

Minutes of an ordinary Town Council Meeting of Wem Town Council held on Thursday 24th September 2026 at 7p.m. in the Town Council Meeting Room, Wem Library, High Street, Wem

Present:- Cllrs, B Barker (Mayor), P Broomhall, B Cotterell, L Gilchrist (Deputy Mayor Meeting Chairman up to item 8), M Hudson, D Hill, G Nash, T O'Flaherty, D Parry, G Soul, E Towers.
Mrs P O'Hagan (Town Clerk).

0 members of the public present.

294/25-29 To note apologies for absence received.

The following apologies were received and noted P Johnson, R Gascoigne.
Absent Cllr Hoffmann

295/25-29 Disclosure of Pecuniary Interests.

a) To receive any disclosures 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
Cllr Gilchrist	305/25-29 Allotment tenant	To discuss and vote on all matters relating to allotments.
Cllr Towers	312/25-29a WSLC Director.	To discuss but not vote on all matters relating to WSLC.
Cllr Broomhall	312/25-29a WSLC Director.	To discuss and vote on all matters relating to WSLC.
Cllr Soul	312/25-29b Wem Town Hall Trustee	To discuss but not vote on all matters relating to Wem Town Hall.
Cllr Parry	312/25-29a WSLC Director.	

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

Applications were received from Cllr Parry for the following dispensations
Wem Town Hall Trust Volunteer – dispensation to speak and vote on all matters relating to Wem Town Hall.

Wem Swimming and Lifestyle Centre – dispensation to speak on all matters relating to Wem Swimming and Lifestyle Centre'

RESOLVED:- to award the following dispensations to Cllr Parry
Dispensation for the Council term to speak on all matters relating to Wem Town Hall.

Dispensation for the Council term to speak and vote on all matters relating to Wem Town Hall.

296/25-29 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak - none present.

- 297/25-29 Council Minutes** - to approve as a correct record the minutes of the Ordinary meeting of the Town Council held on 31.7.26 and Extraordinary meeting held on 27.8.26.

RESOLVED;- to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 30.7.26 and the extraordinary meeting held 27.8.26 and they were duly signed as a correct record by the Deputy Mayor.

298/25-29 Reports

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

RESOLVED;- to note the Clerks progress report.

- b) Mayoral Report – to receive report on Mayoral activities over the past month.

RESOLVED;- to note the Mayoral report.

- c) To receive written reports from the Council's representatives to other bodies.

RESOLVED;- to note the report from Wem Area Climate Action and North Shropshire Area Local committee meeting.

- d) To receive a written report from Shropshire Councillors for Wem Area.
None received

- e) To receive Outdoor Market, Love Lane Allotment and Cemetery reports.

RESOLVED;- to note the report.

299/25-29 Planning Applications

- a) To note the recent planning decisions.

RESOLVED;- to note the planning decisions.

- b) Planning Applications – to consider.

i) 26/03118/PA3MA: 6-12 Leek Street, Wem, SY4 5EP Proposal: Application under Schedule 2, Part 3 Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) to change the first-floor to 4No. self-contained residential units (Class C3)..

RESOLVED;- to note.

ii) 26/03263/PA3MA - Application to determine if prior approval is required for a proposed change of use from Commercial, Business and Service (Use Class E) to dwellinghouses (Use Class C3) to provide 3 residential units under Schedule 2, Part 3, Class MA of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended). LOCATION: - Rosalind House, Edinburgh Gardens, Wem, Shrewsbury, Shropshire.

RESOLVED;- to note.

iii) 26/03222/TPO Reduce crown by cutting over extending branches by max. 3 metres back to within the crown of the tree of 1no. Wellingtonia (T1) protected by the Shropshire Council (Fismes Way and Oakley Meadow, Wem) TPO 2015 (SC/00227/15)

RESOLVED;- to object to the application as The Council is concerned over the impact the proposals will have on a historic town tree as there is no clear reason for the works to take place.

iv) 26/03317/TCA - Sunningdale, 9 Mill Street, Wem, Shrewsbury, Shropshire, SY4 5ED Proposal: Fell (and replace with alternative species) 2no. Lawsonia Cypress within Wem Conservation Area

RESOLVED;- to object to the application as insufficient evidence is given in the application for the need to replace.

300/25-29 Finance and Accounts for Payment.

a) Budget Report – to consider.

RESOLVED;- to note the budget report to 24.9.26

b) Internal Control checks – to note.

It was reported that the internal control checks were outstanding but will aim to be completed in the next couple of weeks.

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

RESOLVED;- to approve the following payments.

August Payments made before meeting

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£7,603.87		£7,603.87	BACS PAYROLL
	HMRC	£2,805.38		£2,805.38	BACS HMRC
	Pensions	£2,087.01		£2,087.01	BACS LGPS
Unity Trust Bank	Transaction charges	£11.35		£11.35	DD 43.26
ISM IT	IT Support July	£353.29	£70.66	£423.95	DD 44.26
EE	Mobile Phones	£33.69	£6.74	£40.43	DD 45.26
Waterplus	Allotment Water 12.7.26 - 12.8.26	£11.37	£2.27	£13.64	DD 46.26
Waterplus	Car Park Toilet Water 8.7.26 - 8.8.26	£69.96		£69.96	DD 47.26
Lloyds Bank	Credit Card Balance	£143.24		£143.24	DD 48.26
PWLB	Repayment	£1,681.13		£1,681.13	DD 49.26
Unity Trust Bank	BACS charges June	£17.65	£0.00	£17.65	DD 50.26

West Mercia Energy	Car park toilets energy 1.7.26 - 31.7.26	£78.67	£3.93	£82.60	DD 51.26
West Mercia Energy	Rec toilets energy 1.7.26 - 31.7.26	£63.05	£3.15	£66.20	DD 52.26
Business2Business	Telephone/Broadband	£127.63	£25.53	£153.16	DD 53.26
DANFO	Toilet Cleaning	£1029.24	£205.85	£1235.09	SO 5.26
Total DDs / Early Payments				£16,434.66	

Credit Card Payments (for Information only)

Lloyds Bank	Monthly Fee	£3.00		£3.00	CC 10.26
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Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Emma J-Coombes*	Reimbursement	£20.00		£20.00	112.26
Shropshire Council	Street Light Energy	£2,474.36	£494.87	£2,969.23	113.26
Via Della Emilia	Tree Works	£190.00	£38.00	£228.00	114.26
Lainey's Bookshelf*	Reimbursement	£20.00		£20.00	115.26
CES*	Asbestos Removal	£220.00	£44.00	£264.00	116.26
MFS	CCTV repairs	£397.50	£79.50	£477.00	117.26
PG Skips	Litterbins Cardboard	£33.04	£6.60	£39.64	118.26
PG Skips	Litterbins Rec	£79.56	£15.92	£95.48	119.26
PG Skips	Litterbins Cemetery	£50.84	£10.16	£61.00	120.26
Screwfix	Sundries	£2.72	£0.55	£3.27	121.26
Parish Online *	Mapping Software	£261.00	£52.20	£313.20	122.26
Kings*	Bloom Sundries	£27.96	£5.59	£33.55	123.26
Mark Fitton	Bus Shelter Cleaning	£75.00		£75.00	124.26
RoSPA Playsafety	Annual Inspections	£664.00	£132.80	£796.80	125.26
WSLC	Q2 Contribution	£18,750.00		£18,750.00	126.26
David Murray	Watering August	£1,166.50		£1,166.50	127.26
Dave Evans	Gravedigging July	£340.00		£340.00	128.26
ISMIT **	Computer Aug	£340.39	£68.08	£408.47	129.26
ISMIT	Compute July	£353.29	£70.66	£423.95	130.26
Ray Parry	Bearing Roundabout	£3,560.00	£712.00	£4,272.00	131.26

*** credit note applied*

September

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£8,842.66		£8,842.66	BACS PAYROLL
	HMRC	£3,625.29		£3,625.29	BACS HMRC
	Pensions	£2,430.82		£2,430.82	BACS LGPS
Unity Trust Bank	BACS charges August	£17.65		£17.65	DD 54.26
Lloyds Bank	Credit Card Balance	£3.00		£3.00	DD 55.26
ISM IT	IT Support September	£340.39	£68.08	£408.47	DD 56.26
Unity Trust Bank	Transaction charges	£17.35		£17.35	DD 57.26
Unity Trust Bank	Cash & Cheque charge	£11.60		£11.60	DD 58.26
Business2Business	Telephone/Broadband	£127.63	£25.53	£153.16	DD 59.26
EE	Mobile Phones	£33.00	£6.60	£39.60	DD 60.26
Waterplus	Allotment Water 12.8.26 - 12.9.26	£948.19	£189.64	£1,137.83	DD 61.26
Waterplus	Car Park Toilet Water 8.8.26 - 8.9.26	£262.80		£262.80	DD 62.26
Waterplus	Rec toilets Water 8.8.26 - 8.9.26	£68.13	£7.30	£75.43	DD 63.26
West Mercia Energy	Car park toilets energy 1.8.26 - 31.8.26	£79.56	£3.98	£83.54	DD 64.26
West Mercia Energy	Rec toilets energy 1.8.26 - 31.8.26	£62.35	£3.12	£65.47	DD 65.26
DANFO	Toilet Cleaning	1029.24	205.85	1235.09	SO6.26

Credit Card Payments (for Information only)

Lloyds Bank	Monthly Fee	£3.00		£3.00	CC 11.26
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Internal Transfers

From	To	Amount	Reason
Nationwide	Unity Trust Bank	£60,000	Balance Top Up

Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Dave Evans	Gravedigging	£130.00		£130.00	133.26
PKF	External Audit	£1,050.00	£210.00	£1,260.00	134.26
HofE in Bloom	Bloom Ceremony	£60.00		£60.00	135.26
Rarity Emporium	Honours Board Update	£20.00		£20.00	136.26
PPL PRS	Music Licence	£309.72	£61.94	£371.66	137.26
A Roberts	Reimbursement	£10.82	£2.17	£12.99	138.26
Screwfix	Woodstain	£54.98	£10.99	£65.97	139.26

Screwfix	Sundries	£34.88	£6.98	£41.86	140.26
PG Skips	Cemetery Bin	£50.84	£10.16	£61.00	141.26
PG Skips	Rec Ground Bin	£99.45	£19.90	£119.35	142.26
PG Skips	Cardboard Bin	£33.04	£6.60	£39.64	143.26
Glasdon	Poly Liner	£74.33	£14.87	£89.20	144.26
Ricoh	Printer charges	£199.40	£39.88	£239.28	145.26
David Murray	Floral Planters	£1,116.50		£1,116.50	146.26

d) Conclusion of 2025-26 External Audit – to note.

RESOLVED;- to note the completion of the external audit which will be advertised from 25.9.26.

301/25-29 Events

a) **Events Liaison Group 10.9.26** - to consider notes from the meeting held 10.9.26 to discuss the Christmas Festival and any recommendations contained within the notes.

RESOLVED;- to receive the notes from the meeting on 10.9.26.

b) **Traffic Management Security Quote** – to consider.

RESOLVED;- to

- suspend financial regulations to accept only one quote as this is a specialist service and The Clerk was only able to obtain 1 quote.
- approve the quote from Alpha Event Traffic Solutions to provide Road Closure traffic management during the Christmas Festival road closure period at a price of £1256.78

c) **Carols on the Green 2026** – to discuss.

RESOLVED;- to

- hold the event in 2026 subject to a suitable date being found with Wem Jubilee Band.
- approve the request from Wem Millennium Green Trust to be permitted to have collecting tins at the entrance to The Green on the night instead of charging a hire fee.
- set a budget of £300 for event running costs and approve the alternative locations.

Cllr Barker entered the meeting at 19.31 and took over as meeting chairman.

302/25-29 Service Support Working Party Report – to consider report from the working party.

Thanks were recorded to the RFO for the work that was put into this working party. The following comments were made

- concerns were raised around the suggested scoring matrix and the impact the focus on funding projects may have on organisations that require funds for running costs.

- that the urgent service pressure report should be deferred until after results of the consultation are known
- the need to clarify that Wem relates to Wem Urban Parish.

RESOLVED;- to request that the working party be reconvened with an open invitation to interested councillors to examine some concerns in more detail and report back to the October meeting.

- 303/25-29 Town Consultation** – to receive an update on responses received and to agree a date for the meeting to discuss the results.

RESOLVED;- to note the report and request that the consultation working party be reconvened with the RFO to analyse the results and create a presentation for Councillors. The results will then be presented to councillors at a briefing session to be held after the Finance Committee on 15.10.26.

- 304/25-29 2027 Plant Supply Contract for Floral Planters** – to review.

RESOLVED;- to approve the contract specification.

- 305/25-29 Love Lane**

a) Access road – to consider quotes for the resurfacing of the access road. The three quotes were considered and it was

RESOLVED;- to award the contract for the works to Allmark at a cost of £13,280. Works to be funded through £7,725 earmarked reserve and £5555 from general reserves.

b) Allotment Tenancy Agreement Review – to consider the establishment of a working party to review the current Tenancy Agreement

RESOLVED;- to establish a working party composed of The Facilities Officer and Cllrs Gilchrist and Hudson with the remit of reviewing the existing tenancy agreement and reporting back to a future meeting.

- 306/25-29 Assets**

a) Play Equipment Annual Rospa Action Plan – to review.

RESOLVED;- to note the action plan developed from the annual rospa inspection.

- 307/25-29 Town Council Business Plan** – to undertake 6 month review of the business plan.

RESOLVED;- to note the review and add transfer of ownership of the Jubilee Square to a future agenda.

- 308/25-29 Policing**

a) Wem SNT Community Charter – to review policing priorities.

RESOLVED;- to set the following Wem SNT policing priorities for the next six months

- 1 Drugs.**
- 2 Anti Social Behaviour.**
- 3 Anti Social Driving.**

b) PCC Consultation - to consider response to annual survey.

RESOLVED;- to delegate authority to the Town Clerk to complete this survey on behalf of the Town Council in consultation with the Mayor and Deputy Mayor.

309/25-29 Correspondence

a) SALC AGM – to confirm attendance from a Council representative and consider whether to submit a motion for debate to the AGM.

RESOLVED;- to note and not submit a motion to the AGM.

310/25-29 Councillor Motion

To consider motion from Cllr Towers - To request the Town Council's support for the work being done by the Wem Business Network to engage with the 2026 Love your High Street Week in the ways indicated in the background information provided.

RESOLVED;- to support Love Your High Street Week through a networking event, councillor visits, publicity and social media promotion, and allocate a budget of up to £100 from the Wem Economic Forum Earmarked Reserve to support the activities.

311/25-29 Dates of future meeting – to note the date and time of the October Ordinary meeting.

RESOLVED;- to note that the date of the next ordinary meeting of the Town Council will be 29.10.26

312/25-29 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 (none present)

a) Wem Swimming and Lifestyle Centre Report – to consider a discussion took place on this item

RESOLVED;-

- That the council notes the report and approves its release to WSLC and invites the WSLC board to provide a written response and action plan by 30.11.26
- That the council together with WSLC clarifies respective responsibilities and protocols for all matters relating to the management, maintenance and condition of the fabric of the building.

- That the council obtains a current assessment of the condition of the facility, to detail foreseeable maintenance, future capital requirements and the financial and operational consequences for the council if WSLC is unable to continue operating.
- That the council reviews the terms of reference membership, authority and reporting arrangements of the Wem Swimming and Lifestyle Centre Liaison Group.. Report back to October discuss at WSLC LG
- That any request from WSLC for additional council funding is subject to appropriate due diligence, including up-to-date financial statements, cash-flow forecasts, the intended use of funds, a recovery or sustainability plan and an assessment of the consequences of providing or withholding support - approve
- The Clerk seeks clarification on the following recommendation - That the council defines the financial, property and risk information required from WSLC and the frequency for reporting it.

b) Confidential Correspondence - to consider

The Clerk left the meeting at 20.42 and Cllr Gilchrist recorded the minutes for this section of the meeting

RESOLVED;-

- to suspend standing orders at 20.55 for a period of 15 minutes.
- that a response is sent to the correspondent noting the letter and referring them to the Town Council complaints policy.
- to defer a decision on the establishment of a collaboration group to a future meeting .

c) 2026-27 Pay Award – to note. (taken after item 19a)

RESOLVED;-to note the 2026-27 NJC pay award and implement the pay.

Meeting ended at 21.13

Mayor.....