



WARE TOWN COUNCIL MEETING
Monday 22nd July 2024
in The Council Chamber, The Priory, Ware, starting at 7.30pm

A G E N D A

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

Officer present: Terry Philpott Town Clerk.

Members of the public: x1

WTC801: To receive and accept Apologies for Absence

- None received

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

WTC 823 Property update CLr Butcher, Mowbray, Scully, Shaw.

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

Resolved: The minutes are an accurate record

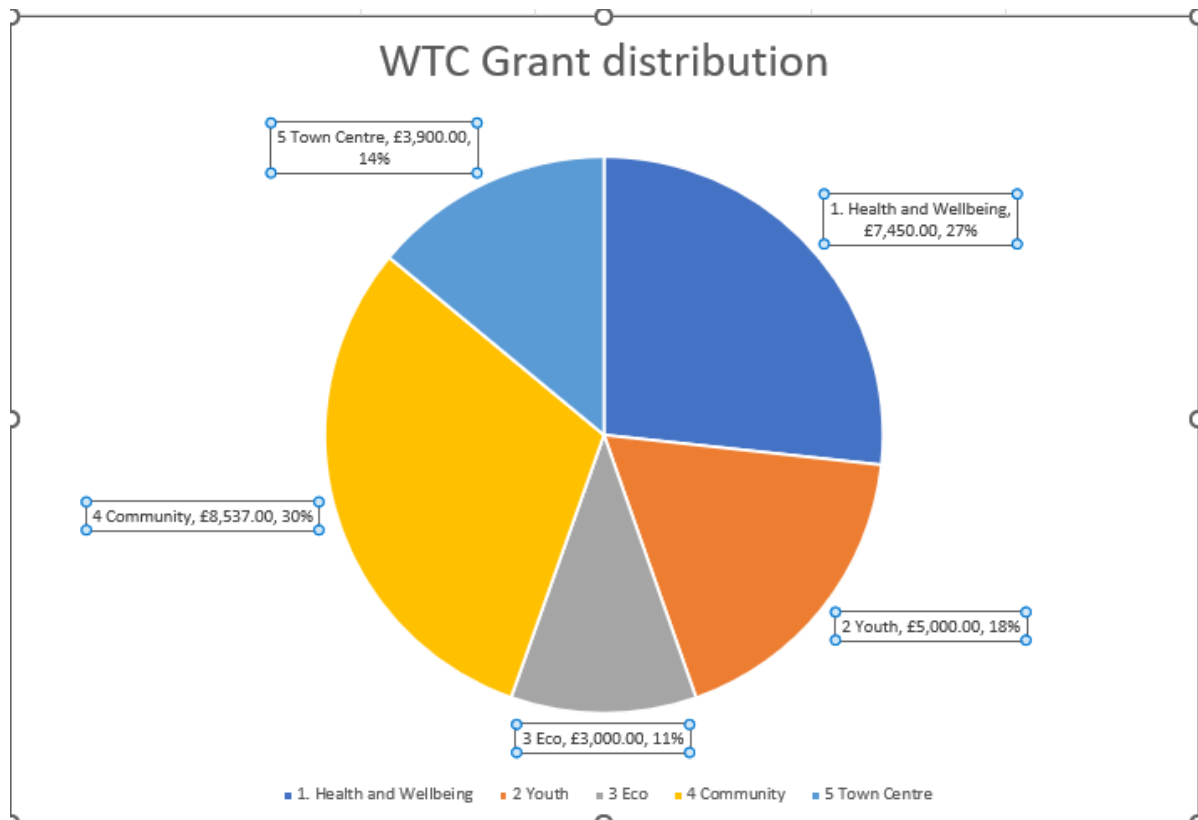
WTC804: Correspondence and Clerks report (TP)

- Terry Philpott passed Sustainability Leadership
- Towpath correspondence received expressing concern over closure.

WTC805: Grant applications (SH)

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

Resolved: To support a grant application from Herts Inclusive Theatre for £1440, 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)

Resolved: To maintain the current policy and its application following a request to review for non resident burial fees.

The Cemetery and Allotments report was noted.

Allotment Waitlist Report

There is currently a total of **15** people on the waiting list covering both sites (this was at 32 in February).

Site	# on Waitlist	# of Vacant Plots
Crosspath Field (King George Road)	1	2
Warehouse Field (Widbury Hill)	14	2 (this was at 17 in February)

There are 4 people on the Warehouse Field waiting list who do not feel in a position to take on a plot at this time. There are also 2 people who already have a plot but would like an additional one.

The person on the Crosspath waiting list is waiting for a plot in a particular plot area of the site.

Allotment Inspections

The annual allotment inspections have now all been completed, whereby all 204 tenanted plots across both sites have been viewed and findings recorded. As part of the annual inspection a report is sent to each of the tenants detailing our findings as seen on the day. This details the current condition of the plot, any feedback or action required and the next steps. When needed a follow up inspection will take place after 2 months to ensure further work or actions have been completed, and if this is not the case a decision is made whether to initiate the eviction process.

Plot holders are encouraged to share if there is anything that could impact their ability or opportunity to work their plot, as this will always be taken into account as part of the inspection.

Annual Allotment Competition

The judging of the Allotment Competition has started, with the first round of judging having taken place on 11.07.2024. The judging is being undertaken by Mayor. Martin Butcher, Councillor. Graeme Hill and Councillor. Barney Bryant. The Councillors will be joined by a Specialist Judge, Victoria Robertson for the final round on 18.07.2024.

WTC807: Eco and Biodiversity quarterly report (HP)

The report was noted.

City to Sea Refill

- HP visited all businesses that appeared suitable for a refill station, i.e. cafes and other businesses who usually have more than 1 staff member on the shop floor as theft was a concern for a number of businesses.
- The few pubs visited voiced that they either already provided tap water for customers or did not wish to encourage underage people into the premises.
- 10 businesses have currently registered as refill stations with a few more interested, however they have not yet registered via the App. Step by step instructions have been provided together with information and a window sticker to interested parties. HP will be prompting some of the businesses again over the coming month.
- Unfortunately City to Sea have provided limited support and contact has mainly consisted of requests for WTC to join in various activities to promote their mission. At this point in time, resources are currently being used on other priorities therefore the potential for doing some of these activities will be revisited in the future.
- A launch was put out on the website and newsletter including a photo with the Mayor, Town Clerk and Southern Maltings (who have signed up for Refill), together with the WTC refill station and a giant plastic bottle made of water bottles. GH will be taking the bottle to Glaxo for an event in September.

Refill Sink

- We have created our own refill station consisting of a large trough sink with 3 taps and signage which made it's debut on Carnival Day.

- The carnival stalls were asked to bring their own reusable water bottles to use at the refill station and some were purchased for those who do not have one. No SUP water has been provided to stall holders this year.
- WTC have signed up as a Refill station with City to Sea Refill with a link to our events schedule. The sink will be sited on the Priory front lawn during events but unfortunately cannot be left out permanently due to the likelihood of vandalism.

Single Use Plastic in WTC Operations

- An on-site area has been identified for a composting facility for plant based products, however it is currently covered in bindweed therefore this needs to be eradicated before the site can be put to use. It is intended to do this throughout the season so that construction can be started in the winter.
- There have been very few beaker suppliers that have been able to verify certification to Seedling logo status for home composting. Research indicates that not all products labelled as “compostable” can be composted at home therefore these will need to be trialled for composting.
- Due to timescales and the search for a composting solution, compostable beakers were unable to be purchased for early summer events or the carnival. Instead, reusable plastic beakers were purchased for trial at the first concert. Unfortunately a large number were not returned. Physical and digital signage was produced to encourage people to return them at the next concert which was much more successful.
- Vegware has been identified as a reliable/cost effective supplier of compostable cups and compostable corn starch clear beakers and they supply GSK.
- EHDC/NHDC do not offer compostable collections for businesses and none of the recycling centres within a reasonable distance can reliably take compostable products either. Two collection contractors have been identified and HP is currently carrying out a cost analysis for the products and collections.
- HP has reviewed internal activities and highlighted a number of SUPs that can be removed and replaced with an alternative. Teams will be sourcing alternatives once current stock has been used. Processes will be reviewed again once suitability has been confirmed and new procedures put in place.

Building Surveys – Utility Aid

- Surveys of WTC buildings have been carried out and the draft reports reviewed.
- The post survey discussion meeting for the Priory has been completed & the report is currently being updated, with the reports for Lido and Fletchers Lea to follow by the end of July.
- Priory : The main recommendation was to get a company like Hysop, Honeywell or Daikin to provide a “digital twin” of the building services which are not currently cohesive and are therefore not operating efficiently. This will enable bespoke recommendations to be made regarding control upgrades which could reduce energy consumption by up to 20%. Alternatively a cheaper alternative would be a schematic by an M&E consultant.
- The other main recommendations were: reducing boiler flow temperature & using infrared heaters for people who feel the cold; adding a weather compensator and digital TRVs; installing a variable speed pump to slow down the water to radiators not needing heat; connecting the zone pumps for the flow and return radiators and finally, turning fridges, fans & pumps off overnight.
- Recommendations for Fletchers Lea and Lido will be passed on to the refurb project managers in due course.

Carbon

- Costs and service level have been confirmed with Green Business Benchmark and HP will be onboarding with them over the next few weeks.
- HP is putting together a “Sustainability To Do List” spreadsheet incorporating actions from the bi-annual Carbon Report, Building Surveys and Green Business Benchmark ESG pre-requisites and base line action tasks.
- These will be prioritised according to cost, effort and impact. Actions for the buildings will be passed onto the project managers for Lido and Fletchers Lea for inclusion into the refurb designs where possible.
- For the other priority actions, HP will provide an approximate cost for the new budget year where applicable.

- As actions are completed, information will be passed on to include within the next Carbon Report which will help to calculate the current Carbon reduction and inform the budget for Carbon Offsetting for the next year.

Carbon Offsetting

- A budget of £11,000 has already been approved for carbon offsetting in the 2024-2025 period, calculated from the remaining Carbon for WTC operations from the last Carbon Report.
- It is the intention, with the agreement of Councillors, to use this money to benefit a Carbon reduction scheme by a local charity/organisation rather than invest in a scheme abroad.
- Using the existing Grant Policy but with the Grant Form adapted with some bespoke questions, it is proposed to offer the whole or part of the £11,000 for appropriate schemes.
- It is proposed that TP/SH/HP are able to approve applications up to £1000 with Councillors approving larger grants. Should a number of applications be received for the whole amount, it is proposed that these should be voted on by TP/SH/HP and Councillors.
- Schemes could include examples such as: provision of Photovoltaic Panels or an Air Source Heat Pump on a school/community building; insulating an existing school/community building to reduce energy usage; adopting a public space to turn into a community biodiversity garden project, medium scale tree planting; local plastic reduction or reuse schemes. Ideas of other projects that could be considered would be welcome
- Entries would need to provide a clear project plan including costing and management and agree to report on the carbon saving following completion (at their own cost).
- Entries would also need to demonstrate that monies are in place to fund the project if costs exceed the grant awarded.
- A deadline would need to be in place for completion of projects and Carbon reporting.
- Due to the specific nature of the grant funding it is proposed to do a Mail Chimp approach to a targeted audience of schools and local organisations and charities. September would seem to be a good target date for when schools come back from summer holidays.

Communications & Community Engagement

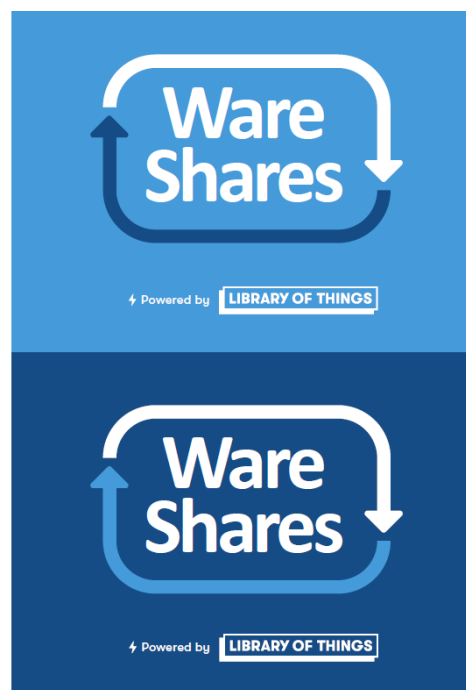
- A new section “Environmental Sustainability” has been included under Services on the Website.
- Articles have been written regarding Improving Garden Biodiversity including soil health, garden pests, butterflies, bees and birds and these are regularly being put onto the newsletter and website.
- An article has also been written on Forever Chemicals and one is currently in progress on Single Use Plastics.
- HP & GH are looking at doing a Biodiversity Day event (perhaps twice a year) to encourage wildlife friendly gardening to improve garden biodiversity. We have got some ideas which we

will be looking at in more detail over the coming month. These could also be split down and repeated on the WTC Market Stall to encourage additional public engagement.

- HP is happy to get involved with Climate & Biodiversity ideas and resources for the monthly WTC market stalls.

WTC808: Library of Things (HP)

- The locker location has been approved by Asda Ware Store Manager and Regional Director. Approval is now awaited from the Property Team before we can officially go ahead.
- Space identified on 1st floor of Asda behind the tills. Electric and Wifi will need extending from the tills to the locker point (cost estimated within budget figures).
- To reduce costs within budget, we will use our own branding and do marketing in-house. This will need to be approved by Asda although they were relatively open during initial discussions. Further conversations will be required about external signage and Asda promotions.



- The most popular tools have been identified from Ware public engagement events and LOT records & these have been costed within budget at approx. £5,000.
- Operational details have been reviewed thoroughly with LOT and a reduced fee negotiated for their full support package to include public queries, late returns, and cleaning/maintenance charges. Final fee reduction to be confirmed shortly.
- Stripe payment system included in the budget together with email reminders for borrowers, all managed by LOT.

- A software demo has been provided for review.
- A Risk Assessment has been started although this will be completed once we are on board with Asda. It is envisaged that bags/carry cases will be needed for a number of tools to ensure public safety through Asda at additional cost. £10m public liability is in place. HP to review LOT terms of use to ensure we are covered for the same risks.
- Investigations into a maintenance technician and backup support have been started and initial ideas about in-house support discussed with TP.
- The design for the maintenance technician’s workshop in the toilet block has been passed to the project manager. This is due for completion mid February 2025 therefore if Asda are keen to start earlier, the current workshop at the Lido may need to be used short term. Workshop tools and equipment will be required at additional cost.
- Once Asda approval has been secured, HP to obtain construction details, photos and access video from Asda to facilitate locker design and co-ordinate between designers and Asda.
- Fabricators require 1 day to install lockers and they are not keen to do overnight installs therefore HP to discuss logistics with Asda in due course. Lockers are delivered flat pack to store, built in sections within a separating staging area and then taken to position to install. HP to act as co-ordinator between fabricators and Asda. This may result in additional costs if install needs to be done out of hours.
- Launch event and comms to be designed nearer the time.

A cost analysis has been carried out based on a 28 locker scheme, together with low, mid and high level borrowing activity examples. It is recommended that costs at any level within the total budget figure are approved in order to enable project progression.

Year 1 Setup Costs v Budget £30,000

Item	Nett Cost	Notes
LOT onboarding/setup	£7500	Set fee
28 lockers	£13000	Additional install costs possible if out of hours
Asda services	£3500	Estimated for electric & Wifi to lockers
Tools x 28 plus spares	£5000	Estimated based on popular tool list
Inhouse marketing	£500	Banners, printing etc
Technician training	£500	Estimated travel/accommodation for 3 days
Total	£29500	Within Year 1 budget
Costs are just about within budget however it is recommended that additional funds are approved in advance to cover potential additional Asda services and locker install costs.		

Yearly Operational Costs v Budget £10,000 per year

Costs are guided by LOT records for existing schemes

Item	Nett Cost at 1 borrow/wk (52 /yr)	Nett Cost at 27 borrows/wk (1404 /yr)	Nett Cost at 40 borrows/wk (2080 /yr)	Basis
Payment processing	£26	£701	£1038	4% of sales
Inhouse marketing	£500	£500	£500	Allowance
Maintenance Technician	£216 **	£5827	£8632	£4.15/borrow ** Minimum hours may be needed depending on arrangement
Replacement tools	£78	£2106	£3120	£1.50/borrow
Consumables	£78	£2106	£3120	£1.50/borrow
Locker Rental	£1797	£1797	£1797	28 lockers @ £5.35/month
LOT support	£97	£2628	£3894	15% of sales Await confirmation of reduced fee %
Lock Software	£300	£300	£300	£25/month
Borrower ID checks	£39	£1053	£1560	75% first time borrowers
Text reminders	£9	£239	£354	17p/borrow
Quarterly Impact Report	£100	£100	£100	Year 1 free
Total Cost	£3240	£17356	£24415	
Sales	£649	£17522	£25958	Average £12.48/borrow
Operating Profit/Loss	- £2591 **	£165	£1544	** Within £10000 budget

Whilst Nett costs demonstrate a potential profit with a good borrowing rate, the worst case scenario of 1 borrow per week will have a cost impact. This is however within the yearly budget. VAT will be applicable to most of these costs.

It is clear however that additional funds will need to be approved in advance to allow for proportionate operational costs if the scheme is launched within the Year 1 period as this budget is already accounted for in the setup costs.

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

Resolved: 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.

Resolved: To install 2 x additional charging points adjacent to the museum on the same cost structure as the existing plan.

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			

Resolved: Not to appoint any contractor due to the high cost of consultancy.

WTC811: Wellbeing / Fitness proposal (GH)

Resolved: To support under a campaign banner.

WTC812: Market Stall proposal (GH)

Resolved: To have a themed market stalls to be managed by the Clerks Office.

WTC813: Ware Town Partnership proposal (GW)

To review the proposal and agree the next steps.

Ware is blessed with many amazing community groups that have produced a thriving town. One great example of this is the Southern maltings as it has successfully built a community arts centre showcasing talent and providing opportunities through Herts inclusive theatre, its guitar club and the many workshops it hosts

The Mens shed have teamed up with ware swifts to provide hundreds of boxes to house an iconic endangered species

CAEH have helped disadvantaged residents to claim hundreds of thousands of pounds in entitlements, referring some to the ware charities to provide much needed assistance.

These partnerships between organisations have produced wonderful results, and due to those partnerships and their successes I propose we establish a ware town partnership board.

This would take the form of a quarterly meeting of representatives from major religious, local business groups and charities based in or active largely in Ware, and representatives of WTC.

From this meeting I would hope to derive the following:

- Information on the state of community groups and charities within the town which will enable us to better understand and plan what's needed from the council and give us more information for the allocation of grant funding.
- Facilitate the exchange of work between groups on projects one group alone would be unable to complete
- To publish quarterly reports on achievements, needs and ambitions

An organisation encompassing all groups within Ware would be unworkable, therefore I would recommend that representatives of these groups should be limited to 12 people, including 2 representatives from Ware Town Council. The other 10 members will be invited at the discretion of the Clerk under Ware Town Councillors guidelines. The chair of the meeting should not necessarily be a Ware town councillor and should be elected via the representatives for a term of 1 year via a simple majority.

The appointed 10 members should include:

1. a member from the local town centre business group
2. a member from Citizens Advice East Herts
3. a member from a group combatting isolation local social/alwaysbeyou/The mens shed
4. a member of Samaritans
5. a member of a local environmental group
6. a member from community policing
7. a member from a local Sports Group
8. a member from the Southern Maltings
9. a member from local religious institutions
10. a member of the Ware charities

There is an expectation that in appointing representatives that they would liaise with other groups within their sphere, IE always be you with the mens shed.

Resolved: To support the idea of a one off event to be coordinated by GW / TP

Request from local resident

I am writing with a suggestion that the Town Council might help with..

There are multiple organisations, including the town council, who are offering activities and events for local residents and families in Ware. As such an active community, I am aware that similar activities are being scheduled at the same time, impacting the participation and duplicating topics.

In the past the Town Council had an advisory committee which met with representatives of local organisations and enabled a clear exchange of information about the work of the organisations, allowed town council to share their plans with community leaders, and encouraged partnerships where there was mutual benefit. This was held a few times a year and at the time lost focus. With so much now on offer this might help to give visibility to what's on and allow groups to avoid date clashes and duplicating offers.

My suggestion would be to convene such a meeting and enable us to share plans, perhaps co-ordinate activities and events which involved different venues and topics either at different times or as part of a trail with stop off points. This would be a session for sharing plans and mutual promotion, including the council's own activities.

Resolved: To support further discussion with JW on the coordination.

WTC814: Financial Report (TP 10mins)

The Finance reports to 30th June 2024 were discussed and noted.

- 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)

Councillors had some concern over the reconciliation and requested more information to be prior to formal approval at the August meeting.

Clerks note post meeting – The reconciliation balances, Councillors have been advised.

WTC816: Freedom of Information Policy (TP)

Resolved: to approve the Policy with no amendments.

WTC817: Reserves Policy (SH/ TP)

Resolved: 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	

Resolved: 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)

Work is progressing. A change to the original plans will be required due to a different floor structure being in place. The change will involve the installation of a DDA compliant ramp.

Business plan will be presented to Council in September.

WTC820: Feedback from members of external groups (Cllrs)

- Town Twinning (KTM) Volunteers for Xmas market in Wulfrath required.
- Ware Drill Hall (AZ) Lost £25K pa, looking to convert caretakers flat to a meeting room.
- Ware Museum (BB) Defib and noticeboard potentially to be sited on the museum building.
- Ware Society (RM) concerns over the river path closure and large lorries in crib street.
- Ware Charities (GW) Strategy being worked on

WTC821: Agenda items for next meeting

WTC822: Mayor's Closing Remarks

Resolved to exclude the press and public from items WTC823 and WTC824

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

The report was reviewed and a plan which is currently commercially confidential was agreed.

WTC824: Bar Staff Pay scales

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

Resolved: After an internal review the intention is to create an entry level rate SCP 4 £12.01 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.

With no further business the meeting closed at 10.40pm

Signed

Dated