



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

17 April 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 APRIL 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 D Cleaton
Councillor K Critchley	Councillor R Dean
Councillor B Ezzard	Councillor H Goodinge
Councillor Z Gover	Councillor K Green
Councillor V Green	Councillor M Humphries
Councillor S Wheatley	Councillor L Kirk
Councillor D Robinson	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 5 MARCH 2024

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 5 MARCH 2024

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 written report of the Dorset Ward Councillors and any further written reports from Town Council representatives on outside bodies.

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

To NOTE the approved minutes of the following committees: -

- a) Amenities Committee - 21 February 2024

- b) Planning and Transport Committee – 7 February 2024 and 28 February
- c) Policy, Resources And Finance Committee – 13 February 2024
- d) Museum Committee – 28 November 2023

10. Bank Reconciliation – March 2024

To approve the Bank reconciliation for March 2024.

11. Budget Monitoring – Q4

To note the quarter 4 budget position.

12. Museum Manager Appointment

To approve the appointment of Museum manager.

13. Wareham Town Council Action List

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

14. Asset Transfer Request

To consider recommendation from the Amenities Committee, for an Asset Transfer Request to be made to Dorset Council with regard to the playing fields on the former Middle School site.

15. Wareham Street Lighting

To receive the response received from Dorset Council in respect of the replacement street lighting.

16. Clerk's Update

To receive an update from the Clerk on work in progress.

17. 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).

18. Date of next meeting

To note the date of the next meeting, which will be the Annual Town Council Meeting, scheduled for **Tuesday 14 May 2024 at 7.00 pm.**



Minutes of a meeting of the Town Council held on 5 March 2024 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 Dean, B Ezzard, Z Gover, M Humphries, L Kirk, D Robinson.

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

The meeting commenced with a short presentation from Rachel Martin, Hyde's Heath Project Officer, RSPB, regarding the 2RN Shuttlebus.

TC 131/24 Apologies for absence

Apologies were received and accepted from Cllr Goodinge, Cllr K Green, Cllr V Green, Cllr Wheatley, and Cllr Russell.

TC 132/24 Declarations of interest

There were no declarations of interest.

TC 133/24 Public participation time

There were three members of the public present, one of whom spoke on behalf of the Town Trust in respect of the streetlighting replacement issue in Wareham.

TC 134/24 Confirmation of the minutes of the previous meeting

It was **RESOLVED** the minutes of the meeting of the Town Council held on 23 January 2024 be **APPROVED** and would be signed by the Mayor following the meeting.

TC 135/24 Matters arising from the minutes of the previous meeting

There were no matters arising.

TC 136/24 Reports by Dorset Councillors and representatives on outside bodies

Cllr Ezzard presented the report from the Dorset Councillors.

It was noted that the Wareham Area Community Speed Watch Team were to commence training with Dorset Police, on Friday 22 March. The venue would be confirmed.

TC 137/24 Payments for outstanding creditors

Members considered the list of required payments for approval.

It was **RESOLVED** that payments in the sum of £33,334.26 be approved.

TC 138/24 To receive such communications as the Town Mayor may wish to place before the Council

The Mayor reported eight events had been attended since the last Full Council meeting, and she would be representing the Town Council at the funeral of the late June Spooner, former Councillor, at Harbour View Lytchett Minster, on Friday 8 March 2024.

TC 139/24 Reports from committees and sub-groups

The approved minutes from the following meetings were noted:

- a) Amenities Committee – 10 January 2024
- b) Neighbourhood Plan Steering Group – 19 February 2024. Cllr Critchley extended his thanks, on behalf of the Committee, to Adam Fitzgerald, Building Better Lives Programme Manager, Dorset Council, for his participation in the meeting.
- c) Planning and Transport Committee – 17 January 2024.
- d) Policy, Resources and Finance – 9 January 2024.

TC 140/24 Wareham Town Council Action List

The members reviewed and noted the actions, updates, and work in-progress on the list.

Cllr Ezzard asked if the letter to residents regarding not parking on the Wareham Walls had been sent to the Senior Ranger, Dorset Council; the Inspector of Ancient Monuments, Historic England; and to Rempstone Estate. The Deputy Clerk was unsure and would confirm with Cllr Ezzard.

Cllr Critchley reported that the asset transfer from Dorset Council of the Conniger Lane car park had been placed on-hold due to ongoing negotiations regarding the parking meter and condition of the parking surface.

TC 141/24 2RN Bus Service

Cllr Ezzard recapped the presentation, given by Rachel Martin, RSPB, and repeated that the project funding for 2024 was short by £1,650.00. Cllr Ezzard asked Council to support the service in 2024 with a contribution to costs of £600.00 and attendance of a Steering Group to maintain the project in the future.

It was **RESOLVED** to approve £600.00 towards the project from the General Reserves budget.

It was **RESOLVED** to participate in a Steering Group.

TC 142/24 New street lighting in the town

Members considered the recommendation from Wareham Neighbourhood Plan Steering Committee, requesting that Matthew Piles and Roderick Mainstone be invited to a meeting with representatives of Wareham Town Council and Wareham Neighbourhood Plan Steering Group to consider the concerns regarding the street lighting scheme in the Conservation Area and discuss possible options, including whether there are suitable alternative bulkhead lights which could be used.

It was **RESOLVED** to **APPROVE** the resolution from Wareham Neighbourhood Plan Steering Committee.

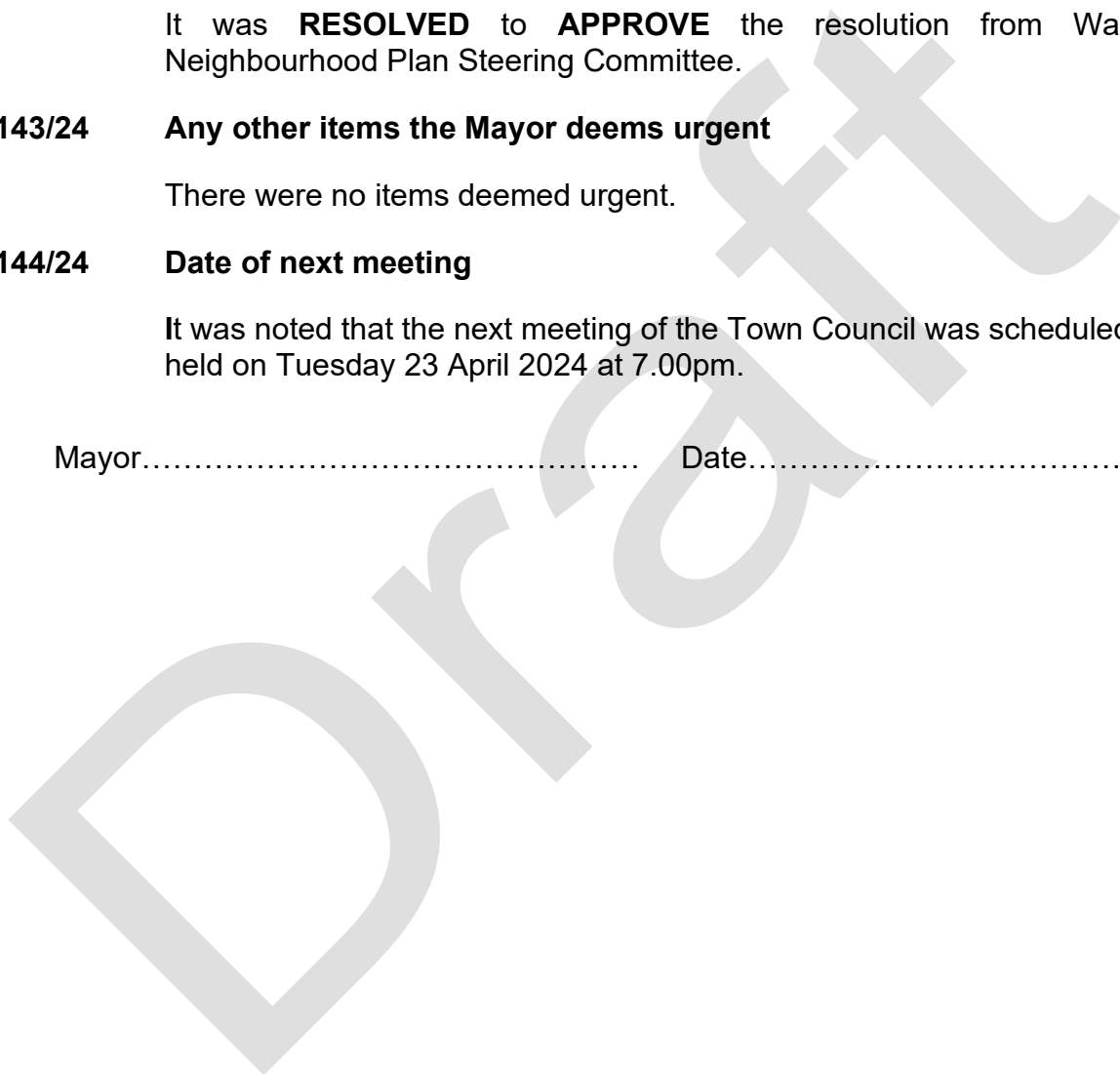
TC 143/24 Any other items the Mayor deems urgent

There were no items deemed urgent.

TC 144/24 Date of next meeting

It was noted that the next meeting of the Town Council was scheduled to be held on Tuesday 23 April 2024 at 7.00pm.

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





Minutes of a meeting of the Amenities Committee held on Wednesday 21 February 2024 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

Officers present: G Pettifer, Deputy Town Clerk

A 072/24 Apologies for absence

There were no apologies.

A 073/24 Declarations of interest

There were no declarations of interest.

A 074/24 Public participation time

There were no members of the public present.

A 075/24 Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Amenities Committee held on 10 January 2024 were **APPROVED** and would be signed by the Chairman following the meeting.

A 076/24 Matters arising from the minutes of the previous meeting

There were no matters arising.

A 077/24 Broken Fence – Northmoor Park

It was **RESOLVED** to retrospectively approve the £1,545.00 spend to replace the damaged fence and gate in Hauses Field, Northmoor Park.

A 078/24 Community Salt Bin, Courtenay Close

After a lengthy discussion, it was **RESOLVED** not to install a community salt bin in Courtenay Close.

The Committee agreed that its use would be infrequent, restricted to a small number of residents, and that there was no budget for this facility. Residents could purchase a bin at their own cost and locate it on private property.

A 079/24 Northmoor Allotment/Wessex Water

The Committee **NOTED** the report from the Deputy Clerk confirming a successful inspection of Northmoor Allotments by Wessex Water Regulators.

A 080/24 Dorset Council Asset Transfer Application

The Deputy Clerk gave a verbal update on the Community Asset Transfer Application for the playing fields on the former middle school site and explained that the future of the playing fields had been on hold within the Assets and Regeneration service while the use of the main site was considered. As Dorset Council now had a plan and timescale for the development of the main site, the Town Council's interest in the playing fields would be considered.

A 081/24 Grass Management – 2024/25

The Committee considered the quotes for grass management and maintenance at the Recreation Ground and Hauses Field.

It was **RESOLVED** to appoint Contractor A (Wessex Ground Services) at a cost of £4,110.23+vat for 2024/25.

A 082/24 Public Consultation on Martyn’s Law

The Committee **RESOLVED** to delegate to the Clerk the Council’s response to the Government consultation on proposed new laws regarding preparedness to terrorism in public venues.

A 083/24 Any other items the Chairman deems urgent

There were no other items that were deemed urgent.

A 084/24 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 APRIL 2024**.

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



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 7 February 2024 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors Z Gover (Vice Chairman) D Budd, B Dean, D Cleaton, M Humphries, D Robinson

Cllr B Ezzard was also present.

Officers present: G Pettifer, Deputy Town Clerk

P&T 085/24 Apologies for absence

Apologies were received and accepted for Cllr K Green.

P&T 086/24 Declarations of interest

There were no declarations of interest.

P&T 087/24 Public participation time

There were no members of the public present.

P&T 088/24 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 17 January 2024 were approved and signed by the Chairman following the meeting.

P&T 089/24 Matters arising from the minutes of the previous meeting

There were no matters arising.

P&T 090/24 Planning Applications

The following planning applications were received from Dorset Council:

Application Number: P/CLP/2024/00189
Location: 45 Sandford Road Wareham BH20 4DQ
Proposal: Erect swimming pool enclosure
Decision required by: Information purposes only. NOTED.

Application Number: P/TRC/2024/00238
Location: Manor House 9 South Street Wareham BH20 4LR
Proposal: G1 Griselinia & Conifer - Fell.
G2 Conifer, Maple & Prunus x2 - Fell.
T3 Griselinia - Fell
Decision required by: Information purposes only. NOTED.

Application Number: P/TRC/2024/00239
Location: 2 New Street Wareham BH20 4QS
Proposal: T1 Sycamore - Fell
Decision required by: Information purposes only. NOTED.

Application Number: P/TRT/2024/00290
Location: 35 Stowell Crescent Wareham BH20 4PT
Proposal: T1, T2 & T3 Cypress - Fell and replant
Decision required by: Information purposes only. NOTED.

Application Number: P/TRT/2024/00291
Location: 37 Stowell Crescent Wareham BH20 4PT
Proposal: T1 Sweet Chestnut - Reduce lowest overextended primary branches, growing at a height of not over 5 metres above ground level, by 2-3 metres back to suitable pruning points.

OR Fell to ground level and replant.
Decision required by: Information purposes only. NOTED

Application Number: P/TRT/2024/00432
Location: Land to the north of 38 East Street - former Cottes site, Wareham, BH20 4NR
Proposal: T1 Sycamore - Prune to reduce the canopy area, alternative option detailed in the SoundWood report - Reduction of height to not less than 12m, back to suitable pruning points; Reduction of lateral canopy to achieve a radial canopy spread of not less than 5m in any one direction measured out from the stem, back to suitable pruning points (as per broken CYAN arcs on plan & image page 12 of the SoundWood Tree Consultancy report, ref. SW/TMS/303a/23 dated 25/10/2023).

Install a flexible bracing system between the three main stems.

T1 Sycamore - Prune to reduce the canopy area, alternative option detailed in the SoundWood report - Reduction of height to not less than 12m, back to suitable

pruning points; Reduction of lateral canopy to achieve a radial canopy spread of not less than 5m in any one direction measured out from the stem, back to suitable pruning points (as per broken CYAN arcs on plan & image page 12 of the SoundWood Tree Consultancy report, ref. SW/TMS/303a/23 dated 25/10/2023).

Install a flexible bracing system between the three main stems.

Decision required by: Information purposes only due to high levels of public interest. NOTED.

Application Number: P/TRT/2024/00465

Location: 20 Stowell Crescent Wareham BH20 4PY

Proposal: A - Flowering Cherry - Fell.

B - Conifer - Fell and replace with Witch Hazel.

C - Bramley Apple - Fell.

D - Pear, E - Apple, F - Apple, G - Pear - Fell and replace

Decision required by: Information purposes only. NOTED.

Application Number: P/HOU/2024/00074

Location: 18 Ropers Lane Wareham BH20 4QT

Proposal: Erect a single storey 'infill' type extension

Additional Case Officer Remarks: PC amended valid date

Decision required by: 19 February 2024

Decision: No Objection

Application Number: P/ADV/2024/00323

Location: 1A South Street Wareham BH20 4LR

Proposal: Replace statutory signage with new including

Replace 1no. Projecting signage with new 500mm. Retain existing brackets.

Existing Projecting sign brackets to be painted in blue to match new fascia.

Replace 3no. Fascia and 1no. Logo with 3no. New blue fascia & 1no. New 185mm logo height.

Logo size reduced to comply with safe zone. Omit 1no. logo.

Decision required by: 16 February 2024

Decision: No Objection

Application Number: P/LBC/2024/00339

Location: 1A South Street Wareham BH20 4LR

Proposal: Replace 1no. Projecting signage with new 500mm. Retain existing brackets.

Existing Projecting sign brackets to be painted in blue to match new fascia.

Replace 3no. Fascia and 1no. Logo with 3no. New blue fascia & 1no. New 185mm logo height.

Logo size reduced to comply with safe zone. Omit 1no. logo.

Replace statutory signage with new.

Internal Blind removal to be investigated

Decision required by: 19 February 2024

Decision: No Objection

Application Number: P/LBC/2024/00208

Location: 49A North Street Wareham BH20 4AD

Proposal: Replace 2 number sash windows in flat

Decision required by: 20 February 2024

Decision: No Objection

P&T 091/24 Planning Decisions

The planning decisions report was noted.

P&T 092/24 Letter regarding the Wareham Walls Parking

The letter was considered. It was **RESOLVED** to add a sentence reminding residents that the Ancient Walls of Wareham begin at the kerbside. The letter was approved for circulation subject to the revision.

P&T 093/24 Any other items the Chairman deems urgent

There were no items deemed urgent.

P&T 094/24 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 28 February 2024.

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



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 28 February 2024 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: N Gray, Town Clerk and RFO

P&T 095/24 Apologies for absence

Apologies for absence were received and accepted from Cllr Z Gover.

P&T 096/24 Declarations of interest

There were no declarations of interest.

P&T 097/24 Public participation time

There was one member of the public present who spoke regarding the poor road markings and road signs within Wareham, and the recent street lighting change. The Chairman advised the Clerk would respond to his queries outside of the meeting.

P&T 098/24 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 7 February 2024 were approved and would be signed by the Chairman following the meeting.

P&T 099/24 Matters arising from the minutes of the previous meeting

There were no matters arising.

P&T 100/24 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/ADV/2023/007067
Location: 25 North Street Wareham BH20 4AD
Proposal: Erect Illuminated Signage to Existing Shop

Decision: Request an extension for further consideration – The Committee felt the matter required much greater and in-depth consideration following discussions which took place in the meeting, and would ask that an extension of time be given to allow members to return with their findings at the next meeting on 20 March 2024, which would enable a more informed decision and response to be made.

Application Number: P/TRT/2024/00632
Location: 9 Norden Drive Wareham BH20 4SF
Proposal: T1 Oak: Fell to ground level. Replant with 1x English Oak - 1.8-2.0m within the boundary of the same property.

T2 Oak: Removal of weight loaded secondary leader sweeping to NE over field. Sever to approximately 1m above ground level.
T3 Oak: Remove 1st primary branch sweeping to NE.

Decision: **For Information Purposes Only – however, application was withdrawn prior to the meeting.**

Application Number: P/LBC/2024/00245
Location: 9 Manor House South Street Wareham BH20 4LR
Proposal: Remove existing broken roof light and replace

Decision: **COMMENT – although there is no objection to the application, the Committee would like to request investigation into the missing wrought iron gates, which form part of the listing of the building.**

P&T 101/24 Planning Decisions

The planning decisions report was noted.

P&T 102/24 Heavy Traffic in Ropers Lane

The Clerk confirmed the item was for consideration as to whether the Committee would support the resident with their request to Dorset Council.

Members considered a number of options, but noted there was already a 7.5 tonne weight restriction in the area, and a proposal to make it a one-way traffic flow would likely increase traffic speed as there would be nothing approaching to slow traffic down. It was recognised that the Committee did not have enough technical highway knowledge for addressing this matter.

It was **RESOLVED** that, although the Committee sympathised with the resident, there was no solution evident to the Committee, and Dorset Council should be approached for advice on the matter.

P&T 103/24 Any other items the Chairman deems urgent

Cllr Budd noted the return of the sparkly fascia to 5 West Street despite the enforcement action which had recently taken place to remove it. The Clerk noted she would make enquiries with Planning Enforcement again and report back to the next meeting.

P&T 104/24 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 20 March 2024.

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



Minutes of a meeting of the Policy, Resources and Finance Committee held on 13 February 2024 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors K Critchley (Chairman), Cllr D Budd (Vice Chairman), Cllr M Cotton, Cllr Z Gover, Cllr V Green.

Officers present: G Pettifer, Deputy Town Clerk

PRF 084/24 Apologies for absence

Apologies were received and accepted from Cllr K Green, Cllr D Robinson, Cllr M Russell, and Cllr C Turner.

PRF 085/24 Declarations of interest

There were no declarations of interest.

PRF 086/24 Public participation time

There were no members of the public present.

PRF 087/24 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 9 January 2024, be **APPROVED**, and would be signed by the Chairman following the meeting.

PRF 088/24 Matters arising from the minutes of the previous meeting

There were no matters arising.

PRF 089/24 Payment of outstanding creditors

It was **RESOLVED** that the payments to creditors in the sum of £34,069.62 be approved.

PRF 090/24 Bank Reconciliation – January 2024

It was **RESOLVED** to approve the bank reconciliation for January 2024, which was signed by the Chairman.

PRF 091/24 Budget Monitoring – Q3

The budget monitoring for Q3 – October to December 2023 - was **NOTED**.

It was **RESOLVED** that the Clerk, Chairman, and Vice Chairman would meet to discuss creating Earmarked Reserves, if a budget surplus was realised at the end of the year.

PRF 092/24 Review of Car Park Permit Charges

It was **RESOLVED** to maintain current rates and to review charges if Dorset Council change their rates.

PRF 093/24 Insurance Claim

The Committee noted the report, regarding the break-in at the pavilion, and the insurance claim for stolen items of grounds maintenance equipment and the replacement of a damaged up-and-over metal door.

PRF 094/24 North Bestwall Road Streetlight

The Committee noted the report, regarding the faulty streetlight in North Bestwall Road. It was **RESOLVED** to approve the overspend in the Street Lighting cost code and pay £953.56+vat for the replacement unit.

PRF 095/24 Any other items the Chairman deems urgent

The Chairman reminded Councillors that there would be a meeting of the Neighbourhood Plan Steering Group on Monday 19 February 2024, at 7pm, in the Council Chamber.

PRF 096/24 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 26 March 2024.

Chairman.....

Date.....



Minutes of a meeting of the Museum Committee held on Tuesday 28 November 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

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

M 027/23 Apologies for absence

Apologies were received and accepted from D Kingman

M 028/23 Declarations of interest

There were no declarations of interest.

M 029/23 Public participation time

There were 0 members of the public present.

M 030/23 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the previous meeting of the Museum Committee, held on 13 September 2023, were **APPROVED** and would be signed by the Chairman following the meeting.

M 031/23 Matters arising from the minutes of the previous meeting

There were no matters arising.

M 032/23 Reports by Committee Members

Report of the Curator

The Curator provided a verbal report noting that the evening group had been split in two. One group would be led by the Museum Manager on a Tuesday and a Thursday group being led by the Curator. Both groups had a different focus, and their progress would be monitored over the coming weeks.

The museum closed at the end of October meaning the team were able to access displays and begin work on the winter projects – the Lawrence display had been cleaned and items moved in preparation for Santa's grotto, which was to be installed on Saturday 2nd December, in preparation for the event on Sunday 10th December.

The museum had attracted some new volunteers to help with the winter projects. Training sessions would be running in the New Year.

A Volunteer Fair would be held on Saturday 13th January 2024, with local voluntary groups and charities invited to attend, and the museum would be open for guided tours.

Report of the Manager

The Manager reported that as the museum was now closed, she had nothing to manage and nothing to report.

Report of the Webmaster

The tabled report from the Webmaster was noted.

M 033/23 Health and Safety

There were no breaches of Health & Safety reported.

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

The faulty lighting in one of the display cabinets was discussed and the Deputy Clerk noted she said that she had requested a photo of the light fitting and once the cabinet had been emptied of artifacts, the repair would be carried out.

M 034/23 Museum Health Check Report

The Curatorial Adviser (Dorset Council) provided a verbal update regarding the recent Museum Health Check that had taken place and was being collated by the team at Southwest Museum Development.

The Health Check covered a variety of forward planning issues for potential growth and development, including governance, finance, resources, capacity, and accessibility. Miss De Wit particularly noted the need for a paid Manager Curator role to enable an expansion of the museum.

M 035/23 Draft Budget

Members considered the draft budget which had been prepared by the Manager and Curator with the Clerk's assistance. It was agreed to recommend the draft budget to the Policy, Resources and Finance Committee for their consideration.

M 036/23 Insurance

The Deputy Town Clerk was asked to investigate museum-specific insurance cover and report back to the Committee.

M 037/23 Fire Alarm

The Deputy Town Clerk was asked to investigate the sounding level of the fire alarm bell inside the museum and report back to the Committee.

M 038/23 CCTV

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.

M 039/23 Father Christmas Grotto

The Curator advised that the preparations for Santa's grotto would begin on Saturday 2nd December, with installation being completed in time for the event on Sunday 10th December.

M 040/23 Any other items the Chairman deems urgent

The Museum Manager reported that attendance figures for the museum, in 2023, were up by 20% to 8,311 (compared to 6,965 in 2022).

M 041/23 Date of next meeting

It was noted that the next meeting of the Museum Committee was scheduled to be held at 7.00pm on 13 March 2024.

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

Wareham Town Council

11 April 2024 (2023 - 2024)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
518	Council Chamber Hire	11/03/2024		Lloyds Bank Receipts		Hire of Council Chamber	Joleen Hooke	S	229.17	45.83	275.00
519	Corn Exchange Hire	04/03/2024		Lloyds Bank Receipts	FPI	Hire of Corn Exchange	Wareham Art Club	S	70.12	14.03	84.15
520	Corn Exchange Hire	12/03/2024		Lloyds Bank Receipts		Hire of Corn Exchange	Emily Wainwright	S	38.33	7.67	46.00
520	Corn Exchange Hire	12/03/2024		Lloyds Bank Receipts		Hire of Corn Exchange	Emily Wainwright	S			
523	Parking Permits - Unreserved	12/03/2024		Lloyds Bank Receipts	FPI	Unreserved parking bay Permit	Liz Ellis	S	310.83	62.17	373.00
524	Football Pitch Hire	11/03/2024		Lloyds Bank Receipts	FPI	Football Pitch Hire	Swanage EBC	X	50.00		50.00
525	Parking Permits - Unreserved	27/03/2024		Lloyds Bank Receipts		Unreserved parking bay Permit	Paul McDonald	S	310.83	62.17	373.00
526	Corn Exchange Hire	18/03/2024		Lloyds Bank Receipts	FPI	Hire of Corn Exchange	Syncop 8 Dance Studio	S	16.67	3.33	20.00
527	Parking Permits - Reserved Bay	13/03/2024		Lloyds Bank Receipts	FPI	Reserved Parking Bay Permit	Ken Courtenay	S	413.33	82.67	496.00
528	Parking Permits - Reserved Bay	13/03/2024		Lloyds Bank Receipts	DEP	Reserved Parking Bay Permit	Adrian Hooper	S	413.33	82.67	496.00
529	Corn Exchange Hire	12/03/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Zumba	S	16.67	3.33	20.00
529	Corn Exchange Hire	12/03/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Zumba	S	16.67	3.33	20.00
529	Corn Exchange Hire	12/03/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Zumba	S	16.67	3.33	20.00
530	Parking Permits - Unreserved	12/03/2024		Lloyds Bank Receipts	FPI	Unreserved parking bay Permit	Miss Ho	S	310.83	62.17	373.00
531	Parking Permits - Unreserved	25/03/2024		Lloyds Bank Receipts	FPI	Unreserved parking bay Permit	Jackie Musselwhite	S	310.83	62.17	373.00
532	Corn Exchange Hire	27/03/2024		Lloyds Bank Receipts		Hire of Corn Exchange	Youth Sports Trust	S	143.75	28.75	172.50
532	Corn Exchange Hire	27/03/2024		Lloyds Bank Receipts		Hire of Corn Exchange	Youth Sports Trust	S			
532	Corn Exchange Hire	27/03/2024		Lloyds Bank Receipts		Hire of Corn Exchange	Youth Sports Trust	S	12.50	2.50	15.00
533	Parking Permits - Unreserved	27/03/2024		Lloyds Bank Receipts	FPI	Unreserved parking bay Permit	Selina Ewart	S	310.83	62.17	373.00
534	Parking Permits - Reserved Bay	27/03/2024		Lloyds Bank Receipts	FPI	Reserved Parking Bay Permit	Rachel Murray	S	413.33	82.67	496.00
535	Parking - Cash Income	04/03/2024		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	272.83	54.57	327.40
536	Parking - Cash Income	06/03/2024		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	422.25	84.45	506.70
537	Parking - Cash Income	12/03/2024		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	239.37	47.88	287.25
538	Parking - Cash Income	14/03/2024		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	214.25	42.85	257.10
539	Parking - Cash Income	20/03/2024		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	528.08	105.62	633.70
540	Parking - Cash Income	28/03/2024		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	238.83	47.77	286.60
541	VAT Reclaim	05/03/2024		Lloyds Bank Receipts	BGC	VAT Reclaim	HMRC	R		6,508.82	6,508.82
542	Parking Permits - Unreserved	28/03/2024		Lloyds Bank Receipts	FPI	Unreserved parking bay Permit	JT Corfe Ltd	S	310.83	62.17	373.00
543	Phone Payment Commission Pe	14/03/2024		Lloyds Bank Business	BGC	Car park App payments	Just Park Parking Ltd	S	-155.12	-31.02	-186.14
543	Parking - Phone Payments	14/03/2024		Lloyds Bank Business	BGC	Car park App payments	Just Park Parking Ltd	S	1,431.25	286.25	1,717.50
544	Honorariums	15/03/2024		Lloyds Bank Receipts	BGC	Entered In Error	Dorset Council	X			
545	Bank Interest	11/03/2024		Lloyds Bank Receipts	BGC	Bank interest	Lloyds Bank	X	611.49		611.49
546	Card Payment Commission Pay	05/03/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	-11.08	-2.21	-13.29
546	Parking - Card Income	05/03/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	240.42	48.08	288.50

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
547	Card Payment Commission Pay	12/03/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	-12.28	-2.45	-14.73
547	Parking - Card Income	12/03/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	286.17	57.23	343.40
548	Card Payment Commission Pay	19/03/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	-11.82	-2.36	-14.18
548	Parking - Card Income	19/03/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	282.00	56.40	338.40
549	Card Payment Commission Pay	26/03/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	-11.50	-2.30	-13.80
549	Parking - Card Income	26/03/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	251.25	50.25	301.50
550	EV Charging Point Income	27/03/2024		Lloyds Bank Receipts	FPI	Ev Charging Point Contribution	MER Charging UK Ltd	S	43.32	8.67	51.99
551	Parking - Cash Income	28/03/2024		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	113.83	22.77	136.60
552	Honorariums	15/03/2024		Lloyds Bank Receipts	FPI	Receipt of grant payment for M	Dorset Council	X	500.00		500.00
553	Rents Received	31/03/2024		Lloyds Bank Busines		Rent income	Swanage and Wareham Ru	E	107.00		107.00
554	Corn Exchange Hire	31/03/2024		Lloyds Bank Receipts	DEP 501398	Entered into the wrong year in	Wareham Town Band	S			
554	Corn Exchange Hire	31/03/2024		Lloyds Bank Receipts	DEP 501398	Entered into the wrong year in	Wareham Town Band	S			
554	Corn Exchange Hire	31/03/2024		Lloyds Bank Receipts	DEP 501398	Entered into the wrong year in	Wareham Town Band	S			
555	Weddings - Chamber	31/03/2024		Lloyds Bank Receipts	paid in 2021	Hire of Council Chamber	Fay Sunderland Luke Heckl	S	41.66	8.34	50.00
556	Corn Exchange Hire	31/03/2024		Lloyds Bank Receipts		Corn Exchange Hire	Wareham Carnival Commit	S	0.42	0.08	0.50
Total									9,338.14	8,122.82	17,460.96

Wareham Town Council

11 April 2024 (2023 - 2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
577	Wareham in Bloom Reserve	06/03/2024		Lloyds Bank Business:	FPO	Cover for water Trolley	Trade UK	S	14.15	2.83	16.98
640	Subscriptions	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Parish Online Subscription	Parish Online Mapping	S	150.00	30.00	180.00
652	HMRC	08/03/2024	TC 137/24	Lloyds Bank Business:	BACS	HMRC and Pension costs	Dorset Council	X	4,855.19		4,855.19
652	Pension Contributions	08/03/2024	TC 137/24	Lloyds Bank Business:	BACS	HMRC and Pension costs	Dorset Council	X	4,989.97		4,989.97
654	Office Expenditure	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Monthly Photocopier Useage	Clarity Copiers Ltd	S	45.62	9.12	54.74
655	Cleaning - HL Toilets	01/03/2024	TC 137/24	Lloyds Bank Business:	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
655	Cleaning - Quay Toilets	01/03/2024	TC 137/24	Lloyds Bank Business:	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
656	Maintenance - HL Toilets	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Janitorial supplies	Bunzl UK Ltd T/A Comax U	S	176.50	35.30	211.80
656	Maintenance - Quay Toilets	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Janitorial supplies	Bunzl UK Ltd T/A Comax U	S	176.50	35.30	211.80
657	Office Expenditure	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Monthly Water Cooler Service	Eden Springs UK Ltd	S	5.22	1.04	6.26
658	Office Expenditure	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Office Supplies/Town Hall Toile	ESPO	S	8.35	1.67	10.02
658	Cleaning - Town Hall	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Office Supplies/Town Hall Toile	ESPO	S	10.10	2.02	12.12
659	Cleaning - Town Hall	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Centre-feed roll for dispenser a	ESPO	S	48.15	9.63	57.78
660	Fuel	04/03/2024	TC 137/24	Lloyds Bank Business:	DD	Equipment Fuel	Fuelcard Services	S	6.68	1.34	8.02
661	Stripe Fees	11/03/2024		Lloyds Bank Receipts		Stripe Transaction Fee	Stripe	X	4.33		4.33
663	Software Support	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Monthly IT Provision	Rejuvenate	S	547.09	109.42	656.51
664	Maintenance - HL Toilets	27/03/2024	TC 137/24	Lloyds Bank Business:	DD	Annual Contract for Sanitary Bi	PHS Group	S	190.89	38.18	229.07
665	Maintenance - Quay Toilets	27/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Annual Contract for Sanitary Bi	PHS Group	S	401.94	80.39	482.33
666	Equipment & Buildings Mainten	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	PAT Testing of Town Hall	Premier PAT Testing Dorset	Z	278.65		278.65
667	Uniform	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	PPE Equipment	Trade UK	S	27.49	5.50	32.99
668	Refuse Collection	28/03/2024	TC 137/24	Lloyds Bank Business:	DD	Town Hall monthly refuse colle	Suez Recycling & Recovery	S	215.55	43.11	258.66
669	Cash Payment Fees	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Loomis Monthly Contract for cc	Loomis UK Ltd	S	306.58	61.32	367.90
670	Rent	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Depot Quarterly Rent	Aston Rose	S	1,830.82	366.17	2,196.99
671	Electricity - HL Toilets	04/03/2024	TC 137/24	Lloyds Bank Business:	DD	Electricity - Howards Lane Toile	SSE Energy Solutions	L	314.66	15.73	330.39
672	Electricity - Quay Toilets	04/03/2024	TC 137/24	Lloyds Bank Business:	DD	Electricity - Quay Toilets	SSE Energy Solutions	L	227.56	11.38	238.94
673	Electric - Pavilion	04/03/2024	TC 137/24	Lloyds Bank Business:	DD	Electricity - Pavilion	SSE Energy Solutions	L	82.80	4.14	86.94
675	Street Lighting	04/03/2024	TC 137/24	Lloyds Bank Business:	DD	Electricity Supply Street Lightin	SSE Energy Solutions	L	121.20	6.06	127.26
675	Street Lighting	04/03/2024	TC 137/24	Lloyds Bank Business:	DD	Electricity Supply Street Lightin	SSE Energy Solutions	S	58.95	11.79	70.74
677	Premises Licence	06/03/2024	TC 137/24	Lloyds Bank Business:	FPO	Music Licence	PPL PRS Ltd	S	13.36	2.67	16.03
678	Stripe Fees	12/03/2024		Lloyds Bank Receipts		Stripe Transaction Fee	Stripe	X	1.07		1.07
681	Insurance	13/03/2024	TC 89/23	Lloyds Bank Business:	FPO	Motor Insurance	Zurich Municipal	S	-605.66	-121.13	-726.79
682	Insurance	13/03/2024	TC 89/23	Lloyds Bank Business:	FPO	Motor Insurance	Zurich Municipal	Z	726.79		726.79
683	Insurance	13/03/2024	TC 89/23	Lloyds Bank Business:	FPO	Liabilities Insurance	Zurich Municipal	S	-6,162.05	-1,232.41	-7,394.46
684	Insurance	13/03/2024	TC 89/23	Lloyds Bank Business:	FPO	Liabilities Insurance	Zurich Municipal	Z	7,394.46		7,394.46

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
685	Stripe Fees	27/03/2024		Lloyds Bank Receipts		Stripe Transaction Fee	Stripe	X	5.80		5.80
686	Service & Maintenance	25/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Vehicle repairs	GSF Parts (Parts Retail Gro	S	16.40	3.28	19.68
686	Service & Maintenance	25/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Vehicle repairs	GSF Parts (Parts Retail Gro	S	4.30	0.86	5.16
686	Service & Maintenance	25/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Vehicle repairs	GSF Parts (Parts Retail Gro	S	14.15	2.83	16.98
686	Service & Maintenance	25/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Vehicle repairs	GSF Parts (Parts Retail Gro	S	33.15	6.63	39.78
686	Service & Maintenance	25/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Vehicle repairs	GSF Parts (Parts Retail Gro	S	8.05	1.61	9.66
686	Service & Maintenance	25/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Vehicle repairs	GSF Parts (Parts Retail Gro	S	16.05	3.21	19.26
686	Service & Maintenance	25/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Vehicle repairs	GSF Parts (Parts Retail Gro	S	35.70	7.14	42.84
686	Service & Maintenance	25/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Vehicle repairs	GSF Parts (Parts Retail Gro	S	15.00	3.00	18.00
687	Office Cleaning	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Stationery and Consumables	ESPO	S	14.75	2.95	17.70
687	Stationery	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Stationery and Consumables	ESPO	S	12.45	2.49	14.94
687	Stationery	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Stationery and Consumables	ESPO	S	7.30	1.46	8.76
688	Cash Payment Fees	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Car Park monthly cash collectic	Loomis UK Ltd	S	306.58	61.32	367.90
689	Fuel	18/03/2024	PRF 102/24	Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard Services	S	51.77	10.35	62.12
690	Cash Payment Fees	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Car Park Coin Sorting Fee	Loomis UK Ltd	S	12.30	2.46	14.76
691	Telephone	25/03/2024	PRF 102/24	Lloyds Bank Business	DD	Museum Telephone	BT	S	29.99	6.00	35.99
692	Office Expenditure	11/03/2024	PRF 102/24	Lloyds Bank Business	DEB	Acrobat Pro	Adobe Systems Software	S	16.64	3.33	19.97
693	Gas - Town Hall	15/03/2024	PRF 102/24	Lloyds Bank Business	DD	Town Hall gas monthly gas usa	Crown Gas & Power Ltd	S	463.91	92.78	556.69
694	Street Furniture & Seats	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Memorial Bench and plaque	Glasdon UK Limited	S	1,333.80	266.76	1,600.56
695	Stock (for Resale)	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Museum Books for resale	The Dovecote Press	Z	63.08		63.08
696	Service & Maintenance	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	HD55 EKB MOT	M J White Ltd	Z	54.00		54.00
697	Legal Fees & Costs	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	EV Chargepoint Legal Fees	Humphries Kirk - HK Law	S	520.00	104.00	624.00
698	Card Payment fees	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Car park credit card processing	3C Payment UK Ltd	S	64.32	12.87	77.19
699	Equipment & Buildings Mainten	27/03/2024		Lloyds Bank Business	FPO	Heating System Maintenance	Asbury Heating Maintenanc	S	600.00	120.00	720.00
700	CCTV	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	North Street CCTV Electricity	Ryder Christmas Day Trust	Z	160.72		160.72
701	Internal Audit	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Internal Audit Review	Darkin Miller Ltd	S	453.30	90.66	543.96
702	Telephones	11/03/2024	PRF 102/24	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	172.20	34.44	206.64
702	Payment Machine Costs	11/03/2024	PRF 102/24	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	6.20	1.24	7.44
703	Street Lighting	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	repair to faulty street light	Enerveo	S	953.66	190.73	1,144.39
704	Uniform	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Equipment and Consumables	Trade UK	S	27.49	5.50	32.99
704	Equipment & Buildings Mainten	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Equipment and Consumables	Trade UK	S	9.57	1.91	11.48
704	Equipment & Buildings Mainten	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Equipment and Consumables	Trade UK	S	18.98	3.79	22.77
705	General Maintenance	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Concrete for bench fixing	Trade UK	S	27.04	5.41	32.45
706	Stock (for Resale)	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Transaction Aborted	Risus Wholesale	S			
707	Equipment & Buildings Mainten	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Annual Fire Alarm Maintenance	Dorset Electrical & Fire Alai	S	85.00	17.00	102.00
708	Equipment & Buildings Mainten	27/03/2024	PRF 102/24	Lloyds Bank Business	FPO	Annual Intruder Alarm Service	Dorset Electrical & Fire Alai	S	80.00	16.00	96.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
709	Annual Maintenance Items	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Annual Extinguisher Mainten	Dorset Electrical & Fire Alai	S	26.25	5.25	31.50
710	Annual Maintenance Items	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Annual Fire Alarm Maintenance	Dorset Electrical & Fire Alai	S	85.00	17.00	102.00
711	Cleaning - Town Hall	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	PPE Equipment	Trade UK	S	13.32	2.66	15.98
712	Service & Maintenance	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Assorted equipment	Trade UK	S	8.32	1.67	9.99
712	Sundries	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Assorted equipment	Trade UK	S	1.66	0.33	1.99
712	Sundries	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Assorted equipment	Trade UK	S	4.99	1.00	5.99
713	Subscriptions	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Clerk's SLCC Membership	SLCC Enterprises	X	471.00		471.00
714	Grass Cutting	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Grass cutting	Wessex Grounds Services	S	44.82	8.96	53.78
714	Grass Cutting - Hauses	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Grass cutting	Wessex Grounds Services	S	88.66	17.73	106.39
715	Telephones	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Office telephone system	Rejuvenate	S	76.94	15.39	92.33
716	Equipment & Buildings Mainten	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Key cutting	Wareham Cobblers	Z	9.00		9.00
717	Service & Maintenance	14/03/2024	PRF 102/24	Lloyds Bank Business:	DEB	HD55EKB - Vehicle Repairs	Halfords Limited	S	30.82	6.16	36.98
718	Service & Maintenance	14/03/2024	PRF 102/24	Lloyds Bank Business:	DEB	HD55EKB - Vehicle Repairs	GSF Parts (Parts Retail Gro	S	47.75	9.55	57.30
719	Electricity - Depot	27/03/2024	PRF 102/24	Lloyds Bank Business:	FPO	Depot Electric	SSE Energy Solutions	L	268.79	13.44	282.23
720	Salaries	28/03/2024	PRF 102/24	Lloyds Bank Business:	BACS	Monthly salaries	Dorset Council	X	13,354.55		13,354.55
721	Stripe Fees	27/03/2024		Lloyds Bank Receipts		Stripe Transaction Fee	Stripe	X	3.01		3.01
722	Water - Pavilion	01/03/2024		Lloyds Bank Business:	DD	water usage Pavilion	Water2Business 09615109	Z	43.00		43.00
723	Water - Quay Toilets	01/03/2024		Lloyds Bank Business:	DD	Quay toilets monthly water usa	Water2Business 26887698	E	192.50		192.50
724	Water - Town Hall	01/03/2024		Lloyds Bank Business:	DD	Town Hall monthly water usagi	Water2Business 26972900	E	89.50		89.50
725	HMRC	04/03/2024		Lloyds Bank Business:	DD	Staff pension & NI Shortfall	Dorset Council	X	325.00		325.00
726	Water - HL Toilets	01/03/2024		Lloyds Bank Business:	4063882936	Howards Lane toilets monthly \	Water2Business 26972900	E	95.00		95.00
727	Advertising Staff Vacancies	13/03/2024		Lloyds Bank Business:	DD	Museum Manager Advert	Dorset Council	S	208.95	41.79	250.74
728	Bank Charges	18/03/2024		Lloyds Bank Business:	PAY	Bank Service Charges	Lloyds Bank	X	11.00		11.00
729	Debt Write off	31/03/2024		Lloyds Bank Receipts		Debt Write off	Swanage & Wareham Rugt	Z	107.00		107.00
730	Council Chamber Hire	31/03/2024		Lloyds Bank Receipts		Deposit paid in 2021 but full ar	Heckford & Sunderland	X	50.00		50.00
731	Corn Exchange Hire	31/03/2024		Lloyds Bank Receipts		Debt Write off	Wareham Carnival Commit	Z	0.50		0.50
Total									39,985.89	1,187.91	41,173.80



WAREHAM TOWN COUNCIL REPORT

Meeting Date: 23 April 2024

Agenda Item: 11

Subject:	Budget Monitoring – Q4
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To note the quarter 4 budget position and reserves balance.
Background:	<p>Quarterly budget reporting is required as part of financial regulations and the Joint Panel on Accountability and Governance – Practitioners Guide 2023.</p> <p>For ease of reference: Q1 = April – June Q2 = July – September Q3 = October – December Q4 = January - March</p>
Key Points:	<p>The report shows quarter 4 on the left and there are no budgeted amounts as the budget is allocated for the whole year rather than forecasted by month.</p> <p>The accumulative income and expenditure to the end of quarter 4 is shown on the right, which does show the year budget, providing a variance figure against the budget.</p> <p>Some points to note:</p> <ul style="list-style-type: none"> • This is not the absolute year end position but shows an indication as to the overall general position. Figures will be finalised with the internal auditor at their final visit in May, with year end accounts being presented to Council in June. • There are a number of creditors to be allocated to the 2023/24 accounts and will show in the year end accounts, but as creditors, will not show in Q4 by the very nature that their invoices were not received before year end, despite the goods or services having been received. • There have also been a number of pre-payments for items which are specifically for the 2024/25 financial year, but were paid for in the 2023/24 year, which will adjust on year-end accounts. • The major contribution to the substantial variance has been the staffing not been in full compliment for what was budgeted, the positive increase in hire income and the continued minor savings the team continues to make wherever possible. <p>Although the budget appears to be incredibly healthy, the position will not necessarily sustain in 2024/25 due to the staffing catch up and the substantial CPI increase that is continued to be implemented across all good as services which was not known at budget setting time.</p> <p>Reserves In accordance with Financial Regulations, reserves should only be held for specific projects, ideally being completed within 12 months,</p>

	<p>although exceptions are accepted where valid project delays occur. There are a number of reserves held which should be considered for deletion; these are:-</p> <ul style="list-style-type: none"> • CCTV reserve – now £0 • Bloor Homes Children’s Play Area – now £0 • Street Cleaner Salary – now £9,828 – The street cleaning has been absorbed into the Grounds Team job role and the 2024/25 budget has staffing allowance for an additional Grounds Team member if required. <p>The following reserves should be considered for combining into one reserve:-</p> <ul style="list-style-type: none"> • Bloor Homes Upgrade of Rec Facilities and Skate Park, creating a total reserve of £62,395.01. • Car Park Drainage and Car Park Maintenance creating a total reserve of £2428.17. • CIL and CIL received 2022/23 creating a total reserve of £40,355.66 – already earmarked for Howards Lane Toilets rebuild. <p>It is recommended that the Training and War Memorial reserves be deleted at the end of the 2024/25 financial year, as these should be considered as standard budget items, not project reserves, and should be budgeted for accordingly to include these higher amounts if Council considers it appropriate at budget setting time. The Play Area Retention should also be deleted at the end of 2024/25 financial year if the installation company do not claim their 2.5% retention in that time.</p> <p>The estimated general fund is made up of the reserves and working capital of 3-6 months. Four months operating costs are approximately £200,000, providing a total of approximately £430,000 to be held. The 2023/24-year end is indicating there will be around £110,000 surplus and should this be the case, the newly elected Council should consider using this to avoid a PWLB loan for Howards Lane Public Toilets if possible.</p>
<p>Implications:</p>	<p>It is required, as part of the Town Councils internal controls, to monitor the budget at least on a quarterly basis. Failure to do so would result in not being able to satisfy the external audit checks at year end in respect of internal controls.</p> <p>Close budget monitoring should be carried out to ensure the Council finances are on track and every item is accounted for. Members should be checking for any anomalies and unusual variances which have not been explained.</p>
<p>Recommendation:</p>	<p>To note the Q4 budget monitoring report and agree the recommended reserve movements.</p>

Wareham Town Council - Quarter 4
(01/01/2024 to 31/03/2024 - All Cost Centres and Codes)

	4th Quarter						Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Audit												
20 Internal Audit			(N/A)		846.64	-846.64(N/A)			(N/A)	1,300.00	1,806.17	-506.17(-38%)
21 External Audit			(N/A)			(N/A)			(N/A)	1,500.00	1,680.00	-180.00(-12%)
Sub Total for Audit			(N/A)		846.64	-846.64(N/A)			(N/A)	2,800.00	3,486.17	-686.17(-24%)
Banking												
29 Bank Charges			(N/A)		33.00	-33.00(N/A)			(N/A)	100.00	273.74	-173.74(-173%)
127 Bank Interest		1,909.63	1,909.63(N/A)			(N/A)	60.00	6,312.19	6,252.19(10420%)			(N/A)
146 Stripe Fees			(N/A)		27.51	-27.51(N/A)			(N/A)		65.85	-65.85(N/A)
148 VAT Reclaim			(N/A)		183.02	-183.02(N/A)		52.27	52.27(N/A)		183.02	-183.02(N/A)
Sub Total for Banking		1,909.63	1,909.63(N/A)		243.53	-243.53(N/A)	60.00	6,364.46	6,304.46(10507%)	100.00	522.61	-422.61(-422%)
Build Project Group												
108 Consultancy Fees			(N/A)			(N/A)			(N/A)	6,000.00		6,000.00(N/A)
109 Architect			(N/A)			(N/A)			(N/A)	1,000.00		1,000.00(N/A)
Sub Total for Build Project Group			(N/A)			(N/A)			(N/A)	7,000.00		7,000.00(N/A)
Christmas Market												
105 Road Closures - Christmas			(N/A)			(N/A)			(N/A)	500.00	265.00	235.00(47%)
106 Advertising - Christmas			(N/A)			(N/A)			(N/A)	1,000.00	124.50	875.50(87%)
107 Insurance - Christmas			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
159 Stallholders		-562.42	-562.42(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Christmas Market		-562.42	-562.42(N/A)			(N/A)			(N/A)	2,000.00	389.50	1,610.50(80%)
Council												
1 Mayor			(N/A)			(N/A)			(N/A)	2,500.00	2,331.38	168.62(6%)
2 Deputy Mayor			(N/A)		28.80	-28.80(N/A)			(N/A)	200.00	77.40	122.60(61%)
3 Regalia & Gowns			(N/A)			(N/A)			(N/A)			(N/A)
4 Mayor's Charity			(N/A)			(N/A)		216.50	216.50(N/A)		200.00	-200.00(N/A)
5 Election Expenses			(N/A)			(N/A)			(N/A)	1,500.00		1,500.00(N/A)
6 Ceremonial Photo's			(N/A)			(N/A)			(N/A)			(N/A)
7 Civic Events			(N/A)		28.50	-28.50(N/A)			(N/A)	4,000.00	2,493.06	1,506.94(37%)
8 General Events			(N/A)			(N/A)			(N/A)	1,500.00	885.87	614.13(40%)
15 Mileage - Councillors			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
26 Grants			(N/A)		650.00	-650.00(N/A)			(N/A)	6,000.00	6,000.00	(0%)
27 Purbeck Youth Centre			(N/A)			(N/A)			(N/A)	4,500.00	4,500.00	(0%)
163 Debt Write off			(N/A)		107.00	-107.00(N/A)			(N/A)		107.00	-107.00(N/A)
Sub Total for Council			(N/A)		814.30	-814.30(N/A)		216.50	216.50(N/A)	20,700.00	16,594.71	4,105.29(19%)
Depot												
51 Rent			(N/A)		1,830.82	-1,830.82(N/A)			(N/A)	10,000.00	10,023.14	-23.14(-0%)
52 Equipment			(N/A)			(N/A)			(N/A)	250.00		250.00(N/A)

Wareham Town Council - Quarter 4
(01/01/2024 to 31/03/2024 - All Cost Centres and Codes)

17 April 2024 (2023 - 2024)

	4th Quarter						Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
53 Electricity - Depot			(N/A)		268.79	-268.79(N/A)			(N/A)	750.00	268.79	481.21(64%)
54 Water - Depot			(N/A)			(N/A)			(N/A)	250.00	155.74	94.26(37%)
55 Insurance - Depot			(N/A)			(N/A)			(N/A)	400.00	260.79	139.21(34%)
56 Service Charge - Depot			(N/A)			(N/A)			(N/A)	500.00	518.24	-18.24(-3%)
57 Maintenance - Depot			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
58 Rates - Depot			(N/A)		325.00	-325.00(N/A)			(N/A)	4,000.00	3,248.49	751.51(18%)
Sub Total for Depot			(N/A)		2,424.61	-2,424.61(N/A)			(N/A)	16,650.00	14,475.19	2,174.81(13%)
Floral Displays												
103 Plants for Display			(N/A)			(N/A)			(N/A)	5,500.00	4,544.00	956.00(17%)
139 Floral Display Donations		83.33	83.33(N/A)			(N/A)	1,000.00	803.33	-196.67(-19%)			(N/A)
145 Wareham in Bloom Reserve			(N/A)		28.30	-28.30(N/A)			(N/A)		3,038.71	-3,038.71(N/A)
Sub Total for Floral Displays		83.33	83.33(N/A)		28.30	-28.30(N/A)	1,000.00	803.33	-196.67(-19%)	5,500.00	7,582.71	-2,082.71(-37%)
General Tree Survey												
104 Tree Survey			(N/A)			(N/A)			(N/A)	5,000.00	4,840.00	160.00(3%)
Sub Total for General Tree Survey			(N/A)			(N/A)			(N/A)	5,000.00	4,840.00	160.00(3%)
Hauses Field												
100 Tree Works - Hauses			(N/A)			(N/A)			(N/A)	500.00	500.00	(0%)
101 Grass Cutting - Hauses			(N/A)		88.66	-88.66(N/A)			(N/A)	3,000.00	1,720.40	1,279.60(42%)
102 Maintenance - Hauses			(N/A)		536.16	-536.16(N/A)			(N/A)	1,000.00	1,041.13	-41.13(-4%)
Sub Total for Hauses Field			(N/A)		624.82	-624.82(N/A)			(N/A)	4,500.00	3,261.53	1,238.47(27%)
Honorariums												
17 Honorariums		500.00	500.00(N/A)			(N/A)		500.00	500.00(N/A)	2,175.00	2,175.00	(0%)
Sub Total for Honorariums		500.00	500.00(N/A)			(N/A)		500.00	500.00(N/A)	2,175.00	2,175.00	(0%)
Howards Lane Car Park												
77 Rates - HL CP			(N/A)		996.00	-996.00(N/A)			(N/A)	12,000.00	9,955.05	2,044.95(17%)
78 New Equipment - HL CP		520.00	520.00(N/A)			(N/A)		520.00	520.00(N/A)	1,000.00	1,807.50	-807.50(-80%)
79 Tickets			(N/A)			(N/A)			(N/A)	300.00	275.60	24.40(8%)
80 Card Payment fees		-7.07	-7.07(N/A)		115.56	-115.56(N/A)		-7.07	-7.07(N/A)	2,000.00	1,026.32	973.68(48%)
81 Cash Payment Fees			(N/A)		1,340.32	-1,340.32(N/A)		252.08	252.08(N/A)	2,500.00	2,440.77	59.23(2%)
82 Maintenance - HL CP			(N/A)			(N/A)			(N/A)	500.00	222.82	277.18(55%)
83 Card Payment Commission Payat		-116.73	-116.73(N/A)			(N/A)		-728.15	-728.15(N/A)	850.00	103.84	746.16(87%)
84 Phone Payment Commission Pay.		-437.87	-437.87(N/A)			(N/A)		-1,288.53	-1,288.53(N/A)	1,500.00		1,500.00(N/A)
131 Parking - Card Income		2,752.09	2,752.09(N/A)			(N/A)	13,500.00	16,679.25	3,179.25(23%)			(N/A)
132 Parking - Cash Income		5,301.13	5,301.13(N/A)			(N/A)	40,000.00	30,180.49	-9,819.51(-24%)			(N/A)
133 Parking - Phone Payments		4,189.10	4,189.10(N/A)			(N/A)	15,000.00	20,810.39	5,810.39(38%)		6.20	-6.20(N/A)
134 Parking Permits - Reserved Bays		1,239.99	1,239.99(N/A)			(N/A)	3,500.00	1,239.99	-2,260.01(-64%)			(N/A)
135 Parking Permits - Unreserved		1,864.98	1,864.98(N/A)			(N/A)	4,000.00	3,858.92	-141.08(-3%)			(N/A)
136 Parking Permits - Commercial			(N/A)			(N/A)	500.00	564.17	64.17(12%)			(N/A)

Wareham Town Council - Quarter 4
(01/01/2024 to 31/03/2024 - All Cost Centres and Codes)

	4th Quarter						Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
158 Payment Machine Costs			(N/A)		66.40	-66.40(N/A)			(N/A)		2,266.46	-2,266.46(N/A)
160 EV Charging Point Income		43.32	43.32(N/A)			(N/A)		44.67	44.67(N/A)			(N/A)
Sub Total for Howards Lane Car Park		15,348.94	15,348.94(N/A)		2,518.28	-2,518.28(N/A)	76,500.00	72,126.21	-4,373.79(-5%)	20,650.00	18,104.56	2,545.44(12%)
Howards Lane Toilets												
69 Cleaning - HL Toilets			(N/A)		3,258.00	-3,258.00(N/A)			(N/A)	1,000.00	12,440.42	-11,440.42(-1144%)
70 Maintenance - HL Toilets			(N/A)		405.72	-405.72(N/A)			(N/A)	1,000.00	2,631.49	-1,631.49(-163%)
71 Water - HL Toilets			(N/A)		285.00	-285.00(N/A)			(N/A)	1,000.00	1,021.93	-21.93(-2%)
72 Electricity - HL Toilets			(N/A)		314.66	-314.66(N/A)			(N/A)	1,000.00	747.90	252.10(25%)
Sub Total for Howards Lane Toilets			(N/A)		4,263.38	-4,263.38(N/A)			(N/A)	4,000.00	16,841.74	-12,841.74(-321%)
Mill Lane												
96 Maintenance - ML			(N/A)		295.00	-295.00(N/A)			(N/A)	4,000.00	1,853.95	2,146.05(53%)
97 PWLB Roof Loan			(N/A)		2,182.79	-2,182.79(N/A)			(N/A)	4,400.00	4,346.76	53.24(1%)
155 PWLB Loan Interest payment			(N/A)		18.99	-18.99(N/A)			(N/A)		56.81	-56.81(N/A)
157 Annual Maintenance Items			(N/A)		111.25	-111.25(N/A)			(N/A)		196.25	-196.25(N/A)
Sub Total for Mill Lane			(N/A)		2,608.03	-2,608.03(N/A)			(N/A)	8,400.00	6,453.77	1,946.23(23%)
Museum												
111 Rates - Museum			(N/A)			(N/A)			(N/A)	1,800.00		1,800.00(N/A)
112 Events		168.17	168.17(N/A)			(N/A)	300.00	430.02	130.02(43%)	300.00	93.75	206.25(68%)
113 Telephone			(N/A)		89.97	-89.97(N/A)			(N/A)		384.83	-384.83(N/A)
114 Stationery			(N/A)		46.15	-46.15(N/A)			(N/A)	150.00	110.49	39.51(26%)
115 Security Alarm			(N/A)			(N/A)			(N/A)		265.07	-265.07(N/A)
116 Stock (for Resale)			(N/A)		63.08	-63.08(N/A)	1,000.00	1,463.85	463.85(46%)	700.00	631.29	68.71(9%)
117 Card Sales Commission			(N/A)			(N/A)		-7.20	-7.20(N/A)	15.00		15.00(N/A)
118 Subscriptions			(N/A)			(N/A)			(N/A)	150.00	110.00	40.00(26%)
119 Display Cabinet Reserve			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
120 New Equipment			(N/A)			(N/A)			(N/A)	1,000.00	718.84	281.16(28%)
121 Equipment Maintenance			(N/A)			(N/A)			(N/A)	500.00	277.46	222.54(44%)
122 Cleaning/Maintenance/Improvement			(N/A)			(N/A)			(N/A)	150.00	204.95	-54.95(-36%)
123 Training			(N/A)			(N/A)			(N/A)	150.00		150.00(N/A)
124 Signage			(N/A)			(N/A)			(N/A)	150.00	195.00	-45.00(-30%)
125 Mileage			(N/A)			(N/A)			(N/A)	50.00		50.00(N/A)
126 Sundries			(N/A)		6.65	-6.65(N/A)			(N/A)	25.00	10.65	14.35(57%)
141 Donations		39.00	39.00(N/A)			(N/A)	1,500.00	3,202.72	1,702.72(113%)			(N/A)
142 Activities Donations			(N/A)			(N/A)	10.00	112.00	102.00(1020%)			(N/A)
Sub Total for Museum		207.17	207.17(N/A)		205.85	-205.85(N/A)	2,810.00	5,201.39	2,391.39(85%)	5,640.00	3,002.33	2,637.67(46%)
Neighbourhood Plan												
16 Neighbourhood Plan			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Neighbourhood Plan			(N/A)			(N/A)			(N/A)			(N/A)

Wareham Town Council - Quarter 4
(01/01/2024 to 31/03/2024 - All Cost Centres and Codes)

17 April 2024 (2023 - 2024)

	4th Quarter						Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
Northmoor Allotments													
99 Allotment Rents			(N/A)			(N/A)			350.00	326.88	23.12(6%)		
Sub Total for Northmoor Allotments			(N/A)			(N/A)			350.00	326.88	23.12(6%)		
Office Costs													
28 Insurance			(N/A)		1,353.54	-1,353.54(N/A)			8,000.00	8,121.25	-121.25(-1%)		
30 Office Expenditure			(N/A)		2,064.98	-2,064.98(N/A)			2,500.00	4,122.63	-1,622.63(-64%)		
31 Telephones			(N/A)		676.36	-676.36(N/A)			2,500.00	3,050.60	-550.60(-22%)		
32 Premises Licence			(N/A)		13.36	-13.36(N/A)			1,500.00	13.36	1,486.64(99%)		
33 Computers			(N/A)		547.09	-547.09(N/A)			1,500.00	621.24	878.76(58%)		
34 Software Support			(N/A)		1,078.01	-1,078.01(N/A)			8,000.00	9,467.30	-1,467.30(-18%)		
35 Website Production			(N/A)			(N/A)			300.00	600.00	-300.00(-100%)		
36 Office Cleaning			(N/A)		14.75	-14.75(N/A)			500.00	123.72	376.28(75%)		
37 CCTV			(N/A)		160.72	-160.72(N/A)			1,500.00	798.36	701.64(46%)		
38 Contingency			(N/A)		151.40	-151.40(N/A)		28.31	28.31(N/A)	2,000.00	151.40	1,848.60(92%)	
39 Health & Safety Mitigation			(N/A)			(N/A)			2,000.00	99.00	1,901.00(95%)		
40 General Office Reserve			(N/A)			(N/A)			8,000.00	180.99	7,819.01(97%)		
152 CCTV Reserve			(N/A)			(N/A)				1,000.00	-1,000.00(N/A)		
153 CCTV From Car Park Maintenance			(N/A)			(N/A)				5,850.00	-5,850.00(N/A)		
154 CCTV from Property maintenance			(N/A)			(N/A)				7,653.95	-7,653.95(N/A)		
Sub Total for Office Costs			(N/A)		6,060.21	-6,060.21(N/A)		28.31	28.31(N/A)	38,300.00	41,853.80	-3,553.80(-9%)	
Pavilion													
85 Gas - Pavilion			(N/A)			(N/A)			100.00		100.00(N/A)		
86 Water - Pavilion			(N/A)		129.00	-129.00(N/A)			500.00	480.78	19.22(3%)		
87 Electric - Pavilion			(N/A)		82.80	-82.80(N/A)			400.00	253.39	146.61(36%)		
88 Maintenance - Pavilion			(N/A)		60.00	-60.00(N/A)			500.00	379.10	120.90(24%)		
Sub Total for Pavilion			(N/A)		271.80	-271.80(N/A)			1,500.00	1,113.27	386.73(25%)		
Personnel													
110 Advertising Staff Vacancies			(N/A)		208.95	-208.95(N/A)			500.00	208.95	291.05(58%)		
Sub Total for Personnel			(N/A)		208.95	-208.95(N/A)			500.00	208.95	291.05(58%)		
Play Areas													
92 Play Area Maintenance - Rec			(N/A)			(N/A)			500.00	100.00	400.00(80%)		
93 Play Area Contingency - Rec			(N/A)			(N/A)			5,000.00		5,000.00(N/A)		
94 PWLB Play Areas Loan Repayme			(N/A)		6,282.33	-6,282.33(N/A)			24,500.00	12,564.65	11,935.35(48%)		
156 PWLB Loan Interest Payments			(N/A)		5,672.00	-5,672.00(N/A)				11,489.43	-11,489.43(N/A)		
162 Play Area 2.5% Retention			(N/A)		2,603.62	-2,603.62(N/A)				5,060.30	-5,060.30(N/A)		
Sub Total for Play Areas			(N/A)		14,557.95	-14,557.95(N/A)			30,000.00	29,214.38	785.62(2%)		
Policy Resources & Finance Incc													

Wareham Town Council - Quarter 4
(01/01/2024 to 31/03/2024 - All Cost Centres and Codes)

17 April 2024 (2023 - 2024)

	4th Quarter						Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
128 Rents Received		5,804.00	5,804.00(N/A)			(N/A)	40,000.00	32,216.00	-7,784.00(-19%)			(N/A)
Sub Total for Policy Resources & Finance		5,804.00	5,804.00(N/A)			(N/A)	40,000.00	32,216.00	-7,784.00(-19%)			(N/A)
Precept												
143 Precept			(N/A)			(N/A)	495,945.00	495,945.00	(0%)			(N/A)
Sub Total for Precept			(N/A)			(N/A)	495,945.00	495,945.00	(0%)			(N/A)
Professional Fees												
22 H&S Consultancy Fees			(N/A)			(N/A)			(N/A)	3,800.00	3,728.57	71.43(1%)
23 Consultancy Fees			(N/A)			(N/A)			(N/A)	2,000.00		2,000.00(N/A)
24 Subscriptions			(N/A)		621.00	-621.00(N/A)			(N/A)	2,500.00	2,675.68	-175.68(-7%)
25 Legal Fees & Costs			(N/A)		520.00	-520.00(N/A)			(N/A)	2,500.00	1,015.00	1,485.00(59%)
Sub Total for Professional Fees			(N/A)		1,141.00	-1,141.00(N/A)			(N/A)	10,800.00	7,419.25	3,380.75(31%)
Quay Toilets												
73 Cleaning - Quay Toilets			(N/A)		3,258.00	-3,258.00(N/A)			(N/A)	1,000.00	12,381.75	-11,381.75(-1138%)
74 Maintenance - Quay Toilets			(N/A)		600.68	-600.68(N/A)			(N/A)	2,000.00	2,579.46	-579.46(-28%)
75 Water - Quay Toilets			(N/A)		577.50	-577.50(N/A)			(N/A)	4,500.00	3,770.00	730.00(16%)
76 Electricity - Quay Toilets			(N/A)		227.56	-227.56(N/A)			(N/A)	1,500.00	1,032.54	467.46(31%)
Sub Total for Quay Toilets			(N/A)		4,663.74	-4,663.74(N/A)			(N/A)	9,000.00	19,763.75	-10,763.75(-119%)
Recreation Ground												
89 Maintenance - Rec			(N/A)		2,270.79	-2,270.79(N/A)			(N/A)	1,500.00	3,911.39	-2,411.39(-160%)
90 Grass Cutting			(N/A)		44.82	-44.82(N/A)			(N/A)	2,500.00	1,568.90	931.10(37%)
91 New Equipment - Rec			(N/A)			(N/A)			(N/A)	250.00		250.00(N/A)
137 Football Pitch Hire		350.00	350.00(N/A)			(N/A)	1,000.00	1,300.00	300.00(30%)			(N/A)
138 Croquet Pitch Hire			(N/A)			(N/A)	1,500.00	1,200.00	-300.00(-20%)			(N/A)
140 Cricket Pitch Hire		450.00	450.00(N/A)			(N/A)	750.00	1,150.00	400.00(53%)			(N/A)
Sub Total for Recreation Ground		800.00	800.00(N/A)		2,315.61	-2,315.61(N/A)	3,250.00	3,650.00	400.00(12%)	4,250.00	5,480.29	-1,230.29(-28%)
Skate Park												
95 Skate Park			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Skate Park			(N/A)			(N/A)			(N/A)			(N/A)
Staff Costs												
9 Salaries			(N/A)		39,495.46	-39,495.46(N/A)			(N/A)	260,000.00	156,689.53	103,310.47(39%)
10 HMRC			(N/A)		15,419.91	-15,419.91(N/A)			(N/A)	30,000.00	55,897.08	-25,897.08(-86%)
11 Pension Contributions			(N/A)		14,903.92	-14,903.92(N/A)			(N/A)	59,200.00	55,604.90	3,595.10(6%)
12 Meetings & Trainings			(N/A)			(N/A)			(N/A)	3,000.00	2,199.00	801.00(26%)
13 Uniform			(N/A)		71.64	-71.64(N/A)			(N/A)	500.00	145.49	354.51(70%)
14 Mileage - Staff			(N/A)			(N/A)			(N/A)	500.00	289.72	210.28(42%)
Sub Total for Staff Costs			(N/A)		69,890.93	-69,890.93(N/A)			(N/A)	353,200.00	270,825.72	82,374.28(23%)

Wareham Town Council - Quarter 4
(01/01/2024 to 31/03/2024 - All Cost Centres and Codes)

17 April 2024 (2023 - 2024)

	4th Quarter						Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Tourist Information Office												
98 Website Costs - TIC			(N/A)			(N/A)			(N/A)	2,400.00		2,400.00(N/A)
Sub Total for Tourist Information Office			(N/A)			(N/A)			(N/A)	2,400.00		2,400.00(N/A)
Town Crier												
18 Town Crier Competition			(N/A)			(N/A)			(N/A)	500.00	487.30	12.70(2%)
Sub Total for Town Crier			(N/A)			(N/A)			(N/A)	500.00	487.30	12.70(2%)
Town Features and Furniture												
63 Street Lighting			(N/A)		1,555.21	-1,555.21(N/A)			(N/A)	1,750.00	3,061.85	-1,311.85(-74%)
64 War Memorial Maintenance			(N/A)			(N/A)			(N/A)	250.00		250.00(N/A)
65 General Maintenance			(N/A)		214.29	-214.29(N/A)			(N/A)	1,500.00	2,145.08	-645.08(-43%)
66 Street Furniture & Seats		666.67	666.67(N/A)		1,358.79	-1,358.79(N/A)		2,666.67	2,666.67(N/A)	1,000.00	2,608.22	-1,608.22(-160%)
67 Bus Shelter Maintenance			(N/A)		250.00	-250.00(N/A)			(N/A)	250.00	250.00	(0%)
68 Gateway Stones			(N/A)		1,045.00	-1,045.00(N/A)			(N/A)	3,000.00	1,045.00	1,955.00(65%)
Sub Total for Town Features and Furniture		666.67	666.67(N/A)		4,423.29	-4,423.29(N/A)		2,666.67	2,666.67(N/A)	7,750.00	9,110.15	-1,360.15(-17%)
Town Hall												
41 Electric - Town Hall			(N/A)			(N/A)			(N/A)	3,000.00	2,262.78	737.22(24%)
42 Gas - Town Hall			(N/A)		1,445.25	-1,445.25(N/A)			(N/A)	4,000.00	2,961.34	1,038.66(25%)
43 Water - Town Hall			(N/A)		268.50	-268.50(N/A)			(N/A)	1,300.00	-1,377.91	2,677.91(205%)
44 Rates - Town Hall			(N/A)		2,014.64	-2,014.64(N/A)			(N/A)	12,000.00	11,698.33	301.67(2%)
45 Advertising			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
46 Equipment - New			(N/A)			(N/A)			(N/A)	2,500.00	442.68	2,057.32(82%)
47 Equipment & Buildings Maintenance			(N/A)		2,340.29	-2,340.29(N/A)			(N/A)	10,000.00	7,995.77	2,004.23(20%)
48 Replacement Windows			(N/A)			(N/A)			(N/A)	2,000.00		2,000.00(N/A)
49 Stair Lift			(N/A)			(N/A)			(N/A)	750.00		750.00(N/A)
50 Cleaning - Town Hall			(N/A)		77.36	-77.36(N/A)			(N/A)	1,000.00	369.03	630.97(63%)
129 Corn Exchange Hire		1,158.81	1,158.81(N/A)		0.50	-0.50(N/A)	3,200.00	5,390.77	2,190.77(68%)		0.50	-0.50(N/A)
130 Weddings - Chamber		41.66	41.66(N/A)			(N/A)	500.00	1,479.18	979.18(195%)			(N/A)
144 Refuse Collection			(N/A)		634.51	-634.51(N/A)			(N/A)		3,195.82	-3,195.82(N/A)
147 Council Chamber Hire		229.17	229.17(N/A)		50.00	-50.00(N/A)		458.33	458.33(N/A)		50.00	-50.00(N/A)
Sub Total for Town Hall		1,429.64	1,429.64(N/A)		6,831.05	-6,831.05(N/A)	3,700.00	7,328.28	3,628.28(98%)	37,050.00	27,598.34	9,451.66(25%)
Vehicles												
59 Service & Maintenance			(N/A)		283.69	-283.69(N/A)			(N/A)	1,200.00	361.46	838.54(69%)
60 Fuel			(N/A)		244.91	-244.91(N/A)			(N/A)	2,000.00	847.21	1,152.79(57%)
61 Insurance			(N/A)			(N/A)			(N/A)	1,000.00	150.00	850.00(85%)
62 Machinery & Equipment			(N/A)		507.75	-507.75(N/A)			(N/A)	2,500.00	666.83	1,833.17(73%)
161 Vehicle Tax			(N/A)		320.00	-320.00(N/A)			(N/A)		640.00	-640.00(N/A)
Sub Total for Vehicles			(N/A)		1,356.35	-1,356.35(N/A)			(N/A)	6,700.00	2,665.50	4,034.50(60%)

Wareham Town Council - Quarter 4
(01/01/2024 to 31/03/2024 - All Cost Centres and Codes)

	4th Quarter						Accumulative to end of 4th quarter							
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance		
Wareham Burial Joint Committee														
19 WBJC - Wareham TC Contribution			(N/A)			(N/A)			(N/A)	15,850.00	7,916.85	7,933.15(50%)		
Sub Total for Wareham Burial Joint Comm			(N/A)			(N/A)			(N/A)	15,850.00	7,916.85	7,933.15(50%)		
Wareham Burial Joint Committee														
149 Wareham Burial Joint Committee			(N/A)			(N/A)			(N/A)			(N/A)		
150 Wareham Burial Joint Committee			(N/A)			(N/A)			(N/A)			(N/A)		
151 Wareham Burial Joint Committee			(N/A)			(N/A)			(N/A)			(N/A)		
Sub Total for Wareham Burial Joint Comm			(N/A)			(N/A)			(N/A)			(N/A)		
TOTALS.....		26,186.96	26,186.96(N/A)		126,298.62	-126,298.62(N/A)	623,265.00	627,046.15	3,781.15(N/A)	623,265.00	521,714.25	101,550.75(N/A)		
			NET Variance Quarter 4				-100,111.66			NET accumulative variance to END of Quarter 4.....				105,331.90

Wareham Town Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
PWLB Play Areas	24,500.00				24,500.00
PWLB Mill Lane	4,450.00				4,450.00
Potential PWLB Howards Lane	5,000.00				5,000.00
Total Capital	33,950.00				33,950.00
Earmarked					
Neighbourhood Plan Reserve	2,380.37				2,380.37
CCTV Reserve					0.00
Museum Reserve	2,874.62				2,874.62
Wareham In Bloom Reserve	5,248.25				5,248.25
Bloor Homes Children's Play Ar					0.00
Bloor Homes Upgrade of Rec F	9,599.00				9,599.00
CIL	31,550.57				31,550.57
Skate Park	52,796.01				52,796.01
Property maintenance	8,686.73				8,686.73
Car Park Maintenance	2,028.17				2,028.17
War Memorial	1,000.00				1,000.00
Play Area - Retention Fee 2.5%	3,564.70				3,564.70
Election Fees	6,000.00				6,000.00
Car Park Drainage Work	400.00				400.00
Town Hall Replacement Window	6,000.00				6,000.00
Replacement Vehicle	4,010.42				4,010.42
Town Hall Lighting	14,811.40				14,811.40
Street Cleaner Salary	9,828.80				9,828.80
Training	1,137.77				1,137.77
Tourist Information Centre	18,400.00				18,400.00
CIL received 2022/23	8,805.89				8,805.89
Total Earmarked	189,122.70				189,122.70
TOTAL RESERVE	223,072.70				223,072.70



WAREHAM TOWN COUNCIL REPORT

Meeting Date: 23 April 2024

Agenda Item: 12

Subject:	Museum manager Appointment
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To approve the appointment of the Museum Manager.
Background:	<p>The Personnel Committee resolved to recruit a Museum Manager following the resignation of the Volunteer Museum Manager in the Autumn of 2023. The recruitment process was followed with a job description and person specification developed with the advice and assistance of Vicky DeWitt, Museum Adviser for Dorset, and advertised both locally and nationally to ensure the widest catchment possible for the specialist role. The post was originally advertised at SCP 15 (£27,803) and no applications were received. The Committee then agreed to readvertise at a slightly higher salary at SCP 20 (£30,825).</p> <p>Six applications were received, with four being interviewed. The interview panel was made up of the Chair and Deputy Chair of Personnel and the Town Clerk, with Vicky DeWitt providing advice and the Deputy Clerk taking notes. Each interviewee was introduced to the Volunteer curator and spent some time in the Museum meeting volunteers and looking at the collection.</p> <p>The panel, adviser and volunteer curator all agreed there was one outstanding candidate, and it was agreed to offer them the role. It was also agreed that there were no other suitable candidates to make second offers should the preferred candidate declined the offer, and the post would have to go back out for recruitment.</p>
Key Points:	<p>The position was offered to the preferred candidate who negotiated on the salary, making a request to increase the starting salary to SCP 25 (£33,945). The panel agreed that the qualifications and experience of the candidate was such that it was a small increase worth making, and the starting SCP 25 was agreed, which the candidate accepted.</p> <p>Excellent references have been received and an unconditional offer has been sent.</p>
Implications:	<p>Financial – the budget was set with this post included for 2024/25 and to not appoint leaves large sums remaining in Council accounts with no allocation which is against financial regulations.</p> <p>Staffing – the current staffing does not have the time resources or skillset to properly manage the museum and the future development plans.</p>
Recommendation:	To APPROVE the appointment of Dr Paul Willis as Museum Manager commencing on SCP 25.

ACTION LIST						
DATE OF MEETING	COMMITTEE	SUBJECT	MINUTE NUMBER	ACTION	PROGRESS & DATE COMPLETED	PROJECT OWNER/ RESPONSIBLE
26.03.24	PR&F	Traffic Regulation Order	PRF104/24	It was RESOLVED to APPROVE the drafting of a new Traffic Regulation Order for Howards Lane Car Park by Dorset Council, the cost being taken from any funds remaining in the 2023/24 financial year Professional Fees cost centre and Legal Costs and Fees budget line, with the remainder taken from the same budget in the 2024/25 financial year.	PO#156 for £3,000 (inc vat) sent to Dorset Council 04/04/24. Invoice received and payment is on the payments for approval list.	Deputy Clerk
26.03.24	PR&F	Rugby Club Lease	PRF105/24	Reissue Rugby Club Lease	Rugby Club lease signed, sealed, and exchanged. Matter is now CLOSED.	Town Clerk
20.03.24	P&T	Traffic Damage to Housing in West Street	P&T 108/24	RESOLVED that the Clerk write to Highways Department, Dorset Council, to invite their suggestions for a solution to this matter, but with consideration of a traffic bollard being placed on the pavement to provide some protection.	Clerk and Deputy Clerk met with Stephen Mephram and a possible solution has been suggested, which will be presented to the Planning and Transport Committee on 1 May.	Clerk/Deputy Clerk

19.03.24	Personnel	Staffing Update	P058/24	It was RESOLVED to advertise again for the role of Museum Manager at an annual salary of SCP 20 which was £30,825, and to soften the wording of the conditional element of the appointment.	Completed.	Town Clerk
13.03.24	Museum	Fire Alarm	M046/24	Deputy Town Clerk to investigate the sounding level of the fire alarm bell inside the museum and report back to the Committee.	It was noted that in a recent visit by the Fire Alarm Engineer, the alarms were in good working order but additional alarms, including visual, flashing lights, could be added to the system if required.	Deputy Clerk
13.03.24	Museum	CCTV	M046/24	M038/23 CCTV – The Town 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.	The request to move CCTV cameras was being considered as part of the larger building works being planned for the museum.	Clerk
05.03.24	Full Council	2RN Bus Service	TC 141/24	It was RESOLVED to approve £600.00 towards the project from the General Reserves budget.	Invoice received and payment on list of payments for approval. Will be an adjustment to be taken from the 2023/24 budget.	Clerk
05.03.24	Full Council	2RN Bus Service	TC 141/24	It was RESOLVED to participate in a Steering Group.	Clerk attended meeting 14 March 2024.	Clerk

05.03.24	Full Council	New lighting in the town	TC 142/24	It was RESOLVED to APPROVE the resolution from Wareham Neighbourhood Plan Steering Committee.	Matthew Piles and Roderick Mainstone (Dorset Council) be invited to a meeting with representatives of Wareham Town Council and Wareham Neighbourhood Plan Steering Group to consider the concerns regarding the street lighting scheme in the Conservation Area and discuss possible options. Response from Dorset Council on Agenda.	Clerk
28.02.24	P&T	Heavy Traffic Ropers Lane	P&T102/24	Although the Committee sympathised with the resident, there was no solution evident to the Committee, and Dorset Council should be approached for advice on the matter.	Resident directed to Dorset Council	Clerk
13.02.24	PR&F	Budget Monitoring - Q£	PRF 091/24	RESOLVED that the Town Clerk, Chairman, and Vice Chairman would meet to discuss creating Earmarked Reserves, if a budget surplus was realised at the end of the year.	On Agenda	Town Clerk
28.11.23	Museum	CCTV	M038/23	The Town 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 Town 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 Town 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 Town Clerk
24/10/23	PR&F	Public Engagement	PRF 054/23	Town Clerk should draft a Community Engagement Strategy and Policy for consideration at a future meeting.	Strategy currently being drafted for consideration by the newly elected Council.	Town Clerk
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	Town Clerk/Cllr Cotton
11/07/23	Full Council	West Street Ani-Social Behaviour	TC 040/23	Installation of CCTV camera in West Street be considered as part of the budget setting for 2024/25.	To be included in the Autumn Budget discussion - an opportunity for some grant funding has been identified and being investigated.	Town Clerk/Council
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.	Information has come to light that the Car Park machine would be removed by Dorset Council, meaning the Town Council would need to purchase a new machine at a cost of circa £4,500. And there is some serious repairs required of the car park including line painting, which was not divulged to the Town Council when the proposal was made for it to rake on the lease. Dorset Council has also been asked to provide the detailed income from the Car Park which has not been forthcoming. The matter will return to Full Council as part of the finer detail and workings which were agreed as part of the original resolution.	Town Clerk
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WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 23 April 2023

Agenda Item: 14

Subject:	Asset Transfer Request
Prepared by:	Gale Pettifer, Deputy Clerk
Purpose of Report:	To consider recommendation from the Amenities Committee, for an Asset Transfer Request to be made to Dorset Council with regard to the playing fields on the former Middle School site.
Background:	<p>The playing fields of the former Middle School site are restricted from development and must be kept as open space for recreation and leisure activity. Community Consultation was carried out by Dorset Council in July 2022. The installation of a skate park and sports related activities were among the highest responses when consultees were asked about potential use of the playing fields.</p> <p>Wareham Town Council has expressed interest in taking over the management and development of the former Middle School playing fields from Dorset Council.</p>
Key Points:	<p>On 13 December 2023, Minute no. A 057/23, the Amenities Committee resolved to recommend to Full Council the application of an asset transfer from Dorset Council to Wareham Town Council of the former Middle School playing field in Worgret Road.</p> <p>Dorset Council have been approached and indications have been that the transfer would be well received, however, a decision would not be made until the conclusion of the election in May.</p> <p>A formal resolution is required by Council to make the application.</p>
Implications:	<p>Budget – there would be an increase in outdoor maintenance costs, such as grass mowing and hedge management.</p> <p>Staffing – there would be an impact to staffing resources in managing the site.</p> <p>Reputational – the supporters for a skatepark in Wareham have been made aware that the former Middle School playing fields could be earmarked for a new facility. There would be negative repercussions if a skatepark was not forthcoming in Wareham.</p>
Recommendation:	To resolve to agree the application of an asset transfer to Dorset Council for the former Middle School playing fields from Dorset Council.

From: [Roderick Mainstone](#)
To: [Nicola Gray](#); [Matthew Piles](#)
Cc: [Cllr. Beryl Ezzard](#); [Cllr. Ryan Holloway](#); [Cllr. Spencer Flower](#); [Cllr. Ray Bryan](#)
Subject: RE: Street lighting in Wareham
Date: 05 April 2024 12:10:54
Attachments: [image007.png](#)
[image008.png](#)
[image009.png](#)
[image011.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)

Dear Nicola,

Thank you for your latest email and I would first apologise for clearly not explaining the overall situation for this project in my earlier replies.

When I originally wrote to you on 12 February the works were paused, after concerns were expressed by Cllr Ezzard and the town trust; my intent was to seek the view of town council members on whether the works could be completed in the short time we had remaining or had to be abandoned for the current financial year. In that question I perhaps failed to properly highlight that the works were part of the council's capital spend for the 2023/24 year, which must be completed and goods received by 31 April so there was simply insufficient time to discuss, agree, organise and implement a solution that might be satisfactory to all the parties you included in your request for a site meeting. Your reply of 12 March therefore left us the only remaining option, of abandoning the current scheme in Wareham for this financial year and to instead revisit the scheme when all the parties have reached consensus at some point in the future.

Added to this is the timing of your meeting request during this pre-election period, from 11 March until 2 May, where new consultations and controversial issues that might be viewed as political should be avoided by officers until after the elections are concluded.

On the calls you say you are receiving, about light into bedroom windows, then this is not reflected in the very few complaints registered with the council or our service provider – where the provider has just three complaints currently open, all of which are in relation to the daytime appearance of both the old and the new lights and none about light intrusion. The lights themselves are fitted with shields to prevent rearward light being spilled into upper floor windows – so I would please ask you to direct any such calls to the service provider on 0800 068 4145, so that they may investigate and seek a remedy in this interim period before we can all agree a permanent solution.

I am also informed that two of these complaints, one with an existing bulkhead light and one with the new bracket type, have requested their lights be permanently removed – which we cannot object to as there is no right in English law to attach public lighting to a private property. In both these cases our service provider will continue to work with the residents and try to retain these attachment permission but, if the residents refuses a light, we must then install a support column to maintain the highway illumination - replacing the wall light with a standard type freestanding one in the same or similar position. In both these cases these support columns should be viewed as temporary, pending the above discussion and agreement by all parties to a permanent solution.

Once again, please accept my apologies for the confusion and the delay now until after the 2 May deadline, for a full response to your request.

Regards.

Roderick Mainstone
Street Lighting Team Leader
Economic Growth and Infrastructure
Dorset Council



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WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 23 April 2024

Agenda Item: 16

Subject:	Clerks Update
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To provide Council with an update on the work being carried out by the office and ongoing issues.
Background:	The office continually works on actions resolved at meetings or deal with the day to day running of the Council and it is good practice to provide Council with updates for clarity and transparency.
Key Points:	<ul style="list-style-type: none"> • The benches are being reconditioned in turn, having commenced with the worst. It is hoped to have finished this programme by the end of the summer, weather permitting. • A good meeting with Stephen Mephram, Dorset Council has taken place regarding a number of minor issues in the town, which may involve some joint working on street furniture. • There has been lots of interaction with the Police and CCTV sharing has taken place. Regular online meetings with Ged Went are taking place and there is much policing work being done behind the scenes in Purbeck. • The Rugby Club lease has completed. • The weather has caused immense issues with regard to the recreation ground grass cutting, and it has been very unfortunate that the contractors have not been able to access the ground to make the necessary cuts. This has resulted in some unhappy customers, but we are not able to control the weather sadly. • The Annual Town Council Meeting will be held on 14 May, with the ceremonial Mayor Making on 16 May, to ensure compliance. • Given the election on 2 May and all members retirement on 7 May – irrespective of re-election status – there are a number of housekeeping matters which need addressing: <ul style="list-style-type: none"> ○ The office has Rejuvenate attending on 8 May to recondition all laptops, and it would be very much appreciated if all Councillors who have a Council laptop could return them before 8 May to facilitate this. There will be a Councillor induction/introduction afternoon on 9 May at 2pm, and it would be appreciated if all elected Councillors could attend to enable them to meet their fellow members in an informal setting and receive their laptops.

	<ul style="list-style-type: none"> ○ The formalities and required signatures of the newly elected members will also be addressed at the 9 May afternoon. ○ Any keys held will need to be returned to the Office and these will be signed for and reissued for the next term. <ul style="list-style-type: none"> • The team have been busy maintaining the day to day running of the Council, whilst I have been concentrating on year end, and staff recruitment.
Implications:	None to note – purpose is to update on previously agreed decisions and actions.
Recommendation:	To note the report.