Hill, Hoffmann, Defer final place to May meeting

**9/25-29 Appointment of Representatives** – to appoint representatives to the following outside bodies;

**RESOLVED:- to appoint the following Town Councillors to represent the Town Council on outside bodies.**

Wem Swimming and Lifestyle Centre	1	Cllr Broomhall
Wem Youth Centre	1	Cllr Johnson
Parish Emergency Advisor	1	Cllr Soul
Wem Scouts HQ Committee	1	Cllr Johnson
Friends of Whitchurch Rd Cemetery	2	Cllrs Meakin and Cotterell

SALC North Shropshire Area Committee	2	Cllrs Gascoigne Cotterell
Wem Town Hall	1	Cllr Soul
Wem Sports and Social Association	3	Cllrs Meakin, Towers, Hoffmann
Noble Street Trust	1	Cllr Hill
Wem Area Climate Action	1	Cllr Towers
Patient Participation Group	2	Cllrs Gascoigne and Meakin
Business Network	4	Mayor Deputy, Hudson, Broomhall

**10/25-29 Review of Council Regulations and Procedures as per Standing Orders – to undertake review of the following policies.**

a) Standing Orders

Standing orders were reviewed and it was

**RESOLVED:- to approve the amendments to Standing Orders.**

b) Complaints Procedure

The complaints procedure was reviewed and it was

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

c) Freedom of Information Publication Scheme

The Freedom of information scheme was reviewed and it was

**RESOLVED:- to approve the Freedom of Information Publication Scheme.**

d) Data Retention

The data retention scheme was reviewed

**RESOLVED:- to approve the amendments to the Data Retention Scheme.**

e) Data Protection

The Data Protection policy was reviewed and it was

**RESOLVED:- to approve the Date Protection Policy with no changes.**

f) Press Policy

The Press Policy was reviewed and it was

**RESOLVED:- to approve the Press 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 of the Staffing Committee.**

h) Financial Regulations – to agree to defer to a future meeting to allow the Finance Committee to consider amended regulations in line with Internal Audit recommendations at its June meeting.

**RESOLVED:- to defer to the June meeting of the finance committee.**

i) Electronic Tablet Acceptable Use Policy – to adopt

**RESOLVED:-** to adopt the policy.

j) Scheme of delegation - to review.

**RESOLVED:-** to approve the amendments to the scheme of delegation.

k) Asset Register – to review

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

**11/25-29 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 Regulations for the following payments:-

Company	For	Frequency
B2B	Phone/Broadband	Monthly
Lloyds Bank	Credit Card Balance	Monthly
Waterplus	Allotments Water	Monthly
WaterPlus	Car Park Toilet Water	Monthly
WaterPlus	Rec Toilet Water	Quarterly (Oct – April)
EE	Mobile Phones	Monthly
West Mercia Energy	Car park toilets energy	Monthly
ICO	Data Protection Fee	Annually

Regular Payments taken by Unity Bank (Not DDs)

Unity Trust Bank	BACS charges	Monthly
Unity Trust Bank	Cash & cheque charges	Monthly
Unity Trust Bank	Monthly Fee	Monthly

BACS Payments

Shropshire Council	Salaries	Monthly
HMRC	Tax/ National Insurance	Monthly
LGPS	Pension	Monthly

**12/25-29 General Power of Competence** - To Resolve that the Town Council meets the criteria to exercise the General Power of Competence

**RESOLVED:-** that following the 2025 Town Council elections the Town Council meets the eligibility criteria required to enable it to exercise the General Power of Competence during the Council term.

**13/25-29 Council Minutes.**

To approve as a correct record the minutes of Meeting of the Town Council held on 24.4.25

**RESOLVED:-** To approve as a correct record the minutes of Meeting of the Town Council held on 24th April 2025 and they were duly signed by The Mayor as a true record.

**14/25-29 Dates of future meetings** – To approve Town Council ordinary meeting dates for 2025-26.

**RESOLVED:- to approve the 2025-26 ordinary meeting dates.**

Meeting ended 19.50

Mayor.....