

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 23rd February 2023
at 7 p.m. in the Roden Suite, Edinburgh House, New Street, Wem

Present:- Councillors, G Soul (Mayor) R Dodd (Deputy Mayor), P Broomhall, R Drummond, P Glover, C Granger, D Hill, M Hoffmann, D Parry, E Towers.

Mrs P O'Hagan (Town Clerk), Amanda Roberts (Project Assistant).

2 members of the public present.

413/23 To note apologies for absence received.

The following apologies for absence were noted - M Meakin, P Johnson, K Edge.

414/23 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 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
Cllr Towers	421/23 Bias interest as member of Wem Baptist Church. Vice President Wem Jubilee Band.	
Cllr Soul	421/23 Bias interest NS Wheelers as a volunteer driver	
Cllr Broomhall	421/23 Bias interest as member of Wem Rotary Club	
Cllr Drummond	421/23 Bias interest as trustee of North Shropshire Wheelers and treasurer for Wem Army Cadets.	

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

None received.

415/23 Public Participation - a period of 15 minutes will be set aside for residents of Wem Town to speak. – no matters raised.

416/223 Council Minutes.
To approve as a correct record the minutes of the Meeting of the Town Council held on 26th January 2023.

RESOLVED:- that the minutes of the ordinary meeting of Wem Town Council held on 26.1.23 be approved as a correct record and they were duly signed by the Mayor.

417/23 Progress report - To consider the Clerks progress report on decisions made at previous meetings.

RESOLVED:- to note the report.

418/23 Planning Applications

a) To note the recent planning decisions.
The Clerk updated on decisions made after the publication of the agenda.

RESOLVED:- to note the report.

419/23 Finance and Accounts for Payment

a) Monthly Budget report – to note.

RESOLVED:- to note the report.

b) Internal Control checks – to note.
The Clerk reported that these had been completed for January by The Mayor.

RESOLVED:- to note the report.

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

RESOLVED:- to approve the following payments made prior to the meeting

Funds Transfer (made under delegated authority).

From Nationwide	To Unity Trust Bank	40000.00	0.00	40000.00
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Supplier	Service	Net	Vat	Gross	Chq / BACS No
Shropshire Council	Salaries February (inc. Jan expenses O/T and Mayors allowance)			6052.47 2001.67 2443.00	Salaries Pension HMRC
Waterplus	Allotment Water Charges	46.18	9.24	55.42	DD
WME	Electric – car park toilets (Dec)	162.85	8.14	170.99	DD
WME	Electric – car park toilets (Jan)	163.05	8.15	171.20	DD
Lloyds Bank	Corporate Card charges	3.00	0.00	3.00	DD
PWLB	Loan Repayment	1934.70	0.00	1934.70	DD
Onecom	Office Telephone	42.91	8.58	51.49	DD
EE	Mobile Phones	42.51	8.50	51.01	DD

Waterplus	Toilet Water Charges	41.03	0.00	41.03	DD
Unity Trust Bank	BACS Charges – Dec.	17.54	0.00	17.54	DD
Thomson Reuters	JCT Repair and Maintenance contract	90.00	18.00	108.00	Card Payment
Storage King	Confidential Shredding bags	41.67	8.33	50.00	Card Payment

RESOLVED:- to authorise the following payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Kings	Paint	24.71	4.94	29.65	Chq 300122
Security Wise	CCTV	797.00	159.40	956.40	202.22
PG Skips	Bin Emptying	121.05	24.20	145.25	203.22
Play & Leisure	Fitness Skier Repair	300.00	60.00	360.00	204.22
Arrow	Refuse Sacks	176.95	35.39	212.34	205.22
Healthmatic	Cleaning: Toilets Jan	829.17	165.83	995.00	206.22
Highline Electrical	Feeder pillar Repair	51.00	10.20	61.20	207.22
ISM-IT	IT Support	92.97	18.59	111.56	208.22
M Fitton	Bus Shelter Cleaning	70.00	0.00	70.00	209.22
JDH Business Services	Interim Audit Fees 22-23	300.00	60.00	360.00	210.22
DW Evans	Grave Digging (Jan)	550.00	0.00	550.00	211.22
Healthmatic	Cleaning: Toilets Feb	829.17	165.83	995.00	212.22

d) Interim Internal Audit Report - to review.

RESOLVED:- to note the matters raised and refer the need for additional internal controls relating to corporate credit card purchases to the next meeting of the Finance and Corporate Governance Committee.

e) Post Office Cash payments – to note.

A discussion took place on this item and it was explained that from 1.5.23 the Town Council would not be able to pay in cash at Wem Post Office. Councillors suggested that they could help staff by paying in the cash to neighbouring branches of Nat West subject to the appropriate internal controls being put in place.

RESOLVED:- to refer this matter to the next Finance and Corporate Governance Committee meeting.

420/23

Market rights – to consider the recommendations of the Market Working Party meeting held 15.2.23

a) to resolve that Wem Town Council will operate any market activities in accordance with the provisions of Part III of the Food Act 1984.

RESOLVED:- that Wem Town Council will operate any market activities in accordance with the provisions of Part III of the Food Act 1984.

b) to adopt the draft market licencing policy.

RESOLVED:- to adopt the market licencing policy and write to neighbouring parishes to make them aware of the policy.

c) to adopt the draft market licence application, licence agreement, approve fees for granting of market licences.

RESOLVED:- to adopt the market licence application form and licence agreement and to set the following fees for market licences from 1.6.23-31.3.24

Market	Charge per market held
Farmers Market	£60
New commercial market	£60
Established commercial markets held outside of Wem town (as at 1.4.23)	£30
Charity / community markets	£20
Town Hall weekly market	£30

d) to consider recommendations of the working party over delegation of authority to grant licence agreements.

RESOLVED:- to delegate authority to the Clerk in consultation with the Chairman of the Amenities and Services Committee to grant market licence agreements.

421/23

Town Council Small Grants – to consider applications received and agree the Town Council Small Grants awards for 2023-24.

RESOLVED:- to award the following grants for 2023-24

Group	Amount Awarded
<i>Cllr Drummond left the meeting and took no part in discussions</i> Army Cadet Force League <i>Cllr Drummond returned to the room</i>	£200
Hope House Hospice	£250
<i>Cllrs Soul and Drummond left the meeting and took no part in discussions. Cllr Dodd took the chair.</i> NS Wheelers Community Bus Project <i>Cllrs Soul and Drummond returned to the room</i>	£500
<i>Cllr Broomhall left the meeting and took no part in discussions</i> Rotary Club of Wem & District <i>Cllr Broomhall returned to the meeting</i>	£500
<i>Cllr Towers left the meeting and took no part in discussions</i> Wem Baptist Church <i>Cllr Towers returned to the meeting</i>	£500
Wem Carnival Committee	£300
<i>Cllr Towers left the meeting and took no part in discussions</i> Wem Jubilee Band <i>Cllr Towers returned to the meeting</i>	£500

Wem Tennis Club	£500 on condition that the defibrillator must be available for use by the public.
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422/23 **CCTV Relocation** – to consider quote provided to reconfigure CCTV system. The Clerk explained that as this work is to be carried out under the CCTV contract only 1 quote had been obtained. It was explained that there was currently only £2258 remaining in the budget for CCTV so funds would need to be taken from general reserves to cover the works as it was anticipated that further work was required to the CCTV system in the next month.

RESOLVED:- to accept the quote of £5232.00 from Securitywise to reconfigure the Town’s CCTV system and relocate the monitoring unit.

423/23 **Office Relocation**

a) Communication – to consider the quotes for the installation of a VOIP telephone system and changes to current staff mobile phone contracts.

RESOLVED:- to

- **approve the quote from lsm-it to supply and install a VOIP telephone system in the new office under a 24 month contact**
- **approve the quote to manage the Council’s two mobile phones on a sim only business contract with EE for 24 months.**
- **approve the purchase of a mobile phone for the groundsman as detailed in the quote supplied.**

b) IT Equipment – to consider quote for the relocation of the IT System. It was explained that only 1 quote had been sought as this work is specialist and needed to be carried out by the Town Council’s IT contractor.

RESOLVED:- to approve the quote for the relocation of the Town Council’s IT System.

424/23 **Road Safety Wem** – to consider proposal from Cllr Drummond. Cllr Drummond outlined his views on this issue and it was

RESOLVED:- to instruct The Clerk to research road safety initiatives currently being undertaken in the town and report back at the June meeting.

425/23 **Co-option** – to consider adoption of an application form for candidates seeking to be co-opted onto the council.

RESOLVED:- to approve the application form and set a deadline for receipt applications of 22nd March 2023.

426/23 **Coronation of King Charles III** – to consider report outlining options for marking the event.

RESOLVED:- to establish a working party composed of Cllr Broomhall, Cllr Johnson, Cllr Soul, Cllr Towers to progress suggestions for the celebrations and approve a budget of £1000 for the celebrations.

427/23 Thriving Children and Families Grant Opportunity – to consider submitting an application in partnership with SYA to fund the Heads Up Mental Health Project for an extra year.

RESOLVED:- to approve the submission of an application to the Thriving Children and Families Grant for the Heads Up project.

428/23 UK Shared Propensity Fund Feasibility Fund Application – for update. The Clerk reported that the application for the Town consultation had been unsuccessful but that the joint application with Oswestry relating specifically to markets had been successful and this would be progressed in the coming weeks.

RESOLVED:- to note the report.

429/23 Correspondence

a) Foxley Villa – to consider correspondence from property owner. A discussion took place on this item and Councillors queried if a second vehicle access had ever existed over the council's land from the property.

RESOLVED:-

- To permit a gravel surface to be laid over the 1m wide strip of land belonging to Wem Town Council located between the boundary of Foxley Villa and the Cemetery access road. Permission on the condition that should the decorative surface fail to be maintained to the council's satisfaction the Town Council reserves the right to require that the land is returned to its original grassed surface.
- That the Town Council is willing to consider permitting an additional vehicular access from Foxley Villa onto the car park. However more details relating to the exact location and width of the access will be required before formal permission can be considered further

b) Policing Priorities for 2023 – to consider.

RESOLVED:- to maintain the 2022 priorities for 2023

1. Speeding
2. Antisocial Behaviour
3. Burglary

To request a quarterly contact frequency from representatives of Wem SNT.

430/23 Reports

a) To receive written reports from the Council's representatives to other bodies. Cllr Broomhall reported that he had sent the minutes of the Christmas Lights Festival Committee meeting on 31.1.23 to the Clerk.

RESOLVED:- to note.

b) To receive a written report from Shropshire Councillors Broomhall and Towers.

A written report was circulated by Cllrs Broomhall and Towers.

RESOLVED:- to note the report.

431/23 Future agenda items – for consideration Councillor’s opportunity to raise items for inclusion on the next agenda – *Councillors are respectfully reminded that this is not an opportunity for debate or decision making.*
Cllr Hoffmann requested that Wem Swimming and Lifestyle Centre be placed on the next agenda.

432/23 Dates of future meetings –
a) To note the date and time of March meeting.

RESOLVED:- to note that the next meeting will be held on Thursday 30th March venue to be confirmed.

433/23 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.

a) Office relocation – to consider draft lease and report detailing costs of the relocation.

The Clerk reported that a draft lease had not been received in time for the meeting. She was able to update the Council on the annual cost for the use of the 2 rooms which would be within the budget set.

It was also explained that expenditure would be required to progress the office move and there was no budget for this.

RESOLVED:-

- **To approve the service charge and estimated annual charges.**
- **To delegate authority to the Clerk in consultation with Mayor, Deputy Mayor and Chairman of the Finance and Corporate Governance Committee to agree the lease and place orders associated with the relocation costs.**
- **That funds be vired from any underspend in the election and legal fees budget.**

Meeting ended at 21.00

Mayor.....