

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 24<sup>th</sup> April 2025  
at 7pm in the Town Council Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Mayor), B Barker, P Broomhall, R Dodd, R Gascoigne, C Granger, D Hill, M Meakin, G Soul, E Towers, P Glover.  
Mrs P O'Hagan (Town Clerk).

0 members of the public present.

**899/25 Mayor's Announcement.**

Cllr Parry recorded his thanks to Cllrs Dodd, Granger, Glover and Drummond, for their contribution to the Town Council over the years. He also thanked the Council and Staff for their support during his mayoral year

**900/25 To note apologies for absence received.**

The following apologies for absence were noted Cllrs Hoffmann and Johnson.  
Absent Cllr Drummond.

**901/25 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.

The following interests were declared

| Councillor                 | Item  | Dispensation   |
|----------------------------|---|--|
| Cllrs Broomhall and Towers | Twin-hatted members declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council | To allow participation and voting on all matters relating to Shropshire Council                    |
| Cllr Broomhall             | 907/25 Director Wem Swimming and Lifestyle Centre   | To allow participation and voting on all matters relating to Wem Swimming and Lifestyle Centre     |
| Cllr Towers                | 907/25 Director of Wem Swimming and Lifestyle Centre  | To allow participation but not voting on all matters relating to Wem Swimming and Lifestyle Centre |
| Cllr Soul                  | 916/25 Trustee of Wem Town Hall   | To allow participation but not voting on all matters relating to Wem Town Hall                     |

b) To consider any applications for Dispensations under s33 of the Localism Act 2011 - None received

**902/25 Public Participation** - a period of 15 minutes will be set aside for residents of Wem Town to speak - None present.

**903/25 Council Minutes** - to approve as a correct record the minutes of the meeting of the Town Council held on 27.3.25.

**RESOLVED:- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 27.3.25 and they were duly signed by The Mayor.**

904/25

**Staff reports**

a) To consider the Clerks progress report on decisions made at previous meetings.

**RESOLVED:- to note the progress report.**

b) To consider Love Lane Cemetery Report from the Facilities Officer.

**RESOLVED:- to note the cemetery report.**

905/25

**Planning Applications**

a) to note the recent planning decisions.

**RESOLVED:- to note the recent planning decisions.**

b) To consider the following planning applications

25/01019/FUL Proposed: Replacement single storey rear extension

Location: 12 Lowe Hill Gardens, Wem, Shropshire, SY4 5TY.

**RESOLVED:- to support the application as it will enhance the property.**

25/00885/FUL Address: 99 High Street, Wem, Shrewsbury, Shropshire, SY4 5DS. Proposal: Proposed installation of a dropped kerb to provide vehicular access.

**RESOLVED:- not to comment.**

25/01220/FUL - The Upstairs Flat, 5D Chapel Street, Wem, Shrewsbury, Shropshire, Proposal Change of first floor 2 bedroom apartment into 2 No large 1 bedroom studio apartments.

**RESOLVED:- not to comment.**

906/25

**Finance and Accounts for Payment.**

a) Internal Control checks – to note.

It was reported that all checks were up to date and that the RFO was preparing for the 2024-25 accounts closedown along with internal and external audits that are currently in process.

**RESOLVED:- to note the report.**

b) Accounts for payment - to approve accounts for payment

**RESOLVED:- to approve the following accounts for payments and payments made in advance of the meeting.**

| Supplier | Service | Net | Vat | Gross | BACS<br>no |
|----------|---------|-----|-----|-------|------------|
|----------|---------|-----|-----|-------|------------|

|                                   |   |           |       |                   |              |
|-----------------------------------|---|-----------|-------|-------------------|--------------|
| Shropshire Council                | Salaries                                    | £6,774.68 | £0.00 | £6,774.68         | BACSPAY ROLL |
|                                   | HMRC  | £2,908.61 | £0.00 | £2,908.61         | BACS HMRC    |
|                                   | Pensions                                    | £2,138.78 | £0.00 | £2,138.78         | BACS LGPS    |
| Lloyds Bank                       | Credit Card Balance                         | £159.10   | £0.00 | £159.10           | DD 1.25      |
| Unity Trust Bank                  | Transaction charges                         | £15.75    | £0.00 | £15.75            | DD.2.25      |
| WaterPlus                         | Car Park Toilet Water<br>8.3.25 - 8.4.25    | £70.44    | £0.00 | £70.44            | DD 3.25      |
| EE                                | Mobile Phones                               | £30.00    | £6.00 | £36.00            | DD 4.25      |
| Unity Trust Bank                  | BACS charges March                          | £17.40    | £0.00 | £17.40            | DD 5.25      |
| West Mercia Energy                | Car park toilets energy<br>1.3.25 - 31.3.25 | £165.57   | £8.28 | £173.85           | DD 6.25      |
| <b>Total DDs / Early Payments</b> |   |           |       | <b>£12,294.61</b> |              |

**Credit Card Payments (for Information only)**

|             |                |       |       |       |         |
|-------------|----------------|-------|-------|-------|---------|
| Lloyds Bank | Monthly Charge | £3.00 | £0.00 | £3.00 | CC 1.25 |
|-------------|----------------|-------|-------|-------|---------|

**Payments**

| Supplier                             | Service  | Net       | Vat   | Gross     | Chq / BACS No |
|--------------------------------------|----------|-----------|-------|-----------|---------------|
| 1st Wem Scouts                       | Grant    | £200.00   | £0.00 | £200.00   | 1.25          |
| NS Wheelers                          | Grant    | £500.00   | £0.00 | £500.00   | 2.25          |
| Wem ADOS                             | Grant    | £300.00   | £0.00 | £300.00   | 3.25          |
| Wem Baptist Church                   | Grant    | £500.00   | £0.00 | £500.00   | 4.25          |
| Wem Brownies                         | Grant    | £200.00   | £0.00 | £200.00   | 5.25          |
| Wem Cadets                           | Grant    | £200.00   | £0.00 | £200.00   | 6.25          |
| Carnival Committee                   | Grant    | £300.00   | £0.00 | £300.00   | 7.25          |
| Jubilee Band                         | Grant    | £300.00   | £0.00 | £300.00   | 8.25          |
| Sweet Pea Society                    | Grant    | £300.00   | £0.00 | £300.00   | 9.25          |
| Wem Tennis Club                      | Grant    | £250.00   | £0.00 | £250.00   | 10.25         |
| Friends of Whitchurch Road Cemetery. | Donation | £2,000.00 | £0.00 | £2,000.00 | 11.25         |
| Wem Youth Club                       | Donation | £2,500.00 | £0.00 | £2,500.00 | 12.25         |

|                      |                                    |            |           |            |       |
|----------------------|------------------------------------|------------|-----------|------------|-------|
| WSSA                 | Donation                           | £21,000.00 | £0.00     | £21,000.00 | 13.25 |
| WTH Trust            | Funding Agreement                  | £14,000.00 | £0.00     | £14,000.00 | 14.25 |
| NS Print             | Stationery                         | £31.00     | £6.20     | £37.20     | 15.25 |
| Garroll Construction | New Toilet Doors                   | £4,900.00  | £980.00   | £5,880.00  | 16.25 |
| Play & Leisure       | Playground Equipment               | £19,420.50 | £3,884.10 | £23,304.60 | 17.25 |
| Hunter Lloyd         | Electrical Works                   | £260.00    | £52.00    | £312.00    | 18.25 |
| Highline             | SL Repairs March                   | £59.00     | £11.80    | £70.80     | 19.25 |
| Play & Leisure       | Wetpour                            | £1,940.00  | £388.00   | £2,328.00  | 20.25 |
| Healthmatic          | Toilet Cleaning 17.3.25 - 30.4.25  | £1,623.88  | £324.78   | £1,948.66  | 21.25 |
| PG Skips             | Cemetery Bins March                | £52.50     | £10.50    | £63.00     | 22.25 |
| PG Skips             | Rec Bins March                     | £82.20     | £16.45    | £98.65     | 23.25 |
| PG Skips             | Cardboard Bin March                | £27.32     | £5.48     | £32.80     | 24.25 |
| RoSPA Playsafety     | Inspection                         | £420.00    | £84.00    | £504.00    | 25.25 |
| IDEA Ingham          | Swimming Pool ECP                  | £250.00    | £50.00    | £300.00    | 26.25 |
| Screwfix             | Cable Ties                         | £6.66      | £1.33     | £7.99      | 27.25 |
| Online Playground    | Playground Parts                   | £66.00     | £13.20    | £79.20     | 28.25 |
| Swimming Pool        | Grant Q1                           | £13,750.00 | £0.00     | £13,750.00 | 29.25 |
| Mark Fitton          | Bus Shelter Cleaning               | £75.00     | £0.00     | £75.00     | 30.25 |
| ISM IT               | IT Support April                   | £340.39    | £68.08    | £408.47    | 31.25 |
| Rialtas              | Finance Software                   | £821.00    | £164.20   | £985.20    | 32.25 |
| Screwfix             | Hardware/work wear                 | £113.11    | £10.63    | £123.74    | 33.25 |
| P O'Hagan            | Reimbursement Parking Permit       | £266.67    | £53.33    | £320.00    | 34.25 |
| Shropshire Council   | Office Rent                        | £3,835.50  | £0.00     | £3,835.50  | 35.25 |
| Worknest             | HR /HS Support                     | £3,375.00  | £675.00   | £4,050.00  | 36.25 |
| Shropshire Council   | Car Park Hire (Christmas Festival) | £80.00     | £16.00    | £96.00     | 37.25 |
| Shropshire Council   | NDR Cemetery                       | £140.48    | £0.00     | £140.48    | 38.25 |
| ISM IT               | Councillors' Tablets               | £3,492.60  | £698.52   | £4,191.12  | 39.25 |
| Llewellyn-Jenkins    | Toilet Painting                    | £1,660.00  | £0.00     | £1,660.00  | 40.25 |
| SALC                 | Affiliation Fees                   | £2,266.82  | £0.00     | £2,266.82  | 41.25 |

|                              |                              |           |       |           |       |
|------------------------------|------------------------------|-----------|-------|-----------|-------|
| P O'Hagan                    | Reimbursement<br>VE Day Flag | £23.98    | £0.00 | £23.98    | 42.25 |
| PG Skips                     | Bin Key                      | £6.00     | £1.20 | £7.20     | 43.25 |
| Shropshire<br>Council        | Premises<br>Licence Fee      | £70.00    | £0.00 | £70.00    | 44.25 |
| Millennium<br>Green<br>Trust | Contribution                 | £2,000.00 | £0.00 | £2,000.00 | 45.25 |

c) 2025-26 Financial Risk Assessment - to review.  
The risk assessment was reviewed and it was

**RESOLVED:- and to adopt the updated Finance, Asset and Employment Management Risk Assessment for 2025-26.**

**907/25 Wem Swimming and Lifestyle Centre Liaison Group** – to receive the notes from the meeting on 9.4.25.

**RESOLVED:- to receive the notes from the meeting held on 9.4.25.**

**908/25 Events Liaison Group VE 80** to receive the notes from the meeting on 10.4.25 and consider any recommendations contained within the notes.

**RESOLVED:- to receive the notes from the meeting held 10.4.25.**

**909/25 Play Equipment Painting** – to consider quote received.

**RESOLVED:-**

- to suspend financial regulation 5.8 to permit only 1 quote to be accepted for this work.
- to accept the quote of £3250 submitted by Simon Jenkins to paint all the Town Council owned play equipment in the following locations Cordwell Park, Lowe Hill Gardens, The Grove, The Wheatfields and Trentham Road .

**910/25 Creative Kids Competition** - to discuss outcome of the grant application to Wem and District Rotary Club and sponsorship offers.  
The Clerk reported that the £800 grant application to Wem and District Rotary had been successful and a further £800 had been offered in sponsorship which would cover the cost of running the competition in years 1 and 2.

**RESOLVED:- That subject to written confirmation of sponsorship being received for years 1 and 2 the Town Council proceed with this competition for a 2 year period and agree to contribute to any excess payment from the Christmas Lights budget up to a maximum of £400 per year.**

**911/25 Townoffer.info** – to consider supporting the initiative.  
A discussion took place on this item and Councillors expressed the view that the costs charged following the end of the trial period would be too high for smaller shops and businesses

**RESOLVED:- not to support this initiative at this time.**

**912/25 Streetlighting Joint energy Agreement – to approve.**

**RESOLVED:- to approve the quote of £9557.75 submitted by Shropshire Council to provide energy for the Town Council's streetlights during financial year 2025-26.**

**913/25 Correspondence  
Smart Water – We Don't Buy Crime.**

**RESOLVED:- not to proceed with this initiative due to cost.**

**914/25 Reports**

a) to receive written reports from the Council's representatives to other bodies. Cllr Soul, provided a report for NS Wheelers and Wem Town Hall  
Cllr Broomhall provided a report regarding Wem Swimming and Lifestyle Centre.

b) to receive a written report from Shropshire Councillors Broomhall and Towers. A written report from Cllrs Broomhall and Towers was considered.

**RESOLVED:- to note the reports received. Thanks were recorded for the work of both Councillors over the past 4 years.**

**915/25 Dates of future meetings – to note the date and time of May meeting.**

**RESOLVED:- to note that the annual May meeting will be held on 15.5.25 with a shortened agenda dealing with annual business and that an Ordinary Council meeting will be held on 29.5.25.**

**916/25 Exclusion of Public and Press**

To resolve that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public and press be excluded from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960.

**RESOLVED:- to exclude the press and public.**

Town Council Office – to discuss office working party report and recommendations

The working party report was considered and it was

**RESOLVED: that**

- the Town Council does not pursue the previously considered leasing option at this time and that Shropshire Council be informed accordingly.
- the Town Clerk be instructed to make formal enquiries regarding the alternative rental option outlined in option 2 of the report to determine: Availability of space, Annual rental cost, Lease duration, Service charges and their coverage
- that, notwithstanding the decision in respect of Option 2 detailed above, the Town Clerk contact Shropshire Council to discuss

**extending the current lease and any potential lease terms for such an arrangement.**

- **that, once responses have been received from both organisations the Town Clerk, in consultation with the working party, be granted delegated authority to appoint a surveyor to negotiate on behalf of the Council and assess the value for money of both options. A maximum budget of £2,500 allocated for this purpose.**

Meeting ended 19.55

Mayor.....