



# 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

will meet on

**Monday 7<sup>th</sup> September 2020**

Via remote meeting starting at 7.30pm

Terry Philpott is inviting you to a scheduled Zoom meeting.

Topic: WTC Full Council meeting

Time: Sep 7, 2020 07:30 PM London

Join Zoom Meeting

<https://zoom.us/j/91949591101?pwd=TXNldWZsajM3M29uQThOdVI5enRSUT09>

Meeting ID: 919 4959 1101

Passcode: 343831

One tap mobile

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+44 131 460 1196 United Kingdom

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+44 203 481 5240 United Kingdom

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+44 208 080 6592 United Kingdom

Meeting ID: 919 4959 1101

Passcode: 343831

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



Terry Philpott, Town Clerk  
2<sup>nd</sup> September 2020

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.

## A G E N D A

**WTC161: To receive and accept Apologies for Absence**

**WTC162: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**WTC163: Minutes from the previous meeting:** to receive and sign the minutes of the last Town Council meeting held on 15<sup>th</sup> June 2020.

**WTC164: Correspondence and Clerks report (TP)**

- WTC awayday 26<sup>th</sup> September
- Town Centre Project Manager introduction.
- WTC Office arrangements
- WTC pay award 2021. 2.75% increase backdated to 1<sup>st</sup> April, plus an additional day's holiday for all staff with less than 5 years' service.
- Priory Toilets update.
- Insurance test case loss of income update

**WTC165: WTC Covid response fund (TP)**

To note the allocation of funds and agree if a further contribution to the fund should be made. The current fund allowance is £10000.

**WTC166: 20mph speed limit (SR)**

To receive the report from Cllr Reed (below) and agree the next steps.

Speed limit required around curtain roads in ware by schools. Reason for this is to encourage parents' children to walk to schools safely. Our next step is to encourage children to cycle to from school. St Mary's school are having cycle store to lock your bikes away. We would like to see other schools following our footsteps in keeping the roads clear in rush hour. Keep fit keep safe. We now need the support from councillors to push for 20 mph near all schools around ware. A list of roads for 20 mph

are Hoe lane, Park Road, Kingsway, Heath Drive, Tower Road, Bowling Road. All these roads are connected to ware schools that need to be slowed down. This keeps traffic moving and safe for the children and members of public. With all this speed restrictions in place will allow extra cars to come into town from north ware one day. Encouraging Children to help walk and cycle to school would be massive improvements to our grid lock roads we have day to day.

**WTC167: New Swing frame (TP)**

The current swing has been decommissioned as the frame is rotten. This has been highlighted in several safety inspections and has been included in the business plan and budget for 20/21.

	Supplier A	Supplier B	Supplier C
Swing frame supply and install	£3698.70	£3760	£6202

**Recommendation:** To appoint contractor A if Contractor A cannot install Contractor B to be appointed.

**WTC168: Priory Alarm (TP)**

The current Priory Alarm is estimated to be c40 years old and is now failing resulting in several paid for call outs. The current system has been reviewed with an updated requirement to facilitate more flexible use of the building.

	Supplier A	Supplier B	Supplier C
Alarm Installation	£4064	£2954	£3995
Annual Maintenance	£737	tbc	£240
Annual fee monitoring	£208	tbc	£145

**Recommendation:** To appoint contractor C

**WTC169: Church Wall repairs (PB)**

This is the wall of the closed churchyard running from the war memorial to the entrance to the path across the churchyard to Church Street. Several of the bricks at the bottom of the wall are displaced or crumbling. I am concerned that this could eventually result in the collapse of the wall - or sections of it.

The wall has been assessed and would benefit from repairs but is not considered dangerous. The Council are asked to consider the next steps.

**WTC170: Ware Priory Charity going concern (TP)**

**Recommendation:** To approve the draft letter.

**Recommendation:** To approve a long-term loan to WPC to cover the outstanding VAT bill, to be managed by the Clerks Office.

**WTC171: Publication Scheme (TP)**

**Recommendation:** To readopt the Publication Scheme.

**WTC172: Health and Safety Policy Statement and Handbook (TP)**

The attached documents are provided by Ellis Whittam as part of their contract.

**Recommendation:** To adopt the Health and Safety Policy Statement and Handbook

**WTC173: Management Accounts July 2020 (SH)**

**Recommendation:** To note the Management Accounts for July 2020.

**WTC174: Feedback from members of Neighbourhood Plan Forum (forum members)**

To receive feedback from Councillors on the forum.

**WTC175: Boiler Tender documents (TP)**

To receive an update and agree the next steps including a meeting to review the tenders and appoint a contractor. The closing date for return of tender documents is 14<sup>th</sup> September 2020.

**Recommendation:** An additional Council meeting is held on Monday 21<sup>st</sup> September to consider the quotes received.

**WTC176: WTC Computer upgrades and IT support (SH)**

The WTC computer network is running on a combination of Windows 10 and Window 7. The intention in this financial year was to upgrade all PCs to Windows 10. Based on increased working from home the intention is to move to laptops with docking stations to aid greater flexibility.

Two quotes have now been received but not analysed

**Recommendation:** An additional Council meeting is held on Monday 21<sup>st</sup> September to consider the quotes received.

**WTC177: Property Insurance Valuation (SH)**

The five-year Insurance contract is due for renewal in 2021, to facilitate an accurate quote an insurance valuation of the buildings has been agreed.

One quote has been received; other quotes have been requested.

Three quotes have been requested, only one quote has been received.

	Supplier A	Supplier B	Supplier C
Buildings Insurance valuation			

**Recommendation:** An additional Council meeting is held on Monday 21<sup>st</sup> September to consider the quotes received.

**WTC178: Reports from Committees** – to receive and note the minutes of following committees:  
 Finance and Policy – 27<sup>th</sup> July 2020  
 Community and Environment – 20<sup>th</sup> July 2020

**WTC179: Agenda items for next meeting**

**WTC180: Mayor’s Closing Remarks**

**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)

**WTC181: Skatepark repairs (TP) Commercial confidentiality.**

The skatepark is widely used and has been in place for c10years. Some of the wooden skatelite panels have been replaced in recent years, with an increasing number now requiring replacement. The creation of a new skatepark is part of the business plan but currently requires grant funding anticipated to be in the range of £120K - 200K.

The options available are

- Replace the essential damaged panels
- Replace the essential panels, pending a full refurbishment
- Replace all the panels
- Undertake a major refurbishment including handrails
- Undertake a major refurbishment including handrails and cladding

Details of the cost options will be supplied at the meeting

**Recommendation:** To review the options and agree the next steps.

**FP182: Health and safety / HR support for WTC (TP/SH).**

To receive an update and agree the next steps

The current contract with Ellis Whittam ends in November 2020. It was agreed that WTC require external support for both functions, not necessarily from the same provider.

A number of suppliers including, Ellis Whittam, Croners, Elas, Clive Payne Associates, Peninsula, Emral Jarrold East Herts have been contacted and review meetings undertaken.

A full review of the tender submissions will be included on the Full Council agenda 21<sup>st</sup> September 2020

**WTC183: Council Chamber furniture (TP) Commercial confidentiality.**

The Chairs in the Council Chamber have been identified as requiring repair, the desks are marked and would benefit from refurbishment.

Councillors are asked to consider progressing with this work.

Details of the cost options will be supplied at the meeting

**Recommendation:** To review the options and agree the next steps.