



# Ware

## Town Council

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### **WARE TOWN COUNCIL ANNUAL MEETING**

will meet on

**Monday 13th May 2024**

in The Council Chamber, 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  
8<sup>th</sup> May 2024

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**

**WTC734: To elect a Town Mayor for the Civic Year 2024/25**

**WTC735: To receive the Declaration of Acceptance of Office by the Town Mayor**

**WTC736: To receive and accept Apologies for Absence**

Ware Town Council, The Priory, High Street, Ware SG12 9AL  
Telephone 01920 460316  
[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

**WTC737: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**WTC738: Expression of Thanks to the Retiring Town Mayor, Councillor Thomas Day**

**WTC739: To receive a response from the Retiring Mayor, Cllr Thomas Day**

**WTC740: Presentation to Citizens Advice Mayors Charity 2023/24 (Cllr Thomas Day)**

**WTC741: To appoint a Deputy Town Mayor for the Civic Year 2024/25**

**WTC742: To note the appointment of a Leader and Deputy Leader of the Council**

*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.*

**Confirmation has been received from the Green party that Cllr Day will be the leader with Cllr Butcher as Deputy Leader.**

**WTC743: Confirmation of Official Minority Party**

The requirement for recognition as the official minority party is for that party have at least two elected members, following the May 2023 election no other party has two elected members and therefore there is no official minority party.

**WTC744: Adoption of Code of Conduct (TP)**

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

**WTC745: Adoption of Financial regulations (TP)**

Clerks note: New Financial Regulations are due to be published by NALC, the RFO will update and bring to the next council meeting for approval.

**WTC746: Adoption of Standing Orders (TP)**

**Recommendation:** To adopt the Standing Orders (previously circulated) with amendment to section 19 related to procurement following withdrawal from the EU.

## **WTC747: Adoption of Delegation of Scheme (TP)**

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

Clerks note Finance Committee and Community and Environment Committee have been suspended for the 2024/25 year. Review in December 2024.

## **WTC748: To appoint Councillors to Committees and Working Groups for the year 2024/25**

Nominations have been received for Committee appointments;

<b>HR</b>
Mayor (Chair)
Cllrs Day
Cllr Kirsty Taylor Moran
Cllr Victoria Shaw
Cllr Richard Mowbray

### **Working party representation, to confirm the representation on the groups**

#### **Encouraging Councillor Diversity**

Cllr Mowbray, K Taylor-Moran, Williams, Zsibrita

#### **Lido Project Group**

Cllrs Day, J Taylor-Moran Williams, K Taylor-Moran Shaw, Zsibrita

**WTC749: Appointment of a Ware Festival Committee** - to nominate up to 5 Town Councillors to serve on this Committee with effect from September 2023.

**Current Committee members:** Cllr Bryant, Butcher, Scully, Williams, Zsibrita.

**WTC750: Appointment of Representatives to Outside Bodies** - to consider the appointment of representatives to Outside Bodies

Organisation	No of representatives	Current representative
Friends of Ware Priory	1	Graeme Hill
Town Twinning	1	Kirsty Taylor Moran
Southern Maltings Community Group	1	George Williams
Ware Drill Hall	1	Andrew Zsibrita

Ware Museum	1	Barney Bryant
Ware Society	1	Richard Mowbray
Ware Charities	1	Vacant (request received)
Skillman Charity		Vacant (request received)
Air Training Corps	1	Cllr Thomas Day

**WTC751: Meeting Schedule**

To note the meeting schedule previously distributed

**WTC752: Minutes from the previous meeting:** to approve (and sign later) the minutes of the last Town Council meeting held on 22<sup>nd</sup> April 2024.

**WTC753: Correspondence and Clerks report**

**WTC754: Agenda items for next meeting**

**WTC755: Mayor's Closing Remarks**

To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)
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