

Minutes of the Annual Meeting of Wem Town Council held on Thursday 30th May 2019 at
7 p.m.in the Roden Suite, Edinburgh House, New Street, Wem.

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

Mrs P O'Hagan (Town Clerk).

2 members of the public present

- 1 To appoint a Town Mayor for the year 2019/2020 and to receive declaration of acceptance of office.**

RESOLVED:- to appoint Cllr Glover as Town Mayor for 2019-20.

- 2 To receive apologies and reasons for absence**

RESOLVED:- to accept the following apologies for absence

Cllr Drummond – Holiday

Cllr Soul – Holiday

Absent Cllr Nash

- 3 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 declarations were declared

Councillor	Item	Dispensation
Cllr Dee, Cllr Mellings	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 Broomhall	Agenda item 20b Safety Scene - Volunteer for safety scene	

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

Cllr Johnson attended the meeting at 19.05

- 4 Register of interest** - to remind Councillors of the need to update their register of interests.

RESOLVED:- to note.

- 5 Past Mayor's address** - To receive an address from Cllr Granger.
Cllr Granger reflected on her year as Mayor and congratulated Cllr Mellings on serving as a Town Councillor and Shropshire Councillor for 32 and 30 years respectively. She thanked Council staff and Councillors for their support throughout the year and announced that she has been able to raise £2000 that would be

donated to Parkinsons and go towards the establishment of a new Mental Health Project for young people in the town.

- 6 To appoint a Deputy Mayor and to receive declaration of acceptance of office**
Following a vote it was

RESOLVED:- to appoint Cllr Broomhall as Deputy Mayor for 2019-20.

7 Council Committees

- a) To review terms of reference and delegated powers of each committee.**

RESOLVED:- to approve the review and approve the delegated powers for each committee.

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

RESOLVED:- to appoint the following Town Councillors onto Town Council Committees, Liaison Groups and Working Parties

Committee	2019/20
Finance & Corporate Gov. (8)	Mayor, Deputy Mayor, Cllrs Murray, Moyse, Dodd, Dee, Towers, Granger
Amenities and Services (8)	Mayor, Deputy Mayor, Cllrs Meakin, Granger, Soul, Johnson, Nash, Moyse
Planning & Transport (all)	All Councillors
Wem Swimming and Lifestyle Centre Liaison Group. (4)	Mayor, Deputy Mayor, Cllrs Murray, Dodd, (Cllr Meakin reserve)
Wem Town Hall Liaison Group (5)	Cllrs Dee, Dodd, Granger, Broomhall, Towers
Events Liaison Group. (6)	Mayor, Deputy Mayor, Cllrs Dodd, Towers, Granger, Moyse
Verification Committee. (4)	Mayor, Deputy Mayor, Cllrs Dee, Murray
WSSA Constitution Working Party (5)	Removed
Banking Provision in Town 26.7.18	Cllrs Mellings, Dodd, Granger, Glover, Towers
Staffing Review WP 25.10.18	Cllrs Drummond, Soul, Dodd, Broomhall
Mayoral Awards WP 22.2.18	Removed
Recreation Ground Toilet Block reopening WP (26.10.17)	Removed
Complaints Committee (3)	Mayor, Deputy Mayor, Cllr Nash
Grievance Panel (3)	Mayor, Cllrs Dee, Nash,
Discipline Panel (3)	Mayor, Cllrs Dee, Nash,
Appeals Panel (5)	Cllrs Mellings, Dodd, Broomhall, Meakin, Moyse

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

RESOLVED:- to approve the Scheme of Delegation for Emergency and the delegated authority of the Town Clerk.

- 8 **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	2019/20
Wem S&LC Ltd	Cllr Towers
Wem Youth Centre	Cllr Dee
Parish Emergency Advisor	Cllr Moyse
Wem Scouts HQ Committee	Cllr Dee
Wem Economic Forum	Mayor, Cllr Towers, Dodd, Clerk
RAF Shawbury Liaison Group	Cllr Moyse (Cllr Granger reserve)
Local Joint Committee	No appointment made
Wem Christmas Festival.	Cllr Drummond, Cllr Broomhall
Friends of Whitchurch Rd Cemetery	Cllr Dodd, Cllr Towers
War Memorial Group	Removed
Shropshire Association of Local Councils	Cllr Soul, Cllr Drummond

- 9 **Training Champion** – to decide whether to continue with the appointment of a Training Champion.

A discussion took place as to whether this position was still necessary as the training strategy adopted was working well.

RESOLVED:- to not continue with this appointment.

- 10 **Review of Council Regulations and Procedures as per Standing Order 5** – to review the following policies.

- a) Standing Orders and Financial Regulations.

It was reported that due to the changes to the delegated powers of the Council Committees it would be necessary to alter the Standing Orders and Financial Regulations to reflect this.

RESOLVED:- to authorise the Finance and Corporate Governance Committee to undertake a full review of Financial Regulations and Standing Orders and report back to the July meeting of the Town Council.

- b) Complaints Procedure.

RESOLVED:- to approve the review without amendment.

- c) Freedom of Information Act 2000.

RESOLVED:- to approve the review without amendment.

- d) Data Protection – to note review took place April 2019

RESOLVED:- to note that a review took place in April 2019 and that a report from the recent GDPR would be considered at the June meeting of the Council.

e) Staff Policies

RESOLVED:- to approve the review without amendment.

f) Asset Register

RESOLVED:- to approve the Asset Register without amendment.

i) Insurance – to note that this was reviewed in April 2019

RESOLVED:- to note.

11 Annual Accounts 2018-19

a) 2018-19 Accounts - To approve the accounts and supporting papers for the year ending 31 March 2019.

RESOLVED:- to approve the 2018-19 year end accounts and supporting papers.

b) internal audit report - To consider
The internal audit report was considered and no matters raised were deemed of major concern.

RESOLVED:- to note the report.

c) Annual Governance and Accountability Return (AGAR) 2018-19

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

RESOLVED:- that in line with recommendations of the Finance and Corporate Governance Committee to answer yes to questions 1-8 on section 1 of the AGAR and not applicable to question 9. Section 1 of the AGAR was duly signed by the Mayor and Clerk.

ii) To consider and approve Section 2 of the AGAR, 2018/19 accounting statements.

RESOLVED:- to approve section 2 of the AGAR, the 2018/19 accounting statements. Section 2 AGAR was duly 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 publishing the AGAR.

12 Council Minutes.

To approve as a correct record the minutes of Meeting of the Town Council held on 25th April 2019.

RESOLVED:- that the minutes of the Ordinary Meeting of the Town Council held on 25th April 2019 be approved as a correct record and signed by the Mayor.

- 13 **Progress report** - To consider the Clerks progress report on matters arising at previous meetings.
The Clerk was asked to give an update from the recent Station Adopters Conference.

RESOLVED:- to note the report.

- 14 **Planning Applications.**

a) Planning Applications for consideration

19/01997/TCA: 6 Market Street, Wem, SY4 5EA, Proposal: Crown reduce by up to 25% 1no Ash within Wem Conservation Area

RESOLVED:- not to comment.

b) To note the recent planning decisions.

RESOLVED:- to note the planning decisions.

c) Planning Correspondence – to note CIL Update Letter.

RESOLVED:- to note the **Community Infrastructure Levy Update.**

d) Place Plan Meeting – to receive a report from Place Plan Review meeting held 23.5.19. Cllr Moyse reported from this meeting, a discussion took place on the importance of this review and it was

RESOLVED:- that a meeting of the **Planning and Transport Committee** would take place at 14.00 on Tuesday 25th June to comment on the draft Place Plan for Wem.

- 15 **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:-

Talk Talk - Broadband

Shropshire Council - All Invoices

Onecom – Telephone

Public Works Loans Board – Loan repayments

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

RESOLVED:- to note payment of the precept and it was approved that the neighbourhood fund would be put towards improving play equipment on the recreation ground.

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

RESOLVED:- to approve the following payments.

Payments Made before meeting

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Shropshire Council	1 st Quarter rent	1525.00		1525.00	DD
Nationwide	Bank Transfer from Unity Account	70,000		70,000	
Barclays	Bank Transfer to Bulmer Cottage Fund	10,000		10,000	
PG Skips	Rec Bin emptying	52.04	10.41	62.45	17.19
	Cemetery Bin emptying	33.24	6.65	39.89	
	Total	85.28	17.06	102.34	
Severn Business Solutions	Computer repair	45.00	9.00	54.00	18.19
	Remote access software	90.00	18.00	108.00	
	Total	135.00	27.00	162.00	
Mark Fitton	Bus shelter cleaning May	65.00		65.00	19.19
Shropshire Council	March Payroll	7330.03	10.18	7340.21	DD

Payments for approval

Supplier	Service	Net	Vat	Gross	Chq / BACS No
SALC	Training	10.00		10.00	21.19
Shropshire Council	May Payroll	7469.17		7469.17	DD
West Mercia Energy	Toilet electricity April	69.28	3.46	72.74	23.19
E.on	Light repair	132.18	26.44	158.62	24.19
Healthmatic	Toilet cleaning	799.45	159.89	959.34	25.19
Onecom	Telephone	25.56	5.11	30.67	DD
Talk Talk	Broadband	16.00	3.20	19.20	DD

- 16 Annual Town Meeting** – to consider the following resolution from the Annual Town Meeting

That Wem Town Council considers supporting the establishment of a BEAM Mental Health drop in session for young people under 25 in the town of Wem and to work with other Towns in North Shropshire to achieve this.

RESOLVED:- to support the resolution of the annual town Meeting and authorise the Clerk to begin discussions with neighbouring Towns.

- 17 Annual Report** – To consider draft annual report for 2018-19 and quote for printing

RESOLVED:- to approve the printing quote for the draft annual report subject to the correction of minor typing errors and the following additions

Christmas lights – funding

Inclusion of the lighting of the beacon in the WWI Centenary Commemorations

- 18 Parking Charges**

To receive a report on meeting held with Shropshire Council officers and consider results of survey of local businesses.

Cllr Dee left the meeting at 20.10

The results from the business survey were considered. Disappointment was expressed at the low number of returned surveys.

RESOLVED:- to note the report and authorise Cllr Mellings to make representations on behalf of the Town Council at the Scrutiny Committee meeting.

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Consultations – to consider the following consultations

Police and Crime Commissioner Annual Survey

Councillors considered the survey and prior to making a final decision on the Town Council's response Councillors were urged to send The Clerk their response suggestions that could be considered at a future meeting.

RESOLVED:- to defer agreeing a response to the survey until the June meeting of the Town Council.

Engagement Briefing Note re. "Review of 'A' Board Policy and Process.

RESOLVED:- to welcome discussion with Shropshire Council over delegation of authority to the Town Council for the management of A Boards.

20

Correspondence - To consider the following items

a) Wem Tennis Club – letter ref. replacement pavilion.

RESOLVED:-

- **To approve as land owners the request to replace the club house at the Tennis club and support the submission of a planning application.**
- **To request that the planning application is submitted through Wem Sports and Social Association.**

b) Safety Scene – request for funds

Cllr Broomhall left the meeting and took no part in discussions.

RESOLVED:- to contact the organisers and request that they submit a grant application for 2020-21 as small grant funds are already fully allocated for 2019-20.

c) VE Day 75 – to consider involvement in

RESOLVED:- to register the Town Council's interest in VE Day 75 Commemorations.

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Reports

a) To receive reports from the Council's representatives to other bodies.
None received

b) To receive a report from Shropshire Council Councillors Mellings and Dee.
A written report was circulated by Cllr Mellings and it was

RESOLVED:- to note the report.

22 Future agenda items – for consideration.
The following items were requested to be considered on a future agenda.
To request that a representative of Wem SNT attend a future meeting.
Condition of High Street Premises.

23 Dates of future meetings
a) To approve Town Council meeting dates for 2019-20.

RESOLVED:-
To approve the dates circulated
Not to hold an Ordinary Meeting of the council in August

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

RESOLVED:-To approve the dates circulated.

24 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 for Honorary Townsman were put forward for consideration at the June meeting.

RESOLVED:- that each Councillor proposing a nomination for the award should put together a brief synopsis on the reasons why they should be considered for the award for circulation with the June meeting papers.

Meeting ended 20.40

Mayor.....