

Ware Town Council

Proposed meeting schedule 2024/25

Background

The meeting schedule for WTC is arranged around the business of the council, some related to its statutory responsibilities ie precept approval, mayor making and Annual Accounts approval. Others are to approve items for council business ie grants, tenders and fees.

The current arrangement is for work to be divided amongst

- Full Council
- Community and Environment
- Finance committee
- HR (meets annually and other times as required)

There are a total of 18 meetings under this arrangement, governed by a delegation scheme (attached).

The current system of meetings can leave gaps in the decision process, for example as series of proposals were tabled at the C&E meeting in September 2023 with full proposals to be presented to the same committee in November 2023. The reports from Councillors were not received and as such the decision can not be made until the next meeting in February 2024, some 5 months after the initial discussion. There have been similar issues with feedback related to the ESG policy where feedback from Councillors has been limited resulting in the ESG policy not being translated into an action plan.

There have been initiatives which have been raised by Councillors that all Councillors would like to input but have been prevented by the committee structure. ie Planning Committee, community engagement.

Proposal

To have a monthly council meeting on the fourth Monday of the month (some variations due to bank holidays) plus two additional meetings to approve the precept and for mayor making.

Quarterly business planning meetings would be held to encourage wider debate and decide which initiatives should be considered for further consideration by the council.

Working groups would be formed as required with specific terms of reference approved by council. These groups would generally not have any spending authority or the ability to commit the council to any long term commitment. Ie the Lido Project Group.

Items reported to committees would be presented to Full Council based on the schedule below. Further time would be available in the meetings for consideration of items that are unscheduled.

There would be 14 meetings under the new schedule, plus and additional 3 business planning meetings.

WARE TOWN COUNCIL



MEETING SCHEDULE 2024/25

	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025
Full Council	Monday		Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday	Monday
The Priory 7.30pm	22nd		25th	22nd	20th	17th	22nd	19th	23rd	28th	25th	16th	27th	24th	24th	28th
	Precept / Budget		Mayor designate		General	Annual Accounts / AGAR	General	General	General / Policy	General	General	Annual Grants / Freedom of Ware	General / Policy	General	General	General
Full Council	Monday	Monday			Monday								Monday			
The Priory 7.30pm	29th	12th			13th								13th			
	Finance	C&E			Annual meeting								Budget / Precept			
Business Plan (not public meetings)				Monday			Monday		Saturday		Monday		Monday			Monday
				15th			15th		21st		18th		13th			14th
				Update			Update		Awayday		Budget workshop		Update			Update
Other Meetings			Annual Town meeting			Priory Charity AGM			HR						Parish Meeting	
			Monday			Monday			Monday						Monday	
The Priory 7.30pm			18th			24th			16th Sept						17th	

All public meetings start at 7.30pm and all members of the public are welcome.

There is an opportunity on the agenda at the start of each meeting for public comment/questions during Electors Question Time

Total	102	108	118	108	98	98	108	98	113	57	103	108	88	103
Spare time	18	12	2	12	22	22	12	22	7	63	17	12	32	17
Agenda item	2024	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	2025
2024-25 dates	May	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Jan	Feb	Mar	Apl
	13th	20th	17th	22nd	19th	23rd	28th	25th	16th	6th	27th	24th	24th	28th
Public session (if required)	10	10	10	10	10	10	10	10	10	10	10	10	10	10
Apologies for absence	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Declarations of interest	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Minutes from the previous meeting	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Grant applications		5	5	5	5	5	5	5	10		5	5	5	5
Clerks report	5	5	10	10	10	10	10	10	10	5	5	10	10	10
WTC Response to consultations (as required)														
WTC response to planning applications (as required)														
Mayor making	15													
Committee structure	5													
External group representation	10													
Mayor designate selection												10		
Freedom of Ware									20					

Town Centre report		10			10			10			10			
Events report			10				10			10		10		
Eco and Biodiversity report				10			10				10		10	
Communications report		10			10			10				10		
Cemetery and Allotment report				10			10				10		10	
Allotment competition													5	
ESG report		15												
Youth report	15													
Approval Cemetery fees							10							
Approval Allotment fees				10										
Finance														
Management Accounts / Finance report		10	10	10	10	10	10	10	10		10	10	10	
Bank reconciliations		5	5	5	5	5	5	5	5		5	5	5	
Budget / Precept approval										30				
Annual Accounts approval			15											
AGAR approval			15											
Policy review as per schedule	10						10				10			
Quotes and tenders as required														
Feedback														
Neighbourhood Plan	10	10	10	10	10	10	10	10	10		10	10	10	
Lido Project Group	10	10	10	10	10	10	10	10	10		10	10	10	
Representatives on external groups														
Friends of Ware Priory		3			3			3				3		
Town Twinning			3			3			3				3	
Southern Maltings				3			3				3		3	
Ware Museum		3			3			3				3		
Ware Society			3			3			3				3	
Ware Charities				3			3				3		3	
Agenda items for next meeting	2	2	2	2	2	2	2	2	2	2	2	2	2	
Mayors closing remarks	5	5	5	5	5	5	5	5	5	5	5	5	5	
Items excluding the press and public (as required)														
General items														
Total	102	108	118	108	98	98	108	98	113	57	103	108	88	103