



# WAREHAM

Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

4 January 2023

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 10 January 2023** 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**

**10 January 2023**

**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 6 December 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 6 December 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. CCTV review**

To consider the moving of the North Street camera, refurbish or replacement of camera on the Masonic Hall and the addition of cameras for the rear entrance of the Town Hall and Howards Lane Car Park.

**8. Town Hall Hire Charges**

To review the hire charges for the Town Hall and Recreation ground facilities.

**9. Museum Broadband connection**

To consider the installation of a separate broadband line into the Museum.

**10. 2023/2024 Budget (to follow)**

To consider the draft budget and precept for 2023/24 for recommendation to Council.

**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. 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).

**12. Date of next meeting**

To note the date of the next meeting, which is scheduled for **14 February 2023 at 7.00pm.**



**Minutes of a meeting of the Policy, Resources and Finance Committee held on 6 December 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, C Turner

**Officers present:** N Gray, Town Clerk & RFO, G Pettifer, Deputy Clerk

**463. Apologies for absence**

Apologies were received and accepted from Cllr M Russell who was poorly.

**464. Declarations of interest**

There were no declarations of interest.

**465. Public participation time**

There were no members of the public present.

**466. Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the meeting of the Policy Resources and Finance Committee held on 22 November 2022 were approved and signed by the Chairman.

**467. Matters arising from the minutes of the previous meeting**

There were no matter arising from the minutes of the previous meeting.

**468. Payment of outstanding creditors**

It was **RESOLVED** the payments to creditors be approved.

**469. Renault Traffic Van Lease**

Members discussed the report and considered the various options, with members considering the purchase of the van by way of final payment was the most cost effective and had been the intention of the Council when the lease had been entered into in 2017.

It was **RESOLVED** to purchase the remainder of the vehicle lease at a cost of £6644.58 +VAT with an additional 2% charged by the finance company.

**470. Storage Facilities Update**

Members considered the report and asked the Clerk to contact Wareham Community Growers to offer rejected metal hanging planters to them and considered ways of disposing of much of the rubbish which was classed as commercial waste.

It was **RESOLVED** that the Clerk investigate costs of a skip to be delivered for the disposal of unnecessary items from all the storage units and the repairs required to the garage units at the recreation ground for consideration by the Committee at a later date.

It was **RESOLVED** that the Clerk report to Committee in November 2023 regarding whether there be any need to renew the lease of the depot at Ryan Business Park.

**471. Mobile Device Policy**

Members considered the report and whether software should be included in the policy given that licenses were paid for by Council, but some installed on Councillors personal devices. However, the Clerk noted this was controlled by the Council's IT contractor and could be withdrawn should any member of staff or Councillor leave.

It was **RESOLVED** to recommend the policy to Council for Approval.

**472. Any other items the Chairman deems urgent**

The Clerk noted the repairs to the clay trolley on Wareham roundabout, recently damaged by a vehicle, and Cllr Turner advised they were being undertaken by Pete Andrews and the Men's Shed. It was advised that a quote for repairs would be required for any insurance claim and would need to be approved at a future meeting.

Members discussed the stones which were paid for by Westbury Homes as part of the new development.

**473. 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 10 January 2023**.

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

## Item 6 - Payments List - Meeting 10.01.23

### Inv.

Date	Ref No.	Payee	Amount	Details
13.12.22	11/2022	TJP Consultancy	270.00	Investigating Officer - 6 hours
26.08.22	157163	Consortium	15.90	Envelopes
31.08.22	14283	Consortium	24.98	Copier paper
08.09.22	191918	Consortium	17.27	Envelopes
12.09.22	195895	Consortium	14.04	Paper
30.09.22	227833	Consortium	156.78	Toilet rolls
30.11.22	510927	Loomis	41.33	Coin sorting fee November 2022
16.12.22	296584	Consortium	164.09	Hand towels
15.12.22	11543	Consortium	-6.83	Credit re cleaner
21.01.23	F113660	Evac+Chair Inter	114.00	Maintenance contract for Evac Chair 2023
15.12.22	512707	Loomis	319.97	Cash collection fee January 2023
09.12.22	211865359/0032	Scottish Hydro	359.33	Unit 2 electricity usage November 2022
12.12.22	38644	Grassline	417.46	White mark paint for football pitch Mayor's Christmas function catering 75 @
15.12.22	4	Italian Kitchen	1500.00	£20/head
21.12.22	SD424-1	SLCC	416.40	March 2022 job advert - Gold package
21.12.22	SD512-1	SLCC	343.20	August 2022 job advert - Bronze package
21.12.22	Dec22DCPF	DC Pension Fund	6879.73	December 2022 pension contributions
21.12.22	Dec22HMRC	HMRC	7020.30	December 2022 PAYE & NIC
21.12.22	687811-0037	SH Mobile Tyres	190.00	Repair van tyres
22.12.22	53334	Wareham Cobblers	33.00	Keys for Quay toilets
29.12.22	128228	Clarity Copiers	72.42	Copier charges - December 2022
30.12.22	Dec-22	Salaries	17754.77	December 2022 salaries
	<b>Total BACS</b>		<b>36118.14</b>	

### Direct Debits & Card payments

09.12.22	MF67DCV	DVLA	290.00	Road tax for Renault van 2023
11.12.22	9004352015	Fuel Card Services	60.43	Van diesel HD55 EKB
11.11.22	385834831	Lloyds Bank	7.00	Charges 10.10.22 to 09.11.22
01.12.22	530-11-2022	Just Park	111.07	Commission on parking telephone payments
12.12.22	5810	Savers	3.49	Bin liners, scourers
12.12.22	1411	Adobe	9.98	Acrobat Pro 9/12 to 8/1/23
14.12.22	Various	SSE Southern Elec	348.41	Street light electricity usage 27.09 to 30.11.22
15.12.22	2233977856	Waterlogic	40.24	Water cooler hire - December 2022
19.12.22	2683169	Crown Gas & Power	317.53	Town Hall gas usage - November 2022
01.01.23	1093172	Bonline	46.97	Town Hall & Museum CCTV - January 2023
01.01.23	961510801	Water2Business	42.00	January 2023 Pavilion water usage
01.01.23	96200001	Water2Business	53.50	January 2023 Town Hall water usage
01.01.23	2697290001	Water2Business	117.50	January 2023 Howards Lane toilets water use
01.01.23	840002567	Dorset Council	150.00	January 2023 Museum rates
01.01.23	2688769801	Water2Business	375.00	January 2023 Quay toilets water usage
01.01.23	840002647	Dorset Council	936.00	January 2023 Town Hall rates
01.01.23	840002576	Dorset Council	948.00	January 2023 HL car park rates
01.01.23	59580-2023	Grenke	173.77	Photocopier rental Jan to March 2023
01.01.23	16051278	Sage	30.00	Sage 50 Payroll January 2023
14.01.23	Z0072450	BNP Paribas	510.00	2% fee re van lease
	<b>Total DDRs Payable</b>		<b>4570.89</b>	
		<b>Total Payments</b>	<b>40689.03</b>	



## POLICY RESOURCES AND FINANCE – REPORT

Meeting Date: 10 January 2023

### Agenda Item: 7

<b>Subject:</b>	CCTV Review
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To consider the moving of the North Street camera, refurbish or replacement of camera on the Masonic Hall and the addition of cameras for the rear entrance of the Town Hall and Howards Lane Car Park.
<b>Background:</b>	<p>The CCTV camera in North Street was positioned on a property with the power being provided from the Methodist church. However, the church insurance would not cover the arrangement and advised the church to disconnect the camera. The Camera remains in situ but is not connected.</p> <p>The CCTV camera on the Masonic Hall remains live but not connected.</p>
<b>Key Points:</b>	<p>The CCTV camera for North Street could be relocated to the corner of the Town Hall building facing the opposite way to its current position, providing the same view just a different direction.</p> <p>The CCTV camera on the Masonic Hall needs removing as it is currently hanging off and it could be refurbished and reconnected with a Wi-Fi connection. This would provide cover for one side of Howards Lane car park.</p> <p>There is currently no CCTV for the rear of the Town Hall and side entrance. A new camera could be installed to cover the back entrance and side alleyway, with another camera sited near the car park meter to cover the works vehicles.</p> <p>Relocate the CCTV monitoring system to the Clerk's office to enable easier access for the Police, following a recent visit whereby it was not ideal sited in the downstairs storeroom.</p> <p>Costs for all work are currently unknown as the CCTV contractor was not able to provide this because of the Christmas and New Year break. <b>If the information is forthcoming before the meeting, it will be tabled for consideration.</b></p> <p>There is approximately £500 left in the CCTV (2450) budget line and £1000 in CCTV reserve.</p>
<b>Implications:</b>	<p>The funds currently held may not be enough to cover all the work.</p> <p>The security of the Council is weak in some areas and the current levels of criminal damage being experienced has incurred increased repair costs and staff time, with no ability to provide information to the police.</p> <p>Possible reduction in insurance premium with additional CCTV coverage.</p>
<b>Recommendation:</b>	To recommend Council consider the quote for the work at its meeting on 24 January 2023.



## POLICY RESOURCES AND FINANCE – REPORT

Meeting Date: 10 January 2023

### Agenda Item: 8.

<b>Subject:</b>	Wareham Town Council – Review of hire charges for the Town Hall and Recreation Ground facilities.
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To review the fees and charges for the Town Hall and Recreation Ground facilities.
<b>Background:</b>	A review of the Terms & Conditions of Hire of the Town Hall and Recreation Ground facilities is required to ensure bookings meet the financial needs of the Town Council when hiring out its resources.
<b>Key Points:</b>	<ul style="list-style-type: none"><li>• Appendix 1 sets out the fees and charges.</li><li>• The hire charges of the Town Hall and Recreation Ground should be reviewed to ensure that costs are covered, and rates are fairly priced.</li><li>• The pricing structure can be used to encourage use of facilities by charity/community groups while charging competitive rates for commercial enterprises.</li><li>• There is no change to the charge to non-profit voluntary groups as comments received have been negative regarding the rise in charges to charities.</li><li>• The Cricket hire costs are to remain the same as Wareham Cricket Club will be cutting the pitch with the Town Council cutting the outer pitch only.</li></ul>
<b>Implications:</b>	<ul style="list-style-type: none"><li>• Cost – fees and charges should encourage use of Council resources without having undue negative financial implications.</li></ul>
<b>Recommendation:</b>	To review and confirm the hire charges of the Town Hall and Recreation Ground facilities.



Appendix 1:

		2019 - 2020		2021 - 22		2022 - 23	
		Session Rate (max 4 hours)	Day Rate (max 8 hours)	Session Rate (max 4 hours)	Day Rate (max 8 hours)	Session Rate (max 4 hours)	Day Rate (max 8 hours)
<b>Corn Exchange</b>	<b>Saturday &amp; Sunday 8 am - 6pm</b>						
	Voluntary Groups (non-profit)	53.00	101.00	£55.00	£105.00	£55.00	£105.00
	Community Groups	n/a	n/a	£80.00	£155.00	£85.00	£160.00
	Commercial events	110.00	218.00	£115.00	£225.00	£120.00	£230.00
	Use of Stage	30.00	30.00	£30.00	£30.00	£30.00	£30.00
	Wedding ceremony	250.00	250.00	£275.00	£275.00	£290.00	£290.00
	<b>Monday - Friday 8am - 4pm</b>						
	Voluntary Groups (non-profit)	39.00	79.00	£40.00	£80.00	£40.00	£80.00
	Community Groups	n/a	n/a	£67.50	£125.00	£70.00	£130.00
	Commercial events	110.00	218.00	£115.00	£225.00	£110.00	£218.00
	Use of Stage	30.00	30.00	£30.00	£30.00	£30.00	£30.00
	Wedding ceremony	250.00	250.00	£275.00	£275.00	£290.00	£290.00
	Keep fit - Hourly rate of £17 between 8am and 4pm	15.00	15.00				
Additional hours	Pro rata of the session rate	15.00	15.00				
<b>Council Chamber</b>	<b>Sat - Sun (8am - 6pm) Mon - Fri (8am - 4pm)</b>						
	Voluntary Groups (Non-profit)			£55.00	£105.00	£55.00	£105.00
	Commercial events			£115.00	£225.00	£120.00	£230.00
	Wedding ceremony			£250.00	£250.00	£265.00	£265.00

**Evening room hire rates on application.**

**Recreation Ground**

<b><u>Football pitch (including use of Pavilion)</u></b>						
League match/friendly	Per match	45.00		£50.00		£55.00
Under 16 years League / Friendly	Per Match	35.00		£40.00		£45.00
<b><u>Cricket wicket (including use of Pavilion) Block bookings only</u></b>						
<b>Senior teams:</b>						
Day hire		45.00		£50.00		£50.00
<b>Junior teams:</b>						
Matches		35.00		£40.00		£40.00
Training		25.00		£30.00		£30.00
<b><u>Croquet Area (including use of Pavilion)</u></b>						
Use of lawns twice per week, monthly fee.		195.00		£200.00		£210.00

## POLICY RESOURCES AND FINANCE – REPORT



Meeting Date: 10<sup>th</sup> January 2023

Agenda Item: 9

<b>Subject:</b>	Wareham Museum phone line/broadband
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To consider the communications needs of Wareham Museum for 2023 and beyond.
<b>Background:</b>	<p>Wareham Museum has requested access to broadband for their 2023 season, in order to enable visitors to download information of exhibits via QR (Quick Response) Codes and to view interactive and documentary material on YouTube using their smartphones or tablets, and to assist with the payment by card machine and automated donations.</p> <p>Initial enquiries with Rejuvenate (WTC's IT provider) generated a quote of £864.00 to reconfigure the Council's existing network, to effectively enable the Museum to access their own user ID from WTC broadband.</p> <p>Further enquiries with BT Business produced a quote of £19.95 for a BT broadband line connection, with a free BT cordless phone handset, and a rental charge of £37.95 per month (see Appendix 1). The would be wholly independent of the Council's WiFi or phone system.</p>
<b>Key Points:</b>	<ul style="list-style-type: none"> <li>• There is potential vulnerability to the Town Council's IT infrastructure if there is a public sharing of internet resources.</li> <li>• It will provide the Museum with an independent separate system from Wareham Town Council.</li> <li>• Internet access is vital to the Museum, as active engagement is an important part of the modern visitor experience and key to increasing visitor dwell time and return visits, whilst allowing tap to tap donations.</li> <li>• Access to QR Codes and YouTube represents an opportunity for the Museum to quickly refresh its visitor offer/engagement without having to rearrange or reinterpret the static collection.</li> <li>• With the BT Business product, the Museum would be able to purchase systems that could provide other support, such as card readers, EPOS, and other automated business support.</li> </ul>
<b>Implications:</b>	<ul style="list-style-type: none"> <li>• The use of the Town Council's broadband could have data security implications.</li> <li>• Better budgeting and forecasting for the Museum.</li> </ul>
<b>Recommendation:</b>	To consider the future communication needs of Wareham Museum.

## Proposal Summary

Prepared by:  
**Kalon Jaffray**  
 Rejuvenate IT

<https://www.rejuvenate.it>

Prepared for:  
**Office**  
 Wareham Town Council  
 Town Hall  
 BH20 4NS

Quote information:  
**Quote #35043-1**  
 Prepared on: 01/12/2022  
 Expires: 15/12/2022

### One-Time Costs

Description	Unit Base Price	Unit Discount	Unit Price	Quantity	Price (Ex VAT)	Billing Period	Term (Months)
8 Hour - Prepaid Time Block (10% Discount)	£720.00	£0.00	£720.00	1	£720.00		0

**Amount Ex VAT:** £720.00  
**Total VAT:** £144.00  
**Total:** £864.00

### Recurring Costs

Description	Unit Base Price	Unit Discount	Unit Price	Quantity	Price (Ex VAT)	Billing Period	Term (Months)
-------------	-----------------	---------------	------------	----------	----------------	----------------	---------------

**Monthly Amount Ex VAT:** £0.00  
**Total VAT:** £0.00  
**Total:** £0.00

Please see below notes relating to this proposal:

#### Rejuvenate IT

Signature:



Name: Kalon Jaffray

#### Wareham Town Council

Signature:

Name:

Email:

This quotation is presented to the customer above on the date created, and is valid until the quotation expiry date. All prices quoted were correct at the time of quotation creation, and are subject to change due to supply. To accept this quotation, in whole or in part, please reply to the sender with your wishes, specifying a valid purchase order number, where possible. Thank you for your business. It is very much appreciated.

### **Halo for business, Fibre 76 Enhanced, Digital Line and Complete WiFi.**

The connection charge would be £10.00 one off, added to the next bill £44.95 a month on a total 24 month contract, this includes:

- Unlimited superfast broadband
- Guest Wifi - This means you do not have to share your own username and password which keeps your business protected whilst allowing your clients/customers to connect
- FREE static IP (optional)
- Complete WiFi to get a guaranteed and reliable Wi-Fi network in all corners of your premises or your money back.
- Enhanced IT support giving you 24/7 technical support if you so ever need it.
- Hybrid Connect – 4g back up if the line were to go down the broadband switches to a 4g connection You can also use the 4g to connect to the broadband until the line is installed
- Business Smart Hub 2 (£9.95 Delivery fee)
- Cloud voice express
- Free cordless handset
- Calling features such as call divert, call waiting and nuisance call blocker STOP ALL UNWANTED CALLS

#### Add-ons

- Unlimited UK calls to landlines and mobiles for £12.00
- BT Business Anti-Virus protection for £4.99 per month, covers 5 workstations and unlimited mobile devices
- Premium Digital Line, This is a 24 hour fix time on the phone line if there is ever any problems (normally 48 hours) £6.00 a month