



**Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 11 February 2020 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

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

**Officers present:** V Ricketts, Town Clerk; T Bailey, Committee Clerk

**78. Apologies for absence**

There were no apologies were received.

**79. Declarations of interest**

Councillor Budd declared a prejudicial interest in Agenda item 8 as he was Treasurer to the Friends of Wareham Railway Station.

**80. Public participation time**

There were no members of the public present.

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

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 17 December 2019 were presented by the Chairman.

**Resolved that** the minutes be taken as read, confirmed and signed by the Chairman subject to an amendment to minute 70 to amend the BACS and cheques payment to read £3,390.58.

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

A Councillor raised that point 5.4 of the 'Proposed Action Plan in response to the issues raised in the internal audit report of 10 May 2019' stated that the Rugby club rental was due to be discussed at the February meeting of Policy, Resources and Finance. The Town Clerk confirmed that she had delayed bringing this to PR&F, in order to have a conversation with the Auditor about how this item should be raised as an Agenda item.

**Resolved** that this item would be raised as an item on the Policy, Resources & Finance Agenda on 24 March 2020.

**83. Payment of outstanding creditors**

The Town Clerk presented a list of payments for approval.

**Resolved** that the payments be made in the sum of £3,429.04 (£1,402.56 BACS and cheques and £2026.48 direct debits) be approved and signatories be authorised to sign the cheques

Initials.....

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#### 84. Budget Comparison report

The Town Clerk presented the budget comparison report from 1 April 2019 to date. As this was a new report for the Council, the Town Clerk gave an explanation of the various headings and confirmed that the report would be updated and available for each meeting of the Policy, Resources and Finance Committee.

Councillors noted that the new report was easier to understand than the budget comparison report available on the previous financial software.

#### 85. Donations and Grants recommendations

- a) To agree the recommendations of the Task and Finish Group appointed to consider the grant and donations requests received during the 2019/20 municipal year.
- b) To consider a subsequent donations request received from the Royal British Legion for the wreaths supplied for Remembrance Sunday.

It was noted that the full budget allocated to 'Donations and Grants' had been spent by the Task and Finish Group, prior to receiving a request from the Royal British Legion for a donation of £100 towards the cost of wreaths for Remembrance.

**Resolved** to agree the amount recommended to Friends of Wareham Railway Station (£300), Wareham Carnival (free use of the Recreation Ground and two fundraisers at the Corn Exchange i.e. Carnival Prince/Princess and Saturday morning sale), Purbeck Community Rail Partnership (£200), Purbeck Youth and Community Fund (£1,000), Wareham Allotment Holders (£100). It was agreed that the amount recommended should be reduced to £750 for Wareham Christmas Lights Committee and to £750 for Wareham Father Christmas Committee in order to be able to make a donation to the Royal British Legion of £100.

**Resolved** to amend the amount recommended to £750 for Wareham Christmas Lights and £750 for Wareham Father Christmas Committee, in order to have sufficient funds to be able to make a donation to the Royal British Legion.

**Resolved** to agree a payment to The Royal British Legion, in the sum of £100.

#### 86. Equalities Policy

The Town Clerk presented a draft copy of the proposed Equalities Policy.

**Resolved** to recommend the Equalities Policy to full Council, subject to a few minor typographical amendments.

#### 87. Petitions Policy

The Town Clerk presented a draft copy of the proposed Petitions Policy. There were a number of queries to which the Town Clerk was able to offer clarification.

**Resolved** to recommend the Petitions Policy to full Council subject to a number of amendments.

**88. Member/Officer relations**

The Town Clerk presented a draft copy of the proposed Member/Officer Policy. There were a number of queries to which the Town Clerk was able to offer clarification.

**Resolved** to recommend this policy to full Council subject to a couple of minor amendments.

**89. Information Security Policy**

A Councillor was concerned that the title of the Policy was misleading on the Agenda. The Town Clerk confirmed that the title on the Policy paperwork itself was correct in that it referred to Information Security Policy.

**Resolved** to recommend the Information Security policy to full Council, subject to a couple of minor amendments.

**90. Urgent Items**

There were no urgent items.

**90. 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 24 March 2019

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

