



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

17 March 2021

To: All Members of the Policy, Resources and Finance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** to be held on **23 March 2021** via Zoom at **7.00pm** for the purpose of transacting the business set out in the Agenda below.

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 858 2061 6009

Or click here: <https://us02web.zoom.us/j/85820616009>

Vanessa Ricketts FSLCC
Town Clerk

Please contact the Town Council Office on 01929 553006 if you need any further information on this Agenda.

Members of the Policy, Resources and Finance Committee

Councillor K Critchley (Chairman)
Councillor M Cotton
Councillor Z Gover
Councillor M Russell
Councillor C Turner

Councillor D Budd (Vice Chairman)
Councillor B Ezzard
Councillor K Green
Councillor R Schofield



**POLICY, RESOURCES AND
FINANCE
COMMITTEE MEETING**

A G E N D A

23 March 2021

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

Members of the public have been encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these have been made available to all Councillors. The response to these questions or comments will be addressed at this point. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 9 February 2021

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on 9 February 2021

To consider any matters arising from the previous minutes of the Committee.

6. Payment of outstanding creditors

To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made, note any queries and sign cheques accordingly. A list of outstanding payments and corresponding invoices will be available at the Committee meeting. (LGA1972 s150).

7. Service Level Agreement Purbeck Youth and Community Foundation

To agree to sign the SLA to enable future grant funding.

8. Health and Safety Policy

To resolve to accept the Council's current Health and Safety Policy, available on the Council's website, as legally necessary under the annual review requirement.

9. Terms of reference

To agree the terms of reference for the Policy, Resources and Finance Committee and Museum Committee for recommendation to Council.

10. Any other items the Chairman deems urgent

For report, information or for the agenda at the next meeting of the Policy, Resources and Finance Committee.

11. Date of next meeting

To note the date of the next meeting, which is scheduled for **4 May 2021 at 7.00pm.**



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 9 February via Zoom at 7.00pm.

Committee Members Present: Councillors K Critchley (Chairman), D Budd (Vice Chairman), M Cotton, B Ezzard, Z Gover, K Green, M Russell, R Schofield, C Turner

Officers present: V Ricketts, Town Clerk

423. Apologies for absence

There were no apologies for absence.

424. Declarations of interest

There were no declarations of pecuniary interest.

425. Public participation time

The Town Clerk advised that there were no public present and that there had been no questions or comments received from the public ahead of the meeting.

426. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 5 January 2021 were presented by the Chairman.

Resolved that the minutes be taken as read, confirmed and signed by the Chairman.

427. Matters arising from the minutes of the previous meeting

With regard to minute 389, Swanage and Wareham Rugby Football Club Update, the Chairman advised that a meeting had taken place and this would be reported to Council, under confidential matters, on 2 March 2021. There were no further matters arising.

428. Payment of outstanding creditors

A list of outstanding creditors and balances due for payment were presented by the Chairman.

Members requested that, in future, a breakdown of the Barclaycard payments be circulated with the payments list.

Resolved that payments be approved in the sum of £34,804.13 (£29,162.91 BACS and £5,641.22 Direct Debits), as appended to these minutes.

429. Budget Comparison Report

Members received the budget comparison report from 1 April 2020 to 1 February 2021, which was duly noted.

430. Schedule of Income

Members received the Schedule of Income report from 1 October 2020 to 1 February 2021.

It was noted that rent reviews were due for Carey Hall and the Wareham Town Band. The Town Clerk advised that this work was planned in the near future on appointment of the Deputy Town Clerk.

431. Health and Safety Action Plan

The Health and Safety Action Plan detailing the High Priority Actions was received by the Committee and an update provided.

Members considered that an asbestos survey be carried out on the Town Hall accommodation as soon as possible as this may impact on any other works planned.

432. Fees and Charges 2021/22 and 2022/23

Members considered the proposed fees and charges for 2021/22 and 2022/23. Permit charges could not be confirmed at this time as the decision of Dorset Council, as to permit charges in Purbeck, was still awaited.

Resolved that the fees and charges for 2021/22 and 2022/23 be approved apart from the permit charges which would be considered at the next meeting.

433. Grant Awards Policy

Members considered the Grant Awards Policy for recommendation to Council. With a few minor alterations it was -

Resolved that the Grant Awards Policy be recommended to Council for adoption.

434. Member Officer Relations Protocol

Members considered the Member Officer Relations Protocol for recommendation to Council. With a few minor alterations it was -

Resolved that the Member Officer Relations Protocol be recommended to Council for adoption.

435. Any other items the Chairman deemed urgent

The Chairman reported that he had no matters of urgency.

436. Date of next meeting

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at **7.00pm on 23 March 2021.**

Chairman..... Date.....

Draft

Payments List - Meeting Date 9th February 2021 – amended

Inv.

Date	Ref No.	Payee	Amount	Details
20.11.20	503468715	Zurich	711.13	Vehicle insurance
23.12.20	27264	Wm Pond	126.36	General maintenance - December 2020
23.12.20	121073	Clarity Copiers	179.21	Copier charges - December 2020
31.12.20	0416460	Loomis	22.46	Coin analysis December 2020
10.01.21	Clean/ST	Poundland	20.55	Cleaning materials
14.01.21	D509042	Consortium	76.34	Stationery, centrefeed roll, gloves
14.01.21	696	David Leach Ecology Ltd	450.00	Bat survey on 2 Mill Lane
15.01.21	0418221	Loomis	268.03	Monthly services contract - February 2021
		Swanage & Wareham Hockey Club		
18.01.21	SWHC	Club	300.00	Grant
18.01.21	PTKC	Prime Time Kids Club	550.00	Grant
18.01.21	WCLF	Wareham Christmas Lighting Fund	2000.00	Grant
18.01.21	WS&GH	Wareham Scout & Guide Hut	550.00	Grant
18.01.21	PY&CF	Purbeck Youth & Community	2000.00	Grant
19.01.21	284676	Trade Point	16.20	D type shackles
20.01.21	32944076	Amazon	21.35	Bathroom spray, gloves
20.01.21	33242384	Amazon	26.55	Elbow grease degreaser
20.01.21	8559	Amazon	29.98	Gloves
21.01.21	2448	Amazon	4.99	Gloves
21.01.21	30448	Amazon	12.40	Bleach
22.01.21	D519025	Consortium	83.86	Centrefeed roll, bleach
25.01.21	38799	Fenland Leisure Products	168.00	Toddler cradle seat with J hook
26.01.21	490476	Asda	28.00	Work trousers
27.01.21	Grant20	Rex Cinema Committee	300.00	Grant
27.01.21	22926	PWB Industrial Heating	117.25	Replacement heater remote control device
28.01.21	Jan'21	HMRC	3961.98	PAYE & NIC contribution - January 2021
28.01.21	Jan'21	DC Pension Fund	4389.71	Pension contributions - January 2021
29.01.21	121502	Clarity Copiers	79.50	Copier charges - January 2021
29.01.21	Jan'21	Salaries	11862.66	January 2021 salaries
29.01.21	133381	SLCC	404.40	Deputy Town Clerk advert
01.02.21	MEM233775	SLCC	402.00	Fellow - Membership fees
	Total BACS		29162.91	
Direct Debits				
01.02.21	10930923	Sage	30.00	Sage 50 payroll - February 2020
14.01.21		B/card	918.23	December/January
18.01.21	329205152	Lloyds	7.00	December bank charges
24.12.20	941802204	SSE Southern Electric	181.34	Street light electric 24.09.20 to 23.12.20
26.12.20	5966156	Waterlogic	20.34	Water cooler rental - January 2021
29.12.20	51826 48314	SSE SWALEC	429.77	Pavilion electric 17.09.20 to 23.12.20
29.12.20	797030413	SSE SWALEC	154.12	Howards Lane toilets electric 17/9-23/12/20
29.12.20	2789720415	SSE SWALEC	-818.93	Town Hall electric 17/9 - 19.01.21 adjusted
01.02.21	9000911300	Fuelcard People	56.41	Van diesel
01.02.21	961510801	Water2business	31.50	Pavilion water usage - February 2021
01.02.21	2697290001	Water2business	74.00	Howards Lane toilets water usage - Feb'21
01.02.21	96200001	Water2business	85.00	Town Hall water usage - February 2021
01.02.21	2688769801	Water2business	601.00	Quay toilets water usage - February 2021
04.01.21	3275224418	SSE	1184.47	Town Hall gas 01.10.20 to 31.12.20
14.01.21	Z0072450	BNP	233.50	Van leasing - January 2021
25.01.21	PW508598	PWLB	2201.79	Loan repayment re Mill Lane
29.01.21	32162590	Suez	181.30	Town Hall rubbish collection - Dec'2020

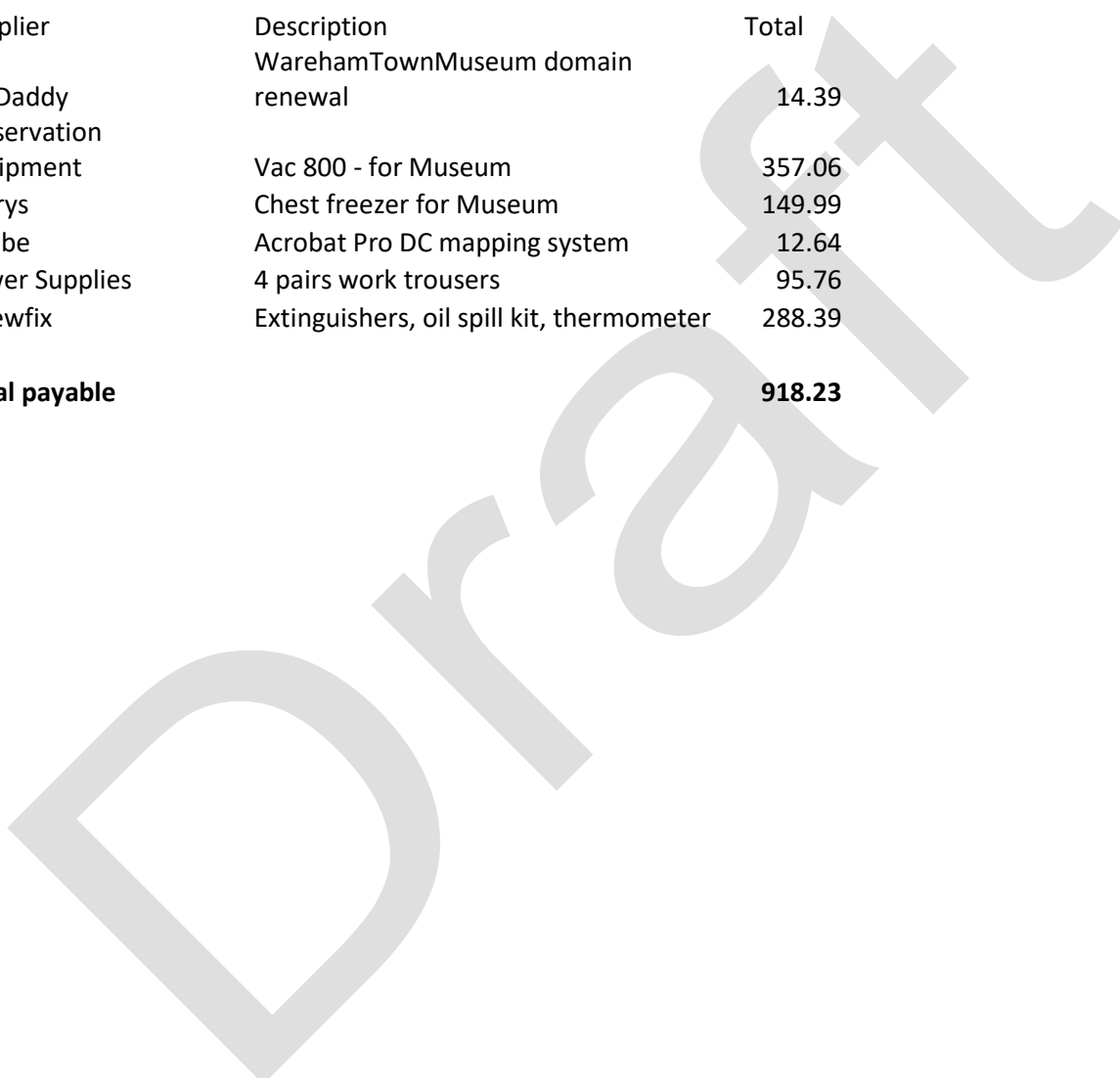
ITEM 4

03.02.21	5860640	O2	23.41	Mobile telephone - February 2021
12.02.21	642786	Bonline	46.97	Town Hall & Museum CCTV
Total DDRs Payable			5641.22	
Total Payments			34804.13	

Barclaycard Breakdown

14.01.21

Supplier	Description	Total
Go Daddy	WarehamTownMuseum domain renewal	14.39
Preservation Equipment	Vac 800 - for Museum	357.06
Currys	Chest freezer for Museum	149.99
Adobe	Acrobat Pro DC mapping system	12.64
Tower Supplies	4 pairs work trousers	95.76
Screwfix	Extinguishers, oil spill kit, thermometer	288.39
Total payable		918.23



Payments List - Meeting Date 23rd March 2021 - amended

Inv.

Date	Ref No.	Payee	Amount	Details
25.02.21	19UG023-0003	Parish Online	144.00	Annual subscription
25.02.21	2800260502	Dorset Council	604.80	Install refurbished bench at Shatters Hill
26.02.21	0425069	Loomis	9.37	Coin sorting analysis February 2021
26.02.21	27304	Wm Pond	48.64	Maintenance February 2021
28.02.21	076771	3 C Payments	16.13	Card processing fees - February 2021
28.02.21	TEL7200	Rejuvenate	78.10	Telephone services March 2021
01.03.21	13955	Rejuvenate	567.36	Software support - March 2021
02.03.21	106296279	Amazon	10.00	Bathroom cleaner
02.03.21	106120594	Amazon	9.80	Bleach
02.03.21	2876430	First Aid 4 Less	90.84	Disposable gloves
03.03.21	107184831	Amazon	21.68	Floor cleaner
03.03.21	107184546	Amazon	21.68	Floor cleaner
04.03.21	507691	SLCC	123.80	Local Council Administration
05.03.21	20254	Amberol	580.50	Self watering planter
09.03.21	18857	Wimborne Turf	129.60	Turf for recreation ground
11.03.21	BK01454	SLCC	90.00	Virtual leadership 9th & 10th June - V Ricketts
11.03.21	2800262696	Dorset Council	1800.00	Surveyor fees re Mill Lane roof 1 of 4
15.03.21		Museum Curator	250.00	Balance of honorarium
15.03.21		Museum Manager	250.00	Balance of honorarium
05.02.21	Hale	J Hale	32.00	Museum domain name renewal
19.01.21	132086	Evac+Chair	108.00	Maintenance 19/1/21-19/1/22
		Total BACS	4986.30	
Direct Debits				
14.03.21	Z0072450	BNP Leasing	233.50	Van lease - March 2021
25.02.21	77903 20411	SSE SWALEC	263.52	Quay toilets 17.06-16.09.20 correction
28.02.21	6120032	Waterlogic	20.70	Water cooler rental - March 2021
01.03.21	11650277	Sage	30.00	Sage 50 payroll - March 2021
02.03.21	1849587872	EE	109.22	Mobile phone & car park ticket machines - March 2021
04.03.21	659645	Bonline	46.97	CCTV Town Hall & Museum March 2021
07.03.21	9001065858	Fuel Card	62.29	Van diesel
27.03.21	68104942	PHS	467.76	Low risk waste & sanitary disposal to 31.03.22 - Quay
27.03.21	68104943	PHS	170.64	Low risk waste & sanitary disposal to 31.03.22 - Howards Lane
31.03.21	32219144	Suez	181.30	Town Hall rubbish collection - February 2021
		Total DDRs Payable	1585.90	
		Total Payments	6572.20	



WAREHAM
Town Council



ITEM 7

Service level agreement between Wareham Town Council and the Purbeck Youth & Community Foundation Charity based at Wareham Youth & Community Centre Worgret Road Wareham Dorset BH204PH CIO No 116837

The Town Council agree to provide funding of £4,500 per year to keep the Wareham Youth & Community Centre running.

Effective dates are for 2021/22, 2022/23, and 2023/24.

The first payment to be made 1st September 2021, and then 1 September 2022, and the third 1 September 2023 which corresponds to the financial and reporting year for PYCF.

PYCF agree to report to the Town Council at the Annual Town meeting which includes the yearly event the Mayor attended, information on activities undertaken and numbers attending and supported from Wareham, and the impact made.

By signing below both parties agree to all terms and conditions outlined in this agreement

	Role		Date
Wareham Town Council			
Purbeck Youth & Community Foundation	Chair of Trustees		

Terms of Reference Policy, Resources and Finance Committee

Purpose

The Policy, Resources and Finance (PR&F) Committee is the senior Standing Committee of Wareham Town Council (“the Council”). Its purpose is to suggest, advise on, decide on and implement all matters regarding policy, resources and finance, under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

Accountability

The PR&F Committee reports to and is accountable to the Council via the Chairman and shall operate in accordance with the Council Standing Orders.

Constitution

- The PR&F Committee shall be constituted in accordance with Council Standing Order no. 8.2 and shall be composed of a Chairman and Vice Chairman plus seven other Councillors.
- The Chairman and Vice Chairman shall be elected for 12 months at the Annual Council Meeting (Mayor-making Meeting).
- The Town Clerk shall act as Committee Clerk and general advisor together with administrative support from the Finance Administrator as appropriate, e.g. preparation of budget reports/annual estimates.

Authority, Powers and Duties

- The PR&F Committee has delegated authority from the Council under Standing Order no. 8.3 to make decisions i.e. by resolution, in accordance with its terms of reference.
- All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.
- Under Standing Order no.8.5 the PR&F Committee is authorised to appoint sub-committees and sub-groups, e.g. working parties, for the purposes to be specified by the Committee.

Area of Responsibility

The PR&F Committee has the following areas of responsibility:

1. To advise the Council generally as to its policies.
2. To exercise control over all matters relating to the Council’s finances and its use of all resources, excluding human resources, including the following:
 - Borrowing and investments;

- Review of financial regulations;
 - Land and property (leases, rents, disposal, etc.)
 - Legal proceedings, public relations;
 - Audit procedures and preparation of Audit Plan;
 - Tourism;
 - Crime prevention;
 - Bye-laws;
 - Determination of applications for donations (grants) from local groups and organisations.
3. To prepare and submit to the Council, in consultation with all other Council Committees, annual estimates of income and expenditure.
 4. To consider all other matters unrelated to policy, resources and finance or matters which are not the responsibility of other Council Committees and Sub-committees and to make recommendations as appropriate to the Council.
 5. To make recommendations to the Council on matters which are normally the business of the Town Council. Although not an exhaustive list, these may include:
 - Public relations;
 - Civic functions and hospitality;
 - Elections;
 - Revision of the Council's Standing Orders and Financial Regulations;
 - Matters arising from any audit of the Council's accounts;
 - The employment of consultants or professional advisors and matters arising from such employment;
 - To recommend terms of reference of other Committees to the Council for adoption.

Town Council Annual Budget Requirement

Following annual receipt of Standing and Non-Standing Committees and Human Resources Panel proposed budget, the PR&F Committee will prepare and submit to the Council a final proposed budget requirement for scrutiny by the Town Council, to include its own estimates of income and expenditure for the next financial year.

Review

Terms of Reference for the PR&F Committee shall be reviewed once within a civic four-year term of office from the date of approval and altered to meet the current needs of committee members, as considered appropriate.



WAREHAM TOWN COUNCIL

Terms of Reference Museum

1. Introduction

- 1.1. Wareham Town Museum is a joint undertaking between Wareham Town Council and the Museum's volunteer helpers.
- 1.2. The Museum shall be open to the public free of charge and run for the interest and education of the town's residents and visitors alike.
- 1.3. The Museum is run by volunteer helpers who act primarily as Museum staff. The positions of Museum Manager and Museum Curator are also volunteer posts for which an annual honorarium is received.
- 1.4. The Town Council is generally not involved with the day to day operation of the Museum.
- 1.5. The Museum shall be administered by a Committee of the volunteer helpers and the Town Council under the authority of the Town Council and the conditions laid down under these Terms of Reference and associated policy documents such as the Collections Management Policy.

2. Museum Committee

2.1. Membership

- 2.1.1 The Committee shall comprise eight voting members as follows:
Two Councillors appointed by the Town Council, four Volunteers elected by and from the current list of serving volunteers, plus the Manager and the Curator as ex-officio members.
- 2.1.2 Outside representatives should be appointed annually.
- 2.1.3 Additionally, one or more outside representatives may be put forward by the Committee and, subject to prior approval being sought and obtained in writing from the Town Council for each additional member; they can be added to the number of Committee Members and these members to be re-elected annually.
- 2.1.4 In the event of an even split amongst votes, the Chairman will have a second, casting vote.

2.2 Election of Members

2.2.1 Town Councillors – Elected annually in May at the Annual Town Council meeting under the Town Council's Standing Orders.

2.2.2 Volunteers:

- i. Elected annually in May from the current list of serving volunteers by the volunteers.
- ii. The Committee Chairman shall send a written notice at the beginning of April to all the volunteers inviting them to put their name forward by the end of April for election to the Committee.
- iii. In the event of there of being more than four nominations, the Committee Chairman shall organise via the Committee Clerk for a ballot of the volunteers to take place.
- iv. Ballot papers will be distributed by either email or post as appropriate, with a return date at the end of the second week in May.
- v. Returned ballot papers will be checked by the Clerk to the Museum Committee and the Town Clerk.
- vi. The duly elected Committee members of the Museum Committee will be invited to attend the first meeting in the Civic year, normally held in June.

2.3 Election of Chairman

At the first meeting following the election of the new Committee, the first business shall be the election of a Chairman for the ensuing year from the two Town Council representatives.

2.4 Meetings

2.4.1 Frequency

The first meeting of the new Committee year shall take place in June. The Committee shall meet a minimum of three times a year with at least one meeting falling within each of the following periods:

1. June
2. October/November
3. February/March

2.4.2 Place and time of meeting

The meetings shall be held in the Town Hall at a time and date to be agreed by the Town Clerk, in line with all other Council meetings.

2.4.3 Notice of meeting

All members of the Committee shall be sent a notice and agenda of each meeting at least three clear working days in advance.

2.4.4 A notice of the meeting shall be posted on the Town Hall noticeboard and the meeting shall be open to members of the public.

2.4.5 Agenda items

Any Committee member may place items on the agenda for the next meeting, subject to the item being received by the Town Clerk at least five clear working days before the meeting.

2.4.6 Quorum

No business may be transacted at a meeting unless at least one third of the whole numbers of members of the Committee are present and in no case shall the quorum of a meeting be less than three.

2.5 Standing Orders

The Standing Orders of Wareham Town Council shall apply as and where they are applicable; in particular those on Rules of Debate (5.0), Committees and Sub-Committees (8.0), Expenditure (13.2b where applicable) and Members Rights and Obligations (12.0)

2.6 Volunteers

A Volunteer is any person who has performed regular duties for the Museum in the preceding year.

3. Wareham Town Council Responsibilities

Wareham Town Council –

3.1 Is the parent body and owns all objects and other property of the Wareham Town Museum, with the exception of any items that are on loan to the Museum.

3.2 Defines the general scope and conduct of the Museum's operation through these Terms of Reference.

3.3 Will provide administrative support (correspondence, agendas, application for grants, legal negotiations etc.) and has overall control of all Museum finances, through the office of the Town Clerk. Administrative assistance shall be provided for an average of 3 hours any one week.

3.4 Will pay all rates, rents, insurances, major building maintenance and repair cost (including decoration) and other service charges of the Museum.

3.5 Will allocate each financial year to the Museum Committee a sum of money to be spent on Museum items, fittings, fixtures and equipment including the repair or replacement of the same; and other expenses subject to the submission of a budget, provided by the Museum Committee the previous November, giving a simple breakdown under headings of expenditure.

3.6 May from time to time impose whatever financial requirements may be deemed necessary by the Council.

- 3.7 Donations collected by the Museum will be transferred to the Museum Reserves.
- 3.8 The Museum Committee shall have the right to spend money allocated in the Museum Reserves as it sees fit, without requiring permission from the Council, providing a resolution is passed by the Museum Committee agreeing to any such expenditure.
- 3.9 Will appoint two Councillors to serve on the Museum Committee.
- 3.10 Will appoint the Museum Curator and Museum Manager following consultations with the Museum Committee.
- 3.11 Shall at all times have full authority over the Museum and upon which its decisions shall be binding.
- 3.12 May from time to time vary these Terms of Reference by a decision of the Council following a notice of motion, or a recommendation from the Museum Committee or the Policy, Resources and Finance Committee.
- 3.13 Shall in the event of a dispute act as final arbiter.

4. Museum Committee Responsibilities

The Museum Committee will:

- 4.1 Decide on all aspects of the operation of the Museum within the scope of these Terms of Reference.
- 4.2 Decide the operational season and hours of opening and the advertising of the same.
- 4.3 Decide on acquisitions of fixtures, fittings, equipment and items for sale in the Museum as long as they are shown within the current financial year budget lines, unless where such acquisitions are made by use of funds in the Museum Reserves.
- 4.4 Be responsible for ensuring that the Manager and Curator undertake their responsibilities as set out in Section 5 of these Terms of Reference.
- 4.5 Appoint a person to keep a list of Volunteers and arrange the day to day rota of Museum stewards during the Open season.
- 4.6 The Committee may annually appoint any such persons as may assist the Manager or the Curator in its day to day operations.
- 4.7 At its discretion form associations with other historical organisations. Any cost implication beyond subscription (which will be borne from the Committee's budget) must be referred to the Town Council for prior written approval.
- 4.8 Submit a budget estimate to the Town Council in November each year setting out the amounts requested under each budget heading of expenditure, excluding those costs met directly by the Town Council.

- 4.9 Authorise sums of money to be available to the Manager and/or Curator for the day to day running of the Museum and monitor such expenditure.
- 4.10 Be required to submit minutes (unconfirmed) of every Committee meeting to the next available Town Council meeting.

5. Museum Manager and Museum Curator Responsibilities

Please refer to the respective Job Descriptions with regard to responsibilities of these posts. These are attached as appendices to these Terms of Reference. *(Note: Final versions to be provided by Town Clerk)*