

Minutes of the Annual Meeting of Wem Town Council held on Tuesday 16<sup>th</sup> May 2017 at 7 p.m.in the Roden Suite, Edinburgh House, New Street, Wem.

Present:- Councillor E Towers (Mayor), Councillor P Glover (Deputy Mayor), Councillors, P Broomhall, P Dee, C Granger, P Johnson, M Meakin, C Mellings, J Murray, P Moyses, C Shingler, G Nash, P White, R Dodd.  
11 members of the public present.

At the beginning of the meeting Rev Neil Adams said prayers for the meeting ahead, Cllr Dodd welcomed the new Councillors and thanked Rev Adams for all his help over the past year.

**1/17 To appoint a Town Mayor for the year 2017/2018**

Cllr Broomhall proposed Cllr Towers, Cllr Moyses seconded this proposal. There were no other nominations.

**RESOLVED:-that Cllr Towers be appointed Town Mayor for the year 2017/2018.**

Cllr Towers thanked the Council for the honour of being voted as Mayor for 2017-18. He reported that he hoped the year ahead will be exciting and progressive. He thanked Cllr Dodd for all her work as former Mayor. He thanked former Cllrs Boddy and Bailey for all their work over the last 4 years and welcomed new Councillors. He also thanked the Council staff for their continuing hard work and commitment to the Town Council. Cllr Towers outlined that he considered that the role of a Councillor was to think and listen to the community that they represent and that his role of Mayor during his term of office will be as a chairman, ambassador for the town and fundraiser. Cllr Towers emphasised the need for the Council to become more proactive in order to see that goals for the benefit of the town are achieved. He concluded his speech by stating that whilst the Council is made up of 14 individuals Councillors it must continue move forward as a team.

**2/17 To receive declarations of acceptance of office.**

It was reported that all declarations of acceptance of office had been signed prior to the meeting.

**RESOLVED:- to note.**

**3/17 To receive apologies and reasons for absence.**

None received

**4/17 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.

<b>Councillor</b>	<b>Item</b>	<b>Dispensation</b>
Cllr Mellings and Cllr Dee	Twin-hatted member declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council	

b) To consider any applications for Dispensations under s33 of the Localism Act 2011.

<b>Applicant</b>	<b>Dispensation</b>	<b>Decision</b>
Cllr Mellings and Cllr Dee	Dispensation to allow participation and voting on all matters relating to Shropshire Council	Granted
Cllr Mellings	Dispensation to allow participation but not voting on all matters relating to Wem Swimming and Lifestyle Centre	Granted

c) Register of interests - To note the need to ensure that new registers of interest forms are filled out and returned to the Monitoring Officer within 28 days of the election.

**RESOLVED**:- to note.

**5/17 Mayor's address** - To receive an address from Cllr Dodd upon her retirement as Mayor.

Cllr Dodd addressed the Town Council and stated that it had been an honour to serve as Mayor of Wem over the past year. She thanked Councillors and staff for all the advice and help she had received over the last year. She reported that she had managed to raise £2500.11 to be split between the Severn Hospice and Hope House Hospice and thanked everyone who had supported these events.

**6/17 To appoint a Deputy Mayor**

Cllr Granger proposed Cllr Glover, Cllr Broomhall seconded this proposal. There were no other nominations.

**RESOLVED**:-that Cllr Glover be appointed Deputy Mayor for the year 2017/2018.

**7/17 Council Committees**

**a) To review terms of reference and delegated powers of each committee.**  
The terms of reference were reviewed and no amendments were proposed.

**RESOLVED**:-to note with no amendments

**b) To appoint Councillors onto the following committees / liaison groups**

**RESOLVED**:-to appoint the following Councillors onto Council Committees

<b>Committee</b>	<b>2017/18</b>
Finance & Corporate Gov. (7)	Mayor, Deputy Mayor, Cllrs Murray, Moyse, Dodd, Dee, Grange.
Amenities and Services (7 + 2 co-opted)	Mayor, Deputy Mayor, Cllrs Meakin, Broomhall Shingler, Johnson, Nash
Planning & Transport. (7)	Mayor, Deputy Mayor Cllrs Moyse, Meakin, Broomhill, Johnson, Nash
Wem Swimming and Lifestyle Centre Liaison Group.	Mayor, Deputy Mayor, Cllrs White, Murray (Cllr Broomhall reserve)
Wem Town Hall Liaison Group.	Cllrs Dee, Dodd, Granger, Broomhall, Towers
Events Liaison Group	Mayor, Deputy Mayor, Cllrs Moyse, Shingler, Granger, White
Verification Committee	Mayor, Deputy Mayor Cllrs Dee, Granger
WSSA Constitution	Cllrs Mellings, Cllr Granger, Murray, Dodd
Transfer of Services	Cllr Broomhall, Towers, Mellings, Dodd

**c) Emergency Scheme of delegation - to review.**

**RESOLVED**:-to note with no amendments

**8/17 Appointment of Representatives – to appoint representatives to the following outside bodies;**

**RESOLVED**:-to appoint the following representatives to outside bodies;

<b>Group</b>	<b>2017/18</b>
Wem S&LC Ltd	Cllr Towers
Council of WSSA	Cllr Mellings, Cllr Towers
Wem Youth Centre	Cllr White
Parish Emergency Advisor	Cllr Moyse
Wem Scouts HQ Committee	Cllr Dee
Wem Economic Forum	Mayor, Deputy Mayor, Cllr Granger, Clerk
RAF Shawbury Liaison Group	Cllr Moyse (Cllr Granger reserve)
North Shropshire Tourism	Cllr Shingler
Destination Partnership	No longer meeting

Local Joint Committee	Cllr Towers, reserve Cllr Dodd
Wem Christmas Festival	Cllr White, Cllr Broomhall
Friends of Whitchurch Rd Cemetery	Cllr Dodd, Cllr Towers
War Memorial Group.	Cllr Nash, Cllr Granger, Cllr Mellings
Shropshire Association of Local Councils	Cllr Granger, Cllr Dodd
Wem Town Hall Trustee	Cllr Dodd

**9/17 Training Champion** – to appoint the Council’s training champion.

**RESOLVED**:-to appoint Cllr Moyse as the Councils Training Champion.

**10/17 Review of Council Regulations and Procedures as per Standing Orders** – to review the following policies.

a) Standing Orders and Financial Regulations.

The Town Council’s standing orders and financial regulations were reviewed with no amendments proposed.

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

b) Complaints Procedure. It was reported that the complaints policy was currently under review and a request was made to defer this item until it could be considered in more detail by the Finance and Corporate Governance Committee.

**RESOLVED**:- that the review be deferred.

c) Freedom of Information Act 2000 and the Data Protection Act 1998.

**RESOLVED**:- to approve the policies without amendment.

**11/17 General Power of Competence** - To Resolve that the Town Council meets the criteria to exercise the General Power of Competence.

**RESOLVED**:- that the Town Council meets the required criteria to exercise the General Power of Competence.

**12/17 Annual Accounts 2016-17**

a) **2016-17 Accounts** - To approve the accounts and supporting papers for the year ending 31 March 2017.

**RESOLVED**:- to approve the 2016-17 year end accounts and supporting papers.

**b) Annual Return 2016-17**

i) To consider the Towns Council’s response to questions on part 1 of the Annual Return, the Annual Governance Statement.

**RESOLVED**:-that in line with recommendations of the Finance and Corporate Governance Committee to answer yes to questions 1-8 on part 1 of the Annual Return and not applicable to question 9. Part 1 of the Annual Return was duly signed by the Mayor and Clerk.

ii) To approve part 2 of the Annual Return, 2016/17 accounting statements.

**RESOLVED**:- to approve the 2016/17 accounting statement which was duly signed by the Mayor and Clerk.

iii) To approve explanation of variances.

**RESOLVED**:- to approve the explanation of significant variances.

iv) To note internal audit report.

Councillors considered the internal auditor's report which had been previously considered by the Finance and Corporate Governance Committee and it was;

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

**13/17 Council Minutes.**

To approve as a correct record the minutes of Meeting of the Town Council held on 27<sup>th</sup> April 2017.

**RESOLVED**:- that the minutes of the Ordinary Meeting of the Town Council held on 27<sup>th</sup> April 2017 be approved as a correct record and signed by the Mayor.

**14/17 Progress report** - To consider the Clerks progress report on matters arising at previous meetings.

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

**15/17 Planning Applications.**

**a) Planning Applications for consideration**

17/01682/OUT | Outline application for the erection of 1No dwelling (to include access, appearance, landscaping, layout and scale) Proposed Dwelling To The North of 58 Noble Street, Wem, Shropshire.

**RESOLVED**:- to support the Shropshire Council Highways objection to the application.

17/02005/FUL - 47 Bowens Field, Proposal: Erection of a single storey side extension.

**RESOLVED**:- to support the application.

b) To note the recent planning decisions.

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

**c) Planning Correspondence**

17/01036/FUL Bank House Barn - erection of a detached garage – to consider correspondence received from Shropshire Council.

**RESOLVED:-** to maintain the Town Council’s original objection to the application.

**16/17 Finance and Accounts for Payment**

**a) Accounts for payment** -To approve accounts for payment and payments made prior to meeting.

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

Supplier	Service	Net	Vat	Gross	BACS No
Shropshire Council	Payroll	6436.97	12.72	6449.69	DD
Eon	Streetlight repairs	151.95	30.39	182.34	BACS 15.17
PG Skips	Bin Emptying Love Lane	32.44	6.49	38.93	BACS
	Bin emptying rec.	51.24	10.25	61.49	16.17
	Skip provision	70.00	14.00	84.00	
	Total	173.68	30.74	184.42	
Came and Company	Town Council Insurance	4428.63		4428.63	BACS 17.17
Severn Business Solutions	Computer virus correction	22.50	4.50	27.00	BACS 18.17
Crewe Shrewsbury Passenger Assoc.	Membership	8.00		8.00	BACS 19.17
Mark Fitton	Bus Shelter Cleaning May	45.00		45.00	BACS 20.17
JDH Business Services	Internal Audit	515.00	103.00	618.00	300039
Mayors Hospitality Account	Hospitality allowance transfer	485.05		485.05	BACS 21.17

**b) CCLA Account** – to authorise the application for the opening of a Public Sector Deposit Account with the CCLA.

It was reported that whilst the fund is not covered by the FSA Guarantee the Public Sector Deposit Fund is AAA-rated by FitchRatings and therefore complies with the Town Council’s investment strategy.

**RESOLVED**:- to authorise the opening of a Public Sector Deposit Account with the CCLA and to approve the depositing £65,000 into the account and to nominate the following signatories on the account:-  
Cllr Nash, Cllr Moyse, Cllr Dodd.

- 17/17 Annual Report** – To consider draft Annual Report for 2016-17.  
The Annual Report was considered and quote for printing which was the same as for the 2016-17 Annual Report.

**RESOLVED**:- to approve the draft report and authorise The Clerk to place the order for the printing of the report with Imprint for distribution in June.

- 18/17 Road Safety Concerns** – to consider any new road safety concerns as per Shropshire Council's Road Safety Policy.  
The Clerk outlined that Road Safety Concerns had been submitted by residents for a pedestrian crossing at New Street and pedestrian crossings on Pyms Road.

**RESOLVED**:- to support the following road safety concerns raised.  
**Noble Street implementation of a one way system (previously agreed at the April meeting).**  
**Pedestrian Crossing on New Street at the Park Road end.**  
**Pedestrian Crossing along Pyms Road.**

- 19/17 Reports**  
a) To receive reports from the Council's representatives to other bodies.  
None received.

b) To receive a report from Shropshire Council Councillors Mellings and Dee.  
A written report from Cllr Mellings was circulated and noted.

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

- 20/17 Future agenda items** – for consideration.  
Cllr Towers requested that at the next meeting the Council consider his proposal that the Town Council write formally to the Duke of Edinburgh to wish him a happy retirement.  
Cllr Murray requested that a representative from the doctor's surgery be asked to attend a future meeting to discuss appointment availability.

- 21/17 Dates of future meetings** –  
a) To note date of June meeting.

**RESOLVED**:- to note that the June meeting would be held on 29.6.17.

b) To approve Town Council meeting dates for 2017-18.

**RESOLVED**:- to approve future meeting dates

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

**RESOLVED**:- to approve meeting dates for the Amenities and Services Committee and Finance and Corporate Governance Committee however to set the meeting start times as 2pm.

**22/17 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

a) To receive any nominations for Honorary Townsmen.  
Nominations for Honorary Townsman were put forward for consideration at the June meeting.

Meeting ended 20.35

Mayor.....