



# 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

**Monday 15th May 2023**

in The Council Chamber, Ware Priory, Ware, starting at 7.30pm

### MINUTES

CLlr Day (Chair) Bryant, Butcher, Hill, Mowbray, Scully, J Taylor-Moran, K Taylor-Moran, Williams, Zsibrita

Officer present: Terry Philpott Town Clerk,

Members of the public: 4

In the absence of the retiring Mayor Cllr Rishi Fernando, Cllr Mark Pope the Deputy Mayor introduced the meeting.

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

- Councillor Day was nominated and elected Mayor for the 2023/24 Civic Year, the acceptance of office papers was signed at the meeting.

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

- The acceptance of office paper was signed at the meeting.

#### **WTC583: To receive and accept Apologies for Absence**

- Cllr Victoria Shaw

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

- None declared.

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

Cllr Day thanked Cllr Fernando for his contribution to Ware Town Council.

He identified the contribution to Always Bee You the mayor's charity for the year. And highlighted Cllr Fernando attended 212 engagements across the year in his official capacity as Mayor.

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

- Cllr Fernando was not present due to prior engagement.

The meeting was suspended to allow members of the public to speak.

Congratulations were expressed to the new councillors following the recent election with best wishes for a successful term of office.

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

- Councillor Butcher was nominated and elected Mayor for the 2023/24 Civic Year, the acceptance of office papers was signed at the meeting.

### **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**

**Resolved:** 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)**

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

**WTC592: Adoption of Financial regulations (TP)**

**Resolved:** To readopt the Financial Regulations (previously circulated)

**WTC593: Adoption of Standing Orders (TP)**

**Resolved:** 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)**

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

**WTC595: Member / Officer protocols (TP)**

**Resolved:** 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.

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

**Resolved:** To appoint the above Councillors to the various committees

**WTC597: To appoint Chairman for each of the standing committees.**

**Resolved to make the appointment to the Finance and Policy Committee**

Chair: Cllr George Williams

Vice Chair: Cllr James Taylor Moran

**Resolved to make the appointments to the 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.

Resolved to appoint Cllr Bryant Butcher, Scully, Williams, Zsbrita.

**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
Ware Society	1	Graeme Hill or Barney Bryant
Ware Charities	1	James Taylor Moran

**Resolved:** To appoint the above Councillors to the various external groups.

**WTC600: Representation of Ware Lido Project Group (LPG)**

Resolved to appoint Cllr Day (Chair) J Taylor Moran, K Taylor Moran, Zsibrita

**WTC601: Representation of Neighbourhood Plan Steering Group (NPSG)**

Resolved to appoint Cllr Hill, Scully, J Taylor Moran.

**WTC602: Meeting Schedule**

To note the meeting schedule previously distributed.

**WTC603: Minutes from the previous meeting:** to approve the minutes of the last Town Council meeting held on 13<sup>th</sup> March 2023.

**WTC604: Correspondence and Clerks report**

- Green space by New River at Amwell End / Gilpins Field, the project is unlikely to proceed due to operational requirements by Thames Water the landowner.
- EV Charging points due to be installed in the next few weeks.
- Meet your Councillor events, agreed to consider attending events such as the monthly market in Tudor Square instead of inviting people to The Priory.
- CCTV control centre visit, Councillors to advise the Clerk if interested in attending.
- Police liaison visit, to advise the Clerk if interested in attending.

## 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

**Resolved:** 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.		

**Resolved:** 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.

**Resolved:** That either Terry Philpott, Town Clerk or Sean Higgins RFO act as the second signatory to Cllr Butcher while additional signatories are added. In the absence of Cllr Butcher Terry Philpott, Town Clerk and Sean Higgins RFO may authorise payments on behalf of WTC. act

**Resolved:** A selection of Councillors on the Finance and Policy Committee plus Cllr Day to be approached to be added to the signatory list, to be managed by Sean Higgins RFO.

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

Kat Harter. Operations Manager gave a presentation highlighting the works being undertaken at the Lido.

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

Terry Philpott advised that the Inspector had provided feedback on the submitted plan following the regulation 16 consultation. The feedback was positive with minor amendments suggested. Feedback has been provided to the Inspector, the minor revisions to the plan will be made with a likely referendum date of September 2023.

**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 12<sup>th</sup>, 2023.**

- AGAR and Annual return information.
- External

**WTC613: Mayor's Closing Remarks**

Cllr Day thanked those Councillors present for electing him to the office of Mayor and that he was looking forward to the year ahead and working with the new councillors and staff team at WTC.

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

**Resolved:** To exclude the press and public for the agenda items below.

**WTC614: HR update**

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

**Resolved:** The proposed regrading of the Events Manager was supported, to be managed by the Clerks Office.

Signed

Dated