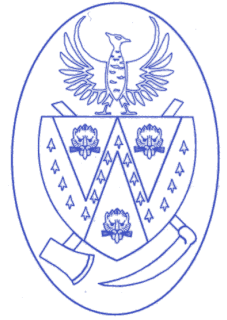


Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

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

Wem Town Council Offices
Wem Library
3 High Street
Wem, Shropshire
SY4 5AA



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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 **Council Offices, Meeting Room in Wem Library, 3 High Street, Wem** on **THURSDAY 25th May 2023 at 7 p.m.**

A handwritten signature in blue ink that reads "P. O'Hagan".

P O'Hagan
Town Clerk
18.5.23

AGENDA

- 1 **To appoint a Town Mayor for the year 2023-2024 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 apologies for absence.**
- 3 **To receive a record of Councillors attendance at Council Meetings 2022-2023.** (copy enclosed).
- 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 interest – to remind members of the need to review and if necessary, update registers of interest.
- 5 **Public Participation** - a period of 15 minutes will be set aside for residents of Wem Town to speak.

- 6 **Past Mayor's address** - To receive an address from Cllr Soul.
- 7 **Councillor Vacancy** – to receive update on co-option applications.
- 8 **To appoint a Deputy Mayor.**
- 9 **Council Committees**
a) To review terms of reference and delegated powers Council Committees, Panels and Liaison Groups. (ToR for Finance and Corporate Governance Committee to follow).
- b) To appoint Councillors onto the following liaison Groups/Panels**
i) Wem Swimming and Lifestyle Centre Liaison Group (4)
ii) Wem Town Hall Liaison Group (5)
iii) Events Liaison Group (6)
iv) Grievance Panel (3)
v) Discipline Panel (3)
vii) Appeals Panel (5 members not on iv or v)
viii) Complaint Panel (5)
- c) **Scheme of delegation** - to review.
- 10 **Appointment of Representatives** – to appoint representatives to the following outside bodies
a) Wem Swimming and Lifestyle Centre (1)
b) Wem Youth Centre (1)
c) Parish Emergency Advisor (1)
d) Wem Scouts HQ Committee (1)
e) Wem Economic Forum tbc
f) RAF Shawbury Liaison Group (1)
h) Friends of Whitchurch Rd Cemetery (2)
i) SALC North Shropshire Area Committee (2)
j) Others
- 11 **Review of Council Regulations and Procedures** – to review the following policies and protocols
a) Standing Orders and Financial Regulations
b) Complaints Procedure
c) Freedom of Information Act 2000
d) Data Retention
e) Data Protection
f) Press Policy
g) Employee Handbook and protocol on staff councillor relations – to agree to defer to a meeting of the Finance and Corporate Governance committee
- 12 **Finance and Corporate Governance Committee meeting 23.5.23** - to receive draft minutes from this meeting and consider any recommendations made (copy to follow).
- 13 **2022-23 Accounts**
a) 2022-23 Accounts - to approve the accounts and supporting papers for the year ending 31 March 2023 (copies enclosed).
b) Internal audit report - to consider (copy to follow).
c) Annual Governance and Accountability Return (AGAR) 2022-23 (copy enclosed).

- i) To consider the Town Council's response to questions on part 1 of the Annual Governance and Accountability Return - The Annual Governance Statement.
- ii) To consider and approve part 2 of the AGAR, 2022-23 accounting statements.
- iii) To approve explanation of variances and agree date of publishing AGAR.

14 Council Minutes.

To approve as a correct record the minutes of Meeting of the Town Council held on 27th April 2023 (copy enclosed).

15 Progress report - To consider the Clerks progress report on matters arising at previous meetings (copy enclosed).

16 Planning Applications.

a) Planning Applications for consideration

23/01915/FUL 17 Station Road, Wem, SY4 5BQ Proposal: Erection of conservatory to rear elevation of property.

b) To note the recent planning decisions (copy of decisions enclosed).

17 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) Health and Safety Contract – to approve.

e) Quote for installation of screen and projector – to consider (copy enclosed).

18 Markets - to consider recommendations of working party meeting held 16.5.23.

19 Christmas Lights - to discuss future of the Town's Christmas Lighting Display and switch on festival (report to follow).

20 Boundary Review – to consider the Boundary Commissions proposals for the Wem and Whixall Division (copy enclosed).

21 Correspondence (copy enclosed)

a) To consider application from Wem Rotary to use the Town Council's Entertainment Licence for Wem Rotary Music Fest Saturday 27.5.23.

22 Dates of future meetings

a) To note date of June meeting.

b) To approve Town Council meeting dates for 2023-24 (copy enclosed).

c) To approve proposed meeting dates and times for Finance and Corporate Governance Committee (copy enclosed).

23 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.

b) Office lease – for update.