



WAREHAM TOWN COUNCIL

Town Hall
East Street
Wareham
Dorset
BH20 4NS

23 June 2020

To: All Members of the Council

NOTICE IS HEREBY GIVEN that the Annual meeting of the **WAREHAM TOWN COUNCIL** will be held on **TUESDAY 30 June 2020** via Zoom at **7.00pm** for the purpose of transacting the business set out in the Agenda below and you are hereby summoned to attend.

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 881 222 3368

Or click here: <https://us02web.zoom.us/j/88122233688>

Vanessa Ricketts FSLCC
Town Clerk

Please contact the Town Hall Office (01929 553006 or email office@wareham-tc.gov.uk) if you need further information on this agenda.

Members of Wareham Town Council

Councillor H Goodinge (Town Mayor)

Councillor L Kirk (Deputy Mayor)

Councillor D Budd

Councillor M Cotton

Councillor R Dean

Councillor Z Gover

Councillor V Green

Councillor S Kemp

Councillor M Russell

Councillor D Cleaton

Councillor K Critchley

Councillor B Ezzard

Councillor K Green

Councillor M Humphries

Councillor R Schofield

Councillor C Turner



WAREHAM TOWN COUNCIL ANNUAL MEETING

A G E N D A

30 June 2020

1. Election of the Town Mayor

To elect by resolution the Town Mayor for the 2020/2021 municipal year. After election the Mayor will sign a declaration of acceptance of office and address council.

2. Election of Deputy Mayor for 2020/2021

To elect by resolution the Deputy Town Mayor for the 2020/2021 municipal year. After election the Deputy Mayor will sign a declaration of acceptance of office.

3. Mayor 2019/2020 vote of thanks and response

To propose a vote of thanks to Councillor H Goodinge for her services as Mayor during the past year and to receive her response.

4. Apologies

To approve by resolution to accept any apologies for absence submitted by members and to note the reasons given.

5. Declarations of interest

To note any declarations of interest (including pecuniary interest) made by Members in respect of items on this agenda and to deal with any requests for dispensations.

6. Public participation time

Members of the public have been encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these have been made available to all Councillors. The response to these questions or comments will be addressed at this point.

7. Confirmation of the minutes of the Council meeting held on 3 March 2020 and the extraordinary meeting held on 23 March 2020

To confirm the minutes of the meeting held on 3 March 2020 and the extraordinary meeting held on 23 March 2020.

8. Matters arising from the minutes of the Council meeting held on 3 March 2020 and the extraordinary meeting held on 23 March 2020

To consider any matters arising from the minutes of the meeting held on 3 March 2020 and the extraordinary meeting held on 23 March.

9. Suspension of Standing Orders

To agree by resolution to suspend Standing Orders 3.12(h), 8.6, 8.7(a) and 8.9(a) for the purpose of appointing membership to the Committees of the Council, with those Committees then electing their respective Chairmen at their first meetings.

10. Appointment of Committees and Other Bodies

a) To appoint the following Committees of the Council and to appoint Members to serve on these bodies for Civic Year 2020/2021:

- Policy, Resources and Finance Committee (9 Members)
- Amenities Committee (7 Members)
- Planning and Transport Committee (7 Members)
- Personnel Committee (7 Members)

Note: Chairmen/Vice Chairmen will be appointed at their next scheduled meetings.

b) To appoint Members to serve on the following Committees and Steering Group:

- Museum Committee (2 Members)
- Wareham in Bloom (3 Members)
- Wareham Neighbourhood Plan Steering Group

Note: Chairmen/Vice Chairmen and public/resident members of these bodies will be appointed at their next scheduled meetings.

11. Representatives on Outside Bodies

To approve the Council's representatives on outside bodies for the 2020/21 municipal year.

12. Reports by Dorset Councillors and Representatives on Outside Bodies

In addition to the report from the local Dorset Councillors, Councillors who represent the Town Council on outside bodies may wish to take this opportunity to report on any matters of interest.

13. Reports of Committees and Sub-groups

- a) Museum Committee – 4 March 2020
- b) Personnel Committee – 11 March 2020
- c) Planning and Transport Committee – 11 March 2020

14. 2019-2020 Annual Budget Review

To receive the Budget Comparison Report for 2019-2020

15. Internal Auditor's Report

To receive and note the Internal Auditor's report and recommend that Policy, Resources and Finance Committee address the points raised therein.

16. Re-appointment of the Council's Internal Auditor

To resolve to appoint Rosie Darkin-Miller as the Council's appointed internal Auditor for the 2020-2021 financial year.

17. Annual Governance Statement 2019/2020

To approve for signing the Annual Governance Statement for 2019/2020.

18. Accounting Statement 2019/2020

To approve for signing the Accounting Statement for 2019/2020

19. Period for the exercise of public rights

To note the period for the exercise of public rights for inspection of the financial accounts ended 31 March 2020.

20. Delegated Decisions

To note the decisions made under the Council's scheme of delegation during the 'lockdown' period from 17 March to 30 March 2020.

21. Request from Arne Parish Council regarding Climate Emergency

To consider agreeing to invite representatives from Arne Parish Council to work with the appointed Climate Emergency Working Group as requested by Councillor Duckworth.

22. Any other items the Mayor deems urgent

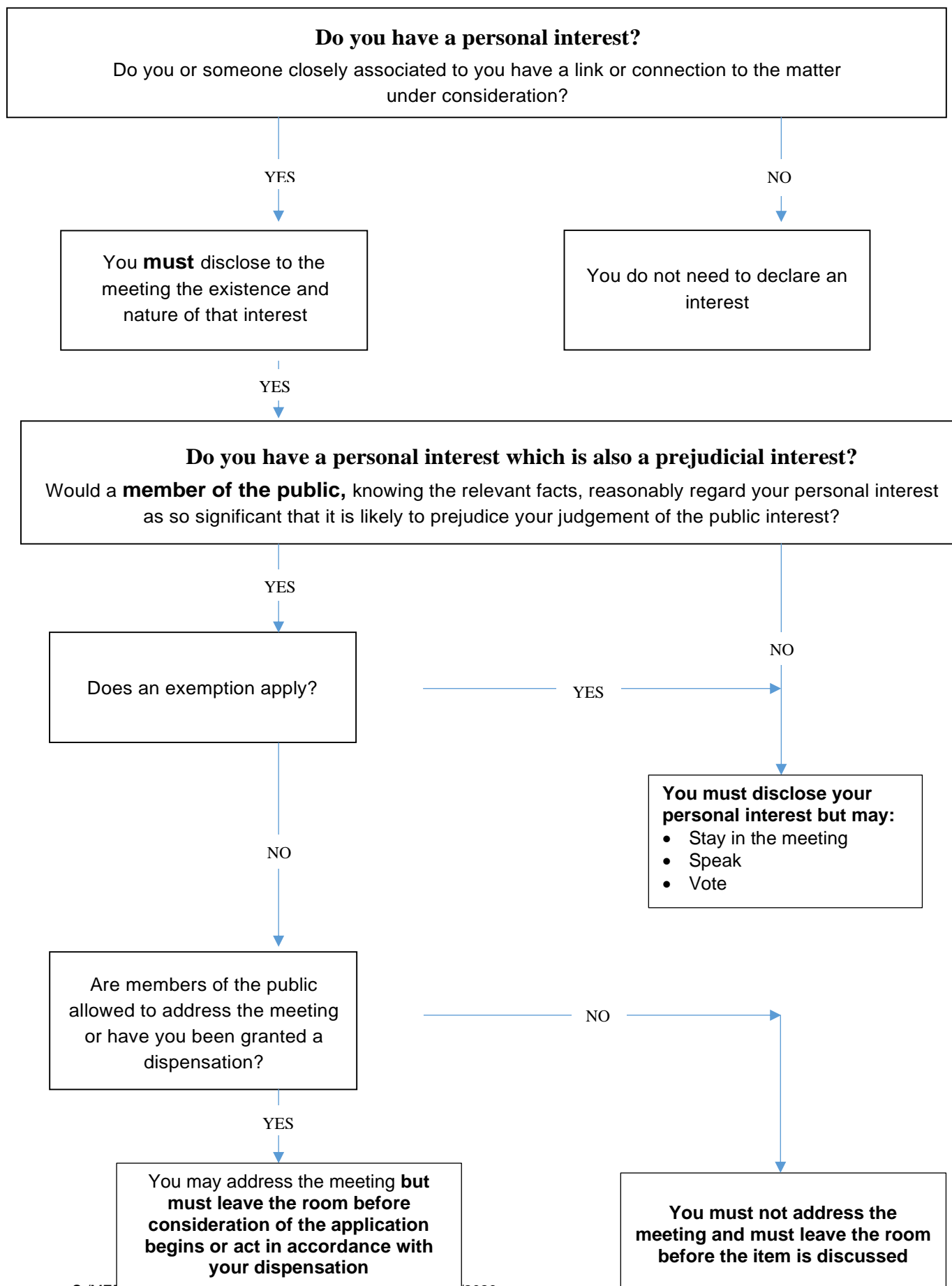
For report, information or for the agenda of the next meeting of the Town Council

23. Date of next meeting

To note the date of the next meeting, which is scheduled for Tuesday 11 August 2020 at 7.00 pm.

Declaration of personal and prejudicial interests

Questions to ask yourself. If in doubt you should ask your Clerk or your Monitoring Officer.





Minutes of a meeting of the Town Council held on Tuesday 3 March 2020 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Members Present: Councillors H Goodinge (Mayor), L Kirk (Deputy Mayor), D Budd, D Cleaton, M Cotton, K Critchley, B Ezzard, Z Gover, K Green, V Green, M Humphries, S Kemp, M Russell, R Schofield, C Turner

Officers present: T Bailey, Committee Clerk

140. Apologies for absence

Apologies were received from Councillor B Dean and Dorset Councillor R Holloway.

141. Declarations of interest

Councillor Kirk declared an interest in the payments list in reference to a payment of mileage.

Councillor Ezzard and Councillor Budd declared an interest in Friends of Wareham Railway Station.

Councillor Goodinge, Councillor Ezzard and Councillor Kirk declared an interest in the Purbeck Youth Club

Councillor Ezzard declared an interest in the Purbeck Community Rail Partnership

142. Public participation time

There were 2 members of the public present.

143. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Town Council held on 21 January 2020 and the Extraordinary meeting held on 18 February 2020 were presented by the Mayor.

Resolved that the minutes be taken as read, confirmed and signed by the Mayor subject to an amendment to Minute 137 to read 'delegated to the Chairman and Vice Chairman of the Neighbourhood Plan Steering Group' in place of 'delegated to Dr David Evans and Mrs Hilary Evans'

144. Matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of 21 January 2020 or 18 February 2020.

145. Reports by Dorset Councillors and representatives on outside bodies

Councillor Ezzard gave an update on her report to note that the Liberal Democratic Party who numbered 29 members, against the Conservative Party who numbered

43, had formed a shadow cabinet. Councillor Ezzard had been appointed the Adults and Health Councillor on the Shadow Cabinet.

Dorset Council had agreed and approved to be plastic free in all their offices and all their buildings throughout the Council.

Councillor K Green presented his DAPTC report.

146. Financial statements and payments

The financial statement and a list of payments were presented for approval.

Resolved that payments be made in the sum of £26,763.97 (£21,485.82 Cheques and £5,278.15 Direct Debits), be approved and signatories be authorised to sign the cheques).

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

The Mayor listed the various events that she had attended over the past 6 six weeks.

25 January: Gave a talk to Friends of the Wareham Library on life as a Mayor in Wareham.

3 February: Attended the Day and Community Centre, run by Tricuro, to open the new café.

14 February: Hosted a Valentine's supper and raised £1,634 for her charities.

23 February: Presented an award to the Kings Arms pub and Horse and Groom pub from CAMRA. The Horse and Groom had won both rural pub of the year and pub of the year,

Attended a passing out parade at the Fire Station in Wareham to award certificates to eleven children who had passed out after attending a five day course.

148. Report from the Mayor on the Railway Crossing meeting

The Mayor presented her report and provided a further update that the Chairman of Network Rail had invited Michael Tomlinson MP and a small group of interested parties to Basingstoke, to where the signals are operated from so that the issues of safety etc could be seen. Councillor Turner would be attending this visit, but no date was available as yet. It was understood that it would not be a large group that would be attending as this was a high security venue.

Councillor Russell noted his interest in attending the meeting and asked that this request be investigated further.

There would be a meeting at the Town Hall following the visit to Basingstoke for a small number of interested parties.

149. Committee reports and Sub-group reports

(a) Amenities Committee

Councillor D Budd presented the (unconfirmed) minutes of the Amenities Committee meeting held on 5 February 2020.

(b) Neighbourhood Plan Steering Group

Councillor K Critchley presented the minutes of the Neighbourhood Plan Steering Group meeting held on 16 January 2020.

(c) Personnel Committee

Councillor D Budd presented the (unconfirmed) minutes of the Personnel Committee meeting held on 28 January 2020.

(d) Planning and Transport Committee

Councillor Mr K Green presented the minutes of the Planning and Transport Committee meetings held on 8 January 2020, 29 January 2020 and the (unconfirmed) minutes of the meeting held on 19 February 2020.

(e) Policy, Resources and Finance Committee

Councillor K Critchley presented the (unconfirmed) minutes of the Policy, Resources and Finance Committee meeting held on 11 February 2020.

150. Recommendations from the Policy, Resources and Finance Committee

Recommendation from the meeting of Policy and Resources Committee on 11 February 2020, to consider approving the

- The Equalities Policy
- The Petitions Policy
- The Member/Officer Relations Policy

It was proposed and seconded that the policies be approved.

Resolved that the policies be accepted.

151. Fixed Asset Review

The Fixed Asset Register had been prepared following the 2019/20 asset review and was presented.

It was noted that the number of Councillor Gowns needed to be amended.

Councillor Ezzard raised that she had donated money for a bench which had been located outside the post office. Further to its recent removal, Councillor Ezzard requested that it be relocated in Wareham. The Chair of Amenities confirmed that this would be discussed at the next meeting of the Amenities Committee.

Resolved to accept the Fixed Asset Register subject to a minor amendment.

152. Mayor/Deputy Mayor nominations for the 2020/2021 Civic Year

Town Mayor Elect 2020/2021

It was proposed by Councillor K Critchley and seconded by Councillor K Green that Councillor L Kirk be Town Mayor Elect for the Civic Year 2020/2021 and unanimously

RESOLVED that Councillor L Kirk be confirmed as Town Mayor-Elect for Civic Year 2020/21.

The nomination of Deputy Town Mayor-Elect was deferred to the next meeting of full council as standing orders stipulated that the nominated Deputy Town Mayor Elect be noted on the Agenda.

153. Standing Orders

It was recommended that this item be further deferred until the meeting 14 April, in order to be considered in the presence of the Council's appointed Proper Officer.

Resolved to accept the recommendation.

154. VE Day Celebrations Street Party

A report had been prepared by the Operations Manager for Council to consider whether permission could be given for the use of the Howard's Lane car park as a venue for VE Day celebrations.

The Chair of Amenities gave his full support and stated that he felt Howards Lane would be a superior venue to St Johns Hill Car park.

It was proposed and seconded that Howards Lane be offered as possible venue for VE Day Celebrations and unanimously

Resolved that the Howard's Lane car park be offered as a possible venue for the VE Day street party.

155. Any other items the Mayor deems urgent

The Mayor had no urgent items. Councillor Critchley raised that it might be preferable for the Town Mayor to put forward a single report to the Annual Town Meeting rather than each Chairman giving their own report. The Chairmen's individual reports could be listed on the website for public perusal.

The Mayor welcomed the suggestion, which was supported by fellow Chairmen, and agreed to discuss further with the Town Clerk.

The Mayor reminded the Council that the Mayor, known as the Moderator, from Wareham, Massachusetts will be attending the Town Meeting. The Mayor invited Councillors to join her in greeting the Moderator in the Council Chamber for coffee and cake on the morning of 27 March 2020.

156. Date of next meeting

It was noted that the next meeting of the Town Council was scheduled to be held at **7.00pm on Tuesday 14 April 2020.**

Mayor.....

Date.....



Minutes of an Extraordinary meeting of the Town Council held on Monday 23 March 2020 in the Council Chamber, Town Hall, East Street, Wareham at 10.00am.

Members Present: L Kirk (Deputy Mayor), D Budd, K Critchley, B Ezzard, K Green, V Green, S Kemp, R Schofield, C Turner.

Officers present: V Ricketts, Town Clerk; T Bailey, Operations Manager

157. Apologies for absence

Apologies were received from Councillors H Goodinge (Mayor), D Cleaton, M Cotton, B Dean, Z Gover, M Humphries, M Russell.

158. Declarations of interest

There were no declarations of interest.

159. Public participation time

There was one member of the public present who asked if the Council was coordinating volunteers. The Clerk explained that the Town Council was not currently set up to coordinate such activities due to GDPR and DBS restrictions, but that Dorset Council was coordinating such measures and that the details and links were on the Town Council's website as well as signposting to government guidance.

Councillor B Ezzard, the Dorset Council Ward Member, advised that she could signpost public to individual Dorset Council Officers if required.

160. Delegation to the Town Clerk – High Consequence Infectious Disease Policy

Members considered a policy circulated by the Town Clerk setting out the principles and approach that the Town Council will follow in respect of a High Consequence Infectious Disease outbreak.

Members offered a number of minor alterations to the policy which were agreed and it was unanimously –

Resolved that the High Consequence Infectious Disease policy (attached) be approved and implemented with immediate effect.

It was further unanimously –

Resolved that the Town Clerk, in consultation with the Mayor and Deputy Mayor agree when to call the next Council meeting, and that all meetings of the Council be cancelled until further notice.

Mayor.....

Date.....

Initials.....

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HIGH CONSEQUENCE INFECTIOUS DISEASE POLICY**1. Introduction**

- 1.1. Wareham Town Council actively seeks to protect the Councillors, Volunteers and Staff working for and on behalf of the council and its activities. As such, and following any current Public Health England (PHE) and government guidelines, the following policy applies to any High Consequence Infectious Disease (HCID) as defined by PHE
- 1.2. This policy sets out the general principles and approach that the Town Council will follow in respect of an HCID outbreak in the United Kingdom with an imminent threat of infection in the town of Wareham.

2. Scope of the policy

- 2.1. The main areas of concern for Wareham Town Council with respect to HCIDs are:
- Remaining an effective council
 - Safety & Health of Councillors, Contractors, Staff, Volunteers and Members of Public.

3. Activation of the policy

- 3.1. This policy is considered to be activated, when
- There is an active outbreak of a HCID in the United Kingdom with an imminent threat of infection in the town of Wareham **and**
 - At least 5 councillors have requested its activation to the Clerk or the Mayor, or its activation is resolved in a meeting of the Wareham Town Council.

OR

- The government of the United Kingdom suspends all public meetings.

4. Deactivation of the policy

- 4.1. This policy is considered to be deactivated, when
- The imminent threat of infection in the town of Wareham has passed **and**
 - A minimum of 5 councillors have requested public meetings be recommenced **and**
 - The government of the United Kingdom has reinstated all public meetings.

5. Definition of High Consequence Infectious Disease

- 5.1. A HCID is defined as
- acute infectious disease
 - typically has a high case-fatality rate
 - may not have effective prophylaxis or treatment
 - often difficult to recognise and detect rapidly
 - ability to spread in the community and within healthcare settings
 - requires an enhanced individual, population and system response to ensure it is managed effectively, efficiently and safely

- 5.2. The current list of HCIDs as defined on www.gov.uk (11/03/2020)

Contact HCID	Airborne HCID
Argentine haemorrhagic fever (Junin virus)	Andes virus infection (hantavirus)
Bolivian haemorrhagic fever (Machupo virus)	Avian influenza A H7N9 and H5N1
Crimean Congo haemorrhagic fever (CCHF)	Avian influenza A H5N6 and H7N7
Ebola virus disease (EVD)	Middle East respiratory syndrome (MERS)
Lassa fever	Monkeypox
Lujo virus disease	Nipah virus infection
Marburg virus disease (MVD)	Pneumonic plague (Yersinia pestis)
Severe fever with thrombocytopaenia syndrome (SFTS)	Severe acute respiratory syndrome (SARS)*
	Coronavirus disease (COVID-19)

At any such time as a new disease is classified as a HCID, it shall be treated as if it were in the list above and this policy shall apply.

6. Matters relating to staff

- 6.1. Wareham Town Council has official offices. During any active outbreak of a HCID in the UK, no appointments or visits to the offices by members of the public will be permitted.
- 6.2. In the event of a HCID outbreak the National Joint Council for local government services (NJC) will issue guidance for employers which the council will follow. A summary of the most recent guidance during the COVID-19 outbreak of 2020 is detailed below
 - 6.2.1. Employees who are sick or unfit for work need to focus on their recovery.
 - 6.2.2. As per Part 2 Para 10.9 of the 'Green Book', if an employee is fit for work but decides, or is instructed, to self-isolate, their absence should not be recorded as sickness absence. We would expect all options for home or remote working to be explored with the employee. As they are 'well' at this stage they should stay on normal full pay for the duration of the self-isolation period until such time as they are confirmed to have contracted any such HCID, at which point they transfer to sickness absence leave and the usual provisions of the sickness scheme will apply.
 - 6.2.3. In circumstances where an employee decides to self-isolate without instruction from the authorities it is not unreasonable for the employer to ask for some evidence such as an email from a holiday operator that shows the dates of the holiday, the resort location and flight details. However, it will probably not be possible in all cases for an employee to produce any evidence, so employers will need to use their discretion when trying to establish the facts behind the employee's decision to self-isolate
 - 6.2.4. If an employee is caring for someone who has or may have coronavirus, this period of absence should also be regarded as self-isolation. Given the employee may then have been in direct contact with the virus we would expect only working from home arrangements to be then considered for the

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duration of the incubation period. Employers should keep in touch to support employees.

- 6.2.5. Following any school closures, employers should be fully supportive of employees with childcare responsibilities and consider flexible working arrangements, including adapting working patterns to care for children or dependants or taking time off, whether this is special leave, annual leave or flexible working.

7. Public Meetings

- 7.1. It is a requirement of the Local Government Act 1972, that council business shall be conducted at public meetings of the council and any committees.
- 7.2. Councillors and other Volunteers can choose to not attend public meetings. As an officer of the council, the Clerk cannot choose to not attend meetings.
- 7.3. Due to the nature of local government and considering the Councillors and Members of Public whom attend meetings, there is high percentage of attendees whom would be considered "high risk" with respect to all of the HCIDs listed in Section 5.2. As such, to protect the health of all attendees, public meetings are suspended during the active period of this policy.

8. Delegated Authority

- 8.1. To allow the council to operate on a minimum requirement basis, the following items are delegated to the Clerk for the duration of the activation of this policy.
- 8.1.1. Planning applications, after consultation with a minimum of 3 councillors, which if possible should include the Chairman, a summary response will be circulated to all Planning Committee Councillors for comment prior to submission to Dorset Council by the Clerk.
- 8.1.2. Finance
- 8.1.2.1. all standard recurring payments listed as line items on the budget will be paid by the Responsible Financial Officer (RFO) at the appropriate time to prevent any late charges, such as salaries, rates, licences and IT services etc.
- 8.1.2.2. non recurring payments, such as one off costs relating to community building projects or expenses to be authorised by a minimum of 2 councillors by e-mail prior to payment.
- 8.1.2.3. All payments will be formally authorised by the full council at the next full council meeting.
- 8.1.2.4. Where this policy is activated over the end of the financial year, the RFO will prepare the end of year accounts in accordance with normal procedures and circulate to all of the councillors. On the acceptance of a minimum of 4 councillors, they will be signed by the RFO, Clerk and Mayor as applicable for submission to the external and internal auditors. The accounts will be accepted by resolution at the next full council meeting.
- 8.1.3. Responses to other communications. The Clerk will circulate at the earliest opportunity, any communication from any 3rd Parties which would normally be presented at a meeting for consideration by the council. The clerk will circulate the summary response to the full council prior to responding to the 3rd Party.
- 8.1.4. In accordance with LGA 1972, where this policy is activated during a meeting of the council the meeting will be adjourned. Using the delegated authority as detailed in 8.1.1 to 8.1.3, the Clerk will endeavour to close out as

much of the remaining agenda, the results of which will be reported to the council after the adjournment when the rest of the agenda is considered.

9. Review of the policy

9.1. This policy was approved by the Town Council at its extraordinary meeting on 23 March 2020 and will be reviewed annually.

DRAFT

Appointments for 2019/20**Standing Committees****Policy, Finance and Resources Committee (9)****Liberal Democrat (5)**

Keith Critchley (Chairman)
David Budd (Vice-Chairman)
Doreen Cleaton
Keith Green
Robert Schofield

Conservative (1)

Malcolm Russell

Independent (3)

Marian Cotton
Zoe Gover
Carol Turner

Amenities Committee (7)**Liberal Democrat (4)**

David Budd (Chairman)
Beryl Ezzard
Vera Green (Vice-Chairman)
Lucia Kirk

Conservative (1)

Maxine Humphries

Independent (2)

Sue Kemp
Carol Turner

Planning and Transport Committee (7)**Liberal Democrat (4)**

David Budd
Doreen Cleaton
Keith Green (Chairman)
Robert Schofield (Vice-Chairman)

Conservative (1)

Maxine Humphries

Independent (2)

Bob Dean
Zoe Gover

Human Resources Panel (7)**Liberal Democrat (4)**

David Budd (Chairman)
Keith Critchley
Beryl Ezzard
Keith Green

Conservative (1)

Malcolm Russell

Independent (2)

Zoe Gover
Carol Turner (Vice-Chairman)

Other Committees and Groups

Museum Committee (2)

Doreen Cleaton

Bob Dean

Wareham in Bloom Committee (3)

Beryl Ezzard

Lucia Kirk

Carol Turner

Wareham Neighbourhood Plan Steering Group

David Budd

Doreen Cleaton

Keith Critchley

Bob Dean

Beryl Ezzard

Hilary Goodinge

Keith Green

Carol Turner

Website Working Party

Keith Critchley

Keith Green

Sue Kemp

Malcolm Russell

Robert Schofield

Proposed appointments for 2020/21**Standing Committees****Policy, Finance and Resources Committee (9)****Liberal Democrat (5)**

Keith Critchley

David Budd

Beryl Ezzard

Keith Green

Robert Schofield

Conservative (1)

Malcolm Russell

Independent (3)

Marian Cotton

Zoe Gover

Carol Turner

Amenities Committee (7)**Liberal Democrat (4)**

David Budd

Beryl Ezzard

Vera Green

Lucia Kirk

Conservative (1)

Hillary Goodinge

Independent (2)

Sue Kemp

Carol Turner

Planning and Transport Committee (7)**Liberal Democrat (4)**

David Budd

Doreen Cleaton

Keith Green

Robert Schofield

Conservative (1)

Maxine Humphries

Independent (2)

Bob Dean

Zoe Gover

Human Resources Panel (7)**Liberal Democrat (4)**

David Budd

Keith Critchley

Beryl Ezzard

Keith Green

Conservative (1)

Malcolm Russell

Independent (2)

Zoe Gover

Carol Turner

Other Committees and Groups

Museum Committee (2)

Doreen Cleaton

Bob Dean

Wareham in Bloom Committee (3)

Beryl Ezzard

Lucia Kirk

Carol Turner

Wareham Neighbourhood Plan Steering Group

David Budd

Doreen Cleaton

Keith Critchley

Bob Dean

Beryl Ezzard

Hilary Goodinge

Keith Green

Carol Turner

Appointments of representatives to Outside Bodies for 2019/20

Organisation		Councillor(s) appointed
Allotment Associations	Bestwall Northmoor	B Dean K Green
Carey Hut Charitable Trust		Mrs D Cleaton Ms M Cotton
Christmas Lights Committee		Mrs H Goodinge
DAPTC Purbeck Area		Mrs B Ezzard
Larger Parishes & Towns		K Green Mrs V Green
Dementia Friendly Purbeck		Mrs Z Gover Mrs L Kirk Mrs C Turner
Dorset Age Partnership		Mrs B Ezzard
Fairtrade Association		B Dean
Harbin & Pitts Charity		C Turner
Litter Free Purbeck		Mrs Z Gover Mrs M Humphries Mrs C Turner
Purbeck Citizens Advice		Mrs B Ezzard
Purbeck Community Rail Partnership Stakeholder Group		D Budd (reserve – Mrs M Humphries)
Purbeck Heritage Network (Forum)		B Dean
Purbeck Transport Action Group		R Schofield
Rural Transport Forum		Mrs B Ezzard
Streche Almshouses (4 year term)		Ms S Kemp M Russell R Schofield Mrs C Turner
Swanage & Wareham Rugby Club		M Russell
Twinning Associations		Mrs D Cleaton B Dean

ITEM 11

Wareham Area Seniors Forum	Mrs D Cleaton Mrs M Humphries
Wareham Burial Joint Committee	Mrs D Cleaton K Critchley Mrs H Goodinge Mrs V Green Mrs L Kirk
Wareham Carnival Committee	B Dean Ms S Kemp
Wareham Disabled Club	Mrs D Cleaton
Wareham and District Development Trust	Mrs M Humphries
Wareham Relief in Need and Sickness	Mrs H Goodinge (ex officio) Mrs L Kirk Mrs C Turner
Wareham Town Band	Mrs D Cleaton
Wareham Youth & Community Foundation	B Dean Mrs H Goodinge (ex officio) Ms S Kemp Mrs L Kirk



**Minutes of a meeting of the Museum Committee held
on Tuesday 4 March 2020 in the Council Chamber,
Town Hall, East St, Wareham at 7.00pm.**

Committee Members Present: Councillors D Cleaton (Chairman), B Buxton, V de Wit, N Dominy, J Hall (Manager), H Scharnhorst (Curator)

Officers Present: T Bailey, Committee Clerk

36. Apologies for absence

Apologies for absence were received from Councillor B Dean, A Dominy and M Barber.

37. Declarations of interest

There were no declarations of interest.

38. Public participation time

There were no members of the public present.

39. Confirmation of minutes of the previous meeting

The minutes of the Museum Committee meeting held on 4 November 2020 were presented by the Chairman.

Resolved that the minutes of the meeting held on 4 November 2020 be confirmed as a true and accurate record and signed by the Chairman.

40. Matters arising from the minutes of the previous meeting

There were no matters arising from the meeting of 4 November 2020.

41. Reports by Committee Members

The Curator presented her report and welcomed any queries.

The Museum Manager presented her report and welcomed any queries.

The Chairman presented the Webmaster's report and noted the Committee's appreciation to the Webmaster for keeping the website up to date and keeping a track of statistics.

42. Museum Forward Plan

The Forward Plan is currently being reviewed with a view to creating a new Forward Plan, for the upcoming three years, to be in place by the end of March.

The Committee were pleased with how many aspirations had been met or indeed exceeded within the current Forward Plan.

V De Wit noted that Dorset Council were carrying out a large-scale review of the funding that goes to Museums and that Wareham may wish to apply for this. V De Wit made the

Committee aware that it was possible to apply for a grant of up to £1,000 via 'Small grant, big improvements' and information was available on the South West Museum Development website. Closing date was in early to mid-April.

Arts Councils had just announced that they wish to invest in cultural projects in Purbeck and Dorset Council had agreed that Purbeck is an under-invested area.

43. Health & Safety

Due to the current closure there was little to report but users of the museum were to be reminded that they should be cautious due to the clutter created by reorganisation. Volunteers entering the Museum would be monitored to ensure that they were aware of any hazards.

It was noted that the Emergency Plan had been created.

In house health and safety training had been planned for 17 & 25 March.

44. Budget

It was noted that the budget for training had been spent due in large to mileage claims for 2019/20 and that the budget for 2021/22 may need to be adjusted to make additional allowances for mileage and a reduction in training.

B Buxton floated that idea of producing a book to contain documents and photographs relating to Sandford pottery were in the possession of the Museum that had not been widely circulated before, that might make a profit for the museum. A loan would be required carry out the printing. V De Wit noted that Sherborne and Beaminster do some publishing but understood that they struggle to sell the books. Some museums do digital publishing so that it could be a download option which could also create revenue. There was no decision as to whether the idea to publish a book should be progressed.

45. Future Events

The Museum opening event was planned for 10th April 2020, with the theme of Saxons.

46. Education Officer

A volunteer had been nominated as the Educations Officer (Sue Cullinane). Another volunteer had noted that they might be interested in taking on the role.

47. Any other items that the Chairman urgent

The Chairman had no urgent items but requested that the Museum banner be hung in time for the opening of the Museum.

48. Date of next meeting

It was noted that the next meeting of the Museum Committee was scheduled to be held at 7.00pm on 8 July 2020.



Minutes of the extraordinary meeting of the Personnel Committee held on 11 March 2020 in the Council Chamber, Town Hall, East Street, Wareham at 10.30am.

Councillors Present: Councillors D Budd (Chairman), K Critchley, Z Gover, K Green, M Russell and C Turner (Vice Chairman)

Officer Present: V Ricketts - Town Clerk

23. Apologies for absence

Apologies for absence. B Ezzard

24. Declarations of Interest

There were no declarations of interest.

25. Confidential session

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

26. Staff accommodation and IT provision

Members were advised of the staff IT requirements and further developments in order to meet business continuity needs in the light of the COVID-19 pandemic. Accommodation issues were also discussed and it was noted that some staff were experiencing disruptions to work which was impacting on their hours of work.

Resolved that:-

- a) The Town Clerk be supported in the purchase, under delegated authority, of an additional laptop in order that all key staff can work from home in the event of a lockdown or requirement for self-isolation.
- b) The Operations Manager move into the Town Clerk's office for a temporary period, in order to meet the current needs of the Council, and this arrangement to be kept under review.

27. Date of the next meeting

The next meeting of the Personnel Committee would take place on **21 April 2020 at 10.30.**

Chairman Date



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 11 March 2020 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors K Green (Chairman), R Schofield (Vice Chairman) D Budd, B Dean, M Humphries.

Officers present: V Ricketts, Town Clerk

107. Apologies for absence

Apologies for absence were received from Councillors D Cleaton and Z Gover.

108. Declarations of interest

There were no declarations of interest.

109. Public participation time

There were no members of the public present.

110. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Planning and Transport Committee held on 19 February 2020 were presented by the Chairman.

Resolved that the minutes be taken as read, confirmed and signed by the Chairman

111. Matters arising from the minutes of the previous meeting

Minute 104: Members noted that the questions regarding Highways issues, to be put to Paul Sutton at the Annual Town Meeting on 2 April 2020, had been received from Councillor Schofield.

A Member requested that the decision notices from Dorset Council be sent to all Members.

112. Delegated Decisions

Members noted the following Planning Applications discussed by the Chairman and the Town Clerk as per Terms of Reference:

6/2020/0073

Location: 34 Cow Lane, Wareham, BH20 4RE

Proposal: Replacement of existing rendering with a lime wash render

Applicant: Mr Robert Apperley **Case Officer:** Simon Burditt

No objection.

113. Delegated Planning Applications

6/2020/0034

Initials.....

S:MEETINGS/PlanningandTransport/CommitteeDocs/2020/Minutes

Location: 18 Great Ovens Drive, Wareham BH20 4ER

Proposal: Demolish garage, erect two storey side extension, single storey front extension and single storey rear extension with balcony above. Dropped kerb and hardstanding.

Applicant: Mr & Mrs Dunkerley

Case Officer: Cari Wooldridge

No objection – subject to adequate screening of the balcony to the next-door garden

6/2020/0079 and 6/2020/0080 (listed Building)

Location: 22 West St, Wareham BH20 4JX

Proposal: Demolish & replace existing garage within garden wall

Applicant: Mr & Mrs Soulsby

Case Officer: Simon Burditt

No objection

114. Tree Work Applications

TWA/2020/0013

Location: 34 East St, Wareham BH20 4NR

Proposal: (T1) Eucalyptus – reduce by 2-2.5m – Wareham Conservation Area

115. Any other items the Chairman deems urgent

There were no matters of urgency.

116. 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 1 April 2020.**

Chairman.....

Date.....

Initials.....

S:MEETINGS/PlanningandTransport/CommitteeDocs/2020/Minutes

Financial Budget Comparison

ITEM 14

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Reserve Movements	Actual Net	Balance
INCOME					
Council					
1000	Precept	£287,693.00	£0.00	£287,693.00	£0.00
1001	Mayor's Charity	£0.00	£0.00	£40.00	£40.00
Total Council		£287,693.00	£0.00	£287,733.00	£40.00
Policy Resources & Finance					
100	Rent Received	£38,190.68	£0.00	£33,121.19	-£5,069.49
150	Bank Interest	£94.72	£0.00	£97.31	£2.59
170	Neighbourhood Plan	£0.00	£0.00	£6,793.00	£6,793.00
200	Misc Income	£0.00	£0.00	£300.00	£300.00
400	CIL	£0.00	£0.00	£11,651.66	£11,651.66
900	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy Resources & Finance		£38,285.40	£0.00	£51,963.16	£13,677.76
Amenities					
100	Corn Exchange Hire Income	£8,128.40	£0.00	£9,106.60	£978.20
101	Donations	£0.00	£0.00	£0.00	£0.00
150	Parking Income	£67,950.09	£0.00	£63,604.66	-£4,345.43
160	Car Park Permits	£0.00	£0.00	£3,856.87	£3,856.87
200	Recreation Ground Income	£3,000.00	£0.00	£1,407.49	-£1,592.51
210	Croquet Income	£750.00	£0.00	£1,122.50	£372.50
220	Cricket Income	£750.00	£0.00	£762.51	£12.51
Total Amenities		£80,578.49	£0.00	£79,860.63	-£717.86
Planning & Transport					
100	General	£0.00	£0.00	£0.00	£0.00
Total Planning & Transport		£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Reserve Movements	Actual Net	Balance
Personnel					
100	General	£0.00	£0.00	£0.00	£0.00
Total Personnel		£0.00	£0.00	£0.00	£0.00
Museum					
100	Donations	£800.00	£0.00	£2,008.16	£1,208.16
150	Events	£240.00	£0.00	£503.46	£263.46
200	Sales Income	£700.00	£0.00	£917.09	£217.09
201	Sundry income	£0.00	£0.00	£25.00	£25.00
Total Museum		£1,740.00	£0.00	£3,453.71	£1,713.71
Wareham in Bloom					
100	WIB Income	£5,500.00	£0.00	£7,043.45	£1,543.45
Total Wareham in Bloom		£5,500.00	£0.00	£7,043.45	£1,543.45
Total Income		£413,796.89	£0.00	£430,053.95	£16,257.06

Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Council					
2100	Mayoral Expenses	£2,725.00	£0.00	£3,896.63	-£1,171.63
2200	Election Expenses	£3,500.00	£0.00	£4,034.20	-£534.20
2250	Ceremonial Photographs	£100.00	£0.00	£0.00	£100.00
2260	Events	£0.00	£0.00	£515.29	-£515.29
Total Council		£6,325.00	£0.00	£8,446.12	£2,121.12
Policy Resources & Finance					
2100	Staff Costs - Salaries	£209,860.20	£0.00	£198,568.22	£11,291.98
2200	Staff Costs General	£3,575.56	£0.00	£2,799.60	£775.96
2250	Neighbourhood Plan	£1,000.00	£0.00	£11,580.46	-£10,580.46
2260	Honorariums	£1,850.00	£0.00	£2,300.00	-£450.00
2270	Town Crier Competition	£500.00	£0.00	£495.46	£4.54
2280	Burial Board Contribution	£11,940.00	£0.00	£11,822.00	£118.00
2300	Professional Fees	£1,500.00	£0.00	£1,897.30	-£397.30
2310	Accountancy Consultancy Fees	£18,408.00	£0.00	£16,287.92	£2,120.08
2311	Consultancy Fees	£0.00	£0.00	£3,308.00	-£3,308.00
2320	Subscriptions	£2,438.50	£0.00	£2,075.37	£363.13
2330	Legal Fees & Costs	£2,500.00	£0.00	-£654.00	£3,154.00
2340	Grants & Donations	£3,200.00	£0.00	£2,800.00	£400.00
2400	Office Costs	£21,507.00	£0.00	£23,651.62	-£2,144.62
2450	CCTV Costs	£570.00	£0.00	£495.54	£74.46
2460	Vehicle Replacement	£0.00	£0.00	£0.00	£0.00
2465	Contingency	£0.00	£0.00	£0.00	£0.00
9999	Suspense	£0.00	£0.00	£3,661.00	-£3,661.00
Total Policy Resources & Finance		£278,849.26	£0.00	£281,088.49	£2,239.23
Amenities					
2100	Town Hall General	£29,284.00	£0.00	£44,439.62	-£15,155.62

Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Reserve Movements	Actual Net	Balance
2200	Vehicle Costs	£5,848.00	£0.00	£5,593.82	£254.18
2300	General Expenditure	£3,350.00	£0.00	£4,400.41	-£1,050.41
2400	Howards Lane Toilets	£9,461.00	£0.00	£3,675.38	£5,785.62
2450	Quay Toilets	£0.00	£0.00	£6,459.90	-£6,459.90
2500	Howards Lane Car Park	£12,174.10	£0.00	£12,074.61	£99.49
2550	Pavilion	£1,520.00	£0.00	£3,058.77	-£1,538.77
2600	Recreation Ground	£7,286.20	£0.00	£12,965.80	-£5,679.60
2650	Play Area	£500.00	£0.00	£314.56	£185.44
2700	Mill Lane	£4,921.00	£0.00	£4,970.76	-£49.76
2750	Northmoor Allotments	£340.00	£0.00	£326.88	£13.12
2800	Hauses Field	£0.00	£0.00	£0.00	£0.00
Total Amenities		£74,684.30	£2,331.12	£95,949.39	£21,265.09
Planning & Transport					
2300	P & T General	£0.00	£0.00	£0.00	£0.00
Total Planning & Transport		£0.00	£0.00	£0.00	£0.00
Personnel					
2400	Personnel General	£500.00	£0.00	£562.00	-£62.00
Total Personnel		£500.00	£0.00	£562.00	£62.00
Museum					
2500	Museum Rates	£1,588.43	£0.00	£1,473.00	£115.43
2515	Museum Events	£300.00	£0.00	£157.35	£142.65
2520	Museum Telephone	£180.00	£0.00	£232.58	-£52.58
2525	Museum Stationery	£100.00	£0.00	£38.80	£61.20
2530	Museum Security Alarm	£500.00	£0.00	£499.78	£0.22
2535	Museum Stock for Resale	£400.00	£0.00	£367.78	£32.22
2540	Museum Subscriptions	£250.00	£0.00	£102.00	£148.00
2545	Museum Equipment New	£150.00	£0.00	£80.99	£69.01
2550	Museum Equipment Maintenance	£415.00	£0.00	£96.80	£318.20

Financial Budget Comparison

Comparison between 01/04/19 and 31/03/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/19

		2019/2020	Reserve Movements	Actual Net	Balance
2555	Museum	£175.00	£0.00	£61.20	£113.80
	Cleaning/Maint/Improvements				
2560	Museum Training	£65.00	£0.00	£11.70	£53.30
2565	Museum Signage	£100.00	£0.00	£240.00	-£140.00
2570	Museum Mileage	£50.00	£0.00	£105.00	-£55.00
2575	Museum Sundries	£25.00	£0.00	£93.99	-£68.99
Total Museum		£4,298.43	£0.00	£3,560.97	-£737.46
Wareham in Bloom					
2550	WIB General	£5,500.00	£0.00	£4,321.94	£1,178.06
Total Wareham in Bloom		£5,500.00	£0.00	£4,321.94	-£1,178.06
Total Expenditure		£370,156.99	£2,331.12	£393,928.91	-£23,771.92
Total Income		£413,796.89	£0.00	£430,053.95	£16,257.06
Total Expenditure		£370,156.99	£2,331.12	£393,928.91	-£23,771.92
Total Net Balance		£43,639.90		£36,125.04	

DRAFT FOR DISCUSSION

Internal audit report 2019/20

Visit 3 of 3

WAREHAM TOWN COUNCIL

Date: 9th June 2020

Report author: R Darkin-Miller
Email: r.darkin@darkinmiller.co.uk

Introduction

This report contains a note of the audit recommendations made to Wareham Town Council following the carrying out of internal audit testing remotely on the 2nd June 2020.

The audit work has been carried out in accordance with Wareham Town Council's bespoke Internal Audit programme, which is based largely on Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide' and supplemented by tests specific to the Council, and the requirements of the 2018/19 AIAR on the AGAR.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

The internal audit for 2019/20 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls reviewed during the testing appear to be operating effectively with the exception of the following:

Test L: Public Rights

In order to test compliance with the Council's requirement for the exercise of public rights, I checked the Council's calculation of its public rights period, and checked the Council's website during the statutory public rights period to confirm that the required items had been published. I can confirm that the Council correctly calculated the period, and published the correct information on its website. The External Auditor subsequently confirmed that, in order to pass this test, a Council must be able to demonstrate via its website audit trail that all required information was uploaded the day before the public rights period commenced, and that the information remained on the website for the duration of the period. The Council's website does not have this facility. I have, therefore, assessed the test as 'not covered'.

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	0
Medium	3
Low	2
Info	1
TOTAL	6

The number of recommendations made at all of the audit visits in 2019/20 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2	Visit 3	TOTAL
High	2	1	0	3
Medium	1	2	3	6
Low	6	6	2	14
Info	0	0	1	1
TOTAL	9	9	6	24

I would like to thank Vanessa Ricketts FSLCC, Town Clerk; and Amanda Crocker, Financial Officer, for their assistance during this audit.

Darkin Miller ~ Chartered Accountants
2019/20 INTERNAL AUDIT OF WAREHAM TOWN COUNCIL
DRAFT REPORT VISITS 3 OF 3: 9th JUNE 2020

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
2.2 – Honorariums	<p>I checked to see that payments in the cashbook are supported by invoices, authorised and minuted. I found that supporting evidence was in place for 13/14 samples, but that there was no paperwork to support an honorarium paid. Policy, Resources and Finance (PRF) Committee agreed at minute 49 on 06/10/2014 to pay honorariums to the clockwinder, curator, sergeant at mace, town crier and webmaster, but the value of the honorarium to be paid was not noted. Later minutes have noted additional recipients along with the related value.</p> <p>I recommend that the PRF Committee or Council confirm the list of recipients of honorariums, and note the value to be paid. This will improve the audit trail.</p>	L			
2.3 – Authorisation of payments	I found that the majority of invoices or supporting paperwork had not been authorised (signed or initialled by the Clerk or delegated officer to evidence	M			

	<p>that the invoice was accurate, and that it related to goods or services satisfactorily received). There is a risk that the absence of this check could lead to payments being made on incorrect paperwork, or for goods or services whose supply is disputed.</p> <p>I recommend that the Clerk initials the supporting paperwork for payments to confirm that the amount should be paid.</p>				
2.4 – Expenditure coding report	<p>I checked to see that a sample of payments were correctly coded. The testing was carried out remotely (due to coronavirus), using printed reports run during the year-end process. Also, the year-end process has locked the prior year, so neither I nor the Finance Officer were able to access the live data. The Finance Officer has noted that the systems provider is working on a way to access prior year data.</p> <p>Expenditure is coded by type and budget heading. The system configuration means that one expenditure code (e.g. 2100) reports a different expenditure type depending on the budget heading (for example: in the 'Council' budget</p>	M			

	<p>heading, 2100 relates to Mayoral Expenses; but in the 'Policy Resources and Finance' budget heading, 2100 relates to staff costs). Unfortunately the detailed reports from the system (whether expenditure by Income & Expenditure heading, or by Budget Heading) bring all of the costs from each different budget heading into one code. No report was provided which splits out the expenditure relating to a code by budget heading (i.e. which shows just the 2100 staff costs expenditure as reported under the Policy Resources and Finance heading).</p> <p>I was able to prove that 12/14 samples had been coded to the correct place. 1 payment (relating to cleaning materials) appears to have been split between bank charges and office expenditure; and another (relating to delivery charges for a ladder) appears to have been coded to employee PAYE. I have checked the Statement of Accounts produced by the finance system (which provides the figures for the AGAR), and the budget report, and am confident that the staff costs total (which includes employee PAYE) does not include any non-staff</p>				
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	<p>expenditure. But without access to the live system, I have been unable to prove which budget heading (and, therefore, which expenditure type), the two samples were ultimately coded to.</p> <p>I recommend that the Finance Officer asks the system provider if there are any other reports which can provide the required information in future.</p>				
2.5 – VAT on net invoice and credit notes	<p>I checked to see that VAT on payments had been identified, recorded and reclaimed. I found that VAT was correctly accounted for on 13/14 payments, but that £5 of VAT on a delivery charge had not been reclaimed. This was where the Council had received an invoice (for a ladder + delivery) and had returned the ladder, receiving a credit note (for the ladder only). As year-end has now been run, it is not possible to amend this amount.</p> <p>I recommend that when invoices are processed with a related credit note, a check is made to confirm that any VAT due to the Council has been reclaimed.</p>	L			
10.1 – Adjusted items	<p>A number of adjustments were made to the consolidated AGAR figures to:</p> <p>1. Restate the 2018/19 comparatives to</p>	Info			

	<p>move travel costs from staff costs to other payments on the early adoption of the Practitioner's Guide 2020 (£2.9k)</p> <p>2. Restate the 2019/20 and 2018/19 fixed asset register total to remove £17.9k of fixed assets following a change in accounting basis</p> <p>3. Restate other payments to remove loan interest £4.4k</p> <p>4. Restate cash at bank to reflect the Council's share of the Joint Burial Board</p>				
12.1 – Website audit trail	<p>I checked to see that the Council was compliant with its statutory duties as regards the exercise of public rights during the summer of 2019. I confirmed that the Council had correctly calculated the public rights dates, and I checked the Council's website during the statutory period of public rights to confirm that all required information had been published. The External Auditor subsequently confirmed that, in order to pass the public rights test, a Council needed to provide a website audit trail to prove that the information had been uploaded before the public rights period started, and that it was in place for the duration. The Council does not currently have such a facility on its website.</p>	M			

	I recommend that the Council considers whether to switch to a website that provides an audit trail.				
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Annual Governance and Accountability Return 2019/20 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

WAREHAM TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. <i>PLEASE SEE ATTACHED NOTE</i>			✓
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/10/2019

05/02/2020

02/06/2020

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit

Date

09/06/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

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

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

and recorded as minute reference:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2019/20 for

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	233162	239332	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	209089	287693	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	187451	169847	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	RESTATED 212,059	206339	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	4404	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	RESTATED 178,312	233,282	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	239332	252847	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	237503	254,394	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	RESTATED 2,883,852	2,883,852	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	21000	16944	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

Date

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

as recorded in minute reference:

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

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Internal Auditor note on test L:

In order to test compliance with the Council's requirement for the exercise of public rights, I checked the Council's calculation of its public rights period, and checked the Council's website during the statutory public rights period to confirm that the required items had been published. I can confirm that the Council correctly calculated the period, and published the correct information on its website. The External Auditor subsequently confirmed that, in order to pass this test, a Council must be able to demonstrate via its website audit trail that all required information was uploaded the day before the public rights period commenced, and that the information remained on the website for the duration of the period. The Council's website does not have this facility. I have, therefore, assessed the test as 'not covered'.



R Darkin-Miller LLB (Hons) BFP FCA 09/06/20

Wareham Town Council
NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 25, 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

NOTICE	NOTES
<p>1. Date of announcement 30 June 2020 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:</p> <p>(b) Vanessa Ricketts, Wareham Town Council, East Street, Wareham BH20 4NS email: vanessa@wareham-tc.gov.uk</p> <p>commencing on (c) <u>Monday 6 July 2020</u></p> <p>and ending on (d) <u>Friday 14 August 2020</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-littlejohn.com)</p> <p>5. This announcement is made by (e) Vanessa Ricketts FSLCC, Town Clerk and RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must start on or before 1 September 2020.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

COUNCIL DELEGATED DECISIONS 17 March 2020 – 30 March 2020

ITEM 20

Date	Issue	Decision/Action	Authorised By
23/03/2020	Delegation to the Town Clerk – High Consequence Infectious Disease Policy	Resolved that the High Consequence Infectious Disease policy (attached) be approved and implemented with immediate effect. It was further unanimously – Resolved that the Town Clerk, in consultation with the Mayor and Deputy Mayor agree when to call the next Council meeting, and that all meetings of the Council be cancelled until further notice.	VR/Full Council
	Members considered a policy circulated by the Town Clerk setting out the principles and approach that the Town Council will follow in respect of a High Consequence Infectious Disease outbreak.		
	Members offered a number of minor alterations to the policy which were agreed and it was unanimously –		
09/04/2020	Response to the Local Plan submitted to Dorset Council	Wareham Town Council (WTC) agrees with the approach of settlement hierarchy based on population circa 500, facilities and journey times as this seems logical.	Authorised by VR
		The approach of the main Tier 1 and 2 towns being the focus for growth is agreed in principle, but this approach is not suitable for Wareham due to the housing allocation issues highlighted within the Wareham Neighbourhood Plan and Purbeck Local Plan.	
		With regard to facilities required within a settlement to meet the preferred approach, WTC agree that the provision of a school, Doctor's surgery, retail and employment provisions are most important, with ancillary facilities such as playgrounds, meeting places and open space being desirable.	

COUNCIL DELEGATED DECISIONS 17 March 2020 – 30 March 2020

ITEM 20

		Acceptable journey times of 30 minutes by public transport and 15 minutes by car, in order to meet the preferred approach requirements is agreed by WTC, However, the Council feel it is vital that sustainable, regular public transport must be provided for the long term.	
		WTC has concerns regarding the Local Plan in that it MUST take account of the Wareham Neighbourhood Plan, particularly the housing allocation, and the Purbeck Local Plan and these plans should not be overridden by another emerging plan.	
		WTC consider the current role of Wareham as a charming historic Saxon walled town with a thriving retail centre and strong and united community, located in a unique natural setting as the gateway to the Isle of Purbeck.	
		WTC's priority issues are to protect and maintain Wareham's vibrant market town centre and economic prosperity. Other issues of concern are climate change, Wareham's aging population, affordable housing and housing allocation numbers (as illustrated in the Wareham Neighbourhood Plan).	
22/04/2020	Mayor's Charity Money	To distribute the money to each Charity by the end of May	VR/HG/Zoom meeting

COUNCIL DELEGATED DECISIONS 17 March 2020 – 30 March 2020

ITEM 20

04/06/2020	A formal proposal was made to put to DC to pedestrian South Street between the crossroad and St Johns Hill, to be supported by additional signage on the by-pass and all access points, better signage to car parks and signage to advise GPS/Sat Nav users. This proposal was carried by 11 votes to 3 with 1 abstention. The Mayor has asked it be recorded that she objects to this proposal.	VR to advise DC Highways of agreed proposal and report back	Full Council
	Public toilets – to reopen or not? Members were advised of the current progress with decorating and asked if they wished the toilets to be reopened when completed. It was agreed by majority to keep the toilets closed for the meantime and review each week.	VR to add to next agenda	
	Members were advised of the current progress with decorating and asked if they wished the toilets to be reopened when completed. It was agreed by majority to keep the toilets closed for the meantime and review each week.		

COUNCIL DELEGATED DECISIONS 17 March 2020 – 30 March 2020

ITEM 20

	Reopening the offices to the public – update from Dorset towns and further risk identified. Members were advised of an additional risk identified and mitigating proposal for an additional CCTV in the hall facing the door. A discussion took place on the need to reopen to the public and it was agreed that, at present, there was no such need. The current modus operandi of staff working was explained.	It was unanimously agreed not to reopen to the public and to reconsider this decision once it was known when community centres would be allowed to reopen.	
09/06/2020	Reopening the toilets	It was agreed under delegation to reopen the Quay toilets from 15 June. Cleaning will take place twice a day and social distancing measures will be in place. The Howards Lane toilets are scheduled for reopening on 22 June. Staff cleaning the toilets will be provided with PPE.	VR/DB/KC