



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

Monday 15th June 2020

Via remote meeting starting at 7.30pm

Full Council

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

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

Members of the public: nil

MINUTES

WTC143: To receive and accept Apologies for Absence

- None received, all members in attendance.

WTC144: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None declared

WTC145: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 11th May 2020.

Resolved: The minutes are an accurate record

WTC146: Correspondence and Clerks report (TP)

- Election for vacant Councillor position Trinity Ward
- Westmill Landfill complaints about the smell from the site that is permeating the Vicarage Estate, causing problems to its residents. In 2012 Biffa had to compensate those closest to the site following an investigation by the Department on Environmental Health due to noxious

smells emitting from site. Biffa does not seem to be having any contact with residents before carrying out work or giving them updates.

It was agreed that the Council write to the Environment Agency to express concern*

- Potential reopening of public toilets

Agreed to reopen the toilets, following a suitable risk assessment and additional equipment installed (TP).

- Repairs update noted.
Fletcher Lea: flooring, curtains, external painting, metal work external, interior painting.
Priory Grounds: Bridge, New mower, arch repaired, drainage.
Priory Building: Internal painting, carpet, signage.

WTC147: WTC Covid response fund

To note the allocation of funds and agree if a further contribution to the fund should be made. The current fund allowance is £7500.

Resolved: to add a further £2500 to the fund

WTC148: Supporting the Town Centre update verbal update / discussion

- Town Centre Project Manager
- Town Centre Steering Group – Business links to be encouraged.
- Encouraging Shop Local, potential banners x 3, shop local on the WTC website*.
- Bank Closures no further action at this stage
- Covid reopening plan – Highways – Signage ongoing discussions with HCC.
- Replacement Towpath bridge update, planning application now submitted (IK)

WTC149: The use of Facebook by the Town Council (AC)

To receive an update from Cllr Curtis on the use of Facebook within Ware Town Council and other measures to promote the work of the Council.

Resolved: To use a Facebook account and other associated social media packages*.

WTC150: Supporting Wildlife and Biodiversity in Ware

A verbal update was received from the Clerk related to biodiversity at the Cemetery.

Wildflower Area

Bug Boxes

Bird boxes

Box Tree Caterpillar

Verges in Ware

To review the Councils approach to verge management by other authorities and agree the next steps.

Resolved: To write to EHDC and HCC to support the encouragement of Wildflower borders*.

Trees at Old Vicarage Estate

Complaints that trees were being trimmed on the Old Vicarage Estate during the nesting period of wild birds. This is understood to be an infringement under the Wildlife and Countryside Act 1981. County Highways have been contacted to no avail. To review and agree the next steps.

Resolved: To write to EHDC and HCC expressing concerns*.

WTC151: Supporting Cycling

It was agreed as part of the Neighbourhood Plan group that TP / SR would investigate options to improve cycle facilities / paths within Ware. Potentially from the Government pot announced to facilitate more cycling.

Resolved that WTC progress cycle initiatives in Ware (SR/TP).

WTC152: The Annual Governance Statement as contained in Section 1 of the AGAR be approved (SH).

The Town Council is required to complete an Annual Governance & Accountability Return (AGAR).

The Annual Governance Statement as contained in Section 1 of the AGAR be approved, (each statement to be voted on individually)

Resolved Item 1: Yes

Resolved Item 2: Yes

Resolved Item 3: Yes

Resolved Item 4: Yes

Resolved Item 5: Yes

Resolved Item 6: Yes

Resolved Item 7: Yes

Resolved Item 8: Yes

Resolved Item 9: Yes

WTC153: Accounts and Annual Return for the year ended 31st March 2020 (SH)

The Annual Statements for the year ended 31 March 2020 as contained in section 2 of the AGAR be approved. Arrangements to be made for signing of the document.

To receive and note the Annual Accounts.

Resolved: To accept Section 2 as an accurate record.

Resolved: To note the Annual Accounts and Statement of Internal Controls.

Action: The returns to be sent to the External Auditor, plus publication of rights of public inspection of the accounts as per the timetable (SH)

WTC154: Internal Audit report (separate paper distributed) (SH)

To note the contents of the latest Internal Audit report and to approve the management actions. Further reviews by the Finance and Policy Committee.

Resolved: To note the Internal Audit comments and the Management responses supplied by the Clerk and RFO. To be monitored by the F&P committee (SH).

WTC155: Feedback from members of Neighbourhood Plan Forum

The feedback from the survey has been analysed under the various headings of the plan. The work groups are now working on draft policy statements for discussion at the next NPF meeting in July.

WTC156: Reports from Committees – to receive and note the minutes of following committees:
Finance and Policy – 1st June 2020
Community and Environment – none
Human Resources - none

WTC157: Agenda items for next meeting

WTC158: 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)

Resolved: that the two items below are discussed after the exclusion of the press and public.

WTC159: Boiler Consultants report (separate paper distributed) (TP)
Commercial Confidentiality

Resolved: To authorise the work identified by the consultant to write the tender document on behalf of WTC up to a maximum fee of £3500, terms to be agreed between the contractor and the Clerk (TP).

WTC160: Town Clerks training, potential funding (separate paper distributed)
HR issue

Resolved: To support the training request by the Clerk, Terry Philpott for two payments of £1500 to be paid directly to the training provider upon commencement of the course and a second payment in the April 2021 for the next financial year. Terms and conditions to apply as detailed in the Training Policy (TP).