



Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

www.waretowncouncil.gov.uk

01920 460316

WARE TOWN COUNCIL MEETING

will meet on

Monday 25th March 2024

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

20th March 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

WTC714: To receive and accept Apologies for Absence

WTC715: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

WTC716: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 22nd January 2024

WTC717: Minutes from the committee meetings

To receive and sign the minutes of the Finance and Policy Committee 29th January 2024.

To receive and sign the minutes of the Community and Environment Committee 12th February 2024.

WTC718: Correspondence and Clerks report (TP 5mins)

- Councillor Allowances
- Café / Toilet project update
- Business plan update meeting 15th April 2024
- Twinning update

WTC719: 59 High Street Ware Hertfordshire (TD 10mins)

To review the planning application for the above property and agree the councils response

<https://publicaccess.eastherts.gov.uk/online-applications/applicationDetails.do?keyVal=S8YHVCGLN1I00&activeTab=summary>

WTC720: Grant applications (TP 10mins)

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

2024/25 Successful Applications

Organisation	Purpose of grant	Grant awarded/financial assistance
Book Festival	Book Festival	£ 1,000.00
Great Amwell Scout Group	Improvements to Facilities	£ 1,500.00
Hearts for Hearts	Heartstart Lifesaver Course	£ 450.00
St Marys Church	Church Lighting	£ 1,000.00
Ware 10s	First Aid provision - 07.07.24	£ 882.00
5th Ware Scouts	Contribution to Norway trip	£ 500.00
Ware & District Photographic Society	60th Anniversary Fundraiser	£ 300.00
Ware District Scout Council	St Georges Day Parade 21.04.24	£ 400.00
Ware Youth Football Club	Community Area refurb	£ 1,000.00
Ware Girl Guides	Contribution to trip	£ 500.00
	Total 2024/25	£ 7,532.00
	Grant Pot £38k	£ 38,000.00
	Remaining 2024/25	£ 30,468.00
	Loneliness Budget £5k	£ 5,000.00
	Spent 2024/25	
	Remaining 2024/25	£ 5,000.00

Herts Cycle Hubs £2000
 Dickensian Evening £5000
 PSA Testing event 25th May 2024 £1800

2023/24 Successful Applications

Organisation	Purpose of grant	Grant awarded/financial assistance
Ware Football Club	Clubhouse Improvements	£ 1,000.00
Ware Boxing Club	Kit for the Members	£ 500.00
Ware District Guides	Coronation Event	£ 470.00
Ware Joggers	Ware Festival of Running	£ 882.00
Ware & District Photographic	Photo Exhibition	£ 250.00
East Herts Swift Group	Installation of swift boxes	£ 500.00
St Catherines School	Playground Equipment	£ 500.00
Future Living Hertford	Sugarfoot Boxing - Coach	£ 1,000.00
Ware Lions	Equipment for Club	£ 500.00
Ware Mens Shed	Annual Rent	£ 2,400.00
Youth Justice	Allotments 23/24	£ 750.00
EHDC	Diversionary Activities - Ware	£ 2,000.00
Rotary Club	Strawberry Teas - 09.07.23	£ 300.00
Ware Town Centre Partnership	Music & Motors	£ 500.00
Beekeeper	Shed for Apiary	£ 362.95
Community Initiative	Move, Meditate & Relax	£ 490.00
Carers in Herts	Hubs for unpaid carers	£ 1,000.00
Police	Community Day	£ 250.00
Red Kite	Support Group	£ 2,000.00
Wodson Park Trust	Pickleball	£ 930.00
Ware Arts Centre	Mini Maltings	£ 750.00
Local Social Netball	Local Social Netball	£ 1,000.00
CHIPS	Playschemes	£ 2,000.00
Christmas Together	Christmas Together	£ 350.00
Neighbourhood Plan Group	Ware Neighbourhood Plan	£ 848.99
Herts Phoenix Athletic Club	Cover for High Jump Bed Spike Proof	£ 500.00
Citizens Advice	Citizens Advice Room Hire	£ 500.00
Community Alliance	Room hire costs for Digital Workshop	£ 400.00
Scotts Grotto	Garden Tidy Up	£ 1,000.00
Ware Drill Hall	Badminton Court Repainting of Lines	£ 2,000.00
Ware Musical Theatre	Additional Seating for Drill Hall Performance	£ 2,000.00
Ware Boxing Club	Equipment for Club, Insurance	£ 2,613.00
Police	Christmas Hampers	£ 502.40
Future Hope	Support the minibus	£ 1,000.00
Generation Circus	Trampolines and mats	£ 500.00
Millbrook Womens Club	Celebration Dinner	£ 500.66
	Total Spend Year To Date 2023/24	£ 30,000.00
	Grant Pot 2023/24 £30k	£ 30,000.00
	Remaining 2023/24	£ -
	Loneliness Budget 2023/24 £3k	£ 3,050.00
	Loneliness Budget Spent 2023/24	£ 3,050.00
	Loneliness Budget Remaining 2023/24	£ -

WTC721: Ware Christmas Lights (SF 15mins)

To review and approve the Christmas Lights scheme prior to the issue of the tender document.

Recommendation: To approve the tender specification for a new Christmas Lights scheme for Ware.

WTC722: Water fill scheme (TD 10mins)

To review the scheme and agree the next steps.

WTC723: Feedback from members of Ware Lido Project group (TP/TD 10mins)

Recommendation: To approve the outline specification, to be managed by the Clerks Office.

WTC724: Pool Vacuum (TP 2mins)

Supplier A	£7595.00 + VAT	
Supplier B	£5416.00 + VAT	Registered repair hub for this make
Supplier C	£6579.17 + VAT	
Supplier D	£5332.50 +VAT	

Recommendation: To purchase from Supplier B as they can facilitate repairs if required.

WTC725: Working group to encourage greater diversity of Councillors (KTM 5mins)

To agree the membership of the Working Group investigating ways to encourage greater diversity of Councillors.

Terms of reference to be created and approved by Full Council April 2024.

WTC726: Council roles for 2024/25 (TP/TD 10mins)

- To note the nomination of Mayor designate for the 2024/25 Council year
- To receive expressions of interest for the Trustee position with Ware Charities effective 31st May 2024 when Alexander Curtis completes his term of office
- To consider the membership of the HR Committee
- To consider the membership of the Ware Priory Trading / Lido Trading working group
- To consider the invitation to provide a Councillor to be part of the Drill Hall Committee.

WTC727: Financial Report (TP 10mins)

Finance reports to 29th February 2024

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

WTC728: Ware Town Council Bank Reconciliations 01.01.24 – 29.02.24 (TP 2mins)

Recommendation : is to approve the above Bank Reconciliations.

WTC729: Audit Management Replies (TP 2mins)

To review the internal audit report and the responses by WTC

WTC730: Password Policy (TP 2mins)

Recommendation: To approve the password policy

WTC731: Feedback from members of external groups (Cllrs 5mins)

- 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)

WTC732: Agenda items for next meeting

WTC733: 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)
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WTC734: Property update (TP 10mins)

To review the circulated Heads of Terms and agree the next steps.

WTC735: WTC Contract summary and Direct Debits (TP 5mins)

Recommendation: To review and approve the contract and Direct Debits for WTC