

Minutes of the Annual Town Council Meeting of Wem Town Council held on Thursday 14<sup>th</sup> May 2026 at 7 p.m. in the Town Council Meeting Room, Wem Library, High Street, Wem

Present:- Cllrs, B Barker (Mayor), D Parry, B Cotterell, R Gascoigne, L Gilchrist (Deputy Mayor), D Hill, M Hoffmann, M Hudson, P Johnson, T O'Flaherty, G Soul.

Mrs P O'Hagan (Town Clerk).

0 members of the public present.

**220/25-29 To appoint a Town Mayor for the year 2026/2027 and to receive their declaration of acceptance of office.**

The current Mayor presides for this item and then steps down from the Chair if an alternative Mayor is elected. The Mayor will invite nominations for the position. The Mayor may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.

**RESOLVED:- that Cllr Barker be appointed Town Mayor for the year 2026/2027.**

**221/25-29 To appoint a Deputy Mayor**

**RESOLVED:- that Cllr Gilchrist be appointed Deputy Mayor for the year 2026/2027.**

**222/25-29 To note apologies for absence received.**

**RESOLVED:- that the apology received from Cllr Towers be received and accepted.**

Absent Cllrs Broomhall and Nash

**223/25-29 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.

None declared.

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

c) Register of interests - To note the need to ensure that registers of interest forms are kept up to date.

**RESOLVED:- to note.**

**224/25-29 Public Participation** - a period of 15 minutes will be set aside for residents of Wem Town to speak. - None present.

**225/25-29 Past Mayor's Report** - To receive a report from Cllr Parry.

Cllr Parry presented his report and was thanked by the Council for all his work in the role of Mayor over the last two years.

**226/25-29 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.**

<b>Committee</b>		<b>Representatives</b>
Finance and Corporate Governance Committee	All	All Councillors
Staffing Committee	7	Cllrs Barker, Gascoigne, Hoffmann, Parry, Soul, Johnson, Towers.
Wem Swimming and Lifestyle Centre Liaison Group	6	Cllrs Soul, Gilchrist, Hill, Hudson, Johnson, Broomhall.
Events Liaison Group	6	Cllrs Hudson, Hoffmann, Cotterell, Broomhall, Towers, Parry.
Complaint Panel	3	Cllr Barker, Gascoigne and Hill.
<b>Working Parties</b>		
Service Support Working Party	4	Cllrs Parry, Barker, Hudson and Hill.
Pharmacy Working Party	3	Cllrs Hoffmann, Gilchrist and Towers.
Community Consultation	3	Cllrs Soul, Gascoigne and O'Flaherty.

**227/25-29 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.**

	<b>Number of councillors</b>
Wem Swimming and Lifestyle Centre (Director)	Cllr Broomhall
Wem Youth Centre (committee member)	Cllr Johnson
Parish Emergency Advisor (Internal in partnership with Wem Rural PC)	Cllr Soul

Wem Scouts HQ Committee (committee member)	Cllr Johnson
Friends of Whitchurch Rd Cemetery (committee members)	Cllrs Cotterell and Parry
SALC North Shropshire Area Committee (committee members 4 meetings per year)	Cllrs Parry and O'Flaherty
Wem Sports and Social Association (trustee)	Cllr Towers, Hoffmann and O'Flaherty
Wem Area Climate Action (committee member)	Cllr Towers
Patient Participation Group (group members)	Cllr Gascoigne
Wem Business Network (Internal in partnership with Wem Rural PC)	Cllr Barker, Cllr Gilchrist, Towers and Soul
Cyber oversight and data security (internal)	Cllr Barker

**229/25-29 Review of Council Regulations and Procedures as per Standing Orders – to undertake review of the following policies.**

a) Standing Orders.

**RESOLVED**:- to approve the review of Standing Orders with no changes.

b) Complaints Procedure.

**RESOLVED**:- to approve the review of the complaints procedure with minor changes.

c) Freedom of Information Publication Scheme.

**RESOLVED**:- to approve the review of the Freedom of Information Publication Scheme with no changes.

d) Data Retention.

**RESOLVED**:- to approve the review of the Data Retention Policy

e) Data Protection and subject access policy.

**RESOLVED**:- to approve the review of the Data Protection and updated Subject Access Policy.

f) Press Policy.

**RESOLVED**:- to approve the review of the press policy.

g) Employee Policies – to agree to defer to a future meeting of the Staffing Committee.

**RESOLVED**:- to defer the review of staffing policies to a future meeting of the staffing committee.

h) Scheme of delegation - to review.

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

i) Asset Register – to review.

**RESOLVED**:- to approve the review of the asset register.

## 230/25-29 Financial Procedures

a) Internal controls- to discuss.

**RESOLVED**:- to appoint Cllr Johnson to undertake the monthly internal financial control checks.

b) 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:-

### Direct Debits

To	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
ISM IT	IT Support	Monthly
ICO	Data Protection Fee	Annually

### Standing Orders

DANFO	Toilet Cleaning	Monthly (until 28.5.28)
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### 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 Payment

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

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

**RESOLVED**:- to defer to the next Finance Committee meeting.

d) General Power of Competence – to review expenditure.

**RESOLVED**:- to note the Clerks explanation of expenditure using the general power of competence during 2025/6.

**231/25-29** **Dates of future meetings** – To approve Town Council ordinary meeting dates for 2026-27.

**RESOLVED**:- to note the dates of future meetings and to note that Finance Committee meetings will now be held at 7pm on Thursday evenings.

**232/25-29** **Council Minutes** - to approve as a correct record the minutes of the meeting of the Town Council held on 30.4.26.

**RESOLVED**:- to approve as a correct record the minutes of the meeting of the Town Council held on 30.4.26 and they were duly signed by The Mayor.

Meeting ended 19.40

Mayor.....