



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

Monday 14th December 2020

Via remote meeting starting at 8.30pm
(after the Priory Charity AGM)

MINUTES

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

WTC199: To receive and accept Apologies for Absence

- None received

WTC200: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None declared

WTC201: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 19th October 2020.

Resolved: The minutes are an accurate record

WTC202: Correspondence and Clerks report (TP)

- Insurance test case loss of income update, no further news (SH)
- Swing frame purchase and installation, delayed until January 2021 (TP)
- Boiler Installation update, an issue with radiator valves has been resolved, an ongoing issue impacting hot water for the toilets is being investigated. (TP)

- Computer upgrades, 2 out of 7 completed, supplier being chased for a resolution (SH)
- Property Insurance update, now complete, insurance quotes being obtained. (SH)
- Health and Safety and HR support update, contract commenced, audit of both areas planned from early 2021 (TP)
- New (second hand) tables have been purchased for the Page Croft and Hadsley Room at a considerable saving to new stock. The total cost for 15 tables was £1800. This purchase is in line with the WPT business plan (TP).
- Communications review meeting to be held on 16th December at 9.30am via zoom (TP).
- People and Wildlife Officer for King's Meads Reserve attending next meeting, questions by 4th January.

WTC203: Annual report, Mayor making and Parish meeting 2020 (RM/TP)

Resolved: It was agreed to accept the proposal to hold a joint parish meeting and Mayor making on 10th May 2021, the annual report to be published in April.

Resolved: The format of the new report was approved, same format print and digital.

WTC204: Skatepark repairs (SH)

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 Council at a previous meeting approved the concept of a major refurbishment subject to tenders being received at a reasonable price. The tender documents were sent to known suppliers and put-on contact finder.

Contractor Scores	Max score	A	B	C	D	E	F
Main works price £		£27370	£40480	£47985			
Price score	50	50	37	30			
Quality of work Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30	25	28	25			
Reliability (equipment strategy / contingency plans)	10	8	9	8			

Proximity to Ware (location of equipment / contractors)	5	3	3	3			
Environmental factors (please attach environmental policy)	5	5	4	5			
Total	100	91	81	71			
Cladding works price £		£12589	£7110	£7245			
Total all works		£39959	£47590	£55230			

Resolved: To appoint contractor A to complete work, to be managed by the clerk's office.

Resolved: Not to clad the uprights, to paint in a suitable finish, with a minimal cost.

WTC205: Council Chamber furniture (TP)

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 the sample repaired chair and desk refurbishment.

The estimated cost of the repairs is detailed on the quote supplied separately.

Resolved: To suspend financial regulations to accept one quote due to the specialist nature of the repair work.

Resolved: To commission the work at a cost of Chairs and Desks £15385, to be managed by the Clerk's Office, timing to be dependent on budget and contractor availability.

WTC206: Priory Curtains Council Chamber and Hadsley Room (TP)

The curtains in the Council Chamber and Hadsley Room are c25 years old and need replacing.

There are seven windows in total, all, of the curtains need to be black outlined and fire retardant. A quote has been received from the contractor that repaired the Fletchers Lea curtains. The lead time is approximately 6 weeks.

Councillors are asked to consider progressing with this work at a cost of

- Council Chamber £2012
- Hadsley Room £2548.

Resolved: To proceed with the replacement at a cost of £2012 Council Chamber to be managed by the clerk's office.

Resolved: To proceed with the replacement at a cost of £2548 Hadsley Room to be managed by the clerk's office.

WTC207: Refurbishment of Priory toilets

To review the quotes and final specification. The Ladies and Gents toilets were originally listed as two separate projects but will be combined to gain economy of scale with supervision costs.

Supplier	A	B	C
Cost	£40392.50	£57082	£60095

Specification and design included on separate papers.

Resolved: To appoint contractor A to complete the work based on the specification supplied at a cost of **£40392.50**, to be managed by the Clerk's Office.

Note minor additional costs will be incurred for the new lighting not included in the contractor specification.

WTC208: Tarmac resurfacing at The Priory 2021

An updated was received from the Clerk, Councillors to review the Priory tarmac areas before the next meeting in January and agree which surfacing to be applied to each area, and evaluate which areas need to work on.

A working party would meet in early January to consider this issue JK, SR, PB, TP, MW and report back to the January 2021 Full Council.

WTC209: Ware Priory Charity loan update (SH)

Action: A full report on the VAT issue will be created by SH and presented to the Finance Committee for approval on behalf of all the organisations.

WTC210: Governance Boundary Changes (TP)

To receive an update from correspondence with George Pavey, Principle Planning Officer EHDC.

This is usually undertaken via a formal governance review (I believe) and is separate from any neighbourhood plan, or planning matters. I believe that this would be a matter that our elections team would deal with. There is some further information on our website regarding governance reviews which may be of help here: <https://www.eastherts.gov.uk/elections-voting/community-governance-review>

That page also has a link to a detailed document that sets out how to undertake a governance review – I would suggest firstly having a browse of this, and then contacting our elections team if you would like to proceed.

To receive feedback from Councillors following distribution of the papers / link at the last meeting and agree the next steps

Action: To seek further guidance from EHDC on the best timing to commence the governance review.

WTC211: Neighbourhood Plan

To receive an update from Councillors that are part of the Ware Neighbourhood Plan Forum.

Consultant recruitment is being considered with an appointment planned from January 2021.

Resolved: Sustainable Transport scheme is no longer supported as part of the scheme includes requirements for inclusion in the scheme do not fit with the broader requirements for Ware. Councillors reinforced the desire of the concept of a sustainable transport along with other environmental factors and improved air quality.

WTC212: Reports from Committees – to receive and note the minutes of following committees:

Finance and Policy – 26th October 2020

Community and Environment – 9th November 2020

The feedback from committees was noted

WTC213: Agenda items for next meeting

Budget 2021/22

Unitary Authority

WTC213: Mayor's Closing Remarks

The Town Council is now in a much better position that it was two years ago, thanks to all involved.

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: This item was discussed after the exclusion of the press and public

Cllr Ballam and Cllr S Shaw left the meeting at this point as they are members of the Museum Committee.

WTC213: Museum Lease (TP)

The current museum lease was granted in 1999 for a period of 25years. Following a change in Charitable status a revised lease was requested by the museum and has been approved in principle by Ware priory Charity. A further review indicated that if a new lease were to be created in would be more sensible to create a new lease for a further 25 years. This has been approved by councillors in principle with the terms of the lease discussed between Terry Philpott and representatives from the museum.

Councillors are asked to consider

The lease terms as indicated on the Heads of Terms document (distributed separately).

The rent to be paid by the Museum and the associated grant from the Town Council. The current arrangement is for the Town Council to grant £5000pa to the museum with a further grant of £2100 related to the siting of the Tourist Information Point.

Resolved: To increase the rent to £2500pa (from £900pa), to increase the grant to £7500pa (from £5000). To enter into a service agreement for the siting of the Tourist Information at a cost of £2500pa (from £2100).

Signed

Dated