

Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

Town Clerk and Treasurer:
Mrs. P. E. O'Hagan

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Dear Councillor

You are hereby summoned to attend the ANNUAL MEETING of **WEM TOWN COUNCIL**, which will be held in **THE RODEN SUITE, EDINBURGH HOUSE, NEW STREET, WEM** on **THURSDAY 20th May 2021 at 7 p.m.**

A handwritten signature in black ink that reads "P. O'Hagan" with a horizontal line extending to the right.

P O'Hagan
Town Clerk
13.5.21

AGENDA

- 1 To appoint a Town Mayor for the year 2021/2022 and to receive 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.
- 2 To note that declarations of acceptance of office had been received and signed by members prior to the start of the meeting.**
- 3 To receive and consider for approval apologies for absence and reasons given.**
- 4 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) To consider any applications for Dispensations under s33 of the Localism Act 2011.
 - 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.

- 5 Public Participation** a period of 15 minutes will be set aside for residents of Wem Town to speak.
- 6 Councillor Vacancy** – to consider and vote on applications received for the two Councillor vacancies on the Town Council (copies enclosed).
- 7 To appoint a Deputy Mayor.**
- 8 Council Committees**
- a) To review terms of reference and delegated powers of each committee / liaison group** (copy enclosed).
- b) To appoint Councillors onto the following Committees / Liaison Groups**
- i) Finance & Corporate Gov (8)
 - ii) Amenities and Services (8)
 - iii) Planning & Transport - all
 - iv) Asset Transfer Committee (all)
 - v) Verification Committee (4)
 - vi) Complaints Committee (3)
 - vii) Wem Swimming and Lifestyle Centre Liaison Group (4)
 - viii) Wem Town Hall Liaison Group (5)
 - ix) Events Liaison Group (6)
 - x) Grievance Panel (3)
 - xi) Discipline Panel (3)
 - xii) Appeals Panel (5 members not on x or xi)
- c) Scheme of delegation** - to review.
- 9 Appointment of Representatives** – to appoint representatives to the following outside bodies;
- a) Wem Swimming and Lifestyle Centre
 - b) Wem Youth Centre
 - c) Parish Emergency Advisor
 - d) Wem Scouts HQ Committee
 - e) Wem Economic Forum
 - f) RAF Shawbury Liaison Group
 - g) Wem Christmas Festival
 - h) Friends of Whitchurch Rd
 - i) SALC – North Shropshire Area Committee
 - j) Wem Sports and Social Association – to appoint a trustee to WSSA
 - k) Others
- 10 Review of Council Regulations and Procedures as per Standing Orders** – to delegate authority to Finance and Corporate Governance Committee to undertake review of the following policies.
- a) Standing Orders and Financial Regulations
 - b) Complaints Procedure
 - c) Freedom of Information Act 2000
 - d) Data Protection
 - e) Staff Policies
 - f) Asset Register
- 11 General Power of competence** - To Resolve that the Parish Council meets the criteria to exercise the General Power of Competence.

- 12 Council Minutes.**
To approve as a correct record the minutes of Meeting of the Town Council held on 29th April 2021 (copy enclosed).
- 13 Progress report** - To consider the Clerks progress report on matters arising at previous meetings (copy enclosed).
- 14 Planning Applications.**
a) Planning Applications for consideration
21/01976/FUL 5 Cedar Grove, Wem, Shropshire, SY4 5DQ
Proposal: Erection of flat roofed Porch to Main Entrance
21/01997/FUL 84 Lowe Hill Road, Wem, Shropshire, SY4 5UT
Proposal: Erection of single storey rear and side extension
- b) To note the recent planning decisions** (copy of decisions enclosed).
- 15 Finance and Accounts for Payment** (copies to follow)
a) Payments – to approve the use of BACS payments and variable direct debits (as per Financial Regulations).
b) Precept and Neighbourhood Fund – to note payment of and discuss management of neighbourhood fund.
c) Accounts for payment - to approve accounts for payment and payments made prior to meetings (Presented at meeting).
d) Bank signatories - to approve.
- 16 Dates of future meetings** –
a) To note date of June meeting.
b) To approve Town Council meeting dates for 2021-22 (copy enclosed).
c) To approve proposed meeting dates and times for the Amenities and Services Committee and Finance and Corporate Governance Committee (copy enclosed).
- 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.
- a) To receive any nominations for Honorary Townsmen.