



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

will meet on

Monday 11th September 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

6th September 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.

A G E N D A

WTC638: To receive and accept Apologies for Absence

WTC639: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

WTC640: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 12th June 2023

WTC641: Grant applications

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

| Date | Organisation | Where are they based | Purpose of grant | Grant awarded/financial assistance | When will it be used |
|-------------------------------------|------------------------------|----------------------|--------------------------------|------------------------------------|----------------------|
| 14.04.23 | Ware Football Club | Ware | Clubhouse Improvements | £ 1,000.00 | May-23 |
| 14.04.23 | Ware Boxing Club | Ware | Kit for the Members | £ 500.00 | May-23 |
| 14.04.23 | Ware District Guides | Ware | Coronation Event | £ 470.00 | May-23 |
| 14.04.23 | Ware Joggers | Ware | Ware Festival of Running | £ 882.00 | Jul-23 |
| 14.04.23 | Ware & District Photographic | Ware | Photo Exhibition | £ 250.00 | Nov-23 |
| 28.04.23 | East Herts Swift Group | Ware | Installation of swift boxes | £ 500.00 | Apr-23 |
| 15.05.23 | St Catherines School | Ware | Playground Equipment | £ 500.00 | May-23 |
| 15.05.23 | Future Living Hertford | Hertford | Sugarfoot Boxing - Coach | £ 1,000.00 | 2023/24 |
| 15.05.23 | Ware Lions | Ware | Equipment for Club | £ 500.00 | May-23 |
| 30.04.23 | Ware Mens Shed | Ware | Annual Rent | £ 2,400.00 | 2023/24 |
| 15.06.23 | Youth Justice | Ware | Allotments 23/24 | £ 750.00 | Jul-23 |
| 30.06.23 | EHDC | Ware | Diversionary Activities - Ware | £ 2,000.00 | 2023 |
| 14.07.23 | Rotary Club | Ware | Strawberry Teas - 09.07.23 | £ 300.00 | Jul-23 |
| 31.07.23 | Ware Town Centre Partnership | Ware | Music & Motors | £ 500.00 | Jul-23 |
| 31.08.23 | Community Initiative | Ware | Move, Meditate & Relax | £ 490.00 | 23/24 |
| Total Spend Year To Date 2023/24 | | | | £ 9,342.00 | |
| Grant Pot 2023/24 £30k | | | | £ 30,000.00 | |
| Remaining 2023/24 | | | | £ 20,658.00 | |
| Loneliness Budget 2023/24 £3k | | | | £ 3,000.00 | |
| Loneliness Budget Spent 2023/24 | | | | £ 2,700.00 | |
| Loneliness Budget Remaining 2023/24 | | | | £ 300.00 | |

Red Kite Grant Application: To consider the red kite grant application.

WTC642: Correspondence and Clerks report (TP)

- 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 now installed, publicity to be arranged.
- Defib on the old toilet block now installed, publicity to be arranged.
- CCTV control centre visit, date tbc.
- Skatepark perimeter project has commenced, anticipated to complete late September early October.
- Wodson Park visit, date tbc.
- Briefing for awayday / business planning day 23rd September 2023
- Toilet block refurbishment update.
- Cemetery topple testing update.
- Infra Red Heaters Fletchers Lea, decision at October Full Council.

WTC643: HR Support Contract

Project objective: To provide HR support for WTC

Timescale: To appoint a suitable consultant / organisation with immediate effect on a three year contract.

Summary of works to be completed: Please see attached papers

| Contractor | A | B | C | D |
|------------------|----------|---------|---------|---|
| Monthly (36mths) | £271.91 | na | £191.67 | |
| Annual | £3262.92 | na | £2300 | |
| | | | | |
| Monthly (60mths) | £237.60 | £216.75 | £166.67 | |
| Annual | £2851.20 | £2601 | £2000 | |

Recommendation: To appoint Contractor C on a 3 year contract.

WTC644: London plane reduction work

Project objective: To make the London plane safe on the back lawn at The Priory and prolong its life.

Timescale: Work to be completed sometime after leaf fall. Work on the tree will take one week.

Summary of works to be completed: It was found that the London plane had Gannoderma Spp fungal brackets to three quadrants. It was recommend to reduce the canopy by 4 meters and shape the tree.

| Contractor | A | B | C | D |
|--------------|-------|------|------|---|
| | 10704 | 7880 | 8045 | |
| | | | | |
| | | | | |
| Total | | | | |

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

WTC645: Ware Town Council ESG policy (Cllrs)

The policy was created with input from Councillors and Officers informally and via a workshop held on Thursday 4th August 2023. The policy was updated by the Town Clerk and distributed for comment, all comments and revisions have been updated.

Recommendation: To approve the policy

Action: A workplan including the details to achieve the policy to be allocated to relevant committees any actions to be aligned with the developing business plan.

WTC646: Councillor Contact and Surgeries (Cllrs)

To review the options and agree the next steps.

- Meet your Councillor events, agreed to consider attending events such as the monthly market in Tudor Square instead of inviting people to The Priory.

WTC647: Feedback from members of Ware Lido Project group (TP/TD)

- Lido showers
- Landscaping design
- End of season review

WTC648: Feedback from members of Neighbourhood Plan Forum (Cllrs)

To receive feedback from Councillors on the forum.

To receive feedback from AZ on the North and East Ware development.

WTC649: Twinning events (TP)

Ware is twinned with Cormeilles (France) and Wulfrath (Germany). Historically Ware met with one of the towns on an annual basis, based on hosting or visiting the twinned towns. The pattern of became disrupted during the covid years. The Twinning association are requesting that the pattern is reinstated with a recommendation below.

| | |
|------|---|
| Year | |
| 2024 | Ware to visit Cormeilles date tbc |
| 2025 | Wulfrath tbc |
| 2026 | Cormeilles to be invited to Ware (25 th Anniversary) |
| 2027 | Wulfrath tbc |

Recommendation: To approve the above schedule subject to agreement with the twinned towns.

WTC650: Feedback from members of external groups (Cllrs)

- Friend of Ware Priory (GH)
- Town Twinning (KTM)
- Southern Maltings (GW)
- Ware Frill Hall (AZ)
- Ware Museum (BB)
- Ware Society (RM)
- Ware Charities (JTM)

WTC651: Reports from Committees – to receive and note the minutes of following committees:

Finance and Policy – 24th July 2023

Community and Environment – 3rd July 2023

Human Resources – (next meeting 25th September 2023)

WTC652: Agenda items for next meeting

WTC653: 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)

WTC654: Member Officer Protocol

To receive an update from the Town Clerk and discuss the next steps.

WTC655: Property update

To receive an update from the Town Clerk and discuss the next steps.