



WARE TOWN COUNCIL MEETING

Monday 19th August 2024

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

MINUTES

Clr Butcher (Chair) Bryant, Day, Butcher, Hill, Mowbray, Scully, J Taylor-Moran, Williams, Zsibrita

Officer present: Terry Philpott Town Clerk, Sarah Fenton (zoom), Kat Harter, Sean Higgins RFO.

Members of the public: x4

WTC825: To receive and accept Apologies for Absence

- Cllrs Shaw, K Taylor-Moran

WTC826: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- WTC845 Property update Cllr Butcher, Mowbray, Scully.

WTC827: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 13th July 2024

Resolved: The minutes are an accurate record

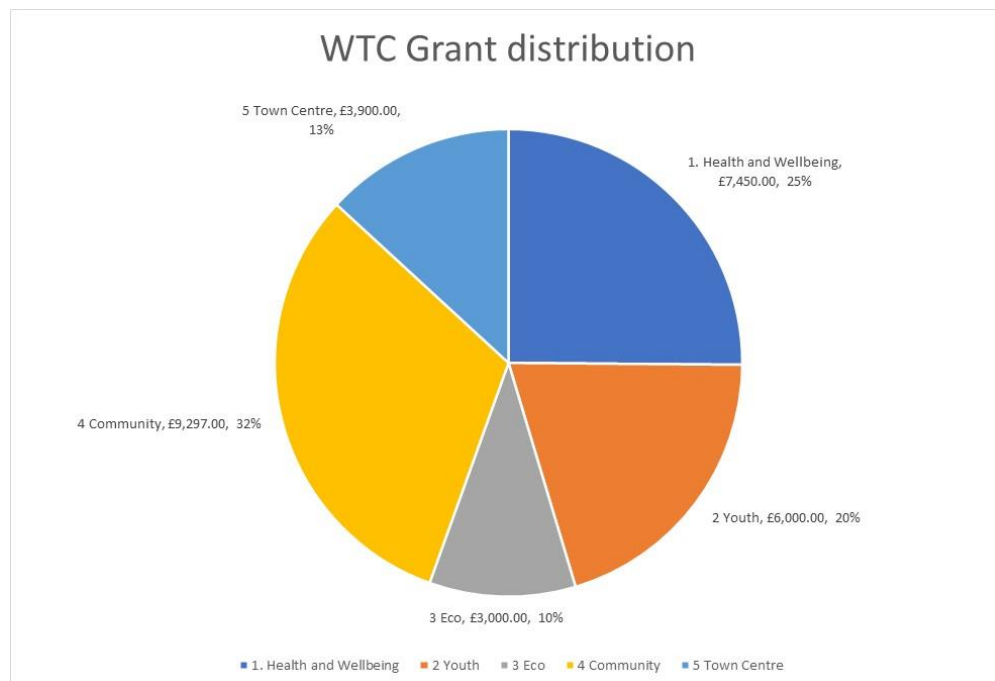
WTC828: Correspondence and Clerks report (TP)

Library of Things site approved
 Meeting Josh Dean, new MP
 Towpath closure update
 Recruitment for reception roles x 2 complete
 HR meeting postponed until October / November

WTC829: Grant applications

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

31.07.24	Local Social	Ware	Drop in Café	£	500.00	24/25
31.07.24	936 (Hertford & Ware) Squadron Air T	Ware	Simulator	£	1,000.00	24/25
		Ware		£	-	
			Total 2024/25	£	26,747.00	
			Grant Pot £38k	£	38,000.00	
			Remaining 2024/25	£	11,253.00	
			Loneliness Budget £5k	£	5,000.00	
			Spent 2024/25	£	2,900.00	
			Remaining 2024/25	£	2,100.00	



Presentation from Any Cook, Local Social. Set up in 2016. 140 cafe visitors per week.

Project to connect people, asset-based community mapping based on what is good.

Resolved: To support the application from Local Social for £2500, £1250 to be paid in September, £1250 to be paid in April 2025.

WTC830: Christmas Lights (SF)

The report was noted.

Christmas 2024 Alternative Lighting Scheme

On August 1st, we attended a seminar organized by Herts County Council for ‘Attachments to Columns and Electrical items in the Highway’, where they provided information on what requirements should be met in line with section 178 of the Highways Act 1980.

The information presented further compounded the fact that our existing lanterns are unable to be replaced or replicated as there is not a modern equivalent that would meet current regulations.

The decision to retire the lanterns is a result of not only the seminar but also:

- a report from HCC in December 2023 which highlighted multiple issues with the lanterns and the way they are installed.
- a meeting with a senior engineer from Ringway in February 2024 to explore the feasibility of licencing for lights on buildings town wide.
- a survey with a festive lighting contractor in April 2024 to look at ways to replicate or replace a version of lanterns or building front lights.
- the acquisition of several quotes for lights, bulbs, injection moulded lanterns and power alternatives.
- a report to Ware Town Councillors on the outcome of these information gathering exercises and ideas for alternatives, which were discussed and agreed in May 2024.

In August 2024, we undertook a final survey visit - with our contractor – to all the suitable locations in the town centre to finalise the scheme and place an order for set-pieces and installation.

Our lighting arrangement for 2024 aims to achieve a lighting scheme that is impactful and compliant with regulations and adherence to safety standards.

The September 2024 newsletter will include an article about the replacement scheme and will be able to provide an accurate reflection of what residents can expect to see in the town this Christmas.

Existing elements being retained for 2024:

Original Ware Bear, Crossroads x 3 (Baldock St and 2 x High Street), Festive Motifs on Lamp posts x 3 (Amwell End) and East St & West St festoon lighting

Hire/Purchase: £4,200

Installation/Removal/Storage/Testing: £3,700

New elements for 2024:

Large Ware Bear - outside Library, Ware Bear on Amwell End, LED Tree 7.5m in Tudor Square, Icicle lights on High St selected buildings, 2 non-illuminated 6ft fibreglass props as photo/display points, Lights on the bridge 4 lamp columns, East St festoon (tinsel wrap around the existing lights to match West St.)

Hire/Purchase: £19,400

Installation/Removal/Storage/Testing: £7,700

2025/26/27 costs for the existing and new scheme will be reduced due to no new infrastructure costs being incurred, unless extra additions are needed.

Total = £30,000

Resolved: To approve the expenditure of £30000 for rental and infrastructure costs with the existing supplier.

Resolved: To encourage High Street properties to decorate street facing windows in a Christmas theme with a £500 1st prize / £250 second prize.

WTC831: Town Centre Report (SF)

The report was noted.

Town Map

We are producing a town centre map for launch by end of year which will be distributed in public buildings and local businesses. A local artist is illustrating the map. The Ware Independent Traders Association are supporting the concept and providing feedback on the content.

Spring Clean

In the first week of August our contractors undertook jet-washing and gum removal on the High St, East & West Street, Baldock St and Amwell End.

Town Council Website

Following the resignation of the service by Cloudy IT we are working with a new provider on the sitemap for a revised website. The menus and content will be rearranged to improve accessibility and access, and the site will be more mobile friendly.

Community Noticeboard

Asda have kindly agreed to host a noticeboard of town council news. This will be placed by the tills at the Café end of the store.

WTC832: Communications Report (SF)

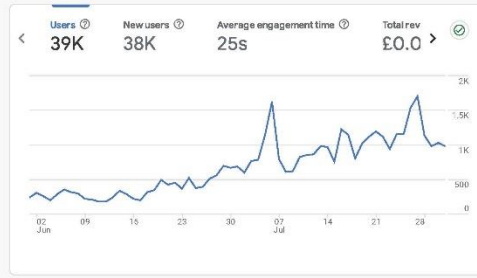
The report was noted.

Ware Town Council Website

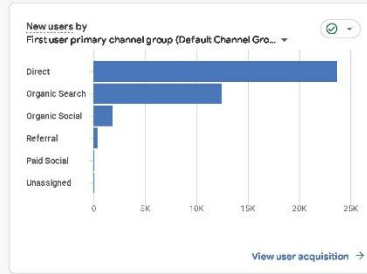
All Users Add comparison

Custom Jun 1 - Jul 31, 2024

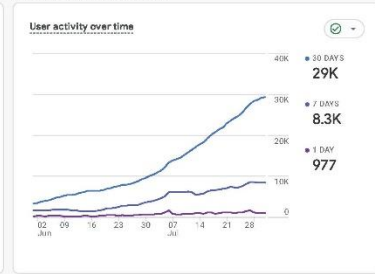
June 2024 & July 2024 Ware Town Council snapshot



WHERE DO YOUR NEW USERS COME FROM?



HOW ARE ACTIVE USERS TRENDING?



Top 50 pages

Page title and screen class	Views	Users
Ware Town Council â€” Serving the Local Community - Home page	12511	11395
Ware Festival â€” Ware Town Council	7177	4453
Ware Priory Lido â€” Ware Town Council	3317	1878
Whatâ€™s On â€” Ware Town Council	2274	1616
School Holiday Activities â€” Ware Town Council	1748	1177
Events	1299	953
Summer Concerts â€” Ware Town Council	913	721
New Community Banking Hub in Ware Drill Hall â€” Ware Town Council	859	738
Old Town Ware Live â€” Ware Town Council	785	581
Priory Park â€” Ware Town Council	745	530
Ware Festival & Parade Winners â€” Ware Town Council	678	180
Attractions or Things to do â€” Ware Town Council	640	579
Ware Town Council Newsletter â€” July 2024 â€” Ware Town Council	599	384
Ware Town Council Newsletter â€” June 2024 â€” Ware Town Council	571	331
Job Vacancies â€” Ware Town Council	499	359
Information for visitors â€” Ware Town Council	488	434
Town History â€” Ware Town Council	471	416
Shopping & Business Guide â€” Ware Town Council	470	409
Ware Priory Lido 2024 Public Consultation Results â€” Ware Town Council	419	319
10th Real Ale Festival â€” Ware Town Council	409	281
River Boat Parade Cancelled for 2024 â€” Ware Town Council	402	351
Councillors & Staff â€” Ware Town Council	393	350
Old Town Live music event comes to Ware High Street on July 27 â€” Ware Town Council	387	295
Monthly Farmersâ€™ Markets in Tudor Square â€” Ware Town Council	372	334
Your Council â€” Ware Town Council	372	311
Food & Drink â€” Ware Town Council	367	361
Whatâ€™s on in Ware â€” Ware Town Council	366	334
Contact Us â€” Ware Town Council	358	314
Community Groups & Voluntary Organisations â€” Ware Town Council	353	302
Whatâ€™s on in Ware in June â€” Ware Town Council	345	324
Ware Festival month kicks off on 6th July â€” Ware Town Council	337	285
Ware Banking Hub update â€” Ware Town Council	305	256
Services â€” Ware Town Council	304	286
Ware Priory â€” Ware Town Council	303	278
Wellness Programme â€” Ware Town Council	302	233
D-Day 80th Anniversary at Ware Priory with special guests â€” photo gallery â€” Ware Town Council	301	284
Meetings & Committees â€” Ware Town Council	290	231
Afternoon Cinema â€” Ware Town Council	284	255
Commemorative event at Ware Priory to mark D-Day 80th Anniversary â€” Ware Town Council	284	188
D-Day 80th Anniversary â€” Ware Town Council	284	195
News â€” Ware Town Council	280	258
The town prepares for Ware Festival with Carnival Day on Saturday, July 6 â€” Ware Town Council	276	244
Riverside Real Ale Festival returns this July for its 10th year â€” Ware Town Council	269	248
Explore Ware â€” Ware Town Council	268	251
Town Mayor â€” Ware Town Council	265	244
Allotments â€” Ware Town Council	262	223
Ware Town Council celebrate 50 years â€” Ware Town Council	262	253
More grants awarded to local groups in Ware â€” Ware Town Council	255	234
Financial & Transparency Information â€” Ware Town Council	248	215

Social Media

Across our social media pages Jun/Jul 2024 (since the last report) on Facebook, Instagram and X for Ware Town Centre, Ware Town Council, Ware Priory & Ware Lido:

349 posts

470,329 post impressions (the number of times the posts appeared on someone's screens)





426,862 users (the number of people who saw our social content – page & reach profile)

4.63% post engagement rate across networks (average engagement rate)





26,964 Fans/Followers across networks

1170 New Fans/Followers

FACEBOOK

Post with most reactions	Post with most impressions	Post with highest reach	Post with highest engage...
 <p>Ware Town Centre Jul 12, 15:10</p>	 <p>Ware Priory Lido Jun 30, 11:11</p>	 <p>Ware Priory Lido Jun 30, 11:11</p>	 <p>Ware Town Council Jul 08, 13:02</p>
What a lovely welcome at Ware Train Station. 🌸 A collaboration with Always Bee You CIO charity, New River Line Community Rail	🎉 The day is finally here! 🌈 On the 30th June 1934 the lido opened for the very first time. A bouquet of blue and white flowers was floated	🎉 The day is finally here! 🌈 On the 30th June 1934 the lido opened for the very first time. A bouquet of blue and white flowers was floated	It was a fantastic representation of local organisations in the Carnival Parade on Saturday, July 6th and it was wonderful to see the
387 likes and reactions	22,084 impressions	21,968 reach	25.62% engagement rate

INSTAGRAM

Post with most likes	Post with most impressions	Post with highest reach	Post with highest engage...
 <p>waretowncentre Jul 12, 15:10</p>	 <p>waretowncentre Jul 03, 10:01</p>	 <p>ware.priorylido Jul 16, 13:52</p>	 <p>waretowncentre Jul 12, 15:10</p>
What a lovely welcome at Ware Train Station. 🌸 A collaboration with @alwaysbeeyoucio charity, @crpnew and local artist Donna Reeves.	🌟 Ware Festival 2024 is nearly here! The town will soon be bustling with festivities and a month full of exciting activities to enjoy. 🎉 Commencing THIS	📢 REFURB NEWS! 📢 Following our public consultation in May, Ware Town Council voted to proceed with the planned second phase of our	What a lovely welcome at Ware Train Station. 🌸 A collaboration with @alwaysbeeyoucio charity, @crpnew and local artist Donna Reeves.
305 likes	3,120 impressions	2,707 reach	17.89% engagement rate

WTC833: Police Priorities (TP)

The next round of local Neighbourhood Policing priorities began on Thursday August 1st, 2024.

The expectation is for Neighbourhood Policing Teams to spend the month of August engaging with partners and members of the public to get feedback around what they would like the local Neighbourhood Policing Teams to focus on in their local areas for the next three months.

A survey will also be sent out to Herts Connected members.

Please be aware that this is for LOCAL policing priorities only, it is for the local NPTs of PC's and PCSO's to focus on local issues within their local areas, normal policing responses are not affected.

WTC to consider priorities for representation to the Police.

Ware Town Council, The Priory, High Street, Ware SG12 9AL.
Telephone 01920 460316
www.waretowncouncil.gov.uk

Action: To feedback to the Police the following priorities from WTC

Parking enforcement / Speed enforcement

WTC834: Feedback from members of Ware Lido Project group (TP/TD)

Planning application now submitted to EHC, awaiting feedback.

WTC835: Preferred Contractors Ware Lido (TP)

WTC is undertaking a building refurbishment at the Lido with an estimated build cost of £1.2M.

In order to prepare the information for planning, tender and PWLB application WTC have employed a project manager that we have used before. He uses a number of subcontract specialists for items such as structural engineers, biodiversity net gain, M&E etc. WTC need to procure their services based on the project manager's judgement that they are providing value for money for their specialist advice (when we have checked in the past his judgement has been sound) . The project manager can not add them to his fees as he doesn't have the required level of indemnity insurance to cover the range of work being undertaken. There is also some time pressure to get this work done to allow the build work to take place during the quite time for the Lido.

The details from our updated Financial Regulations are

- 1.1. *For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;*
- 1.2. *where the value is between £1,500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates*
- 1.3. *For smaller purchases, the Clerk shall seek to achieve value for money.*

Resolved: To approve the list of preferred contractors detailed below to be used by Icon Consulting

Resolved: To delegate authority to the Clerk to manage the procurement of these services without 3 quotes up to £10K and to a total not exceeding £100K which is the total budget allocated.

1. Richard Hatton Associates, Structural & civil engineering design.
2. PB Design and Consultancy Limited, Mechanical services engineering design.
3. Tyse Design and Consultancy Limited, Electrical services engineering design.
4. Herts and Essex Site Investigations Limited, Soil investigations and drainage surveys.

- 5. HA Acoustics, Acoustic reports.
- 6. Outdoor Spaces
- 7. Learn Ecology
- 8. Stuart Roberts, Icon Building Consultancy

WTC836: Smart Thermostats in Priory Building

Project objective: To install smart thermostats in the priory building so we can control which rooms that we heat.

Timescale: To be confirmed

Summary of works to be completed: to Install smart thermostats

Contractor	A	B	C	D
	£10388	£10018	No quote	
Total	£10388	£10018		

Resolved: To appoint contractor A as they manage the current heating system and are familiar with its operation.

WTC837: To replace lead valley on roof as per Quinquennial review

Project objective: To replace lead valley on roof

Timescale: To be confirmed

Summary of works to be completed:

Contractor	A	B	C	D
	1650	1375	2589	
Total				

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

WTC838: Priory Park Toilet tender (TP 10mins)

Resolved: To approve the toilet tender documents for publication, closing date for tenders October 2024.

WTC839: Financial Report (TP 10mins)

Finance reports to 31ST July 2024

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

WTC840: Ware Town Council Bank Reconciliations 01.06.24 – 31.07.24 (TP 2mins)

Resolved: to approve the above Bank Reconciliations, confirmed by Cllr Day, Mowbray and Zsibrita.

WTC841: Review of Utility Contracts

Resolved: to move to a green tariff with a REGO certificate for electricity and Gas suppliers.

Electric 100% Green tariff, 24month contract based on the cheapest supplier.

Gas, 100% Green tariff, 24month contract based on the cheapest supplier for the Priory and Lido.

Resolved: Aim to remove all gas from Fletchers Lea managed by the clerk's office.

WTC842: Feedback from members of external groups (Cllrs)

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

WTC843: Agenda items for next meeting

WTC844: Mayor's Closing Remarks

Resolved: To exclude the press and public for agenda item WTC845

WTC845: Property Update (commercial confidentiality)

With no further business the meeting closed at 10.40pm

Signed

Dated