



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

17 JANUARY 2024

To: All Members of the Council

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **WAREHAM TOWN COUNCIL** to be held on **TUESDAY 23 JANUARY 2024** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray  
Town Clerk

***Please contact the Town Hall Office (01929 553006) if you need further information on this agenda.***

### **Members of Wareham Town Council**

Councillor C Turner (Mayor)  
Councillor M Cotton (Deputy Mayor)  
Councillor D Budd  
Councillor K Critchley  
Councillor B Ezzard  
Councillor Z Gover  
Councillor V Green  
Councillor S Wheatley  
Councillor D Robinson

Councillor D Cleaton  
Councillor R Dean  
Councillor H Goodinge  
Councillor K Green  
Councillor M Humphries  
Councillor L Kirk  
Councillor M Russell

**1. Apologies for absence**

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

**2. Declarations of interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

**3. Public participation time**

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

**4. Confirmation of minutes of previous meeting held on 19 DECEMBER 2023**

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

**5. Matters arising from the minutes of the last meeting held on 19 DECEMBER 2023**

To consider any matters arising from the previous minutes of the Committee.

**6. Reports by the Dorset Council Ward Councillors and representatives on outside bodies**

To receive the report of the Dorset Ward Councillors and any further reports from Town Council representatives on outside bodies. Papers may be tabled.

**7. Payment of outstanding creditors (TO FOLLOW)**

To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made, note any queries and approve payments. (LGA1972 s150).

QUERIES ON PAYMENTS SHOULD BE NOTIFIED TO THE CLERK IN ADVANCE OF THE MEETING AS THE FINANCIAL SYSTEMS OF THE COUNCIL WILL NOT BE AVAILABLE FOR INTERROGATION AT THE MEETING.

**8. To receive such communications as the Town Mayor may wish to place before the Council**

**9. Reports of Committees and Sub-Groups**

- a) Amenities Committee – 1 November 2023 & 13 December 2023
- b) Museum Committee – 13 September 2023
- c) Personnel Committee – 26 September 2023 & 28 November 2023
- d) Planning and Transport Committee – 18 October 2023 & 8 November 2023
- e) Policy, Resources and Finance Committee – 24 October 2023 &  
5 December 2023

**10. Budget and Precept setting 2024/25 Financial Year**

To consider and approve the recommendation from the Policy Resources and Finance Committee in respect of the 2024/25 Budget and Precept.

**11. External Auditor Report**

To receive the conclusion of annual audit for the 2021/2022 financial year.

**12. New Staff Appointments**

To approve the appointments agreed by the Personnel Committee.

**13. Local Organisation Grant (TO FOLLOW)**

To consider the grant application from Wareham Choral Society.

**14. Howards Lane Toilets Rebuild**

To consider the recommendation from Amenities to demolish and rebuild the Howards Lane public toilets facility and agree the funding source.

**15. Wareham Town Council Action List**

To review and note the actions from all meetings which are completed, have updates or are in progress.

**16. 2024 Freedom of Purbeck Parade (VERBAL)**

To note the information in respect of the Military's 2024 Freedom of Purbeck Parade.

**17. 2024 Beating of the Sea Bounds (VERBAL)**

To note the information in respect of BCP's 2024 Beating of the Sea Bounds.

**18. Any other items the Mayor deems urgent**

For report, information or for the agenda at the next meeting. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

**19. Date of next meeting**

To note the date of the next meeting, which is scheduled for  
**Tuesday 5 MARCH 2024 at 7.00 pm.**



**Minutes of a meeting of the Town Council held on 19 December 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Members Present:** Councillors C Turner (Mayor), M Cotton (Deputy Mayor), D Budd, D Cleaton, K Critchley, B Ezzard, H Goodinge, K Green, V Green, M Humphries, S Wheatley, L Kirk, D Robinson.

**Officers present:** N Gray, Town Clerk & RFO, Gale Pettifer, Deputy Clerk

The Mayor commenced the meeting by wishing everyone present a peaceful and happy Christmas.

**TC 102/23      Apologies for absence**

Apologies were received and accepted from Cllr Gover, Cllr Dean and Cllr Russell.

**TC 103/23      Declarations of interest**

There were no declarations of interest.

**TC 104/23      Public participation time**

There were 5 members of the public present, none of whom wished to speak.

**TC 105/23      Confirmation of the minutes of the previous meeting**

It was **RESOLVED** the minutes of the meeting of the Town Council held on 14 November 2023 be **APPROVED** and would be signed by the Mayor following the meeting.

**TC 106/23      Matters arising from the minutes of the previous meeting**

There were no matters arising from the minutes of the previous meeting.

**TC 107/23      Reports by Dorset Councillors and representatives on outside bodies**

Cllr Ezzard added to her report with information of the 2RN minibus route having commenced running to Arne, the consultation of the Purbeck Local Plan closing and the Active Travel consultation which had opened.

The report from Cllr Ezzard was NOTED.

**TC 108/23      Payments for outstanding creditors**

Members considered the list of payments for approval.

It was **RESOLVED** that payments in the sum of £10,745.50 be approved.

**TC 109/23      To receive such communications as the Town Mayor may wish to place before the Council**

The Mayor noted the Mayors Christmas sale had gone very well and thanked all those who had supported it.

**TC 110/23      Any other items the Mayor deems urgent**

The Clerk noted the Tax Base had been received from Dorset Council and there had been no increase or decrease, therefore any increase or decrease would be as a result of the Town Council's budget setting.

**TC 111/23      Date of next meeting**

It was noted that the next meeting of the Town Council was scheduled to be held at 7pm on Tuesday 23 January 2024.

Following the meeting, two presentations were given. The first from Rebecca Watson, Dorset Council Manager for Family Hubs, regarding the successful bid to host a family hub in Wareham. The second from David Sidwick, Dorset Police and Crime Commissioner, regarding crime in Purbeck and Wareham.

Mayor..... Date.....



**Minutes of a meeting of the Amenities Committee held on Wednesday 01 November 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members present:** Councillors V Green (Chairman), D Budd (Vice Chairman), B Ezzard, H Goodinge, S Wheatley, L Kirk, C Turner.

**Officers present:** G Pettifer, Deputy Town Clerk

**A 041/23      Apologies for absence**

There were no apologies.

**A 042/23      Declarations of interest**

There were no declarations of interest.

**A 043/23      Public participation time**

There were no members of the public present.

**A 044/23      Confirmation of the minutes of the previous meeting**

The minutes of the previous meeting of the Amenities Committee held on 20 September 2023 were **APPROVED** and would be signed by the Chairman following the meeting.

**A 045/23      Matters arising from the minutes of the previous meeting**

The Deputy Clerk reported that the painting and decorating of the external windows/doors of 2 Mill Lane had been completed. One window, not included in the original quote, had been found to be in an advance state of decay. Quotes for its repair/replacement were being sought and would return to the Amenities Committee for consideration.

Cllr Budd asked for an update regarding the phone box in North Street. The Deputy Clerk reported that the phone box had been cleaned and the replacement windowpane was on order.

**A 046/23      Bus Shelter, Bere Road/Northmoor Way**

The Committee considered the quotes to make repairs to the bus shelter.

It was **RESOLVED** to recommend Contractor B (Externiture Ltd) at a cost of £414.75+vat to the next Policy, Resources & Finance Committee meeting as there were not enough funds within budget to carry out the work.

It was **RESOLVED** to recommend payment of £250.00 from the Bus Shelter Maintenance budget, with the remainder from the CIL budget.

**A 047/23      Outdoor Table Tennis facilities**

The Committee noted the update from the Deputy Clerk regarding the provision of an outdoor table tennis facility.

The Committee **RESOLVED** that the facility would not be progressed at this time due to budget constraints.

**A 048/23      The Quay, Emergency Lighting**

It was **RESOLVED** to NOTE the repairs to the emergency lighting at The Quay toilets and the retrospective payment of £454 +VAT to Dorset Fire & Security (TA Dorset Electrical and Fire Alarms), which had been agreed by the Chair and Vice Chair of the Committee.

**A 049/23      Replacement of Recreation Ground Garage Doors**

The Committee considered the quotes to replace the doors on the two garages located at the Recreation Ground but acknowledged there was no identified budget for this spend.

It was **RESOLVED** to recommend Contractor A (VB Garage Doors) at a cost of £2690.00 inc vat, to the next Policy, Resources & Finance Committee meeting as there was insufficient budget to cover the cost.

It was **RESOLVED** to recommend to Policy, Resources and Finance Committee that the cost be taken from either the Building Maintenance Reserve or the Bloor Homes Upgrade of the Recreation Ground facilities.

**A 050/23      Any other items the Chairman deems urgent**

Councillor Ezzard reported that the excess growth of vegetation at St Martins Church on the Wall was scheduled for clearance by Dorset Council in the week commencing 27 November 2023.

**A 051/23      Date of next meeting**

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 13 December 2023.

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



**Minutes of a meeting of the Amenities Committee held on Wednesday 13 December 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members present:** Councillors V Green (Chairman), D Budd (Vice Chairman), B Ezzard, H Goodinge, S Wheatley C Turner.

Cllr Critchley was also present.

**Officers present:** N Gray, Town Clerk & RFO; G Pettifer, Deputy Town Clerk

**A 052/23      Apologies for absence**

Apologies were received and accepted from Cllr Kirk.

**A 053/23      Declarations of interest**

There were no declarations of interest.

**A 054/23      Public participation time**

There were no members of the public present.

**A 055/23      Confirmation of the minutes of the previous meeting**

The minutes of the previous meeting of the Amenities Committee held on 1 November 2023 were **APPROVED** and would be signed by the Chairman following the meeting.

**A 056/23      Matters arising from the minutes of the previous meeting**

There were no matters arising.

**A 057/23      Amenities Budget**

The Committee considered the Amenities budget lines for the 2024/25 financial year and made the following amendments:

85 – Pavilion – as there was no gas in the pavilion and this budget line would be deleted.

The Clerk reminded the Committee that the cricket wicket had been requested for replacement by the Cricket Club. The cost was estimated to be between £8,000 to £12,000. Members discussed the options and the impact that development of the former Middle School field may have on the configuration of the Recreation Ground in the future.

Cllr Ezzard reported that she had been attempting to progress the former Middle School field project without success. The Committee requested the Clerk to contact Paul Scothern, Service Manager Capital Commissioning, Dorset Council and to report back.

It was **RESOLVED** that an Asset Transfer Request to Dorset Council, regarding the former Middle School site, be recommended to Full Council.

The Committee **RESOLVED** to recommend a budget of £6,000 towards the cost of a new artificial cricket wicket. Funding for additional costs should be met by grant applications which are available for sports nationally.

47 – Town Hall, Equipment & Buildings – recommend increase of the budget to £15,000 to accommodate the painting and decoration of the Town Hall windows.



Cllr Budd asked what progress had been made in respect of the buildings survey report and whether any budget provision was required. The Deputy Clerk noted that much of what had been discussed had been completed or shelved due to upcoming projects but would revisit the list and advise Cllr Budd and Cllr V Green outside of the meeting.

**A 058/23                      Howards Lane Public Toilets**

The Clerk explained that for the project to commence, a budget figure was required to enable the specification to be written and submitted to Contract Finder so that companies may then submit tenders. Members discussed the various options and Cllr Critchley noted that it may be less impactful to the precept if a PWLB loan be obtained to carry out the work, with the budget being set to cover loan repayments.

It was **RESOLVED** to recommend a budget of £5,000 for loan payments, however, no project budget was agreed.

**A 059/23                      Any other items the Chairman deems urgent**

The Clerk noted she had received a follow up letter to plumbing inspection report and notice of action from Wessex Water in relation to the Northmoor Park Allotments which had taken place in July 2023, which was found to be contravening Water Supply (Water Fittings) Regulations 1999. The Clerk had not received any information about the matter until the notice of action and asked members if they had any information regarding the matter.

Members were unaware of the situation but recommended that, as Cllr Cotton was the Council representative for Northmoor Park Allotments, she should be contacted and asked to investigate the matter.

**A 060/23                      Date of next meeting**

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 10 January 2024.

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



**Minutes of a meeting of the Museum Committee held on Wednesday 13 September 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members present:** Councillors B Dean (Chairman), Cllr C Turner, B Buxton, N Dominy, D Kingman, G Hennell, V De Wit (Curatorial Advisor), J Hall (Manager), H Scharnhorst (Curator)

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

**M 016/23      Apologies for absence**

Apologies were received and accepted from Cllr D Cleaton.

**M 017/23      Declarations of interest**

There were no declarations of interest.

**M 018/23      Public participation time**

There were 0 members of the public present.

**M 019/23      Confirmation of the minutes of the previous meeting**

It was noted that the request to ensure Health and Safety be included on every meeting was missing from the minutes.

It was **RESOLVED** that the minutes of the previous meeting of the Museum Committee, held on 21 June 2023, were **APPROVED** subject to the above amendment and would be signed by the Chairman following the meeting.

**M 020/23      Matters arising from the minutes of the previous meeting**

The Clerk confirmed that the donations received in 2022/23 were retained as reserves and would continue to be so. Card donations had not been identified until recently but were now being appointed to the correct budget to ensure they would also be included in the donations reserve.

The Clerk apologised for the missing Health and Safety agenda item and confirmed it would be a standing item on the agenda going forward.

The Curator noted she was in talks with the Deputy Clerk regarding a volunteer fayre in the spring.

**M 021/23      Reports by Committee Members**

Report of the Curator

The Curator provided a verbal report noting it had been reasonably quiet from a curator's perspective, however the guided walks would be recommencing shortly for the autumn season and the winter projects would be getting underway. The Curator also noted the heritage weekend in Corfe Castle would be attended the following weekend.

Report of the Manager

The Manager noted her written report had an error in that the Museum would be closing on the evening of 28 October 2023, not 31 October as stated in the report.

Ms De Wit asked if there were any visitor numbers available and the Manager advised she did not have them to hand but would share them after the meeting.

The Committee noted the written report of the Webmaster.

**M 022/23      Museum Closing Event 2023**

The manager and curator noted there was no end of season event planned this year.

**M 023/23      Future Projects and Events**

The Manager noted a volunteers' party was planned for 18 November 2023 and the Father Christmas Committee would be using the Museum for the Santa's Grotto on 10 December 2023.

Ms De Wit noted there had been no applications for funding for quite some time and the Curator noted the winter would see the need to revamp some of the displays, so grant funding would be needed for that.

The Curator noted there would be a volunteer fayre in the new year and she was working with other local organisations and the Deputy Clerk to facilitate this.

**M 024/23      Volunteer Training for 2024**

A discussion took place regarding the need to hold training for volunteers, in particular to give them the opportunity to get familiarised with the new till.

It was noted that Health and Safety training would take place as usual in March 2024 before the museum opens.

**M 025/23      Any other items the Chairman deems urgent**

The Curator noted the Archeological Cabinet was not working and a contractor was required to look at changing the display lighting to LED lighting.

The Curator noted the Intruder Alarm Sensor in the office that protects the whole alarm was not functioning, and this needed addressing as a matter of urgency.

Mr Buxton noted the Museum would be celebrating its 50<sup>th</sup> anniversary in 2024 and it was agreed the budget would facilitate some kind of celebration when it was being considered.

The Clerk spoke about the possible charity status of the Museum and how this would or would not impact the day to day running of the Museum. Ms De Witt said she would send through some information regarding charity status for museums for the Clerk to consider when discussing with Council.

Ms De Witt noted there was National Lottery funding of up to £10k and Dorset Council funding of up to £5k available to the Museum should it have a project it would like to apply for.

**M 026/23      Date of next meeting**

It was noted that the next meeting of the Museum Committee was scheduled to be held at 7.00pm on 22 November 2023.

Chairman.....      Date.....



## Minutes of a meeting of the Personnel Committee held on 26 September 2023 in the Council Chamber, Town Hall, East Street, Wareham at 2pm

**Councillors Present:** Councillors D Budd (Chairman), Z Gover (Vice Chair), L Kirk, and C Turner

**Officer Present:** N Gray, Town Clerk and RFO

**P 022/23      Apologies for absence**

Apologies were received and accepted from Cllr K Green, Cllr M Russell and Cllr K Critchley.

**P 023/23      Declarations of Interest**

There were no declarations of interest.

**P 024/23      Public participation time**

There were no members of the public present.

**P 025/23      Confirmation of the minutes of the meeting held on 25 July 2023**

The Minutes of the meeting held on 25 July 2023 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

**P 026/23      Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P 027/23      Any other items the Chairman deems urgent**

There were no items deemed urgent.

**P 028/23      Date of the next meeting**

The next meeting would be held on 28 November 2023 at 14:00.

**P 029/23      Confidential session**

**Resolved:** *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted*

**P 030/23      General Staff Update**

The Clerk provided a general update on staffing matters, noting the benefit which would be gained from the Administrative Officer completing the ILCA course for increasing their Local Council knowledge. The cost of the course was £120 and was a multiple-choice online learning format which could be done over time to suit the candidate.

It was **RESOLVED** to facilitate the Administrative Officer in completing the ILCA course at a cost of £120.

The Clerk also updated members on the level of staffing noting there may be a case for employment within the Museum to support the volunteers, but this would become much clearer as the museum plans developed over the coming months and the Clerk would report back.

The report was NOTED.

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



## Minutes of a meeting of the Personnel Committee held on 28 November 2023 in the Council Chamber, Town Hall, East Street, Wareham at 2pm

**Councillors Present:** Councillors D Budd (Chairman), Z Gover (Vice Chair), K Critchley, K Green, L Kirk and C Turner

**Officer Present:** N Gray, Town Clerk and RFO

**P 031/23      Apologies for absence**

Apologies were received and accepted from Cllr M Russell.

**P 032/23      Declarations of Interest**

There were no declarations of interest.

**P 033/23      Public participation time**

There were no members of the public present.

**P 034/23      Confirmation of the minutes of the meeting held on 26 September 2023**

The Minutes of the meeting held on 26 September 2023 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

**P 035/23      Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P 036/23      To Receive the NJC 2023/24 Pay Award (Verbal)**

The Clerk advised the Committee that the NJC Pay Award had been settled and would see an increase of £1,925 per annum on all scale points up to SCP 43, with SCPs over SCP 43 receiving a 3.88% increase. This equated to £1 per hour for all SCPs.

The NJC pay award for 2023/24 was **RECEIVED**.

**P 037/23      Any other items the Chairman deems urgent**

There were no items deemed urgent.

**P 038/23      Date of the next meeting**

The next meeting would be held on 16 January 2024 at 14:00.

**P 039/23      Confidential session**

**Resolved:** *That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted*

**P 040/23      General Staffing Update**

The Clerk provided a general update on staffing matters, noting one of the Grounds Staff had been on sick leave since August 2023. The Clerk also asked the Committee to consider increasing the Administrative Officer's hours by 1 hour 15 minutes per day to enable more work to be passed across.

The Clerk also updated members on the level of staffing noting there may be a case for employment within the Museum to provide general management whilst supporting the volunteers, and to oversee items such as grant applications to increase the growth and expansion of the Museum. The Clerk also suggested a fourth Grounds person

should be considered to enable more services to be covered by the Council and give greater flexibility within the team.

It was **RESOLVED** to approve the increase in Administrative Officer hours from 22.5 per week to 28.75 per week, remaining on the same SCP.

The Committee asked the Clerk to prepare and return to the next meeting the budget figures for staffing costs with the additional proposed posts so that fair consideration could be given.

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



**Minutes of a meeting of the Planning and Transport Committee held on Wednesday 18 October 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members Present:** Councillors K Green (Chairman), D Budd, B Dean, D Robinson

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

**P&T 044/23 Apologies for absence**

Apologies were received and accepted from Cllr D Cleaton, Cllr Z Gover and Cllr M Humphries.

**P&T 045/23 Declarations of interest**

There were no declarations of interest.

**P&T 046/23 Public participation time**

There were no members of the public present.

**P&T 047/23 Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the meeting held on 27 September 2023 were APPROVED and signed by the Chairman.

**P&T 048/23 Matters arising from the minutes of the previous meeting**

The Clerk updated members that the lighted Barbers pole in North Street had been turned off and email communication received from Dorset Council stating that there was an open case and planning enforcement was dealing with the matter. The Clerk also confirmed that in respect of the lighted Co-op sign which had been mooted in previous meetings, Purbeck District Council had approved the application for a lighted sign in 2017, prior to the Neighbourhood Plan.

**P&T 049/23 Planning Applications**

The following planning applications were received from Dorset Council, in its capacity as the local Planning Authority, for Wareham Town Council to consider:

<b>Application Number:</b>	<b>P/FUL/2023/03935</b>
<b>Location:</b>	<b>Second Floor Flat 10B North Street Wareham BH20 4AF</b>
<b>Proposal</b>	<b>Install two velux roof windows at the rear of the building, one to face north and one south. Reinstatement of clay chimney pot</b>
<b>Decision:</b>	<b>NO OBJECTION</b>
<b>Application Number:</b>	<b>P/LBC/2023/03869</b>



**Location:** Second Floor Flat 10B North Street Wareham BH20 4AF

**Proposal:** Install two velux roof windows at the rear of the building, one to face north and one south. Reinstatement of clay chimney pot

**Decision:** NO OBJECTION

**Application Number:** P/HOU/2023/05602

**Location:** 18 Shirley Road Wareham BH20 4QE

**Proposal:** Erect single storey rear extensions with internal alterations. Erect outbuilding in rear garden

**Decision:** NO OBJECTION

**Application Number:** P/TRT/2023/05540

**Location:** 14 Stowell Crescent Wareham BH20 4PY

**Proposal:** Fell to ground level - 15 trees:  
T5 Norway spruce, T6 cherry, T14 & T15 orchard apples, T22 sweet chestnut & G2: 6no. sweet chestnut & 4no. holly.  
Prune - 3 trees:  
T3 Small-leaved lime: Reduce overextended branches NE, NW & above tear out to SW by not more than 2.5m, back to suitable pruning points (BTSP).  
T25 Sweet chestnut: 1. Reduce overextended tension limb N/NE to termination of horizontal section, ~3m from stem. 2. Reduce total height by ~2m/to 9.5m BTSP.  
T26 Scots pine: 1. N stem - Remove partially failed branch SW & split branch 9.5m AGL, back to stem (BTS). 2. S stem: Remove 1st branch ascending SE; remove 1st branch ascending S BTS. 3. Reduce remaining overextended E canopy by not more than 2m BTSP.  
Reason: Prudent arboriculture management as per the details and particulars contained in the supporting management & liability report SW/TMS/312/23

**Replacement planting:** The garden is well-populated with trees, many of which are not prominent to public views from the street scene. It is proposed that a single replacement tree, which will in time contribute meaningfully to the local amenity,

is planted as replacement 2m from the boundaries in the approximate location of T22 & G2. Proposed New Tree: 1 no 180-240cm/35litre container grown red-twigged large leafed lime (Tilia platyphyllos 'Rubra').

In addition, and for the avoidance of doubt, notification is given of the removal of the following shrub and trees judged not to be covered by the area TPO:

T1 clipped bay (shrub), T16, T17 & T21  
orchard apples (of insufficient age to have been present at the time the TPO was made.)

**Decision :** **NOTED - FOR INFORMATION ONLY**

**Application Number:** P/TRC/2023/05471  
**Location:** 13 St Martins Lane Wareham BH20 4HF  
**Proposal:** T1 Cypress - Fell to ground level.  
T2 Cypress - Fell to ground level.  
T3 Holly - Fell to ground level.

**Decision:** **NOTED - FOR INFORMATION ONLY**

**P&T 050/23 Planning Decisions**

Cllr Robinson noted the planning application in respect of Elmstead had been awaiting sign off for several months.

It was **RESOLVED** that that Clerk would request Cllr Ezzard look into the matter on the Town Council's behalf.

**P&T 051/23 Sitting Out Licence Application for The Old Granary, The Quay Wareham, Dorset BH20 4LP**

The Clerk explained the item was for the Committee to formally resolve its email communication, the result of which was to have no objection to the application, that had been done due to the decision timescale of 5 days being imposed by legislation.

It was **RESOLVED** to approve the already established email agreement of no objection to the application.

**P&T 052/23 Commercial Advertising A-Frame Boards**

The Clerk provided an update on further communication with Dorset Council, which had requested a definitive decision from the Town Council as to whether to enforce against all A-Frame boards or to take a more pragmatic approach, and deal with them individually safety grounds. The Committee was in agreement that businesses needed to have the ability to advertise, but that any hinderance to the pavement or highway on safety grounds was not acceptable.

It was **RESOLVED** that Dorset Council be asked to consider the position on an individual case-by-case basis and enforce where it considered safety was an issue.

**P&T 053/23      Blush Beauty Salon, 5 West Street, Wareham**

Cllr Budd presented his findings into the glittery shop frontage and noted the areas of planning policy which it appeared to breach, although there was a grey area as to whether technically there was a breach or not.

It was **RESOLVED** that the Clerk submit Cllr Budd's findings to Dorset Council planning for consideration and decision as to whether there was a breach or not.

**P&T 054/23      Any other items the Chairman deems urgent**

The Clerk noted the land adjacent to the Red Lion was unregistered but was owned by the Red Lion. The Clerk had met the new owner of the Red Lion who had advised the area was cordoned off back to the original arrangement prior to the covid 19 pandemic. It had been a good introduction and the owner had expressed positivity in working with the Town Council and local organisations on future projects for the benefit of Wareham.

**P&T 055/23      Date of next meeting**

It was noted that the next meeting of the Planning and Transport Committee was scheduled to be held at 7.00pm on 8 November 2023.

Chairman.....

Date.....



**Minutes of a meeting of the Planning and Transport Committee held on Wednesday 8 November 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members Present:** Councillors K Green (Chairman), D Budd, B Dean, D Cleaton, M Humphries, D Robinson

**Officers present:** G Pettifer, Deputy Clerk

**P&T 056/23 Apologies for absence**

Apologies were received and accepted from Cllr Gover.

**P&T 057/23 Declarations of interest**

There were no declarations of interest.

**P&T 058/23 Public participation time**

There was one member of the public present, who did not wish to speak.

**P&T 059/23 Confirmation of the minutes of the previous meeting**

The minutes of the previous meeting, held on 18 October 2023, were **APPROVED** and would be signed by the Chairman following the meeting.

**P&T 060/23 Matters arising from the minutes of the previous meeting**

Cllr Budd asked to correct the minutes of the Planning and Transport Committee held on 26 July 2023, which showed Cllr Robinson both present and giving his apologies. It was confirmed that Cllr Robinson was absent.

Regarding P&T 050/23, Cllr Robinson commented that since the request for Cllr Ezzard to look into the planning application in respect of Elmstead some progress had been observed.

The Deputy Clerk reported that with regard to P&T 053/23 Blush Beauty Salon, 5 West Street, Wareham, Dorset Planning Service acknowledged receipt of Cllr Budd's report and confirmed that the matter would be registered for investigation.

**P&T 061/23 Planning Applications**

The following planning applications were received from Dorset Council, in its capacity as the local Planning Authority, for Wareham Town Council to consider:

**Application Number:** P/LBC/2023/05644

**Location:** 43A North Street Wareham BH20 4AD

**Proposal:** Single Storey Rear Extension, Internal Alterations and Rooms in Existing Roof

**DECISION:** NO OBJECTION – The Committee requested that rainwater goods were to be made of cast iron and NOT UPVC.

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**Application Number:** P/HOU/2023/05646  
**Location:** 43A North Street Wareham BH20 4AD  
**Proposal:** Erect Single Storey Rear Extension, Internal Alterations and convert loft into bedroom  
**DECISION:** NO OBJECTION

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**Application Number:** P/LBC/2023/05042  
**Location:** 20 East Street Wareham BH20 4NP  
**Proposal:** Installation of new boiler  
**DECISION:** NO OBJECTION

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**Application Number:** P/TRC/2023/06280  
**Location:** 16 Nundico Wareham BH20 4HJ  
**Proposal:** T1 Macrocarpa - Fell.  
**DECISION:** NOTED – For information purposes only

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**P&T 062/23 Planning Decisions**

The planning decisions report was noted.

**P&T 063/23 Any other items the Chairman deems urgent**

There were no items deemed urgent.

**P&T 064/23 Date of next meeting**

It was noted that the next meeting of the Planning and Transport Committee was scheduled to be held at 7.00pm on Wednesday 29 November 2023.

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



**Minutes of a meeting of the Policy, Resources and Finance Committee held on 24 October 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, D Robinson, C Turner

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

**PRF 043/23      Apologies for absence**

Apologies were received and accepted from Cllr M Russell.

**PRF 044/23      Declarations of interest**

There were no declarations of interest.

**PRF 045/23      Public participation time**

There were no members of the public present.

**PRF 046/23      Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 12 September 2023, were **APPROVED** and signed by the Chairman.

**PRF 047/23      Matters arising from the minutes of the previous meeting**

There were no matters arising from the minutes of the last meeting.

**PRF 048/23      Payment of outstanding creditors**

It was **RESOLVED** the payment of creditors in the sum of £35,811.66 be **APPROVED**.

**PRF 049/23      Bank Reconciliation – September 2023**

It was **RESOLVED** that the Bank Reconciliation for September was **APPROVED**.

**PRF 050/23      Hire Charges Review**

Members considered the report and noted the positive position at just over halfway through the year, despite the charges having been lowered in April. It was agreed there should be no change to the current charges and a review be carried out in the spring for the 2024/25 financial year.

**PRF 051/23      Local Organisations Grant Awards**

Members considered the report noting Wareham Carnival had applied for more than the £1,000 maximum as stated in the policy and discussed the merits of each application. Members noted the Home-Start Wessex application was not necessarily a Wareham organisation and it appeared to be of little benefit to Wareham residents. It was also noted that Allison Campbell Trust were providing a service much the same as 3 other providers within Wareham and the Purbecks, one of which was the NHS.

It was **RESOLVED** to award the following grants to local organisations:

- £1,000 to Father Christmas Parade
- £1,000 to Wareham Christmas Lights
- £1,000 to Wareham Carnival
- £850 to Prime Time Kids Club
- £1,000 to Rex Cinema

**PRF 052/23 Depot Lease Renewal**

Members considered the report and noted the savings which could be made and better spent elsewhere in the Council.

It was **RESOLVED** to not renew the Depot lease and terminate the agreement at the lease expiry in June 2024 by giving the required six months' notice in December.

**PRF 053/23 Town Council Insurance Arrangements**

Members considered the report and quotes which had been received, noting that two insurers had declined to quote as they were not able to match the quote from the existing insurance company.

It was **RESOLVED** to renew both Liabilities and Building Coverage, and Motor Coverage in respect of the Council insurance on a 3-year agreed term at a total cost of £8121.25 including Insurance Premium Tax per annum.

**PRF 054/23 Public Engagement**

The Clerk presented the report noting the information being given was to establish all the matters which are covered by Community Engagement, and that following the Clerk's conference, it had been identified that the majority of Councils do not understand its breadth, or what it encompassed in its entirety, and so did not have worthwhile engagement with their communities. The Clerk explained that it was more than just a Facebook page and newsletter going to households. Once members understood the variety of ways in which engagement should take place, and they were willing to proceed, the Clerk could then draft a Strategy and Policy to bring to a future meeting, but Community Engagement should not be done half-heartedly.

It was **RESOLVED** that the Clerk should draft a Community Engagement Strategy and Policy for consideration at a future meeting.

**PRF 055/23 Remembrance Sunday Update**

The Clerk noted the arrangements would follow the same pattern as 2022, with Councillors donning robes from 9.30am in the Council Chamber, and then convening in East Street from 10am. The parade would be led by members of Wareham Town Band setting off at 10.30am. The service would take place at 11am in Lady St Mary's Church, followed by a parade led by the Town Band again along South Street and North Street to the War Memorial, where wreaths would be laid, and then returning to East Street for the Mayor's inspection.

The road closure arrangements were all in place and wreaths were in hand by Cllr Gover's husband.

**PRF 056/23 Any other items the Chairman deems urgent**

There were no items deemed urgent.

**PRF 057/23 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 5 December 2023.

Chairman.....

Date.....



**Minutes of a meeting of the Policy, Resources and Finance Committee held on 5 December 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, D Robinson, C Turner

**Officers present:** N Gray, Town Clerk and G Pettifer, Deputy Town Clerk

**PRF 058/23      Apologies for absence**

Apologies were received and accepted from Cllr M Russell.

**PRF 059/23      Declarations of interest**

Cllr Cotton declared an interest in Agenda Item 9.

**PRF 060/23      Public participation time**

There were no members of the public present.

**PRF 061/23      Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 24 October 2023, were **APPROVED** and would be signed by the Chairman following the meeting.

**PRF 062/23      Matters arising from the minutes of the previous meeting**

Cllr Budd asked if the date for notice on Unit 2 Ryan Business Park had been confirmed and the Clerk noted she was awaiting to hear from Aston Rose, the management company, but that notice had been given regardless of the date.

**PRF 063/23      Payment of outstanding creditors**

It was **RESOLVED** the payment of creditors in the sum of £48,407.24 be **APPROVED**.

**PRF 064/23      Budget Monitoring Report – Q2**

The budget monitoring report for quarter 2 of the 2023/24 financial year was **RECEIVED** and **NOTED**.

**PRF 065/23      Youth Club Grant**

Members considered the application from Purbeck Youth & Community Foundation, in respect of Wareham Youth Club, for a request of grant monies.

Members considered the amount of deficit being declared and agreed that the foundation should be seeking more grant funding from other sources, not just the Council.

It was recognised that it would be for a new Council to consider its position on long term grant funding after the elections in May 2024 and the current Council should only consider a financial input for the 2024/25 financial year only, as that was its budget remit.

It was **RESOLVED** to award £5,000 to Purbeck Youth & Community Foundation for one year, with the Foundation to request any ongoing support from the newly elected Council in 2024.

**PRF 066/23      Carey Hall Grant Request**

Cllr Cotton left the room.



The Committee considered a grant request from Carey Hall Charity, to replace the heating system. Members agreed the sum being requested was a very small amount of the overall project cost, but the support from the Town Council would help the Trust to secure funding from other available grant sources.

It was **RESOLVED** to award £500.00 to the Carey Hall Charity to help towards its refurbishment of the heating system.

Cllr Cotton returned to the meeting.

**PRF 067/23      Bus Shelter**

The Committee considered the recommendation from the Amenities Committee and the budget from which it could be funded from.

It was **RESOLVED** to approve the recommendation from the Amenities Committee of £414.75 +VAT to make repairs to the bus shelter in Bere Road/Northmoor Way, with the Bus Shelter Maintenance budget being allocated with an overspend which would be absorbed at year end.

**PRF 068/23      Garage Doors**

The Committee considered the recommendation from the Amenities Committee and the budget from which it could be funded from.

It was **RESOLVED** to approve recommendation from the Amenities Committee of £2690.00 inc VAT to replace the doors on the two garages at the Recreation Ground, with the costs to be covered by the Bloors Homes Upgrade of Recreation Ground facilities reserve budget.

**PRF 069/23      Health and Safety support provider**

The Clerk presented the report noting the differences between the current provider and Peninsular, which the Committee carefully considered.

It was **RESOLVED** to approve Peninsula, as the new Health and Safety support provider at an annual cost of £2604 +VAT and IPT, paid monthly and to serve the requisite 12 months' notice to Worknest.

**PRF 070/23      Policy Resources and Finance Draft Budget Items**

The Committee considered the Policy Resources and Finance budget lines for the 2024/25 financial year and made the following amendments.

157 Mill Lane Annual Maintenance to be amended to £500

27 Purbeck Youth Centre Grant to be amended to £5,000.00

112 Museum Events to be amended to £2,000.00

85 Gas – Pavilion to be removed

18 Town Crier Competition to be amended to £500

47 Town Hall Equipment & Buildings Maintenance to be increased to £15,000 - to allow for redecoration of the windows.

The Staff Costs budget to be taken from the tabled figures rather than the draft budget prepared figures.

An earmarked reserve should be established and added to annually for a replacement vehicle.

Members expressed thanks to the Clerk for providing such a considered and comprehensive set of figures.

**PRF 071/23      Any other items the Chairman deems urgent**

There were no items deemed urgent.

**PRF 072/23      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 9 January 2024.

Chairman.....      Date.....



## WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 23 January 2024

### Agenda Item: 10

<b>Subject:</b>	Budget and Precept setting 2024/25 Financial Year
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To consider and approve the recommendation from the Policy Resources and Finance Committee in respect of the 2024/25 Budget and Precept.
<b>Background:</b>	<p>At its meeting on 9 January 2024, the Policy Resources and Finance Committee considered the budget and subsequent precept requirement for Wareham Town Council for the 2024/25 financial year. Two options were presented for consideration, one which saw a budget deficit of £14,325 which would be required from Council reserves, and one which saw a balanced budget requiring an increase of 2.9% to the precept.</p> <p>Each year the Council's budget for the next financial year must be set and approved by Full Council based on a recommendation from the Policy Resources and Finance Committee, along with a precept recommendation calculated and based on the agreed budget, also for approval by full Council.</p> <p>In the past two financial years Wareham Town Council (WTC) increased its Precept in 2022/23 financial year to £482,355.00 and £495,945.00 in the 2023/24 financial year. The Council should have a surplus in its general fund of between 3–6 months operating costs available.</p>
<b>Key Points:</b>	<p>The proposed budget from Policy Resources and Finance for the 2024/25 year with a Precept increase to provide a balancing budget is shown in Appendix 1.</p> <p>Dorset Council has set the Tax Base for a Band D property in Wareham at a decrease of 0.01%, a decrease of £0.03p for the 2024/25 financial year.</p> <p>Approximate 4 months operating costs which are required to be held is £200,000. The predicted general fund at year end (31/03/2024) is approximately £305,000.00, based on a monthly expenditure of £50,000 and monthly income of £5,000.</p> <p>Policy Resources and Finance Committee has recommended the Council does not use its general fund for the deficit and applies an increase of its precept by 2.9% which equates to £6.53 per annum on a Band D property, or 12.5p per week, or 0.02p per day. taking a Band D property from £224.89 to £231.41 for the TC element of Council Tax. This would see a precept of £510,270.00.</p>

<b>Implications:</b>	<p>Council must be sure that reserves are allocated appropriately and if required, ring fenced (earmarked), to protect them. It is a requirement of the Annual Governance and Audit Review (AGAR) to set out the intention for any reserves held above the minimum operating costs and should be done in accordance with Financial Regulations and the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.</p> <p>Alternative methods to protecting both precept and reserves are to implement expenditure cuts which would impact on the delivery of services within Wareham.</p>
<b>Recommendation:</b>	<p>To consider and approve the recommendation from the Policy Resources and Finance Committee to accept the budget of £510,270.00.</p> <p>To consider and approve the recommendation from the Policy Resources and Finance Committee to increase the precept by 2.9% to £510,270.00.</p>

# Draft Budget 2024-2025

with Forecasted Final Position 2023-2024

Budget 2023/24

Estimated  
total at  
31.03.24

Variance

Proposed  
Budget 2024/25

Comments

## INCOME

Mayor's Charity	-	300.00	-
<b>SUB TOTAL</b>	<b>£ -</b>	<b>£ 300.00</b>	<b>£ -</b>

-
<b>£ -</b>

This budget line is a functioning line rather than a contributory line. It sees the donations coming nad and going out at the same rate, negating any impact on the budget.

## Policy Resources & Finance Income:

Rent received	40,000.00	35,220.00	-11.95%
Bank Interest	60.00	4,500.00	7400.00%
<b>SUB TOTAL</b>	<b>£ 40,060.00</b>	<b>£ 39,720.00</b>	<b>-0.85%</b>

35,000.00
5,000.00
<b>£ 40,000.00</b>

## Amenities Income

Christmas Market Stall Holders	-	-	0.00%
Corn Exchange Hire	3,200	5,600.00	75.00%
Council Chamber - Weddings	500	1,900.00	280.00%
Council Chamber - Meetings	-	300.00	
Parking Income Card	13,500	13,000.00	-3.70%
Parking Income Cash	40,000	36,000.00	-10.00%
Parking Income Phone Payments	15,000	15,000.00	0.00%
Parking Permits Reserved Bay	3,500	826.00	-76.40%

750.00
5,000.00
1,500.00
-
15,000.00
30,000.00
20,000.00
2,000.00

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Parking Permits Unreserved Bay	4,000	3,000.00	-25.00%	2,500.00	
Parking Permits Commercial Bay	500	555.00	11.00%	700.00	
EV Charging Point income	-	1.35		100.00	
Rereation Ground - Football Income	1,000	1,100.00	10.00%	1,000.00	
Recreation Ground - Croquet Income	1,500	1,600.00	6.67%	1,500.00	
Recreation Ground - Cricket Income	750	950.00	26.67%	750.00	
Floral Displays - Donations towards Displays	1,000	720.00	-28.00%	750.00	
<b>SUB TOTAL</b>	<b>£ 84,450.00</b>	<b>£ 80,552.35</b>	<b>-4.62%</b>	<b>£ 81,550.00</b>	

#### Museum Income:

Donations	1,500	2,103.00	40.20%	1,500.00	
Events	300	431.96	-	300.00	
Sales Income	1,000	1,293.00	29.30%	1,000.00	
Sundry Income	-	-	-	-	
Activities Donations	10	112.00	1020.00%	10.00	
<b>SUB TOTAL</b>	<b>£ 2,810.00</b>	<b>£ 3,939.96</b>	<b>40.21%</b>	<b>£ 2,810.00</b>	

#### Income: Precept

Precept	495,945.00	495,945.00	-	510,270.00	
<b>SUB TOTAL</b>	<b>£ 495,945.00</b>	<b>£ 495,945.00</b>	<b>£ -</b>	<b>£ 510,270.00</b>	

2.9% increase on 2023/24 which equates to £6.53 per annum on a Band D property or 12.5p per week, or 0.02p per day, taking a Band D property from £224.89 to £231.41.

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
<b>TOTAL INCOME</b>	<b>£ 623,265.00</b>	<b>£ 620,457.31</b>	<b>-0.45%</b>	<b>£ 634,630.00</b>	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	
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## **EXPENDITURE**

<b><u>Council</u></b>					
Mayor	2,500	2,400.00	-4.00%	2,500.00	
Deputy Mayor	200	105.00		250.00	
Regalia & Gowns	-	-	0.00%	300.00	Dry Cleaning of Gowns required
Election Expenses	1,500	-		-	Election Fee Reserve already in place, so moved the £1500 to the earmarked reserve.
Ceremonial Photo's	-	-		-	
Civic Events	4,000	3,290.00	-17.75%	4,000.00	
Mileage - Councillors	500.00	-	-100.00%	500.00	
General Events	1,500	1,200.00	-20.00%	1,500.00	
<b>SUB TOTAL</b>	<b>£ 10,200.00</b>	<b>£ 6,995.00</b>	<b>-31.42%</b>	<b>£ 9,050.00</b>	

<b>TOTAL COUNCIL EXPENDITURE</b>	<b>£ 10,200.00</b>	<b>£ 6,995.00</b>	<b>-31.42%</b>	<b>£ 9,050.00</b>	
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## **Policy Resources & Finance**

<b><u>Staff Costs</u></b>					
Salaries	260,000.00	165,000.00	-36.54%	235,000.00	
Employers NI	30,000.00	54,000.00	80.00%	76,000.00	
Employers Pensions	59,200.00	54,500.00	-7.94%	77,000.00	
Meetings & Training	3,000.00	2,900.00	-3.33%	3,000.00	
Uniform	500.00	485.00	-3.00%	750.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Mileage - Staff	500.00	390.00	-22.00%	500.00	This would enable an additional Museum manager post and Grounds person post, whilst also accounting for any NJC pay increase in the 2024/25 financial year.
SUB TOTAL	£ 353,200.00	£ 277,275.00	-21.50%	£ 392,250.00	
Neighbourhood Plan					Monies held in reserve and Localism Act Grant would cover review
Neighbourhood Plan	-	-	0.00%	-	
SUB TOTAL	£ -	£ -	0.00%	£ -	
Honorariums					Resignation of Museum Manager
Honorariums	2,175	2,175.00	0.00%	1,675.00	
SUB TOTAL	£ 2,175.00	£ 2,175.00	0.00%	£ 1,675.00	
Town Crier Competition					
Town Crier Competition	500	487.00	0.00%	500.00	
SUB TOTAL	£ 500.00	£ 487.00	0.00%	£ 500.00	
Burial Board					
Burial Board Contribution	15,850	15,850.00	0.00%	15,850.00	
SUB TOTAL	£ 15,850.00	£ 15,850.00	0.00%	£ 15,850.00	
Audit Fees					
Internal Audit Fee	1,300	1,200.00	-7.69%	1,500.00	
External Audit Fee	1,500	1,680.00	12.00%	1,700.00	
SUB TOTAL	£ 2,800.00	£ 2,880.00	2.86%	£ 3,200.00	
Professional Fees					
H&S Consultancy Fees	3,800.00	3,750.00	-1.32%	3,800.00	
Consultancy Fees	2,000.00	-	-100.00%	2,000.00	
Subscriptions	2,500.00	2,430.00	-2.80%	2,500.00	



	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Legal Fees & Costs	2,500.00	660.00	-73.60%	2,500.00	
<b>SUB TOTAL</b>	<b>£ 10,800.00</b>	<b>£ 6,840.00</b>	<b>-36.67%</b>	<b>£ 10,800.00</b>	

<b>Grants</b>					
Grants	6,000.00	5,350.00	-10.83%	6,000.00	
PYCF SLA	4,500.00	4,500.00	0.00%	5,000.00	
<b>SUB TOTAL</b>	<b>£ 10,500.00</b>	<b>£ 9,850.00</b>	<b>-6.19%</b>	<b>£ 11,000.00</b>	

<b>Office Costs</b>					
Insurance	8,000.00	7,826.54	-2.17%	8,000.00	
Bank Charges	100.00	350.00	250.00%	450.00	
Office Expenditure	2,500.00	3,000.00	20.00%	2,500.00	
Telephones	2,500.00	2,930.00	17.20%	2,500.00	
Premises Licence	1,500.00	1,500.00	0.00%	1,500.00	
Computers	1,500.00	707.01	-52.87%	1,500.00	
Software Support	8,000.00	10,713.00	33.91%	8,000.00	
Web Production	300.00	-	-100.00%	750.00	
Cleaning	500.00	-	-100.00%	500.00	
CCTV Costs	1,500.00	736.35	-50.91%	1,500.00	
Contingency	2,000.00	400.00	-80.00%	1,500.00	
Health and Safety Mitigation	2,000.00	140.22	-92.99%	1,000.00	
General Reserve	8,000.00	4,092.00	-48.85%	4,000.00	
Stripe Fees	-	52.00	52.00%	100.00	
<b>SUB TOTAL</b>	<b>£ 38,400.00</b>	<b>£ 32,447.12</b>	<b>-15.50%</b>	<b>£ 33,800.00</b>	

<b>TOTAL POLICY RESOURCES &amp; FINANCE EXPENDITURE</b>	<b>£ 434,225.00</b>	<b>£ 337,954.12</b>	<b>-22.17%</b>	<b>£ 469,075.00</b>	
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	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
<u>AMENITIES EXPENDITURE</u>	Budget	Estimated total at 31.03.24	Variance	Proposed Budget	

<b>Town Hall General</b>					
Electric	3,000.00	3,200.00	6.67%	3,000.00	
Gas	4,000.00	2,150.00	-46.25%	4,000.00	
Water	1,300.00	2,200.00	69.23%	1,300.00	
Rates	12,000.00	11,900.00	-0.83%	12,000.00	
Advertising	500.00	-	-100.00%	500.00	
Equipment New	2,500.00	2,315.00	-7.40%	2,500.00	
Equipment & Buildings Maintenance	10,000.00	7,500.00	-25.00%	15,000.00	
Replacement Windows	2,000.00	-	-100.00%	2,000.00	
Stair Lift	750.00	710.00	-5.33%	750.00	
Cleaning	1,000.00	450.00	-55.00%	1,000.00	
<b>SUB TOTAL</b>	<b>£ 37,050.00</b>	<b>£ 30,425.00</b>	<b>-17.88%</b>	<b>£ 42,050.00</b>	

<b>Christmas Market</b>					
Road Closure	500.00	350.00	-30.00%	300.00	
Advertising	1,000.00	167.00	-83.30%	500.00	
Insurance	500.00	0.00	-100.00%	500.00	
<b>SUB TOTAL</b>	<b>£ 2,000.00</b>	<b>£ 517.00</b>	<b>-213.30%</b>	<b>£ 1,300.00</b>	

<b>Depot</b>					
Rent	10,000.00	10,950.00	9.50%	2,650.00	
Equipment	250.00	-	-100.00%	-	
Electricity	750.00	462.00	-38.40%	250.00	
Water	250.00	208.00	-16.80%	160.00	
Insurance	400.00	348.00	-13.00%	275.00	
Service Charge	500.00	691.00	38.20%	250.00	
Maintenance	500.00	-	-100.00%	250.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25
Rates	4,000.00	3,898.00		2,000.00
<b>SUB TOTAL</b>	<b>£ 16,650.00</b>	<b>£ 16,557.00</b>	<b>-0.56%</b>	<b>£ 5,835.00</b>

<b>Vehicle Costs</b>				
Service & Maintenance	1,200.00	850.00	-29.17%	1,200.00
Fuel	2,000.00	804.00	-59.80%	1,000.00
Insurance	1,000.00	200.00	-80.00%	500.00
Machinery & Equipment	2,500.00	215.00	-91.40%	2,500.00
<b>SUB TOTAL</b>	<b>£ 6,700.00</b>	<b>£ 2,069.00</b>	<b>-69.12%</b>	<b>£ 5,200.00</b>

<b>General Expenditure</b>				
Street Lighting	1,750.00	1,700.00	-2.86%	2,000.00
War memorial Maintenance	250.00	150.00	-40.00%	250.00
General Maintenance	1,500.00	2,500.00	66.67%	1,500.00
Street Furniture & Seats	1,000.00	1,665.00	66.50%	1,000.00
Bus Shelter Maintenance	250.00	250.00	0.00%	250.00
Gateway Stones	3000	-	-100.00%	-
<b>SUB TOTAL</b>	<b>£ 7,750.00</b>	<b>£ 6,265.00</b>	<b>-19.16%</b>	<b>£ 5,000.00</b>

<b>Howards Lane Toilets</b>				
Cleaning	£ 1,000.00	13,000.00	1200.00%	13,000.00
Maintenance	£ 1,000.00	2,968.00	196.80%	2,000.00
Water Charges	£ 1,000.00	983.00	-1.70%	1,000.00
Electricity	£ 1,000.00	578.00	-42.20%	1,000.00
<b>SUB TOTAL</b>	<b>£ 4,000.00</b>	<b>£ 17,529.00</b>	<b>338.23%</b>	<b>£ 17,000.00</b>

Cleaning contract was not in place at the time of the 2023/24 budgt setting. Cleaning charges were counteracted by the staff reduction resulting in reduced HMRC, NI and Pension costs.

<b>Quay Toilets</b>
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	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Cleaning	£ 1,000.00	13,000.00	1200.00%	13,000.00	Cleaning contract was not in place at the time of the 2023/24 budgt setting. Cleaning charges were counteracted by the staff reduction resulting in reduced HMRC, NI and Pension costs.
Maintenance	£ 2,000.00	1,980.00	-1.00%	2,000.00	
Water	£ 4,500.00	4,260.00	-5.33%	4,500.00	
Electricity	£ 1,500.00	1,075.00	-28.33%	1,500.00	
<b>SUB TOTAL</b>	<b>£ 9,000.00</b>	<b>£ 20,315.00</b>	<b>125.72%</b>	<b>£ 21,000.00</b>	

Howards Lane Car Park					
Rates	12,000.00	11,945.00	-0.46%	11000	Relining of the whole car park will be required at some point in the 2024 - 2026 financial years.
New Equipment	1,000.00	1,900.00	90.00%	1000	
Tickets	300.00	275.00	-8.33%	300	
Money Collection Card Fees	2,000.00	1,300.00	-35.00%	1500	
Money Collection Cash Fees	2,500.00	1,900.00	-24.00%	2000	
Maintenance	500.00	350.00	-30.00%	2000	
Comission on Credit Card Takings	850.00	750.00	-11.76%	850	
Commission on Phone Car park Receipts	1,500.00	1,200.00	-20.00%	1500	
Payment Machine Costs	0	2200	2200.00%	1000	
<b>SUB TOTAL</b>	<b>£ 20,650.00</b>	<b>£ 21,820.00</b>	<b>5.67%</b>	<b>£ 20,650.00</b>	

Pavilion					
Gas	£ 100.00	-	-100.00%	-	
Water	£ 500.00	470.00	-6.00%	500.00	
Electric	£ 400.00	235.00	-41.25%	400.00	
Pavilion Maintenance	£ 500.00	420.00	-16.00%	500.00	
<b>SUB TOTAL</b>	<b>£ 1,500.00</b>	<b>£ 1,125.00</b>	<b>-25.00%</b>	<b>£ 1,400.00</b>	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
<b>Recreation Ground</b>					
Maintenance	1,500.00	1,800.00	20.00%	2,000.00	
Grass Cutting Contract	2,500.00	2,035.00	-18.60%	2,500.00	
New Equipment	250.00	180.00	-28.00%	250.00	
<b>SUB TOTAL</b>	<b>£ 4,250.00</b>	<b>£ 4,015.00</b>	<b>-5.53%</b>	<b>£ 4,750.00</b>	
<b>Recreation Ground Play Area</b>					
Maintenance	500.00	-	-100.00%	500.00	
Contingency	5,000.00	-	-100.00%	1,000.00	
<b>SUB TOTAL</b>	<b>£ 5,500.00</b>	<b>£ -</b>	<b>-100.00%</b>	<b>£ 1,500.00</b>	
<b>Mill Lane</b>					
Maintenance	4,000.00	813.06	-79.67%	2,500.00	
Annual Maintenance Contracts	-	85.00		500.00	
<b>SUB TOTAL</b>	<b>£ 4,000.00</b>	<b>£ 898.06</b>	<b>-77.55%</b>	<b>£ 3,000.00</b>	
<b>Tourist Information Office</b>					
Website Costs	2,400.00	-	-100.00%	-	
<b>SUB TOTAL</b>	<b>£ 2,400.00</b>	<b>£ -</b>	<b>-100.00%</b>	<b>£ -</b>	
<b>Northmoor Allotments</b>					
Allotment Rents	350.00	326.88	-6.61%	350.00	
<b>SUB TOTAL</b>	<b>£ 350.00</b>	<b>£ 326.88</b>	<b>-6.61%</b>	<b>£ 350.00</b>	
<b>Hauses Field</b>					
Tree Survey & Works	500.00	500.00	0.00%	500.00	
Play Area Maintenance	-	-	0.00%	500.00	
Grass Cutting	3,000.00	1,700.00	-43.33%	3,000.00	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Maintenance	1,000.00	650.00		750.00	
<b>SUB TOTAL</b>	<b>£ 4,500.00</b>	<b>£ 2,850.00</b>	<b>-43.33%</b>	<b>£ 4,750.00</b>	
<b>Drax Play Area</b>					
Maintenance	£ -	£ -	0.00%	£ 500.00	
<b>SUB TOTAL</b>	<b>£ -</b>	<b>£ -</b>	<b>0.00%</b>	<b>£ 500.00</b>	
<b>Floral Displays</b>					
Plants for Display	5,500.00	6,100.00	10.91%	6,000.00	
<b>SUB TOTAL</b>	<b>£ 5,500.00</b>	<b>£ 6,100.00</b>	<b>10.91%</b>	<b>£ 6,000.00</b>	The Wareham in Bloom reserve can be used for ad hoc and additional in bloom purchases.
<b>General Tree Survey</b>					
General Tree Survey	5,000.00	4,840.00	-3.20%	-	
<b>SUB TOTAL</b>	<b>£ 5,000.00</b>	<b>£ 4,840.00</b>	<b>-3.20%</b>	<b>£ -</b>	
<b>Build Project Group</b>					
Consultant Fees	6,000.00	6,000.00	0.00%	£ 6,000.00	
Architect	1,000.00	1,000.00	0.00%	£ 1,000.00	
<b>SUB TOTAL</b>	<b>£ 7,000.00</b>	<b>£ 7,000.00</b>	<b>0.00%</b>	<b>£ 7,000.00</b>	
<b>TOTAL AMENITIES EXPENDITURE</b>	<b>£ 143,800.00</b>	<b>£ 142,651.94</b>	<b>0.80%</b>	<b>£ 147,285.00</b>	
<b>PERSONNEL EXPENDITURE</b>					
	Budget	Estimated total at 31.03.24	Variance	Proposed Budget	
<b>Personnel</b>					
Advertising Staff Vacancies	500.00	0.00	-100.00%	1,000.00	
<b>SUB TOTAL</b>	<b>£ 500.00</b>	<b>£ -</b>	<b>-100.00%</b>	<b>£ 1,000.00</b>	

	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
<b>TOTAL PERSONNEL EXPENDITURE</b>	£ 500.00	£ -	-100.00%	£ 1,000.00	

<b>MUSEUM EXPENDITURE</b>	Budget	Estimated total at 31.03.24	Variance	Proposed Budget
<b>Museum</b>				
Rates	1,800.00	1,497.00	-16.83%	-
Events	300.00	200.00	-33.33%	2,000.00
Telephone	-	300.00	0.00%	450.00
Stationery	150.00	140.00	-6.67%	150.00
Security Alarm	-	265.00	0.00%	80.00
Stock for Resale	700.00	296.57	-57.63%	1,300.00
Commission on Card sales	15.00	9.00	-40.00%	15.00
Subscriptions	150.00	110.00	-26.67%	150.00
Display Cabinet Reserve	500.00	-	-100.00%	750.00
New Equipment general	1,000.00	800.00	-20.00%	1,500.00
Equipment Maintenance	500.00	450.00	-10.00%	750.00
Cleaning/Maintenance & Improvements	150.00	205.00	36.67%	350.00
Training	150.00	-	-100.00%	150.00
Signage	150.00	195.00	30.00%	500.00
Mileage	50.00	-	-100.00%	50.00
Sundries	25.00	20.00	-20.00%	25.00
<b>SUB TOTAL</b>	£ 5,640.00	£ 4,487.57	-20.43%	£ 8,220.00

50th anniversary events planned

<b>TOTAL MUSEUM EXPENDITURE</b>	£ 5,640.00	£ 4,487.57	-20.43%	£ 8,220.00
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<b>TOTAL EXPENDITURE</b>	£ 594,365.00	£ 492,088.63	-17.21%	£ 634,630.00
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Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
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<b>Net Suplus (Deficit)</b>	<b>£</b>	<b>-</b>
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### Exceptional and Capital

#### Exceptional & Capital Income

CIL Receipts	-	-	-	No predicted Cil Receipts to be received.
<b>SUB TOTAL</b>	<b>£</b>	<b>-</b>	<b>£</b>	<b>-</b>

#### Exceptional & Capital Expenditure

Potential PWLB Howards Lane Toilets	-	-	-	5,000.00	Agreed at Amenities Committee 13/12/23 to set aside a potential loan amount to cover the demolish and rebuild costs for Howards Lane Toilets.
PWLB - Mill Lane	4,400.00	4,403.58	0.08%	4,400.00	Last payments due in 2024.
PWLB - Mill Lane	-	38.00		50.00	
PWLB - Play Areas	12,600.00	12,564.65	-0.28%	12,600.00	Last Payments due on 16 January 2043
PWLB interest - Play Areas	11,900.00	11,489.43	-3.45%	11,900.00	
<b>SUB TOTAL</b>	<b>£</b>	<b>28,900.00</b>	<b>£</b>	<b>28,495.66</b>	<b>-3.65%</b>
				<b>£</b>	<b>33,950.00</b>

	2023/24	Spent	Remaining	2024/25	
<b>Earmarked Reserves</b>					
CIL Receipts	40356.46			40,356.46	
Neighbourhood Plan Reserve	2,380.37		2,380.37	2,380.37	
CCTV Reserve	1,000.00	1,000.00	-	-	
Museum Reserve	2,874.62		2,874.62	4,977.62	Increased by the £2103 donations received in 2023
Wareham In Bloom Reserve	8,286.96	3,010.41	5,276.55	5,276.55	
Bloor Homes Upgrade of Rec Play Area	9,599.00	2,690.00	6,909.00	6,909.00	
Skate Park	52,796.01		52,796.01	52,796.01	



	Budget 2023/24	Estimated total at 31.03.24	Variance	Proposed Budget 2024/25	Comments
Property maintenance	16,340.68	7,653.95	8,686.73	8,686.73	
Car Park Maintenance	7,878.17	5,850.00	2,028.17	2,428.17	Increased by £400 from the drainage work reserve.
War Memorial	1,000.00		1,000.00	1,000.00	
Play Area - Retention Fee 2.5%	8,625.00	2,456.68	6,168.32	6,168.32	
Election Fees	6,000.00		6,000.00	6,000.00	
Car Park Drainage Work	400.00		400.00		Work completed. Recommend moving £400 to the Car Park Maintenance reserve.
Town Hall Replacement Windows	6,000.00		6,000.00	7,500.00	Increased by the £1500 from the budget line being removed.
Replacement Vehicle	4,010.42		4,010.42	4,010.42	
Town Hall Lighting	14,811.40		14,811.40	14,811.40	
Street Cleaner Salary	9,828.80		9,828.80		Propose returning this to the general fund to aid staffing costs
Training	1,137.77		1,137.77	1,137.77	
Tourist Information Centre	18,400.00		18,400.00	18,400.00	
Replacement Cricket Wicket				6,000.00	
<b>SUB TOTAL</b>	<b>£ 171,369.20</b>	<b>£ 22,661.04</b>	<b>£ 148,708.16</b>	<b>£ 188,838.82</b>	

Total Exceptional & Capital, and Earmarked	£ 222,788.82
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Total Predicted Expenditure	658630
Total Predicted Income (Less Precept)	123610
Total Predited Required budget	535020

<b>Estimated General Fund @ 31/03/24</b>	<b>£ 305,000.00</b>	This is less the predicted Burial Board percentage, which is never received as cash.
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## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Wareham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		*Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

30/05/2023

and recorded as minute reference:

TC 022/23

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.wareham-tc.gov.uk



## Section 2 – Accounting Statements 2022/23 for

Wareham Town Council

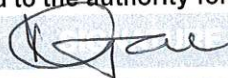
	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	327,139	449,850	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	439,340	482,355	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	229,180	407,121	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	RESTATED 296,410	297,465	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	4,404	4,404	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	RESTATED 244,996	525,315	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	449,850	512,142	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	456,130	482,525	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	RESTATED 2,895,753	2,896,801	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	8,619	255,640	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**



Date 19/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

30/05/2023

as recorded in minute reference:

TC 023/23 REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved





## Final External Auditor Report and Certificate 2022/23 in respect of Wareham Town Council

### Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website - <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with Proper Practices which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### External auditor report 2022/23

On 29 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

*The smaller authority has confirmed that it has not complied with the governance assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.*

### External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.



DocuSigned by:  
**BDO LLP**  
F88E8F3322FA4B1...  
BDO LLP - Southampton  
24 November 2023



## WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 23 January 2023

### Agenda Item: 12

<b>Subject:</b>	New Staff Appointments
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To approve the appointments agreed by the Personnel Committee.
<b>Background:</b>	At the Personnel Committee meeting on Tuesday 16 January 2024, two new staff appointments were considered and discussed, a fourth Grounds Staff member and a Museum Manager post.
<b>Key Points:</b>	<p>The Committee considered the Clerk's proposal to appoint a fourth grounds staff member to the team following the impact of long-term sickness of one member of staff, the increasing workload being experienced and the inability as a result to carry out the routine duties due to existing staff not having enough time. Committee members considered various options, such as fixed term, seasonal and zero hours contracts, but all were considered to be a hinderance to what was hoping to be achieved and could ultimately cost the Council more in financial terms.</p> <p>The Committee also considered the Clerk's proposal to appoint a Museum Manager post following the resignation of the Volunteer manager with no volunteers wishing to take on the role. It was explained that the post would provide the resources to obtain grant funding for the expansion of the Museum and relocation of the Office staff into 3 East Street. The postholder could also increase the Museum revenue in future years, which could help the regeneration of the Town Centre with the cultural draw.</p> <p>The Committee considered both posts at length but agreed the value to the Town Council and Wareham generally would be an advantage. It was agreed that the Museum Manager role should be performance restricted to ensure the main purpose of the role – to obtain the grant funding for 3 East Street – be completed.</p> <p>Both posts had been accounted for within the proposed 2024/25 budget, along with on-costs, so no budget consideration would be required.</p>
<b>Implications:</b>	<p>Reputation - the appointment of a fourth grounds staff member could improve the quality and efficiency of the maintenance and upkeep of the public spaces and facilities in the town, which could enhance the attractiveness and reputation of the town for residents and visitors.</p> <p>Staffing - it would reduce the risk of staff burnout from current workload pressure, provide better annual leave and sickness cover, and enable the team to meet the demands of the services Wareham Town Council provides.</p> <p>Financial - the appointment of a Museum Manager would generate more income for the council through increased visitor numbers,</p>

	donations, and merchandise sales, which could also support the town's economic growth and regeneration.
<b>Recommendation:</b>	<p>To approve the agreed appointments of a fourth Grounds Staff member on the Town Council's standard terms and conditions at SCP 17 which is £28,770 in the current 2024/25 financial year.</p> <p>To approve a Museum Manager post on the Town Council's standard terms and conditions but with performance related restrictions in relation to the grant funding element of the post included, at a starting salary at SCP 15 which is £27,803 in the current 2024/25 financial year.</p>



## WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 23 January 2023

### Agenda Item: 14

<b>Subject:</b>	Howards Lane Public Toilets Rebuild
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To consider the recommendation from Amenities to demolish and rebuild the Howards Lane public toilets facility and agree the funding source.
<b>Background:</b>	<p>The Amenities Committee had considered the repairs required at Howards Lane public toilets in detail and advice received from two builders was that the building was not fit for purpose and would require substantial on-going repair costs. It had been recommended by them to consider a complete rebuild. The following minutes are the record of the Amenities Committee decisions and recommendations from the Buildings Project Task and Finish Group.</p> <p><b>A 011/23 Howard's Lane Public Toilets Damp problems and Plumbing</b></p> <p>The Chairman agreed that items 11 and 13 on the agenda be considered together as they were intrinsically linked.</p> <p>The Clerk noted the matter was a major issue with the toilets fast becoming not fit for purpose due to the damp. The repair of the plumbing may go some way to helping to reduce the damp, but the extent of the damp was unknown and the potential costs to repair could run into several thousands of pounds.</p> <p>Members considered the initial plumbing work was needed to keep the toilets open for the foreseeable future, with the bigger damp issue needing to be considered as part of a redevelopment project by the Buildings Project Working Party.</p> <p>It was <b>RESOLVED</b> to appoint J L Plumbing &amp; Heating at a cost of £430 +VAT to carry out the plumbing repairs in Howards Lane toilets.</p> <p>It was <b>RESOLVED</b> to refer the Howards Lane Toilets damp problem to the Buildings Project Working Party.</p> <p><b>Buildings Project Task and Finish Group – 15/08/2023</b></p> <p><b>Howards Lane Public Toilets</b></p> <p>A discussion took place around the issues with the toilets and the repairs that would be required. Consideration was given to whether it would be better to revamp/repair, rebuild or look at modular options for replacement. The option to close the toilets completely and cap the building off was also an option which was considered. The planning implications were a factor in the plans, and it was felt that whatever the recommendation made, the Dorset conservation officer and planning officers would be contacted to provide guidance and advice to ensure the most successful outcome.</p> <p>It was noted there was just shy of £40,000 of CIL money which could be used to facilitate the project.</p>



	<p>The group decided that a recommendation be made to the Amenities Committee to consider demolishing the building and replacing it with a modular toilet arrangement. The Amenities Committee could consider a number of modular options and then refer to the Full Council for final approval in respect of the finance as it was above any Committee spend under financial regulations.</p> <p><b>A 058/23 Howards Lane Public Toilets</b></p> <p>The Clerk explained that for the project to commence, a budget figure was required to enable the specification to be written and submitted to Contract Finder so that companies may then submit tenders. Members discussed the various options and Cllr Critchley noted that it may be less impactful to the precept if a PWLB loan be obtained to carry out the work, with the budget being set to cover loan repayments.</p> <p>It was <b>RESOLVED</b> to recommend a budget of £5,000 for loan payments, however, no project budget was agreed.</p> <p><b>A 066/24 Budget for Howards Lane Public Toilets</b></p> <p>The Committee discussed the need to set a budget for the demolition and rebuild of public toilets in Howards Lane as this had not been achieved at the previous meeting. The Committee had resolved to set a budget facility of £5,000 to cover a PWLB loan for the work should Council agree but had not established a project budget sum.</p> <p>It was <b>RESOLVED</b> to recommend to Full Council to approve a total project budget of £100,000, with £40,000 to be taken from the earmarked CIL monies, and the remaining £60,000 to be obtained from a Public Works Loan Board loan.</p>
<b>Key Points:</b>	<p>The sum of the project both in total and broken down, requires full Council approval.</p> <p>Only full Council may agree to enter into a Public Works Loan.</p>
<b>Implications:</b>	<p>Increased expenditure in maintaining a failing building.</p> <p>Only one PWLB loan may be taken out in each 12-month period, with the last loan being obtained in January 2023.</p> <p>In order to obtain a loan, full public consultation of the project would be required.</p>
<b>Recommendation:</b>	<p>To consider and approve the project spend of £100,000 with CIL monies of £40,000 being used and the remaining £60,000 be obtained by way of Public Works loan.</p>

ACTION LIST						
DATE OF MEETING	COMMITTEE	SUBJECT	MINUTE NUMBER	ACTION	PROGRESS & DATE COMPLETED	PROJECT OWNER/ RESPONSIBLE
10.01.24	Amenities	Budget for Howards Lane Public Toilets	A 66/24	The Committee discussed the budget for the demolition and rebuild of public toilets in Howards Lane. It was RESOLVED to approve a budget of £100,000, with £40,000 to be taken from CiL monies and a PWLB of £60,000.	On 23.01.24 Council Agenda	Clerk
09.01.24	PR & F	2024/2025 Draft Budget	PRF 081/24	It was RESOLVED to recommend to Council to increase its precept by 2.9% (equating to £6.53 per annum, or 12.5p per week, or 0.02p per day on a Band D property).	On 23.01.24 Council Agenda	Clerk
09.01.24	PR&F	2024/2025 Draft Budget	PRF 081/24	It was RESOLVED to recommend to Council to accept the budget figure £510,270	On 23.01.24 Council Agenda	Clerk
13.12.23	Amenities	Howards Lane Public Toilets	A 058/23	It was RESOLVED to recommend a budget of £5,000 for loan payments, however, no project budget was agreed.	Item returning to Amenities 10.01.24 to set an overall project budget	Clerk

13.12.23	Amenities	Amenities Budget	A 057/23	It was RESOLVED that an Asset Transfer Request to Dorset Council, regarding the former Middle School site, be recommended to Full Council. The Committee requested the Clerk to contact Paul Scothern, Service Manager Capital Commissioning, Dorset Council and to report back.	In progress	Deputy Clerk
13.12.23	Amenities	Amenities Budget	A 057/23	The Committee RESOLVED to recommend a budget of £6,000 towards the cost of a new artificial cricket wicket. Funding for additional costs should be met by grant applications which are available for sports nationally.	Completed	Clerk
05.12.23	PR&F	Garage Doors, Recreation Ground	PRF 068/23	£2690.00 inc vat costs to replace the doors on the two garages at the Recreation Ground approved, as recommended by Amenities Committee, 1 November 2023, Minute No. A049/23. Costs be covered by the Bloors Homes Upgrade of Recreation Ground facilities budget.	Contractor informed. Awaiting date (18.01.24) for installation.	Deputy Clerk

05.12.23	PR&F	Bus Shelter, Bere Rd/Northmoor Way	PRF 067/23	£414.75+vat costs to make repairs to the bus shelter in Bere Road/Northmoor Way approved, as recommended by the Amenities Committee, 1 November 2023, Minute No. A046/23..£250.00 to come from Bus Shelter Maintenance budget, overspend to be covered by the General Maintenance fund.	Completed	Deputy Clerk
05.12.23	PR&F	Carey Hall Grant	PRF 066/23	Carey Hall Charity to be awarded £500.00.	Completed	Clerk
05.12.23	PR&F	Youth Club Grant	PRF 065/23	Purbeck Youth & Community Foundation to be awarded £5,000 for one year.	Completed	Clerk
28.11.23	Museum	CCTV	M038/23	The Clerk was asked to investigate the possibility of moving the locations of CCTV cameras in the museum to provide better visibility and safety for volunteers.	Awaiting information from Museum regarding locations	Deputy Clerk
28.11.23	Museum	Fire Alarm	M037/23	Deputy Town Clerk to investigate the sounding level of the fire alarm bell inside the museum and report back to the Committee.	Ongoing	Deputy Clerk
28.11.23	Museum	insurance	M036/23	Deputy Town Clerkto investigate museum-specific insurance cover and report back to the Committee.	Investigations currently underway.	Deputy Clerk

28.11.23	Museum	Health & Safety	M033/23	The faulty lighting in one of the display cabinets was identified.	Deputy Clerk had requested a photo of the light fitting for the electrician and, once the cabinet had been emptied of artifacts, the repair would be carried out.	Deputy Clerk
14/11/23	Full Council	Clerk's Update	TC099/23	Clerk to write a letter of thanks to the Town Band buglers on the Council's behalf.	Awaiting further information	Clerk
14/11/23	Full Council	80th D-Day Commemoration	TC095/23	The Deputy Clerk was asked to make enquiries with Dorset Council in respect of having the beacon located at The Quay. It was RESOLVED to have a beacon lighting at 9.15pm, in line with the national commemorations on Thursday 6 June.	Completed - The Priory have granted permission for using their land for this purpose	Deputy Clerk
01/11/23	Amenities	Replacement of Recreation Ground Garage Doors	A 49/23	The committee considered the quotes to replace the doors on two garages at the Rec but acknowledged there was no money in the budget. It was RESOLVED to recommend Contractor A (VB Garage Doors) at a cost of £2690.00 inc vat, to be taken from either the Building Maintenance Reserve or the Bloor Homes Upgrade of the Recreation Ground facilities	Approved PR&F 068/23 costs be covered by the Bloors Homes Upgrade of Recreation Ground facilities budget.	Deputy Clerk
01/11/23	Amenities	2 Mill Lane, window repair/replacement	A 45/23	Quotes for repair/replacement are being sought and will be brought back to Amenities Committee for consideration	Awaiting quotes for repair	Deputy Clerk

24/10/23	PR&F	Public Engagement	PRF 054/23	Clerk should draft a Community Engagement Strategy and Policy for consideration at a future meeting.	Work underway.	Clerk
24/10/23	PR&F	Depot Lease Renewal	PRF 052/23	Terminate the agreement at the lease expiry in June 2024 by giving the required six months' notice in December	Completed - notice given	Clerk
03/10/23	Full Council	External Audit	TC 076/23	CBDO LLP External Audit Report to be presented to Full Council when finally received.	Completed - on agenda	Clerk
03/10/23	Full Council	Rugby club Lease	TC 075/23	Grant a new 99-year lease to the Swanage and Wareham Rugby Club at £2,000 per annum with a rent review provision every 5 years.	Update - lease drafted and currently with SWRC for consideration	Clerk
11/07/23	Full Council	Community Speed Watch	TC 041/23	Cost of the equipment for the volunteerCommunity Speed Watch Group be shared equally with Wareham St. Martin Parish Council & Arne Parish Council.	Cllr Ezzard aware for taking forward to group.	Cllr Ezzard
11/07/23	Full Council	Youth Council Proposal	TC 042/23	Council supported Cllr Cotton in investigating the possibility of a Youth Council in Wareham and bring back any proposals for approval.	Information gathering underway	Clerk/Cllr Cotton
14.06.23	P&T	Parking at Northport Drive	010/23	Cllr Green and Cllr Robinson would commence a photographic diary of the parking in readiness for a submission to Highways Dorset for the consideration of solutions.		Cllr Green/ Cllr Robinson
24/01/23	Full Council	Conniger Lane Car Park	553	Enter into a lease with Wareham Joint Burial Committee for Conniger Lane car park. The finer detail of the workings of the use and income would be discussed at a later date.	Awaiting to hear from WJBC Clerk.	Clerk

24/01/23	Full Council	Tourist Information Centre	554	To approve the purchase of a fixed electronic device for providing information to the public, and £30 per month contribution to Not Just Sundaes Community Cafe to cover utility costs for hosting the service.	Admin Officer investigating possibilities but volunteers at Community Café limited, so not prioritising.	Clerk
11/01/23	Amenities	Cricket Wicket	517	Make budget provision for a replacement cricket wicket in the 2024/25 budget.	Completed	Clerk/Council