



Ware Town Council

WARE TOWN COUNCIL MEETING

will meet on

Monday 22nd July 2024

in The Council Chamber, The 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
15th July 2024

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

WTC801: To receive and accept Apologies for Absence

WTC802: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

WTC803: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 17th June 2024

WTC804: Correspondence and Clerks report (TP)

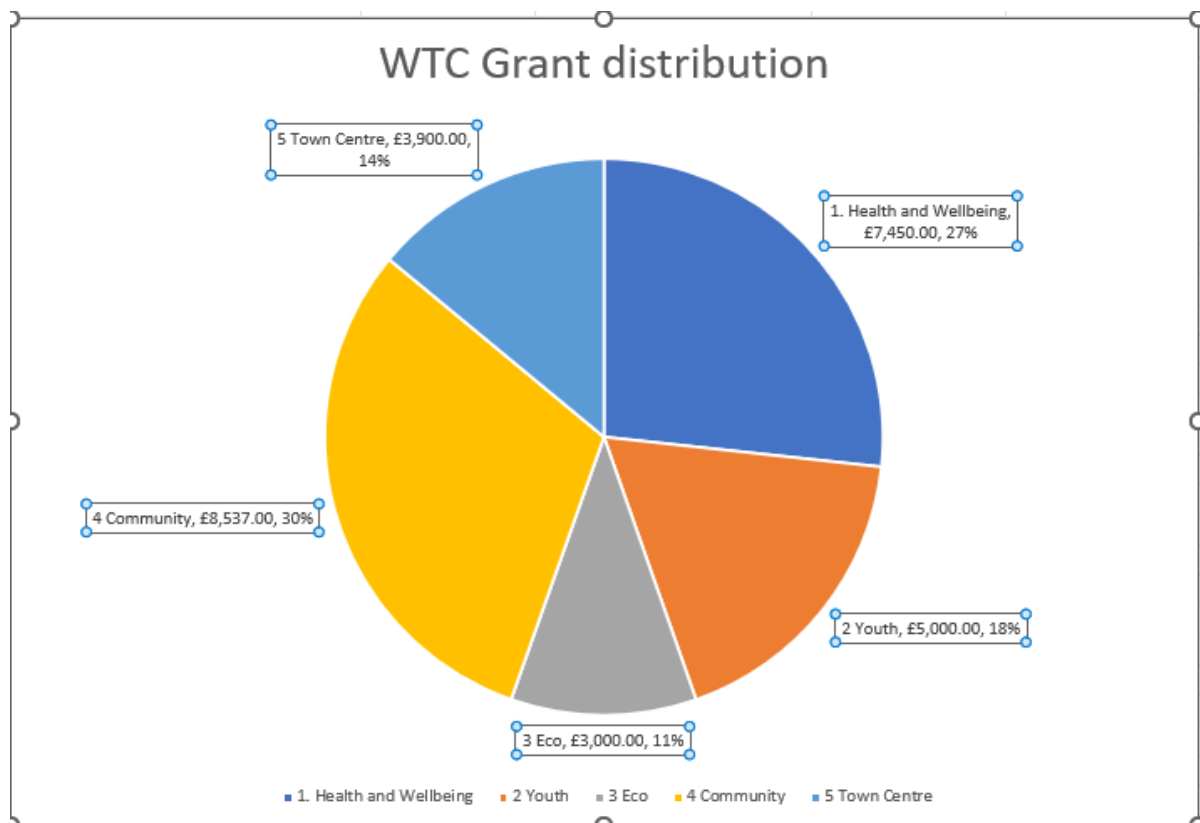
Terry Philpott passed Sustainability Leadership

WTC805: Grant applications (SH)

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

To consider a grant application from Herts Inclusive Theatre for £1440.00

Recommendation is to approve and allocate funds from the Health & Wellbeing Budget.



30.06.24	PSA Testing	Ware	25.05.24	£ 1,800.00
30.06.24	East Herts District Council	Ware	Diversionary Activities 24/25	£ 2,000.00
30.06.24	Citizens Advice	Ware	Drop in sessions at the Priory	£ 400.00
			Total 2024/25	£ 25,487.00
			Grant Pot £38k	£

				38,000.00
			Remaining 2024/25	£ 12,513.00
			Loneliness Budget £5k	£ 5,000.00
			Spent 2024/25	£ 2,400.00
			Remaining 2024/25	£ 2,600.00

WTC806: Cemetery and Allotments quarterly report (DM)

To review the request re non resident cemetery fees.

To note the report Cemetery and Allotments report.

WTC807: Eco and Biodiversity quarterly report (HP)

To note the report.

WTC808: Library of Things (HP)

Recommendation: To support the set up costs of up to £30K to be managed by the Clerks Office.

Recommendation: To support the annual running costs up to £1.5K year one (not budgeted) and £3K pa in future years, to be managed by the Clerks Office.

WTC809: EV Charging points in The Priory Grounds (SH/TP)

Date	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Fuuse Bank Receipts		£80.61	£164.92	£282.30	£565.42	£545.52	£584.60	£675.24	£593.70	£746.26	£4,238.57
Electricity Charges	£17.12	£31.73	£134.16	£133.97	£266.12	£257.02	£285.83	£321.83	£325.94	£352.50	£2,126.22
Fuuse Fees		£14.23	£29.10	£49.82	£99.78	£96.27	£103.17	£119.16	£104.77	£131.69	£747.99
Rydal Maintenance	£69.12	£62.40	£62.40	£62.40	£62.40	£67.34	£67.34	£67.34	£67.34	£67.34	£655.42
Total Expenditure	£86.24	£108.36	£225.66	£246.19	£428.30	£420.63	£456.34	£508.33	£498.05	£551.53	£3,529.63
Actual Profit	-£86.24	-£27.75	-£60.74	£36.11	£137.12	£124.89	£128.26	£166.91	£95.65	£194.73	£708.94

The electric charging points have been getting more frequently used each month since their initial installation in September 2023 and publicity regarding their availability in the Grounds. We initially advised Rydal that we would potentially add additional chargers once they covered costs so they prepared for this when installing the first two chargers.

Recommendation: To install 2 x additional charging points adjacent to the museum.

WTC810: Green Flag application consultant fee proposals (TP)

Project objective: To appoint a consultant to support WTC with its application for Green Flag status in 2025.

Timescale: Application January 2025 / Accreditation summer 2025.

Summary of works to be completed: Green Flag application.

Contractor	A	B	C	D
Fee	£4750	£3683	£5830	
Possible additional		£1000		
Entry fee	£424	£424	£424	
Total	£5174	£5107	£6254	
Notes	Not available until Summer 2025			

Recommendation: To appoint contractor B at a cost of £4683, plus the entry fee at the relevant rate to be managed by the Clerks Office.

WTC811: Wellbeing / Fitness proposal (GH)

To review the proposal and agree the next steps.

WTC812: Market Stall proposal (GH)

To review the proposal and agree the next steps.

WTC813: Ware Town Partnership proposal (GW)

To review the proposal and agree the next steps.

WTC814: Financial Report (TP 10mins)

Finance reports to 30th June 2024

- Bank Reconciliation inc reserve, earmarked funds
- Debtor's report
- Profit and Loss
- Departmental Profit and Loss showing total income and expenditure.

WTC815: Ware Town Council Bank Reconciliations 01.06.24 – 30.06.24 (TP 2mins)

Recommendation : to approve the above Bank Reconciliations.

WTC816: Freedom of Information Policy (TP)

Recommendation : to approve the Policy with no amendments.

WTC817: Reserves Policy (SH/ TP)

Recommendation : to approve the Policy with no amendments.

WTC818: New gate for service road

Project objective: To install a new gate to stop unauthorised parking outside skatepark and bowls club

Timescale: To be confirmed

Summary of works to be completed: New gate to be fitted

Contractor	A	B	C	D
Total	2265	2460	2683	

Recommendation: To appoint contractor A at a cost of £2265 to be managed by the Clerks Office.

WTC819: Feedback from members of Ware Lido Project group (TP/TD)

To receive feedback from the Project Group

WTC820: Feedback from members of external groups (Cllrs)

- Friend of Ware Priory (GH)
- Town Twinning (KTM)
- Southern Maltings (GW)
- Ware Drill Hall (AZ)
- Ware Museum (BB)
- Ware Society (RM)
- Ware Charities (TJP)
- Air Training Corps (TD)

WTC821: Agenda items for next meeting

WTC822: 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)

WTC823: Property update

To review the report from Terry Philpott, Town Clerk and agree the next steps.

WTC824: Bar Staff Pay scales

Currently bar staff are on SCP7 £12.63 per hour plus LWA 35p per hour

Recommendation: After an internal review the intention is to create an entry level rate SCP 2 £11.62 per hour plus LWA 35p per hour and a senior rate SCP 10 £13.28 per hour plus LWA 35p per hour.

There is no budget implication for these changes.