



**Minutes of a meeting of the Policy, Resources and Finance Committee held on 30 August 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

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

**Officers present:** N Gray, Town Clerk & RFO

**268. Apologies for absence**

There were no apologies for absence.

**269. Declarations of interest**

There were no declarations of interest.

**270. Public participation time**

There were no members of the public present.

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

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 19 July 2022 were presented by the Chairman.

It was **RESOLVED** that the minutes be taken as read, confirmed and signed by the Chairman.

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

Agenda item 181 had been submitted to Full Council for ratification where it had not been approved and subsequently referred back to the Policy, Resources and Finance Committee as it was over budget. The item would return for further discussion at the 11 October 2022 meeting.

**273. Payment of outstanding creditors**

Cllr Budd queried the abbreviation "HL" on an item, which was confirmed as "Howard's Lane". Cllr Budd also asked if the entry in relation to water cooler rental was for August alone as it seemed somewhat high for one month.

It was **RESOLVED** that the Clerk would establish what period the rental payment covered and report back to members via email.

It was **RESOLVED** to approve the payments.

**274. Amazon purchases**

Members discussed the increased number of purchases being made from Amazon and reiterated their previous decision to only use Amazon for essential purchases which could not be made locally. The Clerk suggested that a month of comparisons could be carried out to show any cost implications.

It was **RESOLVED** that a statement from the Committee be issued to staff to make clear the use of Amazon should be limited, and local shops be used as much as possible to support the local economy.

## 275. Dorset Council Parking

Members discussed the 6 free parking days granted to the Town Council by Dorset Council and when these would be preferably used. The Clerk confirmed the advice received from Dorset was that the four Saturdays in December were being used for free parking by Dorset, which would incorporate Small Business Saturday.

It was **RESOLVED** to fall in line with Dorset Council and utilise the four Saturdays in December as free parking days.

## 276. Policy and Procedure Review

### a) Disciplinary Policy

It was **RESOLVED** to approve the Disciplinary Policy.

### b) Grievance Policy

It was **RESOLVED** to approve the Grievance Policy.

### c) Complaints Procedure

The Clerk tabled an example of best practice for a Complaints procedure which members considered and discussed, noting it was clearly set out and dealt with the concerns which had been raised in respect of the existing procedure.

It was **RESOLVED** to approve the tabled Complaint Procedure.

### d) Volunteer of the Year Award

Members discussed the guidance noting it had stalled in previous meetings. Members considered including groups for nomination of the award, noting it had been awarded to groups in the past.

It was **RESOLVED** to include organisations and for the confidentiality around voting being retained.

### e) Traveller Policy

The Clerk provided an update to the law which had come into force on 28 June 2022, providing greater powers to police forces in England and Wales when dealing with unlawful Traveller camps. The Clerk advised that no response had been received from Dorset Council regarding their policy, but there was a lot of information about the issue on their website.

Members queried whether caravans were classed as vehicles and whether they would be subject to removal in the same way as vehicles. The Clerk would investigate and report back via email.

It was **RESOLVED** to not go ahead with the Policy but for a procedure to be produced, for both staff and Councillors to follow should an illegal encampment occur on Town Council land, which would be presented at the next meeting.

### f) Social Media Policy

It was **RESOLVED** that the Social Media Policy remain without amendments.

g) **Banner Display Policy**

Members discussed the policy and the need for a separate fly posting policy for the Town.

It was **RESOLVED** that a revised Banner Policy, along with a Fly Posting Policy, be presented at the next meeting.

**277. Corn Exchange fire doors**

The Clerk confirmed that a full report from the Building Project Working Party would be presented to Full Council on 20 September. However, retrospective approval was required for the payment of the doors which had been delivered to Council as the matter had been time sensitive, and the Chairman of Policy, Resources and Finance had agreed payment at the time of delivery.

It was **RESOLVED** to retrospectively approve the payment of £3,386 to R4 Interiors.

**278. Street cleaner**

Members discussed the response received from Dorset Council in respect of the street cleaning provision for the town. It was agreed the Clerk would find out when the three-day week cleaning would commence and report back to committee via email.

It was **RESOLVED** to refer the matter to the Personnel Committee for discussion as to possible staffing solutions.

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

There were no items.

**280. 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 11 October 2022.**

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