



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 21 July 2020 via Zoom at 7.00pm.

Committee Members Present: Councillors D Budd, M Cotton, K Critchley, B Ezzard, Z Gover, K Green, M Russell, R Schofield, C Turner

Officers present: V Ricketts, Town Clerk

36. Election of Chairman

Resolved that Councillor K Critchley be elected to the office of Committee Chairman for the 2020/2021 municipal year.

37. Election of Vice-Chairman

Resolved that Councillor D Budd be elected to the office of Committee Vice Chairman for the 2020/2021 municipal year.

38. Apologies for absence

There were no apologies for absence.

39. Declarations of interest

There were no declarations of interest.

40. Public participation time

The Town Clerk advised that she had received no questions or comments under 'Public Participation' in advance of the meeting.

41. Confirmation of minutes of previous meeting held on 11 February 2020

The minutes of the previous meeting of the Policy Resources and Finance Committee held on 11 February 2020 were presented by the Chairman.

Minute 85 should read Purbeck Youth and Community Foundation rather than fund. It was noted that there were two minute number 90.

Subject to these amendments it was -

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

42. Matters arising from the minutes of the last meeting held on 11 February 2020

With regard to minute 82, it was noted that the Town Clerk had been asked to seek guidance from the Council's Auditor with how best to proceed with the matter of the Rugby Club rent and to report back at the next meeting. With that meeting having been cancelled due to the Covid19 crisis, the Town Clerk apologised for this matter

not being on the agenda but would ensure this was investigated in time for the next meeting.

With regard to minute 85 it was noted that the RBL wreaths cost £22 each and a Member suggested that the Council should be mindful of this when making a donation to the charity.

43. Payment of outstanding creditors

The Town Clerk presented a list of payments for approval.

Resolved that the payments be made in the sum of £5,831.13 (£1,456.80 BACS and £4374.33 direct debits) be approved, as appended to these minutes.

Members asked the Town Clerk to see if the standing charge for Water 2 Business could be reduced due to the closure of the Council's buildings.

The Town Clerk presented a list of delegated payments for note.

Resolved that the Payment Lists authorised under Delegated Powers be noted.

44. Touch Screen Monitor for the Museum

Members considered a request from the Museum Curator for a touch screen monitor at an approximate cost of £150. It was noted that this matter had been brought to committee as it is non-budgeted expenditure.

Members noted that it was unlikely that the museum would open this year due to social distancing restrictions and that the monitor would likely be unused until April 2021.

Resolved that the purchase of a touch screen monitor be delayed to take full advantage of the warranty as it comes into use and to give further consideration to this purchase at the next budget setting meeting.

45. Internal Audit

The actions and management responses of the Internal Auditor's report were agreed as set out within the report without further action.

It was noted that reference to the Joint Burial Board should read Joint Burial Committee.

46. Budget Comparison – first quarter

Members received the budget comparison report from 1 April 2020 to 30 June 2020.

The Town Clerk was asked to seek clarification of the budget position for 2100/4 Town Hall rates as the cost was considered to be above budget. £2408.25 for 3 months against an annual budget of £9500

After the meeting the Town Clerk investigated this and ascertained that the sum of £2408.25 was for 3 of 10 months (rather than 12) and was therefore within budget.

47. Income – first quarter

Members received the income report from 1 April 2020 to 30 June 2020.

A question was raised as to why there was a payment and contra for £2,500 for the rugby club, but then a payment of £1,800.

After the meeting the Clerk ascertained that this was due to the accounting system which would contra an invoice raised against the payment made.

48. Member's IT

The Town Clerk presented a report on the provision of laptops for Members.

It was noted that since the Covid 19 crisis Members had been able to meet virtually, under the Coronavirus Act 2020, and this legislation would remain in place until March 2022 with the provision to meet virtually until May 2021. It was likely that this provision could be made a permanent change to primary legislation. At present there is no timetable to be able to return to face to face meetings as, under Public Bodies (Admissions to Meetings) Act 1960, all meetings of the Council and its Committees must be held in public and that public provision cannot be mitigated against due to current legislation and social distancing requirements. As the Council does not provide IT equipment for Members it is acting contrary to the Equalities Act 2010 which legally protects people from discrimination in the workplace and in wider society, as some Members are being "digitally excluded" from taking part in the meetings of Council as they do not have the necessary IT equipment in order to take part.

The Town Clerk had sought a quotations for laptops. It was noted that there is no budget in this financial year for this capital expenditure. However, due to the current Covid 19 crisis, the Council budget will be fully reviewed by this committee at its meeting on 13 October 2020 and any costs could be accommodated within that review.

Members considered the report and it was -

Resolved that all Members be offered a Council issued Laptop with Microsoft 365 Business Standard at a one off unit cost of £529 each, plus monthly cost of £21.30 per user per month and that no other allowance be made available for those not wishing to have a Council laptop.

49. Wareham in Bloom report and proposed SLA

The Town Clerk presented a report on the future governance of Wareham in Bloom, together with a proposed SLA for recommendation to Council.

It was noted that currently the Council's Wareham in Bloom Committee was acting unlawfully in fund raising to support its activities and augment the precept. This was contrary to the Local Government Finance Act 1992, Local Government Finance

(Miscellaneous Provisions) Order 1993 and the Local Government Act 2003. The WIB Committee is a Committee of the Council and must abide by the Council’s adopted Financial Regulations, Standing Orders, Code of Conduct and other policies of the Council.

The Town Clerk outlined two possible options for the future governance of Wareham in Bloom: either the Council could take the planting in house, coming under Amenities Committee, and funded in whole by the Council with volunteers being utilized to assist where required; or WIB could become an autonomous body whereby it is separated out from the Council, set up as its own entity with its own bank account and fund-raises for itself, possibly with a grant from the Council supported by a Service Level Agreement (SLA), and would be self-governing.

Members considered both options and were conscious that the WIB would be meeting the following day to consider this matter also. Members felt it was important for the Volunteers to still be able to assist as they had always contributed so much.

Resolved that it be recommended to Council that the flower planting/displays etc are all taken inhouse, coming under Amenities Committee, and funded in whole by the Council, with support from Volunteers being welcomed to assist with planting, dead-heading and watering.

50. Reopening High Street Safely Fund (RHSSF)

Members unanimously agreed for the Town Clerk to sign the agreement related to activities funded by the RHSSF between the Town Council and Dorset Council.

51. Any other items the Chairman deems urgent

There were no items of urgency.

52. Date of next meeting

To note the date of the next meeting, which is scheduled for **1 September 2020 at 7.00pm.**

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

Payments List - Meeting Date - July 2020

Inv. Date	Ref No.	Payee	Amount	Details
29.06.20	119376	Clarity Copiers	18.00	Minimum charge re photocopier - June 2020
28.06.20	208085/232242	Consortium	108.62	Hand sanitiser, disinfectant
30.06.20	65610	3C Payment	33.70	Credit card processing for June - Howards Lane car park
30.06.20	267974	Bartletts	38.91	Chain, brace & posts for Covid19 notices at Rec Ground
30.06.20	27147	Wm Pond Poole Bay Methodist	93.79	General buildings & equipment maintenance - June 2020
01.07.20	1819015-WTC	Church	21.22	Wareham Church CCTV electricity 25.03 to 23.06.20
01.07.20	12107	Rejuvenate	36.00	Monthly software & backup support - July 2020
30.06.20	WGS5156	Wessex Ground Services	350.50	Grass cutting - recreation ground & Hauses Field - June 2020
02.07.20	FX7N	Amazon	9.40	Safety face shields
06.07.20	P1540522664	BCP Council	583.80	Supply of plants for troughs
04.06.20	548585	Roman Glass Ltd	162.86	Replace damaged window
		Total BACS Payments	1456.80	
Direct Debits				
30.06.20	31944964	Suez	187.13	Town Hall rubbish Collection June 2020
30.06.20	5705851	Waterlogic	20.34	Cooler rental - July 2020
01.07.20	9825709	Sage	30.00	Sage 50 payroll July 2020
01.07.20	961510801	Water 2 Business	31.50	Pavilion water usage July 2020
01.07.20	2697290001	Water 2 Business	74.00	Howards Lane toilets water usage - July 2020
01.07.20	962000001	Water 2 Business	85.00	Town Hall water usage - July 2020
01.07.20	308855984	Dorset Council	101.00	Howards Lane toilets rates - July 2020
01.07.20	308855997	Dorset Council	177.00	Quay toilets rates - July 2020
01.07.20	2688769801	Water 2 Business	198.00	Quay toilets water usage - July 2020
01.07.20	300059573	Dorset Council	849.00	Howards Lane car park rates - July 2020
01.07.20	300061477	Dorset Council	936.00	Town Hall rates - July 2020
01.07.20	300059492	Dorset Council	150.00	Museum rates - July 2020
02.07.20	1769302770	EE	102.46	Car park machine & mobile 'phones line rentals - July 2020
02.07.20	22897 20415	SSE SWALEC	313.06	Town Hall electric 19.03 to 12.06.20
03.07.20	5860640	O2	23.41	Mobile telephone July 2020
03.07.20	217234	Bonline	46.97	CCTV Town Hall & Museum - July 2020
03.07.20	07970 30413	SSE SWALEC	59.35	Howards Lane 19.03.20 to 15.06.20 - quarterly charge only
03.07.20	1130006941	Grenke Leasing	203.98	Photocopier rental - July to September 2020
04.07.20	77903 20411	SSE SWALEC	127.63	Quay toilets 19.03 to 16.06.20
05.07.20	1807652	Fuelcard People	47.62	Diesel for vans
12.07.20	161687282	SSE	276.01	Town Hall gas usage 01.04.20 to 24.06.20
12.07.20	9000007685	Fuelcard People	56.63	Van diesel
16.07.20	49108 10012	SSE Southern Electric	183.70	Unmetered electric supply 26.03.20 - 26.06.20 - street lights
18.07.20	5182 48314	SSE SWALEC	89.54	Pavilion electricity usage 19.03.20 to 29.06.20
18.07.20	313425048	Lloyds	5.00	Charges incurred 10.05.20 to 09.06.20
		Total DDRs Payable	4374.33	
		Total Payments	5831.13	