



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

21 March 2024

To: All Members of the Policy, Resources and Finance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** to be held on **TUESDAY 26 MARCH 2024** in the Council Chamber, Town Hall, East Street, Wareham at **19:00 hrs** 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 Council Office on 01929 553006 if you need any further information on this Agenda.

Members of the Policy, Resources and Finance Committee

Councillor K Critchley (Chairman)
Councillor M Cotton
Councillor K Green
Councillor D Robinson
Councillor C Turner

Councillor D Budd (Vice Chair)
Councillor Z Gover
Councillor V Green
Councillor M Russell

26 MARCH 2024 at 7pm

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 'Protocol 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 13 February 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 13 February 2024

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

6. 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.

7. Bank Reconciliation – February 2024

To approve the Bank Reconciliation for February 2024.

8. Traffic Regulation Order and Enforcement

To consider the report in respect of the Traffic Regulation Order for Howards Lane Car Park.

9. Any other items the Chairman deems urgent

For report, information or for the agenda at the next meeting of the Policy, Resources and Finance Committee. 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).

10. Date of next meeting

To note the date of the next meeting, which is scheduled for **TBC**.



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.....

Draft

Wareham Town Council

5 March 2024 (2023 - 2024)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
475	Corn Exchange Hire	06/02/2024		Lloyds Bank Receipts		Corn Exchange Hire	Wareham Carnival Commit	S	50.00	10.00	60.00
476	Street Furniture & Seats	08/02/2024		Lloyds Bank Receipts		Memorial Plaque for bench	Phillip Way	S	666.67	133.33	800.00
477	Corn Exchange Hire	05/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Syncop 8 Dance Studio	S	16.67	3.33	20.00
478	Football Pitch Hire	05/02/2024		Lloyds Bank Receipts	FPI	Football Pitch Hire	Swanage EBC	X	50.00		50.00
479	Events	06/02/2024		Lloyds Bank Receipts	501397	Museum events income	Wareham Museum	S	119.17	23.83	143.00
494	Corn Exchange Hire	06/02/2024		Lloyds Bank Receipts	FPI	Hire of Corn Exchange	Wareham Slimming World	S	70.42	14.08	84.50
497	Football Pitch Hire	12/02/2024		Lloyds Bank Receipts	FPI	Football Pitch Hire	Fran Wareham Rangers	X	50.00		50.00
498	Corn Exchange Hire	12/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Zumba	S	16.67	3.33	20.00
498	Corn Exchange Hire	12/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Zumba	S	16.67	3.33	20.00
498	Corn Exchange Hire	12/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Zumba	S	16.67	3.33	20.00
499	Corn Exchange Hire	12/02/2024		Lloyds Bank Receipts	FPI	Hire of Corn Exchange	Zumba	S	16.67	3.33	20.00
500	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Sustainable Wareham	S	36.67	7.33	44.00
500	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Sustainable Wareham	S			
500	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Sustainable Wareham	S			
501	Football Pitch Hire	12/02/2024		Lloyds Bank Receipts	FPI	Football Pitch Hire	Swanage EBC	X	50.00		50.00
502	Football Pitch Hire	15/02/2024		Lloyds Bank Receipts	FPI	Football Pitch Hire	Corfe Castle Vets	X	50.00		50.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
503	Corn Exchange Hire	15/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	The Koru Project	S	25.00	5.00	30.00
504	Corn Exchange Hire	19/02/2024		Lloyds Bank Receipts	BP	Hire of Corn Exchange	Wareham Town Trust	S	50.00	10.00	60.00
505	Corn Exchange Hire	20/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Wareham Lions Club	S	36.67	7.33	44.00
505	Corn Exchange Hire	20/02/2024		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Wareham Lions Club	S			
506	Cricket Pitch Hire	22/02/2024		Lloyds Bank Receipts	FPI	Cricket Pitch hire - Season	Parley Cricket Club	X	50.00		50.00
507	New Equipment - HL CP	21/02/2024		Lloyds Bank Receipts	BGC	EV Chargepoint Legal Fees	Dorset Council	S	520.00	104.00	624.00
508	Parking - Cash Income	07/02/2024		Lloyds Bank Receipts	FPI	Car Park cash receipts	Loomis UK Ltd	S	377.71	75.54	453.25
509	Parking - Cash Income	08/02/2024		Lloyds Bank Receipts	FPI	Car Park cash receipts	Loomis UK Ltd	S	41.50	8.30	49.80
510	Parking - Cash Income	14/02/2024		Lloyds Bank Receipts	FPI	Car Park cash receipts	Loomis UK Ltd	S	416.25	83.25	499.50
511	Parking - Cash Income	21/02/2024		Lloyds Bank Receipts	FPI	Car Park cash receipts	Loomis UK Ltd	S	200.83	40.17	241.00
512	Parking - Cash Income	23/02/2024		Lloyds Bank Receipts	FPI	Car Park cash receipts	Loomis UK Ltd	S	160.17	32.03	192.20

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
513	Parking - Card Income	06/02/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	221.33	44.27	265.60
513	Card Payment Commission Pay	06/02/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	-9.79	-1.96	-11.75
514	Card Payment Commission Pay	13/02/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	-10.44	-2.09	-12.53
514	Parking - Card Income	13/02/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	233.17	46.63	279.80
515	Card Payment Commission Pay	20/02/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	-11.23	-2.25	-13.48
515	Parking - Card Income	20/02/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	245.25	49.05	294.30
516	Card Payment Commission Pay	27/02/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	-9.28	-1.86	-11.14
516	Parking - Card Income	27/02/2024		Lloyds Bank Receipts	FPI	Car Park Card Receipts	Worldline Financial Service	S	201.75	40.35	242.10
517	Phone Payment Commission Pay	14/02/2024		Lloyds Bank Business	BGC	Car park App payments	Just Park Parking Ltd	S	-160.26	-32.05	-192.31
517	Parking - Phone Payments	14/02/2024		Lloyds Bank Business	BGC	Car park App payments	Just Park Parking Ltd	S	1,454.32	290.86	1,745.18
521	Parking - Cash Income	28/02/2024		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	222.92	44.58	267.50
522	Bank Interest	09/02/2024		Lloyds Bank Receipts		Bank interest	Lloyds Bank	Z	651.93		651.93
Total									6,284.08	1,076.37	7,360.45

Wareham Town Council

5 March 2024 (2023 - 2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
615	Stripe Fees	06/02/2024		Lloyds Bank Receipts		Stripe Transaction Fee	Stripe	X	1.10		1.10
616	Stripe Fees	08/02/2024		Lloyds Bank Receipts		Stripe Transaction Fee	Stripe	X	12.20		12.20
619	Water - HL Toilets	01/02/2024	PRF 089/24	Lloyds Bank Business	DD	Howards Lane toilets monthly v	Water2Business 26972900	E	95.00		95.00
620	Water - Quay Toilets	01/02/2024	PRF 089/24	Lloyds Bank Business	DD	Quay toilets monthly water usa	Water2Business 26887698	E	192.50		192.50
621	Cleaning - HL Toilets	01/02/2024	PRF 089/24	Lloyds Bank Business	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
621	Cleaning - Quay Toilets	01/02/2024	PRF 089/24	Lloyds Bank Business	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
622	Water - Pavilion	01/02/2024	PRF 089/24	Lloyds Bank Business	DD	water usage Pavilion	Water2Business	Z	43.00		43.00
623	Water - Town Hall	01/02/2024	PRF 089/24	Lloyds Bank Business	DD	Town Hall monthly water usage	Water2Business 26972900	E	89.50		89.50
624	HMRC	08/02/2024	PRF 089/24	Lloyds Bank Business	BACS	HMRC and Pension costs	Dorset Council	X	5,065.56		5,065.56
624	Pension Contributions	08/02/2024	PRF 089/24	Lloyds Bank Business	BACS	HMRC and Pension costs	Dorset Council	X	4,822.29		4,822.29
625	Wareham in Bloom Reserve	14/02/2024		Lloyds Bank Business	FPO	Wareham Growers Equipment	Trade UK	S	7.49	1.50	8.99
625	Wareham in Bloom Reserve	14/02/2024		Lloyds Bank Business	FPO	Wareham Growers Equipment	Trade UK	S	6.66	1.33	7.99
626	Uniform	14/02/2024	PRF089/24	Lloyds Bank Business	FPO	PPE Equipment	Trade UK	S	16.66	3.33	19.99
627	Maintenance - Quay Toilets	14/02/2024	PRF089/24	Lloyds Bank Business	FPO	Plumbing items	Trade UK	S	6.24	1.25	7.49
628	General Maintenance	14/02/2024	PRF089/24	Lloyds Bank Business	2514	Interpretation signage	Tradewind Graphics Ltd	S	22.50	4.50	27.00
629	Office Expenditure	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Scribe Accounts Annual Packag	Starboard Systems Limited	S	1,548.00	309.60	1,857.60
630	Office Expenditure	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Various Maintenance Items	W Pond Ltd	S	4.58	0.92	5.50
630	Equipment & Buildings Mainten	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Various Maintenance Items	W Pond Ltd	S	6.99	1.40	8.39
630	Cleaning - Town Hall	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Various Maintenance Items	W Pond Ltd	S	5.79	1.16	6.95
630	Maintenance - HL Toilets	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Various Maintenance Items	W Pond Ltd	S	12.50	2.50	15.00
630	Maintenance - Hauses	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Various Maintenance Items	W Pond Ltd	S	7.50	1.50	9.00
631	Street Lighting	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	repair to faulty street light	Enerveo	S	75.00	15.00	90.00
632	Rates - Town Hall	14/02/2024	PRF 089/24	Lloyds Bank Business	DD	Town Hall Rates	Dorset Council	Z	938.64		938.64
633	Fuel	12/02/2024	PRF 089/24	Lloyds Bank Business	DD	Fuel Card Annual Fee	Fuelcard Services	S	24.00	4.80	28.80
634	Cash Payment Fees	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Car Park Coin Sorting Fee	Loomis UK Ltd	S	27.29	5.46	32.75
635	Refuse Collection	29/02/2024		Lloyds Bank Business	DD	Town Hall monthly refuse colle	Suez Recycling & Recovery	S	215.78	43.16	258.94
636	Card Payment fees	12/02/2024	PRF 089/24	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
636	Cash Payment Fees	12/02/2024	PRF 089/24	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
636	Telephones	12/02/2024	PRF 089/24	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	176.07	35.21	211.28
637	Gas - Town Hall	16/02/2024	PRF 089/24	Lloyds Bank Business	DD	Town Hall gas monthly gas usa	Crown Gas & Power Ltd	S	446.99	89.39	536.38
638	Office Expenditure	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Monthly Photocopier Useage	Clarity Copiers Ltd	S	70.47	14.09	84.56
639	Card Payment fees	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Car park credit card processing	3C Payment UK Ltd	S	48.14	9.63	57.77
641	PWLB Roof Loan	21/02/2024	PRF 089/24	Lloyds Bank Business	DD	PWLB Repayment & Interest	PWLB	X	2,182.79		2,182.79
641	PWLB Loan Interest payment	21/02/2024	PRF 089/24	Lloyds Bank Business	DD	PWLB Repayment & Interest	PWLB	X	18.99		18.99

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
642	Machinery & Equipment	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Honda Mower Annual Service	O.H.E. Horticultural Ltd	S	175.33	35.07	210.40
643	Machinery & Equipment	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Toro Turf Master Mower Annua	O.H.E. Horticultural Ltd	S	216.17	43.24	259.41
644	Software Support	12/02/2024	PRF 089/24	Lloyds Bank Business	DEB	Acrobat Pro	Adobe Systems Software	S	16.64	3.33	19.97
645	Machinery & Equipment	13/02/2024		Lloyds Bank Business	FPO	MF67 DCV Payment	BNP Leasing Solutions Ltd	S	139.50	27.90	167.40
646	Stationery	28/02/2024		Lloyds Bank Business	DEB	Ink cartridges for Museum	Inkredible	S	26.40	5.28	31.68
647	Internal Audit	27/02/2024		Lloyds Bank Business	FPO	Internal Audit Review	Darkin Miller Ltd	S	393.34	78.67	472.01
648	VAT Reclaim	27/02/2024		Lloyds Bank Business	FPO	VAT Payment	HMRC	X	183.02		183.02
649	Street Furniture & Seats	29/02/2024		Lloyds Bank Business	DEB	Memorial Plaque for bench	Timpson	S	24.99	5.00	29.99
650	Computers	14/02/2024	PRF 089/24	Lloyds Bank Business	FPO	Monthly IT Provision	Rejuvenate	S	547.09	109.42	656.51
651	Telephone	23/02/2024		Lloyds Bank Business	DD	Museum Telephone	BT	S	29.99	6.00	35.99
653	Salaries	29/02/2024		Lloyds Bank Business	BACS	Monthly salaries	Dorset Council	X	12,867.82		12,867.82
662	Fuel	19/02/2024		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard Services	S	51.16	10.23	61.39
674	Street Lighting	27/02/2024		Lloyds Bank Business	DD	Electricity Supply Street Lightin	SSE Energy Solutions	S	55.44	11.09	66.53
674	Street Lighting	27/02/2024		Lloyds Bank Business	DD	Electricity Supply Street Lightin	SSE Energy Solutions	L	123.53	6.18	129.71
676	Grants	08/02/2024		Lloyds Bank Business	FPO	Grant Award Payment	Wareham Choral Society	X	650.00		650.00
679	Machinery & Equipment	20/02/2024		Lloyds Bank Business	FPI	Refund of overpayment for BNI	BNP Leasing Solutions Ltd	S	-23.25	-4.65	-27.90
680	Bank Charges	19/02/2024		Lloyds Bank Business	PAY	Bank Charges	Lloyds Bank	Z	11.00		11.00
Total									33,856.59	1,318.13	35,174.72

POLICY RESOURCES AND FINANCE COMMITTEE REPORT



Meeting Date: Tuesday 26 March 2024

Agenda Item: 8

Subject:	Traffic Regulation Order for Howards Lane Car Park
Prepared by:	Deputy Town Clerk
Purpose of Report:	To approve the drafting of a new Traffic Regulation Order (TRO) for Howards Lane Car Park.
Background:	<p>Electric Vehicle (EV) Charging Points were installed in Howards Lane car park in 2023.</p> <p>When attempts were made to add the new EV parking bays to the TRO with Dorset Council for traffic enforcement, it became apparent that the TRO had been expired in Howards Lane car park for several years.</p> <p>TROs are legal documents that support measures to restrict or regulate the use of roads by vehicles or pedestrians and to enable the enforcement of parking restrictions.</p> <p>Enquiries were made with the Service Manager for Parking Services, Economic Growth and Infrastructure, Dorset Council, and it became evident that a new TRO would have to be drafted to cover the inclusion of the new EV charging Point spaces.</p>
Key Points:	<p>The cost of a new TRO is £3,000, which is a specialist, legal process undertaken by Highways Department, Dorset Council, and negates alternative quotes.</p> <p>Without a current and correct TRO parking restrictions cannot be enforced, which could lead to a loss of revenue for the Council.</p>
Implications	<p>Financial – There is no specific budget for a new TRO to be drafted, however the <i>Professional Fees – Legal Costs and Fees</i> has £2,005 remaining which could be earmarked into the next financial year, with the remaining £1000 taken from the same budget line in 2024/25 which has £2,500 allocated.</p> <p>Financial - Risk of financial loss if users of Howards Lane do not pay parking fees if they believe that restrictions are not being enforced.</p>
Recommendation	To approve the drafting of a new Traffic Regulation Order for Howards Lane car park by Dorset Council and agree the respective budget for covering the cost.