

Minutes of an Ordinary Meeting of Wem Town Council held on Thursday 28<sup>th</sup> May 2020  
at 19.00 on the Zoom Virtual Meeting platform.

Present:- Councillor P Glover (Mayor), Councillors, P Broomhall, P Dee, R Dodd, R Drummond, K Edge, P Johnson, C Granger, M Meakin, C Mellings, J Murray, E Towers, G Soul.

Mrs P O'Hagan (Town Clerk)

1 Member of the public present

**185/20 To receive apologies and reasons for absence**

**RESOLVED**:- to accept the following apology for absence

Cllr Nash

**186/20 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.

<b>Councillor</b>	<b>Item</b>	<b>Dispensation</b>
Cllr Mellings, Cllr Dee	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 Mellings, Cllr Towers	Item 195/20 Directors WS&LC Ltd	Dispensation to discuss but not vote on all matters relating to WSLC
Cllrs Mellings, Meakin, Towers, and Drummond	Item 196/20 WSSA Trustees	
Cllrs Meakin and Johnson	Item 193/20e Carnival Committee Members	

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

**187/20 Public Participation Time** - a period of 15 minutes will be set aside for residents of Wem Town to speak.  
No matters raised

**188/20 Council Minutes.**

To approve as a correct record the minutes of an Ordinary Meeting of the Town Council held on 27<sup>th</sup> February 2020 and Special Meeting held 17<sup>th</sup> March 2020.

**RESOLVED**:- that the minutes of the Ordinary Meeting of the Town Council held on 27<sup>th</sup> February 2020 and the Special meeting held 17<sup>th</sup> March 2020 be approved as correct records and they were duly signed by the Mayor.

**189/20 Covid 19 Operational Matters**

a) Standing Orders Amendment – to consider adoption of (taken after item 189/20b).

**RESOLVED**:- to adopt the Standing Orders amendment proposed with the exception of the following paragraph.

*For the confidential element of any meeting there will be a separate link with a password required. We will need to end the public meeting and log back into the confidential meeting using this Zoom Link and password provided.*

b) Virtual Meeting Protocols – to consider adoption of (taken before item 189/20a).

**RESOLVED**:- to adopt virtual meeting protocols.

c) Decisions made under delegated powers and scheme of delegation – to receive a report on and consider extension of the scheme of delegation put in place on 17.3.20.

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

d) Meeting with representatives from Highways – for update.  
Cllrs Towers and Dee updated on the meeting held and the proposals discussed to ensure that pedestrians can safely adhere to social distancing guidelines throughout the town especially given the narrow pavements on New Street and section of High Street. A discussion took place on the proposed one way system and Councillors stated that New Street had not been included in the press release and it was important that it was included. It was also reported that the signs are too small and high on crossings and there is a need for more 2m signs.

**RESOLVED**:- that Cllrs Mellings and Dee would feed back comments on signs and explain the need for New Street to also be included as part of the one way system due to the narrowness of the pavement in this location.

**190/20 Progress report** - To consider the Clerks progress report on matters arising at previous meetings.

Councillors expressed their pleasure that the car park white lining had been started. Thanks were expressed for the work of Town Council staff during the coronavirus lockdown period.

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

**191/20 Annual Accounts 2019-20**

a) 2019-20 Accounts - to approve the accounts and supporting papers for the year ending 31 March 2020.

Cllr Mellings suggested that the 2019-20 surplus be earmarked for the extension of the cemetery as the surplus had come from cemetery income.

**RESOLVED:-**

- To approve the 2019-20 year end accounts and supporting papers.
- That the Finance and Corporate Governance Committee would consider any additional earmarking of reserves at its next committee meeting.

b) Internal audit report - to consider.

It was reported that the matters raised in the interim audit concerning additional internal controls for internet banking had been implemented. Councillors able to authorise payments were now sent a screen shot of the authorisations page from the bank account which lists all payments to be paid including bank details of payees along with a scanned copy of each invoice for payment so bank details can be checked against invoices. A copy of the screen shot is now also kept in the accounts file. The fidelity guarantee insurance level would be considered as part of Town Council insurance cover discussions.

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

b) Annual Governance and Accountability Return (AGAR) 2019-20.

i) To consider the Town Council's response to questions on part 1 of the Annual Governance and Accountability Return - The Annual Governance Statement.

**RESOLVED:- to answer yes to questions 1- 8 on section 1 of the AGAR and not applicable to question 9 and authorisation was given for Section 1 of the AGAR to be signed by the Mayor and Clerk.**

ii) To consider and approve part 2 of the AGAR, 2019/20 accounting statements.

**RESOLVED:- to approve section 2 of the AGAR, the 2019/20 accounting statements. and authorisation was given for Section 2 of the AGAR to be signed by the Mayor and Clerk.**

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

**RESOLVED:- to approve the explanation of significant variances and date of for the publication of the notice of public rights and publication of the unaudited AGAR would commence on 15.6.20 and finish on 24.7.20.**

**192/20 Planning Applications.**

a) Planning Applications for consideration - none at time of issuing agenda.

**RESOLVED:- to note.**

**193/20 Finance and Accounts for Payment**

a) Payments – to approve the use of BACS payments and variable direct debits (as per Financial Regulations).

It was reported that currently the following payments are made by direct debit.

Talk Talk - Broadband

Onecom – Telephone

Public Works Loans Board – Loan repayments

**RESOLVED:-** to approve the use of BACS payments and variable direct debits as per Financial Regulation 6.7.

b) Precept and Neighbourhood Fund – to note payment of.

**RESOLVED:-** to that a Neighbourhood Fund allocation of £12,377 had been received along with the annual precept.

c) Accounts for payment - to approve accounts for payment and payments made prior to meeting under delegated authority.

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

**Payments made before meeting**

Supplier	Service	Net	Vat	Gross	Chq / BACS No
The Shropshire Distillery	Hand Sanitiser	58.00	11.60	69.60	33.20
Masteroll Products	PPE Masks	130.00		130.00	34.20
Talk Talk	Broadband			21.54	DD

**Payments for approval**

Supplier	Service	Net	Vat	Gross	Chq / BACS No
SALC	ALC Affiliation Fees	1694.19		1694.19	35.20
West Mercia Energy	Public Toilets - Electricity	113.76	5.69	119.45	36.20
Harlequin Home and Garden	Winter Planters – Planting and Maintenance 2019/20	130.00		130.00	37.20
Smartwater	Annual Renewal	165.00	33.00	198.00	38.20
Eon	Streetlight repair Lowe Hill Road	82.18	16.44	98.62	39.20
Education Sales Ltd	Purchase of Headset	12.50	2.50	15.00	40.20
PG Skips	Cemetery Bin Emptying April	110.85	22.20	133.05	41.20
Waterplus	Public Toilets - Water Supply	139.39		139.39	42.20
Mark Fitton	Bus Shelter Cleaning May	65.00		65.00	43.20
Rialtos	Installation of additional Computer	25.00	5.00	30.00	44.20
	Year End Closedown	560.00	112.00	672.00	
	Total	585.00	117.00	702.00	
Town Clerk Expenses -	BT May Calls Line	2.36		2.36	45.20
	Zoom Subscription	11.99	2.40	14.39	
		54.57	10.91	65.48	

	Midland Flags – NHS/Key Workers & VE Day 75 Total	68.92	13.31	82.23	
Severn Business Solutions	Remote Access Support Software 1 year	90.00	18.00	108.00	46.20
	Assistance with laptop and desktop PC's	112.50	22.50	135.00	
	Total	202.50	40.50	243.00	
JDH Business Services Ltd	Internal Audit Fees for 2019/2020	559.00	111.80	670.80	47.20
Shropshire Council	Staff Salaries May	8042.34		8042.34	48.20
Sarah's Embroidery	Hi Viz vests	88.50	17.70	106.20	49.20
Healthmatic	Toilet Cleaning May	829.17	165.83	995.00	50.20
Nationwide	Transfer	70,000.00		70,000.00	51.20
Wem Sports and Social Association	6 month contribution	10,000	1,333	11,333	52.20
Onecom	Telephone Charges	69.33	13.87	83.20	DD

d) Town Council Insurance – for review.

Two quotes were received for the Town Council insurance although 4 companies were approached.

**RESOLVED:-**

- to enter into a 3 year long term agreement with Zurich Insurance for the Town Council's insurance.

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Zurich	Insurance	3396.00		3396.00	53.20

- To note that the fidelity guarantee limit of the Zurich policy covered the maximum projected cash balance for the Town Council and therefore satisfied the concerns raised by the Internal Auditor.

e) Carnival Committee and Welcome to Wem Group Grants following event cancellation – to consider requesting the return of the grants or allowing them to be held over for use in 2021.

**RESOLVED:-** that both the Carnival Committee and Welcome to Wem Group be allowed to keep the grant awarded to be used for the organisation of the 2021 carnival and production of a 2021 Welcome to Wem Booklet.

**194/20 Amenities and Services Committee meeting 10.3.20 to receive minutes from this meeting and consider any recommendations made.**

**RESOLVED:- to receive minutes of the Amenities and Services Committee meeting 10.3.20 and approve recommendations within the minutes.**

**195/20 Swimming Pool Pipework Repair** – to consider letter received.  
Cllrs Mellings and Towers left the meeting and took no part in discussions.  
The Clerk reported on a meeting held with representatives from Wem Swimming and Lifestyle Centre and the need for the repairs to be carried out during the period when the pool is shut to minimise further loss of income.

**RESOLVED:- to agree to fund the swimming pool pipework repairs up to a maximum of £32,860 subject to the contract being awarded as per the Town Council's financial regulations.**

Cllr Mellings and Towers returned to the meeting at 19.55

The meeting was adjourned at 19.58 to allow Councillors to take part in the weekly clap for the NHS and Key workers.

Meeting reconvened at 20.10

**196/20 Tractor replacement** – to consider allocating funds from the Developers Reserve Fund to Wem Sports and Social Association to fund the purchase of a replacement tractor.

Cllr Drummond, Towers, Mellings and Meakin left the meeting and took no part in discussions.

**RESOLVED:- to approve a contribution of £32,400 from the Developers Reserve Fund to Wem Sports and Social Association for the purchase of a new tractor.**

Cllrs Towers, Drummond, Mellings and Meakin returned to the meeting.

**197/20 Correspondence** - To consider the following items  
a) Shropshire Bus Users

**RESOLVED:- to note.**

**198/20 Dates of future meetings**  
To consider Town Council meeting and committee meeting dates for 2020-21

**RESOLVED:- That**

- **due to the Coronavirus Pandemic all Town Council meetings and Committee meetings will take place via Zoom Virtual Meeting Platform until December 2020.**
- **this decision will be reviewed in September 2020 if changes are made to the current guidance that will enable the Town Council to meet in a public venue.**
- **the next meeting will be held on 25<sup>th</sup> June 2020.**

**199/20 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) Recreation Ground Toilet Block

It was explained the opinion of Shropshire Council is that as the toilet block is currently registered by the Land Registry as under the ownership of Wem Town Council there was no need for a formal asset transfer.

**RESOLVED:- that the Town Council accepts the ownership of the recreation ground toilet block.**

b) Morgan Library

A discussion took place on the response received from Shropshire Council and it was

**RESOLVED:-**

- **That the Town Council's preferred ownership option is that the freehold of the building is transferred in its entirety from Shropshire Council to Wem Town Council and that following this transfer, a lease is agreed between Wem Town Council and Shropshire Council to cover the residential property 55 Aston Street.**
- **To request a meeting with Shropshire Council officers and Cllr Mellings, Cllr Broomhall and Cllr Glover to progress this matter further.**

Meeting ended 20.24

Mayor.....