



**Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 9 February via Zoom at 7.00pm.**

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

**Officers present:** V Ricketts, Town Clerk

**423. Apologies for absence**

There were no apologies for absence.

**424. Declarations of interest**

There were no declarations of pecuniary interest.

**425. 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.

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

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 5 January 2021 were presented by the Chairman.

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

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

With regard to minute 389, Swanage and Wareham Rugby Football Club Update, the Chairman advised that a meeting had taken place and this would be reported to Council, under confidential matters, on 2 March 2021. There were no further matters arising.

**428. Payment of outstanding creditors**

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

Members requested that, in future, a breakdown of the Barclaycard payments be circulated with the payments list.

**Resolved** that payments be approved in the sum of £34,804.13 (£29,162.91 BACS and £5,641.22 Direct Debits), as appended to these minutes.

**429. Budget Comparison Report**

Members received the budget comparison report from 1 April 2020 to 1 February 2021, which was duly noted.

**430. Schedule of Income**

Members received the Schedule of Income report from 1 October 2020 to 1 February 2021.

It was noted that rent reviews were due for Carey Hall and the Wareham Town Band. The Town Clerk advised that this work was planned in the near future on appointment of the Deputy Town Clerk.

**431. Health and Safety Action Plan**

The Health and Safety Action Plan detailing the High Priority Actions was received by the Committee and an update provided.

Members considered that an asbestos survey be carried out on the Town Hall accommodation as soon as possible as this may impact on any other works planned.

**432. Fees and Charges 2021/22 and 2022/23**

Members considered the proposed fees and charges for 2021/22 and 2022/23. Permit charges could not be confirmed at this time as the decision of Dorset Council, as to permit charges in Purbeck, was still awaited.

**Resolved** that the fees and charges for 2021/22 and 2022/23 be approved apart from the permit charges which would be considered at the next meeting.

**433. Grant Awards Policy**

Members considered the Grant Awards Policy for recommendation to Council. With a few minor alterations it was -

**Resolved** that the Grant Awards Policy be recommended to Council for adoption.

**434. Member Officer Relations Protocol**

Members considered the Member Officer Relations Protocol for recommendation to Council. With a few minor alterations it was -

**Resolved** that the Member Officer Relations Protocol be recommended to Council for adoption.

**435. Any other items the Chairman deemed urgent**

The Chairman reported that he had no matters of urgency.

**436. 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 23 March 2021.**

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

## Payments List - Meeting Date 9th February 2021 – amended

Inv.

Date	Ref No.	Payee	Amount	Details
20.11.20	503468715	Zurich	711.13	Vehicle insurance
23.12.20	27264	Wm Pond	126.36	General maintenance - December 2020
23.12.20	121073	Clarity Copiers	179.21	Copier charges - December 2020
31.12.20	0416460	Loomis	22.46	Coin analysis December 2020
10.01.21	Clean/ST	Poundland	20.55	Cleaning materials
14.01.21	D509042	Consortium	76.34	Stationery, centrefeed roll, gloves
14.01.21	696	David Leach Ecology Ltd	450.00	Bat survey on 2 Mill Lane
15.01.21	0418221	Loomis	268.03	Monthly services contract - February 2021
		Swanage & Wareham Hockey Club		
18.01.21	SWHC	Club	300.00	Grant
18.01.21	PTKC	Prime Time Kids Club	550.00	Grant
18.01.21	WCLF	Wareham Christmas Lighting Fund	2000.00	Grant
18.01.21	WS&GH	Wareham Scout & Guide Hut	550.00	Grant
18.01.21	PY&CF	Purbeck Youth & Community	2000.00	Grant
19.01.21	284676	Trade Point	16.20	D type shackles
20.01.21	32944076	Amazon	21.35	Bathroom spray, gloves
20.01.21	33242384	Amazon	26.55	Elbow grease degreaser
20.01.21	8559	Amazon	29.98	Gloves
21.01.21	2448	Amazon	4.99	Gloves
21.01.21	30448	Amazon	12.40	Bleach
22.01.21	D519025	Consortium	83.86	Centrefeed roll, bleach
25.01.21	38799	Fenland Leisure Products	168.00	Toddler cradle seat with J hook
26.01.21	490476	Asda	28.00	Work trousers
27.01.21	Grant20	Rex Cinema Committee	300.00	Grant
27.01.21	22926	PWB Industrial Heating	117.25	Replacement heater remote control device
28.01.21	Jan'21	HMRC	3961.98	PAYE & NIC contribution - January 2021
28.01.21	Jan'21	DC Pension Fund	4389.71	Pension contributions - January 2021
29.01.21	121502	Clarity Copiers	79.50	Copier charges - January 2021
29.01.21	Jan'21	Salaries	11862.66	January 2021 salaries
29.01.21	133381	SLCC	404.40	Deputy Town Clerk advert
01.02.21	MEM233775	SLCC	402.00	Fellow - Membership fees
	<b>Total BACS</b>		<b>29162.91</b>	

### Direct Debits

01.02.21	10930923	Sage	30.00	Sage 50 payroll - February 2020
14.01.21		B/card	918.23	December/January
18.01.21	329205152	Lloyds	7.00	December bank charges
24.12.20	941802204	SSE Southern Electric	181.34	Street light electric 24.09.20 to 23.12.20
26.12.20	5966156	Waterlogic	20.34	Water cooler rental - January 2021
29.12.20	51826 48314	SSE SWALEC	429.77	Pavilion electric 17.09.20 to 23.12.20
29.12.20	797030413	SSE SWALEC	154.12	Howards Lane toilets electric 17/9-23/12/20
29.12.20	2789720415	SSE SWALEC	-818.93	Town Hall electric 17/9 - 19.01.21 adjusted
01.02.21	9000911300	Fuelcard People	56.41	Van diesel
01.02.21	961510801	Water2business	31.50	Pavilion water usage - February 2021
01.02.21	2697290001	Water2business	74.00	Howards Lane toilets water usage - Feb'21
01.02.21	96200001	Water2business	85.00	Town Hall water usage - February 2021
01.02.21	2688769801	Water2business	601.00	Quay toilets water usage - February 2021
04.01.21	3275224418	SSE	1184.47	Town Hall gas 01.10.20 to 31.12.20
14.01.21	Z0072450	BNP	233.50	Van leasing - January 2021
25.01.21	PW508598	PWLB	2201.79	Loan repayment re Mill Lane
29.01.21	32162590	Suez	181.30	Town Hall rubbish collection - Dec'2020
03.02.21	5860640	O2	23.41	Mobile telephone - February 2021

12.02.21	642786	Bonline	46.97	Town Hall & Museum CCTV
<b>Total DDRs Payable</b>			<b>5641.22</b>	
<b>Total Payments</b>			<b>34804.13</b>	

Barclaycard Breakdown

14.01.21

Supplier	Description	Total
Go Daddy	WarehamTownMuseum domain renewal	14.39
Preservation Equipment	Vac 800 - for Museum	357.06
Currys	Chest freezer for Museum	149.99
Adobe	Acrobat Pro DC mapping system	12.64
Tower Supplies	4 pairs work trousers	95.76
Screwfix	Extinguishers, oil spill kit, thermometer	288.39
<b>Total payable</b>		<b>918.23</b>