



**Minutes of a meeting of the Town Council held on Tuesday 11 August 2020 via Zoom at 7.00pm.**

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

**Officers present:** V Ricketts, Town Clerk; T Bailey, Committee Clerk

**95. Apologies for absence**

There were no apologies for absence.

**96. Declarations of interest**

A pecuniary interest was declared by Councillor Kemp regarding the item on Honorariums, as her partner is the current webmaster. The Town Clerk indicated that she would remove Councillor Kemp to the 'waiting room' for the duration of that item.

**97. Public participation time**

The Town Clerk advised that she has received no questions or comments ahead of the meeting.

**98. Confirmation of the minutes of the previous meeting**

The minutes of the previous meeting of the Town Council held on 30 June 2020 were presented by the Mayor.

**Resolved** that the minutes be taken as read, confirmed and signed by the Mayor subject to the following amendments:

Minute 3: "acting as Sergeant at Mace" be changed to "fulfilling the role of Sergeant at Mace".

Minute 20: to read "17 March to 30 June 2020".

Appendix: to read "Appointments for 2020/2021"; Human Resources Panel to be replaced with Personnel Committee; Wareham Youth and Community Foundation appointment to read "Mayor (ex officio)"

**99. Matters arising from the minutes of the previous meeting**

There were no matters arising.

**100. Reports by Dorset Councillors and representatives on outside bodies**

Dorset Ward Councillor Ezzard apologised for the absence of Councillor Holloway, who had submitted a report included in the agenda. There were no questions or comments on the report.

Councillor Schofield stated that he had just attended a Purbeck Transport Action Group meeting. It was agreed that he should provide a written report to the next full Council meeting.

#### **101. Financial statements and payments**

The Town Clerk presented a list of payments for approval.

**Resolved** that payments be made in the sum of £4936.90 (£3010.27 Direct Debits and £1926.63 BACS), be approved. (as appended to these minutes)

#### **102. Communications from the Town Mayor**

The Mayor had no report to make at this time.

#### **103. Committee reports and Sub-group reports**

The Chairmen of the Council's Committees presented the minutes of the following meetings for receipt:

- a) Planning and Transport Committee – 15 July 2020
- b) Policy, Resources and Finance Committee – 21 July 2020
- c) Wareham in Bloom Committee – 22 July 2020
- d) Personnel Committee – 28 July 2020
- e) Amenities Committee – 29 July 2020

A Member questioned whether Policy, Resources and Finance Committee had the delegated authority to resolve the item on Members' IT provision. It was confirmed that the Terms of Reference for the Committee state that "its purpose is to...decide on and implement all matters regarding...resources and finance".

The Chairman of Personnel Committee stated that there had been an Extraordinary Meeting of the Personnel Committee on 7 August (after publication of the Council agenda) where the terms of reference of a staff review had been agreed. He advised that the staff were aware of the review and that the terms of reference stated that the objective of this review is to ensure that the functions of the Council are fully met, with staff having the correct job descriptions and commensurate remuneration; it is not to reduce staff expenditure.

**Resolved** that the minutes of the Committees of Council be received.

#### **104. Wareham in Bloom recommendation**

Members considered the recommendation from Policy, Resources and Finance Committee and Wareham in Bloom Committee regarding the future governance of Wareham in Bloom.

##### **Policy Resources and Finance Committee - 21 July 2020 - Minute 49**

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.

## Wareham in Bloom Committee - 22 July 2020 - Minute 60

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 to assist with planting, dead-heading and watering.

A Member suggested that the planting would not be successful if it were to be done in house and that they had concerns regarding the cost to the Council. Other Members expressed concern that the volunteers would not wish to continue if the function was taken in house and felt that a volunteer organization would be better.

Other Members stated that it would not be possible for the volunteers to undertake the scope of the work required; that this had been acknowledged by the Wareham in Bloom Committee volunteers and that bringing the function in house would safeguard the planting in town for the future.

A Members suggested that any change could be reviewed after a period of time.

**Resolved** 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 to assist with planting, dead-heading and watering, and that this be reviewed after 2 years.

### 105. Honorariums

Councillor Kemp was not present for this item.

Members considered the Honorariums for the 2020/2021 financial year.

**Resolved** that the following Honorariums be paid for the 2020/2021 financial year:

Clock winder	£500.00
Museum Curator	£500.00*
Museum Manager	£500.00*
Photographer	£225.00
Sergeant at Mace	£225.00
Town Crier	£225.00
Web site	£250.00

\*(paid in two instalments)

It was further –

**Resolved** that the webmaster be paid the full Honorarium as thanks for service, with the new website being imminent.

The Mayor appointed Mrs Jean Dixon as her official photographer for the 2020/2021 municipal year.

### 106. Equalities Policy

Members considered the Equalities Policy as recommended by Policy, Resources and Finance Committee (Minute 2019/2020 86 refers).

**Resolved** that the Equalities Policy be adopted.

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

There were no matters of urgency.

**108. Date of next meeting**

It was noted that the next meeting of the Town Council was scheduled to be held at 7.00pm on 22 September 2020.

Mayor.....

Date.....

Draft

# Payments List - Meeting Date - 11th August 2020

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Inv. Date	Ref No.	Payee	Amount	Details
10.07.20	12156	Rejuvenate	720.00	8 hours support
06.07.20	12119	Rejuvenate	19.67	New keyboard and mouse
01.07.20	TEL6571	Rejuvenate	97.77	Telephone charges for July 2020
20.07.20	347508	Town Crier	35.08	Postage paid re Town Crier Competition gifts
15.07.20	D266416	Consortium	69.40	Toilet rolls and copier paper
15.07.20	389856	Loomis	268.03	Monthly cash collection contract fee - August 2020
22.07.20	1225959755	Amazon	163.49	Acrylic countertop shield guard
20.07.20	12188	Rejuvenate	93.26	Laptop upgrade
03.08.20		Andrew Childs	75.00	Refund deposit paid re May and August art exhibitions
31.07.20		AHGTC	35.00	Annual subs re Town Criers Guild
01.08.20	12357	Rejuvenate	36.00	Backup service - August 2020
27.07.20	D281974	Consortium	43.92	20 x 500ml hand gel
28.07.20	119601	Clarity Copiers	58.21	Photocopying charge July 2020
30.06.20		CJ Smith	94.80	Quay toilets - supply & fit new valve
29.07.20		Wareham & District Archaeology	117.00	Refund deposit paid re bookings March, April & June
<b>Total BACS Payments</b>			<b>1926.63</b>	
<b>Direct Debits</b>				
28.07.20	WAR376	Waterlogic	20.34	Water cooler rental
31.07.20	3756	Suez	187.13	Town Hall rubbish collection
03.08.20	961510801	Water2business	31.20	Pavilion water usage - August 2020
03.08.20	2697290001	Water2business	74.00	Howards Lane toilets water usage - August 2020
03.08.20	96200001	Water2business	85.00	Town Hall water usage - August 2020
03.08.20	75166	Fuelcard People	99.14	Diesel for vans
03.08.20	300855984	Dorset Council	101.00	Howards Lane toilets rates - August 2020
03.08.20	300059492	Dorset Council	150.00	Museum rates - August 2020
03.08.20	300855997	Dorset Council	177.00	Quay toilets rates - August 2020
03.08.20	2688769801	Water2business	198.00	Quay toilets water usage - August 2020
03.08.20	300059573	Dorset Council	849.00	Howards Lane car park rates - August 2020
03.08.20	300061477	Dorset Council	936.00	Town Hall rates - August 2020
02.08.20	1780092731	EE	102.46	Car park tickets machines & mobile 'phones August
<b>Total DDRs Payable</b>			<b>3010.27</b>	
<b>Total Payments</b>			<b>4936.90</b>	