



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 14 June 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors K Critchley, D Budd, M Cotton, Z Gover, K Green, V Green, M Russell, C Turner

Officers present: K Noble, Acting Town Clerk

71. Election of Chairman

Resolved that Councillor K Critchley be re-elected to the office of Committee Chairman for the 2022/2023 civic year.

72. Election of Vice-Chairman

Resolved that Councillor D Budd be re-elected to the office of Vice-Chairman for the 2022/2023 civic year.

73. Apologies for absence

Apologies were received and accepted from Councillor Schofield.

74. Declarations of interest

There were no declarations of interest.

75. Public participation time

There were no members of the public present.

76. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 10 May 2022 were presented by the Chairman.

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

77. Matters arising from the minutes of the previous meeting

Item 538 – A query was raised if the survey included speeding cyclist. Councillor K Green to confirm.

Item 540 – It was confirmed the planters were purchased by the Swanage Railway Company.

78. Payment of outstanding creditors

Resolved that the payments be made in the sum of £47,113.24 (£43,870.00 BACS and £3,243.24 Direct Debits) be approved, as appended to these minutes.

79. Amazon purchases

A list of Amazon purchases for May was reviewed.

Wareham Neighbourhood Plan promotes to keep the retail environment of the town alive and the Town Council should be making local purchases when possible. Purchases will be monitored and review at the next meeting.

80. Budget comparison report

No issues were raised and the report was noted.

81. Corporate Plan

Resolved the item be deferred until October.

82. Policy review

A review of each of the following policies was undertaken.

a. Retention policy

Resolved that a recommendation is made to Council to delete the policy, as it is no longer needed.

b. Visual and audio recordings

Resolved that a recommendation is made to Council to delete the policy, as it is no longer needed due to legislative changes.

c. Complaints procedure

Resolved that the Acting Town Clerk is delegated, in consultation with the Chairman, to draft an updated policy for consideration at the next meeting.

83. Replacement projector

A report and quotations for a replacement projector were considered.

Resolved that the quotation of £551.45 with a 10 % contingency is accepted, to be allocated from budget 2400/6.

84. Electric vehicle charging points

Councillor Budd gave some background information as to the reason the recommendation had been made by the Amenities Committee.

Resolved that income received from the electric vehicle charging points will be earmarked for future maintenance of the equipment.

85. Recommendations from Amenities Committee

At the Amenities Committee held on 8 June, the Committee recommended that the Policy, Resources and Finance Committee approve the appointment of the project manager to oversee the refurbishment of the four play areas and to release £12,750 from the play areas earmarked reserves (3024).

Resolved that the project manager is appointed to manage the refurbishment of the four play areas at a cost of £12,750, to be allocated from the play areas earmarked reserves.

86. Any other items the Chairman deems urgent

There were no matters of urgency.

87. 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 19 July 2022.

88. 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

89. Leases

Swanage and Wareham Rugby Club update

Updated legal advice was noted.

A meeting request was discussed. A response is still awaited to the letter sent by the Council.

Rent reviews

A discussion took place regarding rent reviews, which will be considered further at the next meeting.

90. Personnel Committee recommendation

Resolved the additional training expenditure of £997.50 + VAT is approved and to be allocated from the training budget 2200/1, subject to a 12 month repayment clause.

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

Payments List - Meeting Date 14.06.22

Inv.

Date	Ref No.	Payee	Amount	Details
23.05.22	2022-10161	Amazon	81.99	Doormat runner
24.05.22	2022-218	Amazon	39.95	Plastic table cloth clips
20.05.22	-3	Famous 10	680.00	Mayor Making buffet
19.05.22	8720	Coop	116.46	Drinks for Mayor Making reception
16.05.22	485142	Loomis	319.97	June 2022 monthly contract fee
29.04.22	CJS290422	CJ Plumbing	2754.00	Supply & fit dual pump for Town Hall boiler
17.05.22	2022-1079	Amazon	67.92	Jubilee street décor
11.05.22	JHallHon	J Hall	250.00	2nd half of honorarium - 2021/22
11.05.22	SchHon	H Schamhorst	250.00	2nd half of honorarium - 2021/22
25.05.22	776	Little Gizmos	250.00	Childrens entertainment re Jubilee
25.05.22	726	Darkin Miller	369.72	Internal audit visit 2 of 2
13.04.22	64564	SFI	40.20	High viz jackets
25.05.22	22/083	Wareham Art Club	15.00	3 maps sold - Museum
27.05.22	May22DCPF	DC Pension Fund	6156.96	May 2022 pension contributions
27.05.22	May22HMRC	HMRC	6707.04	May 2022 PAYE & NIC contributions
20.05.22	2022/WTM	Dorset Museums	30.00	Annual subscription
16.05.22	9242	Cash	25.00	Museum float
31.05.22	May-22	Salaries	15633.70	May salaries
31.05.22	126203	Clarity Copiers	118.56	Copier charges May 2022
31.05.22	101918	3C	69.89	Credit card transaction fee May 2022
30.05.22	2073	Tradewind	58.20	Banner for Jubilee
01.06.22	17508	Rejuvenate	606.48	Software backup - June 2022
02.06.22	KL	Karl Latimer	50.00	Help with singing & music for Jubilee
02.06.22	JJ020622	Joe Jones	200.00	Music for Jubilee
03.06.22	6945	Glenacres Nursery	3282.00	Plants for spring baskets
06.06.22	66049	Aston Rose	2606.21	Rent & service charge 24/6 to 28/9/22
30.04.22	232114	Manutan	1295.76	Castors, chrome boxed bay
08.06.22	203036	OHE	1794.99	Lawn mower
	Total BACS		43870.00	
Direct Debits & Card payments				
26.04.22	223030112	Waterlogic	130.14	Sanitisation of water cooler, cups, rental
19.05.22	14231535	O2	32.16	Mobile 'phone
22.05.22	9003249791	FuelCard	154.30	Van diesel
12.04.22	369340261	Lloyds	7.00	Account charges 10.03.22 to 09.04.22
16.05.22	Z0072450	BNP Paribus	233.50	Van Leasing May/June 2022
16.05.22		Barclaycard	41.42	March/April payments
01.06.22	961510801	Water2Business	26.50	Pavilion water usage June 2022
01.06.22	2697290001	Water2Business	55.00	Howards Lane toilets water usage June 2022
01.06.22	0962000001	Water2Business	63.00	Town Hall water usage June 2022
01.06.22	2688769801	Water2Business	425.00	Quay toilets water usage June 2022
01.06.22	840002567	Dorset Council	147.00	Museum rates June 2022
01.06.22	840002647	Dorset Council	932.25	Town Hall rates June 2022
01.06.22	840002576	Dorset Council	949.00	Howards Lane car park rates June 2022
01.06.22	946976	Bonline	46.97	CCTV - June 2022
	Total DDRsPayable		3243.24	
		Total Payments	46993.52	