



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

Monday 26th April 2021

Via remote meeting starting at 7.30pm

MINUTES

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

Officer present: Terry Philpott Town Clerk, Sean Higgins RFO. Kat Harter for Lido items only.

Members of the public: x3

WTC250: To receive and accept Apologies for Absence.

- None received

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

- Cllr S Shaw, Southern Maltings grant application.

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

Resolved: The minutes are an accurate record.

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

- Skatepark repairs update (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 now received.
- 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)

Resolved: To support the application with a grant of £2012

WTC255: Grant application Age Concern (TP 5mins)

To consider the grant application from Age Concern for £1000

Resolved: Not to support the application at this stage due to insufficient information. More information to be obtained for the next meeting.

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

To consider the grant application from Unite Radio for £593.40

Resolved: To support the application with a grant of £593.40, subject to the remaining funding to allow the launch to take place being received. The grant funding is time limited to March 31st, 2022.

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

The Council reviewed the correspondence and felt that the installation was appropriate, the Clerk to forward to Larkspur School and Westgate House. A formal response will be dealt with if there is a formal planning application.

WTC258: Eco Audit (TP/MB 5mins)

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

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

13th May at 3pm was agreed

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

The early season income and profitability report was noted.

Councillors expressed heir thank to Kat Harter and her team at the Lido for the work undertaken to create the online booking system and other actions to facilitate a successful early season opening. Thanks were also expressed to Matt Watkins and the maintenance team for their contribution to preparing the pool for the early opening.

WTC260: Neighbourhood Plan (Cllrs:5mins)

An update was received from Councillors that are part of the Ware Neighbourhood Plan Forum which is moving forward at a good pace with the help of the consultant.

WTC261: Reports from Committees (na)

- to receive and note the minutes of following committees

Finance and Policy –

Community and Environment –

Human Resource –

<p>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)</p>
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Resolved: that the items WTC262 to WTC266 be considered after the exclusion of the press and public.

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

A broad discussion based on the distributed report. There was broad agreement that the baby pool should be retained and that the depth of the main poll should remain as it currently is.

KH/TP to report back to a future meeting with options for consideration regarding the pump room and baby pool maintenance / repairs.

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).

Resolved: To note the principles for Agile working

Resolved: To note the content of the Lone Working Policy approved September 2020. working

Resolved: To note the Lone working action plan

Resolved: To approve the Agile Working Policy (subject to minor change indicating at the managers discretion)

Resolved: To approve the Agile Working Handbook

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

To content of the report (distributed separately) was noted.

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

Resolved: To appoint Sarah Fenton to the combine role of Marketing and Communications Manager / Town Centre Project Manager. Salary SCP28, based on 25hrs per week.

Short term objectives for the role to include

- To manage the Communications and Marketing plan
- To update the Customer Journey planner
- To create the specification for a new website to go live by December 2021
- To develop the infrastructure via Hootsuite or similar for the management of social media platforms across all parts of the organisation.
- To deliver the digital noticeboard strategy by December 2021
- To oversee the Local Council Award submission by March 2022 (Gold level)

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

Resolved: To recruit an administrative assistant to support the combined role of Marketing and Communications Manager / Town Centre Project Manager. Salary SCP6 actual salary based on 20hrs £10984.

WTC267: Agenda items for next meeting

WTC268: Mayor's Closing Remarks