



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

Monday 8th March 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, Ros Montgomery, Kat Harter, Sarah Fenton.

Members of the public: nil

WTC227: To receive and accept Apologies for Absence.

- None received

WTC228: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None declared

The Clerk reminded members of the request to update their register of interest forms.

WTC229: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 11th January 2021.

Resolved: The minutes are an accurate record.

WTC230: Correspondence and Clerks report (TP:5 mins)

- Insurance test case loss of income update, information has been requested by the loss adjustor for a three-month period starting March 2020. (SH)
- Swing frame purchase now installed. (TP)
- Skatepark repairs will commence in March 2021(SH)
- Council Chamber Furniture refurbishment still aiming for completion April 2021.
- Priory Curtains installed
- Priory Toilets, work completed.
- Museum lease draft lease completed, awaiting feedback from the museum.
- Governance / Boundary change, ongoing discussion with EHDC.
- Covid Fund update
- Outlook Training for all staff 3rd March 2021, further sessions available. This training could be made available to Councillors if required.
- Communications review further meeting to be held on 10th March, all Councillors invited to attend and agree the next steps.
- Electric test certification completed for Fletchers Lea at a cost of £1840, plus an additional £1580 for remedial works.

WTC231: Play Area update (GV: 10 mins)

The report from Gavin Volans was discussed alongside the wider project objectives to upgrade the Priory Play Area in 2022 subject to business plan and budget approval later in 2021.

WTC232: Presdales NHB (TP:10mins)

To review the grant application from Presdales to retain the previously allocated New Home Bonus funding for an alternative project.

Resolved: To leave the grant funding with Presdales up to a total of £10K for the provision of the netball court lighting. The remaining £5K to be returned to the WTC New Home Bonus fund.

WTC233: Annual meeting / Mayor making (RM:5mins)

To review the report from Ros Montgomery related to the Annual meeting and Mayor making.

Civic Dinner – April 30th, 2021

In line with the most recent Government advice, the Civic Dinner in April 2021 will not be going ahead.

Annual Town Meeting/Mayor Making – 10th May.

In line with recent Government advice, the Annual Town Meeting and Mayor Making will not go ahead in the proposed format. Alternate arrangements will be made for Mayor Making.

The report from Ros Montgomery related to other WTC events was noted.

WTC234: Digital Noticeboard (SF:10mins)

Please see attached report for more information.

49-inch Wall-mounted	Supplier A (redacted)	Supplier B (redacted)	Supplier C (redacted)
Screen	£3965 per unit	£4755 per unit	£3757 per unit
Installation	£655 per unit	£1500 per unit	£600 per unit
Flat Bracket	FREE	FREE	£95 per unit
Software set-up & training/upgrade	£140 overall / FREE training	FREE	£1250 overall
Configuration	£0	£0	£50 per unit
Delivery	£30 per unit	FREE	£150 overall
Modem & Network upgrade	£225 per unit	£480 per unit	£120 per unit
CMS licence	£100 annual per unit	£525 per unit	£120 annual per unit
Signage Maintenance	£0	£0	£240 annually overall
Wi-Fi / Electric	£140 per unit annual	£140 per unit annual	£140 per unit annual
Total per unit	£5,255	£7,400	£6,522
subsequent units	£5,115	£7,400	£4,882
TOTAL for 2 units *	£10,370	£14,800	£11,404
*Supplier A has confirmed that should we purchase 3 x screens they would reduce the screen unit cost of £3965 to £3750. This would bring the total for 3 units to £14840.			

Resolved: To appoint contractor A for the installation of three screens to be managed by the Clerks Office.

WTC235: Lido Flooring (KH:5mins)

Work	Supplier A	Supplier B	Supplier C
Make good the current flooring with a damp proof membrane and latex screen, and replace vinyl to Family, Ladies, Gents changing rooms	£18,290.00 *They will not remove the cubicles, and say they can work around them	£21,163.90 *They will remove the cubicles and have allowed for a like for like replacement for 10 x cubicle feet	£16,410.00 *They will not remove the cubicles, and say they can work around them
Whiterock/Troxex to 4 x shower area walls – Mixed, Disabled, Ladies and Gents	£7060.00	£3981.72	£6800.00
Installation of gulleys to existing shower areas x 4 to aid drainage	£3497.00	£2725.00	£3290.00
Site Management Fee		£2160.00	
Total	£28, 847.00	£29,967.62	£26,500.00

Supplier B have recently completed the refurbishment of The Priory toilets to a high standard, and ahead of schedule. They are very responsive to questions and have provided a great level of service with a central point of call with the presence of a site manager. Whilst they are not the cheapest option, I propose we use them for the Lido changing rooms due to their previous service levels.

Resolved: To appoint contractor B to install the new floor and walling, subject to savings being made within the Lido budget of £10K by the time the Lido season ends. (The quotes are £10K more than is included in the budget) To be managed by the Clerks Office.

WTC236: Lido Bookings system (KH:10mins) see attached report for more information.

In 2020 we successfully trialled an online booking system the Lido. The benefits of an online booking system include.

- Reduce the queuing issue for the Lido on busy sessions.
- Accurate information on how many swimmers per session, meaning we can staff them appropriately saving on costs.
- Manages customers' expectations, they were able to book and guarantee a spot in the pool and could see how busy each session was ahead of time.
- Additional security and efficiency with less cash handling
- Dynamic pricing
- Improvement of the customer journey, with automated feedback surveys, key information ahead of their visit.
- Lido user database for marketing and special offers.

In 2020 we used Eventbrite, the booking fees were high, and the refund/exchange process complicated. It was unable to manage 'season tickets and crash courses' creating a requirement for alternative solutions.

	Supplier A	Supplier B	Supplier C
Booking Fee Per Ticket	Minimum 0.75p – scales differently for bulk buy tickets	25p – flat rate per ticket	
Payment processing fee per transaction	0 (included in booking fee)	Approximately 0.20p + 1.6% of order total	Approximately 0.20p + 1.6% of order total
Monthly subscription cost			£30pm in season, £9pm out of season = £234pa
Annual Costs based on 15,000 tickets if we absorb all associated fees	£11,250.00	£8,250.00	£4,734.00
Annual Cost if we cover card charges only, and pass booking fee to the client		£2,750 * Approx. based on transactions of multiple tickets.	£4,734.00

Resolved: To use Supplier B, to be managed by the Clerks Office.

WTC237: Priory first floor toilets (KH:5mins)

To receive an update on the quotes and to consider this item after the exclusion of the press and public due to the commercially confidential review.

Resolved: To suspend Financial Standing orders based on completing the works before The Priory reopens post Covid.

Resolved: To appoint the contractor that completed the ground floor toilets for which they completed the project on time and within budget, they provided the cheapest quote for this work of the three companies that returned quotes. The quote price accepted £2231.60 (to include sensor taps / flush)

Resolved:

WTC238: Tarmac resurfacing at The Priory 2021 (TP/SH 5mins)

To receive an update from the Clerk and consider the options.

The tender was advertised on Contract Finder and the website we received two quotes which are over the budgeted level. The original project plan was aimed at getting the work completed before The Priory reopens at the end of the lockdown period. With the vaccine centre operating for several months, it will not be possible to complete all the works in this timescale.

Resolved: The quotes are reviewed by the Clerks office with further consideration at the May / June Full Council.

WTC239: Insurance Quotes (SH:10mins)

Supplier A - £49,077.92
provides all the required insurance cover.

Supplier B - £33,295.16 *

Supplier C – unable to provide quote*

*unable to provide all the required insurance cover.

Resolved: To appoint Supplier A on a 3-year agreement at a cost of £47000pa.

WTC240: Eco Audit (TP/MB 5mins)

The Clerk and Cllr Martin Butcher have sought three quotes from suitably qualified Eco auditors to provide a benchmark and action plan to improve the environmental management by WTC. There are not many companies that undertake this work; however, one has been identified that has done one in the Council sector previously, an example of the work and reporting has been reviewed by Terry Philpott and Cllr Martin Butcher.

Outline of the quote received:

We would therefore propose 2 days consultancy including meetings and site visits and an equivalent 3 days for report writing.

Thus, the initial eco-audit would consist of 5 days in total @ £500 = £2,500

The half-day update visit a year later would cost £650, including update report.

Travel and any additional subsistence costs from London would be additional.

Resolved: Financial regulations are suspended and the single quote totalling £3150 plus subsistence tbc is accepted, to be managed by the Clerks Office.

WTC241: Fire Risk Assessment (TP:5 mins)

The Fire Risk assessments for The Priory, Fletchers Lea and the Lido are required.

To note that three quotes have been received. Contractor C has been engaged to complete the work.

Contractor	A	B	C
Fire Risk Assessment	£1500	£997	£575

WTC242: Committee structure (AC:5mins)

To consider incorporating the HR committee with the Finance and Policy Committee

To consider broadening the remit of the Community and Environment Committee to include Economic i.e., Town Centre Development.

Action: This item requires further consideration.

WTC243: Meeting schedule (TP:10mins)

To review the meeting schedule (paper distributed)

To discuss the options for the onsite and zoom meetings.

Clerks note: Legislation does not currently exist in England for the provision of remote meetings, this may change (Wales have recently changed the legislation to allow this to happen)

Resolved: To approve the meeting schedule for 2021/22

Resolved: Full Council meetings are held on site; Committee meetings are held remotely via zoom or other suitable technology. (Based on legislative changes to allow this to happen)

WTC244: Viaduct Road and London Road Tree proposal (VS:5mins)

Report from Cllr Victoria Shaw: (Additional paper available with agenda pack).

The site I felt was ideal for this as it is a neglected space between Viaduct Road and London Road and is a main entry to the town. The area is owned by Thames Water and I believe given to them by the New River Trust, which has been in a poor state for years.

The intention is to reduce pollution from the two busy roads which surround the space. Enhance a large space that does nothing for people or the environment. Attract birds, insects and wildflowers and help the town to become carbon neutral.

Also, now the National Trust are putting forward an idea to have flowering cherry trees and other flowering trees in towns to herald spring and make people feel happy, I thought perhaps we could put a couple or so on the roundabout in Baldock Street. These would also help reduce pollution from cars and be attractive.

Options to deliver the project:

- Talk to Earthwatch, a non-profit conservation organisation who originated the idea.
- Get local people involved.
- Find some funding.

To review the report distributed by Cllr Victoria Shaw and agree the next steps.

Resolved:

WTC245: Flexible Working (TP:5mins)

To receive an update from the Town Clerk and the HR committee regarding flexible working within WTC. Further work is being undertaken with an interim report to the Finance Committee in April with formal approval by Council in May. Any recommendations to comply with the Lone Working Policy agreed by Council in September 2020.

WTC246: Neighbourhood Plan (Cllrs:5mins)

A verbal update was provided by Councillors who are working as part of the group.

WTC247: Reports from Committees (5mins)

- to receive and note the minutes of following committees

Finance and Policy – 25th January 2021

Community and Environment – 8th February 2021

Human Resource – 1st March 2021

Councillors noted the distribution of the minutes, there were no further questions.

WTC248: Agenda items for next meeting

WTC249: Mayor's Closing Remarks

Signed

Dated