

Minutes of the Meeting of the Trustees of Wem Sports and Social Association CIO held on Thursday 5th February 2026 at 18.00 in the Town Council meeting room, Wem Library, High Street, Wem

Present: E Towers (Chairman), J Gwillam, F Ford, R Drummond, C Bennett.
W Ollerenshaw (arrived at 18.20)
Penny O'Hagan – Secretary. J Ralphs – Groundsman.

Before the start of the meeting a minutes silence was held for Mandy Meakin following the announcement of her death.

- 1 **Apologies for Absence** – to receive.
Apologies were received from Susan Griffiths
Absent M Hoffmann.

- 2 **Meeting Minutes** – to approve as a correct record the minutes of the trustees meeting held 4.12.25.

Resolved:- to approve the minutes of the meeting held on 4.12.25 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 30.1.26.

Resolved:- to note the budget report.

- 5 **Butler Sports Centre**

a) Wem Town FC Ground Use agreement (deferred from July meeting) – for update.

It was explained that a report had been received but not in time to be included with the meeting papers.

Resolved:- to establish a working party composed of Edwards Towers, Fiona Ford and Roger Drummond to consider the proposals submitted by Wem Town FC and report back to the next meeting.

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

A general discussion took place on options for grant funding to improve the facilities at the Butler Sports Centre which could be applied for in partnership with Wem Town FC. The Secretary explained that a meeting had been held with Shropshire FA and they had recommended that an application is made to either the Football Foundation's Here to Play Grant or Changing Rooms Improvement Grant for an upgrade to the showers from open showers to cubicles along with improvements to external lighting.

Resolved:- that Wem Town FC would review both grants on offer and put together a list of improvements that would be needed to develop a women's

football base in Wem and to report back to the Secretary by the end of February so a grant application can be progressed.

c) Pitch Improvement Fund – to discuss.

It was explained that the Secretary and Groundsman had met with a representative of Shropshire FA to discuss grants available to improve the pitch and other facilities at the ground.

Resolved:- to delegate authority to the Groundsman and Secretary to apply to the pitch improvement fund when the application window reopens in April.

d) Asbestos – to consider asbestos report and asbestos management plan.

Resolved:- to note the asbestos report and approve the 2026 asbestos management plan.

e) Legionella Contract – to consider quote received from Kingfisher.

It was explained that no quote had been received in time for the meeting.

Resolved:- to delegate to authority to The Secretary in consultation with the Chairman to approve this contract for the coming year.

f) Fire Risk Assessment – to review.

It was explained that the extractor fan cover had been replaced and a date was awaited for the PAT testing

Resolved:-to note fire risk assessment and action plan.

6 Recreation Ground

a) Wem Tennis Club public court refurbishment – to discuss.

A discussion took place on this item and all present were in favour of making to improvements to the community court on Wem Recreation Ground so that tennis and pickleball can be offered.

Resolved:- to

- **proceed with this project and to seek quotes for a full refurbishment of the surface of the court not just cleaning and relining.**
- **subject to the quotes received to fund the works using a combination of £3000 from fireworks, use of general reserves and grant funding**
- **Authorise the Secretary to seek funding and discuss the project in more detail with Wem Tennis Club and report back to the next meeting**

7 WSSA Events 2025/26

a) Fireworks - to review 2025 event.

It was explained that a profit of £3533 had been made and the figures were presented.

Resolved:-

- to hold the event again in 2026 on 5.11.26 and place an order with Festival Fireworks for £3000 worth of fireworks.
- to approve expenditure of the profit made from the 2025 event on the purchase of 2 radios with the balance being used to improve the community tennis court as per agenda item 6a
- not to play music during the fireworks display
- to await the venue capacity review findings before making a decision on the numbers of tickets to sell.

b) Sports Person of the Year Event – to discuss and consider nominations (to follow)

Resolved:- that

- each trustee to submit their votes to be returned to the Secretary by 20.2.26
- all nominees to be invited to a ceremony which will either be a standalone ceremony or held as part of the Annual Town Meeting in April or March
- £50 prize and trophies to be awarded to winners in all categories and certificates to the nominees in the 18 and under. £300 from the Msc admin budget code be allocated for this purpose.
- Secretary to organise event in partnership with Fiona Ford and Wanda Ollerenshaw. James Gwillam agreed to ask Guy Clarke if he would take photographs of the winners.

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

Resolved:- to

- agree that replacing the tractor represents better value for money than replacing the mower at this time.
- agree that earmarked machinery reserves may be used for the replacement of the tractor, subject to Town Council agreement.
- Subject to the Town Councils agreement to authorise the Secretary to seek formal quotations.

9 **Wem Draw** – to consider reestablishing the WSSA Draw as a way of fundraising for sports clubs in the town.

All present felt that this would be a good project to raise the profile of the association and to provide funding to sports groups and individuals in the form of a community sports fund.

Resolved:- that James Gwillam, Wanda Ollerenshaw and Chris Bennett to meet to develop a more detailed proposal and report back to the next meeting.

10 **Other Matters of Concern** – for consideration.

James Gwillam enquired when the bowling club toilet would be completed as bowlers using the toilets when football games were on were continuing to cause problems. John Ralphs reported that he thought the works were nearing completion but would check.

Resolved:- that John Ralphs would seek an update on the situation,

Non attendance of trustees at meetings – The Secretary was asked to review the constitution to see if a non attendance clause was included within it and if not trustees to consider at a future meeting the inclusion of one.

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

Resolved:- to hold the next meeting on 2.4.26 at 18.00 in the meeting room of Wem Library

Chairman.....

Meeting ended 19.50