



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

Monday 2nd March 2020

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

To receive updates from County and District Councillors present.

MINUTES

Cllr Reed (Chair) Ballam, Curtis, Fernando, Kaye, Kemp, Pope, Shaw (S), Shaw (V).

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

Members of the public: nil

WTC097: To receive and accept Apologies for Absence

Cllr Butcher, Villa.

WTC098: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

None declared

WTC099: Minutes from the previous meeting*: to receive and sign the minutes of the last Town Council meeting held on 20th January 2020.

Resolved: The minutes are an accurate record

WTC100: Correspondence and Clerks report (TP)

- Potential One-Way scheme at Station Road (JK)
- Local Council Award update
- Parish Meeting update 23rd March 2020
- Community Banking agreed to write to Julie Marston MP expressing our concerns. (Action TP)

WTC101: Financial Regulations* (SH)

Resolved: To adopt the Financial Regulations as recommended by the Finance and Policy Committee with a few minor administrative changes. (Action SH)

WTC102: Risk Assessment* (SH)

Resolved: To approve the updated Risk Assessment following the recommendation from the Finance and Policy Committee.

WTC103: Internal Audit report 4th / 5th February 2020* (SH)

The contents of the Internal Audit report and the management responses were discussed and noted.

It was agreed that F&P committee would monitor until all the required actions were achieved.

WTC104: Precept Advance payment (SH)

WTC receive the Precept from EHDC in two equal payments late April and late September each year. There is an operational requirement for WTC to receive the April payment at the beginning of the April, this has been agreed by EHDC via a short-term loan.

Proposed terms of the loan from East Herts DC to Ware TC –

Amount of loan: £100,000

Time period of loan: 1 month

Date payable to WTC: 1 April 2020

Date repayable to EHDC: 30 April 2020

Interest: charged at 3% p/a (£250 for 1 month)

Resolved: To authorise the Clerk's Office to manage the loan agreement if required at the most cost-efficient method.

WTC105: Priory Charity Management agreement* (TP)

Resolved: To approve the contents of the Priory Charity agreement produced by the Councils Solicitors with minor administrative changes. The Clerk to arrange for the document to be signed before the end of March 2020.

The Clerks Office have previously been delegated to oversee the introduction of the Management agreement.

WTC106: Reports from Neighbourhood Plan Forum

To receive a report from Councillors on the Neighbourhood Plan Forum.

Online and paper initial consultation planned for late March with analysis by the Neighbourhood Plan group in April.

Publicity is planned with a presentation at the Annual Town Meeting.

WTC107: Sustainable Transport application

To consider a bid to Hertfordshire County Council for Ware to become a pilot town for Sustainable Transport.

The bid has the outline support of the Neighbourhood Plan Forum.
The bid is supported by the Ware County and District Councillors.

No further information was available to the meeting.

Resolved: WTC support the application to become a Sustainable Transport Town, with the draft application to be circulated to Councillors for comment. Administration to be managed by the Clerk's Office.

WTC108: Priory Carpet Quote (Business Plan budget £5900 over 2 years)

It was resolved this item would be discussed after the exclusion of the press and public

WTC109: Priory Bridge quote (Business Plan budget £30K)

Part of the bridge structure to the Priory Island needs replacing, the specification includes metal uprights which will last longer than the existing wooden structure.

Item	Supplier A	Supplier B	Supplier C
Bridge repair	28650	13760	17160

Resolved: To appoint contractor B, the works to be completed by mid-June.

WTC110: Fletchers Lea wooden floor quote (Business Plan budget £4K)

It was resolved this item would be discussed after the exclusion of the press and public

WTC111: External painting Fletchers Lea (Business Plan budget £4K)

It was resolved this item would be discussed after the exclusion of the press and public

WTC112: Internal painting The Priory (Business Plan, not included in budget)

It was resolved this item would be discussed after the exclusion of the press and public

WTC113: Reports from Committees – to receive and note the minutes of following committees:

Finance and Policy – 27th January 2020

Community and Environment – 17th February 2020, not yet circulated.

WTC114: Key Climate change initiatives agreed at this meeting / Reports from Councillors

none

WTC115: Items to publicise

- Community Banking
- Priory Bridge
- Ware Film Festival and any other business plan initiatives.

WTC116: Agenda items for next meeting

WTC117: Mayor's Closing Remarks

none

EXCLUSIONS OF THE PRESS AND PUBLIC: To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)

Resolved that the following agenda items were discussed after the exclusion of the press and public.

WTC118: Employers National Employment allowance overclaimed (SH)

It has been identified that WTC has overclaimed the Employers National Employment allowance £17,650.89 over the last six years. This amount will need to be repaid to HMRC.

Councillors to consider funding options. There are insufficient reserves. Consideration needs to be given on which projects should be delayed to fund the repayment to HMRC.

Action: To discuss and agree the terms of repayment with HMRC. (Action SH)

WTC119: Ware Priory Boiler update and report (Commercial Confidentiality)

This item is reported on the WTC agenda as it will be the responsibility of the Town Council as part of the management agreement from 1st April 2020. Based on the cost the Council will need to consider

The Priory heating system operates with three boilers providing heating and water. One of the boilers has failed and needs replacing, however a like for like option is not available. One of the solutions is to replace the boiler with a condensing boiler, however this will not be compatible with the remaining two boilers necessitating a complete replacement of the boiler system and supporting infrastructure (pipes, control boxes etc) The boiler that has failed is 25 years old, the remaining boilers are older and are reaching end of life.

Other options have been considered such as heat exchange units, these have been discounted due to the relatively poor insulation of the grade 1 listed building.

Options:

1. Not replacing the boiler

Failure of one of the remaining boilers will leave the building vulnerable to no heating in both the council offices, tenant facilities and letting rooms. This may adversely impact on staffing and income.

2. Seek additional quotes to replace the boiler with a new condensing boiler and supporting infrastructure.

3. Review other options in line with our environmental policy.

Recommendation: To progress with options 2 and 3.

Recommendation: Councillors to consider funding options. There are no obvious sources for grant funding, there are insufficient reserves. Consideration needs to be given on which projects should be delayed to fund the new boiler.

Research option for interest free loan through Salix or others. (Action TP/SH)

Clr Fernando to work with the Clerks Office to find the best solution.

Resolved: To appoint an independent Consultant to give further advice on heating systems maximum budget £1K.

WTC108: Priory Carpet Quote (Business Plan budget £5900 over 2 years) #

The Quinquennial review has identified the replacement of carpets around the building. Priority is given to public areas and letting rooms.

Carpet specification is based on the same quality of carpet in the hall to the conservatory.

Design tbc by Priory Management group.

Priory Carpet				Budget	Year
Item	Supplier A	Supplier B	Supplier C		
carpet staircase and landing	1658*	2169	1620	£1500	2
Corridor to Greyfriars / Oriel	776*	1560	765	£1000	
carpet Claire / Hadsley*	1580*	2168	1560	£3000	1
	4014	5897	3945	£5500	
carpet Page Croft	1050*	na	1025	£750	Na
2nd floor staircase	618*	na	600	£0	Na
	1668		1625		
				£400	2
Lobby			1240	£1500	2
Council Chamber	1255				
Bowsher Suite				£500	1
Total	6937	Na	6810	£8650	

Supplier B was not invited to quote for Page Croft and 2nd Floor Staircase based on initial quote being higher than contractor A&C.

Resolved: To appoint supplier C, to be managed by the Priory Management group.

WTC110: Fletchers Lea wooden floor quote (Business Plan budget £4K) #

The current floor has been in place for 12 years and required sanding and resealing to bring back to a good standard, part of the floor was damaged following a water leak and required refurbishment. The work will take approx. one week which will require bookings to be moved.

Item	Supplier A	Supplier B	Supplier C
floor sanding f/lea	5750	4003	8299

Resolved: To appoint contractor B

WTC111: External painting Fletchers Lea (Business Plan budget £4K) #

Specification includes painting the front and side of the building plus wood treatment (facing The Priory and grounds).

Item	Supplier A	Supplier B	Supplier C
painting f/lea building outside	4600	5913	8710

Resolved: To appoint contractor A

NB Scaffolding will be in place for up to ten days.

WTC112: Internal painting The Priory (Business Plan, not included in budget) #

With the introduction of new carpets and the partial painting of the public areas it would be sensible to schedule internal painting to coincide with this work.

Item	Supplier A	Supplier B	Supplier C
painting in priory			
page croft room	785	890	850
hadsley room	385	1040	1175
2nd floor corridor	1050	1330	1400
3rd floor corridor	1050	630	1155
oriel suite	900	870	850
total	4170	4760	5430

Resolved: To appoint supplier A

Funds to come from Greyfriars rent income not budgeted.

Note:

Item WTC 108, 110, 111, 112

Reliant on

1. Income from Greyfriars Room being confirmed
2. Phased payment plan for boiler replacement
3. Phased payment plan for National Insurance payments

WTC120: Town Centre Project Manager* (TP/RF) (Commercial Confidentiality / HR)

To review the report from TJP/ RF and agree the next steps.

Resolved: To support the appointment of the Town Centre Project Manager, to be managed by TP/RF plus one other councillor for recruitment.

Signed

Dated