



Minutes of the Annual meeting of the Town Council held on 24 May 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Members Present: Councillors M Russell (Mayor), C Turner (Deputy Mayor), D Budd, M Cotton, K Critchley, B Ezzard, H Goodinge, Z Gover, K Green, V Green, M Humphries, S Kemp, L Kirk

Officers present: K Noble, Acting Town Clerk; A Crocker, Finance Officer, T Bailey, Operations Manager

Annual Council meeting reconvened from 19 May 2022

The Mayor thanked the outgoing Mayor and his wife for all the work they did last year.

7. Apologies for absence

Apologies had been received from Councillors Cleaton, Dean and Schofield.

8. Declarations of interest

There were no declarations of interest.

9. Public participation time

There was one member of the public present.

10. Confirmation of the minutes of the Council meeting held on 12 April 2022

The minutes of the meeting of the Town Council held on 12 April 2022 were presented by the Mayor.

Minute 491 – reference minute 449, Councillor Ezzard requested the wording of the last sentence be amended to... ‘she would endeavour to take it forward as a separate community voluntary group’.

Resolved that the minutes be taken as read, confirmed and signed by the Mayor, subject to the above amendment.

11. Matters arising from the minutes of the Council meeting held on 12 April 2022

The Acting Town Clerk had responded to the queries that were raised in the public participation session.

The Joint Burial Committee had written to Dorset Council regarding the parking sign and a photo of the previous sign had been sent. This had been chased up again the previous week.

12. Suspension of Standing Orders

Resolved to suspend Standing Orders 3.12(h) and 8.9(a) for the purpose of appointing membership to the Committees of the Council, with those Committees then electing their respective Chairmen at their first meetings.

13. Appointment of Committees and Other Bodies

It was confirmed that all parties' nominations remain the same as last year.

Resolved that the Members, as shown appended to these minutes, serve on the Council's Standing Committees for the Civic Year 2022/2023.

- Policy, Resources and Finance Committee (9 Members)
- Amenities Committee (7 Members)
- Planning and Transport Committee (7 Members)
- Personnel Committee (7 Members)

Resolved that the Members, as shown appended to these minutes, serve on following for the Civic Year 2022/2023.

- Museum Committee (2 Members and the Mayor)
- Wareham Neighbourhood Plan Steering Group

14. Representatives on Outside Bodies

Resolved that the Council's representatives on outside bodies for the 2022/23 municipal year be approved, as appended to these minutes.

15. Reports by the Dorset Council Ward Councillors and representatives on outside bodies

Dorset Councillor Ezzard presented Dorset Councillor Holloway's report and gave an update on the family hubs. The first round of funding had been missed; however, £875,000 had now been awarded and it was anticipated that 8-10 hubs would be provided throughout the county.

Councillor Ezzard referred to the railway crossing. Councillor Critchley confirmed at a recent meeting with the MP the feedback was regarding the possibility of an automated crossing being installed was a little more positive.

16. Payments for outstanding creditors

The Finance Officer presented a list of payments for approval.

It was noted that the expenditure for the Union Flags also included the purchase of bunting.

A query was raised regarding the cleaning products order. It was confirmed that one order had been placed but Amazons invoicing system splits the cost over several invoices.

Resolved that payments in the sum of £9,092.00 (£6,919.59 BACS and £2,172.41 Direct Debits) be approved.

17. Reports of Committees and Sub-groups

The following draft minutes of the Council's Committees were presented by the Committee Chairmen:

a) Amenities Committee – 27 April 2022

A query was raised asking what the pump track is. It was confirmed these were the earth mounds that were around the skate ramps.

A query was raised regarding the installation of the electric vehicle charging points. The installation date has yet to be confirmed.

- b) Wareham Neighbourhood Plan Steering Group – 21 April 2022

Councillor Goodinge stated she had sent her apologies for the meeting.

- c) Personnel Committee – 5 April, 10 May 2022
- d) Planning and Transport – 20 April, 11 May 2022
- e) Policy, Resources and Finance – 10 May 2022

Resolved that the Minutes from the Council Committee Meetings be received.

18. **Platinum Jubilee Event**

Councillor Turner presented the final update of all the festivities taking place on 2 June 2022. The expenditure for the event will be within the allocated budget.

19. **Former Wareham Middle School, Wareham Hospital, GP Surgery and Ambulance Station Sites**

Members had received a copy of the presentation slides from the Neighbourhood Plan Steering Group (NPSG) meeting held on 21 April 2022.

The Planning and Transport Committee were asked to keep up to date with developments of the site.

- a) To send a letter to Dorset Healthcare in support of the concerns raised by Wareham Neighbourhood Plan Steering Group.

When the NPSG discovered that the Health Hub proposal was being dropped, a letter was sent to the Acting Chief Executive of Dorset Healthcare asking for the decision to be deferred due to lack of public notification and consultation. An invitation was also sent for a representative to attend the NPSG and this had been declined until a decision had been made. The decision was due to take place on 1st June.

The matter was raised with the MP at a recent meeting. Mr Tomlinson had always been supportive of the proposal for the Health Hub.

Resolved that the Acting Town Clerk, in consultation with the Chair of the NPSG, be delegated to write to the Acting Chief Executive of Dorset Healthcare. The letter would be circulated to Members.

- b) To formally reply to the response received from Dorset Council.

Members were extremely unhappy with the negative and unhelpful response, received from a Dorset Council Officer to the letter sent to the Leader of the Council.

The Chair of the NPSG had recently met with Dr Ward and it was confirmed the Doctors Surgery were still onboard with the project and funding was not an issue as the Surgery would be leased from the developer. The NPSG had concerns regarding the size of the Surgery and the lack of space to expand. The NPSG also did not feel a pharmacy should be moved from the town centre to the site and the space could be better used as part of the Doctors Surgery.

Councillor Ezzard stated that Dorset Council Ward Members had not been updated by Officers and was unhappy with how it had been handled.

Resolved that the Acting Town Clerk, in consultation with the Chair of the NPSG, sends a response to Dorset Council. A copy of the letter would be circulated to Members.

20. 2021-2022 Annual Budget Review

The Budget Comparison Report for 2021-22 was presented by the Finance Officer.

A query was raised regarding income from parking telephone payments and it was confirmed this was a new service and income using this method was increasing.

Resolved that the budget report was agreed.

21. Annual Governance Statement 2021/2022

The Council considered each item of the Annual Governance Statement and confirmed that the Council had fulfilled its duties.

Resolved that the Accounting Statement for 2021/2022 was completed as agreed and signed by the Mayor and Acting Town Clerk/RFO.

22. Accounting Statement 2021/2022

The Finance Officer presented the Accounting Statement and explained the variances.

Resolved that the Accounting Statement for 2021/2022 was approved and signed by the Mayor and Responsible Finance Officer.

The Finance Officer was thanked for all her work in completing the end of year accounts, the AGAR and providing all the information required for the internal audit.

23. Period for the Exercise of Public Rights

The period for the exercise of public rights for inspection of the financial accounts ended 31 March 2022 will commence on 13th June 2022 until 22nd July 2022 and would be published in accordance with the requirements.

24. Santa's Grotto

Resolved that permission is granted for the Santa's Grotto to be held in the Museum again this year.

25. Remembrance Parade

A report was provided including two traffic safety management quotations which would allow the Remembrance Procession to take place on 13 November 2022.

Resolved that Quotation B is accepted at a cost of £1,833.12 + VAT with a contingency of £500.

26. Local Council Award Scheme

It was noted that the Council had been accredited Quality Status in the Local Council Award Scheme.

27. Public Work Loan

The wording of the resolution of 14 December 2021 needed to be amended to meet the criteria for the public work application.

It was noted that the application had been submitted before the budget was set, therefore the precept was increased in the 2022/23 financial year and would not be increased further.

Resolved that the Council to seek the approval of the Secretary of State for the Department of Levelling Up Housing and Communities to apply for a PWLB loan of £288,750 over the borrowing term of 20 years for the Recreational Facilities Projects. The annual repayments would be around £16,955.84. It was intended to increase the Council Tax precept for the purpose of the loan repayments to an increase of approximately £7.84 on a Band D property or 3.86% per year (based on last year’s Council Tax base), which was agreed by public consultation.

28. Any other items the Mayor deems urgent

The Mayor took the opportunity to thank the operations staff for the wonderful floral displays.

29. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 28 June 2022 at 7.00 pm.**

30. 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.

31. Appointment of Town Clerk and Responsible Finance Officer

Members were updated with regards to the appointment of the Town Clerk.

Resolved that the Council approve the formal employment offer based on the Interview Panel’s recommendation and that the Personnel Committee approve the terms of employment. This approval would also apply if the preferred candidate declined the employment offer and the post was re-advertised.

Mayor..... Date.....

Policy, Finance and Resources Committee (9)

Liberal Democrat (5)

Keith Critchley

David Budd

Keith Green

Vera Green

Robert Schofield

Conservative (1)

Malcolm Russell

Independent (3)

Marian Cotton

Zoe Gover

Carol Turner

Amenities Committee (7)

Liberal Democrat (4)

David Budd

Beryl Ezzard

Vera Green

Lucia Kirk

Conservative (1)

Hilary Goodinge

Independent (2)

Sue Kemp

Carol Turner

Planning and Transport Committee (7)

Liberal Democrat (4)

David Budd

Doreen Cleaton

Keith Green

Robert Schofield

Conservative (1)

Maxine Humphries

Independent (2)

Bob Dean

Zoe Gover

Personnel Committee (7)

Liberal Democrat (4)

David Budd

Keith Critchley

Keith Green

Lucia Kirk

Conservative (1)

Malcolm Russell

Independent (2)

Zoe Gover

Carol Turner

Museum Committee (2)

Doreen Cleaton The Mayor

Bob Dean

Wareham Neighbourhood Plan Steering Group

David Budd

Doreen Cleaton

Keith Critchley

Bob Dean

Beryl Ezzard

Hilary Goodinge

Keith Green

Carol Turner

Appointments of representatives to Outside Bodies for 2022/2023

Organisation	Councillor(s) appointed
Allotment Associations	Bestwall Northmoor
	B Dean M Cotton
Armed Forces Covenant Champion	M Russell
Carey Hut Charitable Trust	D Cleaton M Cotton
Christmas Lights Committee	M Cotton
DAPTC Purbeck Area	Vacancy
DAPTC Larger Parishes & Towns	K Green V Green
Dementia Friendly Purbeck	Z Gover L Kirk C Turner
Harbin & Pitts Charity	C Turner
Litter Free Purbeck	Z Gover M Humphries C Turner
East Dorset & Purbeck Citizens Advice	V Green
Purbeck Community Rail Partnership Stakeholder Group	D Budd (reserve – M Humphries)
Purbeck Heritage Network (Forum)	B Dean
Purbeck Transport Action Group	R Schofield
Streche Almshouses (4-year term)	S Kemp M Russell R Schofield C Turner
Swanage & Wareham Rugby Club	Vacancy
Twinning Associations	D Cleaton B Dean
Wareham Burial Joint Committee	D Cleaton K Critchley H Goodinge V Green L Kirk

Wareham Carnival Committee	B Dean S Kemp
Wareham Disabled Club	D Cleaton
Wareham and District Development Trust	M Humphries
Wareham Fairtrade Zone	B Dean
Wareham Relief in Need and Sickness	M Russell (ex officio) L Kirk C Turner
Wareham Town Band	D Cleaton
Purbeck Youth & Community Foundation	B Dean M Russell (ex officio) S Kemp L Kirk

Payments List - Meeting Date 24.05.22

Inv.

Date	Ref No.	Payee	Amount	Details
19.04.22	48148	Loomis	319.97	Monthly cash collection contract fee May 2022
01.04.22	60283447	Initial Hygiene	295.70	Hygiene units for Town Hall 1.4.22 to 31.3.23
13.04.22	502478	Dorset Electrical	102.00	Mill Lane maintenance check
03.04.22	502477	Dorset Electrical	36.00	Mill Lane fire extinguisher check
14.04.22	2022-B	Amazon	148.35	Union Jack table cloths
26.04.22	27738	Wm Pond	29.51	Drain cleaner, timber, gloss paint
27.04.22	2022-70924	Amazon	12.50	Clear bin bags
28.04.22	1168350	Comax	294.00	Toilet rolls
28.04.22	2022-74577	Amazon	6.95	Disposable gloves
29.04.22	2057	Tradewind Graphics	47.70	Business cards for Museum
29.04.22	10185	Wessex Ground Serv.	416.48	April 2022 grass cutting - rec & Hauses Field
29.04.22	483407	Loomis	55.36	Coin analysis April 2022
29.04.22	125901	Clarity Copiers	143.46	Copier charges April 2022
30.04.22	99910	3C Payments	73.92	Credit card transaction fee - April 2022
01.05.22	1331692	Garden Selections	114.97	Co-co liner for hanging baskets
01.05.22	17265	Rejuvenate	606.48	Software support - May 2022
02.05.22	GB22QB7ZHAEUI	Amazon	32.30	Hand towels
02.05.22	GB22QIYNWAEUI	Amazon	19.60	Lemon floor cleaner
02.05.22	GB22QK2U5AEUI	Amazon	19.60	Lemon floor cleaner
02.05.22	GB22QB761AEUI	Amazon	63.15	Centre feed toilet rolls
02.05.22	GB22QJEI6AEUI	Amazon	8.82	Bleach
02.05.22	2022-423	Amazon	7.29	Washing up liquid
02.05.22	GB22QJ3GKAEUI	Amazon	19.60	Lemon floor cleaner
02.05.22	GB22QI5A1AEUI	Amazon	19.00	Bathroom & kitchen cleaner
03.05.22	26346	UK Farm Supplies	267.87	Coco liner for hanging baskets
04.05.22	10522	Soniartpurbeck	28.80	Museum stock
18.02.22	70743	MJ White	54.00	MOT HD55 EKB
04.05.22	1261123565	Trade UK	16.99	Irrigation system & couplings
04.05.22	77	RW Consultancy	1375.00	Staff review
05.05.22	200806	Lewis-Fry Pub.	600.00	Tourist information webhosting
06.05.22	65452	Aston Rose	307.66	Depot insurance 25.03.22 to 24.03.23
06.05.22	2022-32603	Amazon	9.49	Envelopes
06.05.22	2022-3847	Amazon	79.60	Union Jack flags
09.05.22	GB2-174265086	Amazon	11.99	Batteries
10.05.22	502841	Dorset Electrical	153.63	Extinguishers for Mill Lane
14.05.22	7056	JB Plumbing & Heat	204.00	Repairs to Howards Lane toilets
16.05.22	851	DAPTC	1071.57	Annual subscription
16.05.22	2022-84	Amazon	21.55	Bin liners
16.05.22	XGJJ	Amazon	-141.35	Credit against Union Jack tablecloths
16.05.22	82678 35515	SSE Scottish Hydro	-44.42	Amended readings re Depot
16.05.22	22/082	David Kemp	17.50	Badges for resale in Museum
18.05.22	XG9G	Amazon	-7.00	Credit against Union Jack tablecloths
	Total BACS		6919.59	
Direct Debits & Card payments				
08.04.22	1232416	SumUp Payments	118.80	Museum credit card machine
14.04.22	Z0072450	BNP Paribus	233.50	Vehicle lease - April 2022
30.04.22	3261050	Suez	231.91	Town Hall waste collection - April 2022
01.05.22	14581553	Sage	30.00	Sage 50 payroll May 2022

01.05.22	530-4-2022	Just Park	132.33	Commission on telephone parking receipts April 2022
06.05.22	31871336/0010	SSE	391.50	Town Hall gas usage April 2022
06.05.22	10083437	NMSB	502.85	70ltr multi-purpose compost
08.05.22	9003187223	Fuelcard Services	8.89	High octane fuel
09.05.22	9003149446	Fuelcard Services	75.97	Van diesel
10.05.22	1986413107	EE	129.07	Mobile phones & car park ticket machine lines May
12.05.22	12849	April Flowers	40.00	Mayor Making
12.05.22	5475	Co-op	21.00	Mayor Making
14.05.22	Z0072450	BNP Paribus	233.50	Van lease May 2022
15.05.22	223073033	Waterlogic	23.09	Water cooler rental May 2022
	Total DDRs Payable		2172.41	
		Total Payments	9092.00	