



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 5 January 2021 via Zoom at 7.00pm.

Committee Members Present: Councillors K Critchley (Chairman), D Budd (Vice Chairman), M Cotton, B Ezzard, Z Gover, K Green, R Schofield, C Turner

Officers present: V Ricketts, Town Clerk

372. Apologies for absence

Apologies for absence were received, after the meeting, from Councillor Russell due to a private appointment that had overrun.

373. Declarations of interest

Councillor Budd declared an interest in the grant applications as the Council's representative on the Purbeck Community Rail Partnership.

Councillor Critchley declared an interest in the grant applications as his grandson attends the Prime Time Kids Club and Scouts.

Councillor Cotton declared an interest in the grant applications due to her participation in the Christmas lights committee both as a Council representative and in a personal capacity.

Councillor Ezzard declared an interest in the grant applications due to her involvement with the Purbeck Youth and Community Foundation, the Girl Guides and the Purbeck Community Rail Partnership.

The Town Clerk advised that all interests were personal rather than pecuniary and, as such, all Members were free to take part in the debate and vote on the items.

374. Public participation time

The Town Clerk advised that there were no public present and that there had been no questions or comments received from the public ahead of the meeting.

375. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 24 November 2020 were presented by the Chairman.

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

376. Matters arising from the minutes of the previous meeting

There were no matters arising.

377. Payment of outstanding creditors

A list of outstanding creditors and balances due for payment were presented by the Chairman.

Resolved that payments be approved in the sum of £11,197.21 (£7,077.92 BACS and £4,119.29 direct debits), as appended to these minutes.

378. Budget Comparison Report 3rd Quarter

Members received the budget comparison report from 1 April 2020 to 22 December 2020, which was duly noted. The Town Clerk advised that with national lockdown in place it was unlikely that the Council's income would improve above the revised budget figure and may even fall short of that expected.

379. Internal Audit Report

Members received the Internal Audit Report and noted the management responses. The Town Clerk advised that all recommendations of the report had been resolved accordingly.

380. Health and Safety Audit

Members received and considered the Executive Summary of the Health and Safety Audit completed by Ellis Whitham. There were 12 high priority actions and 227 medium priority actions. The Town Clerk advised that no such report had ever been undertaken by the Council in the past and that the Council needed to address the failings of the corporate body to meet its legislative requirements. Unfortunately, this would have budgetary implications due to the need to meet staff training requirements and the need for a depot and rest area to comply with the Health and Safety at Work Act, 1974 and the Workplace (Health, Safety and Welfare) Regulations, 1992.

The actions from the audit plan were noted and it was agreed that an action plan be prepared and brought back to the next meeting of the Council detailing how the recommendations would be met.

381. Freedom of Information Policy

Members consider the ICO model Publication Scheme, under the Freedom of Information Act 2000, for recommendation to Council.

Resolved that the ICO model scheme be recommended to Council for adoption.

382. Grant Applications

Members considered grant applications received from voluntary and charitable bodies for the 2020/2021 financial year. It was noted that there was a set budget of £6,000 with £250 having previously been award to the Royal British Legion for the provision of wreaths.

Members considered each application in full and it was –

Resolved that grants be awarded as follows:

- a) Rex Cinema - £300 towards stepless access.
- b) Christmas Lights Committee - £2000 towards new lights.
- c) Prime Time Kids' Club - £550 towards general running costs.
- d) Purbeck Youth and Community Foundation - £2,000 towards core work.
- e) Scout and Guide Club Committee - £550 towards core running costs.
- f) Swanage and Wareham Hockey - £300 towards Covid costs, as a one-off grant.

Resolved that the following applications be declined at this time due to limited funding available:

- a) Wareham Carnival for website costs, banners and flyers.
- b) Swanage and Wareham Rugby Football Club towards cycle racks.
- c) Purbeck Community Rail Partnership for improvements to the up-side of the station.

383. Youth Centre funding

Members considered a request for a formal agreement for funding the Purbeck Youth and Community Foundation of £4,500 per annum for the next 3 years.

The Town Clerk advised that legally, under the Local Government (Miscellaneous Provisions) Act, 1976 s19, the only way a Town Council could enter into such a formalised funding agreement was through a Service Level Agreement signed by both parties.

Resolved that a Service Level Agreement be entered into with the Purbeck Youth and Community Foundation for a 3 year period, with funding provided of £4,500 each year in exchange for youth services.

384. Fees and Charges 2021-2022 and 2022-2023

Members considered the Council's proposed fees and charges for the next two years. Members were concerned with the proposed increases to car park permits and suggested that these should be in line with any increase agreed by Dorset Council for permits to its car parks in Wareham. As this figure was not known at this time, it was agreed that the fees and charges report be brought back to the next meeting of the Committee.

385. Draft Budget 2021/2022

Members considered a draft budget for 2021/2022.

The Town Clerk advised that it had been an incredibly difficult budget to prepare due to the impact of the coronavirus pandemic, the subsequent loss of income and the continued expected loss of income for the coming year.

Members noted the increase to expenditure due to the mandatory requirements highlighted in the Health and Safety Audit and increases to rates and utility costs as well as IT provision and support.

Resolved that the draft 2021/2022 budget be recommended to Council for approval and precept setting.

386. Any other items the Chairman deems urgent

The Chairman reported that he had no matters of urgency.

387. Date of next meeting

Members noted the date of the next meeting, which was scheduled for **9 February 2021 at 7.00pm.**

388. 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.

389. Swanage and Wareham Rugby Football Club update

Members considered the report received from the District Valuation Office.

Resolved that the Chairman, Vice Chairman and Town Clerk be granted delegated authority (Local Government Act 1972 S101 (1) (a)) to pursue negotiations with the Swanage and Wareham Rugby Football Club regarding the rent review.

Chairman.....

Date.....

Payments List - Meeting Date 5th January 2021

Inv. Date	Ref No.	Payee	Amount	Details
26.11.20	27250	Wm Ponds	20.44	Hooks, mortar mix, screws, cable ties
20.11.20	D462011	Consortium	75.55	White centrefeed roll
07.12.20	70256924	Bradfords	17.11	Bricks and mortar for Pavilion repairs
30.11.20	TEL7005	Rejuvenate	123.80	Telecom services December 2020
30.11.20	0411990	Loomis	12.56	Coin sorting analysis - November 2020
04.11.20	5906/2021	Grenke Leasing	106.80	Photocopier equipment protection 2021
23.11.20	D464933	Consortium	62.11	Antibacterial hand soap
19.11.20	503463025	Zurich	6335.57	General insurance 01.12.20 to 30.11.21
27.11.20	27554	Wm Pond	9.95	Dustpan & brush, WD40 cable ties
15.12.20	0413697	Loomis	268.03	Monthly coin collection contract January 2021
20.12.20	528525355	Amazon	14.98	Mop
20.12.20	528376067	Amazon	31.02	Fire safety log book
Total BACS			7077.92	
Direct Debits				
06.12.20	9000714873	Fuelcard People	56.47	Van diesel
26.12.20	5966156	Waterlogic	20.34	Water cooler rental - December 2020
01.12.20	10930923	Sage	30.00	Sage 50 payroll - December 2020
14.12.20	Z0072450	BNP	233.50	Van leasing
15.12.0		B/card	774.48	November/December purchases
01.01.21	961510801	Water2business	31.50	Pavilion water usage - January 2021
01.01.21	2697290001	Water2business	74.00	Howards Lane toilets water usage - January 2021
01.01.21	96200001	Water2business	85.00	Town Hall water usage - January 2021
01.01.21	300855984	Dorset Council	101.00	Howards Lane toilets rates - January 2021
01.01.21	300059492	Dorset Council	150.00	Museum rates - January 2021
01.01.21	300855997	Dorset Council	177.00	Quay toilets rates - January 2021
01.01.21	2688769801	Water2business	601.00	Quay toilets water usage - January 2021
01.01.21	300059573	Dorset Council	849.00	Howards Lane car park rates December 2020
01.01.21	300061477	Dorset Council	936.00	Town Hall rates - December 2020
Total DDRs Payable			4119.29	
Total Payments			11197.21	