



Ware Town Council

WARE TOWN COUNCIL MEETING

Monday 28th October 2024

in The Priory Hall, The Priory, Ware, starting at 7.30pm

MINUTES

CLlr Butcher (Chair) (until item WTC874) Bryant, Butcher, Hill (Chaired the meeting from WTC875), Mowbray, Scully, J Taylor-Moran, K Taylor-Moran Williams.

Officer present: Terry Philpott Town Clerk, Heidi Pateman.

Members of the public:

WTC871: To receive and accept Apologies for Absence

- Cllr Day, Shaw, Zsibrita

WTC872: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- None declared

WTC873: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 23rd September 2024

Resolved: The minutes are an accurate record

WTC874: Old Town Live 2025

To discuss and agree next steps with the operators of Old Town Live potential support from WTC for the event in Ware scheduled for July 2025.

Action: To defer the decision pending the budget review in November with a decision at the November Full Council meeting.

WTC875: Correspondence and Clerks report (TP/10mins)

Public toilets at Ware Rail Station

Remembrance Sunday 10th November / 11th November Ware Memorial gathering.

Priory Swing awaiting further quotes and confirmation of budget for 2025/26

Priory Lift, 14 week work programme awaiting start date.

Lido Business Plan, borrowing approval received with further questions responded to.

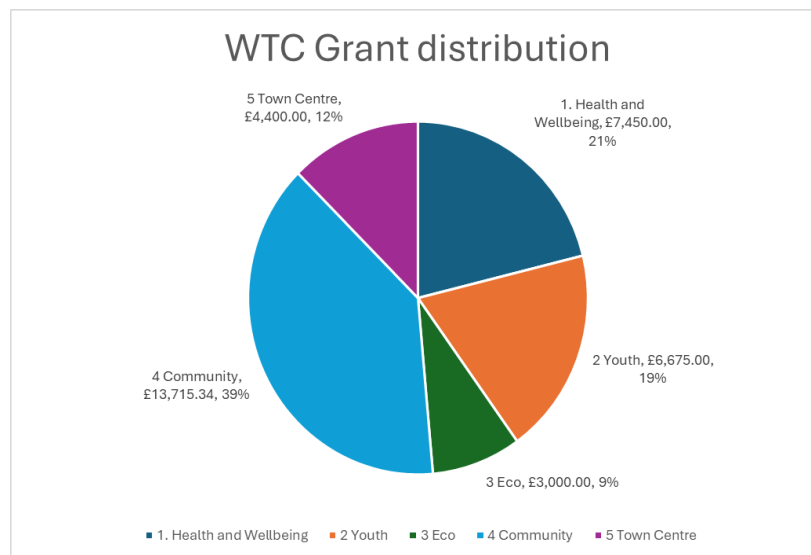
Property update, condition survey approved

Budget workshop 18th November 2024, 7.30pm start

WTC876 : Grant applications (TP/2mins)

The current status of the grant applications was noted.

15.10.24	Sporting Inspirations	Ware	King George Activities	£ 575.00
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Grant Pot £38k **£38,000.00**

Remaining 2024/25 **£ 6,909.66**

Loneliness Budget £5k **£ 5,000.00**

Spent 2024/25 **£ 4,150.00**

Remaining 2024/25 **£ 850.00**

WTC877: Cemetery Fees 2025 (TP)

Resolved: To approve a 5% increase in cemetery fees effective from 1st January 2025.

WTC878: Climate and Biodiversity Report (TP)

The report was noted

Library of Things

- The Licence with Asda has now been signed. This is for the maximum 6 month period under Licence agreement so will need to be renewed every 6 months, however Asda are fully invested so this should just be a formality.
- The Agreement with LOT has now been drafted and we are awaiting the final document for signature.
- Full costs have now been agreed including metal lockers and an overnight install at Asda. Year 1 install costs have exceeded the £30k budget by about £5,500 however it is anticipated that this can be recouped from the borrowing income over the next few years as operating profit is well within the yearly £10k budget.
- The locker location has been approved for the end of the tills between the toilets and café, alongside the WTC noticeboard.
- A public survey is currently out to get further input as to the tools needed by residents and this will inform the final locker design. Tools will be purchased after Christmas.
- A job application pack is about to go live for the maintenance technician for a paid role of 2 half days per week. Backup volunteers are still needed and this option will also be added. A presentation has been done to Men's Shed asking for volunteers but this is considered unlikely to be fruitful. A backup plan would be to train a WTC maintenance staff member to provide technician cover.
- The Ware Shares logo went down well with Asda at our recent project meeting and HP will be working with their design team to agree locker colour (Asda green expected), vinyl locker decorations, signage and general comms branding.
- HP has worked with the architect to design the maintenance technician workshop as part of the toilet block refurb and work will soon be started on site.
- A lunch event and countdown comms will be planned in conjunction with Asda ready for the launch in March 2025.

City to Sea Refill

- 10 businesses have currently registered as refill stations. Step by step instructions have been provided together with information and a window sticker to interested parties. Despite a further visit to interested parties no further businesses have signed up on the App. HP will do another visit in the new year in an effort to get more businesses on board before the spring.

- Comms launching Refill were put out in July including pictures of the Mayor, TP & Southern Maltings representative with our giant plastic bottle model and our own Refill station in the Priory grounds. These were also in place at the Festival.



- A stall was organized for the Hertford EcoFest event in October at which Refill and their partners were supposed to attend with all their visual comms. Refill and their partners pulled out last minute and then the event was cancelled due to the weather.
- Unfortunately Refill have not been very forthcoming and speaking to Hertford it's considered unlikely that it will be worth paying for Refill's contribution next year. This will obviously mean losing the App however the physical refill provision can still be promoted and we can still look at a coffee refill scheme moving forward between the Councils.

Single Use Plastic in WTC Operations

- Work has started on removing the bindweed from the area identified for an on-site composting facility.
- Quotes have been obtained for a concrete base for the pallet compost bins and it is intended to lay this over the autumn/winter period.
- There have been very few beaker suppliers that have been able to verify certification to Seedling logo status for home composting. Vegware seems to be the most reliable (also used by Glaxo) and prices have been obtained together with prices for a regular collection. This works out quite expensive for the relatively small number of cups used for most events therefore it seems prudent to try home composting before entering into any collection agreement.
- 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.
- No stallholders have been provided with SUP vessels this year. Recycled plastic glasses have been used for all events held outside and together with plenty of signage highlighting intent and encouraging their return, this has so far been successful.

- HP will be looking at upstream supplier processes with regards to amending procedures, obtaining climate documentation and updating contracts to include requirements for SUPs, waste and recycling.

In-house Energy Efficiency & Carbon Reduction Actions

- The Utility Aid Surveys of WTC buildings have been finalised and the results used to inform the following actions:
- Lido : HP has worked with the design team for the refurb/extension. The initial Design SBEM (energy calculation) shows a high A Rating on it's EPC (energy performance certificate) will be achieved. The final Design calculation is expected shortly.
- Fletchers: Recommendations and approximate prices for improvements have been passed onto KM to include in the tender pack where possible. These include PV, a heat pump for the hot water provision, an unheated air curtain for over the front door and restricted taps and WC cisterns.
- Priory: Recommendations and approximate prices for improvements have been discussed with TP which include digital radiator valves (now installed), updated schematics of the mechanical and electrical systems to enable efficiency and an air curtain for the front door.
- Carbon Reduction Grant applications (max £3k each) have been made for the Fletchers ASHP, Priory Air Curtain, Priory Digital TRVs and Priory Schematics. We expect to hear back by 25th November with any approved works to be completed by March 2025.

Walking to School Play

- Box Clever have been booked to provide 9 showings of the "Getting There" play during the week commencing 24th February 2025 based at local schools. A final showing is being offered on Saturday 1st March at the Priory to allow children and parents unable to attend during the week to watch the show.
- The play tackles the child and parent points of view with regards to independence for years 5/6/7 with the transition to walking to school or using public transport.
- 10 local primary schools have recently been approached and 2 have already booked in.
- A Carbon Reduction Grant application for a contribution towards the cost has been made.

Electric Vehicle Charging

- 2 additional charging points have now been installed and a Carbon Reduction Grant application has been made for a contribution towards the cost.

Events

- A Grant Application has been made for the cost of providing 2 Biodiversity Day events looking at promoting biodiversity in our gardens.
- HP would like to put forward the idea of a Christmas Jumper Swap event and would welcome input from Councillors.

ESG, SECR & General Carbon Counting

- No further action has been taken with regards to starting with Green Business Benchmark. It was considered a good idea to get a number of the in-house energy efficiency improvements completed across the building first in order to give us a good baseline ESG rating on which to start. This will also enable HP to give it full attention and make the yearly fee cost effective.
- Data is being collected for SECR as we need a whole year's worth before reporting.
- Prices have been obtained for REGO backed contracts providing 100% renewable gas and electricity which will start in April. Confirmation has been received that this will effectively negate all energy usage from our carbon emissions, although we still need to practice energy efficiency to reduce environmental and cost impact.
- Overall Carbon counting is currently done by an external assessor who produces our Eco Report every 2 years. Whilst this has served WTC well and the above actions are all contributing towards updating this, HP has found a number of anomalies which don't make for accurate reporting. HP is therefore looking at a software which can use spend based data from our accounts together with activity based data collected from our operations. This will result in more accurate carbon counting.
- Due to the nature of the existing buildings and the range of events provided by WTC, it is considered possible to get to zero carbon for Scope 1 and 2 but that the target of 2030 for Scope 3 emissions is unrealistic. Further investigation into this will be possible once accurate carbon counting has been carried out based on a whole year's data.

WTC879: Priory Grounds Toilet tender (TP)

Project objective: To install three x public toilet cubicles, plus a technicians workshop into an existing building.

Contractor	a	b	c	d	e
Total Cost	£122,000	£134,550.81	£ 136,703.84	£152,278.22	£155,990.00
Price (50)	50.00	45.33	44.42	40.05	39.10
Quality (30)	5.00	30.00	15.00	25.00	30.00
Reliability (10)	2.00	10.00	5.00	8.00	10.00
Proximity (5)	5.00	5.00	1.00	1.00	5.00
ECO (5)	0.00	5.00	0.00	5.00	5.00
Total (100)	62.00	95.33	65.42	79.05	89.10

Resolved: To appoint contract B, to be managed by the clerks office.

WTC880: Sanitary Bin Pricing (TP/KH)

Review of Sanitary Bin Contracts

We have had our current contract for some time. A review of the contract identified some potential cost savings.

We currently pay the contractor for the servicing of nappy bins, sanitary bins and floor mats in the Priory Main Building and Fletchers Lea, and for nappy bins and sanitary Bins in the lido.

From October 23- October 24 we have paid **£3098.11** for bins and **£1256** for mats. We currently have 8 bins in the main building, 5 in fletchers lea and 4 in the lido. Plus 4 nappy bins across the sites.

We will need to add sanitary bins to the new public toilets once finished, plus additional bins are now needed for the lido due to year round operation and greater number of mixed sex toilets.

Quotes have been received for the following services :

LIDO: 9 sani bins and 2 nappy bins emptied 26 times pa (fortnightly)

PUBLIC TOILETS: 3 sani bins and 1 Nappy bin emptied 52 times pa (weekly)

WARE PRIORY MAIN BUILDING: 7 sani bins and 1 nappy bin emptied 26 times pa

FLETCHERS LEA: 5 sani bins and 1 nappy bin emptied 26 times PA

FLOOR MATS x5 for: Main building entrance, tenants entrance, Flea entrance,+ 2x French doors in the Conservatory

Supplier	Bins for all 4 sites	Mats for WP and FL	Comments
Supplier A	£ 1588.08	£808.60	
Supplier B	£1644.00	N/A	
Supplier C	£3931.20 *	N/A	*Doesn't include public toilets
Supplier D	£3098.11	£1256	

Resolved: To appoint supplier A to be managed by the clerks office.
(NB 3 months notice on the existing contract).

WTC881: Civic Regalia (TP)

Mayoral Chain

The current mayoral chain is full and has not been updated for several years. Adding further links would increase the weight of the chain causing issues for wearers.

Resolved: To commission the work with supplier A at a cost of £7617 (silver and gold)

Resolved: The Mayoral Honours board is replaced with a Freedom of Ware honours board located in the ground floor lobby of The Priory.

Mayors Consort

The current mayors consort regalia is a necklace, the introduction of a gender neutral collarette is proposed for use at civic events.

Resolved: To commission the work with supplier A at a cost of £548 (silver and gold)

Councillor Collarette

Councillors currently have WTC lanyards for informal event, the intention is to create 3 x collarettes for more formal representation at Civic.

Resolved: Not to commission the work with supplier A at a cost of £548 x 3 = £1644 (silver and gold)

Past Mayors medal

It has been the tradition that the retiring mayor is presented with a medal in thanks for their mayoral year and to wear at future Civic events. The current stock of medals is exhausted.

Resolved: To commission the work with supplier D at a cost of £167 x 5 = £835 (non precious metal with gold plate)

Freedom of Ware

Recipients of the Freedom of Ware receive a scroll, it is proposed that they receive a medal to be worn at Civic and other similar events. As part of the review we create a certificate inhouse.

Resolved: To commission the work with supplier D at a cost of £167 x 10= £1670 (non precious metal with gold plate)

Total Cost £10670

Budget available £16500

WTC882: Lido Update (KH/TP)

WTC883: Financial Report (SH/TP 5mins)

Finance reports to 30th September 2024

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

WTC884: Ware Town Council Bank Reconciliations 01.09.24 – 30.09.24 (SH/TP 2mins)

Resolved: To approve the above Bank Reconciliations RM, JTM.

WTC885: 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)

WTC886: Delegation Scheme 2025/26

Resolved: Not to approve the updated Delegation Scheme, to introduce more working groups.

WTC887: Meeting Schedule 2025/26

Resolved: Not to approve the meeting schedule for 2025/26 which supports the updated Delegation Scheme, to maintain the current profile of meetings.

To set up a working group to review quarterly the commercial activities of WTC and report back to Full Council.

To set up a working groups where applicable to facilitate community engagement activities and report back to Full Council.

Potential working groups

- Community Assembly (Cllr Scully)
- Ware Events Coordination (Cllr Shaw)
- Ware Partnership (Cllr Williams)
- Review of representation on external groups (Cllr Day)

NB A working group related to Councillor Diversity has already been set up.

WTC888: Fanshaw Pool

Resolved: To adopt the following wording and intent re Fanshaw Pool.

Ware Town Council condemns the sudden announcement of the proposed closure of Fanshawe Pool, without any prior notice to the Council or residents. This is especially egregious as Town Councillors, with East Herts Councillors, Ware Swimming Club and others are working urgently on a plan to save the pool, and also had no idea this announcement was to be made in such an abrupt fashion. The future of the pool has been threatened for years as previous East Herts Council administrations chose to stop investing in Fanshawe from 2017, putting money instead into pools at Hartham and Grange Paddocks, to the great detriment of Ware. The crisis has deepened as central government has chosen to withdraw all funding for school swimming lessons. The consequences for the fantastically successful Ware Swimming Club, a vital part of our community, are appalling. Ware Town Council opposes the closure of Fanshawe Pool and resolves to work with all stakeholders including other Councils and community groups to try to establish an ownership and management structure that can see Fanshawe Pool remain open, and the home of Ware Swimming Club for many years to come.

Resolved: To send the following letter to Josh Dean MP from Ware Town Council.

We are writing to you in relation to potential closure of Fanshawe pool and Gym in Ware, the reasons for the potential closure relate to continued cuts in local government funding and the coming cuts to the free school swimming lessons funded by central government

The loss of swimming pools is a serious national issue, once they are gone they are gone forever. To lose such spaces would be a disaster not only for the children who learn in them but also for the adults who depend upon them for their health and well being

We are calling on you to use your position as our national representative to lobby central government to continue funding free school swimming lessons, and to provide local governments with the funding needed to maintain vital community resources

WTC889: Agenda items for next meeting

WTC890: Mayor's Closing Remarks (MB/2mins)

With no further business the meeting closed at 9.45pm

Signed

Dated