



**Minutes of a meeting of the Policy, Resources and Finance Committee held on 10 May 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

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

**Officer present:** K Noble, Acting Town Clerk.

**532. Apologies for absence**

Apologies were received from Councillors Cotton and Schofield.

**533. Declarations of interest**

There were no declarations of interest.

**534. Public participation time**

There were no members of the public present.

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

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 22 March 2022 were presented by the Chairman.

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

432 –The agreed year end budget balances to be earmarked were listed.

433 – The sum to be paid was £220.00.

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

431 – The Acting Town Clerk had clarified the information requested in an email. The payment was made from a grant received from Dorset Council.

433 – budget 3700/3 the earmarked reserves were transferred at the end of the financial year, so the adjustments had now been made.

**537. Payment of outstanding creditors**

Several queries were raised and answered. The Finance Officer would be asked to circulate a copy of the invoice for the electrical works at the Town Hall.

Concerns were raised regarding the number of purchases from Amazon and a regular breakdown of purchases was requested to be provided to the Committee.

**Resolved** that the payments be made in the sum of £42,645.61 (£38,880.32 BACS and £3,765.29 Direct Debits) be approved, as appended to these minutes.

**538. Speed Survey Request for Northmoor**

The recommendation from Planning and Transport Committee to fund a speed survey in Northmoor was considered.

**Resolved** that £250 was released from general reserves for a speed survey to be undertaken in Northmoor.

**539. Policy Review**

It was agreed that a regular item was added to the agenda so policies could be reviewed. The Committee Chairman would liaise with the Town Clerk to bring forward the policies for review.

The Committee requested that a draft Travellers policy was considered as soon as possible.

**540. Internal Audit report**

The Internal Audit Report was reviewed. A query was raised regarding 5.2 regarding the supply of planters to Swanage Railway Company, which the Acting Town Clerk agreed to investigate.

**Resolved** that the Internal Audit Report be noted, and that particular attention would be given to ensure the recommendations from last year are implemented.

**541. 2021-2022 Year End Budget Comparison report and Consolidated Balance Sheet**

The report was reviewed and noted.

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

There were no matters of urgency.

**543. 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 14 June 2022**.

**544. 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.

**545. Leases**

The Committee agreed that the Buildings Project Task and Finish Group should pursue options.

**Resolved** that a Working Group consisting of the Chair and Vice Chair of Policy, Resources & Finance Committee and Councillor Turner, investigate the legalities of options put forward by the Building Projects Task and Finish Group and report back to the Committee.

**546. Swanage and Wareham Rugby Club update**

Members considered the confidential letter that had been received. Members were disappointed with the response.

**Resolved** that the Council's Solicitor responds as agreed.

# Payments List - Meeting Date

10.05.22

Inv.

Date	Ref No.	Payee	Amount	Details
15.03.22	1246857979	Trade UK	16.98	Masonry Brush, primer & undercoat
18.03.22	6886	Octopress	24.00	Additional printing re Mayor's Charity concert
18.03.22	502291	Dorset Electrical & Fire	100.08	Fire extinguisher
25.03.22	2022-124093	Amazon	64.99	Grass seed
29.03.22	1	Italian Bakery	225.00	Catering for Mayor's concert 26.03.22
31.03.22	98242	3C Payments	75.74	Card processing fee - March 2022
31.03.22	31190	A R Harris	250.62	Replacement door entry system for Safe Partnership
31.03.22	31191	A R Harris	3789.60	Electrical work 15.12.21 to 31.03.22
01.04.22	17020	Rejuvenate	606.48	Software support & backup April 2022
01.04.22	TEL7991	Rejuvenate	99.23	Telecom services April 2022
01.04.22	109	Wareham Area Men's Shed	400.00	Public notice board at Our Lady St Mary
01.04.22	2022-17917	Amazon	11.95	Ink pad for stamp
01.04.22	2022-72	Amazon	7.99	HDMI cable
01.04.22	479375	Loomis	40.00	Coin sorting fee - March 2022
01.04.22	2022-8031	Amazon	34.96	Memory card for Museum
01.04.22	27704	Wm Pond	108.30	Town Hall general maintenance
02.04.22	GB22222LBAEUI	Amazon	53.43	Lockable desk mounted holder
05.04.22	GB225WGRBAEUI	Amazon	6.41	Notebook
05.04.22	2022-39284	Amazon	21.99	Home & office tool kit for Museum
05.04.22	2022-55058	Amazon	3.30	Sellotape for Museum
05.04.22	2022-210	Amazon	73.28	Light bulbs for Museum
05.04.22	2800302545	Dorset Council	24.00	Car park stickers re price adjustments
06.04.22	HughesRG	RG Huges	48.00	Museum books for resale
06.04.22	71351	Clifford Roberts	480.00	Howards Lane car park drain inspection
06.04.22	2022-4523	Amazon	79.96	Ink cartridges for Museum printer
06.04.22	17034	Rejuvenate	66.00	Domain name renewal for 2 years
07.04.22	DCWedLic	Dorset Council	1125.00	Wedding venue licence re Town Hall
07.04.22	347	Dorset PAT Test	81.40	PAT test Museum and Town Hall
08.04.22	1254233016	Trade UK	62.90	Paint & brushes for Pavilion
11.04.22	1254813217	Trade UK	52.26	Floor slate, saw for Pavilion
11.04.22	17067	Rejuvenate	250.41	Museum WiFi access point
11.04.22	17056	Rejuvenate	720.00	Pre-paid support hours - 8
12.04.22	82678 35515	SSE Scottish Hydro	78.97	Depot electric 10.03.22 to 11.04.22
12.04.22	GB22BNDK0AEUI	Amazon	20.40	Pens, file dividers
12.04.22	2022-42	Amazon	75.96	Hand waving flags for Jubilee
12.04.22	2022-38701	Amazon	15.95	Litter picker
12.04.22	2022-1644	Amazon	24.98	Refuse sack hoops
12.04.22	744529	Porter Dobson	600.00	Review of EV charging points agreement
13.04.22	TB	T Bailey	240.00	Expenses incurred
13.04.22	502521	Dorset Electrical & Fire	116.79	Mill Lane fire & alarm service
13.04.22	2022-8570	Amazon	43.00	20 packs flag bunting
13.04.22	68550	SW Councils	558.00	Annual subscription
19.04.22	17257	Modes Users Assoc	89.00	Museum subscription to 31.03.23
20.04.22	VRRobes	V Ricketts	220.00	Refund cost of ceremonial robes
21.04.22	131149	R U Secure	54.00	CCTV call out for broken camera
22.04.22	502569	Dorset Electrical & Fire	297.27	Mill Lane fire extinguisher and fire blankets

23.04.22	2022-8	Amazon	-37.98	Credit re return of flags
23.04.22	2022-9	Amazon	-37.98	Credit re return of flags
26.04.22	8163672	Flogas	83.66	11kg propane gas refill
29.04.22	Apr-22	Salaries	15076.03	April 2022 salaries
29.04.22	Apr22HMRC	HMRC	6382.03	April 2022 PAYE & NIC contributions
29.04.22	Apr22DCPF	DC Pension Fund	5975.98	April 2022 pension contributions
	<b>Total BACS</b>		<b>38880.32</b>	

### Direct Debits & Card payments

01.04.22	14388161	Sage	30.00	Sage 50 Payroll - April 2022 Mobile 'phones & car park ticket machines April 2022
02.04.22	1976874749	EE	128.98	
17.03.22	Feb/Mar	Barclaycard	42.20	Feb/March payments
11.03.22	367004649	Lloyds	7.00	Account charges 10.02.22 to 09.03.22
21.03.22	2866	Grassline	313.80	Line marking aerosol paint
22.03.22	357928987	JD Sports	71.95	Walking boots
23.03.22	64066	Supplies for Industry	89.04	Staff uniforms
24.03.22	678920431	Wickes	65.00	Roofing gas torch
31.03.22	32591777	Suez	208.40	Town Hall rubbish collection March 2022
03.05.22	13681927	O2	32.16	Mobile phone - May 2022
03.04.22	9003023470	Fuelcard	63.35	Van diesel
06.04.22	31871336/0009	SSE Gas	479.26	Town Hall gas usage 01.03.22 to 31.03.22
10.04.22	9003050262	Fuelcard	84.83	Van diesel
11.04.22	711780595	SSE Swalec	-1709.22	Correct charges 20.01.21 to 06.04.22
14.04.22	B/card	Barclaycard	42.42	Payments February/March
17.04.22	9003078646	Fuelcard	8.17	Fuel for mower
18.04.22	367004649	Lloyds Bank	7.00	Account charges 10.02.22 to 09.03.22 Howards Lane toilets electricity usage 24.12.21 to 21.04.22
21.04.22	07970 3041	SSE Swalec	184.21	
22.04.22	51826 48314	SSE Swalec	83.73	Pavilion electricity usage 24.12.21 to 21.04.22
22.04.22	77903 20411	SSE Swalec	416.99	Quay toilets electric 16.12.21 to 21.04.22
22.04.22	223030112	Waterlogic	130.14	Water cooler rental, cups & sanitisation
22.04.22	PAS	Poole Architectural	50.40	2 locks for Quay toilets
22.04.22	926747	Bonline	46.97	CCTV May 2022
24.04.22	9003111684	Fuelcard	82.36	Van diesel
30.04.22	32591777	Suez	208.40	Town Hall waste collection March 2022
01.05.22	961510801	Water2Business	26.50	Pavilion water usage May 2022
01.05.22	2697290001	Water2Business	55.00	Howards Lane toilets water usage May 2022
01.05.22	0962000001	Water2Business	63.00	Town Hall water usage May 2022
01.05.22	2688769801	Water2Business	425.00	Quay toilets water usage May 2022
01.05.22	840002567	Dorset Council	147.00	Museum rates May 2022
01.05.22	840002647	Dorset Council	932.25	Town Hall rates May 2022
01.05.22	840002576	Dorset Council	949.00	Howards Lane car park rates May 2022
	<b>Total DDRs Payable</b>		<b>3765.29</b>	
		<b>Total Payments</b>	<b>42645.61</b>	