

Minutes of the Annual General Meeting of Wem Town Council held on Thursday 31st May 2018 at 7 p.m.in the Roden Suite, Edinburgh House, New Street, Wem.

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

6 members of the public present.

At the start of the meeting Colin Jones said prayers for the meeting ahead.

1/18 To appoint a Town Mayor for the year 2018/2019 and to receive declaration of acceptance of office

Cllr Dee proposed Cllr Granger, Cllr Mellings seconded, there were no other nominations.

RESOLVED:-that Cllr Granger be appointed Town Mayor for the year 2018/2019.

2/18 To receive apologies and reasons for absence

RESOLVED:- to receive the following apology for absence
Cllr White.

3/18 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 Mellings and Cllr Dee	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

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

None received.

4/18 Register of interest - to remind Councillors of the need to update register of interests.

RESOLVED:- to note.

5/18 Past Mayor's address - To receive an address from Cllr Towers.

Cllr Towers addressed the Town Council and gave an overview of his year in office which included updates on the work undertaken on the Wem Sports and Social Association constitution and the Swimming Pool extension.

He reflected on the work the Town Council had carried out on highways and planning which had involved extensive consultation with the local community. Other projects he had been involved with included the relaunch of Wem Economic Forum as well as developing Mayoral briefing sessions which he hoped would continue as they were proving to be a good method of discussing key issues with local experts.

He explained that several fundraising activities had been held to support the Mayor's charity which was to fund the Swimming Pool extension and to date £2600 has been raised but this is expected to increase.

He thanked Councillors and all staff for their support over the past year.

6/18 To appoint a Deputy Mayor

Cllr Mellings proposed Cllr Glover, Cllr Towers seconded, there were no other nominations.

RESOLVED:-that Cllr Glover be appointed Deputy Mayor for the year 2018/2019.

7/18 Co-option – to consider applications for co-option.

2 applications received for co-option were considered and following a vote it was

RESOLVED:-to co-opt Geoffrey Soul onto the Town Council.

8/18 Council Committees

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

The terms of reference were reviewed and no amendments were proposed.

RESOLVED:-to note the review with no amendments.

b) To appoint Councillors onto the following committees / liaison groups

RESOLVED:-to appoint the following Councillors onto Council Committees

Committee	2018/19
Finance & Corporate Gov (7)	Mayor, Deputy Mayor, Cllrs Murray, Moyse, Dodd, Dee, Towers.
Amenities and Services. (7)	Mayor, Deputy Mayor, Cllrs Meakin, Broomhall, Soul, Johnson, Nash
Planning & Transport. (all)	All Councillors
Wem Swimming and Lifestyle Centre Liaison Group (4)	Mayor, Deputy Mayor, Cllrs Broomhall, Murray (Dodd - reserve)
Wem Town Hall Liaison Group (5)	Cllrs Dee, Dodd, Granger, Broomhall, Towers.
Events Liaison Group (6)	Mayor, Deputy Mayor, Cllrs Dodd, Towers, White, Moyse
Verification Committee (4)	Mayor, Deputy Mayor, Cllrs Dee, Murray
WSSA Constitution (5)	Cllrs Mellings, Cllr, Granger, Murray, Dodd, Glover
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)	Cllr Mellings, Dodd, Broomhall, Meakin and Moyse

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

RESOLVED:-to note with no amendments.

9/18 **Appointment of Representatives** – to appoint representatives to the following outside bodies;

RESOLVED:-to appoint the following representatives to outside bodies;

Group	2018/19
Wem S&LC Ltd	Cllr Towers
Council of WSSA	Cllr Mellings, Cllr Towers
Wem Youth Centre	Cllr White
Parish Emergency Advisor	Cllr Moyse
Wem Scouts HQ Committee	Cllr Dee
Wem Economic Forum	Mayor, Deputy Mayor, Cllr Towers, Clerk
RAF Shawbury Liaison Group	Cllr Moyse (Cllr Granger reserve)
Local Joint Committee	Cllr Towers (Cllr Dodd reserve)
Wem Christmas Festival	Cllr White, Cllr Broomhall
Friends of Whitchurch Rd Cemetery	Cllr Dodd, Cllr Towers
War Memorial Group	Remove as no longer meets
Shropshire Association of Local Councils	Cllr Granger, Cllr Dodd

10/18 **Training Champion** – to appoint the Council’s training champion.

RESOLVED:-to appoint Cllr Moyse as the Council’s Training Champion.

11/18 **Review of Council Regulations and Procedures as per Standing Orders** – to review the following policies.

a) Standing Orders and Financial Regulations.

Standing Orders item 21a amend to state *may* instead of *shall*

Financial Regulations item 4.1 amend to state *A duly delegated committee of the council for items between £1000 and £4999*

RESOLVED:- that once the aforementioned amendments have been made to adopt the updated Standing Orders and Financial Regulations.

b) Complaints Procedure.

RESOLVED:- to adopt the updated policy.

c) Freedom of Information Act 2000.

RESOLVED:- to approve the review without amendment.

12/18 Annual Accounts 2017-18

a) 2017-18 Accounts - To approve the accounts and supporting papers for the year ending 31 March 2018.

RESOLVED:- to approve the 2017-18 year end accounts and supporting papers.

b) To consider amended internal audit report.

RESOLVED:- to note the amended internal audit report.

c) Annual Governance and Accountability Return (AGAR) 2017-18

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

ii) To consider and approve part 2 of the AGAR, 2017/18 accounting statements.

RESOLVED:- to approve part 2 of the AGAR, the 2017/18 accounting statements. Part 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.

d) Earmarked Reserves – to approve earmarking pension underspend in earmarked reserves.

The Clerk explained that it had been previously considered by the Finance and Corporate Governance Committee that the underspend in the staff pension budget for 2017-18 be earmarked to offset any future increase in employer contributions following the 3 year review of local government pension employer contributions due in 2020.

RESOLVED:- to approve earmarking £4846 of the 2017-18 staff pension underspend for future pension contributions.

e) Town Council Insurance – to approve quote.

RESOLVED:- to approve the quote received from Hiscox Insurance as part of the long term agreement with the company.

13/18 Council Minutes.

To approve as a correct record the minutes of Meeting of the Town Council held on 26th April 2018.

RESOLVED:- that the minutes of the Ordinary Meeting of the Town Council held on 26th April 2018 be approved as a correct record and signed by the Mayor.

14/18 Progress report - To consider the Clerks progress report on matters arising at previous meetings.

RESOLVED:- to note

15/18 Planning Applications

a) Planning Applications for consideration

i. 18/02107/TCA: Hill Crest, 22 Leek Street, Wem, SY4 5EP Proposal: To reduce by a 1/3 and cut back branches by 1.5 ft 1no Conifer type tree within Wem Conservation Area.

RESOLVED:- to support the application

ii. 18/02056/FUL: 2- Pym's Cottages, Lowe Hill, Pym's, Wem, SY4 5UD, Proposal: Erection of 3 bay garage with storage/games room above.

RESOLVED:- to support the application

iii. 18/02204/FUL - Proposed change of use of land from field and yard area to an all weather horse training area, Overfields, Ellesmere Road, Wem SY4 5TU

Cllr Murray declared a bias interest and took no part in discussions.

RESOLVED:- to support the application

b) To note the recent planning decisions.

RESOLVED:- to note

c) Planning Training

Two quotes to carry out planning training for Councillors were considered and it was

RESOLVED:- to approve quote submitted by Andrea Pellegram for training to be held on 11.9.18.

16/18 Finance and Accounts for Payment

a) Payments – to approve the use of BACS payments and variable direct debits (as per Financial Regulations). Financial regulation 6.7

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 and discuss management of neighbourhood fund.

RESOLVED:- to note the payment of £2760 which would be earmarked until an appropriate use for the funds was identified.

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

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

Supplier	Service	Net	Vat	Gross	Chq / BACS No
Shropshire Council	Payroll April			6384.13	DD
Talk Talk	Broadband	16.00	3.20	19.20	DD

RESOLVED:- to approve the following payments

Supplier	Service	Net	Vat	Gross	Chq / BACS No
PG Skips	Skip Hire	80.00	16.00	96.00	15.18/19
	Refuse cemetery	32.44	6.49	38.93	
	Refuse rec	51.24	10.25	61.49	
	Total			196.42	
Dunn and Co	Cemetery Training	550.00		550.00	16.18/19
Highline Electrical	LED lights	1969.00	393.80	2362.80	17.18/19
Healthmatic	Coin box installation	2660.00	532.00	3192.00	18.18/19
Severn Business Solutions	Computer repair	56.25	11.25	67.50	19.18/19
Sign and Poster	Market Banners (Wem Economic Forum)	45.00	9.00	54.00	20.18/18
Viking Direct	Stamps, Paper	104.88	9.38	114.26	21.18/19
SLCC	Leadership Conference	385.00	56.00	441.00	22.18/19
Mark Fitton	Cleaning of Bus Shelters May	65.00		65.00	23.18/19
Severn Business Solutions	Computer upgrade	72.00	14.40	86.40	24.18/19
	Licence Change	22.40	4.48	26.88	
	Total			113.28	
Eon	Street Lights Repairs				25.18/19
	Somerset Way	82.18	16.44	98.62	
	Low Hill Road	82.18	16.44	98.62	
	Ellesmere Road	73.17	14.63	87.80	
	Foxleigh Crescent	75.12	15.02	90.14	
Total	312.65	62.53	375.18		
Imprint	Printing of Receipt Books	150.00	30.00	180.00	26.18/19
Waterplus	Water Supply Public Toilets	123.10		123.10	27.18/19
Healthmatic	Cleaning and Maintenance Public Toilets 17/5/18-16/6/18	787.50	157.50	945.00	28.18/19

Homedene Farm Nurseries	Supply of plants for town planters	416.67	83.33	500.00	300074
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17/18 Annual Town Meeting – to consider the following resolution from the Annual Town Meeting.

To request that the Town Council consider the establishment of a Town Care Committee.

RESOLVED:- to support the establishment of a Town Care Committee.

18/18 Annual Report – To consider draft annual report for 2017-18 and quote for printing.

RESOLVED:- to approve the draft report and accept the quote received for printing.

19/18 Consultation – to consider the following consultations

a) Shropshire Council Residents Parking Permits

RESOLVED:- to submit the Town Council’s previous objection on the proposed increase to parking costs in all areas of Wem. The Clerk was also instructed to include comments on the detrimental impact on the town’s economy that the closure of Barclays Bank will have.

20/18 Correspondence - To consider the following items

a) to consider letter received concerning reduced funding for highways improvement schemes.

It was explained that Shropshire Council were unable to fund the HGV signs requested by the Town Council until 2021 at the earliest due to continued budget cuts. A discussion took place on whether the Town Council could fund the purchase of the signs.

RESOLVED:- that the Clerk requests a price for the works to supply signs that could then be installed by Shropshire Council highways contractors.

b) To note staff NALC Employment Briefing E01-18

RESOLVED:- to note

21/18 Reports

a) To receive reports from the Council’s representatives to other bodies. Cllr Dee reported on recent fundraising at the Youth Club and works undertaken.

b) To receive a report from Shropshire Council Councillors Mellings and Dee. Cllr Mellings produced a written report which was circulated. A discussion took place on the implications of the closure of Barclays Bank on residents.

RESOLVED:- to note the reports.

22/18 Future agenda items – for consideration.

Barclays Bank closure.

23/18 Dates of future meetings

a) To approve Town Council meeting dates for 2018-19

RESOLVED:- not to hold a meeting of the Town Council in August but to approve all other meeting dates.

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

RESOLVED:- to approve all proposed committee meeting dates.

c) To set date for Events Committee and Swimming Pool Liaison Group meetings.

RESOLVED:- to request that the Assistant Clerk co-ordinates these dates.

24/18 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.

b) To note completion of Clerk’s Appraisal.
It was reported that the Clerk’s appraisal had been held with the Mayor and Deputy Mayor.

RESOLVED:- to note

Meeting ended 21.10

Mayor.....