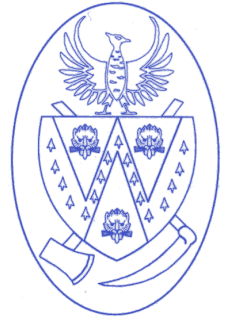


# Wem Town Council

*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 30<sup>th</sup> May 2024 at 7 p.m.**

P O'Hagan  
Town Clerk  
24.5.24

## AGENDA

- 1 **To appoint a Town Mayor for the year 2024-2025 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 **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.
- 4 **Public Participation** - a period of 15 minutes will be set aside for residents of Wem Town to speak.
- 5 **Past Mayor's address** - To receive an address from Cllr Soul.
- 6 **To appoint a Deputy Mayor.**

- 7 Council Committees**
- a) To review terms of reference and delegated powers of Council Committees, Panels and Liaison Groups.
  - i) To appoint councillors onto Staffing Committee
  - 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)
    - viii) Complaint Panel (5)
  - c) Scheme of delegation - to review.
- 8 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) RAF Shawbury Helicopter Liaison Group (1)
  - f) Friends of Whitchurch Rd Cemetery (2)
  - g) SALC North Shropshire Area Committee (2)
  - h) Others
- 9 Review of Council Regulations and Procedures – to review the following policies and protocols**
- a) Standing Orders
  - 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 future meeting of the Staffing Committee
  - h) Scheme of Delegation
  - i) Financial Regulations – to agree to defer a future meeting to allow the Finance Committee to consider regulations in more detail at its July meeting
- 10 Finance and Corporate Governance Committee meeting 17.5.24** to receive draft minutes from this meeting and consider any recommendations made (copy enclosed).
- 11 2023-24 Accounts**
- a) 2023-24 Accounts - to approve the accounts and supporting papers for the year ending 31 March 2024 (copies enclosed).
  - b) Internal audit report - to consider.
  - c) Annual Governance and Accountability Return (AGAR) 2023-24 (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, 2023-24 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 Meetings of the Town Council held on 25<sup>th</sup> April 2024 and extra ordinary meeting held 17.5.24 (copies 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**  
24/01744/FUL 33 Lowe Hill Gardens, Wem, SY4 5TZ Proposal: Erection of single storey rear extension and internal alterations  
24/01793/TCA 70 High Street, Wem, SY4 5DR Proposal: Fell 1no Holly within Wem Conservation Area  
**b) To note the recent planning decisions** (copy of decisions enclosed).  
**c) Local Plan Consultation**  
Shropshire Local Plan Examination: Further Consultation Focusing on Additional Material Prepared in Response to the Planning Inspectors Interim Findings
- 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).
- 16 Consultations**  
School Library Service – to consider submitting a response.
- 17 Events Liaison Group Meeting 22.5.24** – to consider notes from.
- 18 Annual Town meeting 23.5.24** – to consider the matters raised.  
Extension of Town Bus Service up Tilley Road
- 19 Painting Quote** – to consider quote received.
- 20 Correspondence** (copy enclosed)  
a) To consider flag flying request from Shropshire Pride Groups  
b) Freedom Fibre Poles
- 21 Dates of future meetings**  
a) To note date of June meeting.  
b) To approve Town Council meeting dates for 2024-25 (copy enclosed).  
c) To approve proposed meeting dates and times for 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) Wem swimming and Lifestyle Centre Tender – to award tender to Supply and install a roof mounted PV solar array complete with controls and roof works at Wem Swimming and Lifestyle Centre,  
b) To receive any nominations for Honorary Townsmen.