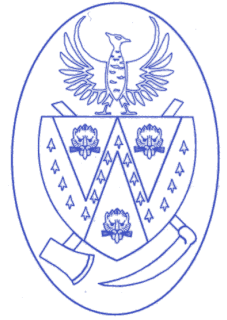


Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

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

Wem Town Council Offices
Edinburgh House
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SY4 5DB



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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 26th May 2022 at 7 p.m.**

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

P O'Hagan
Town Clerk
19.5.22

AGENDA

- 1 To appoint a Town Mayor for the year 2022/2023 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 2021-2022.** (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 Broomhall.
- 7 **To appoint a Deputy Mayor.**
- 8 **Council Committees**
a) **To review terms of reference and delegated powers of each committee / liaison group and removal of asset transfer committee** (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) Verification Committee (4)
v) Complaints Committee (3)
vi) Wem Swimming and Lifestyle Centre Liaison Group (4)
vii) Wem Town Hall Liaison Group (5)
viii) Events Liaison Group (6)
ix) Grievance Panel (3)
x) Discipline Panel (3)
xi) 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 (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)
g) Wem Christmas Festival (2)
h) Friends of Whitchurch Rd Cemetery (2)
i) SALC North Shropshire Area Committee (2)
j) Others
- 10 **Review of Council Regulations and Procedures** – to review of 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) Protocol Staff Councillor relations
g) Press Policy
h) Mayoral Handbook
- 11 **2021-22 Accounts**
a) 2021-22 Accounts - to approve the accounts and supporting papers for the year ending 31 March 2022 (copies enclosed).
b) Internal audit report - to consider (copy to follow).
c) Annual Governance and Accountability Return (AGAR) 2021-22 (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, 2021-22 accounting statements.
- iii) To approve explanation of variances and agree date of publishing AGAR.

12 Council Minutes.

To approve as a correct record the minutes of Meeting of the Town Council held on 28th April 2022 (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

22/01801/FUL 58 High Street, Wem, SY4 5DW

Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for minor works to ground floor shop and sub division of existing flat into two flats to include balustrade to first floor flat roof.

22/01802/LBC 58 High Street, Wem, SY4 5DW

Proposal: Minor works to ground floor shop and sub division of existing flat into two flats to include balustrade to first floor flat roof affecting a Grade II listed building.

22/01892/FUL Roundhill, Soulton Road, Wem, SY4 5HR.

Proposal: Erection of two storey rear extension and installation of new door/window unit in the side elevation.

22/01986/TCA 7 Leek Street, Wem, SY4 5EP

Proposal: fell 1no birch within Wem Conservation Area.

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) Town Council Insurance quote – to approve.

16 Finance and Corporate Governance Committee meeting 17.5.22 - to receive draft minutes from this meeting and consider any recommendations made (copy enclosed).

17 Traffic Impact Assessment of one Way System – to consider correspondence from Shropshire Council Highways.

18 Recreation Ground Toilet Block Reopening – to receive a report of current work to date and consider additional costs associated with reopening of the disabled toilet (copy to follow).

19 Platinum Jubilee – to receive a report of current work to date and consider additional costs associated with reopening of the disabled toilet

20 Correspondence (copies enclosed)

a) Grass Cutting Wemsbrook Public Open Space (Trentham Road) – to consider email received.

b) Flags for Ukraine – to consider purchase of.

c) Refugee Hub - To consider grant request.

21 Dates of future meetings –

a) To note date of June meeting.

b) To approve Town Council meeting dates for 2022-23 (copy enclosed).

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

22 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) Project Assistant Probation – to discuss.

c) Office lease – for update