

MINUTES of a MEETING of the POLICY, RESOURCES & FINANCE COMMITTEE held on **MONDAY 25th July 2011** in the Council Chamber, Town Hall, East Street, Wareham at 7.00 p.m.

Present: Councillor D Budd, Councillor K Critchley (Chairman), Councillor Mrs S Elmes (Vice Chairman), Councillor K Green, Councillor Mrs L Kenyon, Councillor M Russell, Councillor Mrs J Spooner, Councillor Mrs C Turner

Officer present: Mr R M Curtis, Town Clerk

19. **PUBLIC PARTICIPATION TIME** - an opportunity for members of the public to raise issues of concern or interest e.g. ask a question, make a comment or statement (limited to 15 minutes maximum, 3 minutes per speaker).

Nil present.

20. **APOLOGIES FOR ABSENCE**

Apologies for absence due to a prior commitment were received from Councillor Mrs N Wiggins.

21. **DECLARATIONS OF INTEREST**

Mrs S Elmes declared a personal interest in Item 24 (Payment of Accounts) for a cheque payable to Museum Volunteer Mr H Elmes, her husband, in the sum of £27.95 for 8 x T E Lawrence books for the Town Museum.

22. **CONFIRMATION OF THE MINUTES OF THE POLICY, RESOURCES & FINANCE COMMITTEE MEETING HELD ON 13TH JUNE 2011**

The Minutes of the meeting held on 13th June 2011 were agreed as a true and accurate record of the meeting and signed by the Chairman subject to the following amendments:

- Replace those Members listed as present with the following: *Councillor D Budd, Councillor K Critchley (Chairman), Councillor Mrs S Elmes (Vice Chairman), Councillor Mrs L Kenyon, Councillor M Russell, Councillor Mrs J Spooner, N.Wiggins*
- Minute 11 – line 3 delete South Street, insert North Street. Line 14 delete South Street, insert North Street.

23. **MATTERS ARISING from the Minutes of the Meeting held on 13th June 2011**

Minute 16 - the Town Clerk reported that due to workload/current staff absence it had not been possible to arrange a daytime site meeting to view various Town Hall premises; it was his intention to arrange a viewing following the summer break i.e. early September and members would be informed when a suitable time/date had been agreed by the majority of Committee members.

24. **REPORT OF UP TO DATE BALANCES and PAYMENT OF ACCOUNTS (INCLUDING URGENT PAYMENTS), ACKNOWLEDGEMENT BY MEMBERS AND INSTRUCTION TO SIGNATORIES TO SIGN CHEQUES**

The Committee received accounts/invoices for payment together with a schedule of suppliers' invoices/cheques in the sum of £10,417.19. Due to the absence of the Finance Administrator (currently unable to work due to recovering from an operation) it had not been possible to submit a detailed budget report for the committee, although this should be available for the next Committee meeting following his expected return the day after the meeting.

Matters arising:

- Invoices to (a) BNP Paribas (photocopier rental) and Clarity Copiers (photocopying) – clarify why not on same invoice if items all related to photocopier costs.
- Town Crier competition – Town Clerk explained that separate invoices were due to various suppliers e.g. costs of catering at the Masonic hall, trophy engraving plus booking fee for the hall. Schedule included reimbursements of (a) cream tea costs to Admin Officer and Competition organiser Karen Richardson and (b) the Town Crier, Mrs J Hall for the cost of mementoes given to visiting Criers. Chairman explained that there was an annual budget for the competition which, if exceeded, had to be paid by the competition organisers.
- Tower supplies – two sets of safety boots queried, Town Clerk explained that one pair related to the caretaker and should have been listed as caretaker's boots.
- B and Q invoice – loft ladder, shelving. Town Clerk explained that a loft ladder had been purchased for the entrance to the roof space via a door in his office following re-decoration of the office; although not yet fitted this would be safer than the present step ladder arrangement, would not damage the new paintwork and would enable the step ladder to be used elsewhere. Shelves had been replaced following the Town Clerk taking back shelves loaned to the Council in 2005 following a house move, since there were no shelves in the office on his joining the Council.

It was proposed by Councillor Green, seconded by Councillor Mrs Kenyon and

RESOLVED that accounts for payment in the sum of £10,417.19 be approved and signatories instructed to sign cheques in payment of this sum.

25. **BT ADOPT-A-PAYPHONE SCHEME**

The Committee received the report of the Town Clerk in this matter. Reference was made to e-mail correspondence with a BT representative and their reluctance to supply paint for re-painting of phone boxes due to it being a large scale project. Regarding repairs, if they were unable to be fixed e.g. electrical faults, broken doors etc, then BT would fix them before the kiosk was adopted, however for smaller tasks such as painting, it was down to the

parish councils to fix themselves. BT could provide a colour chart and suppliers of the traditional red colour used to paint the kiosks.

Following discussion, it was

RESOLVED that the BT cash payphone in North Street be adopted for the sum of £1.00 subject to (a) BT supplying a colour paint chart for the correct colour paint and details of suppliers and (b) BT carrying out any mechanical repairs and replacements of glass panes before adoption.

26. **PAST MAYOR'S BADGES**

The Town Clerk reported on this matter and read out a letter from two past Mayor's widows, Mrs Patterson and Mrs Anderson, requesting consideration of refunds for expenditure on past Mayor's badges. He referred to the background of the scheme to present past Mayor's badges and the minutes of the meeting of the Policy, Resources and Finance Committee of 13th October 2008. At that meeting it had been agreed that badges be offered to serving past Mayors only and presented at the December Council meeting and that a refund be offered to past Mayors who had purchased them; badges would also be presented to all outgoing Mayors at the Annual Town Council (Mayormaking) meeting.

In discussion, the Committee agreed that past Mayors who were not serving in October 2008 should also have been offered a refund and, if this had not been done at the time, then it was an oversight and not intended. This could now be corrected with offers of a refund to the two past Mayor's widows. It was proposed by Councillor Mrs L Kenyon, seconded by Councillor D Budd and unanimously

RESOLVED that refunds of expenditure on past Mayor's badges be offered to Mrs J Patterson and Mrs A Anderson in the sum of £57.40 each and that investigations be made via the Sergeant at Mace into a possible refund for the late Mr Jack Spiller who may also have paid for a past Mayor's badge from the Town Council.

27. **FINANCIAL REGULATIONS**

The committee considered the setting up of a small working party to review the Council's Financial Regulations, last reviewed in July 2008. Following discussion, it was

RESOLVED that a working party be set up to review Financial Regulations, consisting of the Chairman of the three Standing Committees, the Town Clerk and the Financial Administrator, together with any member of the Council who wished to sit in on the meeting with a view to meeting in September 2011.

28. **TOWN COUNCIL CIVIC AND OTHER COMMUNITY EVENTS**

Members agreed to the Chairman's request to move this supplementary agenda item up the agenda, so that it was considered ahead of any exclusion of press and public for the next three items.

Councillor Russell presented his thoughts on the matter, having proposed this item. Reference was made to past Mayors being invited to certain civic and other events and attendance at the Civic Service and Remembrance Day processions and church services. He also referred to the possibility of them being informed of forthcoming civic and other events, such as the Wareham Town Criers' competition and the Council's Christmas Reception.

Following discussion, when it was agreed that any change would affect six past Mayors only (ex-councillors K Bird, D Baggs, L Burns, R Huskinson, S Lee and Mrs A Tighe), reference was made to a copy of the current Mayor's Handbook. It was then:

RESOLVED (a) that all past Mayors be notified of Civic events such as the Civic Service, Remembrance Service and Council's Christmas Reception and invited to attend, and to join any procession should they wish to.

(b) that all past Mayors be informed of other community events, such as the Annual Town Criers Competition, which they may wish to attend.

(c) that the list of civic events is not to include the Mayormaking meeting which continues to be at the discretion of the incoming Town Mayor.

The Town Clerk took the opportunity to amend the Mayor's Handbook to reflect possible attendance of past Mayors at the pages relating to the Civic Service Procession order and the Remembrance Day Procession.

29. **EXCLUSION OF PRESS AND PUBLIC**

RESOLVED that under Section 100A(4) of the Local Government Act 1972, the press and members of the public be excluded from the remainder of the meeting by Resolution on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 8 of Part 1 of Schedule 12A of the said Act.

30. **RENT REVIEW PURBECK VIEW CARAVAN PARK**

The Town Clerk reported on the current situation following submission of a rent review to the lessees of the Caravan Park and on any response received from their agents. A response had now been received and was discussed. It was then proposed by Councillor Russell, seconded by Councillor Mrs L Kenyon and

RESOLVED that the sum offered by the lessee's agent be rejected in favour of the sum of £19750 per annum for the next three year period of the lease commencing on 31st August 2011, and that this figure be submitted to the agent as soon as possible for consideration.

31. **SWANAGE AND WAREHAM RUGBY CLUB – RENT REVIEW**

The Town Clerk reported on recent correspondence with the Rugby Club Chairman. Reference was made to a letter he had sent regarding the rent review and a request to ask permission of the Town Council, as site owners, for permission to build a new gymnasium/store on this land - which had already been granted planning permission by Purbeck District Council. No response had been received in time for the meeting, however it was understood from Councillor Russell that a meeting of the Rugby Club Committee was imminent and a response may have been delayed for this meeting.

RESOLVED that the Town Clerk send further correspondence to hasten a reply on these matters and that Councillor Russell be copied in to any further correspondence as the Town Council’s representative to the Swanage and Wareham Rugby Club.

32. **2 MILL LANE – CAB/TOWN BAND LEASE RENEWAL**

The Town Clerk gave an update on the lease renewal situation and a meeting was due to take place shortly with the new Citizens Advice Bureau Manager, Gloria Clarke.

Reference was made to certain accommodation options currently being investigated by the CAB and the committee received some information regarding the Town Band’s current storage and practice facilities. It was

RESOLVED that a meeting be arranged to be attended by the Town Clerk and Councillor Mrs Kenyon and representatives of the Town Band to discuss the accommodation and storage problems of the CAB with a view to resolving them before the expiry of the renewed lease in April 2012.

33. **ITEMS CONSIDERED URGENT BY THE CHAIRMAN**

For report or for the next agenda only.

34. **DATE OF NEXT MEETING**

Noted that the date of the next meeting is scheduled for **Monday 5th September 2011 at 7.00pm.**

Meeting closed at 8.35 pm

..... **Chairman**