



## WARE TOWN COUNCIL MEETING

will meet on

**Monday 23<sup>rd</sup> September 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  
18<sup>th</sup> September 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.

### AGENDA

**WTC846: To receive and accept Apologies for Absence**

**WTC847: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

**WTC848: Minutes from the previous meeting:** to receive and sign the minutes of the last Town Council meeting held on 19<sup>th</sup> August 2024

**WTC849: Ware Police introductions (TP/10mins)**

Introduction to Inspector Mark Collins and Sgt Luke Collyer.

**WTC850: Correspondence and Clerks report (TP/10mins)**

Public toilets at Ware Rail Station

HVO fuel for the truck

Water Bottles for refill scheme

Wares the Community 22<sup>nd</sup> February 2025

Remembrance Sunday 10<sup>th</sup> November / 11<sup>th</sup> November Ware Memorial gathering.

Hate Crime School packs.

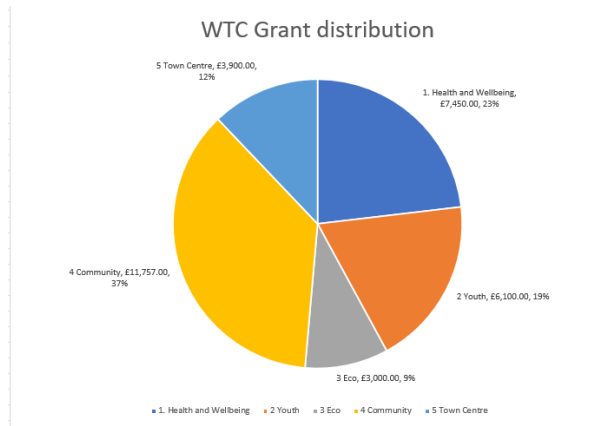
Large tree in the Priory Grounds

**WTC851 : Grant applications (TP/2mins)**

To review the grant application from the Ware Society for £1000

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

30.08.24	Christ Church School	Ware	Screens	£	100.00
30.08.24	Mid Herts Raynets Group	Ware	First Aid Course	£	210.00
30.08.24	Herts Boat Rescue	Ware	Running costs 24/25	£	500.00
30.08.24	Local Social	Ware	Networking Events	£	1,250.00
13.09.24	Ware Town Centre Partnership	Ware	Community Day	£	500.00
			Total 2024/25	£	29,448.71
			Grant Pot £38k	£	38,000.00
			Remaining 2024/25	£	8,551.29
			Loneliness Budget £5k	£	5,000.00
			Spent 2024/25	£	4,150.00
			Remaining 2024/25	£	850.00



1. Promotion of health and wellbeing including reduction of loneliness
2. Youth facilities
3. Projects that support Environment and biodiversity initiatives for community groups and within the community
4. Community Events
5. Activities that contribute to the vibrancy of the town centre and attract visitors to Ware

## WTC852: Planning Application (GW/10mins)

To consider the councils views

[3/24/1224/FUL | Retrospective erection of canopy, 2.8m boundary fence and concrete hardstanding. Change of use of one garage to MOT bay. | Car Wash Red House Service Station London Road Ware Hertfordshire \(eastherths.gov.uk\)](#)

## WTC853: Allotment and Cemetery report (DM/TP 10mins)

**Recommendation:** To approve the Allotment Fees for 2025/26

The allotment charge for October 2024 is £7.50 per pole. We are proposing to increase this to **£9.50** per pole for the annual invoices in October 2025.

**Recommendation:** To approve the change to the allotment tenancy agreement

Changes to Allotment Tenancy Agreement

Under Clause 2.11 of the current tenancy, plot holders can only have 1 structure on their plot – either a shed or a greenhouse. Working with members of the Ware Allotments & Garden Society (WAGS) we have reviewed this and are proposing to update the Tenancy Agreement.

We propose plot holders be allowed the following: -

- 5 - 10 pole plots can have a shed, a greenhouse and a polytunnel
- Plots under 5 poles can have a shed and either a greenhouse or a polytunnel
- Shed size: no larger than 6ft x 4ft
- Greenhouse size: no larger than 6ft x 8ft
- Polytunnel size: no larger than 10ft x 13ft

**WTC854: Events Report (RM/10mins)**

To note the events report.

**WTC855: Lido Business Plan (KH/TP/ 30mins)**

To review the Lido business plan and methodology.

**Recommendation:** To approve the business plan

**WTC856: Lido Business Plan, borrowing approval (KH/TP / 5mins)**

**Based on the business plan WTC are asked to approve**

At the Ware Town Council meeting of 23<sup>rd</sup> September 2024, it was resolved to seek the approval of the Secretary of State for Housing, Communities and Local Government to apply for a PWLB loan of £1500000, over the borrowing term of 50 years for refurbishment to Ware Lido. The annual loan repayments will come to around £85644.

It is not intended to increase the council tax precept for the purpose of the loan repayments.

**WTC857: Priory Park Swing replacement quotes & recommendation (TP/2mins)**

**Project objective:** To replace old swing in priory park with a new one.

**Timescale:** To be confirmed

**Summary of works to be completed:** To remove old swing and replace with new.

<b>Contractor</b>	A	B	C	D
	4295	8413	6711	

**Recommendation:** To appoint contractor A

### **WTC858: Priory Building Lift replacement (MW/SH/TP/2 mins)**

**Project objective:** The Priory is a listed building. We have a small passenger, and goods lift capacity for 6 persons and a maximum load of 450 kg that is used from the ground floor to get to the first floor. We also have a motor room to the side of the lift. The lift is most 30 years old and is in need of complete upgrade. All tenders will need to have a complete site survey to be arranged with the maintenance manager before putting in a tender. Tender to come with maintenance contract costs.

	Supplier A	Supplier B	Supplier C	Supplier D
	£39,950	£47,993.79	£ 53,473.72	£68,868.00
Price (40)	40	32	27	10
Maint price (10)	0	0	2	0
Quality (30)	25	20	15	25
Reliability (10)	8	6	3	8
Proximity (5)	4	3	4	2
ECO (5)	4	3	0	4
<b>Total (100)</b>	<b>81</b>	<b>64</b>	<b>49</b>	<b>49</b>

**Recommendation:** To appoint contractor A to be managed by the Clerks Office, subject to review of maintenance costs and installation plan.

### **WTC859: Grounds Maintenance Contract Cemetery (TP/2mins)**

**Recommendation:** To extend the exiting grounds maintenance contract for the cemetery for a further two years from April 2025 at an annual cost of £27000.

### **WTC860: Financial Report (SH/TP 5mins)**

Finance reports to 31<sup>ST</sup> August 2024

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

### **WTC861: Ware Town Council Bank Reconciliations 01.08.24 – 31.08.24 (SH/TP 2mins)**

**Recommendation:** is to approve the above Bank Reconciliations.

### **WTC862: External Audit (SH/TP 2 mins)**

PKF Littlejohn the external auditor has completed their review. There are no notes or recommendations for further action.

The following observation was made and noted.

*Other matters not affecting our opinion which we draw to the attention of the authority:  
The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 4, and it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to Internal Control Objective M.  
In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to documenting amendments to salaries and setting allowances to members. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.*

### **WTC863: Health and Safety Policy Statement (TP 2mins)**

**Recommendation:** To approve the policy

### **WTC864: Child Protection Policy (TP 2mins)**

**Recommendation:** To approve the policy

### **WTC865: Vulnerable Adults Policy (TP 2mins)**

**Recommendation:** To approve the policy

### **WTC866: Feedback from members of external groups (Cllrs / 5mins)**

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

### **WTC867: East Herts Council Call for Sites (Cllrs/10mins)**

East Herts Council are currently consulting on their Call for Sites, which is the first stage in the District Plan Review process.

The Council is seeking potential sites for a wide variety of uses, including housing, employment, community facilities, as well as land for wildlife habitat creation and enhancement. The consultation closes on 30th September 2024.

The list below are sites in the county council's ownership that have been identified for promotion through the consultation:

Ware - Fanhams Hall Road playing field.  
Ware - Hertford Rugby Club, Hoe Lane  
Ware - Horticultural Nursery, Hoe Lane

It should be noted that any sites that are located within the urban areas of East Herts that could come forward as windfall sites have been excluded from the list as they are not reliant on a local plan allocation.

**WTC868: Agenda items for next meeting**

**WTC869: Mayor's Closing Remarks (MB/2mins)**

To agree any items to be dealt with after the public, including the press have been excluded. (A resolution to be passed by Councillors)
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**WTC870: Property Update (commercial confidentiality) (TP/5mins)**

To receive a verbal report from the Clerk