

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 25<sup>th</sup> April 2024 at 7 p.m. in the Town Council Meeting Room, Wem Library, High Street, Wem

Present:- Councillors, G Soul (Mayor), R Dodd, D Hill, P Johnson, D Parry (Deputy Mayor), E Towers, P Broomhall, R Drummond, C Granger, M Hoffmann, B Barker and M Meakin.  
Mrs P O'Hagan (Town Clerk).

1 member of the public present.

**672/24 To note apologies for absence received.**

**RESOLVED:- to note apologies received from Cllrs Gascoigne and Glover.**

**673/24 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

| <b>Councillor</b>          | <b>Item</b>   | <b>Dispensation</b>  |
|----------------------------|---|--|
| Cllrs Towers and Broomhall | Twin-hatted members declared a personal interest in any matters relating to the Town Council's relationship with Shropshire Council | Dispensation to allow participation and voting on all matters relating to Shropshire Council |
| Cllr Parry                 | 685/24 Member of P3 Group   |  |

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

**674/24 Public Participation** - a period of 15 minutes will be set aside for residents of Wem Town to speak – no matters raised.

**675/24 Council Minutes** - to approve as a correct record the minutes of the meeting of the Town Council held on 28<sup>th</sup> March 2024.

**RESOLVED:- to approve as a correct record the minutes of the Town Council ordinary meeting held on 28<sup>th</sup> March 2024 and they were duly signed by The Mayor as a true record.**

**676/24 Progress report** - To consider the Clerks progress report on decisions made at previous meetings.

The Clerk was asked to contact Shropshire Council to request an update on the proposed yellow lines on Barnard Street.

**RESOLVED:- to note the report.**

**677/24 Planning Applications**

a) to note the recent planning decisions.

**RESOLVED:- to note the report.**

b) to consider the following planning applications

**24/01406/TPO** Dismantle to approximately 5m 1no Alder protected by the Shropshire Council (Fismes Way and Oakley Meadow, Wem) TPO 2015 (Ref: SC/00227/15) 37 Windmill Meadow Wem SY4 5YH

**RESOLVED:- to support the application as the work is necessary.**

**24/01408/TCA** Removal of 2no. Conifers (T1 and T3) and 1no. Holly (T2) within Wem Conservation Area 39 Noble Street Wem SY4 5DT

It was reported that this application was determined before the meeting.

**678/24 Finance and Accounts for Payment.**

a) Budget report – to consider.

This report was not presented due to year end closedown not being completed.

b) Internal Control checks – to note.

It was reported that checks were up to date and that random checks on income received had been implemented as per the internal auditors report.

**RESOLVED:- to note the report.**

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

**RESOLVED:- to approve the following payments:**

**Direct Debits and payments made prior to meeting.**

| Supplier                                    | Service                                   | Net     | Vat   | Gross   | BACS no              |
|---|---|---------|-------|---------|----------------------|
| Shropshire Council                          | Salaries April                            | 6063.51 |       | 6063.51 | BACSPAYR             |
|   | HMRC                                      | 2200.75 |       | 2200.75 | OLL                  |
|   | Pensions                                  | 2108.34 |       | 2108.34 | BACSHMRC<br>BACSLGPS |
| EE  | Mobile Phones                             | 28.04   | 5.61  | 33.65   | DD 1.24              |
| WaterPlus                                   | Car Park Toilet Water<br>8.3.23 – 1.4.24  | 45.20   | 0.00  | 45.20   | DD 2.24              |
| Lloyds Bank                                 | Monthly Fee (April)                       | 3.00    | 0.00  | 3.00    | DD 3.24              |
| Unity Trust Bank                            | BACS charges (March)                      | 17.68   | 0.00  | 17.68   | DD 4.24              |
| Business2Business                           | Telephone/Broadband                       | 108.47  | 21.69 | 130.16  | DD 5.24              |
| SC Pension Fund                             | Underpaid Employers<br>Contribution 23-24 | 64.35   | 0.00  | 64.35   | 1.24                 |
| Credit card payments (for information only) |   |         |       |         |                      |
| Lloyds Bank                                 | Monthly Charge                            | 3.00    | 0.00  | 3.00    | CC 1.24              |

**Bank Transfer**

| From             | To         | Amount   | Reason                |
|------------------|------------|----------|-----------------------|
| Unity Trust Bank | Nationwide | £300,000 | To maximise interest. |

**Payments**

| Supplier | Service                      | Net    | Vat   | Gross  | Chq / BACS No |
|----------|------------------------------|--------|-------|--------|---------------|
| M Fitton | Bus Shelter<br>Cleaning      | 75.00  | 0.00  | 75.00  | 2.24          |
| PG Skips | Litter Bin Emptying<br>March | 101.68 | 20.32 | 122.00 | 3.24          |

|                                 |  |          |         |          |       |
|---------------------------------|--|----------|---------|----------|-------|
| Wicksteed                       | Pentagon Key                                       | 20.23    | 4.05    | 24.28    | 4.24  |
| ISM IT                          | IT Support   | 99.99    | 20.00   | 119.99   | 5.24  |
| DW Evans                        | Grave Digging March                                | 60.00    | 0.00    | 60.00    | 6.24  |
| Viking                          | Stamps   | 39.96    | 0.49    | 40.45    | 7.24  |
| JFT Marquees & Tarpaulins       | Gazebo Repair                                      | 65.00    | 13.00   | 78.00    | 8.24  |
| Healthmatic                     | Toilet Cleaning<br>17.3.24 – 16.4.24               | 799.33   | 159.87  | 959.20   | 9.24  |
| Rialtas                         | Software maintenance and support                   | 775.00   | 155.00  | 930.00   | 10.24 |
| P O'Hagan                       | Reimbursement (car park permit)                    | 266.67   | 53.33   | 320.00   | 11.24 |
| A Roberts                       | Reimbursement (Car parking)                        | 43.00    | 8.60    | 51.60    | 12.24 |
| Shropshire Council              | Office rent and service charge<br>1.4.24 – 30.6.24 | 3835.50  | 0.00    | 3835.50  | 13.24 |
| Shropshire Council              | Non Domestic Rates (Love Lane)                     | 112.38   | 0.00    | 112.38   | 14.24 |
| Ricoh                           | Copier costs<br>1.3.24 – 31.5.24                   | 167.38   | 33.48   | 200.86   | 15.24 |
| Wem Town Hall                   | SLA Y3 of 3  | 16000.00 | 0.00    | 16000.00 | 16.24 |
| Friends, Whitchurch Rd Cemetery | Contribution                                       | 2000.00  | 0.00    | 2000.00  | 17.24 |
| Wem Youth Club                  | Contribution                                       | 2500.00  | 0.00    | 2500.00  | 18.24 |
| Wem Millennium Green            | Contribution                                       | 1700.00  | 0.00    | 1700.00  | 19.24 |
| WSSA                            | Contribution                                       | 21000.00 | 2800.00 | 23800.00 | 20.24 |
| Eckford SP Society              | Contribution                                       | 300.00   | 0.00    | 300.00   | 21.24 |
| NS Wheelers                     | Contribution                                       | 500.00   | 0.00    | 500.00   | 22.24 |
| Wem Rotary Club                 | Contribution                                       | 500.00   | 0.00    | 500.00   | 23.24 |
| United Services Bowling         | Contribution                                       | 300.00   | 0.00    | 300.00   | 24.24 |
| Wem ADOS                        | Contribution                                       | 300.00   | 0.00    | 300.00   | 25.24 |
| Albion Bowling Club             | Contribution                                       | 300.00   | 0.00    | 300.00   | 26.24 |
| Wem Army Cadet Force League     | Contribution                                       | 200.00   | 0.00    | 200.00   | 27.24 |
| Wem Carnival Committee          | Contribution                                       | 500.00   | 0.00    | 500.00   | 28.24 |
| Wem Jubilee Band                | Contribution                                       | 300.00   | 0.00    | 300.00   | 29.24 |
| Wem Parish Paths Partnership    | Contribution                                       | 300.00   | 0.00    | 300.00   | 30.24 |
| ICCM                            | Affiliation Fee                                    | 100.00   | 0.00    | 100.00   | 31.24 |
| Zurich                          | Insurance  | 4426.94  | 0.00    | 4426.94  | 32.24 |
| SALC                            | Affiliation Fee                                    | 2050.27  | 0.00    | 2050.27  | 33.24 |
| Sign & Poster                   | Cemetery Noticeboard                               | 535.00   | 107.00  | 642.00   | 34.24 |

d) Town Council Insurance 2024-25 – to review insurance levels.

The insurance was reviewed and it was explained that the Town Council was in a three year agreement with Zurich.

**RESOLVED:- to approve the insurance levels as detailed in the schedule of insurance.**

e) IT Support Contract and Health and Safety Contracts – to consider

**RESOLVED:- to**

- **suspend financial regulations to permit only 1 quote to be considered for both contracts.**
- **agree to sign a 2 year IT support contract from 1.5.24 to 31.4.26 with Ism-IT and approve the price of the Annual Health and Safety Support Contract with Shropshire Council.**

**679/24 CCTV**

a) To consider motion request submitted by Cllr Hoffmann concerning the town's CCTV system.

**RESOLVED:- to establish a working party comprised of Cllrs Hoffmann, Parry and Hill with the remit of reviewing the current CCTV system to establish whether it is suitable.**

b) Main Car Park CCTV camera – to discuss email received.

**RESOLVED:- that**

- **arrangements are made to remove the camera, radio link and pole from the premises of the United Services Club.**
- **the radio link is relocated onto the Jubilee Square Camera**
- **the new camera is used to replace another of the older cameras in the town.**

**680/24 Fence Adjacent to Incredible Edible Area – to consider information provided regarding fence ownership as requested in resolution 644/24.**

**RESOLVED:- to contribute £500 from the Climate Change Budget to Wem Area Climate Action towards this project.**

**681/24 Mayoral Handbook – to review**

The document was reviewed and some changes were proposed, it was

**RESOLVED:- to approve the review and the proposed changes.**

**682/24 Big Green Week – to decide whether to take part in an event on 15.6.24 in partnership with Wem Rural PC and Wem Area Climate Action.**

**RESOLVED:- in principle to take part in the event in partnership with Wem Rural Parish Council and gr but no funds to be allocated to the event.**

**683/24 Love Lane Cemetery Headstone Inspection 2023 - to consider report.**

**RESOLVED:- to defer a decision on this until a further quote is received.**

**684/24 Consultations**

**Shropshire Council Garden Waste Consultation.**

A discussion took place on this proposal and view for and against the proposals were expressed, all councillors were urged to fill in the individual surveys

**RESOLVED:- to comment that the Town Council object to the closure of any of the recycling centres as it has concerns that closures may result in increased fly tipping.**

**685/24 Correspondence**

**Wem P3 Group** - to consider request to continue to use space in the recreation ground toilet block for storage. Cllr Parry left the room and took no part in discussions

**RESOLVED:- to permit the following**

- the removal of the two urinals and creation of secure unit in the toilet cubicle for tool storage.
- Installation of lighting in the facility, however if this results in any work to the existing electrical system being required, then permission is subject to work being carried out by an electrician approved by the Town Clerk and plans must be approved by the Town Clerk in advance of works starting.
- extension of permission to use the facility as a store and to review the permission given on an annual basis.

Cllr Parry returned to the room.

**686/24 Reports**

a) to receive written reports from the Council's representatives to other bodies.

**RESOLVED:- to note the written report submitted by Cllr Dodd on the recent Friends of Whitchurch Road Cemetery meeting.**

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

**RESOLVED:- to note written report submitted by Cllrs Towers and Broomhall.**

**687/24 Dates of future meetings – to note the date and time of May meeting**

**RESOLVED:- to note that the May meeting will be held on 30.5.24.**

**688/24 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 lease – for update, - a verbal update was provided on this matter
  - b) Facilities and Services Officer position – to discuss.
- It was reported that an applicant had been appointed to this position.

Meeting ended 20.35.

Mayor.....