



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL ANNUAL MEETING

will meet on

Monday 15th May 2023

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

10th May 2023

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.

AGENDA

WTC581: To elect a Town Mayor for the Civic Year 2023/24

WTC582: To receive the Declaration of Acceptance of Office by the Town Mayor

WTC583: To receive and accept Apologies for Absence

WTC584: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

WTC585: Expression of Thanks to the Retiring Town Mayor, Councillor Rishi Fernando

WTC586: To receive a response from the Retiring Mayor, Cllr Rishi Fernando

WTC587: To appoint a Deputy Town Mayor for the Civic Year 2023/24

WTC588: 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.

WTC589: 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.

WTC590: General Power of Competence

Recommendation: That Ware Town Council, continuing to meet the conditions of eligibility to use the General Power of Competence as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, confirms its eligibility to use the General Power of Competence until the next relevant Annual Meeting of the Council that takes place in a year of ordinary elections.

WTC591: Adoption of Code of Conduct (TP)

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

WTC592: Adoption of Financial regulations (TP)

Recommendation: To readopt the Financial Regulations (previously circulated)

WTC593: Adoption of Standing Orders (TP)

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

WTC594: Adoption of Scheme of Delegation (TP)

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

WTC595: Member / Officer protocols (TP)

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

WTC596: To appoint Councillors to Committees for the year 2023/24

Nominations have been received for Committee appointments;

Finance and Policy	Community and Environment	HR
George Williams	Graeme Hill	Mayor (Chair)
James Taylor Moran	Kirsty Taylor Moran	Chair of C&E
Martin Butcher	Barney Bryant	Chair of F&P
Andrew Zsibrita	Damien Scully	Victoria Shaw
	Thomas Day	Richard Mowbray
Richard Mowbray and / or Victoria Shaw	Richard Mowbray and / or Victoria Shaw	

WTC597: To appoint Chairman for each of the standing committees

Nominations have been received for the following committee chair and vice chair positions.

Finance and Policy Committee

Chair: Cllr George Williams

Vice Chair: Cllr James Taylor Moran

Community and Environment Committee

Chair: Cllr Graeme Hill

Vice Chair: Cllr Kirsty Taylor Moran

WTC598: 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: Phyllis Ballam, Martin Butcher, Jonathan Kaye, Mark Pope, Victoria Shaw.

WTC599: Appointment of Representatives to Outside Bodies - to consider the appointment of representatives to Outside Bodies

Nominations have been received;

Organisation	No of representatives	Nomination
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 or Graeme Hill
Ware Society	1	Barney Bryant or Graeme Hill
Ware Charities	1	James Taylor Moran

WTC600: Representation of Ware Lido Project Group (LPG)

To agree four representatives to serve as part of the Lido Project Group

Current members Thomas Day and Victoria Shaw

WTC601: Representation of Neighbourhood Plan Steering Group (NPSG)

To agree three representatives to serve as part of the Neighbourhood Plan Steering Group.

WTC602: Meeting Schedule

To note the meeting schedule previously distributed

WTC603: Minutes from the previous meeting: to approve (and sign later) the minutes of the last Town Council meeting held on 13th March 2023.

WTC604: Correspondence and Clerks report

- Green space by New River at Amwell End / Gilpins Field.
- EV Charging points awaiting update.
- Meet your Councillor events tbc
- CCTV control centre visit tbc
- Police liaison visit tbc

WTC605: Grant applications

To receive an update on grants allocated by officers and review any grants for consideration by Full Council.

Purpose of grant	Grant awarded/financial assistance	How the grant will be spent	When will it be used
Clubhouse Improvements	£ 1,000.00	Clubhouse Improvements	May-23
Kit for the Members	£ 500.00	Kit for the Members	May-23
Coronation Event	£ 470.00	Coronation Event	May-23
Ware Festival of Running	£ 882.00	Ware Festival of Running	Jul-23
Photo Exhibition	£ 250.00	Photo Exhibition	Nov-23
Installation of swift boxes	£ 500.00	Installation of swift boxes	Apr-23
Playground Equipment	£ 500.00	Playground Equipment	May-23
Sugarfoot Boxing - Coach	£ 1,000.00	Sugarfoot Boxing - Coach	2023/24
Annual Rent	£ 2,400.00	Annual Rent	2023/24
Total 2023/24	£ 5,102.00		
Grant Pot £20k	£ 30,000.00		
Remaining 2023/24	£ 24,898.00		
Loneliness Budget £3k	£ 3,000.00		
Spent 2023/24	£ 2,400.00		
Remaining 2023/24	£ 600.00		

WTC606: Electrical Testing

WTC are required to obtain an electric test certificate every five years. The quotes below meet the criteria for the following buildings.

Quote A	Quote B	Quote C	Quote D
5800	7040	6550	5654

Recommendation: To appoint contractor D, to be managed by the Clerks Office.

WTC607: Memorial Testing

WTC are required to undertake topple testing at the cemetery and St Marys closed churchyard. The quotes below meet the criteria for the following buildings.

5 year topple testing

Contractor A	Contractor B	Contractor C
Contractor A tested	4550	9300
the Cemetery 5 years ago – no longer wants he contract		

Recommendation: To appoint contractor B

WTC608: Bank Signatories (TP)

Ware Town Council make the majority of payments via online BACs, this is based on two councillors authorising payments input by WTC officers. Following the election only Cllr Butcher remains as an authorised signatory alongside Terry Philpott, Town Clerk and Sean Higgins RFO.

WTC609: Feedback from members of Ware Lido Project group (TP)

To receive feedback from members of the Lido Project.

WTC610: Feedback from members of Neighbourhood Plan Forum (Cllrs)

To receive feedback from Councillors on the forum.

WTC611: Reports from Committees – to receive and note the minutes of following committees:

Finance and Policy –
Community and Environment –
Human Resources –

WTC612: Agenda items for next meeting June 12th 2023.

- AGAR and Annual return information.

WTC613: 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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WTC614: HR update

To receive the report from the Clerk related to the job evaluation completed in January 2023.

