

Minutes of the Special Meeting of Wem Town Council held at 7 p.m.in the Roden Suite, Edinburgh House, New Street, Wem on Tuesday 16<sup>th</sup> January 2018

Present:- Councillor E Towers (Mayor) Councillors, P Broomhall, P Dodd, P Glover, P Johnson, M Meakin, C Mellings, P Moyse, J Murray, G Nash.  
Mrs P O'Hagan (Town Clerk)

Mrs Penny O'Hagan (Town Clerk).

1 member of the public present.

157/18 **To Receive Apologies for absence.**

**Resolved**:- to accept the following apologies for absence  
**P Dee, C Shingler, C Granger, P White**

158/18 **Disclosure of Pecuniary Interests and Interests of bias or pre-determination.**

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	<p><b>Item 160a/18</b> <b>Wem Swimming and Lifestyle Centre</b> a disclosable pecuniary interest as a director of WSLC. <b>Millennium Green</b> - Bias interest in the application for funding as a Trustee <b>Item 160b/18</b> <b>Wem Sports and Social Assoc.</b> - Bias interest in the application for funding as member of the Management Committee <b>Item 162/18</b> <b>Wem Jubilee Band</b> – Bias interest in the application for funding as Vice President.</p> <p>Cllr Mellings also declared that he acted as the Independent Auditor for The Carnival Committee and Christmas Lights Committee.</p>	Councillor allowed to participate but not vote in discussions regarding WSLC
Cllr Towers	<p><b>Item 159b/18 Allotments</b> – Bias interest in allotment fees as wife is an allotment holder. <b>Item 160a/18</b> <b>The Friends of Whitchurch Road Cemetery</b> - Bias interest in the application for funding as member of the Committee. <b>Wem Swimming and Lifestyle Centre</b> - disclosable pecuniary interest as a Trustee <b>Item 160b/18</b> <b>Wem Sports and Social Assoc.</b> - Bias interest in the application for funding as member of the Executive Committee <b>Item 162/18</b></p>	Councillor allowed to participate but not vote in discussions regarding WSLC

	<p><b>Wem Baptist Church</b> - Bias interest in the application for funding as a member of that Church.</p> <p><b>Wem Jubilee Band</b> Bias interest in the application for funding as Vice President.</p>	
Cllr Murray	<p><b>Item 160a/18</b> <b>Wem Christmas Festival Committee</b> - Bias interest in the application for funding as a member of the Committee.</p> <p><b>Item 162/18</b> <b>Wem Scout and Guide HQ</b> - Bias interest in the application for funding as member of the committee.</p>	
Cllr Meakin	<p><b>Item 160a/18</b> <b>Wem Town Hall Community Trust</b> - Bias interest in the application for funding as a Trustee.</p> <p><b>Wem Christmas Festival Committee</b> - Bias interest in the application for funding as member of the Committee.</p> <p><b>The Friends of Whitchurch Road Cemetery</b> - Bias interest in the application for funding as member of the Committee</p> <p><b>Item 160b/18</b> <b>Wem Sports and Social Assoc.</b> - Bias interest in the application for funding as member of the Executive Committee.</p> <p><b>Item 162/18</b> <b>Wem Carnival Committee</b> - Bias interest in the application for funding as member of the Committee.</p>	
Cllr Dodd	<p><b>Item 159b/18</b> <b>Allotments</b> – Bias interest in allotment fees as her husband is an allotment holder.</p> <p><b>Item 160a/18</b> <b>Wem Town Hall Community Trust</b> - Bias interest in the application for funding as a Trustee</p> <p><b>The Friends of Whitchurch Road Cemetery</b> - Bias interest in the application for funding as member of the Committee</p>	
Cllr Broomhall	<p><b>160a/18</b> <b>Wem Christmas Festival Committee</b> - Bias interest in the application for funding as member of the Committee.</p>	
Cllr Moyse	<p><b>Item 160a/18</b> <b>Wem Swimming and Lifestyle Centre</b> Bias interest in the application for funding as trustee.</p> <p><b>Millennium Green</b> - Bias interest in the application for funding as trustee.</p> <p><b>Item 162/18</b> <b>Welcome to Wem</b> - Bias interest in the application for funding as chairman of the committee.</p>	

Cllr Johnson	<p><b>Item 160b/18</b>  <b>WSSA</b> - Bias interest in the application for funding as member of the Executive Committee.</p> <p><b>Item 162/18</b>  <b>Wem Carnival</b> - Bias interest in the application for funding as member of the Committee.</p> <p><b>Wem Scout and Guide HQ</b> - Bias interest in the application for funding as member of the Committee.</p>	
--------------	--	--

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

The following Councillors applied for a dispensation under item 161/18 Town Council precept (*Item take prior to item 2a*)

E Towers (Mayor) Councillors, P Broomhall, P Dodd, P Glover, P Johnson, M Meakin, C Mellings, P Moyle, J Murray.

**Resolved:- to award a dispensation to allow the following Councillors E Towers, P Broomhall, P Dodd, P Glover, P Johnson, M Meakin, C Mellings, P Moyle, J Murray to discuss and vote on the annual precept.**

159/18 **Fees and Charges for 2018-19** - to review the following charges as per recommendations of the Amenities and Services Committee.

a) Love Lane Cemetery – Interment and Memorial fees.

**Resolved:- to set the charges for 2018-19 to the following amounts**

<b>Plot Purchase and Interment Fees</b>	<b>2018-19</b>
A child under the age of 1 month at death	£20
A child under the age of 12 at death	£60
Purchase of plot for persons exceeding 12 years at death	£600
Interment Fee (for each interment over 12 years of age)	£275
Interment of ashes in existing grave	£150
<b>Memorial Fee for the erection of a Headstone</b>	
To a height not exceeding 3 feet	£300
In excess of 3 feet but not exceeding 3ft 6inches high	£800
Additional Inscription	£30
Transfer of Exclusive Right of Burial	£30
<b>Renewal of Exclusive Right of Burial prior to expiration</b>	
For a period not exceeding 25 years from the date of expiration of existing rights	Half plot purchase fee at time of renewal

b) Love Lane Allotments – Annual rents

Cllr Dodd and Cllr Towers left the room Cllr Glover took the chair.

**Resolved:- to set the rental fees for 2019-20 to the following amounts**

<b>Plot Size.</b>	<b>Rent 2019-20</b>
Full Plots	£38
Three quarter size plot	£28.50

Half plots	£19
Quarter plots	£10
Non shaded Plots on Cemetery side ( 26,27,28)	£26
Shaded plots (plots 1A, 30,31,32)	£23

160/18 **2018-19 Budget**

a) To consider contribution requests above £1000 received from organisations running services or facilities within the Town.

**Resolved:- to approve the following contribution**

<b>RECEIVED FROM</b>	<b>Award</b>
Cllr Dodd, Meakin and Cllr Towers left the room and Cllr Glover took the chair. <b>Friends of Whitchurch Road Cemetery</b>	<b>£1700</b>
Cllr Mellings and Cllr Moyse left the room <b>Wem Millennium Green</b>	<b>£1700</b>
Cllr Meakin and Cllr Dodd left the room. <b>Wem Town Hall</b>	<b>£22000 and to approve the underwriting of any losses up to £5500 on the following condition. A minimum of 4 meetings per year are held between representatives of the Town Council and Town Hall Staff / trustees to update the Town Council on the financial performance of the Town Hall and to improve communication between the organisations.</b>
Cllrs Broomhall, Murray, Meakin left the room. <b>Wem Christmas Lights &amp; Festival Committee</b>	<b>£1000</b>
Cllrs Mellings, Moyse, Towers left the room and Cllr Glover took the chair. <b>Wem Swimming &amp; Lifestyle Centre</b>	<b>£58000</b>
<b>Wem Youth Centre</b>	<b>£1500</b>

b) To consider the Town Council budget for 2018-2019

Each budget heading was discussed and the following decisions made

**Lighting**

Councillors were made aware of reduced energy charges due to more LED lights being installed in the Town but there was still a need to continue with replacement programme for the concrete columns.

**Resolved:-to approve that the Public Lighting Budget be set at £32666**

**Cemetery**

It was reported that this budget included provision to finish the wall and that there was no other anticipated additional expenditure on the cemetery during 2018-19.

**Resolved:-to approve that the Burial Ground Budget be set at £5770**

### **Allotments**

The Clerk outlined the need to increase the budget to cover water charges and work to level paths.

**Resolved:- to approve that the Allotments Budget be set at £850**

### **Administration**

The Clerk outlined that the recommended increase in the administration budget was due to the need to make provision for the services of a Data Protection Office which could be developed through in house training or through outsourcing the provision.

A discussion took place on the Mayors allowance as it had not been raised for a number of years following a discussion it was

**Resolved:-**

**To maintain the Mayor's allowance at £1500 and to increase the hospitality allowance to £750.**

**That the Finance and Corporate Governance Committee be asked to review procedures for how the Mayor's Allowance is paid and what the hospitality allowance can be spent on and to draft a policy for consideration at the April meeting of the Town Council.**

**Resolved:-to approve that the Administration Budget is set at £25400**

### **Contributions**

Other than the contributions agreed under item 160a/18 a discussion took place on the need to allocate funds for Wem Economic Forum and for the awarding of small grants.

**Resolved:- to approve the contributions budget of £10800with £5000 being allocated for grant awards and £1000 allocated for Wem Economic Forum**

### **Recreation**

Cllrs Mellings, Towers, Meakin and Johnson took no part in discussions or voting concerning the Wem Sports and Social Association contribution.

It was noted that Wem Sports and Social Association had requested an increase on the annual contribution by £2000 to cover legal fees associated with the constitution works. It was reported that the tree works budget had increased as a tree survey was due on 2018 and it was anticipated that additional works may arise from the survey.

**Resolved:-to approve the recreation budget at £24400**

### **Swimming Pool**

In addition to the contribution agreed for Wem Swimming and Lifestyle Centre under item 160a/18 it was reported that the only anticipated increase was due to insurance costs which had increased in the current financial year.

**Resolved:-to approve the swimming pool budget of £67300.**

## **Staffing**

The Clerk outlined the reasons behind the increase of the staffing budget.

**Resolved:- To approve that Staffing budget is set at £85094**

## **Cllr Expenses**

It was reported that in order to enable the Town Council to implement its training strategy there would be a need to increase the budget allocation for training to £1000.

**Resolved:- To approve that the Cllr Expenses budget is set at £1075**

## **Toilets**

**Resolved:- To approve that Public Toilets budget is maintained at £13550**

## **Bus Shelters**

It was reported that a slight increase is needed due to increased cleaning costs.

**Resolved:-To approve that the bus shelter budget is set at £1000**

## **Miscellaneous**

### **Floral Planters**

It was reported that there would be an anticipated increase in cost of plants and compost due to the need to plant up 2 tiered planters however this should be offset by the reduction in lease costs.

**Resolved:- To maintain the budget for floral planters at £3500**

## **CCTV**

**Resolved:- To approve that the CCTV budget is set at £3000**

## **Service Transformation**

The Clerk outlined that the funds allocated under this budget heading were for the town Council to carry out specialist works associated with the development of new services / facilities in the town – e.g. the reopening the Old Toilet Block on the recreation ground. A discussion took place on the need to rename this budget heading so funds could also be allocated from it for smaller Town projects that were not necessarily services.

**Resolved:-to rename budget heading as Town Transformation and to allocate a budget of £15032 to this budget heading**

## **Reserves**

**The Clerk reported that due to the large amount of expenditure in 2017-18 from the reserves it was recommended that the Council should consider budgeting an amount each year in the short term to replace funds taken out of reserves for capital projects to ensure that an adequate level of reserves is maintained for future urgent works.**

**Resolved:-to allocate £4000 from the budget to be returned to the Town Council's reserves**

Once the expenditure budget had been agreed it was

**Resolved:-to adopt the attached budget for 2018/ 2019**

161/18 **Town Council Precept** - To agree the Town Council precept for 2018-19.

**Resolved:-to set the annual precept for 2018/19 at £302767**

162/18 **Town Council Community Grants**

a) To consider Community Grant Applications received from local groups

**Resolved:- to make the following grant awards .**

<b>Applicant</b>	<b>Approved</b>
<b>Wem Branch Shropshire Army Cadet Force League</b>	300
Cllr Meakin and Cllr Johnson left room <b>Wem Carnival Committee</b>	500
<b>Eckford Sweet Pea Society</b>	750
Cllr Murray and Cllr Johnson left room <b>Wem Scout and Guide HQ</b>	250
<b>1<sup>st</sup> Wem Scout Group</b>	500
<b>NS Wheelers</b>	1000
Cllr Mellings and Cllr Towers left the room and Cllr Glover took the chair. <b>Wem Jubilee Band</b>	300
Cllr Towers left the room and Cllr Glover took the chair. <b>Wem Baptist Holiday Bible Club</b>	200
Cllr Moyse left the room <b>Welcome to Wem Community Group</b>	100
<b>Wem Albion Bowling Club</b>	Refused due to the application being retrospective

It was requested that the Finance and Corporate Governance Committee undertake a review of the Town Council's grant policy during 2018.

Meeting ended 21.15

Town Mayor.....