

**WARE TOWN COUNCIL**

A meeting of **WARE TOWN COUNCIL** was held on Monday 4 March 2019 at 7.00 pm in the Council Chamber, The Priory, Ware when the following business was transacted.

**PRESENT** Councillors, D Oldridge (Town Mayor, presiding), P Ballam, A Curtis, J Kaye, M Pope, S Reed,

**ATTENDING** J Rowlinson (Town Clerk), S Higgins (Finance Manager), members of the public

**255. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Andrews

**256. DECLARATIONS OF INTEREST**

None.

**257. PLANNING APPLICATIONS**

Application 3/19/03540/HH – 23 King Edwards Road, Ware, Hertfordshire SG12 7EJ.  
The applicant and an objector addressed the meeting

It was **RESOLVED** to respond as follows: East Herts District Council is requested to take into account the potential loss of light entering the next door property whilst taking into account the improvement the applicant wants to make.

**258. CASUAL VACANCY**

It was noted that there was a casual vacancy in the Chadwell Ward as Cllr Belsey had not attended for over 6 months.

**259. MINUTES OF WARE TOWN COUNCIL**

The minutes of the meetings of Ware Town Council held on 21 January, 14 February & 18 February 2019 copies having been issued, were considered. It was

**RESOLVED** that the minutes of the meeting of the Council held on 21 January, 14 February & 18 February 2019 be received, approved, adopted and signed by the Mayor as a correct record.

**260. TOWN MAYOR'S ANNOUNCEMENTS**

The Mayor thanked the Town Clerk for her dedication and hard work in the post in her time in the role. The new Town Clerk would be starting on the 18<sup>th</sup> March 2019.

*S Reed*



261. **REPORTS FROM COMMITTEES**

i) **Finance and Policy**

The minutes of the meeting of the Finance and Policy Committee held on 28 January 2019 were put before the Council. It was

**RESOLVED** that the minutes of the meeting of the Finance and Policy Committee held on 28 January 2019 be received.

ii) **Community and Environment**

The minutes of the meeting of the Community and Environment held on 18 February 2019 were put before the Council. It was

**RESOLVED** that the minutes of the meeting of the Community and Environment Committee held on 18 February 2019 be received, approved, adopted and signed by the Mayor as a correct record.

262. **APPOINTMENTS TO COMMUNITY ORGANISATIONS**

Each year the Council had appointed councillors to serve on the committees of local community organisations. Following the resignation of three councillors, some organisations had been left without Council representatives. As the Council had been appointing representatives to the same organisations for many years, the Town Clerk was asked to contact some of the organisations to find out the reasons for this so that the Council can review the appointments.

It was **RESOLVED** that Ware Town Council would make the following appointments to community organisations

<u>Organisation</u>	<u>No. of Representatives</u>
Age Concern	0
ATC	0
Fairtrade	0
Friends of Ware Priory	1
Friends of Ware Lido	0 (staff meet them regularly)
Priory Grounds Enhancement Group	(group no longer exists)
Town Twinning	1
Southern Maltings Community Group	1
Ware Drill Hall	2
Ware Museum	1
Ware Society	1
Ware Charities	J Taylor, R Standley (both resigned)

It was

**RESOLVED** that organisations to which the Town Council was no longer nominating representatives would be encouraged to keep in touch via the Town Clerk.

It was





**RESOLVED** to appoint Cllr Curtis as the Town Council's representative to Friends of Ware Priory.

It was noted that the Town Council had appointed Jeanette Taylor and Rosalie Standley as Ware Town Council nominated Trustees on Ware Charities and that their terms of office would not end until 2020. It was

**RESOLVED** to write to Ware Charities to make it clear that Jeanette Taylor and Rosalie Standley no longer represented Ware Town Council and that the Town Council would be willing to nominate one replacement.

263. **FINANCIAL REGULATIONS**

At the last meeting, the Council agreed a new Scheme of Delegation. As part of this, it was agreed that to delegate to the Town Clerk, "Emergency expenditure of up to £10,000 outside the agreed budget." This was an increase on the amount provided for in the Financial Regulations, which is currently £5,000.

**It was therefore recommended to amend 4.5 of the Financial Regulations from:**

**"4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the Mayor as soon as possible and to the council as soon as practicable thereafter."**

**To:**

**"4.5 In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the Mayor as soon as possible and to the council as soon as practicable thereafter."**

It was

**RESOLVED** to approve the Financial Regulations subject to this amendment.

264. **REVIEW OF THE EFFECTIVENESS OF THE COUNCIL'S SYSTEM OF INTERNAL CONTROL AND INTERNAL AUDIT**

The Accounts and Audit Regulations places a responsibility on the Council to conduct a review at least once a year of the effectiveness of its system of internal control and publish a statement of internal control each year with the financial statements. The following documents were attached:-

- Extracts from Governance & Accountability for Local Councils – A Practitioner's Guide setting out the requirements for internal control and what was considered effective



- Information on Ware Town Council's system of internal control setting out how these standards were met and an action plan required.
- A checklist for carrying out the review of internal control and audit was attached.
- The Internal Audit Plan that SIAS would use when carrying out the internal audit visits for 2018/19.

It was

**RESOLVED** that

1. **the Effectiveness of the System of Internal Control be approved**
2. **the Effectiveness of the Internal Audit be approved.**

265. **RISK REGISTERS**

The Risk Register for the Town Council has been updated by the Town Clerk and put into a different format showing each area of risk, the impact of the risk, risk score, mitigation measures and action required. This had been reviewed by the Finance & Policy Committee.

It was

**RESOLVED** to approve the updated Risk Register.

266. **ELECTIONS**

Town and Parish Elections are due to take place on 2 May 2019. The election timetable has been received from East Herts Council and was attached.

The election process will start on 21 March when the Notice of Election would be published.

It was anticipated that the Town Council will be provided with nomination papers and information for prospective candidates and these would be made available for candidates to collect from the office or download from the website as appropriate.

The report was noted.

267. **RAILINGS TO THE NEW RIVER**

The railings to the New River in London Road had been damaged following a road traffic accident and temporary barriers had been in place for over 6 months. Ware Town Council had written to Thames Water as requested by the Ware Society. Thames Water had replied and they would provide a further update.

The response was noted.

268. **LEASE OF TUDOR SQUARE**

It was previously agreed that once the landscaping works were complete, East Herts Council would lease Tudor Square to the Town Council. Heads of Terms for the lease have now been received from East Herts Council as follows:-





## HEADS OF TERMS

- Premises: Tudor Square, Ware (shown edged red on the attached plan)
- Tenant: Ware Town Council, Council Offices, Ware Priory, High Street, Ware, SG12 9AL
- Term: 25 years
- Rent: One peppercorn per annum
- Rent Reviews: None
- Break Option: Tenant only, upon giving 12 months written notice
- Permitted use: To be used as a public square for community events including:  
Farmers markets  
Continental markets  
Dickensian evenings  
Street entertainment sessions  
Music groups  
Drama groups  
Dance groups  
Promotions for local public government enterprises and locally based charitable groups
- Keep open: Keep the premises open to the public at all times throughout the entire year with events restricted between the hours of 10am to 10pm
- Alienation: Assignment and underletting not permitted
- Alterations: Prior written consent required for non-structural alterations.  
Structural alterations not permitted
- Parking: Tenant to implement a parking enforcement service to protect the square
- Contracting out: Provisions of ss.24-28 Landlord & Tenant Act 1954 to be excluded
- Landlord Rights: The Landlord to retain the right to allow Ware Market to trade on the premises and the right to alter and increase market days giving 1 month notice in writing

East Herts Council clarified the provision on Parking Enforcement, if the Town Council was having markets or mobile units on the square, then we would need to ensure that only authorised vehicles drove on and that their weight would not damage the paving work. It did not mean that we had to be responsible for parking enforcement in general in the square.



It was **RESOLVED**

to approve the recommendation of the Community & Environment Committee that the Heads of Terms of the lease be approved.

It was

**RESOLVED** to approve the Lease.

269. **THUNDRIDGE PRE-SUBMISSION NEIGHBOURHOOD PLAN** had been circulated.

It was

**RESOLVED** not to comment.

270. **SPORTS DEVELOPMENT PLAN**

The Priory Charity has applied for Sport England funding to develop a Multi-Use Games area and outdoor gym in the Priory Park. As part of this, the Priory Charity is required to have a brief Sport Development Plan. A draft Sports Development Plan had been circulated.

It was

**RESOLVED** to accept the Sports Development Plan.

271. **DATE OF NEXT MEETING**

Annual Council Meeting 13 May 2019 at 7pm  
27 June 2019 at 7pm

272. **CLOSE OF MEETING**

The meeting closed at 8.33pm

