



# WAREHAM

Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

20 October 2021

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

**YOU ARE HEREBY SUMMONED TO ATTEND** a rescheduled meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** to be held on **TUESDAY 26 October 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



**WAREHAM**  
Town Council

**POLICY, RESOURCES AND  
FINANCE  
COMMITTEE MEETING**

**A G E N D A**

**26 October 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 7 September 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 7 September 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. Budget Comparison Report**

To receive the budget comparison report from 1 April 2021 – 30 September 2021

**8. Recommendations from Personnel Committee of 21 September 2021**

**136. Staff training**

The Town Clerk presented a confidential report on the qualifications achieved and training undertaken by the staff team in the past year. The report was noted.

**Recommended** to Policy, Resources and Finance Committee that the training budget for staff and members be increased in the next financial year.

#### **147. Recruitment of Lengthsman**

Members considered the need for an additional part-time Lengthsman.

**Resolved** that no additional Lengthsman's post was required during this financial year.

**Recommended** to Policy, Resources and Finance Committee that

- a) consideration to the future need for a Lengthsman be given through the budget setting process for 2022-2023;
- b) consideration be given to via the underspend from the staff budget (for the cost of the Lengthsman 2021-2022) to any budget heading overspent to meet the statutory duties under the Equalities Act 2010.

#### **9. Community Engagement Policy**

To approve the Community Engagement policy.

#### **10. Training Policy**

To approve the Training policy.

#### **11. Publication Scheme**

To approve the publication scheme.

#### **12. Mayor's Handbook**

To approve a revised Mayor's Handbook

#### **13. Paperless Office**

To consider whether the Council wishes to receive agendas by email only.

#### **14. Deputy Mayor's Allowance**

To consider a request from the Mayor that the Deputy Mayor's allowance of £225 from 2020/2021 be given to charity.

#### **15. Cemetery Noticeboard**

To consider if the Town Council would be prepared to purchase and install a replacement notice board at the cemetery, as the Joint Burial Committee does not have the power to do so itself. The Joint Burial Committee will then reimburse the Council.

**16. Cosh Cupboard and storage at the Depot**

To approve the purchase of a COSH cupboard and store cupboards for the depot which will exceed the current budget.

**17. 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.

**18. Date of next meeting**

To note the date of the next meeting, which is scheduled for **30 November 2021 at 7.00pm.**