



# 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 26<sup>th</sup> April 2021**

Via remote meeting starting at 7.30pm

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

Terry Philpott, Town Clerk

21<sup>st</sup> April 2021

Topic: Full Council / Finance and Policy Committee

Time: Apr 26, 2021 07:30 PM London

Join Zoom Meeting

<https://zoom.us/j/98034470400?pwd=cXhFQW8rTllwchRPNXFFZktvd04vUT09>

Meeting ID: 980 3447 0400

Passcode: 420541

One tap mobile

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Meeting ID: 980 3447 0400

Passcode: 420541

Please email [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk) for an electronic link to this meeting.

Last requests to be submitted by 5pm on Monday 26<sup>th</sup> April 2021.

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

**WTC250: To receive and accept Apologies for Absence.**

**WTC251: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**WTC252: Minutes from the previous meeting:** to receive and sign the minutes of the last Town Council meeting held on 8<sup>th</sup> March 2021.

**WTC253: Correspondence and Clerks report (TP:5 mins)**

- Skatepark repairs will commence in April 2021(SH)
- Council Chamber Furniture refurbishment still aiming for completion April 2021.
- Priory Toilets, first floor works scheduled for May 2021.
- Museum lease draft lease completed.
- Presdales NHB refund requested.
- Digital Noticeboard installation ongoing, planning considerations are slowing the process.
- Tarmac resurfacing under consideration, funding may need to be diverted to the skatepark project tbc.

**WTC254: Grant application Southern Maltings (TP 5mins)**

To consider the grant application from Southern Maltings for ***£2012 incl Vat (£1668 + Vat)***

Southern Maltings has been closed for 10 of the past 13 months.

Heritage Lottery and a Cultural Recovery grant has been received to furnish the new accessible ground floor space with chairs, tables, and storage.

In planning to reopen they need to be flexible to encourage our regular groups back, particularly the u3a and our more vulnerable users. The new space gives us the opportunity to move groups to larger spaces whilst still needing to be aware of the need for distancing with plenty of air movement and ventilation.

The grants received do not cover the whole of the furnishing of the new space, a request to the WTC to support the shortfall.

*For example, we need up to 100 chairs and 20 tables to furnish the new space. Having looked for the best value option which can deliver our plans and able to span the diverse uses in the space our costs are:*

*Chairs £7824 (we have budget of £5812) **shortfall £2012** – We have committed the £5812 spend as this was required by the grant conditions but the balance will be needed by mid-May.*

*Tables £2000 (budget £2000) - these have been purchased as there was a time limited special offer and the grant required spending by 31 March 2021.*

***Total shortfall is £2012 incl Vat (£1668 + Vat)***

**WTC255: Grant application Age Concern (TP 5mins)**

To consider the grant application from Age Concern for £1000

**WTC256: Grant application Unite Radio. (TP 5mins)**

To consider the grant application from Unite Radio for £593.40

**WTC257: Pproposed rooftop installation upgrade at Musley Hill Water Tower, Tower Road, Ware, SG12 7NW (TP 5mins)**

To consider the correspondence and response from WTC if required.

**WTC258: Eco Audit (TP/MB 5mins)**

The onsite visit for the Eco Audit will take place on 27<sup>th</sup>/28<sup>th</sup> April.

Councillors are asked to agree a date for a 2hr workshop via zoom (approved at the last meeting).

**WTC259: Lido Bookings system / Early Season opening (TP 5mins)**

To note the early season income and profitability report.

**WTC260: Neighbourhood Plan (Cllrs:5mins)**

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

**WTC261: Reports from Committees (na)**

- to receive and note the minutes of following committees

Finance and Policy –

Community and Environment –

Human Resource –

**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)

**WTC262: Lido Maintenance (Commercial Confidential) (TP 15mins)**

To receive an update report from the specialist pool contractor and agree the next steps.

**WTC263: Agile Working (HR issue) (TP 15mins)**

To receive an update from the Town Clerk regarding agile working within WTC and note the content of the report (distributed separately).

**Recommendation:** To approve the Agile Working Policy

Recommendation: To approve the Agile Working Handbook

**WTC264: To receive and update on the Communications and Marketing Strategy (TP 5mins)**

To note the content of the report (distributed separately)

**WTC265: To consider the appointment of a Marketing and Communications Manager (HR issue) (TP 10mins)**

To note the content of the report (distributed separately) and approve the recommendations.

**WTC266: To consider the appointment of a Marketing and Communications Assistant (HR Issue) (TP 5mins)**

To note the content of the report (distributed separately) and approve the recommendations.

**WTC267: Agenda items for next meeting**

**WTC268: Mayor's Closing Remarks**