



Ware Town Council

WARE TOWN COUNCIL MEETING
Monday 24th February 2025
in The Priory Hall, The Priory, Ware, starting at 7.30pm

MINUTES

Cllr Butcher (Chair) Bryant, Mowbray, Scully (Until WTC 985), Shaw, K Taylor-Moran Williams, Zsibrita

Officer present: Terry Philpott Town Clerk, Sarah Fenton.

Members of the public: 1 from Generation Circus

WTC965: To receive and accept Apologies for Absence

- Cllr Day, Hill, J Taylor-Moran.

WTC966: To receive any Declarations of Interest and review any requests for Dispensation submitted to the Clerk.

- WTC973 and WTC 974 Cleaning contracts; Terry Philpott
- WTC989 RFO temporary appointment: Terry Philpott

WTC967: Minutes from the previous meeting: to receive and sign the minutes of the last Town Council meeting held on 27th January 2024

Resolved: The minutes are an accurate record

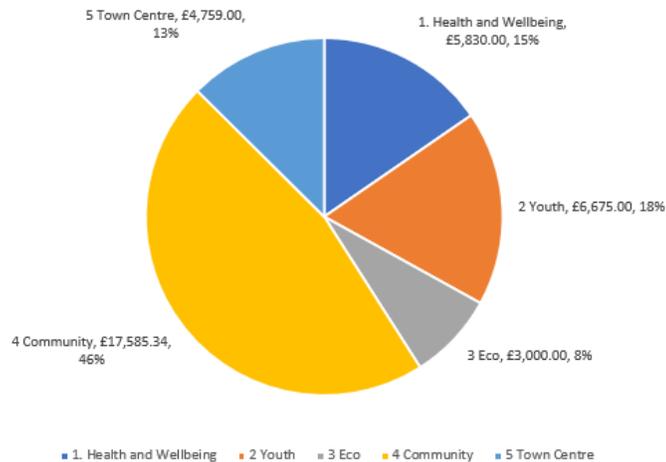
WTC968: Correspondence and Clerks report (TP/5mins)

Lido Building refurbishment
 Fletchers Lea Refurbishment
 Priory Lift update
 Priory Grounds toilet refurbishment
 ATC visit January / February on Monday / Wednesday to view flight simulator.
 CRP Railway 200 May 25th 2025 tbc
 East Herts Local Cycling and Walking Infrastructure Plan - Stakeholder Workshop 26/02/25 16:00
 Business Plan update 14th April on devolution
 Curtains for Fletchers Lea will be sourced, formal approval at March meeting £9740

WTC969: Grant applications (TP/2mins)

28.01.25	Ware Town Partnership	Ware	Defib for SM	£500.00	28.01.25
04.02.25	Creative Chefs	Ware	cookery classes for pre schoolers	£900.00	Mar-25
04.02.25	Hertford & Ware Sports Partnership	Ware	hire of Wodson Park	£500.00	Summer 2025
04.02.25	Ware Boxing Club	Ware	equipment	£450.00	Summer 2025
			Total 2024/25	£ 37,465.23	
			Grant Pot £38k	£ 37,465.23	
			Remaining 2024/25	£ 534.77	
			Loneliness Budget £5k	£ 5,000.00	
			Spent 2024/25	£ 5,000.00	
			Remaining 2024/25	£ -	

WTC Grant distribution



To review application from

Resolved: To support Child Safety Media with a grant with further evidence of participation from Ware schools, to be reviewed by officers. 50% of year 6.

Resolved: To support Generation Circus with a grant for from the 2025/26 budget Hire of Ware Drill Hall £1080 / Projector to be retained at the Drill Hall £1100.

WTC970: Town Centre report (SF / 5mins)

The Town Centre report was noted

Christmas 2025

With the Town Centre Steering Group, a plan has been agreed to promote an in person public consultation in March. At this event, information will be available about the legislation and guidelines within which we need to operate. The main purpose however is to pose several questions about what the public would like to see in future lighting schemes. The results will be presented at Full Council in April for councillors to consider.

Spring Clean 2025

We have accounted for another spring clean in the 2025/26 budget. We are hoping, however, that some UKSPF funding that East Hert's still has available will be confirmed as allocated to us .

Town Map

Our local designer has produced an A5 folded map with a business directory and illustrations of local attractions. It is currently being proofed and will be ready to print in March.

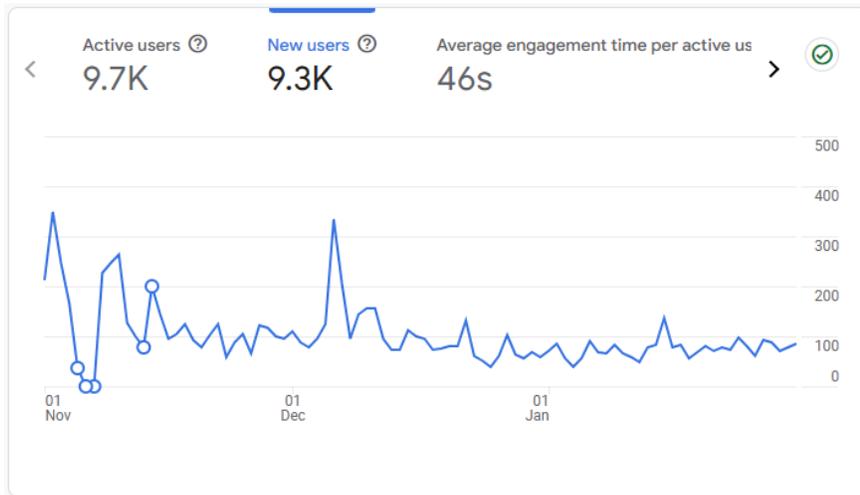
Community Banking Hub

Cash for Access UK have been unsuccessful in securing a permanent location on the High Street. We have contacted property agents to help in the search.

WTC971: Communications report (SF/5mins)

The Communications report was noted

Ware Town Council Website Nov/Dec/Jan



Top 50 pages

Page	Views	Users
Homepage	3083	1698
/council_events/	2458	1066
/whats-on/	928	616
/November newsletter home page	779	419
/2024/09/a-break-with-tradition-for-wares-christmas-lanterns/	719	524
/the-council/vacancies/	417	261
/2022/05/20/-vacanc post	371	178
/2022/07/07/ware-festival-roundup/	360	231
/2024/11/wares-annual-remembrance-day-parade/	347	206
/council_events/page/2/	346	255
/whats-on/ware-bear-trail/	341	208
/visit-ware/town-history/	335	248
/2024/11/christmas-sing-along-concert-at-ware-priory/	328	217
/whats-on/ware-festival/	325	210
/2024/09/ware-share/	293	162
/December newsletter homepage	284	174
/council_events/christmas-experience-at-southern-maltings/	281	224
/whats-on/afternoon-cinema/	272	173
/events/ware-firework-display/	270	229
/the-council/councillors/	270	172
/council-services/priory-lido/	262	192
/whats-on/coming-up-in-ware/	253	187
/whats-on/wellness-programme/	238	139
/whats-on/school-holiday-activities/	236	143
/whats-on/clubs-societies-and-organisations/	225	141
/2024/11/dickensian-evening-back-on-friday-6th-december/	221	171
/2024/12/fanshawe-swimming-pool-update/	221	180
/council-services/cemetery/	215	133
/contact/	207	165
/council_events/christmas-gift-market/	202	148
/2024/11/ware-priory-lido-cold-water-season-tickets-festive-swims-d	197	119
/council_events/page/3/	161	125
/events/christmas-farmers-and-craft-market/	161	116
/news/	157	115
/2024/12/job-vacancy-for-receptionist/	152	121
/2022/11/04/remembrancesunday/	147	100
/whats-on/monthly-tudor-square-market/	145	116
/2024/12/ware-priory-toilets-being-refurbished-new-public-facilities-c	144	126
/whats-on/christmas-windows/	141	94
/2022/06/08/lido-community-consultation/	138	66
/shopping-business-guide/genesis/	133	89
/the-council/	132	93
/the-council/minutes-agendas/full-council/	132	66
/events/christmas-gift-market-2/	131	89
/events/ware-fireworks-display/	127	103
/shopping-business-guide/family-opticians/	126	79
/council_events/sing-along-christmas-concert/	122	82
/council-services/allotments/	120	57
/the-council/minutes-agendas/	119	65
/visit-ware/shopping-and-business-directory/	116	65

Social Media

Across our social media pages Nov/Dec/Jan (since the last Full Council report) on Facebook, Instagram and X for Ware Town Centre, Ware Town Council, Ware Priory & Ware Lido:

507 posts

468,049 post impressions (the number of times the posts appeared on someone's screens)

445,164 users (the number of people who saw our social content – page & reach profile)

5.17% post engagement rate across networks (average engagement rate)

28,490 Fans/Followers across networks

962 New Fans/Followers

FACEBOOK

Top posts



Ware Priory Lido
Dec 26, 10:11

A chillier day today than yesterday but we've still got 181 swimmers in for a heated Boxing Day dip! 🧊 We still have tickets left in pretty much every session between tomorrow and New year's day if you're looking to get out

399 likes and reactions



Ware Town Centre
Nov 18, 16:13

Christmas has arrived at The Brewery Tap Ware 🎄 ✨
#christmas2024 #christmaswindows #visitware #lovewareyoulive #supportlocal

255 likes and reactions



Ware Priory Lido
Jan 08, 16:00

The refurbishment of the lido building and changing rooms has now begun! 🚧 The work is being phased so we can stay open throughout, so there may be some small disturbances to our everyday operation but we hope to be

239 likes and reactions

INSTAGRAM

Top posts



waretowncentre
Nov 27, 18:23

The Ware Bears have been spreading some festive cheer throughout town! 🧊 ✨ 📸 Don't forget to tag and share your photos at @waretowncouncil and @waretowncentre. #ware #wareherts #warebear #visitherts #lovewareyoulive

211 likes



waretowncentre
Nov 18, 16:13

Christmas has arrived at @thetapbarware! 🎄 ✨
#christmas2024 #christmaswindows #visitware #lovewareyoulive #supportlocal

187 likes



waretowncentre
Dec 03, 13:45

Dickensian Evening returns to Ware this Friday, 6th December between 6:30pm-9:30pm. 📺 Stroll through festive stalls, savour seasonal treats, and enjoy family-friendly entertainment across the town. Plus, don't miss

177 likes

Town Council Website

There have been updates and releases of functionality on the new website, that we requested, to improve how council and local events are listed. The What's On pages have had increased views. We are working on improving accessibility to replace, remove and tag or highlight/offer alternatives for non-accessible features like some PDF's and images.

WTC972: Priory Toilets cleaning contract (TP/5mins)

	Supplier A	Supplier B	Supplier C	Supplier D	
Total Cost	£14,741	£12,000.00	£	£	£
Price (50)	40	50			
Quality (30)	25	28			
Reliability (10)	5	7			
Proximity (5)	4	2			
ECO (5)	4	4			
Total (100)	78	91	0	0	0

Resolved To appoint contractor B subject to meeting with WTC Operations Team / Town Clerk

WTC973: Priory and Fletchers Lea cleaning contract (TP/5mins)

Contractor	A	B	C	
Total Cost	£28,356	£20,000.00	£21,750	£
Price (50)	35	50	47	
Quality (30)	25	28	28	
Reliability (10)	5	7	8	
Proximity (5)	4	2	2	
ECO (5)	4	4	3	
Total (100)	73	91	88	0

Resolved: To appoint contractor B subject to meeting with WTC Operations Team / Town Clerk

WTC974: Health and Safety contract (TP/5mins)

Contractor	A	B (One year)	B (Two Year)	B (Three Year)
Annual Support	£3250			
Audit	£5250			
Total	£8500	£11160	£7524	£6060

Contractor	C	D		
Annual Support				
Audit				
Total	£2640	£3699		

Resolved: To appoint contractor D on the basis of a more comprehensive suite of options, to be reviewed Spring 2026.

WTC975: Legionella contract (TP/5mins)

Contractor	A	B	C	
Total	£6168	£5485	£3770	

Resolved: To appoint contractor C for a one-year contract, to be reviewed Spring 2026.

WTC976: Financial Report (TP 5mins)

Finance reports to 31st January 2025 was noted

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

WTC977: Ware Town Council Bank Reconciliations 31.01.25 (TP 2mins).

Resolved: To approve the above Bank Reconciliations noting the £18.50 variance believed to be related to petty cash.

WTC978: 106 Contributions (TD/TP 2mins)

Agreed to defer to the March meeting

WTC979: Proposal to move banking facilities from Nat West (JTM/5mins)

Agreed to manage this issue following the appointment of the new RFO.

WTC980: Feedback from members of external groups (Cllrs / 5mins)

- Friend of Ware Priory (GH)
- Town Twinning (KTM)
- Southern Maltings (RM) Concern over Tesco lorries using Crib Street.
- Ware Drill Hall (AZ)
- Ware Museum (BB)
- Ware Society (RM)
- Ware Charities (GW)
- Air Training Corps (TD)

WTC981: Feedback from working groups (Cllrs/10mins)

- Councillor Diversity (KTM)
- Lido Working Group (TD)
- Biodiversity and Access to nature working group (GW)

The working group met on the 10th of February

Heidi gave the group an update on the biodiversity day event on the 1st of March.
All Stalls are filled but we are still looking for a hedgehog expert.

Grantham gardens: Meeting in late February to discuss projects with SNG and SNG residents there.

Christchurch School: The school have reached out for help with nature projects KS has visited them to provide advice on improvements to their pond. HMWT to provide small amount of funds to improve their pond, School are expected to apply for a larger grant from WTC.

Great big green week 10-18th of June

Wildlife photography exhibition: We will look at ways to provide a wildlife photography event/exhibition Ideas included a free smart phone photography event, using the market stall and contacting the new river line partnership for exhibition at station

Ware Carnival: The group would like the next possible carnival to be wildlife themed.

Wilder Ware/ Wild Aware Proposal

“Biodiversity group recommends that Ware Town Council establish a branding for its nature restoration work

This work includes us hosting and advertising/ swift/ bat walks, Moth trappings, These events are to be organised by the biodiversity group and facilitated by third parties such as Ware Swifts, Bat conservation trust, H/M wildlife trust etc

It includes a section on Ware Town Councils website featuring work by community groups and the council and updates on actions we and the public can take for nature.

This can include Numbers of swift boxes installed, Numbers of hedgehog boxes produced, Trees planted, ponds pledged etc

The are areas of Ware in which some species are particularly prevalent, according to the big hedgehog map Christchurch is home to a significant population, Ware trinity is home to many swifts. Wilder Ware can produce leaflets to do distributed in these areas encouraging actions for wildlife.”

In essence this motion allows the biodiversity group to advertise nature projects and use town council resources ie our website, notice boards to promote events facilitated by third parties. The production of material and scheduling of its events is not to consume significant officer time and is to be done by the working group.

A full proposal to be presented to the March Full Council

- Town Centre improvements (Christmas Lights / Trees in Amwell End)

WTC982: Youth Environment Council Proposal (GW/5mins)

Resolved: To support the proposal to set up a Youth environment council consisting of year 4/5 pupils from primary schools across Ware.

WTC983: Council roles for 2025/26 (TP/TD 10mins)

- To note the nomination of Mayor designate for the 2025/26 Council year Cllr Hill.
- To receive expressions of interest for the Trustee position with Skillman Charities
- To consider the membership of the HR Committee
- To consider the membership of the Ware Priory Trading / Lido Trading working group JTM, DS, TD.

WTC984: Supporting a campaign for child free smart phone (KTM/5mins)

Resolved: Ware Town Council writes to the primary and secondary school settings listed in the report, using the attached templates, to encourage them to commit to the movement for smartphone free childhoods. Ware Town Council will include the parent pact leaflet, or appropriate summary of the information contained within it, in WTC comms to spread awareness of the campaign:

https://drive.google.com/file/d/1gyElpmNe-uqyu6Zz_RBykFRS-RNKh-Ee/view

WTC985: Post Wood and Presdales Consultation (TP/5mins)

To consider the Councils response to the consultation.

- Improved parking
- Repair fences / seating

WTC986: Agenda items for next meeting (MB/1mins)

- Review of X / Twitter
- Wares the Community feedback
- Fanshaw Business Plan request for funding

WTC987: Mayor's Closing Remarks (MB/1mins)

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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Resolved: To exclude the press and public for WTC988 / WTC989

WTC988: Bedding Plant Proposal from East Herts Council (TP/5mins)

Action: to look at proposals to deal with inhouse

WTC989: RFO Appointment (TD/5mins)

Resolved: To confirm the appointment of Terry Philpott as temporary RFO