Minutes of a Meeting of Wem Town Council held on Thursday 26th May 2022 at 7 p.m. in the Roden Suite, Edinburgh House, New Street, Wem

Present:- Councillor P Broomhall (Mayor), Councillors, R Dodd, R Drummond, A Everett, D Hill, P Johnson, M Meakin, D Parry, G Soul, E Towers, C Granger, M Hoffmann.

Mrs P O'Hagan (Town Clerk)
2 members of the public present 1 member of the press

222/22 To appoint a Town Mayor for the year 2022/2023 and to receive declaration of acceptance of office.

Cllr Broomhall proposed Cllr Soul, Cllr Towers seconded this proposal. There were no other nominations.

RESOLVED:- **that Cllr Soul be appointed Town Mayor for the year 2022/2023.**

223/22 To note apologies for absence.

The following apologies received were noted - Cllr Glover.
Absent Cllr Edge

To receive a record of Councillors attendance at Council Meetings 2021-2022.

RESOLVED:- to note the report

224/22 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
Cllrs Towers and Broomhall	Twin-hatted members declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council	Dispensations to allow participation and voting on all matters relating to Shropshire Council

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

c) Register of interest – to remind members of the need to review and if necessary update registers of interest.

RESOLVED:- to note.

225/22 **Public Participation** a period of 15 minutes will be set aside for residents of Wem Town to speak.
No matters raised

226/22 **Past Mayor's address** - To receive an address from Cllr Broomhall.
Cllr Broomhall presented his review of the last year and thanked councillors and staff for their support during his Mayoral year.

227/22 **To appoint a Deputy Mayor.**
Cllr Soul proposed Cllr Dodd, Cllr Granger seconded this proposal. There were no other nominations.

RESOLVED:- **that Cllr Dodd be appointed Deputy Mayor for the year 2022/2023.**

228/22 **Council Committees**
a)To review terms of reference and delegated powers of each committee / liaison group and removal of asset transfer committee.

RESOLVED:- **to remove the asset transfer committee and approve the review and the delegated powers for each committee.**

b) To appoint Councillors onto the following Committees / Liaison Groups

Committee	2022/23
Finance & Corporate Gov. (8)	Cllrs Soul, Dodd, Granger, Parry, Johnson Glover, Broomhall, Towers
Amenities and Services (8)	Cllrs Soul, Towers, Hoffmann, Everett, Drummond, Broomhall, Johnson, Meakin
Planning, Highways and Climate Change (all)	All Councillors
Verification Committee (4)	Cllrs Soul, Dodd, Hill, Meakin
Complaints Committee (3)	Cllrs Soul, Hill, Hoffmann
Wem Swimming and Lifestyle Centre Liaison Group (4)	Cllrs Soul, Broomhall, Towers, Glover reserve Cllrs Hill, Dodd
Wem Town Hall Liaison Group (5)	Cllrs Soul, Dodd, Everett, Granger, Broomhall
Events Liaison Group. (6)	Cllrs Soul, Parry, Hoffmann Everett, Hill, Granger.
Grievance Panel (3)	Cllrs Soul Parry, Hoffmann
Discipline Panel (3)	Cllrs Soul, Hill, Hoffmann
Appeals Panel (5) not on GP or DP	Cllrs Dodd, Johnson, Everett, Towers, Granger

c) **Scheme of delegation** - to review.

RESOLVED:- to approve the scheme of delegation for 2022-23.

229/22 Appointment of Representatives – to appoint representatives to the following outside bodies;

RESOLVED:- to appoint the following Town Councillors to represent the Town Council on outside bodies.

Group	2022/23
Wem S&LC Ltd	Cllr Towers
Wem Youth Centre	Cllr Johnson
Parish Emergency Advisor	Cllr Granger
Wem Scouts HQ Committee	Cllr Everett
Wem Economic Forum	defer
RAF Shawbury Liaison Group	Cllr Granger, Cllr Hoffmann reserve
Wem Christmas Festival.	Cllr Broomhall, Cllr Granger
Friends of Whitchurch Rd Cemetery	Cllr Parry Cllr Meakin
Shropshire Association of Local Councils	Cllr Drummond, Cllr Soul
Climate Change Group	Cllr Towers
WSSA trustees appointed for 3 year term until 2025	Cllr Drummond, Towers and Meakin

230/22 Review of Council Regulations and Procedures – to review the following policies and protocols.

a) Standing Orders and Financial Regulations
b) Complaints Procedure
c) Freedom of Information Act 2000
d) Data Retention
e) Data Protection
f) Protocol Staff Councillor relations
g) Press Policy
h) Mayoral Handbook

RESOLVED:- to approve the recommended change to standing order no.18 and approve the review of all other policies with no amendments.

231/22 2021-22 Accounts

a) 2021-22 Accounts - to approve the accounts and supporting papers for the year ending 31 March 2022.

RESOLVED:- to approve the 2021-22 year end accounts and supporting papers.

b) Internal audit report - to consider.
It was reported that the Asset Register had been amended following receipt of the report.

RESOLVED:- to accept the internal audit report.

c) Annual Governance and Accountability Return (AGAR) 2021-22

i) To consider the Town Council's response to questions on part 1 of the Annual Governance and Accountability Return - The Annual Governance Statement. The Chairman of the Finance and Corporate Governance Committee commented that the committee had considered the AGAR and year end papers at the Committee meeting held on 17.5.22 with the recommendation that the Town Council answers yes to questions 1-8 and n/a to question 9.

Resolved:- to answer yes to questions 1- 8 and n/a to question 9 on section 1 of the AGAR the Annual Governance Statement.

ii) To consider and approve part 2 of the AGAR, 2021-22 accounting statements.

Resolved:- to approve the Accounting Statements in section 2 of the AGAR.

iii) To approve explanation of variances and agree date of publishing AGAR.

Resolved:- to approve the significant variances report and to set the date for the advertisement of electors' rights as from 13.6.22 to 22.7.22

232/22 Council Minutes.
To approve as a correct record the minutes of Meeting of the Town Council held on 28th April 2022.

RESOLVED:- To approve as a correct record the minutes of Meeting of the Town Council held on 28th April 2022 and they were duly signed by The Mayor as a true record.

233/22 Progress report - To consider the Clerks progress report on matters arising at previous meetings.
It was reported that the Town Bus had been replaced with a more modern one.

Resolved:- to note the report

234/22 Planning Applications.
a) Planning Applications for consideration
22/01801/FUL 58 High Street, Wem, SY4 5DW
Proposal: Application under Section 73A of the Town and Country Planning Act 1990 for minor works to ground floor shop and sub division of existing flat into two flats to include balustrade to first floor flat roof.

Resolved:- to support the application as work to the building will improve the High Street.

22/01802/LBC 58 High Street, Wem, SY4 5DW
Proposal: Minor works to ground floor shop and sub division of existing flat into two flats to include balustrade to first floor flat roof affecting a Grade II listed building.

Resolved:- to support the application as it will improve the High Street.

22/01892/FUL Roundhill, Soulton Road, Wem, SY4 5HR.
Proposal: Erection of two storey rear extension and installation of new door/window unit in the side elevation.

Resolved:- to support the application as it is of an appropriate scale for the property.

22/01986/TCA 7 Leek Street, Wem, SY4 5EP
Proposal: fell 1no birch within Wem Conservation Area.

Resolved:- to support the application as the tree is in an inappropriate location.

b) To note the recent planning decisions.

Resolved:- to note the report

235/22 Finance and Accounts for Payment.
a) Payments – to approve the use of BACS payments and variable direct debits (as per Financial Regulations).

RESOLVED:- to approve the use of BACS payments and variable direct debits as per Financial Regulation 6.7 for the following payments:-
Business to Business - Broadband
Shropshire Council and HMRC - staff salaries
Onecom – Telephone
Public Works Loans Board – Loan repayments
EE – mobile phone charges

b) Precept and Neighbourhood Fund – to note payment of and discuss management of neighbourhood fund.

RESOLVED:- to note receipt of the precept and to defer a discussion on future use of the neighbourhood fund to a future meeting.

c) Accounts for payment - to approve accounts for payment and payments made prior to meetings

RESOLVED:- to approve the following payments

Payments for authorisation

Supplier	Service	Net	Vat	Gross	Chq / BACS No
HMRC	March PAYE	2485.00		2485	18a.22
Via Della Emilia	Remove Hawthorne	420.00	84.00	504.00	19a.22
Susan Holliday	Print a Banner Jubilee Party Packs Ltd Banner	11.87 9.11	2.37 1.82	14.24 10.93	20a.22
David Murray	Planter maintenance	240.00	0.00	240.00	21a.22

Water Plus	Allotment water supply	522.24	89.50	611.74	22a.22
Smart Water	Annual Membership	165.00	33.00	198.00	30.22
ISM IT Ltd	Computer Contract	86.97	17.40	104.37	31.22
PG Skips	Bin Emptying	96.84	19.36	116.20	32.22
Viking	Office Supplies Msc + Jubilee total	50.42 27.37	10.08 5.47	60.50 32.84 93.34	33.22
DW Evans	Gravedigging April	275.00		275.00	34.22
Rialtus	Accounts Closedown	558.00	111.60	669.60	35.22
Highline Electrics	Wemsbrook Columns	1972.70	394.54	2367.24	36.22
Security wise	Fire station camera	2360.00	472.00	2832.00	37.22
Mark Fitton	May cleaning	70.00		70.00	38.22
Security wise	CCTV system repair	520.00	104.00	624.00	39.22
Ray Parry Playgrounds	Wetpour repair	1590.00	318.00	1908.00	40.22
Wem Swimming and Lifestyle Centre	Contribution to 31.12.22	41250.00		41250.00	41.22
Healthmatic	May cleaning	829.17	165.83	995.00	42.22
Garoll Construction	Recreation Ground toilets works	7867.00	1573.40	9440.40	44.22
Shropshire Council	Salaries May			9986.25	BACS
Kings	Broom handles for flags	111.45		111.45	Chq 300114
County Loos	Jubilee toilet hire	228.00	45.60	273.60	45.22
JDH Business	Internal Audit	279.00	55.80	334.80	46.22
Unity Trust	Bacs charges April			9.26	DD
Onecom	Telephone April	34.54	6.91	41.45	DD
EE	Mobile Phones April	42.51	8.50	51.01	DD
Business to Business	Broadband	37.48	7.50	44.98	DD

RESOLVED:- to suspend financial regulations to permit payment of zoom subscription on Town Clerks personal credit card as there was no other option for payment.

d) Town Council Insurance quote – to approve.
The Clerk updated on items raised in reference to the policy at the April meeting and it was

<u>RESOLVED</u>:- to approve payment and authorise the Clerk to arrange for the valuation of the Mayor's Chain for insurance purposes

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Zurich	Insurance	4132.66		4132.66	43.22

236/22 Finance and Corporate Governance Committee meeting 17.5.22 - to receive draft minutes from this meeting and consider any recommendations made.

RESOLVED:- to receive draft minutes from this meeting and approve the recommendations made in the minutes.

237/22 Traffic Impact Assessment of one Way System – to consider correspondence from Shropshire Council Highways.

RESOLVED:- to defer further discussions until a future meeting when the requested information concerning the works specification had been received from Shropshire Council.

238/22 Recreation Ground Toilet Block Reopening – to receive a report of current work to date and consider additional costs associated with reopening of the disabled toilet.

RESOLVED:-

- **to suspend standing orders to allow the acceptance of a single quote for the plumbing works.**
- **To contract Taylors Mech to carry out the water pipe works to repair the leak.**
- **To contract Healthmatic to install a new toilet, sink and handrails.**

239/22 Platinum Jubilee – to receive a report on.
Cllr Broomhall updated the council on the meeting held on 24th May. Thanks were expressed to Sue Holliday for all her work on this project

RESOLVED:- to note the report.

240/22 Correspondence (copies enclosed)
a) Grass Cutting Wemsbrook Public Open Space (Trentham Road) – to consider email received.

RESOLVED:- not to amend the grasscutting frequency at Wemsbrook Public Open Space for 2022 but to undertake a review of the trial in the Autumn.

b) Flags for Ukraine – to consider purchase of.

RESOLVED:- to defer a decision on this matter to the June meeting

c) Refugee Hub - To consider grant request.
Cllr Towers declared an interest and took no part in voting

RESOLVED:- to award £500 to Wem Baptist Church towards the establishment of a Wem Refugee Hub in Wem.

241/22 Dates of future meetings –
a) To note date of June meeting.

RESOLVED:- to note that the June meeting will be held on 30.6.22

b) To approve Town Council meeting dates for 2022-23.

RESOLVED:- to approve the 2022-23 meeting dates.

c) To approve proposed meeting dates and times for the Amenities and Services Committee and Finance and Corporate Governance Committee.

RESOLVED:- to approve the 2022-23 Committee meeting dates.

242/22 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.

RESOLVED:- to exclude the press and public

a) To receive any nominations for Honorary Townsmen.
Nominations were received.

b) Project Assistant Probation – to discuss.

RESOLVED:- to approve the completion of the Project Assistant's probation period.

c) Office lease – for update

RESOLVED:- to delegate authority to the Clerk, Mayor and Deputy Mayor to review the draft lease and liaise with Shropshire Council on this matter before reporting back to the Council.

Meeting ended at 20.35

Mayor……