

Minutes of the Meeting of the Trustees of Wem Sports and Social Association CIO held on Thursday 4<sup>th</sup> December 2025 at 18.00 in the Town Council the meeting room, Wem Library, High Street, Wem

Present: E Towers (Chairman), J Gwillam, F Ford, R Drummond, M Hoffmann, S Griffiths. Penny O'Hagan – Secretary.

**1 Apologies for Absence** – to receive.

Apologies were received from W Ollerenshaw, M Meakin, C Bennett.

**2 Meeting Minutes** – to approve as a correct record the minutes of the trustees meeting held 2.10.25.

**Resolved: to approve the minutes of the meeting held on 2.10.25 and they were duly signed by The Chairman as a true record.**

**3 Progress Report** - To receive a report from the Secretary and Groundsman.

**Resolved: to note the progress report.**

**4 Finance**

a) To consider budget report to 30.11.25.

**Resolved: to note the report.**

b) Internal controls - to review 2026 Financial Risk Assessment, Internal Controls and Schedule of inspections.

**Resolved: to approve the 2026 Financial Risk Assessment, Internal Controls and Schedule of inspections and nominate trustee Roger Drummond to undertake internal financial controls during 2026.**

**5 2026-27 Budget**

a) 2026-27 Fees – to discuss

**Resolved: to set the following fees and contributions for 2026-27**

	<b>WSSA Hire Fees</b>	<b>2026-27</b>
<b>Club Rents</b>		
	Tennis Club Contribution	£900
	Bowling Club Contribution	£1200
	Albion Bowling Club Contribution	£264
	Wem Town FC	£9791
<b>Recreation Ground Hire Fees</b>	Misc. Community events non profit making (using whole rec)	£105
	Fairs – Standing Days	£110
	Fair – Operating Days	£200
	Charity Car Boot Sales	£31
	Other Events*	POA
<b>Butler Sports Centre Hire fees</b>		

<i>Whole Complex inc. toilets and cleaning</i>	Wem Based Sporting Bodies and Community groups	£165
	Out of Parish Football Games including Junior Hire	£185
	Commercial Hire	
	Shropshire Schools/ Wem Based Junior Use	£105
	Powell Cup	£88
<i>Pitch only</i>	Wem Based Community Groups	£80
	Out of Parish Football Games	£156
	Commercial Hire	POA
<i>Use of Floodlights</i>	Full match	£40
	Half Match	£25
	WTFC Maintenance contribution 7.5%	
	Powell Cup and Local Schools full match	£40
	Powell Cup and Local Schools half match	£25
<b>Water</b>		
Tennis club	50% of annual bill	
Bowling Club	40% of water usage	

b) 2026-27 budget – to consider

**Resolved:- to approve the 2026-27 budget as detailed in Appendix A**

c) To approve 2026-27 Town Council Contribution request.

**Resolved:- to request for the 2026-27 financial year a contribution of £21,735 from Wem Town Council comprising of £7245 for the equipment fund and £14,490 towards general running costs.**

## 6 Butler Sports Centre

a) Wem Town FC Ground Use agreement (deferred from July meeting) – for update. James Gwillam explained that a meeting still had to be held and asked for the matter to be deferred to the next meeting.

**Resolved:- to defer to the next meeting.**

b) Changing Room refurbishment project (deferred from previous meetings) to discuss.

James Gwillam reported that no progress had been made on this matter and asked for it to be deferred to the next meeting.

**Resolved:- to defer to the next meeting.**

c) Pitch Improvement – to receive a report on discussions held between Wem Town FC and the Groundsman on this matter

The Secretary reported that additional seed and fertiliser had been purchased since the last meeting but there are no more funds for any more improvement works this financial year. James Gwillam explained that a meeting had not been held with the

Groundsman however he had spoken to him about the pitch condition and the team were trying to train elsewhere to preserve the playing surface.

**Resolved:- to note.**

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### **Recreation Ground**

a) Wem Tennis Club public court refurbishment – to receive a report on meeting held between Secretary and Wem Tennis Club representatives.

**Resolved:- to authorise The Secretary to work with Wem Tennis Club and seek quotes to develop a hybrid tennis / pickleball court and report back to the next meeting.**

b) Car Boots – to consider correspondence received.

**Resolved:- not to reduce the hire fee charged for carboot sales.**

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### **WSSA Events 2025/26**

a) Fireworks - to review 2025 event

The Secretary explained that the final had not yet been received however attendance was very slightly down on last year. The Secretary explained that the final profit figure was not available as some bills were still coming in and the VAT was complex on the ticket sales. She also raised the fact that as the event was run using Wem Town Council staff the cost of staff time was not factored in, as a significant number of Town Council hours were taken up organising the event.

Several improvements for 2026 were suggested including relocating the brazier so it was further from the crowd and less of a hazard. The need for more rubbish bins and toilet signs were noted.

Susan Griffiths suggested that music was played by the DJ during the fireworks display itself and The Secretary explained that this may require an entertainment licence for the music as it would no longer be incidental to the event.

It was suggested that capacity could be increased as use of the hardstanding for the food van had opened up a large space.

**Resolved:- that**

- **Susan Griffiths would investigate the cost of playing music during the fireworks display and whether an entertainment licence would be required and what cost this would be.**
- **The Secretary contact Mr Fire Safety to request that the original Fire Risk Assessment for the event is reviewed to identify whether the event capacity could be increased for future fireworks events.**
- **The Secretary formally writes to Wem Town Council thanking the staff and Councillors for their support on the event.**

b) Sports Person of the Year Event – for update and to discuss promotion of the awards.

The Secretary reported that the application form and poster were on the Town Council's website and on facebook however the trustees needed to provide far more help promoting the awards. A discussion took place on approaching companies for sponsorship in the future.

**Resolved:- that:**

- trustees would continue to promote the awards.
- the matter of sponsorship will be considered if awards are held again next year.
- the awards will be made at the Annual Town Meeting in March 2026.

c) Future Sporting Groups Meeting – to discuss (deferred from October meeting) Trustees did not feel that this meeting was relevant any more and that a better way of communicating with the sporting groups in the town was needed.

**Resolved:- to defer further discussions on this matter for 1 year.**

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**Groundsman's Machinery Replacement – to discuss.**

The Secretary explained that the Groundsman had received two offers to part exchange the Ransomes mower for a new model however the amount offered was far below what he had been expecting so he was not currently pursuing this. James Gwilliam suggested that he was aware of dealers around the area and offered to discuss ideas with The Groundsman. He also requested that The Groundsman attended future meetings of trustees. The Secretary explained that The Groundsman was able to do this when trustee meetings were held during the day but as they were held in the evening it was not possible for him to regularly attend due to the cost to the Town Council in overtime.

**Resolved:- that James Gwilliam would talk to The Groundsman to discuss equipment trade in options.**

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**Other Matters of Concern – for consideration**

James Gwilliam enquired when the Bowling Club toilet was going to be completed as the bowlers were continuing to use the changing room toilets when football games were being played and this was becoming a problem especially when youth games were played.

**Resolved:- that the Secretary request that the Bowling Club complete the required works asap.**

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**Date of meetings - to set date and time of next meeting.**

**Resolved:- that the next meeting will be held at 18.00 on Thursday 5<sup>th</sup> February 2026.**

Chairman.....

Meeting ended 20.00

<b>Expenditure</b>	
<b>Pitch and changing rooms</b>	<b>2026-27</b>
changing rooms cleaning	£2,665
insurance buildings	£2,380
Electric	£5,004
water	£1,500
rates	£215
repairs/ maintenace inc shed	£3,500
equipment	£533
Floodlights maintenance	£1,387
football pitch works	£2,132
Statutory checks	£2,931
<b>Total</b>	<b>£22,247</b>
<b>Grasscutting/ Machinery</b>	
Insurance	£1,967
Fuel	£3,500
machinery and equipment*	£8,311
Repairs/ renewals /service	£533
msc	£533
<b>Total</b>	<b>£14,844</b>
<b>Recreation Ground</b>	
maintenance	£107
Water	£213
repairs/msc	£52
<b>Total</b>	<b>£372</b>
<b>Adminstration</b>	
Audit	£502
sundries membership	£107
Legal Fees	£533
bank charges	£107
msc	£576
<b>Total</b>	<b>£1,825</b>
<b>Fireworks</b>	
Display costs	£3,200

Misc costs	£533
<b>Total</b>	<b>£3,733</b>
<b>Bowling Club</b>	
Allowances	£700
<b>Total Expenditure</b>	<b>£43,720</b>
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<b>INCOME</b>	
Wem Town Council	£14,490
Wem TC Machinery Contribution*	£7,245
<b>Rents &amp; Contributions</b>	
Tennis club rent	£900
Albion Bowling Club rent	£264
Rec Grd rents	£1,056
Floodlighting reimbursement	£853
Wem Town FC Rent	£9,791
Other hire fees	£620
Clothes bank / sundry	£75
schools / youth hire	£105
Bowling Club rent	£1,200
Scout use	£311
Powell Cup hire fees	£662
Clubhouse utilities	£2,000
Clubhouse rent	£10
<b>Fireworks</b>	
Fireworks Income	£3,773
<b>Msc</b>	
Water BC	£500
Interest / Wayleave	£269
sundry	£0
Tennis club water	£62
<b>Total Income</b>	<b>£44,187</b>