

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 18th December 2025
at 7pm in the Town Council Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Mayor), B Barker (Deputy Mayor), P Broomhall, B Cotterell, R Gascoigne, L Gilchrist, D Hill, M Hudson, P Johnson, G Nash, G Soul, E Towers.

Mrs P O'Hagan (Town Clerk)

1 members of the public present.

129/25-29 To note apologies for absence received.

Apologies were received from Cllrs M Hoffmann, M Meakin

130/25-29 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.

Councillor	Item	Dispensation
Cllr Soul	137/25-29, 144/25-29 Trustee of Wem Town Hall	To participate but not vote on all matters relating to Wem Town Hall
Cllr Towers	136/25-29 Director Wem Swimming and Lifestyle Centre and WSSA trustee	To participate but not vote on all matters relating to WSLC and WSSA
Cllr Broomhall	136/25-29 Director Wem Swimming and Lifestyle Centre	To participate and vote on all matters relating to WSLC

b) To consider any applications for Dispensations under s33 of the Localism Act 2011.

None received

131/25-29 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak.

None present.

132/25-29 Council Minutes - to approve as a correct record the minutes of the meeting of the Town Council held on 27.11.25.

RESOLVED:- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 27.11.25 and they were duly signed by The Mayor.

133/25-29 Reports

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

RESOLVED:- to note the report.

b) To receive written reports from the Council's representatives to other bodies.
None received.

c) To receive a written report from Shropshire Councillors for Wem Area.

RESOLVED:- to note the report.

d) Police report.

None received. It was reported that Sgt Heathcote will be attending the January meeting of the Town Council.

134/25-29 Planning Applications

a) To note the recent planning decisions.

RESOLVED:- to note the planning decisions.

b) Planning Applications – to consider

25/04343/FUL and 25/04344/LBC Development Proposed - Change of use of ground floor hair salon (Unit 6), and office (Unit 7) to create 2 residential studio apartments, and associated works LOCATION: - Units 6 And 7, Maypole Court, High Street, Wem.

RESOLVED:- not to comment on the application.

135/25-29 Finance and Accounts.

a) Budget report – to consider.

RESOLVED:- to note the budget report to 18.12.25.

b) Internal Control checks – to note.

It was reported that these were up to date with no issues.

RESOLVED:- that these are currently outstanding, but two months will be completed in January.

c) Accounts for payment - to approve accounts for payment.

Some minor errors were noted and subject to these amendments it was

RESOLVED:- to approve the following accounts for payment

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£8,411.30		£8,411.30	BACS PAYROLL
	HMRC	£3,691.72		£3,691.72	BACS HMRC
	Pensions	£2,641.67		£2,641.67	BACS LGPS
EE	Mobile Phones	£30.00	£6.00	£36.00	DD 70.25
Waterplus	Car Park Toilet Water 8.11.25 - 8.12.25	£52.89		£52.89	DD 71.25
Lloyds Bank	Credit Card Balance	£28.20		£28.20	DD 72.25
Unity Trust Bank	Transaction charges November	£13.20		£13.20	DD 73.25

West Mercia Energy	Car Park Energy 1.10.25 - 31.10.25	£68.62	£3.43	£72.05	DD 74.25
West Mercia Energy	Rec Toilet Energy 1.10.25 - 31.10.25	£48.69	£2.43	£51.12	DD 75.25
Waterplus	Rec Toilet Water 14.9.25 - 14.12.25	£79.14	£9.21	£88.35	DD 76.25
B2B	Telephone/Broadband	£127.63	£25.53	£153.16	DD 77.25
DANFO	Toilet Cleaning Nov	£1,029.24	£205.85	£1,235.09	SO 5.25
Mad 4 Mascots	Costume Hire	£120.00		£120.00	204.25
Total DDs / Early Payments				£16,474.75	

Credit Card Payments (for Information only)

Jewsons	Graffiti remover	£21.00	£4.20	£25.20	CC 17.25
Lloyds Bank	Monthly Charge	£3.00		£3.00	CC 18.25
Jewsons	Graffiti remover	£14.00	£2.80	£16.80	CC 19.25

Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
ISM IT	IT support	£340.39	£68.08	£408.47	205.25
MW Medics	First Aid Support	£230.00	£46.00	£276.00	206.25
Shropshire Council	Street Lighting Energy	£2,389.44	£477.89	£2,867.33	207.25
P O'Hagan	Reimbursement - confidential waste bag	£8.33	£1.67	£10.00	208.25
Ricoh	Copier Rental 1.12.25 - 28.2.26	£123.16	£24.63	£147.79	209.25
Ricoh	Copying Charges 1.9.25 - 30.11.25	£8.02	£1.60	£9.62	210.25
PG Skips	Skip	£140.00	£28.00	£168.00	212.25
PG Skips	Rec Bin	£73.00	£14.60	£87.60	213.25
PG Skips	Cemetery Bin	£46.64	£9.32	£55.96	214.25
PG Skips	Cardboard Bin	£30.32	£6.08	£36.40	215.25
Via Della Emilia	Emergency Tree Works	£273.00	£54.60	£327.60	216.25
Wem Swim Centre	Contribution Q3	£13,750.00		£13,750.00	217.25
Highline	Festive Lighting Contract Y3	£4,772.35	£954.47	£5,726.82	218.25
Sign & poster	Road Closure Overlays	£55.00	£11.00	£66.00	219.25
Ray Parry	Playground repairs	£3,770.00	£754.00	£4,524.00	220.25
Darren Harper	Christmas Festival	£50.00		£50.00	221.25
Sutcliffe Play	Cradle Seats	£534.60	£106.92	£641.52	222.25
Bidvest Noonan	Festival Security	£524.11	£104.82	£628.93	223.25
SALC	Councillor Training	£40.00		£40.00	224.25
SALC	Cyber Training	£60.00		£60.00	225.25

TH Griffiths	Bench Repairs	£119.51		£119.51	226.25
D Evans	Gravedigging	£320.00		£320.00	227.25
Via Della Emilia	Wheatfields Tree Works	£473.00	£94.60	£567.60	228.25
Highline Electrical	October Light repairs	£431.00	£86.20	£517.20	229.25
A Roberts	Car Parking	£22.00	£4.40	£26.40	230.25
M Fitton	Bus Shelter Cleaning	£75.00	£0.00	£75.00	231.25
Jeff Barriers	Christmas Barriers	£305.00	£61.00	£366.00	232.25

d) 2026-29 Pensions Valuation Report – for consideration

It was reported that the pension fund for the Town Council was in credit and that at the 3 year valuation contributions has been set at 13.6%.

RESOLVED:- to note the report and authorise the Clerk to sign the employer declaration.

e) 2026-27 Staff overtime budget – to consider along with revised staffing budget approve (deferred from November meeting)

It was explained that the overtime budget had been increased to reflect the decision made under minute point 128/25-29 and that changes to the 3 year pension valuation mean that the pension budget could be reduced.

RESOLVED:- to approve the revised staffing budget for 2026-27 of £165,890.59.

f) 2026-27 Precept Letter – to consider

A discussion took place on the impact that a reduction in the tax base would have

RESOLVED:- to note the letter and refer further precept discussions to the budget meeting to be held on 22.1.26.

136/25-29 Finance Committee Meeting 5.12.25

a) to consider minutes from this meeting and recommendations contained within the minutes.

A lengthy discussion took place on this matter in light of the decrease in the tax base for 2026/27

RESOLVED:- that Council receives the minutes of the Finance & Corporate Governance Committee meeting held on 5 December 2025 and

- to allocate £30,000 from the Service Transformation Earmarked Reserve to allow for the possible provision of either time-limited support to key charitable organisations, or financial support for the local delivery of statutory services that are at risk, excluding sporting, leisure or recreational organisations.
- to approve recommendation under minute point 6a 2026-27 that the 2026/27 contribution to Wem Swimming and Lifestyle Centre is increased to £75,000.
- to approve an allocation of £21,735 for Wem Sports and Social Association.

- **to approve all recommendations under minute point 6b with the exception of the administration budget which is to be referred to the next finance committee.**

b) to consider change of date and time of January Finance Committee.

RESOLVED:- to change the date and time of the next Finance Committee meeting to 15.1.26 at 19.00.

137/25-29 Town Hall Trust Request for Financial Contribution – to consider correspondence received.

Cllr Nash left the meeting at 20.13

A discussion took place on this request and the view was expressed that, due to pressures on the 2026/27 budget and ongoing discussions about a possible relocation of the office into Wem Town Hall, the Town Council was not currently able to make a decision on this request. A suggestion was made that funds could be set aside in the 2026/27 budget under a new code Local Service Support that could then be drawn on to support vital services within the town, of which the Town Hall could be one. The point was also made that if the Town Council were to change to funding infrastructure requests, then a significant amount of additional information would be required as part of the application process.

RESOLVED:- to defer a decision on this request to the budget meeting and to recommend that the establishment of a Service Support budget code is considered as part of budget discussion at the January budget meeting.

138/25-29 Street Lighting Maintenance tender – to receive a report from the tender evaluation panel and award streetlighting maintenance contract 2026-29.

It was reported by Cllr Barker that one tender had been returned and that the evaluation panel had considered it in detail.

RESOLVED:- to

- **award the 2026-29 Streetlighting Maintenance contract to Highline Electrical.**
- **instruct the Clerk to purchase and issue a JCT Measured Term Contract for this contract.**

139/25-29 Floral Display, planting and maintenance contract 2026-27 - to consider quotes received and award the contract.

It was reported that one quote had been received and it was

RESOLVED:- to suspend financial regulations to permit one quote to be received and award the 2026-27 floral display planting and maintenance contract to David Murray.

140/25-29 Councillor Motions

a) To consider motion request submitted from Cllr Barker - To agree to establish a working party that would review the nomination and selection process for the appointment of Honorary Townsman of Wem. The working party would also consider the presentation evening with a view to making the whole process more open, inclusive and accessible for all residents of Wem.

RESOLVED:- to establish a working party composed of Cllrs Barker, Towers and Gilchrist. The Facilities and Services Officer will also attend working party meetings.

Cllr Johnson left the meeting at 20.30

141/25-29 CCTV – to consider quote to relocate the recorder back to the Town Council office.

RESOLVED:- to approve the quote of £1495 to relocate the CCTV recorder into the Town Council office.

142/25-29 Correspondence

a) Expression of Interest: Shropshire Schools Library Service (SLS).

RESOLVED:- not to support.

b) Consultation to help shape the future of the Visitor Economy in Shropshire.

RESOLVED:- that councillors submit individual response to this consultation.

c) Shropshire Council Devolution Pilot - Briefing Pack & Update – to note

RESOLVED:- to note.

143/25-29 Dates of future meetings – to note the date and time of January Meeting.

RESOLVED:- to note that the next meeting will be 29.1.26 at 7pm.

144/25-29 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 – The Clerk updated on progress on the possible relocation to Wem Town Hall.

RESOLVED:- to nominate Cllrs Parry, Cotterell and Barker with Cllr Towers as reserve to attend a joint meeting between Wem Town Hall, Shropshire Council to progress this project.

Meeting ended 20.43

Mayor.....