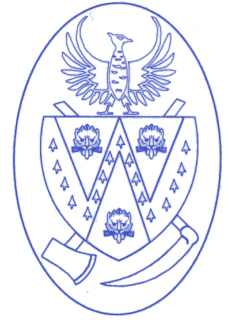


Wem Town Council

Wem-Birthplace of the Modern Sweet Pea

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

Wem Town Council Offices
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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 30th May 2019 at 7 p.m.**



P O'Hagan
Town Clerk
23.5.19

AGENDA

- 1 To appoint a Town Mayor for the year 2019/2020 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 her casting vote whether or not she gave an original vote.
- 2 To receive apologies and reasons for absence**
- 3 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.
- 4 Register of interest** - to remind Councillors of the need to update their register of interests.
- 5 Past Mayor's address** - To receive an address from Cllr Granger.
- 6 To appoint a Deputy Mayor and to receive declaration of acceptance of office**
- 7 Council Committees**
 - a) To review terms of reference and delegated powers of each committee (copy enclosed).

b) To appoint Councillors onto the following committees / liaison groups

- i) Finance & Corporate Gov
- ii) Amenities and Services
- iii) Planning & Transport - all
- iv) Wem Swimming and Lifestyle Centre Liaison Group (4)
- v) Wem Town Hall Liaison Group (5)
- vi) Events Liaison Group (6)
- vii) Verification Committee (4)
- ix) Complaints Committee (3)
- x) Grievance Panel (3)
- xi) Discipline Panel (3)
- xii) Appeals Panel (5 members not on x or xi)

c) Scheme of delegation - to review.

8 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) War Memorial Group
- j) SALC – North Shropshire Area Committee
- k) Others

9 Training Champion – to decide whether to continue with the appointment of a training champion.

10 Review of Council Regulations and Procedures as per Standing Order 5 – to review the following policies (circulated via email).

- a) Standing Orders and Financial Regulations.
- b) Complaints Procedure.
- c) Freedom of Information Act 2000.
- d) Data Protection – to note review took place April 2019
- e) Staff Policies
- f) Asset Register
- i) Insurance – to note that this was reviewed in April 2019

11 Annual Accounts 2018-19

a) 2018-19 Accounts - To approve the accounts and supporting papers for the year ending 31 March 2019 (copies enclosed).

b) internal audit report - To consider

c) Annual Governance and Accountability Return (AGAR) 2018-19 (copies 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, 2018/19 accounting statements.
- iii) To approve explanation of variances and date of publishing AGAR.

- 12 Council Minutes.**
To approve as a correct record the minutes of Meeting of the Town Council held on 25th April 2019 (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
19/01997/TCA: 6 Market Street, Wem, SY4 5EA, Proposal: Crown reduce by up to 25% 1no Ash within Wem Conservation Area
- b) To note the recent planning decisions** (copy of decisions enclosed)
- c) Planning Correspondence** – to note CIL Update Letter ((copy enclosed)
- d) Place Plan Meeting** – to receive a report from Place Plan Review meeting held 23.5.19.
- 15 Finance and Accounts for Payment**
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).
- 16 Annual Town Meeting** – to consider the following resolution from the Annual Town Meeting
That Wem Town Council considers supporting the establishment of a BEAM Mental Health drop in session for young people under 25 in the town of Wem and to work with other Towns in North Shropshire to achieve this.
- 17 Annual Report** – To consider draft annual report for 2018-19 and quote for printing (copy enclosed).
- 18 Parking Charges**
To receive a report on meeting held with Shropshire Council officers and consider results of survey of local businesses (copy enclosed)
- 19 Consultations** – to consider the following consultations
Police and Crime Commissioner Annual Survey (copy enclosed)
Engagement Briefing Note re. "Review of 'A' Board Policy and Process.
- 20 Correspondence** - To consider the following items (copies enclosed)
a) Wem Tennis Club – letter ref. replacement pavilion.
b) Safety Scene – request for funds
c) VE Day 75 – to consider involvement in
- 21 Reports**
a) To receive reports from the Council's representatives to other bodies.
b) To receive a report from Shropshire Council Councillors Mellings and Dee.
- 22 Future agenda items** – for consideration.
- 23 Dates of future meetings**

- a) To approve Town Council meeting dates for 2019-20 (copy enclosed).
- b) To approve proposed meeting dates and times for the Amenities and Services and Finance and Corporate Governance Committees (copy enclosed).

24 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