



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

12 July 2022

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 19 July 2022** 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.

K Noble
Acting 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

19 July 2022

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 14 June 2022

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 14 June 2022

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 approve payments. (LGA1972 s150).

Queries on payments should be notified to the Clerk in advance of the meeting as the financial systems of the Council will not be available for interrogation at the meeting.

7. Amazon purchases

To receive breakdown of Amazon purchases in June.

8. Purchase of Consort regalia

To consider purchasing Consort regalia.

9. Traveller Policy

To consider adopting a Travellers policy.

10. Dorset Council parking

To consider dates for requesting free parking days in Dorset Council Car Parks.

11. Complaints Procedure

To consider adopting the updated policy.

12. Policy Review

To review the following policies:

- a. Social Media
- b. Volunteer of the Year Scheme Guidance

13. 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.

14. Date of next meeting

To note the date of the next meeting, which is scheduled for **30 August 2022** at **7.00pm**.



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 14 June 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors K Critchley, D Budd, M Cotton, Z Gover, K Green, V Green, M Russell, C Turner

Officers present: K Noble, Acting Town Clerk

71. Election of Chairman

Resolved that Councillor K Critchley be re-elected to the office of Committee Chairman for the 2022/2023 civic year.

72. Election of Vice-Chairman

Resolved that Councillor D Budd be re-elected to the office of Vice-Chairman for the 2022/2023 civic year.

73. Apologies for absence

Apologies were received and accepted from Councillor Schofield.

74. Declarations of interest

There were no declarations of interest.

75. Public participation time

There were no members of the public present.

76. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 10 May 2022 were presented by the Chairman.

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

77. Matters arising from the minutes of the previous meeting

Item 538 – A query was raised if the survey included speeding cyclist. Councillor K Green to confirm.

Item 540 – It was confirmed the planters were purchased by the Swanage Railway Company.

78. Payment of outstanding creditors

Resolved that the payments be made in the sum of £47,113.24 (£43,870.00 BACS and £3,243.24 Direct Debits) be approved, as appended to these minutes.

79. Amazon purchases

A list of Amazon purchases for May was reviewed.

Wareham Neighbourhood Plan promotes to keep the retail environment of the town alive and the Town Council should be making local purchases when possible. Purchases will be monitored and review at the next meeting.

80. Budget comparison report

No issues were raised and the report was noted.

81. Corporate Plan

Resolved the item be deferred until October.

82. Policy review

A review of each of the following policies was undertaken.

a. Retention policy

Resolved that a recommendation is made to Council to delete the policy, as it is no longer needed.

b. Visual and audio recordings

Resolved that a recommendation is made to Council to delete the policy, as it is no longer needed due to legislative changes.

c. Complaints procedure

Resolved that the Acting Town Clerk is delegated, in consultation with the Chairman, to draft an updated policy for consideration at the next meeting.

83. Replacement projector

A report and quotations for a replacement projector were considered.

Resolved that the quotation of £551.45 with a 10 % contingency is accepted, to be allocated from budget 2400/6.

84. Electric vehicle charging points

Councillor Budd gave some background information as to the reason the recommendation had been made by the Amenities Committee.

Resolved that income received from the electric vehicle charging points will be earmarked for future maintenance of the equipment.

85. Recommendations from Amenities Committee

At the Amenities Committee held on 8 June, the Committee recommended that the Policy, Resources and Finance Committee approve the appointment of the project manager to oversee the refurbishment of the four play areas and to release £12,750 from the play areas earmarked reserves (3024).

Resolved that the project manager is appointed to manage the refurbishment of the four play areas at a cost of £12,750, to be allocated from the play areas earmarked reserves.

86. Any other items the Chairman deems urgent

There were no matters of urgency.

87. 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 19 July 2022.

88. Confidential session

Resolved: 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

89. Leases

Swanage and Wareham Rugby Club update

Updated legal advice was noted.

A meeting request was discussed. A response is still awaited to the letter sent by the Council.

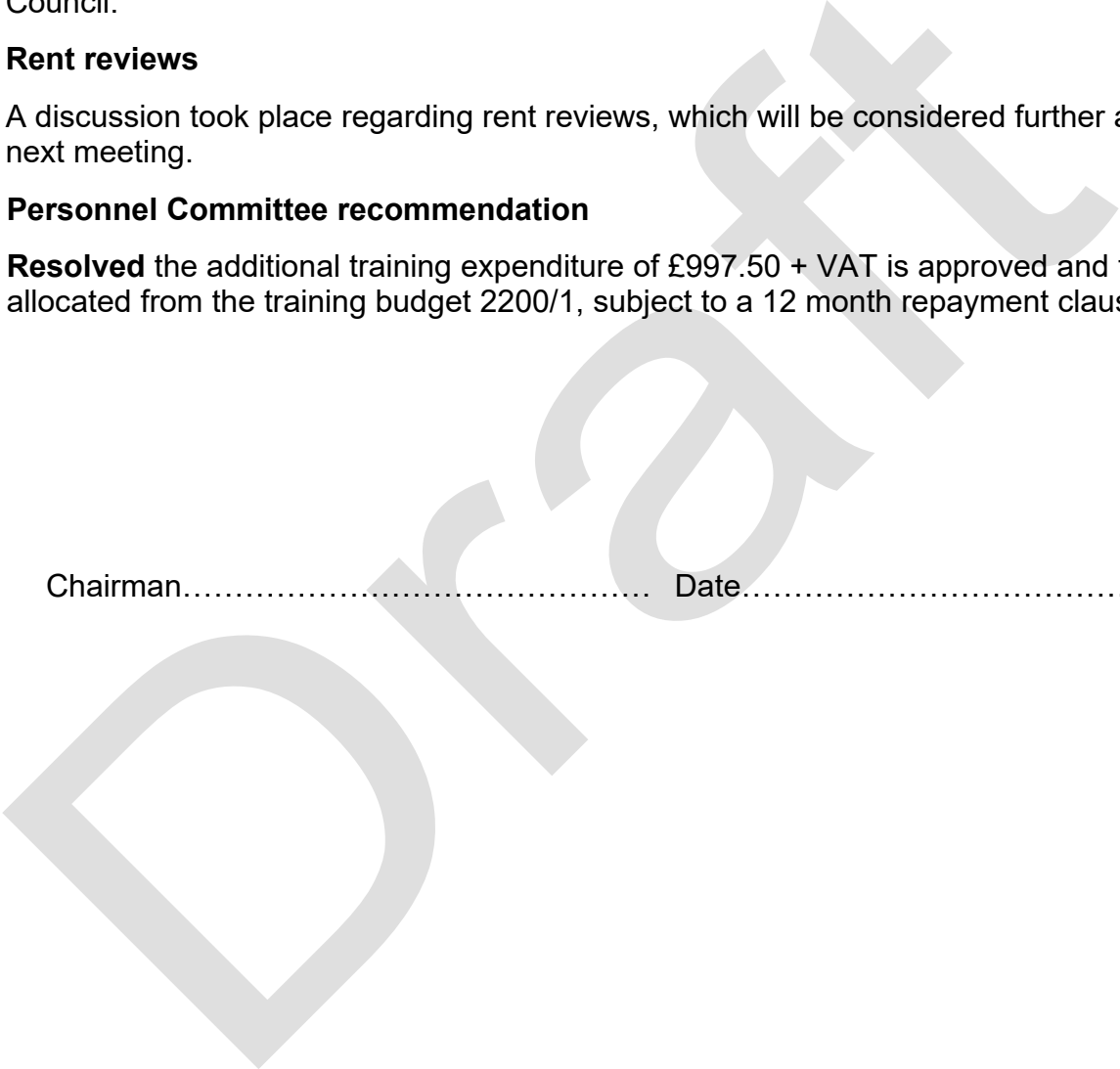
Rent reviews

A discussion took place regarding rent reviews, which will be considered further at the next meeting.

90. Personnel Committee recommendation

Resolved the additional training expenditure of £997.50 + VAT is approved and to be allocated from the training budget 2200/1, subject to a 12 month repayment clause.

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



Payments List - Meeting Date 14.06.22

Inv.

Date	Ref No.	Payee	Amount	Details
23.05.22	2022-10161	Amazon	81.99	Doormat runner
24.05.22	2022-218	Amazon	39.95	Plastic table cloth clips
20.05.22	-3	Famous 10	680.00	Mayor Making buffet
19.05.22	8720	Coop	116.46	Drinks for Mayor Making reception
16.05.22	485142	Loomis	319.97	June 2022 monthly contract fee
29.04.22	CJS290422	CJ Plumbing	2754.00	Supply & fit dual pump for Town Hall boiler
17.05.22	2022-1079	Amazon	67.92	Jubilee street décor
11.05.22	JHallHon	J Hall	250.00	2nd half of honorarium - 2021/22
11.05.22	SchHon	H Schamhorst	250.00	2nd half of honorarium - 2021/22
25.05.22	776	Little Gizmos	250.00	Childrens entertainment re Jubilee
25.05.22	726	Darkin Miller	369.72	Internal audit visit 2 of 2
13.04.22	64564	SFI	40.20	High viz jackets
25.05.22	22/083	Wareham Art Club	15.00	3 maps sold - Museum
27.05.22	May22DCPF	DC Pension Fund	6156.96	May 2022 pension contributions
27.05.22	May22HMRC	HMRC	6707.04	May 2022 PAYE & NIC contributions
20.05.22	2022/WTM	Dorset Museums	30.00	Annual subscription
16.05.22	9242	Cash	25.00	Museum float
31.05.22	May-22	Salaries	15633.70	May salaries
31.05.22	126203	Clarity Copiers	118.56	Copier charges May 2022
31.05.22	101918	3C	69.89	Credit card transaction fee May 2022
30.05.22	2073	Tradewind	58.20	Banner for Jubilee
01.06.22	17508	Rejuvenate	606.48	Software backup - June 2022
02.06.22	KL	Karl Latimer	50.00	Help with singing & music for Jubilee
02.06.22	JJ020622	Joe Jones	200.00	Music for Jubilee
03.06.22	6945	Glenacres Nursery	3282.00	Plants for spring baskets
06.06.22	66049	Aston Rose	2606.21	Rent & service charge 24/6 to 28/9/22
30.04.22	232114	Manutan	1295.76	Castors, chrome boxed bay
08.06.22	203036	OHE	1794.99	Lawn mower
	Total BACS		43870.00	
Direct Debits & Card payments				
26.04.22	223030112	Waterlogic	130.14	Sanitisation of water cooler, cups, rental
19.05.22	14231535	O2	32.16	Mobile 'phone
22.05.22	9003249791	FuelCard	154.30	Van diesel
12.04.22	369340261	Lloyds	7.00	Account charges 10.03.22 to 09.04.22
16.05.22	Z0072450	BNP Paribus	233.50	Van Leasing May/June 2022
16.05.22		Barclaycard	41.42	March/April payments
01.06.22	961510801	Water2Business	26.50	Pavilion water usage June 2022
01.06.22	2697290001	Water2Business	55.00	Howards Lane toilets water usage June 2022
01.06.22	0962000001	Water2Business	63.00	Town Hall water usage June 2022
01.06.22	2688769801	Water2Business	425.00	Quay toilets water usage June 2022
01.06.22	840002567	Dorset Council	147.00	Museum rates June 2022
01.06.22	840002647	Dorset Council	932.25	Town Hall rates June 2022
01.06.22	840002576	Dorset Council	949.00	Howards Lane car park rates June 2022
01.06.22	946976	Bonline	46.97	CCTV - June 2022
	Total DDRsPayable		3243.24	
		Total Payments	46993.52	

Payments List - Meeting Date 19.07.22

Date	Ref No.	Payee	Amount	Details
10.06.22	1801204574	Dorset Council	238.80	Town Clerk job advert
31.05.22	27755	Wm Pond	143.06	General maintenance
30.06.22	126440	Clarity Copiers	85.15	Copier charges June 2022
01.07.22	17758	Rejuvenate	606.48	Software support - July 2022
01.04.22	TEL7805	Rejuvenate	90.59	Telecom support - January 2022
01.04.22	TEL7744	Rejuvenate	96.49	Telecom support - December 2021
28.06.22	83580	Consortium	13.25	Toilet rolls
30.06.22	C63290	Metric	518.40	Car park ticket machine hosting 1.4.20 to 31.03.22
30.06.22	491323	Loomis	92.15	June 2022 coin analysis
30.06.22	C63289	Metric	64.80	Car park ticket machine hosting 01.04 to 30.06.22
30.06.22	C63311	Metric	64.80	Car park ticket machine hosting 01.07 to 30.09.22
01.07.22	14944	Vision ICT	354.00	Web hosting & support Sept22 to August 23
31.05.22	WGS10270	Wessex Grounds Service	606.38	Grass cutting - May 2022
04.07.21	1186395	Comax	367.44	Jumbo toilet rolls
30.06.22	103373	3C Payment	83.42	Credit card processing fee June 2022
30.06.22	WGS10397	Wessex Grounds Service	516.38	Grass cutting - June 2022
04.07.22	227023	AV Partsmaster	669.59	Epson projector
30.06.22	17629	Rejuvenate	720.00	8 hours prepaid support
11.07.22	Grant	Not Just Sundaes	600.00	Grant agreed for visitors centre
09.06.22	2022-5864	Amazon	37.98	Toilet rolls
10.06.22	GN23KI351AEUI	Amazon	10.80	Toilet cleaner
10.06.22	GB23KI3KAAEUI	Amazon	10.00	Bathroom cleaner
10.06.22	GB23KI4RZAEUI	Amazon	10.80	Toilet cleaner
10.06.22	2022-5479	Amazon	27.74	Floor cleaner
22.06.22	2800312479	Dorset Council	300.00	Traffic count in Northmoor
28.06.22	Mth03	HMRC	5719.58	June PAYE & NIC
28.06.22	Mth3	DC Pension Fund	5286.67	June pension payments
01.04.22	WGS10101	Wessex Grounds Service	376.80	March 2022 grass cutting
05.07.22	1279207248	Trade UK	23.99	Wall tile adhesive
30.06.22	TEL8182	Rejuvenate	95.54	Telecom service July 2022
30.06.22	Jun-22	Salaries	13847.17	June salaries
	Total BACS		31678.25	
Direct Debits & Card payments				
19.06.22	9003410563	FuelCard	96.53	Van diesel
27.06.22	223073033	Waterlogic	23.09	Water cooler rental May 2022
27.06.22	28082970	Adobe	15.17	Acrobat Pro
05.06.22	9003349963	FuelCard	84.88	Van diesel
30.06.22	32673009	Suez	234.98	Town Hall waste collection June 2022
01.07.22	14927782	Sage	30.00	Sage 50 payroll July 2022
01.07.22	961510801	Water2Business	42.00	Pavilion water usage July 2022
01.07.22	2697290001	Water2Business	117.50	Howards Lane toilets water usage July 2022
01.07.22	0962000001	Water2Business	53.50	Town Hall water usage July 2022
01.07.22	2688769801	Water2Business	425.00	Quay toilets water usage July 2022
01.07.22	840002567	Dorset Council	150.00	Museum rates July 2022
01.07.22	840002647	Dorset Council	936.00	Town Hall rates July 2022
01.07.22	840002576	Dorset Council	948.00	Howards Lane car park rates July 2022
01.07.22	267173	Grenke Leasing	173.77	Photocopier leasing 01.07.22 to 30.09.22
26.06.22	9003439679	FuelCard	89.47	Van diesel
25.06.22	223118277	Waterlogic	96.41	Water cooler rental & service June 2022
19.06.22	14766964	O2	32.16	Mobile phone July 2022
14.07.22	Z002450	BNP Paribas	223.50	Van lease July 2022
	Total DDRs		3771.96	
		Total Payments	35450.21	

ITEM 7

Amazon Payment Breakdown

Customer Number	Description	Invoice Date / Credit Note Date	Invoice Number / Credit Note Number	Paid Amount
A3CL3MDLBR80W	Toilet rolls	09.06.22	INV-GB-123590181-2022-58564	37.98
A3CL3MDLBR80W	Toilet cleaner	10.06.22	GN23KI351AEUI	10.80
A3CL3MDLBR80W	Bathroom cleaner	10.06.22	GB23KI3KAAEUI	10.00
A3CL3MDLBR80W	Toilet cleaner	10.06.22	GB23KI4RZAEUI	10.80
A3CL3MDLBR80W	Floor cleaner	10.06.22	INV-GB-110547181-2022-5479	27.74
Grand Total Paid 19.07.22				97.32



CONSORT REGALIA

1. Purpose of the report

To request that Policy, Resources and Finance Committee agree to purchase Consort regalia.

2. Background

We currently have regalia for Mayoress but not the equivalent for a Consort. £1,000 was allocated in this year's budget for the purchase.

3. Finance

A local company has provided a quotation of £1,595.75 + VAT. A second company was approached, however they required the Mayoresses badge be sent to them, although detailed photos and measurements had been supplied, and it was therefore felt to be unnecessary and high risk.

Due to the specialist nature of producing the regalia, other quotations have not been obtained.

4. Recommendation

That the Policy, Resources and Finance Committee agree to purchase the Consort Badge at a cost of £1,595.75 + VAT.



DRAFT
TRAVELLER POLICY
(Adopted on XX)

INTRODUCTION

The purpose of this policy is to better equip Officers and Councillors in deciding how to deal with unauthorised Traveller encampments on Wareham Town Council owned land.

This policy is also to reassure Wareham's residents and other interested parties of the Council's position with regards to unauthorised encampments.

DEFINITION

An unauthorised encampment occurs when two or more people trespass on privately owned land with the intention of residing there with no prior permission of the land-owner.

POLICY

Responsibility for following this policy is with the Council Officer/s on duty at the time an unauthorised encampment is reported. Due to the nature and speed at which actions unfold, liaison with the Council is not always possible, so this policy is therefore in place to ensure that unauthorised encampments can be dealt with in a fair and humane manner balancing the rights and needs of the town and the travellers themselves.

The Council will consider carefully whether unauthorised encampments can be tolerated for a period of time and when and how to instigate eviction procedures.

The Council will consider each occurrence individually and will take into account any special circumstances.

Any decisions made will balance the needs of travellers with the impact on council services and undue nuisance to neighbours and members of the public, including damage to land and property.

Attached at Appendix A is the Traveller Incursion Form, which will provide Council Officers a step-by-step guide of what to do in the situation where an unauthorised encampment occurs.

POLICE POWERS

Dorset Police will visit all sites reported to them, but trespass is a civil offence and not a criminal offence. Prevention of trespass and the removal of trespassers are the responsibilities of the landowner and not the Police.

The Police have powers to move travellers off land where criminal activity by them can be established but this has to be proven.

The Police also have discretionary powers under section 61–62 of the Criminal Justice and Public Order Act 1994 to direct trespassers to leave and remove any property or vehicles they have with them where group behaviour goes against the Act.

The power applies where the Senior Police Officer reasonably believes that two or more people are trespassing on land with the purpose of residing there, that the occupier has taken reasonable steps to ask them to leave, and any of the following:

1. That any of the trespassers have caused damage to land or property;
2. That any of the trespassers have used threatening abusive or insulting words or behaviour towards the occupier, a member of the occupier's family or an employee or agent of the occupier; or
3. That the trespassers have between them six or more vehicles on the land.

The mere fact of an encampment without any aggravating factors will not normally enable Police to use this power. Police Officers will assess whether or not an eviction notice can be served on the travellers by the Police. In order to do so, there must be an evidenced and severe impact on the local community i.e. nuisance caused to residents, community events inhibited, residents health and safety put at risk.

The Police are bound by the Human Rights Act and may be constrained to avoid using Section 61 of the Criminal Justice and Public Order Act 1994 in circumstances where it would preclude welfare considerations from being applied by the civil courts.

The most efficient way for this impact to be proven is through each individual case of nuisance and criminal behaviour or damage being reported to the Police on their non-emergency number of 101.

FORMAL REPOSSESSION PROCEDURE

Where the Police Superintendent is not able to grant an eviction notice, the Council as the landowner may seek to achieve a court order to evict the travellers.

In order to apply for a court order from the County Court, the Council must have completed the necessary welfare assessment of the travellers before eviction proceedings are sought.

The process of obtaining a court order may take up to a week and will often result in the travellers moving on the day eviction is due.

The Council would need to present evidence to the Court Manager in County Court, along with the relevant documentation, in order for a hearing date to be set. There are costs involved with obtaining a court order; these would be a minimum of £100 for the order itself, plus staff time and legal fees incurred.

JOINT WORKING WITH OTHER AUTHORITIES

Dorset Council and Dorset Police will all work closely with Wareham Town Council where there is an unauthorised encampment on Council land.

Dorset Council's Protocol on Managing Unauthorised Encampments is attached at Appendix B. This document gives a good understanding of the overall process to be followed by each authority, the powers each has and considerations to be made. **(Note we are still awaiting this document)**

FINANCIAL IMPLICATIONS

When dealing with an unauthorised encampment on Council land there will be financial implications for the Council; through manpower hours, dealing with health and safety issues, potentially reinforcing security to sites and such like.

As part of the post-incursion review, the total costs incurred will be calculated and reported to the Council for ratification.

APPENDICES

- A. Traveller Incursion Form
- B. Dorset Council's Protocol on Managing Unauthorised Encampments – TO FOLLOW

TRAVELLER INCURSION FORM

APPENDIX A

Date and time of incursion	
Location of incursion	
How entry was gained? Site security last checked/photo'd?	
Number of Travellers	
Details of vehicles (number, registration, make, model, colour etc)	
Number of children	
Number of animals	
CONTACTS: There is a contact sheet at Appendix A, please update with changes/additions.	
Council Officer responding	
Police informed	
Dorset Council informed	
Councillors Informed	
REMINDER: REPORT EACH OCCURENCE OF CRIMINAL ACTIVITY/DAMAGE ON/TO LAND/FACILITIES TO 101	
FIRST ACTION (with police presence):	
Formal eviction letter given (date & by) (attach copy to this form)	
Date given for eviction	
Date travellers said intend to leave	
COMMUNITY IMPACT ASSESSMENT MEETING:	
Welfare Check Undertaken? Any	

changes to WTC services needed i.e. toilets, utilities, access etc?	
Complicating factors i.e. health or welfare factors, vehicle issues etc?	
Meeting arranged by DC Officers/Police	
Police willing to apply for an eviction?	
Repeat offenders? If yes, give previous dates of encampment.	
WTC to seek Court Order?	
AS SOON AS POSSIBLE WTC ACTIONS:	
Letter to local residents adjacent land	
Log of residents calls/complaints/incidents	
Disruption of events? If yes, give details.	
POST INCURSION:	
Date Left	
Method i.e. own accord, evicted, Police, Court Order etc.	
Liaise with DC about clean up	
Hazardous waste dept. needed?	
Remedial maintenance works needed?	

Further Comments/Future Considerations/Point to Note etc

Financial Impact Assessment calculated?	

To be attached to this form for future reference:

- WTC eviction letter
- DC/Police meeting Agenda & Notes
- Details of residents' complaints
- Any correspondence to residents
- Press releases
- Details of impact on events/the community
- Details of subsequent maintenance works/clean up etc
- Financial Impact assessment



Complaints Procedure

To be reviewed Annually

(Adopted by Council XX)

1. Wareham Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this Council or are unhappy about an action or lack of action by this Council, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how the Council has dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. Complaints by one Council employee against another Council employee or between a Council employee and the Council as employer. These matters are dealt with under the Council's Disciplinary and Grievance Procedures. If your complaint relates to an individual employee, you may be assured that it will be taken seriously and dealt with appropriately.
 - 3.2. Complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members adopted by the Town Council.

All complaints should be made to the Monitoring Officer at Dorset Council.

If a complaint against a Councillor is received by the Town Council, it will be referred to the Monitoring Officer at Dorset Council.

Further information on the process of dealing with complaints against Councillors may be obtained from the Monitoring Officer Dorset Council, Jonathan Mair. Email – jonathan.mair@dorsetcouncil.gov.uk or telephone 01929 557223

ITEM 12

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There is also the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the Council's procedures or administration to the Town Clerk. You may do this in person or by writing to the Town Clerk at Town Hall, East Street, Wareham, BH20 4NS or emailing townclerk@wareham-tc.gov.uk or telephoning 01929 553006.
6. The Town Clerk will normally try to acknowledge your complaint within five working days and wherever possible will try and resolve your complaint within a further fifteen working days.
7. If you do not wish to report your complaint to the Town Clerk or do not wish the Town Clerk to deal with your complaint, you may make your complaint directly to the Mayor of the Council who will report your complaint to the Council.
8. The Town Clerk or the Mayor will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Town Clerk or the Mayor of the Council will notify you within twenty working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Full Council and usually within eight weeks you will be notified in writing of the outcome of the review of your original complaint. The Full Council's decision is final.



Social Media Policy

The aim of this policy is to set out a Code of Practice to provide guidance to town councillors, council staff and others who engage with the council using online communications, collectively referred to as social media. The council will ensure that training is provided for members and officers in connection with this policy.

Social media is a collective term used to describe methods of publishing on the internet.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Wareham Town Council Website
- Facebook, Myspace and other social networking sites
- Twitter and other micro blogging sites
- Youtube and other video clips and podcast sites
- LinkedIn
- Blogs and discussion forums
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to town councillors and council staff and also applies to others communicating with the town council.

Members will be provided with an official council email address which is only used for council business and correspondence. The nominated account will be subject to any request under the Freedom of Information Act 2000.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual town councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked website or press page
- Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announcing new information
- Post or Share information from other town related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other councillors

Code of Practice

When using social media (including email) town councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Town councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as that of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute (see Code of Conduct), including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Pre-determination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate town councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Town Clerk will appoint a nominated officer as moderator of town council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature. Where appropriate the moderator will have the authority to report any such posting to any other appropriate agency including the Police and Dorset Council's Safeguarding Unit.

This policy will be reviewed during each council term.

Date approved 22 September 2020



VOLUNTEER OF THE YEAR SCHEME – GUIDANCE

All matters relating to the Volunteer of the Year Scheme will be treated as confidential.

Composition of the Selection Panel

The composition of the Selection Panel shall be as follows:

Five members who will be a politically proportionate representation of the Council.

Nominations

Nominees must have benefitted the town of Wareham.

Individual volunteers (including partners) may be nominated for the Volunteer of the Year award.

Members of the Selection Panel are not permitted to make nominations

A Chairman is to be elected and he/she is to have a casting vote, Standing Orders to apply.

The identification of the successful nominee will be left to the individual and will be awarded on merit as assessed by the Panel – rather than the number of nominations received in respect of any one person.

Administration of the Scheme

Town Council officers will prepare a notice for public display calling for nominations; this notice will emphasise that any information submitted would be treated as confidential.

Nominations are to be received by end of the first week in November with the successful nominee being invited to attend the Council's Christmas Reception.

The Selection Panel will meet during the second week in November every year to select the successful nominee/s for Volunteer of the Year.

Panel members are to be informed three days before the meeting of the nominations received so that declarations of interest, as per Standing Orders, will be considered.

Notices are to be displayed in as many places as possible during October/November e.g. ~~newsagents including local newsagents, shop premises, noticeboard at Anglebury Court, and noticeboards at the schools.~~ Additionally, the notice will be displayed at the Town Hall on both exterior and interior noticeboards, on the Town Council website ~~and in the local press, budget funding permitting.~~

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ITEM 13b

A letter will be sent to the successful nominee informing them that confidentiality is applied to the nomination and that the Council reserves the right to withdraw the award following any public discussion regarding the nominee before the award ceremony.

A printed certificate bearing the Town Crest and seal and signed by the Town Mayor will be prepared for presentation.

The successful nominee will be invited to the Town Council's Christmas Reception to receive the award, with up to two guests permitted.

Names of successful nominee/nominees will be added to the Volunteer of the Year Board in the Corn Exchange and unveiled at the Christmas reception.

It shall be the responsibility of the Council's Town Clerk, working with the Administration Officer as appropriate, to administer the scheme and ensure that all arrangements for notices/selection panel and the awards ceremony are made efficiently and in good time.