



**Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 23 March 2021 via Zoom at 7.00pm.**

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

Town Mayor, Councillor L Kirk.

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

**486. Apologies for absence**

**Resolved** to accept the apology received from Councillor B Ezzard due to another engagement.

**487. Declarations of interest**

There were no declarations of interest.

**488. Public participation time**

There were no public present and no submissions from members of the public had been received prior to the meeting.

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

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 9 February 2021 were presented by the Chairman.

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

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

With regard to Minute 431, the Town Clerk advised that the asbestos survey would be expedited. A Member sought confirmation that, prior to agreeing the heads of term of the depot lease, an asbestos survey should be received. The Town Clerk advised that this would be part of the documentation requested.

With regard to Minute 432, the Town Clerk reported that there had been no further development on the pricing of car park permits by Dorset Council.

**491. 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 £6,572.20 (£4986.30 BACS and £1,585.90 Direct Debits), as appended to these minutes.

**492. Service Level Agreement Purbeck Youth and Community Foundation**

With a minor amendment it was -

**Resolved** that the SLA be recommended to Council for approval and signing to enable future grant funding.

**493. Health and Safety Policy**

Members reviewed the Council's Health and Safety Policy which had been approved 12 months previously.

**Resolved** that the Council's current Health and Safety Policy be approved.

**494. Terms of reference**

Members considered the Terms of Reference of the Policy, Resources and Finance Committee. It was noted that a review, under the current Terms of Reference, was only required once in every four-year term. The Town Clerk advised that, due to other governance changes that had taken place within the past two years, it was necessary to review the policy ahead of the new municipal year and further advised that it was good practice to review all Committee Terms of Reference yearly in case the requirements and work of the Committee had changed during that period. With a few amendments it was –

**Resolved** that the amended Terms of Reference of the Policy, Resources and Finance Committee (as appended to these minutes) be recommended to Council for approval.

Members considered the Terms of Reference of the Town Museum Committee. It was noted that a review, under the current Terms of Reference, was only required once in every four-year term. The Town Clerk advised that, due to staff changes and issues raised by Members, it was necessary to review the policy ahead of the new municipal year.

Members agreed a number of minor changes and further agreed that the membership of the committee be extended with the addition of the Mayor, or Deputy Mayor in their absence, thus making the Committee membership a total of nine voting members comprising three Councillors, the Museum Manager, the Museum Curator and four volunteers.

**Resolved** that the amended Terms of Reference of the Town Museum Committee (as appended to these minutes) be recommended to Council for approval.

A discussion took place regarding purchasing practices, legal responsibilities and liabilities and due to the confidential nature of this discussion it was -

**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.

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

There were no matters of urgency.

**496. 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 4 May 2021**.

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

## Payments List - Meeting Date 23rd March 2021 - amended

Inv.

Date	Ref No.	Payee	Amount	Details
	19UG023-			
25.02.21	0003	Parish Online	144.00	Annual subscription
25.02.21	2800260502	Dorset Council	604.80	Install refurbished bench at Shatters Hill
26.02.21	0425069	Loomis	9.37	Coin sorting analysis February 2021
26.02.21	27304	Wm Pond	48.64	Maintenance February 2021
28.02.21	076771	3 C Payments	16.13	Card processing fees - February 2021
28.02.21	TEL7200	Rejuvenate	78.10	Telephone services March 2021
01.03.21	13955	Rejuvenate	567.36	Software support - March 2021
02.03.21	106296279	Amazon	10.00	Bathroom cleaner
02.03.21	106120594	Amazon	9.80	Bleach
02.03.21	2876430	First Aid 4 Less	90.84	Disposable gloves
03.03.21	107184831	Amazon	21.68	Floor cleaner
03.03.21	107184546	Amazon	21.68	Floor cleaner
04.03.21	507691	SLCC	123.80	Local Council Administration
05.03.21	20254	Amberol	580.50	Self-watering planter
09.03.21	18857	Wimborne Turf	129.60	Turf for recreation ground
11.03.21	BK01454	SLCC	90.00	Virtual leadership 9th & 10th June - V Ricketts
11.03.21	2800262696	Dorset Council	1800.00	Surveyor fees re Mill Lane roof 1 of 4
15.03.21		Museum Curator	250.00	Balance of honorarium
15.03.21		Museum Manager	250.00	Balance of honorarium
05.02.21	Hale	J Hale	32.00	Museum domain name renewal
19.01.21	132086	Evac+Chair	108.00	Maintenance 19/1/21-19/1/22
	<b>Total BACS</b>		<b>4986.30</b>	
<b>Direct Debits</b>				
14.03.21	Z0072450	BNP Leasing	233.50	Van lease - March 2021
25.02.21	77903 20411	SSE SWALEC	263.52	Quay toilets 17.06-16.09.20 correction
28.02.21	6120032	Waterlogic	20.70	Water cooler rental - March 2021
01.03.21	11650277	Sage	30.00	Sage 50 payroll - March 2021
02.03.21	1849587872	EE	109.22	Mobile phone & car park ticket machines - March 2021
04.03.21	659645	Bonline	46.97	CCTV Town Hall & Museum March 2021
07.03.21	9001065858	Fuel Card	62.29	Van diesel
27.03.21	68104942	PHS	467.76	Low risk waste & sanitary disposal to 31.03.22 - Quay
27.03.21	68104943	PHS	170.64	Low risk waste & sanitary disposal to 31.03.22 - Howards Lane
31.03.21	32219144	Suez	181.30	Town Hall rubbish collection - February 2021
	<b>Total DDRs Payable</b>		<b>1585.90</b>	
	<b>Total Payments</b>		<b>6572.20</b>	



## **Terms of Reference Policy, Resources and Finance Committee**

### **Purpose**

The Policy, Resources and Finance (PR&F) Committee is the senior Standing Committee of Wareham Town Council (“the Council”). Its purpose is to suggest, advise on, decide on and implement all matters regarding policy, resources and finance, under its delegated powers, and to make recommendations to the Council on any matters requiring its attention.

### **Accountability**

The PR&F Committee reports to and is accountable to the Council via the Chairman and shall operate in accordance with the Council Standing Orders.

### **Constitution**

- The PR&F Committee shall be constituted in accordance with Council Standing Order no. 8.2 and shall be composed of a Chairman and Vice Chairman plus seven other Councillors and shall serve until the next annual council meeting.
- The Chairman and Vice Chairman shall be elected for 12 months at the Annual Council Meeting (Mayor-making Meeting).
- The Town Clerk shall act as Committee Clerk and general advisor together with administrative support from the Finance Administrator as appropriate, e.g. preparation of budget reports/annual estimates.

### **Authority, Powers and Duties**

- The PR&F Committee has delegated authority from the Council under Standing Order no. 8.3 to make decisions i.e. by resolution, in accordance with its terms of reference.
- All powers shall be exercised in accordance with any Standing Orders, Financial Regulations and adopted policies, or directions given, by the Council.
- Under Standing Order no.8.5 the PR&F Committee is authorised to appoint sub-committees and sub-groups, e.g. working parties, for the purposes to be specified by the Committee.

### **Area of Responsibility**

The PR&F Committee has the following areas of responsibility:

1. To advise the Council generally as to its policies.
2. To exercise control over all matters relating to the Council’s finances and its use of all resources, excluding human resources, including the following:
  - Borrowing and investments;

- Review of financial regulations;
  - Land and property (leases, rents, disposal, etc.)
  - Legal proceedings
  - Public relations;
  - Audit procedures and preparation of Audit Plan;
  - Tourism;
  - Crime prevention;
  - Bye-laws;
  - Determination of applications for donations (grants) from local groups and organisations.
3. To prepare and submit to the Council, in consultation with all other Council Committees, annual estimates of income and expenditure.
  4. To consider all other matters unrelated to policy, resources and finance or matters which are not the responsibility of other Council Committees and Sub-committees and to make recommendations as appropriate to the Council.
  5. To make recommendations to the Council on matters which are normally the business of the Town Council. Although not an exhaustive list, these may include:
    - Public relations;
    - Civic functions and hospitality;
    - Elections;
    - Revision of the Council’s Standing Orders and Financial Regulations;
    - Matters arising from any audit of the Council’s accounts;
    - The employment of consultants or professional advisors and matters arising from such employment;
    - To recommend terms of reference of other Committees to the Council for adoption.

**Town Council Annual Budget Requirement**

Following annual receipt of Standing Committees and Council’s proposed budget, the PR&F Committee will prepare and submit to the Council for scrutiny and approval a final proposed estimate of income and expenditure for the financial year.

**Review**

Terms of Reference for the PR&F Committee shall be reviewed once within a civic year.



## Terms of Reference Museum

### 1. Introduction

- 1.1. Wareham Town Museum is a joint undertaking between Wareham Town Council and the Museum's volunteer helpers.
- 1.2. The Museum shall be open to the public free of charge and run for the interest and education of the town's residents and visitors alike.
- 1.3. The Museum is run by volunteer helpers who act primarily as Museum staff. The positions of Museum Manager and Museum Curator are also volunteer posts for which an annual honorarium is received.
- 1.4. The Town Council is generally not involved with the day to day operation of the Museum.
- 1.5. The Museum shall be administered by a Committee of the volunteer helpers and the Town Council under the authority of the Town Council and the conditions laid down under these Terms of Reference and associated policy documents such as the Council's Standing Orders, Financial Regulations and adopted policies, and shall abide by the Nolan Principles of Public Life.

### 2. Museum Committee

#### 2.1. Membership

- 2.1.1. The Committee shall comprise nine voting members as follows:
- 2.1.2. Two Councillors appointed by the Town Council plus the Town Mayor (or Deputy Mayor in their absence).
- 2.1.3. Four Volunteers elected by and from the current list of serving volunteers, plus the Manager and the Curator as ex-officio members.
- 2.1.4. Outside representatives should be appointed annually.
- 2.1.5. Additionally, one or more outside representatives may be put forward by the Committee and, subject to prior approval being sought and obtained in writing from the Town Council for each additional member; they can be added to the number of Committee Members and these members to be re-elected annually.
- 2.1.6. In the event of an even split amongst votes, the Chairman will have a second, casting vote.

## 2.2 Election of Members

2.2.1. Town Councillors – Elected annually in May at the Annual Town Council meeting under the Town Council’s Standing Orders.

2.2.2. Volunteers:

- i. Elected annually in May from the current list of serving volunteers by the volunteers.
- ii. The Committee Chairman shall send a written notice at the beginning of April to all the volunteers inviting them to put their name forward by the end of April for election to the Committee.
- iii. In the event of there of being more than four nominations, the Committee Chairman shall organise via the Committee Clerk for a ballot of the volunteers to take place.
- iv. Ballot papers will be distributed by either email or post as appropriate, with a return date at the end of the second week in May.
- v. Returned ballot papers will be checked by the Clerk to the Museum Committee and the Town Clerk.
- vi. The duly elected Committee members of the Museum Committee will be invited to attend the first meeting in the Civic year, normally held in June.

## 2.3 Election of Chairman

At the first meeting following the election of the new Committee, the first business shall be the election of a Chairman for the ensuing year from the three Town Council representatives, but excluding the Mayor.

## 2.4 Meetings

2.4.1 Frequency

The first meeting of the new Committee year shall take place in June.

The Committee shall meet a minimum of three times a year with at least one meeting falling within each of the following periods:

1. June
2. October/November
3. February/March

2.4.2 Place and time of meeting

The meetings shall be held in the Town Hall at a time and date to be agreed by the Town Clerk, in line with all other Council meetings and in accordance with the Council’s Standing Orders.

2.4.3 Notice of meeting

All members of the Committee shall be sent a notice and agenda of each meeting at least three clear working days in advance.

2.4.4 A notice of the meeting shall be posted on the Town Hall noticeboard and the meeting shall be open to members of the public.



#### 2.4.5 Agenda items

Any Committee member may place items on the agenda for the next meeting, subject to the item being received by the Town Clerk at least five clear working days before the meeting.

#### 2.4.6 Quorum

No business may be transacted at a meeting unless at least one third of the whole numbers of members of the Committee are present and in no case shall the quorum of a meeting be less than three, one being a Councillor.

### 2.5 Standing Orders

The Standing Orders of Wareham Town Council shall apply as and where they are applicable; in particular those on Rules of Debate (5.0), Committees and Sub-Committees (8.0), Expenditure (13.2b where applicable) and Members Rights and Obligations (12.0)

### 2.6 Volunteers

A Volunteer is any person who has performed regular duties for the Museum in the preceding year

## 3. **Wareham Town Council Responsibilities**

Wareham Town Council –

- 3.1. Is the parent body and owns all objects and other property of the Wareham Town Museum, with the exception of any items that are on loan to the Museum.
- 3.2. Defines the general scope and conduct of the Museum's operation through these Terms of Reference.
- 3.3. Will provide administrative support and has overall control of all Museum finances, through the office of the Town Clerk. Town Council staff shall provide up to 3 hours of support in any one week.
- 3.4. Will pay all rates, rents, insurances, major building maintenance and repair cost (including decoration) and other service charges of the Museum.
- 3.5. Will allocate each financial year to the Museum Committee a sum of money to be spent on Museum items, fittings, fixtures and equipment including the repair or replacement of the same; and other expenses subject to the submission and approval of a budget, provided by the Museum Committee the previous November, giving a simple breakdown under headings of expenditure.
- 3.6. May from time to time impose whatever financial requirements may be deemed necessary by the Council.
- 3.7. Donations collected by the Museum will be transferred to the Museum Reserves.
- 3.8. The Museum Committee shall have the right to spend money allocated in the Museum Reserves as it sees fit, without requiring permission from the Council, providing a resolution is passed by the Museum Committee agreeing to any such expenditure.
- 3.9. Will appoint two Councillors to serve on the Museum Committee.

- 3.10. Will appoint the Museum Curator and Museum Manager following consultations with the Museum Committee.
- 3.11. Shall at all times have full authority over the Museum and upon which its decisions shall be binding.
- 3.12. May from time to time vary these Terms of Reference by a decision of the Council following a notice of motion, or a recommendation from the Museum Committee or the Policy, Resources and Finance Committee.
- 3.13. Shall in the event of a dispute act as final arbiter.

#### **4. Museum Committee Responsibilities**

The Museum Committee will-

- 4.1. Decide on all aspects of the operation of the Museum within the scope of these Terms of Reference.
- 4.2. Decide the operational season and hours of opening and the advertising of the same.
- 4.3. Decide on acquisitions of fixtures, fittings, equipment and items for sale in the Museum as long as they are shown within the current financial year budget lines, unless where such acquisitions are made by use of funds in the Museum Reserves.
- 4.4. Be responsible for ensuring that the Manager and Curator undertake their responsibilities as set out in Section 5 of these Terms of Reference.
- 4.5. Appoint a person to keep a list of Volunteers and arrange the day to day rota of Museum stewards during the Open season.
- 4.6. The Committee may annually appoint any such persons as may assist the Manager or the Curator in its day to day operations.
- 4.7. At its discretion form associations with other historical organisations. Any cost implication beyond subscription (which will be borne from the Committee's budget) must be referred to the Town Council for prior written approval.
- 4.8. Submit a budget estimate to the Town Council in November each year setting out the amounts requested under each budget heading of expenditure, excluding those costs met directly by the Town Council.
- 4.9. Authorise sums of money, within budget, to be available to the Manager and/or Curator, in line with the Council's Financial Regulations, for the day to day running of the Museum and monitor such expenditure.
- 4.10. Be required to submit minutes (unconfirmed) of every Committee meeting to the next available Town Council meeting.

#### **5. Museum Manager and Museum Curator Responsibilities**

Please refer to the respective Job Descriptions with regard to responsibilities of these posts. These are attached as appendices to these Terms of Reference. *(Note: Final versions to be provided by Town Clerk)*