

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 25th September 2025 at 7pm in the Town Council Meeting Room, Wem Library, High Street, Wem

Present: - Cllrs D Parry (Mayor), B Barker (Deputy Mayor), R Gascoigne, M Meakin, E Towers, B Cotterell, L Gilchrist, P Johnson, P Broomhall, G Nash, M Hoffmann.
Mrs P O'Hagan (Town Clerk)
1 member of the public present.

As short silence was held at the start of the meeting as a mark of respect following the death of Honorary Townsman of Linda Etherington.

74/25-29 To note apologies for absence received

Apologies were received from Cllrs Hudson, Hill and Soul.

75/25-29 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 Gilchrist	Item trustee of Wem Millennium Green	

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

A dispensation application was received from Cllr Gilchrist to allow her to speak and vote on all matters relating to Wem Millennium Green.

RESOLVED:- to award a dispensation to Cllr Gilchrist to permit her to speak and vote on all matters relating to Wem Millennium Green.

76/25-29 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak. None present.

77/25-29 Council Minutes - to approve as a correct record the minutes of the ordinary meeting of the Town Council held on 31.7.25 and extraordinary meeting held 28.8.25 .

RESOLVED:- to

- **approve as a correct record the minutes of the ordinary meeting of the Town Council held on 31.7.25 and they were duly signed by The Mayor.**
- **approve as a correct record the minutes of the extraordinary meeting of the Town Council held on 28.8.25 they were duly signed by The Mayor.**

78/25-29 Report

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.
A report from Cllr Cotterell on the recent meeting of Friends of Whitchurch Road Cemetery was received.
A report from Cllr Broomhall on recent Wem Swimming and Lifestyle Centre Directors meeting was received.

RESOLVED:- to note the reports.

c) to receive a written report from Shropshire Councillors for Wem Area.
A report from Cllrs Groves and Holford was received.

RESOLVED:- to note the report.

d) Police report – none received, Clerk was asked to request reports in future.

79/25-29 Planning Applications

a) to note the recent planning decisions.

RESOLVED:- to note the report.

b) To consider the following planning applications
25/02686/FUL Development Proposed - Conversion of outbuilding to garden room
Location: - 12 Barnard Street, Wem Shropshire, SY4 5EE.

RESOLVED:- not to comment on the application.

25/03063/FUL Development of drainage infrastructure in association with planning permission 24/04470/REM. - Proposed Residential Development Land West Of, Lowe Hill Road, Wem, Shropshire.

RESOLVED:- not to comment on the application.

80/25-29 Finance and Accounts for Payment.

a) Budget report – to consider.

RESOLVED:- to approve the report.

b) Internal Control checks – to note.
It was reported that all internal control checks were up to date with no concerns.

RESOLVED:- to note the report.

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

RESOLVED:- to approve the following payments and transfers.

Direct Debits and payments made prior to meeting.

Supplier	Service	Net	Vat	Gross	BACS no
Shropshire Council	Salaries	£7,229.88		£7,229.88	BACS PAYROLL

	HMRC	£2,831.03		£2,831.03	BACS HMRC
	Pensions	£2,164.54		£2,164.54	BACS LGPS
Unity Trust Bank	Transaction charges August	£13.95		£13.95	DD 42.25
West Mercia Energy	Car park toilet energy 1.7.25 - 31.7.25	£67.19	£3.36	£70.55	DD 43.25
B2B	Telephone/Broadband	£127.63	£25.53	£153.16	DD 44.25
Lloyds Bank	Credit Card Balance	£3.00		£3.00	DD 45.25
EE	Mobile Phones	£30.00	£6.00	£36.00	DD 46.25
Waterplus	Car Park Toilet Water 8.8.25 - 8.9.25	£66.18		£66.18	DD 47.25
Unity Trust Bank	BACS charges August	£17.54		£17.54	DD 48.25
Waterplus	Allotments Water 12.6.25-9.7.25	£65.58	£13.12	£78.7	DD 50.25
Waterplus	Rec Toilet Water 14.6.25-14.9.25	£71.21	£8.18	£79.39	DD 49.25
Unity Trust Bank	Cash & Cheque Charges	£12.60		£12.60	DD 51.25
DANFO	Toilet Cleaning August	£1,029.24	£205.85	£1,235.09	SO 2.25
Total DDs / Early Payments				£13,991.61	

Credit Card Payments (for Information only)

Lloyds Bank	Monthly Charge	£3.00		£3.00	CC 12.25
Royal Mail	Stamps	£52.20		£52.20	CC 11.25

Internal Transfers

From	To	Amount	Reason
Unity Trust Bank	Nationwide	£164,000.00	To maximise interest

Payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
SALC	Training	£90.00		£90.00	139.25
PG Skips	Skip Drawell Walk	£250.00	£50.00	£300.00	140.25
PG Skips	Cardboard Bin	£30.32	£6.08	£36.40	141.25
PG Skips	Cemetery Bin	£46.64	£9.32	£55.96	142.25
PG Skips	Rec Bin	£73.00	£14.60	£87.60	143.25
P O'Hagan	Reimbursement	£35.00		£35.00	144.25
ISM IT	IT Support	£340.39	£68.08	£408.47	145.25
Princes*	Engraving - Deputy Mayoral Chain	£20.00	£4.00	£24.00	146.25

M Fitton	Bus Shelter Cleaning	£75.00		£75.00	147.25
Ricoh	Photocopying	£184.68	£36.94	£221.62	148.25
Fit4Tasks	OH Review	£123.95		£123.95	149.25
PKF	External Audit	£1,365.00	£273.00	£1,638.00	150.25
David Murray	Floral Planters	£4,104.00		£4,104.00	151.25
A Roberts	Reimbursement Townsman Items	£23.71	£4.92	£27.84	152.25
A Roberts	Parking (Jul-Sept)	£37.72	£7.48	£45.20	153.25
Highline Electrical	Wiring for Festive Lights (Y3 of 3)	£3,392.37	£678.47	£4,070.84	154.25
Highline Electrical	Small Trees	£2,175.00	£435.00	£2,610.00	155.25
Highline Electrical	Christmas lighting in trees	£1,253.27	£250.65	£1,503.92	156.25
Screwfix	Sundries	£113.53	£22.72	£136.25	157.25
Total New Payments				£14,556.62	

d) EMR – allocate underspend from 2024 Christmas Festival to EMR for 2025 festival

RESOLVED:- to approve and allocation of £1796 from general reserves to earmarked reserves for future Christmas Festivals.

e) West Mercia Energy - to approve setting up of Direct Debit for recreation ground toilet energy

RESOLVED:- to approve the setting up of a direct debit for all future payments to West Mercia Energy.

81/25-29 Wem Town Hall Liaison Group – to receive notes from the meeting held 19.8.25 and consider any recommendations contained within the notes
A discussion took place about the recommendation under minute points 5d and 7

RESOLVED:- to

- receive the notes from the meeting and defer a decision on recommendation 5d to closed session (91/25-26).
- not to approve the recommendation 7 and staff from both organisations to be permitted attend future meetings.

82/25-29 Events

a) Events Liaison Group – to receive notes from meeting held 4.9.25 and to consider any recommendations contained within the notes

RESOLVED:- to receive the notes and approve the recommendation in the progress report relating to charges for charity stalls.

b) Carols – to discuss report and consider date, location and budget.

The Clerk explained that this report was compiled following resolution 41/25-29b made 26.6.25. It was confirmed that the Millennium Green Trustees were keen for the Green to be used for a carols event.

RESOLVED:- that the Wem Millennium Green be approved as the preferred location for a Carols on the Green event on 17.12.25, subject to:

- a. Sufficient lighting being provided Wem Millennium Green Trust to enable participants to enter and exit the green safely.
- b. The event management plan identifying a safe evacuation the site.
- c. The Musical Director of Wem Jubilee Band approving the location.

FURTHER RESOLVED:-

1. That, in the event the above conditions are not satisfied, or if ground conditions are unsuitable, the event shall be held on Wem Jubilee Square.
2. That a budget of £300 be allocated for the event, and that Cllrs Gilchrist and Hudson, together with the Town Clerk, be authorised to progress the development of the event in partnership with the Musical Director of Wem Band.

83/25-29 Play Area

a) To consider report on matters raised from Annual ROSPA Inspection and approve quotation for work required.

The Clerk reported that due to the specialist work involved only one quote had been received from a contractor who has previously worked for the Town Council.

RESOLVED:- to

- suspend financial regulations to permit only one quote to be considered.
- to award the contract to replace the two gates on the skate park and to supply new ropes for the balance trail to Ray Parry at a cost of £3670.

b) The Wheatfields – to consider correspondence received and report on securing the public open space from vehicles

A lengthy discussion took place on this item with alternative solution to fencing suggested. Concern was also expressed that all public open spaces under the management of Wem Town Council should also be considered

RESOLVED: that

- a working party be established comprising the Groundsman and Cllrs Nash, Cotterell and Parry, to consider options for preventing vehicle access to all Town Council managed public open spaces in the town.
- the working party to report its findings to the November meeting, to enable any necessary provision to be included in the 2026–27 budget if deemed appropriate.

84/25-29 Shropshire Council Memorandum of understanding – to discuss

RESOLVED:- to sign the Memorandum of Understanding.

85/25-29 Communication with Councillors - to review resolution 48/25-29 made 26.6.25

RESOLVED:- to retain the status quo and all emails and files to be accessed by councillors on Council issued tablets only.

86/25-29 Floral Planters – to discuss overwintering of perennials and review planting scheme for 2025.

RESOLVED:- to

- accept the quote from the Town Council's contractor to pot up the surviving perennial plants and deliver to Shrewsbury Town Council for overwinter storage.
- delegate authority to Cllr Hudson and the Town Clerk to re write the current plant supply and maintenance contracts.

87/25-29 Consultation
Shropshire and Telford & Wrekin Local Nature Recovery Strategy.

RESOLVED:- that individual councillors submit their own responses to the consultation.

88/25-29 Correspondence

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

RESOLVED:- not to attend the AGM or propose a motion.

b) Condition of High Street – to consider

A lengthy discussion took place on this item and Councillors expressed the view that they felt the High Street was improving and council powers are restricted.

RESOLVED:- to invite the correspondent to meet with the Town Clerk to discuss the issues raised in more detail.

c) PCC Budget – to note.

RESOLVED:- to note.

89/25-29 HM Queen Elizabeth II Memorial Plaque – to consider motion from Cllr Hoffmann

RESOLVED:- that Cllr Hoffmann and the Town Clerk consider options and prices for a memorial plaque and report back to a future meeting.

90/25-29 Dates of future meetings – to note the date and time of October meeting

RESOLVED:- to note that the next meeting will be held on 30.10.25.

91/25-29 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.

Office Lease – to discuss

The Council considered the confidential report from the Surveyor that was circulated along with recommendation 5d in the meeting notes of 19.8.25 and it was:

RESOLVED:-

- to approve the recommendations as outlined in the email report from the Town Council's appointed surveyor
- not to approve the recommendation under minute point 5d of the Town Hall Liaison Group meeting notes to set up a joint working party, at this time.

Staffing matter – to consider motion from Cllr Hoffmann.

RESOLVED:- to record a vote of thanks to the Town Council's Groundsman John Ralphs in recognition of his work on the restoration the Mill Dam Benches. A letter of thanks to be sent to The Groundsman from the Mayor

Meeting ended 21.00

Mayor.....