



## **WARE TOWN COUNCIL MEETING**

### **Monday 17<sup>th</sup> June 2024**

in The Council Chamber, The Priory, Ware, starting at 7.30pm

CLlr Butcher (Chair) Bryant, Day, Butcher, Hill, Mowbray, Scully, Shaw, K Taylor-Moran Williams, Zsibrita

Officer present: Terry Philpott Town Clerk, Kat Harter, Sean Higgins RFO.

Members of the public: x 5

#### **MINUTES**

##### **WTC773: To receive and accept Apologies for Absence**

- Cllr J Taylor Moran

##### **WTC774: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.**

Cllr Butcher, Scully, Shaw (WTC779: Southern Maltings grant request / WTC800: Property Update).

**WTC775: Minutes from the previous meeting:** to receive and sign the minutes of the last Town Council meeting held on 20<sup>th</sup> May 2024

**Resolved:** The minutes are an accurate record

An addendum will be added to the minutes to reflect the void votes related to the Lido changing rooms.

## 20th May 2024 Full Council

On the basis that the recommendation from the LPG did not include any significant changes from the March Full Council meeting the proposals were put to council for ratification.

During the meeting the issue of the Changing Village was debated with varied views from Councillors present.

In hindsight the any resolution should have been deferred to a future meeting as its inclusion failed to meet the following elements from the Ware Standing Orders adopted on 13<sup>th</sup> May 2024.

### RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

There was no motion on the agenda for the revised scheme, the agenda stated

#### **WTC770: Feedback from members of Ware Lido Project group (TP/TD)**

To receive verbal feedback from the LPG following their meeting on 20<sup>th</sup> May 2024.

### PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

There was no request to reverse the decision made at the March Full Council meeting.

At the Full Council meeting on 20<sup>th</sup> May the following resolutions were passed (minute reference WTC770)

**Resolved:** To instruct the architect to work on 1 x Male 1x Female changing plus family changing be adopted.

Proposed to have a sauna at the Lido, options to site to be agreed with the project manager.

**Resolved:** To have a sauna at the Lido site

Proposed: To include a studio / function room

Ware Town Council, The Priory, High Street, Ware SG12 9AL.

Telephone 01920 460316

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

**Resolved:** To brief the architect to include a studio / function room

Proposed: To include treatment rooms

**Resolved:** To brief the architect to include treatment rooms

Proposed to not include a café and gym

**Resolved:** to not include a café and gym

A subsequent meeting with the project manager led to a meeting of the LPG plus additional councillors on 28<sup>th</sup> May where it was informally agreed to work on the basis of a changing village and not the 1 x Male 1x Female changing plus family changing.

To change the decision the council will need to debate the matter again, to facilitate this 6 councillors need to write to me (email is OK) asking for the resolution to be reversed. This will allow the proposal to be debated again at Full Council and put to new vote. The details from the Standing Orders are detailed below. If this is the intent of councillors please write to the Clerk by 5<sup>th</sup> June.

Despite an agreement at the meeting with the architect that six councillors would write to the clerk to request that the issue of changing rooms was redebated and a decision made at the June Full Council meeting (or other meeting tbc) six councillors have not submitted a request. This request would not reverse any decision but merely allow the issue to be debated and a resolution agreed.

#### **Proposed next steps**

On the basis that the resolutions passed at the 20<sup>th</sup> May 2024 did not appear on the agenda the decision should be regarded as void.

The initial decision at the March 2024 meeting and the agreement at the 28<sup>th</sup> May 2024 meeting with the architect should be discussed by Full Council with a view to submitting a planning application.

#### **WTC776: Correspondence and Clerks report (TP)**

Councillor trip The New River Line: Saturday 14<sup>th</sup> September. Meet at Hertford East for 11.09 train, Ware pick up 11.13 at St Margarets for 11.17 to meet those from Hoddesdon and Broxbourne. Walk back to Ware station ( for those that would like to!) to see Mosaic. Refreshments in Stanstead Abbotts prior to walk, with an opportunity for GA CRN and NRL to present if appropriate.

Residents Parking – Cllr Williams no longer progressing this issue with WTC

Library of Things update

Business Plan update Monday 15<sup>th</sup> July starting at 7.30pm.

Stuart Storey, recipient of Freedom of Ware has received an MBE.

Electrical supplies in the Priory Grounds not able to install for this years Festival, project ongoing.

**WTC777: Presentation from the Mayors Charity Hertfordshire Inclusive Theatre (MB)**

A presentation from the mayors Charity

- Charity that aims to improve the wellbeing for children.
- Out of school programme of activities.
- Ware on Wednesday evening for 16+ age group.
- 2024 Presented Kings Award for Voluntary Service
- Based in St Albans

**WTC778: Grant applications (SH)**

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
15.04.24	Men's Shed	Ware	Men's Shed 24/25	£ 2,400.00
15.04.24	Book Festival	Ware	Book Festival	£ 1,000.00
15.04.24	Great Amwell Scout Group	Ware	Improvements to Facilities	£ 1,500.00
15.04.24	Hearts for Hearts	Ware	Heartstart Lifesaver Course	£ 450.00
15.04.24	St Marys Church	Ware	Church Lighting	£ 1,000.00
15.04.24	Ware 10s	Ware	First Aid provision - 07.07.24	£ 882.00
15.04.24	5th Ware Scouts	Ware	Contribution to Norway trip	£ 500.00
15.04.24	Ware & District Photographic Society	Ware	60th Anniversary Fundraiser	£ 300.00
15.04.24	Ware District Scout Council	Ware	St Georges Day Parade 21.04.24	£ 400.00
15.04.24	Ware Youth Football Club	Ware	Community Area refurb	£ 1,000.00
01.04.24	Ware Girl Guides	Ware	Contribution to trip	£ 500.00

01.04.24	Ware Town Partnership	Ware	Dickensian Evening	£ 3,400.00
01.04.24	Herts Cycle Hub CIC	Ware	Free Cycles for Ware Residents	£ 2,000.00
12.04.24	Flip Theatre	Ware	Larkspur Mindfulness	£ 500.00
30.04.24	All Sorts	Ware	Community Choir	£ 1,000.00
30.04.24	The Ware Society	Ware	Data Projector	£ 350.00
30.04.24	Herts Festival of Music	Ware	St Marys - 15.06.24 concert	£ 500.00
01.04.24	Ware Poets	Ware	08.11.24 - Poetry Day at SM	£ 500.00
15.05.24	Yarn Bombers	Ware	12 Post boxes - Yarn Bombers	£ 175.00
15.05.24	Community Alliance	Ware	Digital Champions	£ 400.00
31.05.24	Rotary Club	Ware	Strawberry Teas	£ 150.00
31.05.24	Pinewood School	Ware	Swimming Lessons	£ 1,000.00
14.06.24	Always Bee You	Ware	Choir Singing Tutor	£ 500.00
14.06.24	Ware Town Partnership	Ware	Music and Motors	£ 500.00
14.06.24	Calm Curator	Ware	Yoga & Litter Pick	£ 300.00
14.06.24	CHIP	Ware	CHIPS Playscheme	£ 2,000.00
14.06.24	Ware Musical Theatre	Ware	Beauty & the Beast	£ 1,000.00
			Total 2024/25	£ 21,807.00
			Grant Pot £38k	£ <b>38,000.00</b>
			Remaining 2024/25	£ <b>16,193.00</b>
			Loneliness Budget £5k	£ <b>5,000.00</b>
			Spent 2024/25	£ <b>2,400.00</b>

			Remaining 2024/25	£ 2,600.00
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**Resolved:** To support East Herts District Council – Diversionary Activities application for £2,000

**WTC779: Southern Maltings grant request (TP)**

**Presentation from Mark Wilkinson (Chair of Southern Maltings) Jan Wing (Trustee)**

Southern Maltings is currently looking to increase our capacity to deliver our extending diverse programme of events and workshops. We rely on the goodwill of over 50 volunteers and a small staff base so plan to increase some paid for services around areas we need to develop e.g. marketing. We also need to ensure that our building is secure and safe for all our users and have a responsible person to oversee the premises and our bar operations. The grant will provide funds in this initial year of growth to fund additional staff/skills in a critical year of our development. The additional staffing will also enable control over the planned building programme to adapt the building to support our activities for the future.

**Resolved:** To support the grant request from Southern Maltings for £50K

**WTC780: Bowls Club Parking (TP)**

The Bowls Club have requested feedback from Ware Town Council on their aspirations to increase the number of parking spaces at the bowls club.

Ware Bowls Club lease the land from EHC on a 50 year agreement expiring 2045. They have right of access over the Priory Estate using the service road.

There are ongoing difficulties with car parking, the car park at the Bowls Club can only hold 6 parked cars. Car parking in the Priory Street / High Street area is troublesome and likely to get worse as this summer progresses and almost certainly into future years.

The ultimate long term solution for the bowling club is to have more car parking available in their grounds. Previous requests have not been supported by WTC and/or EHDC.

The current lease with EHDC is not straightforward e.g. it requires maintaining the 18 hole putting green as a community asset which the bowls club can still achieve even if they were to put down a number of car parking spaces.

**Resolved:** There was no support for the proposal on the basis of not wanting to increase traffic movements adjacent to the play area and skatepark.

**WTC781: Events report (RM)**

The events report was noted.

## **Events Report June Full Council**

### **Cinema**

During January-May 402 guests attended afternoon Cinema. Planning is underway for the September-December programme and this will go out in July.

### **Easter & May half term holiday activities**

Approximately 150 children attended the Easter Activities in the Priory grounds. This was facilitated by the Ware Festival Committee. A Silent Disco also took place during the Easter holiday – this was very successful with 272 attendees.

May half term had sports activities which were planned for outdoors but weather brought the activities inside. Despite this 130 children attended throughout the afternoon. There was also a planting session facilitated by Ware in Bloom. Again this had to be brought inside. Approximately 60 children attended.

### **Wellbeing Programme**

The wellbeing programme launched on May 14<sup>th</sup> with a workshop entitled 'It's Ok Not to Be OK'. This was really well received. The next two confirmed events are:

22 <sup>nd</sup> June 1800-2000	Ware Lido	'Move Your Mind' Ecstatic Dance & Swim
September 18 <sup>th</sup> September 1900 to 2100	Ware Lido	Moonlight Swim

A further programme of Kickboxing classes is about to be signed off along with some zentangle and wreath making sessions. A small number of events are planned over the summer months but as yet unconfirmed. It has been quite challenging to put together a programme without replicating what is on offer elsewhere.

### **10<sup>th</sup> Annual Food Festival**

The Food Festival on the 12<sup>th</sup> May was very successful and attracted a large number of visitors. There was a good mix of street food and produce. There was live music and free biscuit decorating for children. This event is now firmly established in the Ware calendar.

### **D-Day 6<sup>th</sup> June**

This event was attended by approximately 300 people of a mix of ages and was well received.

### Summer Concerts

The first of this year's programme of Summer Concerts took place on Sunday 2<sup>nd</sup> June and was well attended. See here for the full programme: <https://waretowncouncil.gov.uk/whats-on/summer-concerts/>

### Ware Festival

The month's events begins with Carnival & The Town Fair on Saturday July 6<sup>th</sup> and is followed by events such as the Ware Festival of Running, Riverside Real Ale Festival, a literary weekend, concerts and some smaller activities. Flyers are available around the town and on our website.

### Summer holiday activities

Activities for children will take place through the 6-week holiday, details below:

Date	Concept
Tues 30/07	Archery
Thurs 01/08	Climbing Wall
Tues 06/08	Water Wars
Weds 07/08	Bungee Trampolines
Tues 13/08	Mini Golf
Thurs 15/08	Mini Bumper Cars or Bungee Trampolines
Weds 21/08	Makendoo
Thurs 22/08	Multi-sports
Tues 27/08	Donna Reeves

**WTC782: The Annual Governance Statement as contained in Section 1 of the AGAR be approved (SH).**



The Town Council is required to complete an Annual Governance & Accountability Return (AGAR).

The Annual Governance Statement as contained in Section 1 of the AGAR be approved, (each statement to be voted on individually)

**Resolved Item 1: Yes**  
**Resolved Item 2: Yes**  
**Resolved Item 3: Yes**  
**Resolved Item 4: No**  
**Resolved Item 5: Yes**  
**Resolved Item 6: Yes**  
**Resolved Item 7: Yes**  
**Resolved Item 8: Yes**  
**Resolved Item 9: Yes**

Item 4 explanatory notes re the No

The Council noted the administrative error relate to the exercise of public rights for the 2022/23 accounts

The guidelines for the exercise of public rights indicate that the notice should be published the day before the 30 day period commences.

In 2023 we mistakenly published the incorrect notice with no commencement date and did not publish on our website, the administrative error meaning that we did not comply with the Accounts and Audit regulations.

The dates from the 19th June 2023 to 28th July 2023 did meet the requirements for the period of Exercise of Public rights. We can confirm that no members of the public exercised this right.

This year we have amended our process and have minuted the dates of the Exercise of Public Rights which be published on the website and the noticeboards for the relevant period.

**WTC783: The Annual Governance Statement as contained in Section 2 of the AGAR be approved (SH).**

The Annual Statements for the year ended 31 March 2024 as contained in section 2 of the AGAR to be reviewed and approved.

**Resolved:** The statement is an accurate record.

**WTC784: Confirmation of dates for the exercise of public rights to review the accounts for the year ended 31<sup>st</sup> March 2024 (SH)**

The council noted the period for the exercise of public rights to review the accounts.

The notice will be published on 18<sup>th</sup> June 2024 on the website and noticeboard.

The dates for the exercise of public rights are confirmed as 19<sup>th</sup> June 2024 to 30<sup>th</sup> July 2024.

**WTC785: Accounts for the year ended 31<sup>st</sup> March 2024 (SH)**

**Resolved:** To receive and note the Annual Accounts, including the Statement of Internal Controls and the Asset register.

**WTC786: Internal Audit report 3<sup>rd</sup> June 2024 (separate paper distributed) (SH)**

**Resolved:** To note the contents of the latest Internal Audit report and External Audit and to approve the management actions.

Clarity required on Box D Internal Audit summary negative response.

**WTC787: Financial Report (SH 10mins)**

Finance reports to 31<sup>st</sup> May 2024 will be sent via email (delayed due early meeting in the month).

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

**WTC788: Ware Town Council Bank Reconciliations 01.05.24 – 31.05.24 (SH 2mins)**

**Resolved:** To approve the above Bank Reconciliations, Cllr Day, Zsibrita checked.

**WTC789: Lido Phase 2 motions and decisions (TP)**

The report from the Town Clerk was noted and agreed.

On the basis that the resolutions passed at the 20<sup>th</sup> May 2024 did not appear on the agenda the decision should be regarded as void.

The initial decision at the March 2024 meeting and the agreement at the 28<sup>th</sup> May 2024 meeting with the architect should be discussed by Full Council with a view to submitting a planning application. Agenda item WTC790.

The Clerk provided an update on Predetrmination and Predisposition. (LGA Guidance notes)

The Localism Act 2011 has enshrined the rules relating to pre-disposition and predetermination into statute. In essence you are not taken to have had, or appeared to have had, a closed mind when making a decision just because you have previously done anything that directly or indirectly indicated what view you may take in relation to a matter and that matter was relevant to the decision.

Predetermination at a meeting can be manifested in a number of ways. It is not just about what you might say, for example, but it may be shown by body language, tone of voice or overly-hostile lines of questioning for example.

You are therefore entitled to have a predisposition one way or another as long as you have not pre-determined the outcome. You are able to express an opinion providing that you come to the relevant meeting with an open mind and demonstrate that to the meeting by your behaviour, that you are able to take account of all of the evidence and make your decision on the day.

Members agreed that they may express an opinion for or against the proposal at this meeting, that their minds are not closed and they will only come to a conclusion on whether we should support the proposals after listening to the full debate.

#### **WTC790: Lido Phase 2 confirmation of scheme to be submitted for planning approval (KH/TP)**

Report from Stuart Roberts, Lido Project Manager.

Further to our meeting with the Councillors on Tuesday 28<sup>th</sup> May 2024, I am pleased to attach a copy of our revised proposed floor plan for Ware Priory Lido which, for ease of reference, I have called Option 4.

As agreed, we have added a second accessible toilet / changing facility and added a shower to the four family changing cubicles so that these can be separated from the main changing village. We have also changed the walls from lightweight solid grade laminate cubicle partitions to solid block and tiled walls. This will provide proper secure and private changing facilities which can be used by not only families but anyone who does not want to use the changing village and requires a higher degree of safety and security.

You will note that we have also extended the corridor so you enter the changing village after the four family / private changing rooms and two accessible / family changing rooms. I think this works much better than the ¾ height “saloon” style doors we discussed at the meeting which would not have provided sufficient privacy. By extending the corridor we avoid the “inner room” arrangement which complies with the fire regulations.

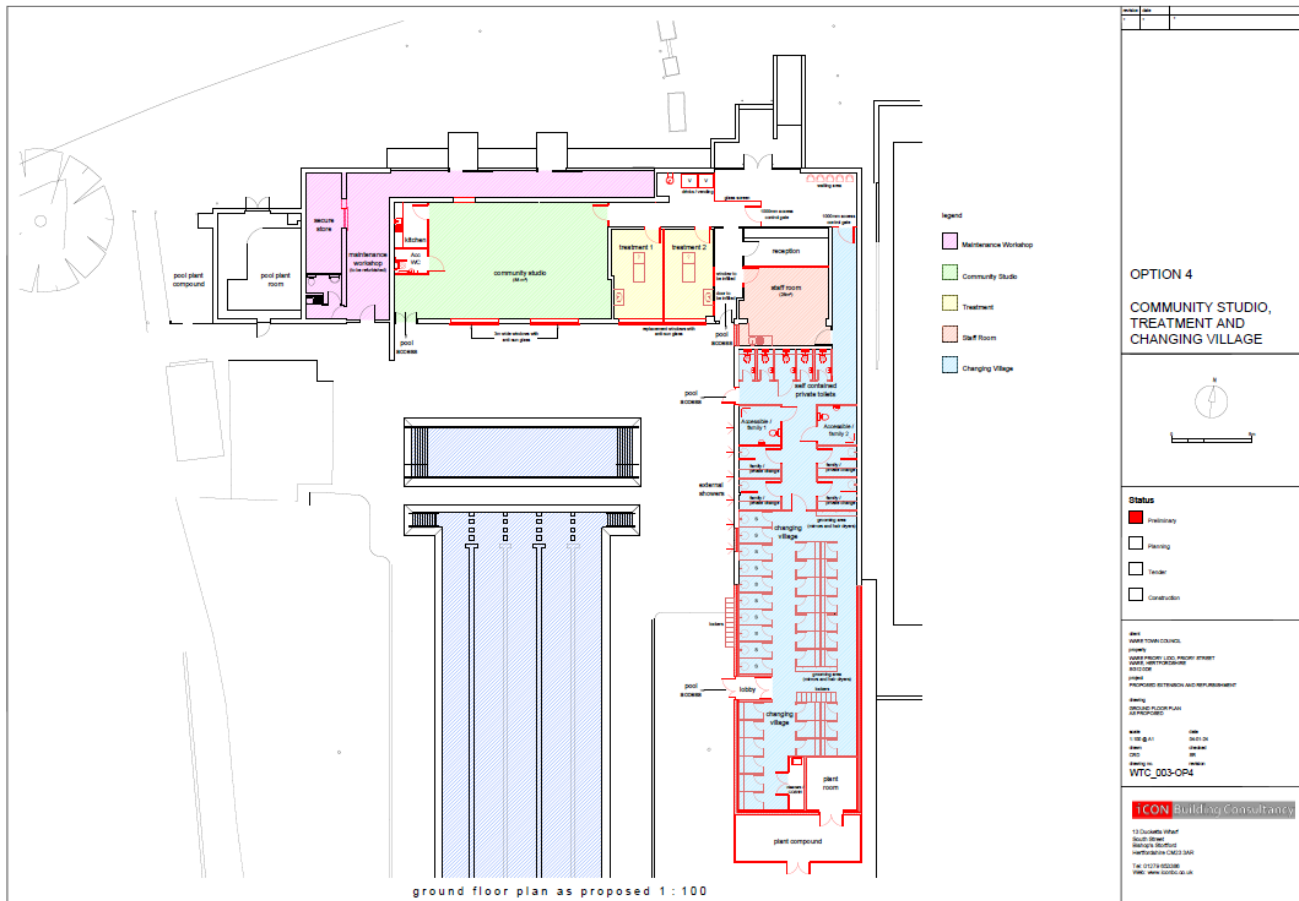
I believe that this revised design addresses the concerns raised at the meeting over a changing village and women in particular not wanting to use a facility shared with men as there are now 6 Nr secure, sound proofed and private changing facilities with showers and direct access to pool side. We also still maintain a modern changing village which is more spacious, avoids the 30m long “corridor of

doom” which is a very poor design and provides greater flexibility on the use of the changing cubicles when it is difficult to predict the ratio of men, women and children using the Lido.

You will note that we have also converted the existing studio / function room into two treatment rooms. These are probably a little over sized, but the room is not large enough for three treatment rooms so this is the best which can be achieved without major demolition and disruption. We will need to replace the existing patio doors with full height windows. I suggest we use anti-sun glass which will reduce the solar gain. I also suggest that we install heat pump air conditioning which will provide space heating and comfort cooling. This means we can remove the electric radiators which are not very energy efficient and expensive to run.

You will note that we have retained the proposed large studio as illustrated in Option 2. I believe this works well as it could be hired out to various community groups and is self-contained because it has its own accessible toilet and kitchenette. We have also included two 3m wide full height glazed windows which will improve the natural light and provide views on to the Lido pool. This is optional. Please let me know if this is not required.

You will note that we have changed the description of the gender neutral toilets to self-contained private toilets. I believe this is a more accurate and less contentious description because gender neutral toilets imply they are shared which of course is not the case with this arrangement.



**Resolved:** To approve the plan for submission for planning approval, to be managed by the Clerks Office. A copy of the plans to be attached to the minutes as a record.

**Recorded vote:**

For Cllr T Day , Hill, Mowbray, Shaw, Scully, Zsbrista.  
 Against Cllrs Bryant, Williams , K Taylor Moran  
 Abstain none

**WTC791: School Consultation re Lido changing rooms (KTM/KH)**

To note the report from the Lido Manager re potential school swimming lessons.

To note the correspondence from HCC Children’s Services

**Motion from Cllr K Taylor Moran**

To initiate a consultation process with local schools to gather their feedback on the options for the changing rooms in the proposed refurbishment of Ware Lido.

**Recorded vote**

For Cllrs Bryant, Williams , K Taylor Moran  
Against Cllr T Day , Hill, Mowbray, Shaw, Scully.  
Abstain Zsbrista.

**WTC792: CCTV drainage check at the Lido (KH)**

**Resolved:** To suspend standing orders to allow a single quote to reviewed on the basis of urgent works to provide information for planning application to meet deadline.

**Resolved:** To approve the fees.

	<b>Supplier A</b>
<b>CCTV drainage check at the Lido</b>	<b>£450</b>

**WTC793: Borehole and groundworks investigation at the Lido (KH)**

**Resolved:** To suspend standing orders to allow a single quote to reviewed on the basis of urgent works to provide information for planning application to meet deadline.

**Resolved:** To approve the fees.

	<b>Supplier A</b>
<b>Borehole and groundworks investigation at the Lido</b>	<b>£4170</b>

**WTC794: Lido Project Management fees (KH)**

**Resolved:** To suspend standing orders to allow a single quote to reviewed on the basis of an ongoing working relationship with the project manager.

**Resolved:** To approve the fees.

	<b>Supplier A</b>
<b>Project Management fees, preparation of documents for planning permission</b>	<b>£7000</b>

**WTC795: Feedback from members of Ware Lido Project group (KH/TP)**

No feedback for this meeting, all updates included on the agenda.

### **WTC796: Encouraging Councillor Diversity plan (KTM)**

A further meeting of the project group is planned for August, further report to the following Full Council meeting.

### **WTC797: Feedback from members of external groups (Cllrs)**

- Friend of Ware Priory – The minutes indicate the group may close following the 30<sup>th</sup> Anniversary next year.
- Town Twinning – A letter has been sent from the Mayor inviting Wulfrath to visit Ware for the resigning of the Pledge of Friendship in June / July 2025. KTM attended the Twinning AGM on 12<sup>th</sup> June.
- Southern Maltings – AGM to be held in July
- Ware Drill Hall (AZ) AGM next week
- Ware Museum (BB) A few recent occasions when the museum has not opened due lack of volunteers.
- Ware Society (RM)
- Ware Charities – Strategy day to be held at the beginning of July.
- Air Training Corps – New building up and running, AGM and awards held at Fletchers Lea on 19<sup>th</sup> June TD and TP attending.

### **WTC798: Agenda items for next meeting**

Wellbeing / Fitness proposal (GH)

Market Stall proposal (GH)

### **WTC799: Mayor's Closing Remarks**

### **WTC800: Property Update (Commercial confidentiality)**

Resolved: To discuss item WTC800 Property update after the public, including the press have been excluded.

To receive a report from the Town Clerk on current property negotiations.

It was agreed that a business plan and risk appraisal would be created for the July Full Council, following this discussion could take place with the potential tenant and the current property owner.

With no further business the meeting closed at 10.15pm

Signed

Dated