



Town Hall
East Street
Wareham
Dorset
BH20 4NS

15 September 2020

To: All Members of the Council

NOTICE IS HEREBY GIVEN that a meeting of the **WAREHAM TOWN COUNCIL** will be held on **TUESDAY 22 September 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: 885 9637 6248

Or click here: <https://us02web.zoom.us/j/88596376248>

Vanessa Ricketts FSLCC
Town Clerk

Please contact the Town Hall Office (01929 553006) if you need further information on this agenda.

Members of Wareham Town Council

Councillor L Kirk (Town Mayor)
Councillor K Green (Deputy Mayor)
Councillor D Budd
Councillor M Cotton
Councillor R Dean
Councillor H Goodinge
Councillor V Green
Councillor S Kemp
Councillor M Russell

Councillor D Cleaton
Councillor K Critchley
Councillor B Ezzard
Councillor Z Gover
Councillor M Humphries
Councillor R Schofield
Councillor C Turner



FULL COUNCIL MEETING

A G E N D A

22 September 2020

- 1. Apologies for absence**
- 2. Declarations of interest**
- 3. 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.

- 4. Confirmation of the minutes of the Council meeting held on 11 August 2020**

To confirm the minutes of the meeting held on 11 August 2020.

- 5. Matters arising from the minutes of the Council meeting held on 11 August 2020**

To consider any matters arising from the minutes of the meeting held on 11 August 2020.

- 6. Reports by the Dorset Council Ward Councillors and representatives on outside bodies**

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

- 7. Financial statements and authorisation of payments**

To consider financial statements and payments of accounts, and for Councillors to acknowledge and authorise signatories to sign cheques.

- 8. To receive such communications as the Town Mayor may wish to place before the Council**

- 9. Reports of Committees and Sub-Groups**

- a) Amenities Committee – 9 September 2020
- b) Neighbourhood Plan Steering Group – 13 August 2020
- c) Personnel Committee – 7 August 2020, 1 September 2020
- d) Planning and Transport Committee – 26 August 2020
- e) Policy, Resources and Finance Committee – 1 September 2020

10. Update on the Purbeck Gateway Development Project

To receive a presentation from Dorset Council Officers.

11. Inspector James Offer

To receive a presentation from Purbeck Neighbourhood Inspector James Offer and to discuss parking issues around Wareham.

12. Resolutions Report

To receive the quarterly Resolutions Report providing updates of the resolutions of Council to date.

13. Social Media Policy

To agree the attached Social Media Policy recommended from Policy, Resources and Finance Committee on 1 September 2020.

14. Councillors Laptop Policy

To agree the attached Laptop Policy recommended from Policy, Resources and Finance Committee on 1 September 2020.

15. Abbots Quay

To note complaints received regarding activities on Abbots Quay and the response from Dorset Council Licencing Officers and to consider any further action.

16. Conclusion of Annual Audit

To receive an update from the Town Clerk on the Conclusion of Audit 2019/2020.

17. Remembrance 2020

To consider arrangements for this year's Remembrance Sunday in light of Covid-19 restrictions.

18. Annual Risk Management Report

To consider the annual Risk Management report attached.

19. Calendar of Meetings 2021

To agree the calendar of meetings attached.

20. Government White Paper – Planning for the Future

To consider a draft response, recommended by Planning and Transport committee on 16 September 2020 (to follow).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/907647/MHCLG-Planning-Consultation.pdf

21. NJC Pay Award

To note the 2020/2021 NJC pay award of 2.75%

22. Traffic through Wareham

At the request of Councillor Kemp, to consider the issue of antisocial traffic through Wareham.

23. Any other items the Mayor deems urgent

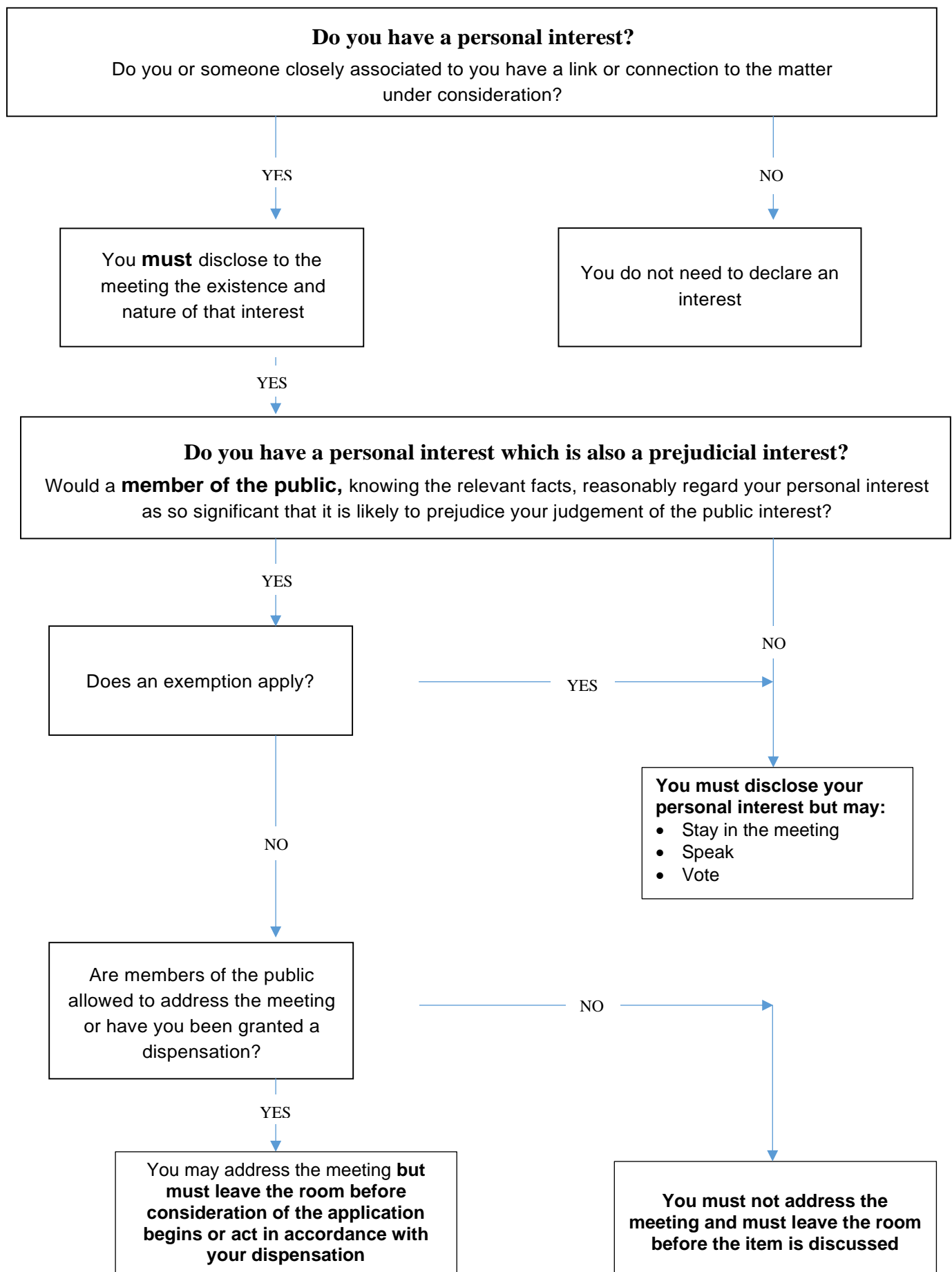
For report, information or for the agenda of the next meeting of the Town Council.

24. Date of next meeting

To note the date of the next meeting, which is scheduled for **Wednesday 14 October 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 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

ITEM 4

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

Total BACS Payments

1926.63

Direct Debits

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

Total DDRs Payable

3010.27

Total Payments

4936.90

Wareham Town Council-Dorset Councillor Report September 2020

Cllr Ryan Holloway

Dorset Council

Full Council had its Annual council meeting on Thursday 3rd September- (Virtual meeting). Cllr Pauline Batstone has stood down as Chairman and Cllr Val Potheary was elected Chairman of the Council- Previously Vice Chairman. Cllr Mike Parkes is now elected Vice Chairman of Dorset Council, Cllr Spencer Flower and Cllr Peter Wharf remain leader and deputy leader of the council.

Members Allowance

The council did reject the increase of the annual allowance of members of £500 per annum and this I certainly welcomed both me and Beryl supported the freeze in the allowance.

The cabinet has also had a reshuffle and the following members include:

Cllr Ray Bryan-Highways, Travel & Environment

Cllr Andrew Parry-People – Children, Education, Skills & Early Help

Cllr Laura Miller-People – Adult Social Care & Health

Cllr Gary Suttle-Finance, Commercial and Capital Strategy

Cllr Tony Ferrari-Economic Growth, Assets & Property

Cllr David Walsh-Planning

Cllr Jill Haynes-Customer & Community Services

Cllr Graham Carr Jones-Housing & Community Safety

There are also additional 6 lead members that assist certain members of the cabinet.

This we did welcome to have additional lead members, but we did not welcome the Council proposing extra £10k per annum for each lead member. Beryl and I voted against this motion of giving extra allowance for lead members.

As of the 3rd September each lead member will be receiving an additional £10k per annum on top of their allowance.

Lead Member for Highways – Cllr Cherry Brooks

Lead Member for Environment, Travel and Harbours – Cllr Noc Lacey-Clarke

Lead Member for Education – Cllr Byron Quayle

Lead Member for Safeguarding – Cllr Jane Somper

Lead Member for Care – Cllr Simon Gibson

Lead Member for Health – Cllr Piers Brown

Dorset Cabinet

Dorset Council Cabinet had its virtual meeting on the 8th September to which I had joined in. The cabinet brought forward Extension of the low carbon Dorset programme which is due to expire in March 2021 and funded by the European Regional Development fund (ERDF). The council has applied for additional funding of £5.86 million to extend the project until 2023 and we are awaiting confirmation.

Electric Charging points

Beryl had raised a question about electric charging points around Dorset council to Cllr Ray Bryan. And Bryan responded that the council is looking to install 53 electric charging points around the county including 2 charging points purposed in the Wareham ward at the Sainsburys Car park, It is yet to be confirmed as to when they will be installed.

Red Oak Court-Housing on former Wareham Middle School

On the 8th September both me and Beryl had a virtual meeting with DC officers in regards issues to the modular housing on the site, where there were water damage to some of the units due to minor defects, The officers have reassured us that the minor defects on the housing are being dealt with original contractor who constructed them, We also got the Cabinet member for Health & Social care- Cllr Laura Miller involved and made her aware of the problems and she is also on the case.

Councillor Surgeries

To this date both mine and Beryl's surgeries are still cancelled till further notice. Residents and councillors in the ward can always get in touch with either myself or Beryl of any issues they feel needs our attention.

cllrryan.holloway@dorsetcouncil.gov.uk Telephone 07783362330

cllrberyl.ezzard@dorsetcouncil.gov.uk Telephone 01929 550138

Payments List - Meeting Date 22nd September 2020

ITEM 7

Inv.

Date		Payee	Amount	Details
25.08.20		T Bailey	15.00	Shelving for rear yard
21.08.20	96985	Dorset Electrical	144.00	Monitoring charge 21/8/20 to 21/8/21
21.08.20	66977	SW Councils	180.00	T Bailey - 6 x 60 minute webinar training
26.08.20	S22420	PWB Industrial Heating	96.00	Air conditioning system service
27.08.20	11831	Vision ICT Ltd	1437.00	Website design & development - final account
28.08.20	120121	Clarity Copiers	32.26	Copier charges - August 2020
27.08.20		DC Pension Fund	4097.24	Pension contributions - August 2020
27.08.20		HMRC	3763.38	PAYE - August 2020
27.08.20		Salaries	11542.45	August 2020 salaries
31.08.20		Lidl	70.07	Bulbs for WIB
14.09.20	2411	Amazon	194.22	Aluminium angles, packing tape
14.09.20	DanceADay	Aimee Smith	40.00	Refund of March bookings
08.09.20	12714	Rejuvenate	720.00	Block purchase of service hours
11.09.20	12742	Rejuvenate	69.10	Web hosting 06.03.20 to 30.06.20
29.08.20	D310773	Consortium	153.14	Gloves, stationery, cleaning materials
31.08.20	68562	3C Payment	235.01	Credit card processing - August 2020
13.08.20	3073905	Wessex Fire & Security	599.73	Museum fire alarm
17.08.20	394817	Loomis	268.03	Cash collection monthly contract - September
21.08.20		CJ Smith	103.20	Repair leak in foyer
27.08.20	27210	Wm Pond	92.40	General maintenance equipment
28.08.20	02A3947	Loomis	43.57	Coin sorting August
24.08.20	2802	Dorset Doors	96.00	Pavilion door
01.09.20	12677	Rejuvenate	285.36	Monthly support & backup
	Total BACS		24277.16	
Direct Debits				
23.08.20	216363	Fuelcard People	52.40	Diesel for vans
31.08.20	32025949	Suez	181.30	Rubbish collection from Town Hall July
31.07.20	5752718	Waterlogic	24.84	Cooler rental
31.08.20	246547	Fuelcard People	55.87	Diesel for vans
01.09.20	10233169	Sage	30.00	Sage 50 payroll September 2020
01.09.20	961510801	Water2business	31.50	Pavilion water usage -September 2020
01.09.20	2.697E+09	Water2business	74.00	Howards Lane toilets water usage - September'20
01.09.20	96200001	Water2business	85.00	Town Hall water usage - September 2020
01.09.20	300855984	Dorset Council	101.00	Howards Lane toilets rates - September 2020
01.09.20	300059492	Dorset Council	150.00	Museum rates - September 2020
01.09.20	300855997	Dorset Council	177.00	Quay toilets rates - September 2020
01.09.20	2.689E+09	Water2business	198.00	Quay toilets water usage - September 2020
01.09.20	300059573	Dorset Council	849.00	Howards Lane car park rates September 2020
01.09.20	300061477	Dorset Council	936.00	Town Hall rates - September 2020
04.09.20		Bonline	46.97	CCTV - Town Hall & Museum
10.09.20	1.79E+09	EE	102.46	Car park machines & mobile 'phones
14.09.20	Z0072450	BNP Paribus	233.50	Van lease September 2020
14.09.20		Barclaycard	1302.20	July and August costs
30.09.20	32054724	Suez	207.86	Rubbish collection from Town Hall August
	Total DDRs Payable		4838.90	
	Total Payments		29116.06	



**Minutes of a meeting of the Amenities Committee held
on Wednesday 9 September 2020 via Zoom at 7.00pm.**

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

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

142. Apologies for absence

There were no apologies for absence.

143. Declarations of interest

There were no declarations of interest.

144. Public participation time

There were no members of the public present.

145. Confirmation of minutes of previous meeting

The minutes of the previous meeting of the Amenities Committee held 29 July 2020 were presented by the Chairman.

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

146. Consider matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of the meeting held on 29 July 2020.

147. 2 Mill Lane - to appoint a working party to oversee the reroofing project

It was agreed that further to the relaxing of lockdown and the urgent nature of the repair work required at 2 Mill Lane, a working party would be appointed to oversee the selection of a Chartered Surveyor/specialising in Conservation work, the procurement process and supervision of the work.

Resolved that Councillor D Budd (Chairman), V Green (Vice Chairman) and C Turner be appointed to the working party and that a meeting be arranged at the earliest opportunity.

148. Tree Work – Hauses Field

Further to a recent tree survey and several complaints from residents in the houses adjacent to the Hauses Field playpark, quotes had been obtained to carry out the necessary work.

Two separate quotes had been obtained from three companies, for separate pieces of work. A further piece of work at Hauses Field had been identified, for which a quote was awaited.

Company A: £3,250 + £6,250

Company B: £920 + £1080

Company C: £2,180 + £2,180

Resolved to accept the quotes from Company B and proceed with the work. In addition, it was agreed to proceed with the third piece of work if the quote was within the delegation of the Town Clerk.

149. Hiring of the Corn Exchange

Further to the request by one or two hirers, research had been undertaken to assess the risk involved with reopening the Corn Exchange to hirers and a report produced by the Operations Manager.

Resolved that in light of the risk assessment and updated guidance from the government, to accept the recommendation within the report to not reopen the Corn Exchange at the present time.

150. Locations of Benches

Proposals for the relocation of two wooden benches were received. A suggestion was put forward to replace the bench on the piece of land known as the Sward and at the top of Shatters Hill.

The Operations Manager confirmed that she would assess these locations to ensure that they were feasible.

Resolved to report back to the next Amenities Committee with the feasibility and costings of moving the benches to the proposed locations.

151. Howards Lane Car Park

Parking App – the Committee were informed that the parking app was now working at Howards Lane. Signage was still awaited but due to the delay, had been offered free of charge as compensation.

New bins – the Committee were informed that the 8 metal bins that surrounded the car park had been replaced with two large bins – in the same style as those on the waterfront at the quay. Four of the bins that had been removed would be used to replace worn out bins or provide additional bins at Town Council playparks. The

capacity and collection schedule of the two new bins was being monitored to ensure that they are adequate.

152. Any other items the Chairman deems urgent

For report, information or for the agenda at the next meeting of the Amenities Committee.

153. Date of next meeting

To note the date of the next meeting, which was scheduled for **21 October 2020** at **7pm**.

Draft



Wareham Neighbourhood Plan Steering Group

Notes of the meeting held 7pm, on the 13th August 2020 using Zoom Meeting ID 811 7451 9555

	Item	Outcome of discussion	Action/ Responsible member
	Present	Cllr. K Critchley (Chair), Cllr D Budd, Cllr R Dean, D Evans (Vice-Chair), Mrs H Evans, Cllr. K Green, Cllr Mrs H Goodinge, R Holman, Cllr Mrs M Humphries, Vanessa Ricketts (Town Clerk). M Wiggins, Mrs N Wiggins	
1	Apologies	Ms L Kenyon, Cllr Carol Turner	
2	Election of Chair and Vice-Chair	DB proposed that Cllr Keith Critchley be elected as Chair. This was seconded by NW and agreed unanimously. KC proposed that Dr David Evans be elected as Vice-Chair. This was seconded by HG and agreed unanimously.	
3	Notes from the last meeting (13 th February)	These were agreed as a correct record.	
4	Matters Arising	DB asked what progress had been made regarding the draft Design Code. HE reported that the draft had not been ready to consult on during the Regulation 14 consultation and that it was currently in abeyance.	

ITEM 9 b

5	Dorset Council Update	<p>SB was unable to attend but had recently had a conversation with DE in which she had confirmed that the Purbeck Local Plan was moving forward and that the modifications are expected to be published for consultation in the Autumn. Work on the Dorset Plan is also continuing with reports to be prepared for Cabinet this Autumn. DE reported that he had attended a Zoom meeting with Dorset Council, Dorset Healthcare Trust, SW Ambulance Trust and Dorset Clinical Commissioning Group regarding the Middle School site and that development briefs were being prepared for the Middle School, the former Hospital and Health Centre and Bonnets Lane sites. Following a meeting with developers it had been agreed that the sites be sold subject to a sale contract requiring that it be brought forward for development in line with the development brief and specified requirements from Dorset Council. There are a few issues which Heritage England will clarify at a meeting on 10th September. This is before the next Wareham Neighbourhood Plan Steering Group which means that anything significant affecting the draft Neighbourhood Plan can be discussed then.</p>	
6	Consideration of the responses to the Regulation 14 consultation	<p>DE reported that RH had raised an important point regarding the proposed introduction of a new Planning system by the government and whether neighbourhood plans would still be valid in the future. DE reported that the proposed system would involve the introduction of a design code which would then remove the need for public consultation on development. With regard to neighbourhood plans page 30 of the consultation document confirms government support for neighbourhood plans. It was agreed that the proposed new system be discussed at the next meeting of the Steering Group.</p> <p>DE referred to the document prepared by Jo Witherden of Dorset Planning summarising the responses to the Regulation 14 consultation and proposing amendments to the draft Neighbourhood Plan. There had been a lot of support for the Plan with a number of improvements</p>	<p>VR – include item on proposed new government planning system on the agenda of the next Steering Group meeting.</p>

ITEM 9 b

		<p>proposed. He thanked everyone for the good response and Jo for distilling the comments so well.</p> <p>DE led a discussion of the proposed amendments as set out in the document entitled Wareham Neighbourhood Plan – Pre- Submission Consultation Spring 2020 – Summary of Main Issues. Following discussion all the proposed amendments were agreed. It was also agreed that additional minor amendments that may be necessary be delegated to the Chair and Vice-Chair.</p> <p>DE reported that the next step was for the Pre-Submission draft Neighbourhood Plan to be amended in accordance with the points agreed and that this be considered at a meeting of the Town Council (date to be agreed). The Plan would then be submitted to Dorset Council for the Regulation 16 consultation and public examination. The earliest date for a referendum is May 2021 due to current restrictions.</p>	<p>DE – arrange amendment of the draft Neighbourhood Plan</p> <p>VR arrange date of Town Council meeting for consideration of draft Plan</p>
10	Urgent items	There were none.	
11	Date of next meeting	Meeting of Steering Group 7pm, Thursday 12 th September at 7pm.	ALL



Minutes of the extraordinary meeting of the Personnel Committee held on 7 August 2020 by Zoom at 10.30am.

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

Officer Present: V Ricketts - Town Clerk

90. Apologies for absence

Resolved that apologies for absence from Councillors B Ezzard and M Russell be approved.

91. Declarations of Interest

There were no declarations of interest.

92. 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.

93. Staff review

Members consider the terms of reference for the staff review and timetable.

Resolved that the terms of reference, as attached, be agreed and that the timetable be as follows: Quotations to be received by 20/08/2020; consultant appointed 01/09/2020; review completed 23/10/2020

94. Date of the next meeting

The next ordinary meeting of the Personnel Committee would take place on **20 October 2020 at 10.30.**

Chairman Date

Wareham Town Council, Staffing Review Terms of Reference

To undertake a review of the Council's staffing structure and to recommend any changes to the structure which will enable the Council to deliver its key strategic objectives.

The review will include:

1. A detailed review of the current staffing structure across the whole Council, including an assessment of current job roles and workloads *and effort spent on activities performed (daily, weekly, monthly)*.
2. To speak with all staff and give the opportunity to Members of the Personnel Committee to speak with the consultant as part of undertaking the review.
3. To undertake individual skills audits to identify training and development needs and opportunities for development of existing staff in order to make best use of the existing staffing resource.
4. To recommend a staff structure, including any changes to working practices, which will enable delivery of the Council's services and of its key strategic objectives in the most efficient and effective manner.
5. Dependent on no.3 (above), should the review conclude that there is a requirement for more or less staffing resources, to give the Council some alternative options and an assessment of the impact of not accepting some or all of the recommendations.
6. To recommend changes to job descriptions/ profiles and new job descriptions/profiles, as appropriate.
7. To undertake a job evaluation of all posts in the proposed structure and make recommendations in relation to future remuneration policy in line with NJC scales.
8. To make recommendations in relation to any other staffing-related matters which arise from the review.
9. 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.



Minutes of a meeting of the Extraordinary Personnel Committee held on 1 September 2020 via Zoom at 10.30am.

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

Officer Present:

V Ricketts - Town Clerk

124. Apologies for absence

There were no apologies for absence.

125. Declarations of interest

There were no declarations of interest.

126. 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*

127. Staff Review

Members considered the quotations for the staff review. Four quotations had been received from sector specialists. After debate, it was agreed to appoint Mr John Furze FSLCC, CertHE (Com Gov), as the consultant to undertake the work at a cost of £300 per day.

128. Date of the next meeting

To note date of next ordinary meeting: **20 October 2020 at 10.30am**

Chairman Date



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 26 August 2020 via Zoom at 7.00pm.

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

Officers present: T Bailey, Committee Clerk

109. Apologies for absence

Apologies were received from Councillor Z Gover

110. Declarations of interest

There were no declarations of interest.

111. Public participation time

There was 1 member of the public present. The member of the public wished to discuss their planning application 6/2020/0262, further to the prior objection of the application by Wareham Town Council.

On hearing from the member of the public, the Committee were able to review their previous findings and remove their objection.

112. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Planning and Transport Committee held on 15 July 2020 were presented by the Chairman.

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

113. Matters arising from the minutes of the previous meeting

Minute 32: Further to the presentation by the member of public during participation time, the Committee had reviewed its original decision.

Resolved that the prior decision to object to planning application 6/2020/0262 be overturned and that Dorset Council be informed.

114. Wareham Town Council - Delegated Decisions

To note the following Planning Applications and any decisions, as agreed by the Chairman, Vice-Chairman and the Town Clerk, as per the Terms of Reference.

Application No: 6/2020/0328
Applicant Name: Angela & Christopher Gray
Location: 1 Hardy Road, Wareham, BH20 4QB
Development: Raise roof ridge height to create first floor habitable accommodation. Associated alterations and extensions. Erect timber outbuilding (summer house) in rear garden.

Case Officer: Alexandra Dones
Support Officer: Linda Webber

Decision: **No objection**

Application No: 6/2020/0331
Applicant Name: Mr Martin Ford
Location: 2A Mill Lane, Wareham, BH20 4RA
Development: Proposed garage conversion to habitable accommodation
Case Officer: Simon Burditt
Officer: Helen Nolan

Decision: **No objection**

Application No: 6/2019/0542
Applicant Name: Mrs Tess Simon
Location: 23 East Street, Wareham, BH20 4NN
Development: Erect dormer windows to front and rear of property to convert loft to habitable accommodation and erect a lean-to kitchen extension and insert 2 new windows on side elevation.
Case Officer: Ros Drane
Support Officer: Chelsey Golledge

Decision: **No objection**

Resolved that the delegated decisions be noted and accepted.

115. Dorset Council – Delegated Planning Decisions

The following planning application were received from Dorset Council, in its capacity as the local Planning Authority, for Wareham Town Council to consider.

Application No: 6/2020/0311
Applicant Name: Mr Steve Carpenter
Location: 5 Bere Road, Wareham, BH20 4DB
Development: Erect single storey front & rear extensions and erect porch. Construct driveway.
Case Officer: Cari Wooldridge
Support Officer: Genevieve Duffy
Decision: **No objection**

116. Meeting Adjourned

It was agreed that the meeting be adjourned, due a time restriction on the Zoom software, and reconvened on Thursday 27 August at 7pm.

117. Meeting Reconvened

The meeting of the Planning and Transport Committee was reconvened at 7pm on Thursday 27 August 2020.

118. Dorset Council – Delegated Planning Decisions

The following planning applications were received from Dorset Council, in its capacity as the local Planning Authority, for Wareham Town Council to consider.

Application No: 6/2020/0345
Applicant Name: Westcroft Construction Ltd
Location: 4 St Michaels Road Wareham BH20 4QU
Development: Demolish existing outbuilding and single storey extension on north elevation. Erect three dwellings.
Case Officer: Alexandra Dones
Support Officer: Linda Webber

Decision: **Objection**

Resolved that this application be objected to, on the following grounds:

1. Over-development

4 dwellings on a site area of 367 sq m equates to 109 dwellings per hectare, significantly higher than the new development at the junction of Cow Lane and Mill Lane.

2. Out of character with the immediate area

Existing development at the junction of Cow Lane with Ropers Lane and St Michaels Road is set back from the front boundaries and does not 'turn the corner' giving an open feel, buildings close to the site boundaries, particularly at the corner fails to maintain this openness and will be detrimental to the character of the area.

3. Private amenity space

The courtyards are only 4 m deep, all less than examples given in the Planning and Heritage Statement for the other proposed and implemented developments in St Michaels Road. Additionally the corner property faces the overbearing gable end wall of the 2-storey detached house resulting in a sub-standard amenity space and living environment.

4. Lack of on-site parking

To support only 2 on-site parking spaces the applicant states that 'parking is often on street', but the homes in the area without parking predate mass car ownership.

The agent states that there are currently only two on-site parking spaces, but I contend the existing site provides three 4.8 x 2.4 m parking spaces, with 2 to the west of the existing garage. The net result is to increase the number of houses by 3 and reduce the number of on-site parking spaces by 1!

The Wareham Neighbourhood Plan Policy H10 – Parking Space requires at least one dedicated parking space per unit provided on-plot and at the rear of or behind the front of the buildings. The most recent nearby development on the corner of Cow Lane and Mill Lane meets this requirement.

On-street parking in the vicinity of the application site is at a premium and issues of obstruction of the highway have been reported to the Council.

Application No: 6/2020/0360
Applicant Name: Mr & Mrs Bugler
Location: 109 Northmoor Way Wareham BH20 4EQ
Development: Erect a single storey front extension
Case Officer: John Hartigan
Support Officer: Linda Webber

Decision: **No objection**

119. The Old Granary Coffee Trailer

Dorset Council Highways Department had agreed to a trial to alter the sitting out licence of The Old Granary at the Quay in Wareham. The Old Granary had requested the replacement of several tables and chairs with a small self-contained 'coffee dispenser', on a temporary basis. The Highways Department had welcomed feedback from the Town Council.

Further to discussion surrounding the unknown length of the trial, it was

Resolved that the Committee would not wish to see this arrangement continue beyond the end of September 2020. It was apparent that the 'coffee dispenser' had been placed directly outside of the main door and not as they had been led to believe, in place of 'several tables and chairs'. In addition, the building is grade II listed and the current arrangement with the 'coffee dispenser' was felt to be detracting from the façade of the building.

120. Tree Preservation Order 508 Northmoor Park

Further to the Tree Preservation Order that was an Agenda item of the Planning and Transport Committee of 15 July. The Town Clerk had undertaken to ascertain the ownership of the land on which the trees in question resided.

Resolved that the ownership of the land be noted as that belonging to Moorish Builders.

121. Parking in Ropers Lane

Correspondence from a resident in Ropers Lane was discussed and led on to a more in-depth discussion about the dangerous and often illegal parking within Wareham. Whilst it was noted that the Town Clerk and Operations Manager had raised the issue at Dorset Council on a number of occasions and were aware of the resourcing issues, the Committee requested that the matter be raised at a meeting of full Council so that a letter could be drafted on behalf of the Town Council to Dorset Council in order that a resolution to the ongoing problem be found.

Resolved that the request be passed to the Town Clerk for inclusion on the Agenda for Full Council.

122. Any other items the Chairman deems urgent

The Chairman raised no urgent items.

123. 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 16 September 2020.

Chairman.....

Date.....

Draft



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 1 September 2020 via Zoom at 7.00pm.

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

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

129. Apologies for absence

There were no apologies for absence.

130. Declarations of interest

There were no declarations of interest.

131. Public participation time

No representations from members of the public had been received and no public were present at the meeting.

132. Confirmation of minutes of previous meeting held on 21 July 2020

The minutes of the previous meeting, held on 21 July 2020, were considered.

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

133. Matters arising from the minutes of the last meeting held on 21 July 2020

With regard to Minute 43, the Town Clerk advised that there had been no response from Water 2 Business at that time.

With regard to minute 49, it was noted that the Purbeck Community Rail Partnership Officer had left the post and that the Friends of Wareham Station were now undertaking the watering of the flower displays. The Operations Manager agreed to liaise with the Friends regarding the winter planting.

134. Payment of outstanding creditors

The Town Clerk presented a list of payments for approval.

Resolved that payments be approved in the sum of £15,696.05 (£13,036.61 BACS and £2,659.44 direct debits), as appended to these minutes.

135. Laptop Policy

Members considered a laptop policy for Members which had been prepared by the Town Clerk and based on the standardised County Associations of Local Councils (CALC) policy. A Member suggest a number of alterations to the policy.

Resolved to recommend to Council that the policy, with amendments as agreed at the meeting, be approved.

136. Social Media Policy

Members considered a Social Media policy for Members which had been prepared by the Town Clerk and based on the standardised County Associations of Local Councils (CALC) policy. A Member suggest a number of alterations to the policy.

Resolved to recommend to Council that the policy, with amendments as agreed at the meeting, be approved.

137. Any other items the Chairman deems urgent

The Chairman had no items of urgency.

138. Date of next meeting

Members noted the date of the next meeting, which is scheduled for **13 October 2020 at 7.00pm**

139. 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

140. Connigar Lane Car Park

Members considered a confidential issue, raised by the Wareham Burial Joint Committee, regarding Connigar Lane Car Park. Councillor Ezzard noted a conflict of interest and advised that she would be abstaining from the vote.

Resolved that it be delegated to the Town Clerk, in consultation with the Chairman and Vice Chairman, to investigate this matter further, taking advice if needed, and to report back to this Committee.

141. Swanage and Wareham Rugby Club (SWRFC) Rent Review

Members considered a confidential report from the Town Clerk on the SWRFC rent review.

ITEM 9 e

The history of the last rent review was outlined, together with the issues of implementing the agreed terms. It was noted that the SWRFC had contested the land value.

Resolved that the District Valuations Office be appointed to conduct a rental valuation of the site to ensure a fair market rent is achieved.

Chairman Date

Draft

Payments List - Meeting Date - 1st September 2020

Inv. Date	Ref No.	Payee	Amount	Details
31.07.20	TEL6631	Rejuvenate	97.96	Telephone services August 2020
31.07.20	67085	3C Payments	139.39	Credit card processing - July 2020
31.07.20	278934248	Amazon	22.89	2021 diary
05.08.20	34465	Edge IT	828.00	2nd year annual fee
06.08.20	12385	Rejuvenate	496.67	Microsoft 365 08.04.20 to 31.08.20
10.08.20	12444	Rejuvenate	6982.80	11 laptops + setup
12.07.20		CJ Smith	372.00	Supply & fit vented tap at Town Hall
31.07.20	1615	Tradewind Graphics	405.60	Play park signs re Covid19
31.07.20	392907	Loomis	65.33	Coin sorting monthly fee - July 2020
31.07.20	CD970995187	Agrovista	263.40	10litre white line marker
13.08.20	295289346	Amazon	123.72	Laptop cases, hazzard tape, PPE
12.08.20		Clock winder	500.00	Honorarium
12.08.20		Museum Curator	250.00	Honorarium
12.08.20		Museum Manager	250.00	Honorarium
12.08.20		Photographer	225.00	Honorarium
12.08.20		Sergeant at Mace	225.00	Honorarium
12.08.20		Town Crier	225.00	Honorarium
12.08.20		Web site	250.00	Honorarium
30.07.20	27198	WM Pond	100.05	General maintenance
14.08.20	3040432	Glasdon UK	1118.76	Bench by Sainsbury
13.08.20	6LDN	Amazon	28.04	Laminator
15.08.20		Poundland	67.00	Garage shelving
Total BACS & Cheque Payments			13036.61	
Direct Debits				
05.08.20	547424	Bonline	46.97	CCTV - Town Hall & Museum - August 2020
04.08.20	67150570	O2	23.41	Mobile telephone 07759 489065
14.08.20		Barclaycard	259.89	June & July costs
16.08.20	9000160410	Fuelcard People	57.38	Diesel for vans
19.08.20	Z1704902	Info. Commissioners	35.00	Annual subscription re GDPR
21.08.20	PW508598	PWLB	2201.79	Loan repayment re Mill Lane roof repairs
18.08.20	317069228	Lloyds	5.00	Bank charges 10.06.20 to 09.07.20
17.08.20		Sage UK	30.00	Sage 50 payroll
Total DDRs Payable			2659.44	
Total Payments			15696.05	

Programme Manager:	Adam Fitzgerald	Place Development Manager:	Rosie Dilke
September 2020		People Development Manager:	Kellie Salter

Purbeck Gateway

Dorset's second Care Campus development, centred around the former Middle School site on Worgret Road, Wareham Community Hospital, and Bonnets Lane.

Incorporates a new Community Health Hub, GP Surgery, Nursing Care Home, Extra Care Housing, Affordable Housing, Care services, and leisure/recreational facilities.

Day Services

- Purbeck Connect and Wareham Plus day services both serve people from the local community. We are embarking on a programme of day services transformation and working closely with Tricuro to improve and develop our day services offer. This work aims to ensure that we actively involve people in determining how they spend their time. We recognise that buildings for day services are not always in the right place, so will connect the day services work with our Purbeck Gateway to make sure we challenge ourselves to provide the best offer for people with care and support needs.

Locality team

- We continue to advocate for the Locality Team currently based at Bonnet's Lane to be sited with their health colleagues. Recent Home First guidance regarding hospital discharge has required us to reconsider how we provide support to people and from where. This is work in progress.

Extra Care

- Our ambition for Purbeck is to ensure that we enable people to be as independent as possible which includes remaining at home for as long as possible. Our proposed Extra Care scheme for the Bonnet's Lane site offers an opportunity for us to do this. We are hoping to ensure that people of all ages can use this facility which will have on-site support available to those who require it.

Nursing Home

- Despite the profile of nursing care being challenged due to Covid 19, we recognise that there are many people for whom nursing care is a necessity. We don't want anyone to move into a care home before they really need to and nursing homes are such that people with more complex or specialist needs can be supported without having to go into hospital. Our ambition for the home in Purbeck is to achieve an intergenerational home, with a children's nursery based in the same building.

Communications & engagement

- We held engagement sessions with the public in August 2019 and showed them several options for land use for this development, including one option which used part of Wareham Recreation ground.
- As a result of the engagement this option has been taken off the table and the land we are using is shown in the plan below.
- We also met with the public at events organised by the Wareham Neighbourhood plan team in February 2020, and we planned to come back to the public again in March to explain how things had changed since the last engagement process in 2019. Unfortunately we had to cancel those events.
- However, we would like to tell the people of Wareham what we've been up to. As it's impossible to meet people safely in person at the moment we intend to send everyone in the area a leaflet by the beginning of November to remind them that this is still a key project that Dorset Council and our NHS partners in Dorset want to get done.

Purbeck Gateway: opportunity sites



Design & Planning

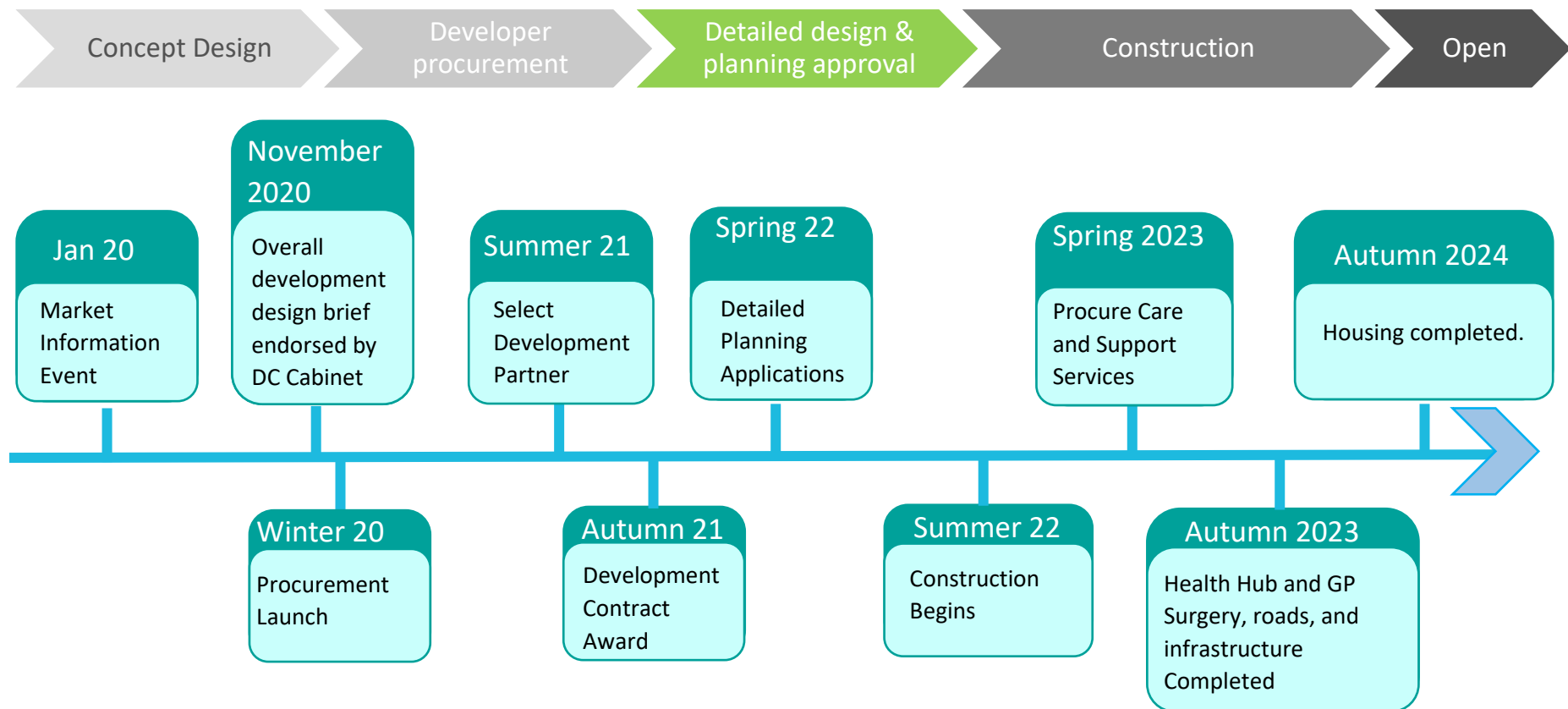
- In February 2020 Dorset Council and Dorset Healthcare decided not to pursue planning permission for our proposals and instead agreed to produce a design brief for endorsement by Dorset Council Cabinet on 3rd November 2020. This brief will be for the whole development, incorporating the proposed Health Hub & Ambulance Station.
- We've now carried out surveys on the three sites to understand what their constraints are. These include drainage and flood risk, ground investigation, ecological impact and heritage impact assessments. We've discussed these with statutory consultees to work out what is achievable given those constraints.
- The team has also been in discussion with the Wareham Neighbourhood Plan team and our key partners and stakeholders throughout this process.
- The design brief will not show final positions or scale & massing of the buildings. However, it will indicate achievable options for a future developer to consider. Design will be carried out and planning permission sought by the developer once they are on board

Developer procurement

- We did some soft market testing with prospective developers in February 2020.
- Dorset Council is now in discussion with Dorset Healthcare and the CCG on the benefit sharing agreement on our land.
- We are also discussing the best financing and procurement process to follow.
- This process has been delayed by COVID-19, because most of the Building Better Lives team were taken away from this work during the late spring to deal with the emergency.

Wareham Relocatable Housing

- Other work we have done on the Middle School site during the summer is to complete some temporary housing for people with disabilities and those on the homeless register. This relocatable housing will be moved elsewhere when the Purbeck Gateway is complete.



Purbeck Gateway Timeline

All dates are indicative

RESOLUTIONS REPORT –2020-2021					
DATE	MEETING	MINUTE NUMBER	RESOLUTION	PROGRESS	DATE COMPLETED
30/06/2020	Council	9	Resolved 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		30/06/20
		14	Resolved that the Budget Comparison Report for 2019-2020 be accepted.		30/06/20
		15	Resolved to receive and note the Internal Auditor's report and recommend that Policy, Resources and Finance Committee address the points raised therein	Addressed at PR&F on 21/07/20	21/07/20
		16	Resolved that Rosie Darkin-Miller be appointed as the Council's internal Auditor for the 2020-2021 financial year	Rosie Darkin-Miller informed	30/06/20
		17	Resolved that the Annual Governance Statement for 2019/2020 be approved for signing.	Signed and submitted to PKF Littlejohn	30/06/20
		18	Resolved that the Accounting Statement for 2019/2020 be approved for signing.	Signed and submitted to PKF Littlejohn	30/06/20
21/07/2020	PR&F	44	Resolved that the purchase of a touch screen monitor (for the Museum) 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.		21/07/20
		48	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	Laptops purchased and delivered to Members. All Councillor email address now in use	31/08/20
		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.		11/08/20
22/07/2020	WiB	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.		11/08/20

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28/07/2020	Personnel	71	Resolved that the Town Clerk be tasked to obtain quotations for a staff review and regrading exercise and that an Extraordinary Meeting of the Committee be called once these quotes have been received	Quotations received and considered by Personnel on 01/09/20	01/09/20
29/07/2020	Amenities	81	Resolved to defer a decision to the next meeting of the Amenities Committee to allow members the time to consider a possible new location (bench)	Discussed at Amenities on 09/09/20	09/09/20
		82	Resolved to formally accept the delegated decisions made between 23 March and 30 June 2020		29/07/20
		87	Resolved that due to a number of drawbacks regarding the use of the Recreation ground for outdoor fitness classes, that the request be refused.	Groups advised	29/07/20
		88	Resolved that the Town Council proceed with the purchase of the memorial bench on behalf of the donor and that Dorset Council would facilitate the installation.	Bench ordered and awaiting delivery.	
		89	Resolved that the Corn Exchange not be made available for weekend bookings at the present time due to the inability to meet the expectations of the Government advice.	Groups advised	29/07/20
07/08/2020	Personnel	93	Resolved that the terms of reference, as attached, be agreed and that the timetable be as follows: Quotations to be received by 20/08/2020; consultant appointed 01/09/2020; review completed 23/10/2020	Tenders advised in preparation of their quotations	07/08/20
11/08/2020	Council	104	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		11/08/20
		105	Resolved that the following Honorariums be paid for the 2020/2021 financial year: <div><div>Clock winder</div><div>£500.00</div><div>Museum Curator</div><div>£500.00*</div><div>Museum Manager</div><div>£500.00*</div><div>Photographer</div><div>£225.00</div><div>Sergeant at Mace</div><div>£225.00</div><div>Town Crier</div><div>£225.00</div><div>Web site</div><div>£250.00</div></div> *(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.		11/08/20

		106	Resolved that the Equalities Policy be adopted		11/08/20
26/08/2020	P&T	119	Resolved that the Committee would not wish to see this arrangement continue beyond the end of September 2020. It was apparent that the 'coffee dispenser' had been placed directly outside of the main door and not as they had been led to believe, in place of 'several tables and chairs'. In addition, the building is grade II listed and the current arrangement with the 'coffee dispenser' was felt to be detracting from the façade of the building.	Highways advised	26/08/20
		121	Resolved that the request be passed to the Town Clerk for inclusion on the Agenda for Full Council. (Parking in Ropers Lane)	On Council agenda for 22/09/20	26/08/20
01/09/2020	Personnel	127	Resolved to appoint Mr John Furze FSLCC, CertHE (Com Gov), as the consultant to undertake the work at a cost of £300 per day.	Staff review in progress	
01/09/2020	PR&F	135	Resolved to recommend to Council that the Laptop policy, with amendments as agreed at the meeting, be approved.	On Council agenda 22/09/20	01/09/20
		136	Resolved to recommend to Council that the Social Media policy, with amendments as agreed at the meeting, be approved.	On Council agenda 22/09/20	01/09/20
		140	Connigar Lane - Resolved that it be delegated to the Town Clerk, in consultation with the Chairman and Vice Chairman, to investigate this matter further, taking advice if needed, and to report back to this Committee.	Legal advice being sought	
		141	SWRFC - Resolved that the District Valuations Office be appointed to conduct a rental valuation of the site to ensure a fair market rent is achieved	Awaiting response from District Valuations Office	
09/09/2020	Amenities	147	2 Mill Lane - Resolved that Councillor D Budd (Chairman), V Green (Vice Chairman) and C Turner be appointed to the working party and that a meeting be arranged at the earliest opportunity.	Working party meeting arranged for 23/09/20	
		148	Hauses Field - Resolved to accept the quotes from Company B and proceed with the work. In addition, it was agreed to proceed with the third piece of work if the quote was within the delegation of the Town Clerk.	Company B informed	
		149	Resolved that in light of the risk assessment and updated guidance from the government, to accept the recommendation within the report to not reopen the Corn Exchange at the present time.	Groups advised	09/09/20



Social Media Policy

The aim of this policy is to set out a Code of Practice to provide guidance to town councillors, council staff and others who engage with the council using online communications, collectively referred to as social media. The council will ensure that training is provided for members and officers in connection with this policy.

Social media is a collective term used to describe methods of publishing on the internet.

This policy covers all forms of social media and social networking sites which include (but are not limited to):

- Wareham Town Council Website
- Facebook, Myspace and other social networking sites
- Twitter and other micro blogging sites
- Youtube and other video clips and podcast sites
- LinkedIn
- Blogs and discussion forums
- Email

The use of social media does not replace existing forms of communication.

The principles of this policy apply to town councillors and council staff and also applies to others communicating with the town council.

Members will be provided with an official council email address which is only used for council business and correspondence. The nominated account will be subject to any request under the Freedom of Information Act 2000.

The policy sits alongside relevant existing policies which need to be taken into consideration.

The current Code of Conduct applies to online activity in the same way it does to other written or verbal communication.

Individual town councillors and council staff are responsible for what they post in a council and personal capacity.

In the main, councillors and council staff have the same legal duties online as anyone else, but failure to comply with the law may have more serious consequences.

Social media may be used to

- Distribute agendas, post minutes and dates of meetings
- Advertise events and activities
- Good news stories linked website or press page
- Vacancies
- Re-tweet or share information from partner agencies such as Principal Authorities, Police, Library, Health etc.
- Announcing new information
- Post or Share information from other town related community groups such as schools, sports clubs, community groups and charities
- Refer resident queries to the clerk and all other councillors

Code of Practice

When using social media (including email) town councillors and council staff must be mindful of the information they post in both a personal and council capacity and keep the tone of any comments respectful and informative.

Online content should be accurate, objective, balanced and informative.

Town councillors and council staff must not:

- hide their identity using false names or pseudonyms
- present personal opinions as that of the council
- present themselves in a way that might cause embarrassment to the council
- post content that is contrary to the democratic decisions of the council
- post controversial or potentially inflammatory remarks
- engage in personal attacks, online fights and hostile communications
- use an individual's name unless given written permission to do so
- publish photographs or videos of minors without parental permission
- post any information that infringes copyright of others
- post any information that may be deemed libel
- post online activity that constitutes bullying or harassment
- bring the council into disrepute (see Code of Conduct), including through content posted in a personal capacity
- post offensive language relating to race, sexuality, disability, gender, age, religion or belief
- conduct any online activity that violates laws, regulations or that constitutes a criminal offence

Publishing untrue statements about a person which is damaging to their reputation is libel and can result in a court action and fine for damages.

This also applies if someone else publishes something libellous on your social media site. A successful libel claim will result in an award of damages against you.

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Posting copyright images or text on social media sites is an offence. Breach of copyright will result in an award of damages against you.

Publishing personal data of individuals without permission is a breach of Data Protection legislation is an offence.

Publication of obscene material is a criminal offence and is subject to a custodial sentence.

Councillors views posted in any capacity in advance of matters to be debated by the council at a council or committee meeting may constitute Pre-disposition, Pre-determination or Bias and may require the individual to declare an interest at council meetings.

Anyone with concerns regarding content placed on social media sites that denigrate town councillors, council staff or residents should report them to the Clerk of the Council.

Misuse of social media content that is contrary to this and other policies could result in action being taken.

The Town Clerk will appoint a nominated officer as moderator of town council social media output and be responsible for posting and monitoring content to ensure it complies with the Social Media Policy.

The moderator will have authority to remove any posts made by third parties from council social media pages which are deemed to be of a defamatory or libellous nature. Where appropriate the moderator will have the authority to report any such posting to any other appropriate agency including the Police and Dorset Council's Safeguarding Unit.

This policy will be reviewed during each council term.

Date approved



Laptop Policy

The Council has undertaken to loan laptops to Councillors during their tenure, to assist in the carrying out the specific and limited purpose of carrying out Town Council business. Any additional peripherals such as printers, additional keyboards or supports that may be desirable are at the expense of the Councillor. The Council will ensure that training is provided for Members and Officers in connection with this policy.

Agendas and committee papers will be sent electronically and it is not expected that these will be provided in a paper format, unless due to exceptional circumstances, e.g.: Covid-19 requiring virtual meetings.

Please would you read carefully the principles that surround the use of the laptop set out below and sign and date the declaration as confirmation that you agree to abide by them.

A laptop will not be issued unless such a declaration is made.

Principles of Use:

1. Use of the laptop must be in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and you are expected to familiarise yourself with these principles as set out in the Council's GDPR policy.
2. Every effort to protect both hardware and software from misuse and/or damage must be made. You may be liable for any repair and/or replacement costs if it is deemed that the laptop has been mistreated or you have been negligent in its care.
3. Use of the laptop must be in accordance with the Council's Social Media Policy if social media is to be accessed using the device.
4. The passcode set up on the laptop must not be altered, however you may change your password.
5. Whenever the laptop is left unattended, even for short periods of time, the screen lock must be used or the laptop shut down.
6. The laptop is covered through the Council's insurance policy. If the laptop is lost, stolen or damaged it must be reported to the Council offices immediately. Insurance cover is limited to the UK and does not cover accidental damage or damage through

negligence.

7. You are not permitted to take the laptop abroad.
8. It is forbidden to send, solicit or download inappropriate material (such as pornographic images, inciting violence, drug abuse, illegal activities etc) from the internet or email technology.
9. Whilst the virus protection on your laptop should prevent such things, be aware of the characteristics of spam and phishing emails and do not reply to these emails.
10. Data must be stored in accordance with the council's document control policy.
11. You have been provided with a laptop bag, this should be used at all times when transporting the laptop away from the home.
12. The laptop shall be administered by the Council offices. As such you will not be able to download and install additional software other than those already on the device. Should you wish any additional software to be installed, please advise the office of this;
13. The use of the internet to access and / or distribute any kind of offensive material is not permitted.
14. Only you are authorised to use the laptop; it **must not** be loaned to family members or friends.
15. You are always responsible for the protection of Council data and information sent to the device.
16. You must not reveal confidential data to any third party. This includes, but is not limited to, sensitive data (as defined under the Data Protection Act 2018 and GDPR), computer software course codes, login details and passwords. This may only be done if explicit permission has been given by the Town Clerk and only in accordance with Data Protection Guidelines.
17. You must report any damage, suspected problems, security threats or technical queries to the Council via email to office@wareham-tc.gov.uk, unless of course, it is not possible to access your email. An initial response to technical queries can only be given during normal council office hours. If Council officers are unable to help with your query, they will contact technical support who may contact you directly. Please be reminded that all technical support is chargeable to the Council on a time taken basis and care should therefore be taken to ensure that the query is sufficiently necessary to warrant the expense.
18. You are not permitted to contact the Council's IT provider directly under any circumstances as this incurs a charge to the Council.

ITEM 14

19. In some cases, remote monitoring of websites and/or emails sent may take place, but only in cases where suspicion of illegal behaviour about the use of the laptop exists. This may only be carried out under supervision of the Town Clerk. Under no circumstances will any information that is discovered be disclosed to a third party and all investigations will strictly adhere to the Data Protection Act 2018 and GDPR.
20. The laptop must not be used for online gambling, accessing or transmitting pornography, transmitting copyright information and / or software material, posting confidential information about Councillors, employees or the public or suppliers to the Council, or to make malicious statements to any person.
21. Any purchases made through websites on the laptop are the liability of the individual Councillor and shall not be reimbursed by Wareham Town Council.

Contravention of any of the regulations may lead to the laptop being withdrawn.

AGREEMENT TO THE PRINCIPLES OF USE OF THE LAPTOP FOR COUNCIL BUSINESS

I....., a member of Wareham Town Council understand that the laptop I have been provided with is the property of the Council.

I understand that I may be financially responsible for any damage to or loss of the laptop due to accidental damage or negligence.

I agree to the principles of use of the laptop as set out above and agree to receive all Committee papers and associated Council correspondence electronically via the laptop.

I agree to return the laptop immediately upon the completion of my tenure as a Town Councillor.

Laptop Serial Number

Signed Councillor.....

Date.....

ITEM 18

Income

Topic	Risk Identified	Risk Level H/M/ L	Management of Risk	Staff Action	Internal Audit Checks (Every)
Precept	Not submitted	L	Full Town Council minute – Claim by RFO to PDC.	Diary.	12 months
	Not paid by DC	L	Check by RFO and report to PR&F committee.	Diary.	12 months
	Adequacy of precept	H	Review of budget to actual by PR&F committee.	Agenda item at each PR&F committee with report.	12 months
Charges – Car Park	Cash collection	H	Contracted out. Receipt of twice-weekly returns.	RFO check against machine data.	12 months
	Cash banking	H	Contracted out. Receipt of email advice.	RFO bank statement reconciliation.	12 months
Charges - Leisure	Town Hall bookings	M	Invoices issued for regular/corporate bookings. Receipted payments for 'one off' bookings. Review annually by PR&F re increase suggest RPI	FO monthly check that booking fees received or invoices issued. Diary note Agenda Item re PR&F committee.	12 months
	Recreation Ground bookings	L	Invoices issued for regular bookings. Review annually by PR&F, suggest RPI	FO monthly check that booking fees received or invoices issued. Diary note Agenda Item re PR&F committee.	12 months
Museum	Banking Donations and Sales	M	Regular clearance from Museum of money paid for items sold or donations received.	OM liaise with Museum Curator.	12 months
Rent from tenants	Rent Reviews/Lease renewals when due.	M	TC annual review of tenancy agreements.	Diary note to negotiate renewal of Lease/Rent. Agenda item re PR&F committee.	24 months

Abbreviations: RFO – Responsible Financial Officer, FO – Finance Officer, IT – Information Technology, IA – Internal Auditor, OM – Operations Manager, PR&F – Policy Resources & Finance, DC – Dorset Council, EDGE – Accounting software package, TC – Town Clerk

Income cont'd.

Topic	Risk Identified	Risk Level H/M/ L	Management of Risk	Staff Action	Internal Audit Checks (Every)
Rent from tenants cont'd	Quarterly, Semi-Annual and Annual rent received.	H	FO issue invoices where appropriate. RFO monitor bank statements where rent paid by standing order.	Diary note. EDGE income entry together with bank reconciliation.	12 months
Financial return on balances	Return on bank balances	L	Use of fixed deposits to obtain interest income on available money.	RFO obtain renewal rates for PR&F committee. RFO to recommend when excess funds available for investment.	24 months
			Monitor balances on Council's accounts and transfer as necessary in order to achieve best income available.	Use Building Society account or other re instructions from PR & F committee, account to full capacity (£100k)	24 months
Grant Funding/ PWB Loans	Source external funds to finance projects	L	Use of lottery/landfill communities fund type monies Use of Public Works Loan Board monies	TC to investigate sources of external funds.	24 months

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Expenditure

Topic	Risk Identified	Risk Level H/M/ L	Management of Risk	Staff Action	Internal Audit Checks (Every)
Salaries	Wrong Salary Paid	M	RFO instructs FO with relevant SCP levels following annual reviews in March each year or as appropriate.	Checks by RFO on monthly payroll	12 Months
	Wrong hours paid	M	Check to timesheet/contract	Checks by RFO on monthly payroll	12 Months
	Wrong Rate Pay	M	Check to contract/annual review levels	Checks by RFO on monthly payroll	12 Months
	Payment to authorities of N.I. and Income Tax collected	H	Monthly payroll reports detail sums collected/due	Cheque raised or payment made by BAC's by due date	12 Months
Honoraria and Allowances	Wrong Amount paid Invoice not received	L	Honoraria amounts agreed as part of annual budget. Payment made against invoice received	FO raise cheque based upon invoice and budgeted figure and checked by RFO	12 Months
	Wrong amount paid	L	Mayoral and Deputy Mayoral Allowances agreed as part of annual budget. Mileage allowance paid against completion of claim form.	FO raises cheques for Mayoral allowances based upon budgeted figure. RFO signs off claim form prior to payment by FO.	12 Months

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Expenditure cont'd

Topic	Risk Identified	Risk Level H/M/ L	Management of Risk	Staff Action	Internal Audit Checks (Every)
Direct Costs and Overhead Expenses	Goods not supplied	M	Delivery note and/or received stamp on invoice to show that goods received RFO initials on invoice	FO makes payment once authorised by RFO	12 Months
	Invoice incorrectly calculated	L	Arithmetic check	FO to check invoice calculations	12 Months
	Cheque payable is excessive	M	Signatory initials etc on cheque stub	Members check	12 Months
	Cheque payable to wrong party	M	Signatory initials etc on cheque stub	Members check	12 Months
Donations (incl. S137)	Power to pay	L	Donations form completed together with accounts	RFO brings forms to Council meeting	12 Months
	Agreement of Council to pay	M	Amounts agreed minuted at meetings	RFO check	12 months
	Cheque payable is excessive	M	Signatory initials etc on cheque stub	Members check	12 Months
	Cheque payable to wrong party	M	Signatory initials etc on cheque stub	Members check	12 Months
Election Costs	Not included in Budget	L	Suitable amount accrued in Earmarked Reserves each year when considering budgets	RFO/FO/ Members check	24 Months
	Amount Invoiced	L	Comparison to earlier occasions. Analyse breakdown of costs.	RFO/FO	48 Months
VAT	VAT analysis	M	All items from cashbook in correct rating. IA checks	FO/RFO checks	12 Months
	Charged on Sales	M	Is income subject to VAT. IA checks	FO/RFO checks	12 Months
	Charged on Purchases	M	Is VAT recoverable/correct rate. IA checks	FO/RFO checks	12 Months

Expenditure cont'd

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Topic	Risk Identified	Risk Level H/M/ L	Management of Risk	Staff Action	Internal Audit Checks (Every)
VAT cont'd	Claimed within time limits	M	Returns submitted on time	FO prepares/ RFO check	12 Months
Reserves	GENERAL – Adequacy	L	Consider at Budget setting	RFO/Members opinion	12 Months
	EARMARKED – Adequacy	L	Consider at Budget setting	RFO/Members opinion	12 Months
Assets/ Insurance	Loss, Damage, Additional items etc	M	Assess damage, consider insurance claim. Update insurance and asset register. IA checks.	FO/RFO manage checks	12 Months
	Risk or Damage to third party property or individuals	M	Review adequacy of Public Liability Insurance	RFO annual check at time of insurance renewal	12 Months
Staff	Loss of key personnel	L	Hours, health, stress, training Long term sickness, early departure, pay	Personnel Committee	24 Months
	Fraud by staff	L	Fidelity Guarantee value, Insurance company conditions met.	RFO/Members checks	24 Months
Maintenance	Poor performance of assets or amenities, loss of income or performance	L	Annual budget setting meeting, regular review of budget performance at PR&F committee meetings	Members check RFO inclusion of agenda item	12 Months
Financial Records	Inadequate records	L	RFO/Members checks. IA checks, ensure EDGE systems are up to date.	RFO/Members analysis of reports presented to committee EDGE automatically upgraded re contract.	12 Months
Legal Powers	Illegal activity or payment	H	Educate Council members as to their legal powers. IA checks	TC/RFO checks	12 Months
Minutes	Accurate and legal	L	Review at following meeting. IA checks	TC/RFO/Members checks	12 Months

Expenditure cont'd

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Topic	Risk Identified	Risk Level H/M/ L	Management of Risk	Staff Action	Internal Audit Checks (Every)
Members Interests	Conflict of interest	M	Update declarations of interest	TC/RFO/Members checks	12 Months
Cash	Loss through theft or dishonesty	L	Insurance cover review, ensure adequacy of Fidelity guarantee insurance.	RFO checks	12 Months
Utilities	Energy (Gas & Electricity) Contracts at competitive rates and for appropriate periods	M	Quotations obtained when energy contracts expiring. PR&F committee consider quotations.	FO contacts suppliers to get quotations. RFO gets advice from independent advisory service.	12 Months
	Telephone and broadband services	L	Service sufficient for Council's requirement Liaise with IT provider re broadband/web services	RFO reviews telephone bills. RFO liaises with IT provider re broadband/web services	12 Months
Business Credit Card	Inappropriate use by staff	L	All payments to be signed off by RFO before purchase in purchase book or by Finance Officer if purchase made by RFO. Payments made to be shown to PR&F committee or chairman, from statement, before Direct debit for full payment is made on a monthly basis.	FO to administer procedure in conjunction with RFO.	12 Months

Reviewed and Adopted on:

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DRAFT WAREHAM TOWN COUNCIL CALENDAR OF MEETINGS 2021 DRAFT

All meetings are held in the Council Chamber, Wareham Town Hall, East Street, Wareham unless otherwise stated

Month	Council	Policy Resources & Finance	Planning and Transport	Neighbourhood Plan Steering Group	Amenities	Personnel (not open to the Public)	Museum
	Tues 7pm	Tues 7pm	Weds 7pm	Thursday 7pm	Weds 7pm	Tues 1030	Weds 7pm
2021							
January	26	5	6, 27	14	13	12	
February		16	17	11	24		
March	9	30	10, 31	11			3
April	20		21	8	7	6	
May	25	11	12	13	19		
June		22	2, 23	10	30	29	9
July	13		14	8			
August	24	3	4, 25	12	11		
September		14	15	9	22	21	1
October	5	26	6, 27	14			
November	16		17	11	3		24
December	14*	2*	8	9	15	14	
2022							
January	25	4	5, 26	13	19		
February		15	16	10			
March	8	29	9, 30	10	2	8	16
April	19		20	14	13		
May	31	10	11	12	18	31	
June		21	1	9	29		8
Annual Council (Mayor Making) - 20 May 2021, 26 May 2022				Annual Town Meeting - 14 April 2021, 6 April 2022			
				*to approve Budget			
Civic service/parade - TBC							