



# Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

## WARE TOWN COUNCIL MEETING

Monday 21<sup>st</sup> October 2019

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

### MINUTES

Cllr Reed (Chair) Ballam, Fernando, Curtis, Kaye (from agenda item WTC059), Pope, Shaw (S), Shaw (V),

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

Members of the public: nil

#### **WTC055: To receive and accept Apologies for Absence**

Cllr Butcher, Villa

#### **WTC056: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

None declared

**WTC057: Minutes from the previous meeting:** to receive and sign the minutes of the last Town Council meeting held on 16<sup>th</sup> September 2019.

**Resolved:** The minutes are an accurate record of the meeting.

#### **WTC058: Correspondence and Clerks report (TP)**

- Ventura Wildlife Zoological Gardens feedback from Planning Department
- Twinning update 25<sup>th</sup> to 27<sup>th</sup> October visit by Cormeilles.
- WTC Awayday 26<sup>th</sup> October confirmation
- Potential One-Way scheme at Station Road (JK)
- Proposed changes to the Taxi Ranks in Ware.

#### **WTC059: Community Rail Partnership**

To consider the attached report and agree the next steps for the Community Rail Partnership.

**Resolved:** To join the CRP with a financial contribution from 1<sup>st</sup> April 2020 of £1000, plus offer of office space.

#### **WTC060: Remembrance Service 10<sup>th</sup> November 2019**

The Remembrance Service details were noted, attendance was confirmed by all Cllrs present.

#### **WTC061: Review of Co-option procedure**

**The Co-option process as agreed in May 2019 was endorsed by the HR committee including the voting by written ballot.**

**The only change was**

- The candidates must be able to attend the meeting in person when the co-option will take place.

**Resolved:** To adopt the Co-option procedure with the nominated alterations.

#### **WTC062: Equal Opportunities Policy**

**Resolved:** To adopt the Equal Opportunities Policy following the recommendation from the HR committee.

#### **WTC063: Training and Development Policy**

**Resolved:** To adopt the Training and Development Policy following the recommendation from the HR committee.

#### **WTC064: Local Council Award Foundation Level**

**Resolution to be passed re the following items for Foundation Level that the Council has the following:**

1. A risk management scheme
2. A register of assets
3. Contracts for all members of staff
4. Disciplinary and grievance procedures
5. A policy for training new staff and councillors
6. A record of all training undertaken by staff and councillors in the last year
7. A clerk who has achieved 12 CPD points in the last year

**Resolved:** The above items are in place for WTC.

#### **WTC065: Local Council Award Quality Level**

**Resolution to be passed re the following items for Quality Level that the Council has the following:**

1. A scheme of delegation (where relevant)
2. An up-to-date insurance policy that mitigate risks to public money
3. Addressed complaints received in the last year
4. At least two-thirds of its councillors who stood for election
5. A printed annual report that is distributed at locations across the community
6. A qualified clerk
7. A clerk (and deputy) employed according to nationally or locally agreed terms and conditions
8. A formal appraisal process for all staff
9. A training policy and record for all staff and councillors

**Resolved:** The above items are in place for WTC.

**WTC066: Reports from Committees** – to receive and note the minutes of following committees:

Finance and Policy –

Community and Environment – 9<sup>th</sup> September 2019

Human Resources – 30<sup>th</sup> September 2019

The minutes were noted.

**WTC067: Agenda items for next meeting**

Staff Handbook update.

**WTC068: Mayor's Closing Remarks**

<p><b>EXCLUSIONS OF THE PRESS AND PUBLIC:</b> To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)</p>
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**Resolved:** That agenda items WTC069, WTC070 and WTC071 are considered after the exclusion of the press and public.

**WTC069: Allotment Easement (Commercially confidential)**

To consider the attached report and agree the next steps

**Resolved:** To place a sign at the allotment site, write to residents offering easements for a fee of £5K plus legal expenses, legally challenge future requests for change in title deeds.

**Resolved:** To delegate to the Clerks office to manage, including the legal fees.

**WTC070: Tudor Square Lease (Commercially confidential)**

To consider the attached report and agree the next steps.

**Resolved:** Not to pursue the asset transfer.

**WTC071: Christmas Bonus (HR matter)**

To consider the attached report and agree the next steps

**Resolved:** To continue with the scheme under the management of the Town Clerk.

With no further business the meeting closed at 9.17pm

Signed

Dated