



# Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

## WARE TOWN COUNCIL ANNUAL MEETING

will meet on

**Monday 17th May 2021**

in The Priory Hall, Ware Priory, Ware, 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

12<sup>th</sup> May 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.

**Due to Covid restrictions a members of the public wishing to attend the meeting should email Terry Philpott, Town Clerk at [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk) to reserve a seat by 12pm on Monday 17<sup>th</sup> May 2021. Seats will be allocated on a first come, first served basis.**

### A G E N D A

**WTC269: To elect a Town Mayor for the Civic Year 2021/22**

**WTC270: To receive the Declaration of Acceptance of Office by the Town Mayor**

**WTC271: To receive and accept Apologies for Absence**

**WTC272: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**WTC273: Expression of Thanks to the Retiring Town Mayor, Councillor Alex Curtis.**

**WTC274: To receive a response from the Retiring Mayor, Cllr Alex Curtis.**

**WTC275: To appoint a Deputy Town Mayor for the Civic Year 2021/22**

**WTC276: To note the appointment of a Leader and Deputy Leader of the Council**

No notice has been received seven clear days before the meeting regarding the Leader and Deputy Leader of the Council, this can be confirmed at the next meeting if required.

*The Leader of the Council is the most senior Councillor of the Council politically. They will lead the decision-making process and will liaise with the Town clerk on those issues, forward plans and matters of policy or strategic direction. The Leader of the Council has no legal status or civic or ceremonial responsibilities.*

**WTC277: Confirmation of Official Minority Party**

Following the May 2021 bye election the Liberal Democrat Party and The Green party have an equal number of elected Councillors. The Liberal Democrat Party are currently recognised as the official minority party.

***WTC048: Liberal Democrat Party confirmation as official minority party (TP)***

*To note the Liberal party have written to the Clerk with to have it noted that they are recognised as the official minority party.*

**Recommendation:** If the Liberal Democrat Party and The Green party are in agreement they receive equal status as the minority party.

**WTC278: Adoption of Code of Conduct**

**Recommendation:** To readopt the Code of Code Conduct (previously circulated)

**WTC279: Adoption of Financial regulations**

**Recommendation:** To re adopt the Financial Regulations (previously circulated)

**WTC280: Adoption of Standing Orders**

**Recommendation:** To re adopt the Standing Orders (previously circulated)

**WTC281: Adoption of Scheme of Delegation**

**Recommendation:** To re adopt the Scheme of Delegation (previously circulated)

**WTC282: To appoint Councillors to Committees for the year 2021/22**

No nominations have been received for Committee appointments, the current committee structure is recorded below for reference.

<b>Finance and Policy</b>	<b>Community and Environment</b>		<b>HR</b>
<b>Mark Pope</b>	<b>Phyllis Ballam</b>		<b>Mayor (Chair)</b>
<b>Ian Kemp</b>	<b>Stephen Reed</b>		<b>Chair of C&amp;E (Phyllis Ballam)</b>
<b>Rishi Fernando</b>			<b>Chair of F&amp;P (Mark Pope)</b>
<b>Jonathan Kaye</b>	<b>Jonathan Kaye</b>		<b>Victoria Shaw</b>
<b>Sean Shaw</b>	<b>Victoria Shaw</b>		
	<b>Martin Butcher</b>		

**WTC283: To appoint Chairman for each of the standing committees** or agree to defer until the first meeting of the committee.

No nominations have been received, the current Chair and Vice Chair are recorded below for reference.

**Finance and Policy Committee**

Chair: Cllr Mark Pope

Vice Chair: Cllr Ian Kemp

**Community and Environment Committee**

Chair: Cllr Phyllis Ballam

Vice Chair: Cllr Stephen Reed

**WTC284: Appointment of a Ware Festival Committee** - to nominate up to 5 Town Councillors to serve on this Committee with effect from September 2021.

No nominations have been received, the current Chair and Vice Chair are recorded below for reference.

**Current Committee members:** Phyllis Ballam, Martin Butcher, Jonathan Kaye, Mark Pope, Victoria Shaw.

**WTC285: Appointment of Representatives to Outside Bodies** - to consider the appointment of representatives to Outside Bodies

No nominations have been received, the current representatives are recorded below for reference.

Organisation	No of representatives	Nomination
Friends of Ware Priory	1	Victoria Shaw
Town Twinning	1	Phyllis Ballam
Southern Maltings Community Group	1	
Ware Drill Hall	1	Mark Pope
Ware Museum	1	Sean Shaw
Ware Society	1	Ian Kemp
Ware Charities	1	Alexander Curtis

### **WTC286: Meeting Schedule**

To note the meeting schedule previously distributed

**WTC287: Minutes from the previous meeting:** to approve (and sign later) the minutes of the last Town Council meeting held on 27<sup>th</sup> April 2021.

### **WTC288: Correspondence and Clerks report**

### **WTC289: Grant application Age Concern (Original application included in agenda pack)**

Additional Information from Age Concern was requested following the review of the grant application at the April meeting.

*Thank you very much for informing me of the Councils decision re our application. I was disappointed, but I fully understand that you have guidelines that you must follow.*

*With regard to providing further information about Age Concern Ware. It was founded in 1974 by local business people of Ware to provide a centre for the elderly of Ware where they could meet. It is a listed charity (210380).*

*Clubs are run by attendees, Art, Keep Fit, Dance, Whist and a luncheon club which provides a two course meal for £4. During the current restrictions we run a food bank, were members collect items, for those who cannot we delivery it.*

*Our main source of income is from private lettings when the hall is not in use. This income has now dried up because of current restrictions.*

*Our reason for applying for financial help is to keep us afloat until things get back to normal.*

*At this time of the year our outgoings are quite high:- Building Insurance, Inspection of kitchen equipment, ensuring that power meets the required standard and that fire equipment meets current standards.*

*By meeting these costs our funds will be very close to nil. So any help the Council can give to keep the only centre for the elderly in Ware afloat will be greatly appreciated.*

### **WTC290: Agenda items for next meeting June 14<sup>th</sup>, 2021.**

- AGAR and Annual return information.

## **WTC291: 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)

## **WTC292: Lido Maintenance (Commercial Confidential) (TP / KH 15mins)**

To receive a report from Kat Harter re the Lido repairs and agree the next steps.

## **Covid Management notes (applicable to all of the meeting)**

Due to Covid restrictions the following measure will be applied

Covid symptoms – If you have any Covid symptoms please do not attend the meeting.

Face masks – Face masks should be worn at all time in The Priory building, other when seated at the allocated location.

Track and Trace – All visitors to The Priory are requested to complete the paper or QR code.

Use of the toilets – Please use the fob system when using the toilets, a fob will be allocated to each attendee on arrival at The Priory.

Social Distancing – Seating will be 2m apart, Councillors are requested to sit at the seat allocated.

Desks / Tables – Desks will be limited to the Mayor and Clerk, Councillors are requested to attend with a suitable electronic device or paper copies of meeting papers.

Meeting papers – No meeting papers will be supplied at the meeting.

Ventilation – To aid ventilation in the Priory Hall, the doors will remain open, please dress appropriately as it may be colder than normal.

Drinks – No drinks will be available on the evening, those attending are requested to bring their own in a suitable container if required.

Mayors reception – The normal practice of a small reception for attendees at the Town Council Annual meeting will not take place at the May 17<sup>th</sup> meeting.