

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 26th March 2026 at 7 p.m. in the Town Council Meeting Room, Wem Library, High Street, Wem

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

Mrs P O'Hagan (Town Clerk).

Alan Holford Shropshire Council Councillor for Wem Area
0 members of the public present.

188/25-29 To note apologies for absence received.
RESOLVED;- that apologies from Cllrs Cotterell and Nash be received and accepted.

M Hoffmann absent

189/25-29 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 Hudson	195a/25-29 Events – market stall prices – market trader	
Cllr Barker	195c/25-29 Events - Member of Wem Jubilee Band	

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

190/25-29 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak – none present.

191/25-29 Council Minutes - to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 26.2.26.

RESOLVED:- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 26.2.26 and they were duly signed as a correct record by the Mayor.

192/25-29 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.

None received

c) To receive a written report from Shropshire Councillors for Wem Area.
None received but Alan Holford reported it would be circulated after the meeting.

d) To consider Town Council Services Report Cemetery, Allotments and Market reports and agree to proposed expenditure on market infrastructure.

RESOLVED:- to

- **note the report.**
- **approve the expenditure of £1375 on gazebo refurbishment**
- **to approve the earmarking of any surplus market income up to a maximum of £1500 at the end of each financial year for market infrastructure improvements.**

193/25-29 Planning Applications

a) To note the recent planning decisions.

RESOLVED:- to note the report.

b) Planning Applications – to consider.

i.) 26/00643/VAR Development Proposed - Variation of Condition No. 2 (approved drawings) attached to planning permission ref 24/03076/VAR dated 05.11.2024 Location: - Connexus, Edinburgh House, New Street, Wem.

RESOLVED:- not to comment on the application.

194/25-29 **Finance and Accounts for Payment.**

a) Budget report – to consider.

RESOLVED:- to note the report.

b) Internal Control checks – to note.

It as reported that these were currently outstanding due to staff leave and that February and March would be completed together.

RESOLVED:- to note the report.

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

RESOLVED:- to approve the following accounts for payments
Direct Debits and payments made prior to meeting

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£12,396.18		£12,396.18	BACS PAYROLL
	HMRC	£2,884.45		£2,884.45	BACS HMRC
	Pensions	£2,246.46		£2,246.46	BACS LGPS
Lloyds Bank	Credit Card Balance	£326.73		£326.73	DD 99.25
Unity Trust Bank	Transaction charges February	£9.85		£9.85	DD 100.25
Unity Trust Bank	Bacs February	£17.80		£17.80	DD 101.25

Waterplus	Rec Toilet Water 14.12.25- 14.3.26	£44.89	£4.79	£49.68	DD 102.25
Waterplus	Car Park Toilet Water 8.2.26-8.3.26	£55.84		£55.84	DD 103.25
EE	Mobile Phones	£30.00	£6.00	£36.00	DD 104.25
B2B	Telephone/Broadband	127.63	25.53	153.16	DD 105.25
West Mercia Energy	Car Park Energy Feb	£56.69	£2.83	£59.52	DD 106.25
West Mercia Energy	Rec Toilet Energy Feb	£42.23	£2.11	£44.34	DD 107.24
ISM IT	IT Support	£340.39	£68.08	£408.47	DD 106.25
Unity Trust Bank	cash charges	£9.60		£9.60	DD 108.25
DANFO	Toilet Cleaning Feb	£1,029.24	£205.85	£1,235.09	SO8.25

Credit Card Payments (for Information only)

Lloyds Bank	Monthly Charge	£3.00		£3.00	CC 29.25
Scaffold Mart	Parts for planters	£29.13	£5.83	£34.96	CC 30.25

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Shropshire Council	Premises Licence	£70.00		£70.00	279.25
Heart of England in Bloom*	Entry Fee	£120.00		£120.00	280.25
Ray Parry	Inclusive play equip	£5,525.00	£1,105.00	£6,630.00	281.25
DW Evans	Gravedigging Feb	£670.00		£670.00	282.25
Screwfix	Postfix	£5.82	£1.17	£6.99	283.25
Screwfix	Sundries	£42.31	£8.46	£50.77	284.25
Avida Candles*	Christmas Market refund	£20.00		£20.00	285.25
Tracy Davies*	Christmas Market refund	£20.00		£20.00	286.25
Highline	Feb Repairs	£170.19	£34.04	£204.23	287.25
MFS Systems	CCTV repairs	£460.00	£92.00	£552.00	288.25
MFS Systems	CCTV NVR Relocation	£1,495.00	£299.00	£1,794.00	289.25
Shropshire Festivals*	Consultancy	£195.00	£39.00	£234.00	290.25
PG Skips	Rec bins	£73.00	£14.60	£87.60	291.25
PG Skips	Cemetery Bin	£46.64	£9.32	£55.96	292.25
PG Skips	Cardboard Bin	£30.32	£6.08	£36.40	293.25
Ricoh	Copier Charges	£216.95	£43.39	£260.34	294.25

JDH Business Services	Interim audit fees	£369.00	£73.80	£442.80	295.25
M Fitton	Bus Shelter Cleaning	£75.00		£75.00	296.25
Highline	Column Replacements	£11,080.00	£2,216.00	£13,296.00	297.25
Highline	Service Transfers	£28,305.00	£5,661.00	£33,966.00	298.25
Sarah's Embroidery	Staff Clothing	£66.33	£13.27	£79.60	299.25
Salc	training	£20.00		£20.00	300.25
Shropshire Council	car park	£90.00	£18.00	£108.00	301.25
Shropshire Phone Repairs	laptop repair	£29.17	£5.83	£35.00	302.25
Garoll Construction	bollards installation	£730.00	£146.00	£876.00	303.25
Viking	office supplies	£184.47	£28.20	£212.67	304.25
Via Della Emelia	Tree Works	£973.00	£194.60	£1,167.60	305.25
Forester Arborist	Tree Inspection	£275.00		£275.00	306.25

d) Internal Audit Interim Report – to consider:

RESOLVED:- to note the report and

- implement the recommendation 1 of the report requiring reasons for suspending financial regulations to be minuted.
- Instruct the Finance Committee to review at its next meeting the Council's compliance with assertion 10 of the 2025/26 Annual Governance Statement.

e) Town Council insurance - to review.

RESOLVED:- to defer a decision on this matter to the next meeting so quotes can be sought.

f) Mayor's Fundraising Account – to consider closing unity current account and opening savings account to avoid monthly fees.

RESOLVED:- to close the Mayor's Fundraising Unity Trust current account opened in error and open the Unity Trust Saving Account instead.

g) Town Council Debtors - to discuss.

It was reported that the debtor had become insolvent and that all methods of trying to recover the debt had failed.

RESOLVED:- to write off R&R Memorials debt of £600.

195/25-29 Events

a) Christmas Festival – to discuss report on consultation held with Shropshire Festivals and consider quote for stage, discuss sponsorship opportunities and confirm market stall prices.

Cllr Hudson left the meeting and took no part in discussion on market prices

RESOLVED:- to

- set market stalls prices for Christmas Festival as
Commercial Stall £35.
Organisation local to Wem £20.
Out of parish hot food and drink traders £50.
- agree to suspend financial regulations to permit one quote to be sought for the hire of the stage due to the bespoke nature of the space available for the stage and award the contract for stage hire to Affine Resourcing at a cost of £2048.
- To authorise the Clerk to proceed with sponsorship discussions over the stage and other entertainment areas.

Cllr Hudson returned to the meeting.

b) Town Events Forum – for update on events programme.

It was reported that this was a well attended event and would be useful to hold annually.

RESOLVED:- to note the report.

c) Jubilee Band on the Green Event on 27.6.26 – to discuss.

The Clerk reported that she had applied for an Armed Forces Day grant to help with the purchase of a portable PA system for the outdoor service.

RESOLVED:-

- to approve the engagement of the Jubilee Band to play an open air concert on 27.6.26 on Millennium Green to mark Armed Forces Day 2026 at a cost of £200 and that the Events Liaison Group take the planning of this event forward.
- to organise a one-off Midsummer Market on Jubilee Square on 27.6.26.

196/25-29 Town Council website upgrade – to discuss.

RESOLVED:- to

- authorise the RFO to seek quotes for a website upgrade that guarantees WCAG 2.2 AA compliance.
- authorise the use of £1000 from General Reserves for website upgrade costs.

197/25-29 Tree Report – to consider biannual tree inspection report.

RESOLVED:- to note the tree report and note that the works identified in the report has been completed.

198/25-29 Vacancies

a) Town Council Vacancy – to consider co-option process and set date

RESOLVED:- to approve the co-option advert and application form and to set a deadline for applications as 16.00 on 22/4/26 so voting on co-option can take place at the April meeting.

b) WSSA Trustee – to discuss trustee vacancy. Deadline for applications

RESOLVED:- to defer to the Annual Town Council Meeting.

199/25-29 Wem Library – to discuss correspondence received from Shropshire Council.

RESOLVED:- to agree to meet with representatives of Shropshire council to discuss Wem Library Service.

200/25-29 Correspondence

a) WACA - Jubilee Square Bin (deferred from Feb meeting) and request for use of 2025-26 Climate Change Budget underspend for an Autumn Event.

RESOLVED:- to

- approve the purchase of a bin purchase to be located Jubilee Square and cover bin emptying costs from the 2026/27 budget.
- permit the earmarking of £500 from the 2025/26 climate change budget for use by WACA for its Autumn event subject to a detailed breakdown of costs associated with the event.

b) Laney’s Little Bookshelf funding request.

RESOLVED:- to establish a meeting with Laney’s Little Bookshelf and Wem Life to discuss this request in more detail.

c) CASPA – request for support.

RESOLVED:- to approve a contribution of £50 towards CASPA website costs.

201/25-29 Dates of future meetings – to note the date and time of April meeting

RESOLVED:- to that the next meeting will be held on Thursday 30th April 2026 at 7pm.

Meeting ended 20.10

Mayor.....