



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

Monday 16th December 2019

in the Council Chamber, Ware Priory, Ware, starting at 7.30pm

To receive updates from County and District Councillors present.

- Asda Ware are applying for a 24hr licence.
- Lights in Buryfield due to be repaired by end of December.
- An update on EHDC approach to employment land and 106 funding was provided.

MINUTES

Cllr Villa (Chair) Ballam, Butcher, Curtis, Fernando, Kemp, Pope (from agenda item WTC074), Reed, Shaw (S), Shaw (V).

Officer present: Terry Philpott Town Clerk, Sean Higgins RFO.

Members of the public:

WTC071: To receive and accept Apologies for Absence

Cllr Kaye

WTC072: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

None declared

WTC073: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 21st October 2019.

Resolved: The minutes are an accurate record

WTC074: Correspondence and Clerks report (TP)

- Ventura Wildlife Zoological Gardens feedback from Planning Department
- Potential One-Way scheme at Station Road (JK)
- Local Council Award update

- Allotment Easement update
- Tudor Square lease update
- Ex Cllr Alan Mills has passed away, the council expressed their sympathy.
- Feedback from quarterly Police priority setting meeting.
- Clerk to write to EHDC re the potential sale or transfer of assets within Ware and prior notification.

WTC075: Staff Handbook update

Recommendation from HR committee (HR007: Staff Handbook)

To adopt the Staff Handbook and recommend to Full Council adoption with the following changes.

- Change of Performance Improvement Plan, stage one to be the responsibility of the line manager, not HR committee.
- Consideration if Toil (Time off in Lieu) should be taken at time or at an enhanced rate ie x1.5 or x 2.

The draft staff handbook indicates TOIL taken at

TOIL Rates

TOIL will be accrued at the following rates for time worked in addition to normal working hours:

Monday to Sunday – Time

The normal practice in similar size councils is the same as the proposed policy

Resolved: To adopt the new staff handbook in line with the green book rules re TOIL, and distribute to all staff in January 2020.

WTC076: Request from Ware Priory Charity for WTC to manage the charity on its behalf

Resolved: Ware town Council will manage the Ware Priory Charity via a formal management agreement between Ware Priory Charity and Ware Town Council.

The cost headings / operational areas to be moved from WPC to either WTC or Ware Priory Trading as per the schedule were confirmed, to be reviewed in October 2020.

The changes to become effective from 1st April 2020, implementation to be managed via the Clerk's office.

WTC077: Reports from Committees – to receive and note the minutes of following committees:

Finance and Policy –

Community and Environment – 18th November 2019

WTC078: Key Climate change initiatives agreed at this meeting / Reports from Councillors

WTC079: Items to publicise

- Climate change initiatives
- Volunteers Drinks reception

WTC080: Agenda items for next meeting

- Meeting schedule 2020/21 (including consideration of the most effective way to manage the Priory operation)
- Budget / Precept 2020/21
- Member / Officer Protocol

WTC081: Mayor's Closing Remarks

Thanks to members for their support at various events.

With no further business the meeting closed at 8.42pm