

MINUTES OF A MEETING OF THE POLICY, RESOURCES & FINANCE COMMITTEE HELD AT 7.00 pm ON MONDAY 13th JUNE 2011 IN THE COUNCIL CHAMBER, TOWN HALL, EAST STREET, WAREHAM.

Present: Councillors D Budd, Mrs D Cleaton, K Critchley (Chairman), Mrs S Elmes, Mrs L Kenyon, M. Russell, E. Osmond

Officers present: Mr R Curtis, Town Clerk

The Chairman, Councillor K Critchley, welcomed Members to the first meeting of the new Civic Year.

1. **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).

There were no members of the public present.

2. **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillors Mrs C Turner and K.Green.

3. **DECLARATIONS OF INTEREST**
The Town Clerk declared an interest in Item 8 (Donation Requests) due to his chairmanship of the Wareham Music Festival Committee.

4. **CONFIRMATION OF THE MINUTES of the Policy, Resources & Finance Committee Meeting held on 28th March 2011 and 3rd May 2011.**
The Chairman referred to the scheduled meeting of 21st April 2011, which had been cancelled.

The minutes of the meetings held on 28th March 2011 and 3rd May 2011 were confirmed as a true and accurate record and signed by the Chairman subject to amendment of the 28th March 2011 minutes as follows: Page 5, minute 121, line 9 (Resolution): delete 'newt', insert 'new'.

5. **MATTERS ARISING from the Minutes of the meetings held on 28th March 2011 and 3rd May 2011**

3rd May 2011 Minutes – Minute 125, Declarations of Interest, Councillor Mrs S Elmes: amend 'supply of Court Leet publications' to 'supply of Court Leet and Pub books'.

Minute 111 – Meeting with Town Band – Councillor Mrs L Kenyon confirmed that a meeting had now taken place with representatives of the Town Band and she reported on the current situation regarding accommodation problems for the Citizens Advice Bureau at the 2, Mill Lane premises.

6. **REPORT OF UP TO DATE EXPENDITURE AND INCOME AGAINST BUDGET, PAYMENT OF ACCOUNTS (INCLUDING URGENT PAYMENTS), ACKNOWLEDGEMENT BY MEMBERS AND INSTRUCTION TO SIGNATORIES TO SIGN CHEQUES**

The Chairman informed Members that, due to the unavoidable absence of the Finance Administrator on sick leave following an operation, it had not been possible to prepare a budget report for the meeting. Accounts for payment, however, had been prepared, with a schedule of payments. It was proposed by Councillor Budd, seconded by Councillor S Elmes and

RESOLVED that accounts for payment in the sum of £9037.66 be approved and signatories instructed to sign cheques in payment of this sum.

7. **INTERNAL AUDIT COMMENTS**

The report of the Council's appointed Internal Auditor had been received following his last audit visit on 24th May 2011. The Committee was pleased to see that he had no comments to make on this occasion.

RESOLVED that the Auditor's report be noted with satisfaction and the Finance Administrator be commended for his good work in achieving this result, together with all other staff involved.

8. **DONATION REQUESTS**

The Committee considered donations under Section 137 of the Local Government Act 1972 and various other powers held by parish/town councils. Donations had been requested by Wareham Carnival, Wareham Music Festival and Wareham Cricket Club (Junior Section). Details of the accounts of these organizations were received and scrutinised by Members.

The Town Clerk declared an interest as Chairman of the Wareham Music Festival and left the meeting during consideration of the Music Festival's request.

Following a proposal by Councillor M Russell, seconded by Councillor Mrs S Elmes, it was:

RESOLVED that donations be granted as follows:

Wareham Cricket Club:	£100.00
Wareham Music Festival:	£200.00
Wareham Carnival:	£100.00 (with a stipulation that the grant be used for purchase of bunting).

9. **WAREHAM TOWN COUNCIL ACCOUNTS – ANNUAL RETURN 2010/2011**

The Committee received the Annual Return of Accounts for 2010/2011 including the Annual Statement of Accounts and Annual Governance

Statement, prior to submission to the next Town Council meeting on 28th June 2011.

Following discussion, it was:

RECOMMENDED that the Annual Return of Accounts including the Annual Governance Statement be agreed and submitted to Wareham Town Council at its next meeting on 28th June 2011, for approval before final submission to the Council's External Auditor.

10. **SIGNATORIES ON TOWN COUNCIL ACCOUNTS**

Following discussion, it was proposed by Councillor Mrs S Elmes, seconded by Councillor M Russell and:

RESOLVED that the following Members (Mayor, Deputy Mayor, Standing Committee Chairmen) be authorised as signatories on cheque payments for Town Council accounts and invoices:

Councillor Mrs D Cleaton
Councillor Mr K Green
Councillor Mrs A Selby
Councillor K Critchley
Councillor D Budd

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

The Town Clerk referred to further information regarding the BT scheme, this item having been delegated to the Committee at the last Council meeting. It was confirmed that the BT proposal was for the cash payphone in South Street and that, if it was not adopted then BT planned to remove the phonebox by the end of the year, leaving one card payment phone on that site.

In discussion, it was considered that a use could be found for the phonebox and various options were put forward, the most popular being an information facility for community notices but under the control of the Town Council. The Town Clerk mentioned the need to maintain the phonebox if it was adopted. He had been to inspect it recently and it was badly in need of exterior painting.

RESOLVED that it be agreed in principle to adopt the cash payphone box in South Street for the sum of £1.00 subject to it being re-painted by BT Payphones and their response to this request being brought back to the next meeting.

12. SOUTH WEST COUNCILS MEMBERSHIP

The Committee considered the continuation of the Council's membership of the South West Councils organisation following receipt of the annual membership invoice in the sum of £324.00. The Town Clerk gave details of the membership scheme. During the following discussion, the Committee considered that the Council's membership did not give any great benefit other than to act as a type of 'insurance policy' regarding possible employment issues and the seeking of legal advice on these issues. It was felt that, with its membership of the Dorset Association of Parish and Town Councils (affiliated to NALC) and advice obtainable from ACAS and other sources, the Council was adequately covered for legal advice.

Reference was also made by the Town Clerk to serious gaps in provision of suitable training courses for parish and town councils provided by the South West Councils training organisation, since the vast majority of courses notified were only of relevance to larger County and District Councils.

Following a proposal by Councillor Russell, Seconded by Councillor Mrs Kenyon it was:

RESOLVED that South West Councils be informed that Wareham Town Council would cease its membership of that organisation with immediate effect together with reasons for non-renewal and the invoice be returned.

13. EXCLUSION OF PRESS AND PUBLIC

It was:

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 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.

14. RENT REVIEW PURBECK VIEW CARAVAN PARK

The Town Clerk reported on the current situation following submission of a rent review to the current tenants of the Caravan Park. A response had now been received from Humberts Leisure, Chartered Surveyors acting for the tenants. The tenants disagreed with the proposed rent increase notified by the Town Council and the Committee was informed of the reasons.

Following discussion, it was

RESOLVED that

- (a) the tenants' current position be noted and the Council's proposed rent increase be modified to the sum of £20,000 per annum, fixed for three years from 31st August 2011, and

- (b) the tenants be informed that the Council wished to stress that the rent review arrangements brought into place in 2007 were based on a calculation made by the District Valuation Service at that time and involved a considerable amount of catching up with open market rental rates and the then current RPI.

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

The Town Clerk referred to a letter received from the Club president dated 8th April 2011. The Club was seeking advice regarding the Council's proposed rent increase following the rent review and had undertaken to inform the Council when this advice had been received. To date, no further letter had been received and this matter was still outstanding.

Reference was also made to a further letter received from the Rugby Club which enclosed the plans for the new gymnasium and a certificate of planning permission following approval by Purbeck District Council - but with no reference to the landlords, Wareham Town Council, who owned the Rugby Club site.

Following discussion it was:

RESOLVED that

- (a) The Town Clerk write to the Rugby Club and request an update on their position regarding the rent review and proposed rental and
- (b) That the Town Clerk write to the Rugby Club and ask for a formal request for permission to site the gymnasium on the Council's land, albeit that planning permission had now been granted by Purbeck District Council.

16. **2 MILL LANE – CAB/TOWN BAND LEASE RENEWAL**

The Town Clerk gave an update on this matter, referring to the need to contact the new Citizens Advice Bureau (CAB) Manager, Gloria Clarke now that she was in post and also a need to confirm the names of the current trustees of the CAB and also the Town Band trustees. An issue with the keys to the Band Room at the 2, Mill Lane premises had arisen recently; extra keys had been requested, and received, from the Band for emergency access to the room.

Councillor Mrs Kenyon declared a personal interest in the CAB as a volunteer and gave an update on national developments regarding an area hub network with an increased range of services based on Bournemouth/Dorset/South Somerset and a possible new rental structure. Further details would be reported when known following an ongoing consultation with CABS nationally.

A discussion arose on accommodation problems and it was agreed that a site visit be organised, particularly for newer members of the Council following elections. The visit would also take in other properties owned by the Town Council.

RESOLVED that the Town Clerk's report be noted and a site meeting be arranged by the Town Clerk to view the Mill Lane premises including the Band Room, the allotments at Bestwall, Town Hall Annexe and the Rugby Club and that all Town Councillors be invited to attend.

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

Re-location of waste bin at Hauses Field – to be arranged.

18. **DATE OF NEXT MEETING**

The date of the next meeting was noted: **Monday 25th July 2011 at 7.00pm.**

Meeting finished at 8.43 pm

.....Chairman