



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

2 May 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 9 MAY 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 D Robinson



**POLICY, RESOURCES AND
FINANCE
COMMITTEE MEETING**

A G E N D A

9 MAY 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 28 March 2023

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 28 March 2023

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. Invoice for Visit Wareham software (TO FOLLOW)

8. Remembrance Day Parade Arrangements (Verbal)

9. Car Parking Machines (TO FOLLOW)

10. Memorial Bench Policy (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. 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 **20 June 2023 at 7.00pm.**



Minutes of a meeting of the Policy, Resources and Finance Committee held on 28 March 2023 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

673. Apologies for absence

There were no apologies for absence.

674. Declarations of Interest

There were no declarations of interest.

675. Public participation time

There was one member of the public present who spoke in respect of item 14, in particular that Lewis Fry Publishing Ltd had withdrawn its work with the Council and had rebranded the Tower Chimes social media and website to Love it Local, which would have no connection to the Council.

676. Confirmation of the minutes of the previous meeting

Cllr Budd noted the Christmas Lights Committee had not been included in the list of grants which had been awarded. The Clerk agreed this should have been included and would amend the minutes following the meeting.

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources, & Finance Committee, held on 14 February 2023, were **APPROVED** subject to the above amendment and would be signed by the Chairman following the meeting.

677. Matters arising from the minutes of the previous meeting

There were no matters arising from the previous meeting.

678. Payment of outstanding creditors

A brief discussion was held regarding the UKBride payment to bring the Chairman of the Committee up to speed as he had been absent from the Council meeting where it had been discussed.

It was **RESOLVED** that the payments to creditors in the sum of £7,353.26 be approved.

679. Budget Monitoring Report

The Clerk presented the report noting the items which had been highlighted to members on the Cover sheet, in particular the two items being requested to earmark unspent monies of £350 to cover the ID Badges, should they be approved, and £2,000 to the vehicle replacement reserve.

It was **RESOLVED** to note the budget monitoring report and to earmark the requests of £350 for ID Badges and £2,000 for vehicle replacement.

680. Internal Audit Interim Report

Members noted the Internal Audit interim report.

681. Policies for Consideration

Members considered the Uniform Policy which had been recommended for approval by the Personnel Committee.

It was **RESOLVED** to Approve the Uniform Policy for Staff.

Members discussed the Members ID Policy which had been requested by the Personnel Committee and the budget from which it would be funded from.

It was **RESOLVED** to recommend the Members ID Policy to full Council for Approval with an indication as to the cost involved.

682. Evac Chair

Members considered the report and noted the view of the Health and Safety Advisor.

It was **RESOLVED** to remove the Evac Chair and not replace.

683. Town Council Hire Charges and Booking Fees

Members considered the proposed hire charges and booking fees which had been recommended for approval from the Amenities Committee. Some concern was expressed around the level of charges in the current climate, however, following discussion around the main kitchen being included in the hire charge for the Corn exchange, they were deemed fair.

It was **RESOLVED** to Approve the Hire Charges and Booking Fees, with a request that the Committee receive a report on the hire statistics and usage in 6 months.

684. Public Toilets Cleaning Contract

The Clerk presented the report noting the hourly rate in the Cover sheet for staff was in fact £13.96 not £12.50 which made the figures even higher for staff to carry out the clean each day.

Cllr Critchley expressed concerned that there had been a contractor in place previously who had not provided the expected service, and the Clerk advised they had not been a cleaning company but were a car washing company. The company who had quoted were a reputable cleaning company, were local and would be employing local individuals. The Clerk further advised the Committee should note the advice from the Health and Safety Advisor, as well as recognising that the locking of the toilets would have to continue at 4.30pm year round if staff carried out the cleaning, as overtime and mileage were not agreed, and the other work which would not proceed if staff had to carry out the 4 hours cleaning each day, which was not recommended.

The Clerk advised that as the annual contract would amount to more than £10,000, the Committee would need to recommend to full Council if it agreed to proceed.

It was **RESOLVED** to recommend approval of the Cleaning Contract to full council at a fixed 2-year cost of £72 + VAT per visit.

685. CCTV

The Clerk presented the report which set out the costs and work involved in the refurbishment, reinstatement and installation of CCTV cameras, noting the quote had separated the cost of the reinstatement of the camera on the flyover in case Committee which to proceed without including that cost being as it was quite expensive.

The Committee considered the work and costs, and the Clerk highlighted the budget lines and earmarked reserves which could be used to cover the cost. The Committee requested the Police be approached for a contribution to the flyover camera costs.

It was **RESOLVED** to recommend the full works, which included options A, B and C, at a total cost of £21,135.62, to be taken from the 3 earmarked reserves listed in the report.

686. Wareham Town Council Communications and Publications

The Committee considered the comments made during the public participation section of the meeting and agreed the report was somewhat outdated as a result. It was felt that a rethink as to what was needed in the way of publication, website and social media was needed for the Council.

It was **RESOLVED** that the Clerk and Deputy Clerk research the position, considering what may be the best way to proceed with public engagement by the Council and report back to a future meeting.

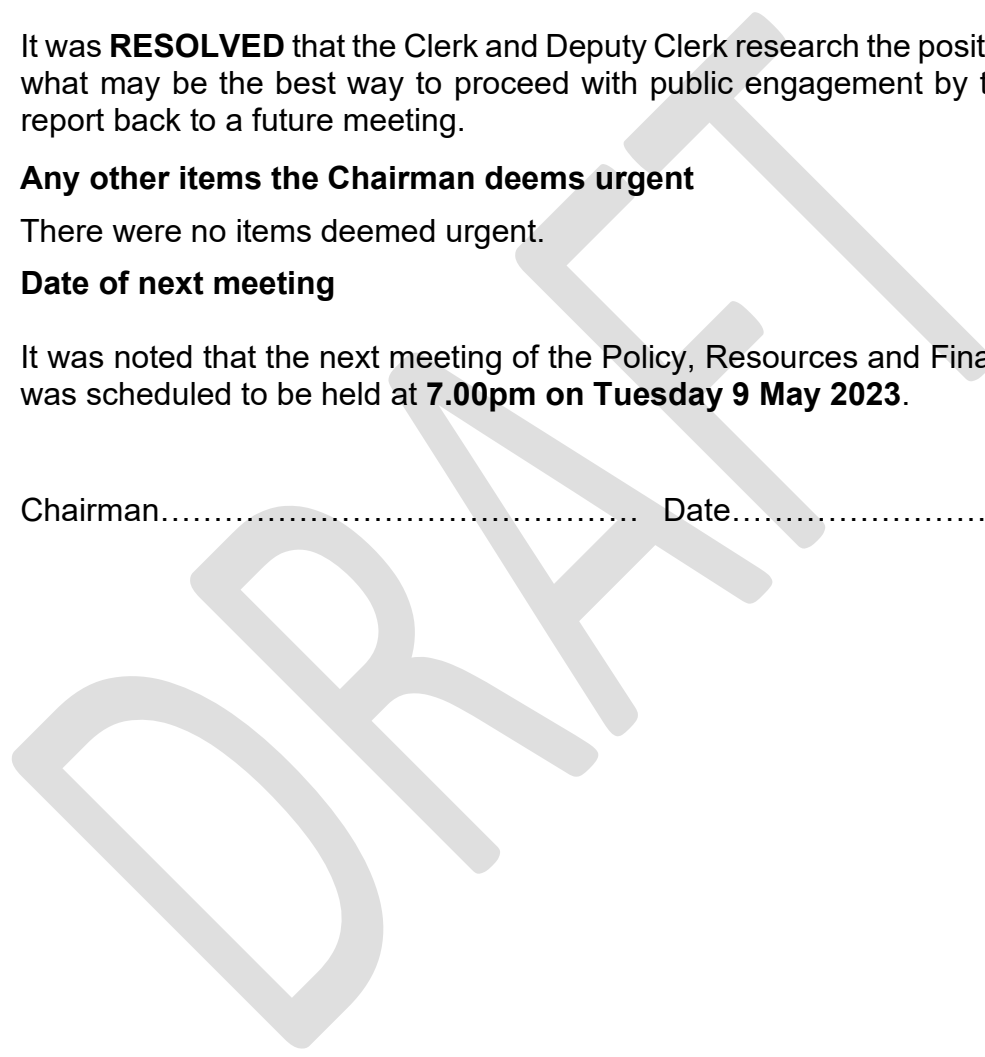
687. Any other items the Chairman deems urgent

There were no items deemed urgent.

688. 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 Tuesday 9 May 2023.**

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



Item 6

2 May 2023 (2023 - 2024)

Wareham Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
61	Cleaning - HL Toilets	19/04/2023	DD	Toilet cleaning	Clean Deep Services Ltd	S	432.00	86.40	518.40
61	Cleaning - Quay Toilets	19/04/2023	DD	Toilet cleaning	Clean Deep Services Ltd	S	432.00	86.40	518.40
54	Fuel	23/04/2023	DDR	Grounds Vehicle Fuel	Fuelcard People	S	6.41	1.28	7.69
45	Office Expenditure	27/04/2023	BACS	Sundry Maintenance Items	Consortium	S	26.50	5.30	31.80
45	Office Expenditure	27/04/2023	BACS	Sundry Maintenance Items	Consortium	S	1.89	0.38	2.27
45	Office Cleaning	27/04/2023	BACS	Sundry Maintenance Items	Consortium	S	28.49	5.70	34.19
45	Maintenance - Pavilion	27/04/2023	BACS	Sundry Maintenance Items	Consortium	S	23.40	4.68	28.08
43	Salaries	27/04/2023	BACS	Salaries	Staff Salaries	E	11,699.55		11,699.55
58	Cleaning - HL Toilets	01/05/2023	BACS	Set of keys for contract cleaners	Wareham Cobblers	E	57.00		57.00
60	Equipment & Buildings Maintenance	02/05/2023	DD	CCTV	BOnline	S	39.14	7.83	46.97
62	Parking - Phone Payments	02/05/2023	DD	Car park telephone receipts	Just Park Parking Ltd	S	1,942.77	388.56	2,331.33
62	Phone Payment Commission Payable	02/05/2023	DD	Car park telephone receipts	Just Park Parking Ltd	S	-126.75	-24.57	-151.32
44	Employers NI	08/05/2023	DDR	HMRC and Pension costs	Dorset Council	E	4,446.27		4,446.27
44	Employers Pensions	08/05/2023	DDR	HMRC and Pension costs	Dorset Council	E	4,454.09		4,454.09
41	Office Expenditure	09/05/2023	BACS	Stationery	Consortium	S	1.89	0.38	2.27
42	Equipment - New	09/05/2023	BACS	Numatic 620W 9ltr Vacuum Cleaner 230v	Trade UK	S	112.49	22.50	134.99
40	Maintenance - ML	09/05/2023	BACS	Fire extinguisher	Dorset Electrical & Fire Alarms Ltd	S	30.00	6.00	36.00

46	Office Expenditure	11/05/2023	BACS	Cleaning Materials and Stationery	Consortium	S	1.26	0.25	1.51
46	Office Expenditure	11/05/2023	BACS	Cleaning Materials and Stationery	Consortium	S	38.46	7.69	46.15
48	Office Expenditure	11/05/2023	BACS	Copier charges	Clarity Copiers Ltd	S	86.40	17.28	103.68
46	Office Expenditure	11/05/2023	BACS	Cleaning Materials and Stationery	Consortium	S	7.36	1.48	8.84
57	Office Expenditure	11/05/2023	BACS	Coronation expenditure	Amazon Business	S	78.97	15.79	94.76
47	Equipment & Buildings Maintenance	11/05/2023	BACS	Anti-slip hazard tape	Screwfix	S	13.74	2.75	16.49
52	Equipment - New	11/05/2023	BACS	Urn	Screwfix	S	84.91	16.98	101.89
56	Card Payment fees	11/05/2023	BACS	Car park credit card processing fees	3C Payment UK Ltd	S	67.14	13.43	80.57
59	Equipment & Buildings Maintenance	11/05/2023	BACS	Keys cut	Wareham Cobblers	E	18.00		18.00
53	Equipment & Buildings Maintenance	11/05/2023	BACS	Maintenance of fire alarm system	Dorset Electrical & Fire Alarms Ltd	S	110.00	22.00	132.00
46	Cleaning - Town Hall	11/05/2023	BACS	Cleaning Materials and Stationery	Consortium	S	88.70	17.74	106.44
50	Service Charge - Depot	11/05/2023	BACS	Unit 2 service charges	Aston Rose	S	259.12	51.82	310.94
55	Software Support	11/05/2023	BACS	Software support	Edge IT Systems Ltd	S	958.00	191.60	1,149.60
51	Stock (for Resale)	11/05/2023	BACS	Museum stock for resale	Keylogo	S	137.75	27.55	165.30
63	Wareham in Bloom Reserve	11/05/2023	BACS	Barrell planter	Amberol Ltd	S	975.20	195.04	1,170.24
49	Office Expenditure	23/05/2023	DDR	Water cooler service, maintenance and rental	Eden Springs UK Ltd	S	70.12	14.02	84.14
Total							26,602.27	1,186.26	27,788.53