



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL ANNUAL MEETING

will meet on

Monday 13th May 2019

in the Council Chamber, Ware Priory, Ware, starting at 7.00pm

All Members of Ware Town Council are summoned to attend the above meeting when the following business will be transacted:

Terry Philpott, Town Clerk
8th May 2019

This meeting is open to the Public and Press. The Council provides opportunity for members of the public to speak or ask questions at every meeting of the Council on any item on the agenda. Requests for items to be included on the agenda should be notified to the Clerk by the first Monday of the month.

AGENDA

WTC001: To elect a Town Mayor for the Civic Year 2019/20

WTC002: To receive the Declaration of Acceptance of Office by the Town Mayor

WTC003: To receive and accept Apologies for Absence

WTC004: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

WTC005: Presentation of Past Mayor's Badge and Expression of Thanks to the Retiring Town Mayor, Councillor David Oldridge

WTC006: To receive a response from the Retiring Mayor

WTC007: To appoint a Deputy Town Mayor for the Civic Year 2019/20

WTC008: To note the appointment of a Leader and Deputy Leader of the Council

Notice to be received seven clear days before the meeting.

The Leader of the Council is the most senior Councillor of the Council politically. They will lead the decision-making process and will liaise with the Town clerk on those issues, forward plans and matters of policy or strategic direction. The Leader of the Council has no legal status or civic or ceremonial responsibilities.

WTC009: General Power of Competence

Recommendation: That Ware Town Council, continuing to meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections.

WTC010: Adoption of Code of Conduct

To receive a briefing from The Clerk

Recommendation: To adopt the revised Code of Code Conduct (previously circulated)

WTC011: Adoption of Financial regulations

Recommendation: To re adopt the Financial Regulations (previously circulated)

WTC012: Adoption of Standing Orders

Recommendation: To re adopt the Standing Orders (previously circulated)

WTC013: Adoption of Scheme of Delegation

Recommendation: To re adopt the Scheme of Delegation (previously circulated)

WTC014: To inspect the List of Deeds and Trust Instruments in the Custody of the Council

WTC015: To appoint Councillors to Committees for the year 2019/20

Finance and Policy	Community Environment	and	HR

WTC016: To appoint Chairman for each of the standing committees or agree to defer until the first meeting of the committee.

WTC017: Appointment of a Ware Festival Committee - to nominate up to 5 Town Councillors to serve on this Committee with effect from the AGM in September 2019

WTC018: Appointment of Representatives to Outside Bodies - to consider the appointment of representatives to Outside Bodies

<u>Organisation</u>	<u>No. of Representatives</u>
Friends of Ware Priory	1
Town Twinning	1
Southern Maltings Community Group	1
Ware Drill Hall	2
Ware Museum	1
Ware Society	1

WTC019: Hertfordshire Association of Local Councils - to consider nominating a representative to serve on the HAPTC Executive Committee (details attached)

WTC020: Meeting Schedule

To approve the meeting schedule previously distributed

WTC021: To approve the objectives for WTC for 2019/20

Ware Town Council Objectives 2019/20

WTC022: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 4th March 2019.

WTC023: Correspondence and Clerks report

- Kings Mead Nature reserve
- Election expense returns required by 30th May 2019
- Tudor Square Archaeology report received and sent to EH LPA
- Honours Board potential relocation
- Planning Training being arranged in June via EHDC, date tbc

WTC024: Ware Town Council Business Plan

To review the proposed schedule for the creation of a business plan for Ware Town Council

Recommendation: To approve the schedule

WTC025: Local Council Award Scheme

ABOUT

The Local Council Award Scheme (LCAS) has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. The scheme offers councils the opportunity to show that they meet the standards set by the sector, assessed by their peers, and to put in place the conditions for continued improvement.

The scheme has been designed to provide the tools and encouragement to those councils at the beginning of their improvement journeys, as well as promoting and recognising councils that are at the cutting edge of the sector.

There are approx. 350 Councils across England and Wales that have achieved award status. There are three levels of award Foundation, Quality and Gold. There are 2 councils in Hertfordshire with the award.

Recommendation: To register and apply for Foundation level by September 2019, Quality by February 2020, Gold level December 2020.

WTC026: Co-option procedure Co-option policy distributed

To review the Co-option procedure and proposed amendments.

Recommendation: To adopt the revised co-option procedure

To receive a briefing from the Town Clerk and agree the next steps including voting by show of hands or paper ballot.

Recommendation: Town Clerk to arrange co-option publicity.

Recommendation: Voting by paper ballot

WTC027: Agenda items for next meeting

WTC031: Mayor's Closing Remarks