



Minutes of a meeting of the Policy, Resources and Finance Committee held on 28 March 2023 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

673. Apologies for absence

There were no apologies for absence.

674. Declarations of Interest

There were no declarations of interest.

675. Public participation time

There was one member of the public present who spoke in respect of item 14, in particular that Lewis Fry Publishing Ltd had withdrawn its work with the Council and had rebranded the Tower Chimes social media and website to Love it Local, which would have no connection to the Council.

676. Confirmation of the minutes of the previous meeting

Cllr Critchley noted the Christmas Lights Committee had not been included in the list of grants which had been awarded. The Clerk agreed this should have been included and would amend the minutes following the meeting.

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources, & Finance Committee, held on 14 February 2023, were **APPROVED** subject to the above amendment and would be signed by the Chairman following the meeting.

677. Matters arising from the minutes of the previous meeting

There were no matters arising from the previous meeting.

678. Payment of outstanding creditors

A brief discussion was held regarding the UKBride payment to bring the Chairman of the Committee up to speed as he had been absent from the Council meeting where it had been discussed.

It was **RESOLVED** that the payments to creditors in the sum of £7,353.26 be approved.

679. Budget Monitoring Report

The Clerk presented the report noting the items which had been highlighted to members on the Cover sheet, in particular the two items being requested to earmark unspent monies of £350 to cover the ID Badges, should they be approved, and £2,000 to the vehicle replacement reserve.

It was **RESOLVED** to note the budget monitoring report and to earmark the requests of £350 for ID Badges and £2,000 for vehicle replacement.

680. Internal Audit Interim Report

Members noted the Internal Audit interim report.

681. Policies for Consideration

Members considered the Uniform Policy which had been recommended for approval by the Personnel Committee.

It was **RESOLVED** to Approve the Uniform Policy for Staff.

Members discussed the Members ID Policy which had been requested by the Personnel Committee and the budget from which it would be funded from.

It was **RESOLVED** to recommend the Members ID Policy to full Council for Approval with an indication as to the cost involved.

682. Evac Chair

Members considered the report and noted the view of the Health and Safety Advisor.

It was **RESOLVED** to remove the Evac Chair and not replace.

683. Town Council Hire Charges and Booking Fees

Members considered the proposed hire charges and booking fees which had been recommended for approval from the Amenities Committee. Some concern was expressed around the level of charges in the current climate, however, following discussion around the main kitchen being included in the hire charge for the Corn exchange, they were deemed fair.

It was **RESOLVED** to Approve the Hire Charges and Booking Fees, with a request that the Committee receive a report on the hire statistics and usage in 6 months.

684. Public Toilets Cleaning Contract

The Clerk presented the report noting the hourly rate in the Cover sheet for staff was in fact £13.96 not £12.50 which made the figures even higher for staff to carry out the clean each day.

Cllr Critchley expressed concerned that there had been a contractor in place previously who had not provided the expected service, and the Clerk advised they had not been a cleaning company but were a car washing company. The company who had quoted were a reputable cleaning company, were local and would be employing local individuals. The Clerk further advised the Committee should note the advice from the Health and Safety Advisor, as well as recognising that the locking of the toilets would have to continue at 4.30pm year round if staff carried out the cleaning, as overtime and mileage were not agreed, and the other work which would not proceed if staff had to carry out the 4 hours cleaning each day, which was not recommended.

The Clerk advised that as the annual contract would amount to more than £10,000, the Committee would need to recommend to full Council if it agreed to proceed.

It was **RESOLVED** to recommend approval of the Cleaning Contract to full council at a fixed 2-year cost of £72 + VAT per visit.

685. CCTV

The Clerk presented the report which set out the costs and work involved in the refurbishment, reinstatement and installation of CCTV cameras, noting the quote had separated the cost of the reinstatement of the camera on the flyover in case the Committee wished to proceed without that cost being included, as it was quite expensive.

The Committee considered the work and costs, and the Clerk highlighted the budget lines and earmarked reserves which could be used to cover the cost. The Committee requested the Police be approached for a contribution to the flyover camera costs.

It was **RESOLVED** to recommend the full works, which included options A, B and C, at a total cost of £21,135.62, to be taken from the 3 earmarked reserves listed in the report.

686. Wareham Town Council Communications and Publications

The Committee considered the comments made during the public participation section of the meeting and agreed the report was somewhat outdated as a result. It was felt that a rethink as to what was needed in the way of publication, website and social media was needed for the Council.

It was **RESOLVED** that the Clerk and Deputy Clerk research the position, considering what may be the best way to proceed with public engagement by the Council and report back to a future meeting.

687. Any other items the Chairman deems urgent

There were no items deemed urgent.

688. 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 Tuesday 9 May 2023.**

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