



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

5 October 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 11 October 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.

Nicola Gray
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

11 October 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 30 August 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 30 August 2022

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

- Street Cleaning
- Water Cooler
- Dorset Council Parking

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. Corporate Plan Review

To review the Corporate Plan for any updates and progress.

8. Amazon purchases

To receive a verbal update on the Amazon purchases since the last meeting.

9. Remembrance Service

To consider the verbal update on the arrangements for Remembrance Sunday.

10. Consort regalia

To consider the purchase of Consort regalia.

11. Any other items the Chairman deems urgent

For report, information or for the agenda at the next or future meeting of the Policy, Resources and Finance Committee. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

- Emergency Lighting at 2 Mill Lane
- Traveller Procedure
- Banner Display Policy
- Fly Posting Policy
- Mobile Phone Policy

12. Date of next meeting

To note the date of the next meeting, which is scheduled for **22 November 2022 at 7.00pm.**



Minutes of a meeting of the Policy, Resources and Finance Committee held on 30 August 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

Officers present: N Gray, Town Clerk & RFO

268. Apologies for absence

There were no apologies for absence.

269. Declarations of interest

There were no declarations of interest.

270. Public participation time

There were no members of the public present.

271. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 19 July 2022 were presented by the Chairman.

It was **RESOLVED** that the minutes be taken as read, confirmed and signed by the Chairman (subject to the following amendments).

272. Matters arising from the minutes of the previous meeting

Agenda item 181 had been submitted to Full Council for ratification where it had not been approved and subsequently referred back to the Policy, Resources and Finance Committee as it was over budget. The item would return for further discussion at the 11 October 2022 meeting.

273. Payment of outstanding creditors

Cllr Budd queried the abbreviation "HL" on an item, which was confirmed as "Howard's Lane". Cllr Budd also asked if the entry in relation to water cooler rental was for August alone as it seemed somewhat high for one month.

It was **RESOLVED** that the Clerk would establish what period the rental payment covered and report back to members via email.

It was **RESOLVED** to approve the payments.

274. Amazon purchases

Members discussed the increased number of purchases being made from Amazon and reiterated their previous decision to only use Amazon for essential purchases which could not be made locally. The Clerk suggested that a month of comparisons could be carried out to show any cost implications.

It was **RESOLVED** that a statement from the Committee be issued to staff to make clear the use of Amazon should be limited, and local shops be used as much as possible to support the local economy.

275. Dorset Council Parking

Members discussed the 6 free parking days granted to the Town Council by Dorset Council and when these would be preferably used. The Clerk confirmed the advice received from Dorset was that the four Saturdays in December were being used for free parking by Dorset, which would incorporate Small Business Saturday.

It was **RESOLVED** to fall in line with Dorset Council and utilise the four Saturdays in December as free parking days.

276. Policy and Procedure Review

a) Disciplinary Policy

It was **RESOLVED** to approve the Disciplinary Policy.

b) Grievance Policy

It was **RESOLVED** to approve the Grievance Policy.

c) Complaints Procedure

The Clerk tabled an example of best practice for a Complaints procedure which members considered and discussed, noting it was clearly set out and dealt with the concerns which had been raised in respect of the existing procedure.

It was **RESOLVED** to approve the tabled Complaint Procedure.

d) Volunteer of the Year Award

Members discussed the guidance noting it had stalled in previous meetings. Members considered including groups for nomination of the award, noting it had been awarded to groups in the past.

It was **RESOLVED** to include organisations and for the confidentiality around voting being retained.

e) Traveller Policy

The Clerk provided an update to the law which had come into force on 28 June 2022, providing greater powers to police forces in England and Wales when dealing with unlawful Traveller camps. The Clerk advised that no response had been received from Dorset Council regarding their policy, but there was a lot of information about the issue on their website.

Members queried whether caravans were classed as vehicles and whether they would be subject to removal in the same way as vehicles. The Clerk would investigate and report back via email.

It was **RESOLVED** to not go ahead with the Policy but for a procedure to be produced, for both staff and Councillors to follow should an illegal encampment occur on Town Council land, which would be presented at the next meeting.

f) Social Media Policy

It was **RESOLVED** that the Social Media Policy remain without amendments.

g) Banner Display Policy

Members discussed the policy and the need for a separate fly posting policy for the Town.

It was **RESOLVED** that a revised Banner Policy, along with a Fly Posting Policy, be presented at the next meeting.

277. Corn Exchange fire doors

The Clerk confirmed that a full report from the Building Project Working Party would be presented to Full Council on 20 September. However, retrospective approval was required for the payment of the doors which had been delivered to Council as the matter had been time sensitive, and the Chairman of Policy, Resources and Finance had agreed payment at the time of delivery.

It was **RESOLVED** to retrospectively approve the payment of £3,386 to R4 Interiors.

278. Street cleaner

Members discussed the response received from Dorset Council in respect of the street cleaning provision for the town. It was agreed the Clerk would find out when the three-day week cleaning would commence and report back to committee via email.

It was **RESOLVED** to refer the matter to the Personnel Committee for discussion as to possible staffing solutions.

279. Any other items the Chairman deems urgent

There were no items.

280. 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 11 October 2022**.

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

Email received 4 October 2022

Good afternoon Nicola,

Over the past two months we have been into Wareham daily (Mon-Fri) to empty all litter bins, and we have an operative Mon/Wed/Fri to litter pick the town centre and some surrounding areas. We will also send the mechanical sweeper in periodically to sweep the main through roads; if there are any specific areas needing attention please contact us on the Wareham Depot-Supervisor email above as that will come to the whole team.

Kieren and I previously met with Tara to discuss what we can assist with; we are always happy to meet and talk over any issues/concerns; on our inspections we think the town is still at a good standard of cleanliness.

I hope that is helpful.

Kind regards

Mike Haines
Operations Manager
Place Services
Dorset Council



Payments List - Meeting Date 11.10.22

Inv.

Date	Ref No.	Payee	Amount	Details
02.09.22	67424	Aston Rose	2606.21	Depot rent & service charge 29.09 to 24.12.22
22.09.22	Corfe	JT Corfe	186.50	6 months' refund on parking permit
16.09.22	GB21O8GABEI	Amazon	16.54	Museum books for resale
15.09.22	501061	Loomis	319.97	Monthly contract fee - October 2022
26.08.22	2022-9942	Amazon	13.87	Lemon gel floor cleaner
21.09.22	GB2J77NABEI	Amazon	21.16	Hand soap
13.09.22	70323677	Water2Business	134.35	Water usage Unit 2 March to September 22
01.09.22	C64200	Metric Group	64.80	Carpark ticket machine hosting 1/10-31.12.22
22.09.22	24250	Morden Estates	196.13	Allotment rent 29.09.22 to 24.03.23
01.09.22	18315	Rejuvenate	536.52	Software support September 2022
15.09.22	4231	Amberwood Graphics	39.60	Wareham Rediscoverd - Museum stock
23.08.22	27829	Wm Pond	80.80	General maintenance items
31.08.22	Mar-76	Wm Pond	14.95	General maintenance items
23.08.22	15118450	Acorn Stairlifts	852.00	Maintenance contract
17.08.22	Dan	Dan The Man	300.00	Repairs to 2 dryers at Quay toilets
21.09.22	2022-592326	Amazon	42.68	Bleach, bathroom cleaner
23.09.22	212177	Consortium	24.98	2 x A4 photocopier paper
25.08.22	11348	Blacknoll	1477.68	Retention release re roof repairs for Mill Lane
01.10.22	18510	Rejuvenate	536.52	Software support October 2022
26.09.22	1208630	Comax	564.84	30 x 6 packs jumbo toilet rolls
30.09.22	127380	Clarity Copiers	60.96	Copier charges September 2022
30.09.22	WGS10653	Wessex Grounds Serv	267.74	September 2022 grass cutting
30.09.22	WGS 10660	Wessex Grounds Serv	965.25	Flail hedges at Rec, tidy ditch at Hauses Field
30.09.22	107771	3C Payments	82.46	Credit card processing September 2022
03.10.22	TEL8374	Rejuvenate	94.43	Telecom services - October 2022
	Total BACS		9500.94	

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Direct Debits & Card payments

19.09.22	16359428	O2	32.16	Mobile phone rental October 2022
25.08.22	37939370	Adobe	15.17	Acrobat Pro 24.08 to 24.09.22
01.09.22	530-8-2022	Just Park	218.42	Commission on telephone parking August 2022
18.09.22	9003897356	Fuelcard Services	87.61	Van diesel
16.09.22	10127558	Waterlogic	81.64	Water cooler rental, maintenance & water
22.09.22	371037/2022	Grenke Leasing	173.77	Photocopier rental Oct to Dec 2022
22.09.22	1031160	Bonline	46.97	CCTV October 2022
23.09.22	31871336/0014	SSE	9.49	Town Hall gas usage 32.07.22 to 31.08.22
25.09.22	42952664	Adobe	15.17	Acrobat Pro 25.09 to 24.10.22
27.09.22	231803240	SSE Southern Electric	350.17	Unmetered streetlight supply 30.06 to 26.09.22
27.09.22	941802204	SSE Southern Electric	114.66	Unmetered streetlight supply 30.06 to 26.09.22
30.09.22	32755199	Suez	217.70	Town Hall waste removal September 2022
01.10.22	15491167	Sage	30.00	Sage 50 payroll - October 2022
02.10.22	20305047658	EE	129.60	Mobile phones & car park ticket lines Oct' 2022
01.10.22	961510801	Water2Business	42.00	Pavilion water usage October 2022
01.10.22	2697290001	Water2Business	117.50	Howards Lane toilets water usage October 2022
01.10.22	0962000001	Water2Business	53.50	Town Hall water usage October 2022
01.10.22	2688769801	Water2Business	425.00	Quay toilets water usage October 2022
01.10.22	840002567	Dorset Council	150.00	Museum rates October 2022
01.10.22	840002647	Dorset Council	936.00	Town Hall rates October 2022
01.10.22	840002576	Dorset Council	948.00	Howards Lane car park rates October 2022
30.09.22	9003970302	Fuelcard Services	162.04	Van diesel
	Total DDRs Payable		4356.57	
		Total Payments	13857.51	

Corporate Plan 2021- 2024

1. To improve governance and sustainability of the Town Council

Action	Council Committee	Lead Member and Officer	Timescale	Comments
1. Work towards making Wareham Town Council (WTC) a carbon neutral organisation by 2030 as set out in the Council's agreed Climate Change Action Plan	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	Incorporate Climate Change Action Plan
2. Provide new depot for the Operations Team	Amenities Committee	Chairman of Amenities Committee and Operations Manger	By beginning of June 2021	Completed
3. Promoting the work of the Town Council through various formats and media	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Deputy Town Clerk	March 2024	Increased use of website and Tower Chimes Facebook page. Council Facebook page to be considered
4. Training of staff and councillors to ensure WTC meets the requirements of a Quality Council and Continual Professional Development.	Council	Mayor and Town Clerk	March 2024	Completed – Quality Council Status achieved
5. Decide on the best future use of the first floor of the Town Hall Annexe.	Amenities Committee	Chairman of Amenities Committee and Town Clerk	March 2024	Building Projects Task and Finish Group set up and progressing with task
6. Consider the viability of energy conservation measures such as solar panels for the Town Hall.	Amenities Committee	Chairman of Amenities Committee and Town Clerk	March 2023	To be considered as part of the Climate Change Action Plan
7. Replacement of the small diesel van, at the end of its economic life, with an electric vehicle.	Amenities Committee	Chairman of Amenities Committee and Town Clerk	March 2024	Ensure battery technology can meet needs.
8. Strive to improve our efficiency and accountability by regular reviews of our decision-making structures, staffing and financial procedures to ensure the council taxpayer receives value for money services.	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	
9. Increase the General Reserve to a minimum of 25% of expenditure on arrears budget and pursue external funding opportunities	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Town Clerk	March 2024	Further increase to General Reserve is expected at the end of the financial year 2022-23

2. To preserve and enhance the economy and tourism of Wareham

Action	Council Committee	Lead Member and Officer	Timescale	Comments
1. Provide an electric charging point in Howards Lane Car Park.	Amenities Committee	Chairman of Amenities Committee and Operations Manager	By March 2024	Installation to be carried out in Autumn 2022.
2. Create attractive gateway features at all entrances to the town	Amenities Committee	Chairman of Amenities Committee and Operations Manager	Welcome signs to be installed by end of 2021	Ongoing. Issues with Highways re installation – to be revisited with Highways.
3. Promote Wareham Town Museum as an important heritage destination and improve access to historical information	Museum Committee	Chairman of Museum Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Museum gained its accreditation in September 2022.
4. Maintain support for keeping the existing pedestrian level crossing of the railway to prevent the railway becoming a barrier between the north and south of the town.	Council	Mayor and Town Clerk	Progress to be evidenced over the lifespan of this document	This should be assigned to a smaller Committee to include the Mayor, at the appropriate time.
5. Maintain Town Council buildings in good condition, with a planned maintenance program, setting aside funding yearly for major works and consideration of a PWLB loan for major works to the buildings including a step free access from East Street to the Town Hall and, implement if feasible, a lift to enable persons with a disability to access the first floor.	Amenities Committee	Chairman of Amenities Committee and Town Clerk	By March 2024	Amenities have commissioned a full survey of Town Hall to be undertaken which has been completed and work is ongoing with Buildings Project Task and Finish Group.
6. Instigate a program of planned maintenance and replacement of public seats and bins	Amenities Committee	Chairman of Amenities Committee and Deputy Town Clerk	By March 2024	Bins to be replaced with dual function recycling/waste bins at end of life once Dorset Council offer separate collections.
7. Continue to support tourism and events in the town	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee	Progress to be evidenced over the lifespan of this document	Supporting Visit Wareham website through Dorset Council funding
8. Work with lead authorities and organisations on improvement and enhancement schemes for Wareham	Council	Chairmen and Town Clerk	In progress	Grant funding may be able to support.

3. To further enhance our environment

Action	Council Committee	Lead Member and Officer	Timescale	Comments
1. Influence the improvement of the highway environment in the town centre to benefit the safety and wellbeing of pedestrians and cyclists by reducing the impact of vehicles and encouraging through traffic to use the bypass	Planning and Transport Committee	Chairman of Planning and Transport and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Parking Issues Working Party set up
2. To continue to work with residents and stakeholders regarding parking and traffic issues.	Planning and Transport Committee	Chairman of Planning and Transport and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Support for appropriate Traffic Regulation Orders – e.g.Northmoor Park
3. Develop an investment fund for the upgrade and refurbishment of all open spaces, play areas and other environmental enhancements that will improve Council owned public open space	Amenities Committee and Policy Resources and Finance Committee	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Public Works Loan application made for refurbishment of 4 play areas – All 4 sites have received consultation and full tendering process with work to commence Autumn 2022
4. Determine the future of the pavilion, once Dorset Council plans for the former playing fields are known	Amenities Committee	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Dependent on the future use of the Middle School playing fields
5. Install inclusive play equipment at larger play sites	Amenities Committee	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	See Item 3
6. Establish a tree planting programme	Amenities Committee	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	

4. To contribute to the development management of the town

Action	Council Committee	Lead Member and Officer	Timescale	Comments
1. To continue to support the Wareham Neighbourhood Plan through planning consultations and the development management process	Planning and Transport Committee	Chairman of Planning and Transport Committee	Progress to be evidenced over the lifespan of Neighbourhood Plan	Wareham Neighbourhood Plan was formally adopted by Dorset Council 8/11/2021
2. Explore the feasibility of setting up a Community Land Trust to provide affordable rented homes for local people	Planning and Transport Committee and Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	
3. Support, encourage and create wildflower planting in public spaces to benefit pollinating insects	Amenities Committee	Chairman of Amenities Committee and Operations Manager	Progress to be evidenced over the lifespan of this document	
4. Support the creation of a network of small community planting and tended flower and shrub gardens around the town	Amenities Committee	Chairman of Amenities Committee and Operations Manager	Progress to be evidenced over the lifespan of this document	Provide seeds etc.



CONSORT REGALIA

1. Purpose of the report

To consider the purchase of Consort regalia.

2. Background

A report was presented to Policy, Resources and Finance on 19 July to consider the purchase of Consort regalia as Wareham Town Council currently have regalia for Mayoress but not the equivalent for a Consort. £1,000 was allocated in this year's budget for the purchase.

The Committee resolved to recommend to full Council that the purchase be made, however, full Council did not approve the recommendation and referred the matter back to Policy, Resources and Finance to consider the budgetary implications of 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 consider the purchase of the Consort Badge at a cost of £1,595.75 + VAT within the budgetary framework of the Council at this time and in view of the fact that there is an Escorts badge already in Council possession.