



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

23 November 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 **TUESDAY 30 NOVEMBER 2021** in the Council Chamber, Town Hall, East Street, Wareham at **19:00 hrs** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

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 K Green
Councillor M Russell
Councillor C Turner

Councillor D Budd (Vice Chairman)
Councillor Z Gover
Councillor V Green
Councillor R Schofield



**POLICY, RESOURCES AND
FINANCE
COMMITTEE MEETING**

A G E N D A

30 November 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

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Protocol for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 26 October 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 26 October 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. Fees and Charges

To set Fees & Charges for 2022/23 and to consider a recommendation from the Amenities Committee to increase parking permit charges for 2022/23.

8. Museum Card Machine

To consider a recommendation from the Museum Committee that a card machine be purchased for use in the Museum.

9. Credit write-off

To agree by resolution to write off the credit of £2796.01 dated September 2018 for skate park remedial works unsatisfactorily completed by Full Circle Leisure who then failed to return to make good.

10. Ordering Procedure and Delegation

To agree and internal policy and delegation on ordering procedures (to follow).

11. 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.

12. Date of next meeting

To note the date of the next meeting, which is scheduled for **4 January 2022** at **7.00pm**.

13. Confidential session

At the conclusion of this part of the Agenda, the Chairman will move the following resolution:

That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

14. Lease issues

To receive a report on two leases held by the Council and determine the next steps in negotiations.



Minutes of a rescheduled meeting of the Policy, Resources and Finance Committee held on Tuesday 26 October 2021 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors K Critchley (Chairman), D Budd (Vice Chairman), Z Gover, K Green, V Green, M Russell, C Turner

Officers present: K Noble, Deputy Town Clerk

204. Apologies for absence

Apologies were received from R Schofield.

205. Declarations of interest

There were no declarations of interests.

206. Public participation time

There were no members of the public present.

207. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 7 September 2021 were presented by the Chairman.

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

208. Matters arising from the minutes of the previous meeting

A query was raised regarding the electricity bills for unit 2, which will be directed to the Finance Officer.

209. Payment of outstanding creditors

The list of payments was considered.

A query was raised regarding the water bill for the Quay toilets, which will be referred to the Finance Officer.

It was noted the Priory Hotel invoice should be dated 4 October.

Concerns were raised regarding the number of locks being replaced at the toilets and it was suggested the Amenities Committee could consider looking into the possibility of pay to enter facilities.

Resolved that the payments be made in the sum of £40,235.63 (£10,217.23 BACS and £30,018.40 direct debits) be approved, as appended to these minutes.

210. Budget Comparison Report

Members received the second quarters budget comparison report from 1 April to 30 September 2021.

The report was noted.

211. Recommendations from Personnel Committee of 21 September 2021**Staff training**

Resolved that the recommendation to increase the training budget for staff and members in the next financial year be endorsed and will be considered further during the budget setting process.

Recruitment of Lengthsman

Resolved that the future need for a Lengthsman be given consideration during the budget setting process. A virement of the underspent staff budget (for the cost of the Lengthsman 2021/22) be made to meet statutory duties under the Equalities Act 2010.

212. Community Engagement Policy

It was suggested that noticeboard requirements could be reviewed.

Resolved that the Community Engagement Policy be recommended to Full Council for adoption.

213. Training Policy

Resolved that the Training Policy be recommended to Full Council for adoption.

214. Publication Scheme

Resolved that the Publication Scheme be recommended to Full Council for adoption, subject to confirmation that the VAT element on the schedule of charges is correct.

215. Mayor's Handbook

Resolved that the Mayor's Handbook be recommended to Full Council for adoption, subject to the agreed amendments.

216. Paperless Office

Resolved that the distribution of paper agendas continues and the Committee reviews this again at a later date.

217. Deputy Mayor's Allowance

A request from the Mayor to donate the Deputy Mayor's Allowance from 2020/21 to charity was considered.

Resolved that a donation of £225.00, taken from general reserves, be given to the Wareham Scout and Guide Association.

218. Cemetery Noticeboard

Resolved that the Council purchases and installs a replacement noticeboard at the Cemetery, with a full reimbursement of costs to be made by the Joint Burial Committee.

219. COSHH Cupboard and Storage at the Depot

The report provided by the Operations Manager was considered.

Resolved that storage cupboards and a COSHH cupboard are purchased at a cost of £2,200 + VAT. The remaining Depot Equipment budget 3150/2 to be used, with a virement for the balance from the Town Hall Building Maintenance and Equipment budget 3100/7.

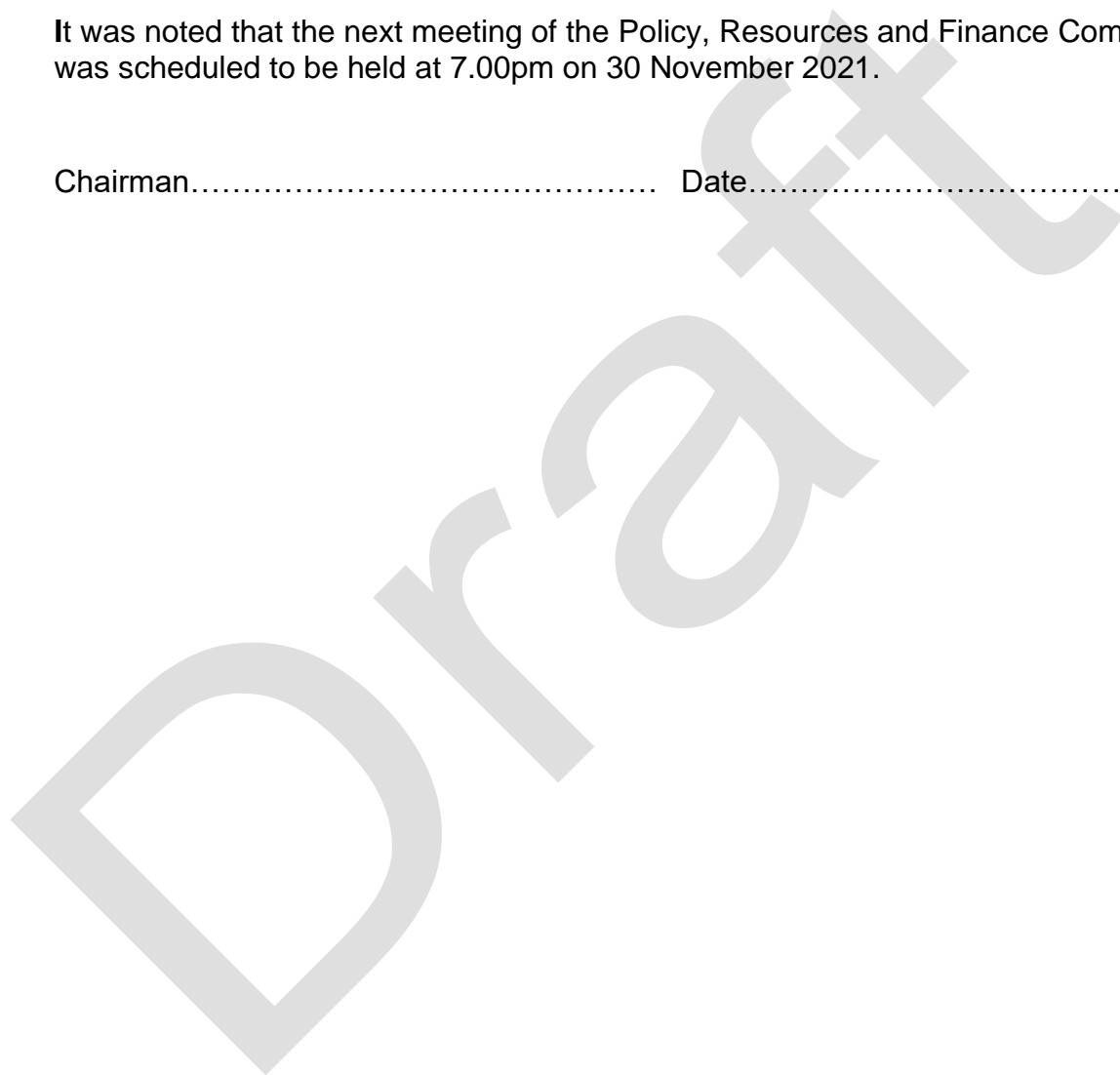
220. Any other items the Chairman deems urgent

There were no matters of urgency.

221. 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 30 November 2021.

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



Payments List - Meeting Date 26.10.21

Inv.

Date	Ref No.	Payee	Amount	Details
17.09.21	30314	A R Harris	580.75	Electrical repairs - Town Hall
24.09.21	15372	Rejuvenate	153.13	VoIP telephone for Museum
15.09.21	0452040	Loomis	283.13	Monthly contract - October 2021
03.08.21	4122	Amberwood Graphics	26.40	20 x Wareham Rediscovered - Museum stock
22.08.21		Priory Hotel	56.00	8 x cream teas for Mayor
26.08.21	102068	Dorset Electrical & Fire	396.00	Town Hall intruder alarm maintenance
31.08.21	123568	Clarity Copiers	102.40	Copier charges - August 2021
25.09.21	JB/6727	JB Plumbing	237.60	New hot water heater in kitchen
28.09.21	27463	Wm Pond	60.80	General maintenance materials
28.09.21	D799844	Consortium	88.85	Bacterial hand soap
30.09.21	69473	MJ White	54.00	MOT on MF67 DCV
30.09.21	88426	3C	115.39	Credit card transaction fee - September 2021
30.09.21	30385	A R Harris	134.62	Repair LED panel in corridor
30.09.21	TEL7629	Rejuvenate	110.88	Telephone services October 2021
30.09.21		Trade UK	165.73	September account
30.09.21	123840	Clarity Copiers	94.56	Copier charges - September 2021
30.09.21	WGS9563	Wessex Ground Services	507.31	Grass cuttin September 2021
01.10.21	35511	Edge IT	150.00	Upgrade to bank 6
01.10.21	102	Purbeck Youth	4500.00	Donation under SLA
01.10.21	15523	Rejuvenate	606.48	Software support - October 2021
08.10.21		Clock winder	500.00	Honorarium
08.10.21		Museum Curator	250.00	Honorarium - 50%
08.10.21		Museum Manager	250.00	Honorarium - 50%
08.10.21		Julia's House Hospice	225.00	Photograpers' honorarium
08.10.21		Seageant at Mace	225.00	Honorarium
08.10.21		Town Crier	225.00	Honorarium
08.10.21	306970	Salt Pig	118.20	Wine for Neighbourhood Plan reception
	Total BACS		10217.23	

Direct Debits

21.09.21	77903 20411	SSE SWALEC	470.91	Quay toilets electricity 22.06.21 to 16.09.21
26.09.21	9002063059	Fuelcard People	63.41	Van diesel
13.09.21	352751512	Lloyds	7.00	Bank charges 10.08.21 to 09.09.21
29.09.21	Sept21HMRC	HMRC	5210.10	PAYE & NIC September 2021
29.09.21	Sept21DCPF	DC Pension Fund	5380.21	September 2021 pension contributions
30.09.21	Sep-21	Salaries	14128.44	
30.09.21	6479613	Waterlogic	25.20	Water cooler hire - October 2021
30.09.21	32418134	Suez	194.68	Town Hall waste collection September 2021
30.09.21	9002099849	Fuelcard People	86.08	Van diesel
01.10.21	13206491	Sage	30.00	Sage 50 payroll - October 2021
01.10.21	961510801	Water2Business	26.50	Pavilion water - October 2021
01.10.21	2697290001	Water2Business	55.00	Howards Lane toilets October 2021
01.10.21	962000001	Water2Business	63.00	Town Hall water - October 2021
01.10.21	840002567	Dorset Council	150.00	Museum rates October 2021
01.10.21	2688769801	Water2Business	601.00	Quay toilets water October 2021
01.10.21	840002647	Dorset Council	936.00	Town Hall rates October 2021
01.10.21	840002576	Dorset Council	948.00	Howards Lane car park rates October 2021
02.10.21	790464	Bonline	46.97	CCTV October 2021
03.10.21	99949453	O2	28.80	Mobile 'phone - October 2021
03.10.21	32752 24418	SSE	6.32	Correction for period 01.10.20 to 01.09.21
04.10.21	07970 30413	SSE SWALEC	153.32	Howards Lane toilets electricity 30.06.21 to 16.09.21
04.10.21	22897 20415`	SSE SWALEC	352.90	Town Hall electricity usage 30.06.21 to 16.09.21
04.10.21	51826 48314	SSE SWALEC	63.33	Pavilion electricity usage 30.06.21 to 16.09.21
10.10.21	1917772583	EE	96.78	Mobile phone & car park ticket machine - October 2021
11.10.21	49108 10012	SSE Southern Electric	236.86	Unmetered supply 29.06.21 to 23.09.21 (streetlights)
15.10.21		Barclaycard	359.41	September payments
21.10.21	32752 24418	SSE	298.18	Town Hall gas usage 01.09.21 to 28.09.21
		Total DDRs Payable	30018.40	
		Total Payments	40235.63	

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Payments List - Meeting Date 30.11.21

Inv. Date	Ref No.	Payee	Amount	Details
02.11.21	202-208370	Amazon	15.19	Black refuse sacks
01.11.21	DepMay	M Russell	28.20	Deputy Mayoral duties - 01.11.21
30.10.21	1208804405	Trade UK - Screwfix	15.36	Wood filler, decorators caulk
	Total BACS		58.75	
Direct Debits				
14.11.21	Z0072450	BNP Paribus	233.50	Van leasing November 2021
14.11.21	9002308189	FuelCard People	57.19	Van diesel
	Total DDRs Payable		290.69	
		Total Payments	349.44	

Scale of Charges 2021/22

				Item 7	
		2021 - 22		2022 - 23	
		Session Rate (max 4 hours)	Day Rate (max 8 hours)	Session Rate (max 4 hours)	Day Rate (max 8 hours)
Corn Exchange	Saturday & Sunday 8 am - 6pm				
	Registered Charities	£55.00	£105.00		
	Community Groups	£80.00	£155.00		
	Commercial events	£115.00	£225.00		
	Use of Stage	£30.00	£30.00		
	Wedding ceremony	£275.00	£275.00		
	Monday - Friday 8am - 4pm				
	Registered Charities	£40.00	£80.00		
	Community Groups	£67.50	£125.00		
	Commercial events	£115.00	£225.00		
	Use of Stage	£30.00	£30.00		
	Wedding ceremony	£275.00	£275.00		
	Keep fit - Hourly rate of £20 between 8am and 4pm				
Additional hours	Pro rata of the session rate				
Council Chamber	Sat - Sun (8am - 6pm) Mon - Fri (8am - 4pm)				
	Registered Charities	£55.00	£105.00		
	Commercial events	£115.00	£225.00		
	Wedding ceremony	£250.00	£250.00		
Evening room hire rates on application.					
Recreation Ground					
Football pitch (including use of Pavilion)					
League match/friendly	Per match		£50.00		
Under 16 years League / Friendly	Per Match		£40.00		
Cricket wicket (including use of Pavilion) Block bookings only					
Senior teams:					
Day hire			£50.00		
Junior teams:					
Matches			£40.00		
Training			£30.00		
Additional grass cuts of outfield as required			£55 - £85		
Croquet Area (including use of Pavilion)					
Use of lawns twice per week, monthly fee.			£200.00		
Additional grass cuts as required			£30.00		
Car parking fees					
	1 hour		£0.70		
	2 hour		£1.40		
	3 hour		£2.10		
	4 hour		£2.80		
	disabled up to 3 hour		Free		
	disabled up to 4 hour		£2.80		
	disabled up to 23 hour		£3.50		
Car permits					
	Reserved bay		£451.00		
	Unreserved bay		£339.00		
	Non registration specific bay		£677.00		
	Amendments to permits during the year including re-issue of replacements or duplicates will incur an administrative fee.		£10.00		

ITEM 7

Parking Permits Charges

The Amenities Committee recommend the following parking permit charges are approved for 2022/23

	Current charges for 2021/22	Proposed charges for 2022/23
Reserved bay	£451.00	£520.00
Unreserved bay	£339.00	£400.00
Non registration specific bay	£677.00	£677.00
Amendments to permits during the year including re-issue of replacements or duplicates will incur an administrative fee.	£10.00	£10.00



Card Machine for Museum

1. Purpose of the report

To consider a recommendation from the Museum Committee that a card machine be purchased for use in the Museum.

2. Background

The Museum Manager reported to the Museum Committee that sales and donations had been lost due to the lack of a card machine. Visitors are carrying less cash and preferring to make contactless payments.

The Museum would like a card machine system that provides contactless transactions. Smaller museums can use a simple reader that is operated by volunteers and can handle both transactions and donations.

The two main systems in active use in Dorset's museums are Sumup and Izettle. Most museums now have contactless and have found it a really helpful addition – often increasing sales by a significant margin. It was also found that cash donations were not reduced by the use of the machines

3. Finance

The costs for the two suggested systems are as follows;

System	Costs	Volunteer run Dorset Museums utilising it
Sumup	<p>£0 monthly cost – 1.69% transaction fee on every transaction</p> <p>Accepts all debit & credit cards at no extra cost</p> <p>One off price for a card reader, which has a one-year warranty. Readers cost between £18-£120 (with chargers is required)</p> <p>Payouts back to the museum take 1-3 days</p>	<p>Sherborne Museum</p> <p>Sturminster Museum & Mill</p> <p>Steam & Waterwheel Centre</p>

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System	Costs	Volunteer run Dorset Museums utilising it
Izettle – now zettle by paypal	£0 monthly cost – 1.75% transaction fee on every transaction Single, generic card reader - £29: other point of sale equipment can be bought as required Payouts deposited within 48 hours	Weymouth Museum Portland Museum,

4. Recommendation

It is recommended that the Committee consider the information provided and approve the purchase of a card machine for the 2022 opening season of the Museum.