



Town Hall
East Street
Wareham
Dorset
BH20 4NS

12 January 2021

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held on **19 January 2021** via Zoom at **7.00pm** for the purpose of transacting the business set out in the Agenda below.

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: 839 6950 7561

Or click here: <https://us02web.zoom.us/j/83969507561>

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

19 January 2021

The Council is asked to respect a minute of silence in memory of Bob Ratcliffe, who passed away recently.

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

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. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 15 December 2020

To confirm, as a correct record, the minutes of the previous meetings of the Committee (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on 15 December 2020

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

6. Payment of outstanding creditors

To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made, note any queries and sign cheques accordingly. A list of outstanding payments and corresponding invoices will be available at the Committee meeting. (LGA1972 s150).

7. 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.

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

9. Reports of Committees and Sub-Groups for receipt

- a) Neighbourhood Plan Steering Group – 1 December
- b) Planning and Transport Committee – 9 December 2020
- c) Policy, Resources and Finance Committee – 5 January 2021

10. Recommendations from the Policy, Resources and Finance Committee:

To adopt the model Freedom of Information Policy attached.

11. Resolutions Report

To receive a report outlining the resolutions of Council and its Committees during this municipal year and detailing the progress made against the decisions.

12. Climate Change Emergency

- a) To consider a proposed consultation response from the Climate Change Working Group response to the Dorset Council consultation.
- b) To consider a request from a Member to resign from the working group and appoint a replacement.

13. Budget 2021/2022 and precept

To consider the proposed budget, recommended by Policy Resources and Finance Committee and to set the precept for the 2021/2022 financial year.

14. Any other items the Mayor deems urgent

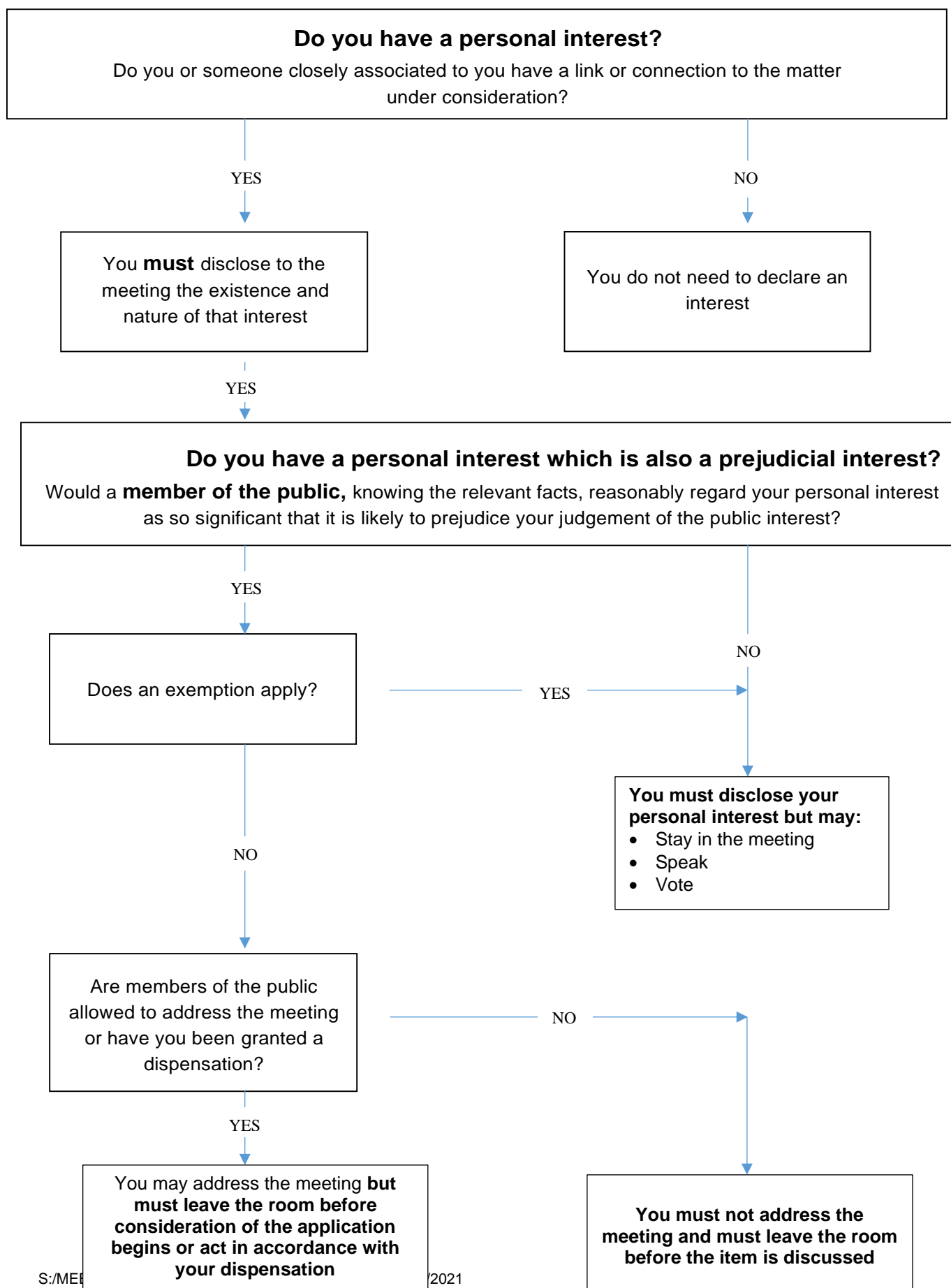
For report, information or for the agenda of the next meeting of the Town Council.

15. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 2 March 2021 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 15 December 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, H Goodinge, Z Gover, V Green, S Kemp, R Schofield, C Turner

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

354. Apologies for absence

An apology for absence was received from Councillor M Russell, Councillor M Humphries and Dorset Councillor R Holloway.

Resolved that the apologies for absence be noted and accepted.

355. Declarations of interest

There were no declarations of interest.

356. Public participation time

There was one member of the public present.

357. Confirmation of minutes of previous meetings held on 3 November 2020 and an extraordinary meeting held on 1 December 2020

The minutes of the previous meetings of the Town Council held on 3 November 2020 and 1 December 2020 were presented by the Mayor.

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

358. Matters arising from the minutes of the meeting held on 3 November 2020 and an extraordinary meeting held on 1 December 2020

Minute 268: The Town Clerk made the Councillors aware that she was waiting for certain Councillors to return signed copies of the Laptop Policy and complete their profiles for uploading to the website.

359. Reports by the Dorset Council Ward Councillors and representatives on outside bodies

Councillor Ezzard provided an update on behalf of Councillor R Holloway as follows:

- Dorchester Hospital had been chosen as one of only 50 hospitals that would be initially supplying the COVID vaccine.

Initials.....

- Dorset Council had met and agreed the Housing Allocation Policy for 2022.
- The Gambling Licensing Policy had been agreed by Dorset Council.
- The Climate & Ecological Emergency Strategy was available for consultation on the Dorset Council website until 20 January 2021.
- Dorset Council were running a scheme for one week (14 – 20 December), across the county, offering free pyjamas and coats to children aged 3-12 years old.
- Dorset Council had taken the decision, contrary to their original proposal, to not extend parking charges to 8pm in Council owned car parks.
- Dorset Council would be reviewing their car parking permits for residents in the New Year.
- An Options Consultation on the Dorset Council Local Plan was currently scheduled for early 2021. Further information could be found on the Dorset Council website.

Councillor K Green presented the minutes of the Dorset Association of Parish and Town Council (DAPTC) Larger Parishes Annual meeting and made Councillors aware that there would be a slight amendment to the Minutes pertaining to the last two bullet points in the report from Wareham Town Council.

360. Payment of outstanding creditors

The Town Clerk presented a list of payments for approval.

Resolved that payments in the sum of £31,604.72 be approved. (£28,079.86 BACS and £3,524.86 Direct Debits) as appended to these minutes.

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

The Mayor had enjoyed the pleasure of turning on the Christmas lights in the town and had been delighted to accept an invitation to a Carol Service at Lady St Mary's Church on 20 December 2020.

362. Committee reports and Sub-group reports

- a) Neighbourhood Plan Steering Group – 8 October, 12 November
- b) Museum Committee – 4 November
- c) Personnel Committee – 18 November
- d) Policy, Resources and Finance Committee – 24 November
- e) Amenities Committee – 2 December

Resolved that the minutes of these meetings of the Council be received.

363. Recommendations from the Policy, Resources and Finance Committee:

- a) Protocol for the death of a senior national figure (Minute 319 refers)
- b) Virtual Meetings Protocol (Minute 318 refers)

Initials.....

c) Tourist Information Centre Consultation (Minute 320 refers)

Strength of support was again demonstrated by the Town Council to retain the Tourist Information Centre in its current form, within the library. Members were keen to note that the TIC served the whole of Purbeck, not just Wareham.

The Town Clerk was asked to respond to Dorset Council expressing the strength of feeling of support for the TIC by the Town Council and the community at large.

Resolved that all recommendations be accepted as minuted by the Policy, Resources and Finance Committee.

364. Recommendations from the Amenities Committee:

- a) Changes to Car Park charging times (Minute 337 refers)
- b) Suspension of Financial Regulations for the purpose of allowing the re-roofing of 2 Mill Lane (Minute 338 refers)

Resolved that all recommendations be accepted as follows

- a) As per Minute 337 subject to the amendment, further to decision taken by Dorset County Council, to not extend parking charges to 8pm.
- b) That Financial Regulations be suspended, as per minute 338, due to the emergency works required to a listed building.

365. Resolutions Report

The resolutions report for the current municipal year to date was presented.

Resolved that the actions and progress be noted.

366. Corporate Planning Working Party

A working party to initiate work towards a Corporate Plan, Action Plan and to review the Council's Mission Statement for approval by Council, was considered.

There was discussion that the working party should have a more democratic composition, however there were assurances that no decisions would be set in stone and that all decisions would be fed back to all Councillors for further discussion so that a democratic view could be sought.

Resolved that the Corporate Planning Working Party would be comprised of the Council's Committee Chairman (Councillors D Budd, D Cleaton, K Critchley and K Green).

367. Volunteer of the Year Task and Finish Group

A Task and Finish Group to oversee the Volunteer of the Year Awards (VOTYA) and review the Council's VOTYA policy was considered.

Initials.....

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Resolved that Councillor M Cotton, D Cleaton, V Green, M Russell and R Schofield would make up the Task and Finish Group for the Volunteer of the Year Awards.

368. Conclusion of Audit 2019-2020

The Conclusion of Audit 2019-2020, as recommended by the Policy, Resources and Finance Committee, was noted.

The Chairman offered his thanks, on behalf of the Town Council, to all those involved in achieving an unqualified audit.

369. Community Resilience Plan

The Council was asked to consider whether the Council wished to create a Community Resilience plan.

Resolved that the Council would not proceed with the Community Resilience Plan at the current time, but that it could be revisited in the future. It was suggested that it could become part of the Corporate Plan.

370. Any other items the Mayor deems urgent

The Mayor had no items that were deemed urgent.

371. Date of next meeting

To note the date of the next meeting, which was scheduled for
Tuesday 19 January 2021 at 7.00 pm.

Mayor.....

Date.....

Initials.....

Payments List - Meeting Date 19th January 2021

Inv.

Date	Ref No.	Payee	Amount	Details
04.01.21	13543	Rejuvenate	567.36	Monthly support - January 2021
31.12.20	13426	Rejuvenate	720.00	Block support 8 hours
06.01.21	Dec'20	DC Pension Fund	4500.81	Pension contributions - December 2020
06.01.21	Dec'20	HMRC	4139.98	PAYE & NIC payments - December 2020
31.12.20	75237	3C Payments	26.88	Parking - card processing fees - December 2020
05.01.21	6143911	Amazon	21.66	Stationery
Total BACS			9976.69	
Direct Debits				
11.11.20	326670471	Lloyds	7.00	Charges 10.10.20 to 09.11.20
20.12.20	9000772359	Fuelcard People	55.97	Van diesel
31.12.20	6016645	Waterlogic	20.34	Water cooler hire
04.01.21	9000797761	Fuelcard People	44.38	Van diesel
05.01.21	5860640	O2	23.41	Mobile phone - January 2021
01.01.21	11178110	Sage	30.00	Sage 50 payroll January 2021
10.01.21	1829906742	EE	109.22	Car park machines & mobile phones - January 2021
07.01.21	17234	B.Online	46.97	Town Hall & Museum CCTV
1.01.21	4910810012	SSE	181.34	Street lights electricity usage 24.09.20 to 23.12.20
Total DDRs Payable			518.63	
Total Payments			10495.32	

Cllr Beryl Ezzard, DC Report Wareham Town Council January 2021
Contact: Beryl - 01929 550138 or Ryan – 07783362330

Dorset Council (DC) Meetings

At the full DC virtual Meeting on Thursday 10 December, the following decisions were agreed: an updated Licensing Policy, the Gambling Licensing Policy and the Housing Allocations Policy all to be in place for 2021/2.

The consultation for Climate & Ecological Emergency Strategy available on the Dorset Council website will be ending on 20 January. We urge you all individually to take part and encourage young people access the shorter version. The Purbeck Local Plan and the Dorset Planning Document are also being consulted on. The DC Children's Service had a successful Cosy Coats & Pyjamas distribution for 3 – 12 age group, donated by the public in Dorset.

Former Wareham Middle School Site

The whole site outline design and particularly the Medical Centre/Clinic Building will be coming forward soon, to be presented to the DC Cabinet.

Dorset Highways - Bere Road

The Police have monitored lower Bere Road, with no significant speeding. I have requested trimming of hedges where a Northmoor footpath comes onto Bere Road and put a slowdown /warning of pedestrian sign/markings in place. Be aware that roadblocks by Police around the Wareham area are checking vehicles to ensure unnecessary journeys are deterred.

Car Parking

The DC Cab Member conceded on extending the charging period to 8 pm., at the Council Meeting withdrawing that item from the recommendation. All other changes will take place from 1 February: charging from 8 am and charging on Sundays. The Resident's Permit and Annual Parking Permits will be considered/reviewed in Phase 2, along with Purbeck Park.

Dorset Waste Collections

There has been a knock-on effect from the vehicle fire at the Weymouth Depot where capacity has been limited since then. The residents are being asked to be patient when collections are delayed. All DC Members are informed, so we can let the public know.

The Wareham Youth Centre

The Purbeck Youth & Community Foundation has been running successfully for four years. There has been a lot of support for young people and families during this ongoing Covid-19 period; working with DC and Schools networks to ensure continuity. A huge "Thank You" (as a Trustee) from the PYCF Trustees for the recent Grant of £2,000 for the current year.

Meeting our MP for news of Covid-19 and the Vaccine – now available.

We had a second virtual meeting with our local MP along with DC Cllrs in MDNP constituency. We were updated from Westminster on the Covid-19 Vaccine availability. I requested that our MP ensures that Dorset get in on the first tranche; with Dorchester Hospital being one of the 50 chosen. I have been informed our local

ITEM 7

GP's are now sending out Appointments for the 80+ folk for Vaccinations at the Wareham Hospital from 11 Jan.

I have sent a Letter for the February Gazette updating the Wareham Level Crossing issues.

See attached.

Best Regards - Keep safe, stay at home, protect the NHS.



Wareham Neighbourhood Plan Steering Group

Notes of the meeting held 6.30pm, on the 1st December 2020 using Zoom

	Item	Outcome of discussion	Action/ Responsible member
	Present	Cllr D Budd, Cllr Mrs D Cleaton, Cllr. K Critchley (Chair), Cllr R Dean, D Evans (Vice-Chair), Mrs H Evans, Cllr B Ezzard, Cllr Mrs H Goodinge, Cllr Mrs Z Gover, Cllr. K Green, Cllr Mrs V Green, R Holman, Cllr Ms L Kirk, Vanessa Ricketts (Town Clerk). Cllr Mrs C Turner, M Wiggins, Mrs N Wiggins	
1	Apologies	Cllr Mrs M Humphries, Ms L Kenyon, Ms J Langrish-Merritt, Cllr R Schofield	
2	Notes from the last meeting (Thurs 12 th November)	These were agreed as a correct record.	
3	Matters Arising	There were none.	
4	Consideration of additional responses to the Regulation 14 Consultation and	DE explained that it had come to light that 4 responses to the Reg 14 consultation were sent to an unmonitored email address. These need to be formally considered and recommendations made to Wareham Town Council as to any changes to the Wareham Neighbourhood Plan. Jo Witherden has revised the Consultation Statement to include a summary of these comments and has	Agreed that the amendments to the Consultation Statement including recommendations

ITEM 9(a)

	<p>recommendation to Wareham Town Council</p>	<p>recommended actions for consideration by the Steering Group. The revised consultation had been circulated before the meeting and the changes were found on page 56 onwards highlighted in red. In considering the actions Members of the Steering Group were reminded that they had a legal obligation to bear in mind the Strategic Environmental Assessment and Habitats Regulations Assessment in coming to a view. DE highlighted the main comments:</p> <ul style="list-style-type: none">• Welbeck Land had expressed concern regarding the use of employment land at Westminster Road for housing which was protected for employment in the 2012 Local Plan. The Steering Group's response to this was discussed in the Basic Conditions Statement.• Welbeck Land questioned the viability and deliverability of land at Westminster Road for housing. It was noted that a planning application for 12 dwellings had been recently submitted on Unit 1 which indicated the viability as indicated in AECOM's report on this subject.• Concern re amenity of living on Westminster Road and piecemeal development. Response included in the Consultation Statement• Concern that the Autopoint and Gasworks sites are not available for development. A developer has recently come forward wishing to develop each site and planning applications expected next year.• Concern that the Hospital site is not available for development. However Dorset Council, NHS and CCG are at an advanced stage in developing these plans to enable development to take place.• Concern that the Middle School and Bonnets Lane sites are not deliverable or viable. However as above work on these sites is well advanced.	<p>for actions be commended to Wareham Town Council for adoption and that the document be forwarded to Dorset Council</p>
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ITEM 9(a)

		<p>RD asked if Welbeck Land should be listed on page 43 of the Consultation Statement. VR confirmed that this was primarily the list of statutory consultees who had been consulted during the Reg 14 consultation and so did not include all who had commented. DB pointed out a typo on page 56 para 9.11 which should read “work closely with”.</p> <p>CT proposed that the Steering Group agreed the recommendations in the report and that these be commended to Wareham Town Council. BE seconded the proposition. All agreed.</p>	
5	Any urgent items	HG enquired what was happening on the Gasworks site. DE reported that we had recently heard from BNP Parabus Agents for the owners that a developer was interested in the site and that a planning application was expected next year.	
6	Date of next meeting	Meeting of Steering Group 7pm, Thursday 10 th December at 7pm.	ALL



Minutes of a meeting of the Planning and Transport Committee held on 9 December 2020 via Zoom at 7.00pm.

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

Officers present: T Bailey, Committee Clerk

342. Apologies for absence

There were no apologies for absence.

343. Declarations of interest

There were no declarations of interest.

344. Public participation time

There were no members of the public present.

345. Confirmation of minutes of previous meeting held on 28 October 2020

The minutes of the previous meeting of the Planning and Transport Committee held on 28 October 2020 were presented by the Chairman.

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

346. Matters arising from the minutes of the last meeting held on 28 October 2020

There were no matters arising.

347. Planning Applications

Dorset Council, as the local Planning Authority, consults Wareham Town Council on planning applications received for Wareham Town. The following had been considered under delegated authority by the Chairman, the Vice Chairman and the Town Clerk.

Application No:	6/2020/0417
Applicant Name:	Mr JN & Mr DM Hodgetts
Location:	Land rear of 9 & 9A Daniel Drive, Wareham, BH20 4RU
Development:	Sever land & erect a house with parking
Case Officer:	Peter Walters
Support Officer:	Helen Nolan

Objection:

The site would have a detrimental effect on the visual amenity and entrance to Northmoor Park. It would lie on a natural watercourse which could have an adverse environmental impact on the area and surrounding properties (Para 64 NPPF). It is inappropriate development adjacent to and overlooking a children's play provision and recreational facilities. It is also out of character with the neighbouring bungalows and street scene and contrary to the Purbeck Local Plan as it fails to positively integrate with its surroundings or deliver enhancement to the area. The location of the proposed scheme in close proximity to neighbouring properties will also result in a harmful relationship due to the loss of light and appearing overbearing.

348. Tree Work Applications

The following were noted:

TPO/2020/119

Location: 55 Carey Road, Wareham, BH20 4AZ

Description: (T1) Oak (on adjacent track) - reduction of lateral branches overhanging garden of 55 Carey Road by 2-3 metres, remove snapped/dead lateral branches overhanging garden of 55 Carey Road back to stem, remove dead wood; (T2) Oak (in garden of no.55) - reduction of lateral branches overhanging garden of 55 Carey Road by 2-3 metres, remove snapped/dead lateral branches overhanging garden of 55 Carey Road back to stem, remove dead wood; (T3) Oak (on adjacent track) - reduction of lateral branches overhanging garden of 55 Carey Road by 2-3 metres, remove snapped/dead lateral branches overhanging garden of 55 Carey Road back to stem, remove dead wood;

Tree Preservation Order: District of Purbeck (Ferncroft Lane, Wareham) TPO 1982 (Ref. TPO 165)

TWA/2020/125

Location: The Old Rectory, 19 Pound Lane, Wareham, BH20 4LQ

Description: (T1) Lawson's cypress - fell; (G2) Group of coppiced limes - crown lift to 5.2m above ground level over Pound Lane

Conservation Area: Wareham Conservation Area

TPO/2020/139

Location: 31 Stowell Crescent, Wareham, BH20 4PT

Description: (T1 & T2) Conifers - fell; (T3) Cryptomeria - fell

Tree Preservation Order: District of Purbeck (Worgret Road, Wareham No.2) TPO 2007 (Ref. TPO 325)

349. Update on the Cottees site development in East Street

The Town Clerk had received a response from a Senior Planning Officer at Dorset Council, who had completed a site visit to the Cottees site development, in response to issues raised and referred to in Minute 198.

"Height of units 3 & 4"

The site visit offered the opportunity to view these units from different angles. The Council concludes that there is no discernible difference in the height of the eaves to that of 4&5 Market Close, to the east. This is in accordance with the approved plan 5723-AC-221 rev G of planning permission 6/2018/0611. The Council therefore considers that no demonstrable breach of condition has occurred in this instance.

Open Space to the north (front) of Unit 1

It is suggested that the space to the north of unit 1 is public open space and that insufficient street furniture (such as benches) has been provided. There is no reference to the space being available to the general public in the approved planning application 6/2018/0611. The Council notes the reference to the former Cottees Market being a public facility. While it was a business open to the public, this does not in itself make the site public open space. Condition 8 of planning permission required landscaping details to be provided. These details were agreed by the Council on 23 September 2019. Therefore, no breach is considered to have occurred.

Incorrect material used for retaining wall fronting on East Street

Concerns have been raised about the use of concrete slabs for part of the boundary wall in front of unit 1. Condition 8 of planning permission required landscaping details to be provided. This included details of the boundary wall. The details provided include concrete panels around the tree. These details were agreed by the Council on 23 September 2019. In addition, it is noted that concrete blocks were previously used for this boundary (as shown on images available on Google Street View). Therefore, no breach is considered to have occurred.

Obstruction and damage to the highway

It is alleged that damage has been caused to the public highway (including the pavement) by vehicles involved in the construction of the development, as well as causing an obstruction to the public highway. These matters are not material planning considerations and therefore cannot be investigated through the planning system. However, the information has been passed to the highway authority in order for them to investigate whether any breach has occurred under their legislation."

The Committee were united in their disappointment at the response received. They did not feel sufficient proof of the Officer's findings had been provided and asked that this be raised with the Officer concerned. In addition, it was not felt appropriate to be pointed in the direction of 'google maps' as a source of proof.

Resolved that the Town Clerk would respond to the Officer concerned, relaying the disappointment of the Committee and requesting photographic evidence of their findings.

350. Working party to discuss parking in the town

The setting up of a working party to discuss the various issues of parking in the town and surrounding areas had been discussed at the previous meeting of the Committee.

Resolved that Councillor Schofield, Councillor Gover and Councillor Dean would make up the membership of the working group. A Chairman would be appointed at the first meeting of the group, which Councillor Schofield suggested be held via Microsoft Teams.

351. Consultation on proposed further modifications to the Purbeck Draft Community Infrastructure Levy Charging Schedule

The Committee had considered the document provided by Dorset Council and felt that, due to the technical nature of the document and the limited time to employ the services of an individual to make light of it, they could do little but note the content.

Resolved that the content of the consultation be noted.

352. Any other items the Chairman deems urgent

The Chairman had no urgent items.

353. Date of next meeting

The date of the next meeting, which was scheduled for **6 January 2021 at 7.00pm**, was noted.



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 5 January 2021 via Zoom at 7.00pm.

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

Officers present: V Ricketts, Town Clerk

372. Apologies for absence

Apologies for absence were received, after the meeting, from Councillor Russell due to a private appointment that had overrun.

373. Declarations of interest

Councillor Budd declared an interest in the grant applications as the Council's representative on the Purbeck Community Rail Partnership.

Councillor Critchley declared an interest in the grant applications as his grandson attends the Prime Time Kids Club and Scouts.

Councillor Cotton declared an interest in the grant applications due to her participation in the Christmas lights committee both as a Council representative and in a personal capacity.

Councillor Ezzard declared an interest in the grant applications due to her involvement with the Purbeck Youth and Community Foundation, the Girl Guides and the Purbeck Community Rail Partnership.

The Town Clerk advised that all interests were personal rather than pecuniary and, as such, all Members were free to take part in the debate and vote on the items.

374. Public participation time

The Town Clerk advised that there were no public present and that there had been no questions or comments received from the public ahead of the meeting.

375. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 24 November 2020 were presented by the Chairman.

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

376. Matters arising from the minutes of the previous meeting

There were no matters arising.

377. Payment of outstanding creditors

A list of outstanding creditors and balances due for payment were presented by the Chairman.

Resolved that payments be approved in the sum of £11,197.21 (£7,077.92 BACS and £4,119.29 direct debits), as appended to these minutes.

378. Budget Comparison Report 3rd Quarter

Members received the budget comparison report from 1 April 2020 to 22 December 2020, which was duly noted. The Town Clerk advised that with national lockdown in place it was unlikely that the Council's income would improve above the revised budget figure and may even fall short of that expected.

379. Internal Audit Report

Members received the Internal Audit Report and noted the management responses. The Town Clerk advised that all recommendations of the report had been resolved accordingly.

380. Health and Safety Audit

Members received and considered the Executive Summary of the Health and Safety Audit completed by Ellis Whitham. There were 12 high priority actions and 227 medium priority actions. The Town Clerk advised that no such report had ever been undertaken by the Council in the past and that the Council needed to address the failings of the corporate body to meet its legislative requirements. Unfortunately, this would have budgetary implications due to the need to meet staff training requirements and the need for a depot and rest area to comply with the Health and Safety at Work Act, 1974 and the Workplace (Health, Safety and Welfare) Regulations, 1992.

The actions from the audit plan were noted and it was agreed that an action plan be prepared and brought back to the next meeting of the Council detailing how the recommendations would be met.

381. Freedom of Information Policy

Members consider the ICO model Publication Scheme, under the Freedom of Information Act 2000, for recommendation to Council.

Resolved that the ICO model scheme be recommended to Council for adoption.

382. Grant Applications

Members considered grant applications received from voluntary and charitable bodies for the 2020/2021 financial year. It was noted that there was a set budget of

£6,000 with £250 having previously been award to the Royal British Legion for the provision of wreaths.

Members considered each application in full and it was –

Resolved that grants be awarded as follows:

- a) Rex Cinema - £300 towards stepless access.
- b) Christmas Lights Committee - £2000 towards new lights.
- c) Prime Time Kids' Club - £550 towards general running costs.
- d) Purbeck Youth and Community Foundation - £2,000 towards core work.
- e) Scout and Guide Club Committee - £550 towards core running costs.
- f) Swanage and Wareham Hockey - £300 towards Covid costs, as a one-off grant.

Resolved that the following applications be declined at this time due to limited funding available:

- a) Wareham Carnival for website costs, banners and flyers.
- b) Swanage and Wareham Rugby Football Club towards cycle racks.
- c) Purbeck Community Rail Partnership for improvements to the up-side of the station.

383. Youth Centre funding

Members considered a request for a formal agreement for funding the Purbeck Youth and Community Foundation of £4,500 per annum for the next 3 years.

The Town Clerk advised that legally, under the Local Government (Miscellaneous Provisions) Act, 1976 s19, the only way a Town Council could enter into such a formalised funding agreement was through a Service Level Agreement signed by both parties.

Resolved that a Service Level Agreement be entered into with the Purbeck Youth and Community Foundation for a 3 year period, with funding provided of £4,500 each year in exchange for youth services.

384. Fees and Charges 2021-2022 and 2022-2023

Members considered the Council's proposed fees and charges for the next two years. Members were concerned with the proposed increases to car park permits and suggested that these should be in line with any increase agreed by Dorset Council for permits to its car parks in Wareham. As this figure was not known at this time, it was agreed that the fees and charges report be brought back to the next meeting of the Committee.

385. Draft Budget 2021/2022

Members considered a draft budget for 2021/2022.

The Town Clerk advised that it had been an incredibly difficult budget to prepare due to the impact of the coronavirus pandemic, the subsequent loss of income and the continued expected loss of income for the coming year.

Members noted the increase to expenditure due to the mandatory requirements highlighted in the Health and Safety Audit and increases to rates and utility costs as well as IT provision and support.

Resolved that the draft 2021/2022 budget be recommended to Council for approval and precept setting.

386. Any other items the Chairman deems urgent

The Chairman reported that he had no matters of urgency.

387. Date of next meeting

Members noted the date of the next meeting, which was scheduled for **9 February 2021 at 7.00pm.**

388. 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.

389. Swanage and Wareham Rugby Football Club update

Members considered the report received from the District Valuation Office.

Resolved that the Chairman, Vice Chairman and Town Clerk be granted delegated authority (Local Government Act 1972 S101 (1) (a)) to pursue negotiations with the Swanage and Wareham Rugby Football Club regarding the rent review.

Chairman.....

Date.....

Payments List - Meeting Date 5th January 2021

Inv. Date	Ref No.	Payee	Amount	Details
26.11.20	27250	Wm Ponds	20.44	Hooks, mortar mix, screws, cable ties
20.11.20	D462011	Consortium	75.55	White centrefeed roll
07.12.20	70256924	Bradford	17.11	Bricks and mortar for Pavilion repairs
30.11.20	TEL7005	Rejuvenate	123.80	Telecom services December 2020
30.11.20	0411990	Loomis	12.56	Coin sorting analysis - November 2020
04.11.20	5906/2021	Grenke Leasing	106.80	Photocopier equipment protection 2021
23.11.20	D464933	Consortium	62.11	Antibacterial hand soap
19.11.20	503463025	Zurich	6335.57	General insurance 01.12.20 to 30.11.21
27.11.20	27554	Wm Pond	9.95	Dustpan & brush, WD40 cable ties
15.12.20	0413697	Loomis	268.03	Monthly coin collection contract January 2021
20.12.20	528525355	Amazon	14.98	Mop
20.12.20	528376067	Amazon	31.02	Fire safety log book
Total BACS			7077.92	

Direct Debits

06.12.20	9000714873	Fuelcard People	56.47	Van diesel
26.12.20	5966156	Waterlogic	20.34	Water cooler rental - December 2020
01.12.20	10930923	Sage	30.00	Sage 50 payroll - December 2020
14.12.20	Z0072450	BNP	233.50	Van leasing
15.12.20		B/card	774.48	November/December purchases
01.01.21	961510801	Water2business	31.50	Pavilion water usage - January 2021
01.01.21	2697290001	Water2business	74.00	Howards Lane toilets water usage - January 2021
01.01.21	96200001	Water2business	85.00	Town Hall water usage - January 2021
01.01.21	300855984	Dorset Council	101.00	Howards Lane toilets rates - January 2021
01.01.21	300059492	Dorset Council	150.00	Museum rates - January 2021
01.01.21	300855997	Dorset Council	177.00	Quay toilets rates - January 2021
01.01.21	2688769801	Water2business	601.00	Quay toilets water usage - January 2021
01.01.21	300059573	Dorset Council	849.00	Howards Lane car park rates December 2020
01.01.21	300061477	Dorset Council	936.00	Town Hall rates - December 2020
Total DDRs Payable			4119.29	
Total Payments			11197.21	

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public

authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

RESOLUTIONS REPORT – 2020-2021

DATE	MEETING	Subject	MINUTE NUMBER	RESOLUTION	PROGRESS	DATE COMPLETED
30/06/2020	Council	Suspension of Standing Orders	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
		Annual Budget Review	14	Resolved that the Budget Comparison Report for 2019-2020 be accepted.		30/06/20
		Internal Auditor's Report	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
		Re-appointment of Internal Auditor	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
		Annual Governance Statement	17	Resolved that the Annual Governance Statement for 2019/2020 be approved for signing.	Signed and submitted to PKF Littlejohn	30/06/20
		Accounting Statement	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	Touch Screen Monitor for Museum	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
		Member's IT	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
		Wareham in Bloom Report and proposed SLA	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		11/08/20

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				Volunteers being welcomed to assist with planting, dead-heading and watering.		
22/07/2020	WiB	Wareham in Bloom Report and proposed SLA	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
28/07/2020	Personnel	Salary Report	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	Bench formerly outside the PO	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
		To note decisions made under Delegated Powers	82	Resolved to formally accept the delegated decisions made between 23 March and 30 June 2020		29/07/20
		To discuss the request to use the Recreation Ground for outdoor fitness classes	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
		Request for a memorial bench	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 in place and invoice recharged and paid	05/11/20
		Use of the Corn Exchange	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	Staff Review	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	Wareham in Bloom Recommendation	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

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		Honorariums	105	Resolved that the following Honorariums be paid for the 2020/2021 financial year: <div><div>Clock winder</div><div>£500.00</div></div> <div><div>Museum Curator</div><div>£500.00*</div></div> <div><div>Museum Manager</div><div>£500.00*</div></div> <div><div>Photographer</div><div>£225.00</div></div> <div><div>Sergeant at Mace</div><div>£225.00</div></div> <div><div>Town Crier</div><div>£225.00</div></div> <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
		Equalities Policy	106	Resolved that the Equalities Policy be adopted		11/08/20
26/08/2020	P&T	The Old Granary Coffee Trailer	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
		Parking in Ropers Lane	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	Staff Review	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	Laptop Policy	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
		Social Media Policy	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
		Connigar Lane Car Park	140	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 sought and deferred until after 31/12/20	Legislation extended due to lockdown
		SWRFC Rent Review	141	Resolved that the District Valuations Office be appointed to conduct a rental valuation of the site to ensure a fair market rent is achieved	District Valuations Office report received and report to PR&F on 05/1/21 -	

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					Meeting with SWRFC to be arranged	
09/09/2020	Amenities	2 Mill Lane working party	147	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.	Work on-going	
		Tree work Hauses Field	148	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.	1 st , 2 nd and 3 rd pieces of work completed. Final phase approved by Amenities on 02/12/20	
		Hiring of the Corn Exchange	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
22/09/2020	Council	Social Media Policy	179	Resolved that the Social Media Policy, recommended from Policy, Resources and Finance Committee on 1 September 2020, be approved.		22/09/20
		Laptop Policy	180	Resolved that the Laptop Policy, recommended from Policy, Resources and Finance Committee on 1 September 2020, be approved.	Re-issued to all Members	22/09/20
		Annual Risk Management Report	184	Resolved that the annual Risk Management report be approved.	Published	24/09/20
		Govt. White Paper – Planning for the Future	186	Resolved that a response to the Government White Paper – Planning for the Future, be considered at the Extraordinary Council meeting on 14 October 2020.	Submitted	25/09/20
07/10/2020	P&T	Development at the former Cottees Site	198	Resolved: <ol style="list-style-type: none"> 1. A letter be sent to the Dorset Council Officers responsible for investigating the complaint stating that, having considered the issues raised Members echoed the concerns and wished to seek a resolution as soon as possible; 2. That a letter be sent to the complainant to advise of the Council's action. 3. That this matter continue to be monitored and the Committee revisit the issue at its meeting on 18 November. 	Letters sent Update to Committee on 09/12/20	09/12/20
13/10/2020	PR&F	Donation to the RBL	210	Resolved to grant the Royal British Legion the sum of £250.	Paid	17/10/20
		Budget Review	211	Resolved that the revised budget review, as appended to these minutes, be approved.	Updated	13/10/20

14/10/2020	Council	Neighbourhood Plan	219	<p>Resolved that:</p> <p>a) the Wareham Neighbourhood Plan (submission draft) be approved in principle for submission to Dorset Council, together with the necessary supporting evidence.</p> <p>b) That the Chairman and Vice Chairman of the Steering Group be delegated to make changes to the submission draft prior to submission to correct and improve the presentation of the Plan, providing that these do not significantly alter the substance of the Plan.</p> <p>c) That agreement of the independent examiner's appointment with Dorset Council, and any responses to queries raised by the Examiner in the course of the Examination, be delegated to the Chairman and Vice Chairman of the Steering Group.</p>	Submitted (revised at Council on 01/12/20 due to additional responses received)	17/10/20
		Govt. White Paper – Planning for the Future	220	<p>Resolved that the following response be sent to the Planning Directorate:</p> <ol style="list-style-type: none"> 1. Whilst Wareham Town Council welcomes the objectives set out in the White paper of streamlining the planning process and improving the quality of new housing, the proposals are unlikely to achieve the objectives and could delay the recovery of the development industry and house building. A more effective approach would be a thorough and considered review to simplify and improve the existing planning system. 2. That strategic planning be reintroduced at national or regional/sub regional level to identify areas for growth and areas of restraint and to allocate housing and other development requirements to council areas based on their capacity to accommodate new development. This will provide the essential context for the preparation of local and neighbourhood plans. There should be public consultation as part of the process for preparing these strategic plans. 3. That the proposed reduction in public and thus parish and town council involvement in detailed planning applications is contrary to the principles of local democracy and should not be proceeded with. Town and Parish Councils have an important role to play in representing the community's views on development applications and this role should be retained. 4. That the increased use of digital access is welcomed but consideration should be given to those without access to this technology. 		17/10/20

				<p>5. That the law on the enforcement of breaches of planning control is strengthened and that greater resources are made available for enforcement by local councils.</p> <p>6. That the Government's commitment to retaining neighbourhood planning is strongly welcomed.</p> <p>7. That neighbourhood plans should have the ability to allocate land in their area for growth, renewal and protection, to set out policies for development in each zone and continue to have the powers to be able to prepare design codes and other SPDs to influence the appearance, layout etc of new development.</p> <p>8. That the proposal to retain the neighbourhood share of the new Infrastructure levy is strongly supported to fund neighbourhood priorities identified in the plan.</p> <p>9. That Government funding to support neighbourhood planning be continued and where appropriate increased to reflect changes to the system and that all unitary and district councils be resourced to provide adequate technical support to encourage neighbourhood plan preparation across their areas.</p>		
21/10/2020	Amenities	Budget Comparison	237	Resolved to note the budget comparison report and the supplementary revised budget that had been distributed.		21/10/20
		2 Mill Lane	238	Resolved that the Operations Manager would contact the surveyors with further information on the project and request a fee proposal. Once in receipt of the required information, the Operations Manager would notify the Working Party to arrange a meeting in order that they may be updated.	Work on-going	
		Locations of benches	239	Resolved that Dorset Council, when installing the new memorial bench, would re-site the old bench to Shatters Hill in Wareham at a cost of £504. The budget required for this work would be taken from Street Furniture (2300/4). The second bench would be returned to its original location adjacent to the Post Office and it was anticipated that this work could be carried out by the Operations Officer.	Completed	05/11/20
		Gateway Stones	240	Resolved that the Operations Manager contact Peter Andrews to confirm the sites and ask that the stones be transported and installed at his earliest convenience. Any budget required would be taken from General Maintenance (2300/3).	Siting work on-going	
		Town Hall Refurbishment	241	Resolved that no further action be taken at this time.		21/10/20

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		Town Council Play Area	242	Resolved that a report be prepared, to cover the initial scope of the project.	On hold due to staff resources	
		Waste Collection by Council Staff	243	Resolved that a report be prepared outlining the options available and the associated costs.	On hold due to staff resources	
27/10/2020	PR&F	Staff review	252	Resolved that Policy, Resources and Finance Committee endorse the resolutions of Personnel Committee of 20 October 2020 and support the recommendations, as appended to the Staff Review report, to Council for approval.		03/11/20
28/10/2020	P&T	Town Centre Parking	260	Resolved that an item be put on the next Agenda of the Planning and Transport Committee to discuss setting up a small working party to survey the parking situation throughout the town.	On agenda for meeting on 09/12/20 – working party agreed.	
03/11/2020	Council	Request from Tower Chimes	273	Resolved that the Council support the plans for an online Art Auction as outlined and also the plans for a virtual Christmas Market.		03/11/20
		Calendar of Meetings	274	Resolved to accept the calendar of meetings for 2021.		03/11/20
		Change of Representative	275	Resolved to agree to the request by the Northmoor Allotment Holders Association		03/11/20
		VOTYA	276	Resolved to bring the item to next meeting of full Council so that a sub-committee may be formed at this time.	On Council agenda 15/12/20 Working party agreed – on going	
		Code of Conduct	277	Resolved that the proposed Code of Conduct be adopted.		03/11/20
		Staff review	282	Resolved that the recommendations of Personnel Committee and Policy, Resources and Finance Committee, as appended to the confidential staff review report, be approved and implemented.	All contracts signed	18/11/20
18/11/2020	Personnel	Staff Review	305	Members considered the job description and recruitment process for the new position of part-time Lengthsman. With a couple of minor changes to the job description it was – Resolved: a) that the job description for the Lengthsman be approved; b) that the recruitment process begin in the new year; c) that the selection panel include the Operations Manager and Operations Supervisor.	On going	

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				Members considered the job description and recruitment process for the new position of Deputy Town Clerk. With a couple of minor changes to the job description it was – Resolved: a) that the job description for the Deputy Town Clerk be approved; b) that the recruitment process begin immediately; c) that the selection panel be comprised of the Town Clerk and Councillors Budd, Turner and Critchley.		
24/11/2020	PR&F	General Policies Report - Priorities	312	Resolved that the report on current policies be noted and that a working party be set up of three members and the Town Clerk to take the Standing Orders review forward. Membership was agreed as being Councillor Budd, Councillor Critchley, Councillor Turner and the Town Clerk.	SO T&FG on going	
		Earmarked Reserves	313	Resolved that the funds stated £1595.12 (PWL B balance) and £1000 (CCTV donation) can be moved from the earmarked to the general reserve.		25/11/20
		Christmas Parking	314	Resolved that free parking would be offered over the three weekends i.e. 4pm on Friday through Saturday and Sunday in the lead up to Christmas.		24/11/20
		PY&CF Funding	315	Resolved that the PYCF be encouraged to put in a grant application fund as they have in the past and a decision on the request for longer term funding be deferred until January 2021.	Email sent to J Spiller to request grant application	24/11/20
		Conclusion of Audit	316	Resolved that the conclusion of Audit 2019-2020 be approved.	Notice published	25/11/20
		Draft Budget	317	Resolved that the budget review be deferred to the January meeting.	Going to PR&F 05/01/21 – recommended to Council 19/01/21	
		Virtual meetings protocol	318	Resolved that the Member Protocol policy for Zoom meetings be recommended to full Council for adoption.	On Council agenda 15/12/20 - agreed	15/12/20
		Protocol for the death of a senior national figure	319	Resolved that the policy be recommended to full Council for adoption.	On Council agenda 15/12/20 - agreed	15/12/20
		TIC Consultation	320	Resolved that a formal statement be recommended to Council to respond to the consultation with a statement that the Town Council opposes the closure of the Tourist Information Centre and wishes it continues to operate in its current form.	On Council agenda 15/12/20 – agreed and sent	16/12/20

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01/12/2020	Council	Approval of the revised Wareham Neighbourhood for submission to Dorset Council	326	Resolved that the amended Wareham Neighbourhood Plan Consultation Statement December 2020, as agreed by the Steering Group, be submitted to Dorset Council in substitution for that already sent (that having been withdrawn) and that no further changes be made to the Plan as a result of the four responses.	Agreed and sent	02/12/20
02/12/2020	Amenities	Hauses Field Skate Park	334	Resolved that a working party be set up to examine the issues raised in the report and establish what action could be taken. Membership of the working party was agreed as being Councillor V Green (Chairman), Councillor Ezzard and Councillor Kirk with the option to co-opt members of the public if deemed appropriate.	Working party to meet	
		Siting of a bench on North St	335	Resolved that subject to the approval of Highways, the bench would be installed by adjacent to the bus stop outside of the post office on North Street.	On-going	
		Gateway Stones	336	Resolved that the 'Welcome to Wareham' stone would be placed in the proposed position off of the Worgret Roundabout, heading into Wareham. An additional site for the 'Wareham' stone was proposed and it was agreed that subject to the approval of Highways, the second stone would be placed on Bere Road. In the event that the Bere Road location proved to be unsuitable, the remaining proposal of Saxon Roundabout would be considered.	On-going	
		Proposed extension of car park charging by DC	337	Resolved that it be recommended to Full Council to adopt the proposed extension to charging in the Howards Lane Car Park.	Agreed at Council	15/12/20
		2 Mill Lane update	338	Resolved that the services of the Property Surveying department at Dorset Council be engaged to manage the project at 2 Mill Lane and that a recommendation be put to Full Council to suspend Financial Regulations 11.1b, in respect of the Public Contracts Regulations 2015, so that a contractor from the Dorset Council Framework of contractors could be used on this specialist, listed building project.	On-going	
		Further tree work	339	Resolved that the work be approved, at a cost of £2,140, and be financed by a virement from the Howards Lane Tree Works budget (2500/7) to the Tree Works budget (2800/1) to make up the short fall.	On-going	
		Budget setting 2021-2022	340	Resolved that the budget, subject to an additional £1,000 being added to the Summer/Winter planting be recommended to the Policy, Resources and Finance Committee.	To Council 19/01/21	

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09/12/2020	P&T	Update on Cottees site	349	Resolved that the Town Clerk would respond to the Officer concerned, relaying the disappointment of the Committee and requesting photographic evidence of their findings.	On-going	
		Parking working party	350	Resolved that Councillor Schofield, Councillor Gover and Councillor Dean would make up the membership of the working group. A Chairman would be appointed at the first meeting of the group, which Councillor Schofield suggested be held via Microsoft Teams.	On-going	
15/12/2020	Council	Recommendations from PR&F	363	Resolved that all recommendations be accepted as minuted by the Policy, Resources and Finance Committee.		15/12/20
		Recommendations from Amenities	364	Resolved that all recommendations be accepted as follows a) As per Minute 337 subject to the amendment, further to decision taken by Dorset County Council, to not extend parking charges to 8pm. b) That Financial Regulations be suspended, as per minute 338, due to the emergency works required to a listed building.		15/12/20
		Corporate Plan Working Party	366	Resolved that the Corporate Planning Working Party would be comprised of the Council's Committee Chairman (Councillors D Budd, D Cleaton, K Critchley and K Green).	On-going	
		VOTYA T&FG	367	Resolved that Councillor M Cotton, D Cleaton, V Green, M Russell and R Schofield would make up the Task and Finish Group for the Volunteer of the Year Awards.	On-going	
		Community Resilience Plan	369	Resolved that the Council would not proceed with the Community Resilience Plan at the current time, but that it could be revisited in the future. It was suggested that it could become part of the Corporate Plan.		15/12/20
05/01/2021	PR&F	FOI Policy	381	Resolved that the ICO model scheme be recommended to Council for adoption	To Council 19/01/21	
		Grant Applications	382	Resolved that grants be awarded as follows: a) Rex Cinema - £300 towards stepless access. b) Christmas Lights Committee - £2000 towards new lights. c) Prime Time Kids' Club - £550 towards general running costs. d) Purbeck Youth and Community Foundation - £2,000 towards core work. e) Scout and Guide Club Committee - £550 towards core running costs. f) Swanage and Wareham Hockey - £300 towards Covid costs, as a one-off grant.	Letters sent advising of decisions and requesting bank details	

ITEM 11

				Resolved that the following applications be declined at this time due to limited funding available: <ul style="list-style-type: none"> a) Wareham Carnival for website costs, banners and flyers. b) Swanage and Wareham Rugby Football Club towards cycle racks. c) Purbeck Community Rail Partnership for improvements to the up-side of the station. 		
		Youth Centre Funding	383	Resolved that a Service Level Agreement be entered into with the Purbeck Youth and Community Foundation for a 3-year period, with funding provided of £4,500 each year in exchange for youth services	Awaiting response from PYCF	
		Draft Budget 2021/22	385	Resolved that the draft 2021/2022 budget be recommended to Council for approval and precept setting	19/01/21	



Wareham Town Council

Climate Change Emergency Consultation

Working Party Statement

The Draft Strategy shows a welcome recognition of the severity and importance of the Climate and Ecological Emergency. There is an awareness of the nature of the problems, and of the broad components of the Actions needed to tackle the crisis.

Wareham Town Council would like to impress upon Dorset Council its opinion that their target should be to become a Carbon Neutral Council by at least 2030, thereby facilitating the whole of Dorset becoming carbon neutral by 2040, reducing their timeline by 10 years. This would recognise the severity and importance of the Climate Change Emergency.

The Town Council has three key roles in facilitating the change required and we have indicated below how we can support the strategy directly and indirectly. We then suggest ways in which we would like to work with Dorset Council.

DIRECT

Wareham Town Council can reduce its own carbon footprint in many ways, some of which are already happening.

- The Town Council has declared a Climate Emergency
- The Town Council is plastic free and are committed to helping the whole town follow our lead
- The Town Council is committed to recycling their waste when appropriate
- The Town Council advertises and promotes the use of recycling banks in the town
- The Town Council supports and promotes the use of allotments in the town
- The Town Council has its own watering system in place on the Town Hall and the Quay toilets to ensure their plants are watered economically and without waste
- The Town Council is investigating electric charging points to be installed in Howard's Lane Car Park
- The Town Council is investigating the use of electric vehicles by staff members
- The Town Council should investigate installation of solar panels on its buildings (encouraging renewable energy)

ITEM 12a

- The Town Council should commit to the planting of trees and wildflowers on its property
- The Town Council needs to explore a flood defence programme
- The Town Council needs to explore pedestrianization in the town
- The Town Council needs to explore the siting of wind turbines on its property and support the installation of wind turbines in the wider area (encouraging renewable energy)

INDIRECT (through services)

Wareham Town Council can take indirect action to facilitate change by ensuring the range of services we provide across the town are delivered in a way that supports our journey towards Carbon Neutrality.

- The Town Council should investigate installing more bicycle racks around the town and the use of Beryl Bikes
- The Town Council should promote the use of public transport
- The Town Council should promote car sharing
- The Town Council should use its Planning and Transport Committee to support and encourage green initiatives/planning applications in the town
- The Town Council should encourage and support the creation of work-spaces near residential areas to reduce traffic and cut carbon emissions.
- The Town Council should seek to identify other locations around town for electric charging points.

INFLUENCE AND PARTNERSHIP

Wareham Town Council can work in partnership with other organisations and communities to drive change in the town and put in place larger programmes and projects to support fundamental change required.

- The Town Council asks Dorset Council to use their influence to promote local shopping. This can be done by incentivizing shops that have green measures in place by reducing business rates and helping the town centre to thrive
- The Town Council encourages Dorset Council to be bold and innovative in its interpretation of the National Planning Policy Framework
- The Town Council supports Dorset Council's ambition to build sufficient PV and wind generation on its own land to supply its own needs
- The Town Council supports the need for an offshore wind turbine development
- The Town Council will continue to work with organisations such as Planet Purbeck and Dorset CAN
- The Town Council will work with adjoining parishes to promote renewable energy in the wider area
- The Town Council encourages Dorset Council to lobby the Government to revise planning guidelines and building regulations to ensure all new building

ITEM 12a

is carbon neutral and to ensure wildlife measures are included in plans for renovation e.g. swift boxes, bat tiles etc.

- The Town Council encourages Dorset Council to lobby the Government to incentivize renewable energy installations by relaxing planning regulations
- The Town Council encourages Dorset Council to oppose new or expanded fossil fuel extraction in the county
- The Town Council encourages Dorset Council to continue its good practice of recycling and waste disposal and to develop it further to include other items e.g. plastic bags.
- The Town Council encourages the plan to provide high-speed broadband to all premises
- The Town Council should encourage the involvement of the Youth Community to ensure the sustainability of all projects for future generations

Wareham Town Council is committed to help develop Dorset as a 'sustainable' holiday destination. By promoting and celebrating our natural environment, rolling countryside and coastline, the visitor experience has an appeal beyond the environmentally conscious. Park and ride and minibus solutions to local tourist transportation should be encouraged.

Wareham Town Council is committed to best practice in its planting of flowers and the upkeep of its green spaces and play areas including removing the use of harmful pesticides and the further development of wildlife areas

Wareham Town Council will continue to support and advertise initiatives which promote green living and climate change. The Dorset Council Consultation is advertised on the website to help raise awareness, with a link to the consultation provided. The Town Council encourages Dorset Council to continually review its methods of canvassing public opinion for this urgent and vital topic.

The Town Council fully supports the proposal for the creation of Dorset National Park.

Budget Setting

Comparison between 01/04/20 and 22/12/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Actual Net	Balance	2021/2022
INCOME					
Council					
1000 Precept	£357,615.00	£357,615.00	£357,615.00	£0.00	£442,090.00
1001 Mayor's Charity	£0.00	£0.00	£2,723.30	£2,723.30	£0.00
Total Council	£357,615.00	£357,615.00	£360,338.30	£2,723.30	£442,090.00
Policy Resources & Finance					
100 Rent Received					
100/1	£38,000.00	£38,000.00	£23,706.50	-£14,293.50	£38,000.00
100 Total	£38,000.00	£38,000.00	£23,706.50	-£14,293.50	£38,000.00
150 Bank Interest	£100.00	£100.00	£41.00	-£59.00	£100.00
170 Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00	£0.00
200 Misc Income	£0.00	£0.00	£380.00	£380.00	£0.00
400 CIL	£0.00	£0.00	£1,368.00	£1,368.00	£0.00
900 Suspense	£0.00	£0.00	£0.00	£0.00	£0.00
Total Policy Res	£38,100.00	£38,100.00	£25,495.50	£0.00	£38,100.00
Amenities					
100 Corn Exchange Hire Income					
100/1 Corn Exchange	£9,000.00	£0.00	-£290.00	-£290.00	£0.00
100/2 Council Chamber					
100/2/1 Weddings	£0.00	£0.00	£375.00	£375.00	£500.00
100/2/2 Council Chamber Meetings	£0.00	£0.00	£0.00	£0.00	£0.00
100/2/3	£0.00	£0.00	£0.00	£0.00	£0.00
100/2 Total	£0.00	£0.00	£375.00	£375.00	£500.00
100/3 Town Hall Electricity Rechargec	£0.00	£0.00	£0.00	£0.00	£0.00
100 Total	£9,000.00	£0.00	£85.00	£85.00	£500.00
101 Donations	£0.00	£0.00	£845.83	£845.83	£0.00

Budget Setting

Comparison between 01/04/20 and 22/12/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Actual Net	Balance	2021/2022
	150 Parking Income					
150/1	Credit card	£20,000.00	£10,000.00	£8,884.57	-£1,115.43	£13,000.00
150/2	Cash	£50,000.00	£30,000.00	£20,187.70	-£9,812.30	£30,000.00
	150 Total	£70,000.00	£40,000.00	£29,072.27	-£10,927.73	£43,000.00
	160 Car Park Permits					
160/1	Reserved Bay	£5,000.00	£5,000.00	£1,128.33	-£3,871.67	£2,500.00
160/2	Unreserved Bay	£0.00	£0.00	£947.33	£947.33	£1,000.00
160/3	Non-registration specific bay	£0.00	£0.00	£564.17	£564.17	£1,000.00
160/4	Temporary Permits	£0.00	£0.00	£0.00	£0.00	£0.00
160/5	Permit amendments/reissued	£0.00	£0.00	£0.00	£0.00	£0.00
	160 Total	£5,000.00	£5,000.00	£2,639.83	-£2,360.17	£4,500.00
	200 Recreation Ground Income					
200/1	Football Income	£1,500.00	£1,500.00	£683.34	-£816.66	£1,500.00
200/2	Other	£0.00	£0.00	£780.00	£780.00	£0.00
	200 Total	£1,500.00	£1,500.00	£1,463.34	-£36.66	£0.00
	210 Croquet Income	£500.00	£500.00	£240.75	-£259.25	£500.00
	220 Cricket Income	£500.00	£500.00	£112.50	-£387.50	£0.00
	Total Amenities	£86,500.00	£47,500.00	£34,459.52	-£13,040.48	£50,000.00
	Planning & Transport					
	100 General	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Planning & Transport	£0.00	£0.00	£0.00	£0.00	£0.00
	Personnel					
	100 General	£0.00	£0.00	£0.00	£0.00	£0.00
	Total Personnel	£0.00	£0.00	£0.00	£0.00	£0.00
	Museum					
	100 Donations	£1,600.00	£0.00	£0.00	£0.00	£1,000.00

Budget Setting

Comparison between 01/04/20 and 22/12/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

	2020/2021	Revised	Actual Net	Balance	2021/2022
150 Events	£300.00	£0.00	£0.00	£0.00	£0.00
200 Sales Income	£1,000.00	£0.00	£0.00	£0.00	£1,000.00
201 Sundry income	£0.00	£0.00	£0.00	£0.00	£0.00
Total Museum	£2,900.00	£0.00	£0.00	£0.00	£2,000.00
Wareham in Bloom					
100 WIB Income	£5,500.00	£150.00	£150.00	£0.00	£0.00
Total Wareham in Bloom	£5,500.00	£150.00	£150.00	£0.00	£0.00
Reserves					
800 Cil	£0.00	£0.00	£0.00	£0.00	£0.00
Total Reserves	£0.00	£0.00	£0.00	£0.00	£0.00
Total Income	£490,615.00	£443,365.00	£420,443.32	-£22,921.68	£532,190.00

Budget Setting

Comparison between 01/04/20 and 22/12/20 inclusive.

		2020/2021	Revised	Actual Net	Balance	2021/2022
EXPENDITURE						
Council						
	2100 Mayoral Expenses					
2100/1	Mayor	£2,725.00	£2,725.00	£2,700.00	£25.00	£2,500.00
2100/2	Deputy Mayor	£0.00	£0.00	£0.00	£0.00	£225.00
2100/3	Regalia & Gowns	£500.00	£500.00	£0.00	£500.00	£0.00
	2100 Total	£3,225.00	£3,225.00	£2,700.00	£525.00	£2,725.00
	2200 Election Expenses	£3,500.00	£3,500.00	£0.00	£3,500.00	£1,500.00
	2250 Ceremonial Photographs	£0.00	£0.00	£0.00	£0.00	£0.00
	2260 Events					
2260/1	Civic Events	£2,500.00	£0.00	£0.00	£0.00	£1,500.00
2260/2	General Events	£1,000.00	£0.00	£0.00	£0.00	£500.00
	2260 Total	£3,500.00	£0.00	£0.00	£0.00	£2,000.00
	Total Council	£10,225.00	£6,725.00	£2,700.00	£4,025.00	£6,225.00
Policy Resources & Finance						
	2100 Staff Costs - Salaries					
2100/1	Staff Costs - Salaries	£170,000.00	£170,000.00	£115,304.25	£54,695.75	£236,000.00
2100/2	Employers NI	£15,000.00	£15,000.00	£10,391.29	£4,608.71	£21,500.00
2100/3	Staff Pensions Employee	£0.00	£0.00	£5,397.12	-£5,397.12	£0.00
2100/4	Mileage					
	01/04/2100 Mileage - Councillors	£750.00	£750.00	£0.00	£750.00	£750.00
	02/04/2100 Mileage - Staff	£750.00	£750.00	£587.52	£162.48	£750.00
2100/4	Total	£1,500.00	£1,500.00	£587.52	£912.48	£1,500.00
2100/5	Employee NI	£0.00	£0.00	£0.00	£0.00	£0.00
2100/6	Employee PAYE	£0.00	£0.00	£0.00	£0.00	£0.00
2100/7	Staff Pensions Employer	£37,400.00	£37,400.00	£22,266.77	£15,133.23	£53,100.00

Budget Setting

		2020/2021	Revised	Actual Net	Balance	2021/2022
	2100 Total	£223,900.00	£223,900.00	£153,946.95	£69,953.05	£312,100.00
	2200 Staff Costs General					
2200/1	Meetings & Training	£3,000.00	£1,000.00	£681.00	£319.00	£2,500.00
2200/2	Staff Clothing	£700.00	£700.00	£114.89	£585.11	£700.00
	2200 Total	£3,700.00	£1,700.00	£795.89	£904.11	£3,200.00
	2250 Neighbourhood Plan	£2,500.00	£2,500.00	£0.00	£2,500.00	£500.00
	2260 Honorariums	£2,000.00	£2,000.00	£1,950.00	£50.00	£2,000.00
	2270 Town Crier Competition	£500.00	£500.00	£35.08	£464.92	£500.00
	2280 Burial Board Contribution	£12,000.00	£12,000.00	£5,911.00	£6,089.00	£15,850.00
	2300 Professional Fees					
2300/1	Audit Fees					
	01/01/2300 Audit Fees - Internal	£600.00	£600.00	£444.44	£155.56	£600.00
	02/01/2300 Audit Fees - External	£900.00	£900.00	£1,000.00	-£100.00	£1,000.00
2300/1	Total	£1,500.00	£1,500.00	£1,444.44	£55.56	£1,600.00
	2300 Total	£1,500.00	£1,500.00	£1,444.44	£55.56	£1,600.00
	2310 Accountancy Consultancy Fees	£5,000.00	£2,000.00	£0.00	£2,000.00	£3,000.00
	2311 Consultancy Fees	£0.00	£0.00	£2,400.00	-£2,400.00	£3,500.00
	2320 Subscriptions	£3,000.00	£3,000.00	£1,824.10	£1,175.90	£3,000.00
	2330 Legal Fees & Costs	£2,500.00	£2,500.00	£450.00	£2,050.00	£2,500.00
	2340 Grants & Donations					
2340/1	Donations	£0.00	£0.00	£400.00	-£400.00	£0.00
2340/2	Grants	£6,000.00	£6,000.00	£250.00	£5,750.00	£6,000.00
	PYCF SLA					£4,500.00
	2340 Total	£6,000.00	£6,000.00	£650.00	£5,350.00	£10,500.00
	2400 Office Costs					
2400/1	Insurance	£6,500.00	£6,500.00	£0.00	£6,500.00	£6,700.00
2400/2	Bank Charges	£60.00	£60.00	£35.00	£25.00	£60.00
2400/3	Office Expenditure	£4,000.00	£3,000.00	£1,578.13	£1,421.87	£3,000.00

Budget Setting

		2020/2021	Revised	Actual Net	Balance	2021/2022
2400/4	Telephones	£500.00	£2,000.00	£1,373.21	£626.79	£2,000.00
2400/5	Premises Licences	£1,500.00	£1,500.00	£0.00	£1,500.00	£1,500.00
2400/6	Computer	£1,500.00	£6,500.00	£6,385.61	£114.39	£1,000.00
2400/7	Software Support	£4,000.00	£6,000.00	£4,049.84	£1,950.16	£6,000.00
2400/8	Web Production	£1,000.00	£1,200.00	£1,197.50	£2.50	£300.00
2400/9	Misc Cleaning	£500.00	£500.00	£353.95	£146.05	£500.00
	2400 Total	£19,560.00	£27,260.00	£14,973.24	£12,286.76	£21,060.00
	2450 CCTV Costs	£1,000.00	£500.00	-£105.84	£605.84	£1,000.00
	2460 Vehicle Replacement	£2,000.00	£1,000.00	£0.00	£1,000.00	£2,000.00
	2465 Contingency	£2,000.00	£1,000.00	£0.00	£1,000.00	£2,000.00
	2900 COVID19 costs	£0.00	£3,000.00	£2,288.11	£711.89	£1,000.00
	Health and Safety mitigation					£2,000.00
	General reserve					£10,000.00
	Total Policy Resources & Finan	£287,160.00	£290,360.00	£186,562.97	£103,797.03	£397,310.00
Amenities						
	2100 Town Hall General					
2100/1	Town Hall Electric	£3,000.00	£3,000.00	£1,417.86	£1,582.14	£3,000.00
2100/2	Town Hall Gas	£1,500.00	£1,500.00	£252.02	£1,247.98	£2,000.00
2100/3	Town Hall Water	£1,300.00	£1,300.00	£713.00	£587.00	£1,300.00
2100/4	Town Hall Rates	£9,500.00	£9,500.00	£7,484.25	£2,015.75	£10,000.00
2100/5	Town Hall Advertising	£1,000.00	£0.00	£0.00	£0.00	£500.00
2100/6	Town Hall Equipment New	£1,000.00	£500.00	£676.64	-£176.64	£1,000.00
2100/7	Town Hall Equip & Builings Mai	£12,500.00	£5,000.00	£3,583.44	£1,416.56	£7,000.00
2100/8	Town Hall replacement window	£4,000.00	£4,000.00	£0.00	£4,000.00	£2,000.00
2100/9	Town Hall lighting upgrade	£15,000.00	£0.00	£0.00	£0.00	£15,000.00
2100/70	Town Hall Reserves	£0.00	£0.00	£0.00	£0.00	£0.00
	Depot					£9,000.00
	Depot equipment					£1,000.00
	2100 Total	£48,800.00	£24,800.00	£14,127.21	£10,672.79	£51,800.00
	2200 Vehicle Costs					

Budget Setting

		2020/2021	Revised	Actual Net	Balance	2021/2022
2200/1	Vehicle Service & Maintenance	£4,000.00	£4,000.00	£209.85	£3,790.15	£1,200.00
2200/2	Vehicle Leasing Costs	£0.00	£0.00	£1,556.64	-£1,556.64	£2,500.00
2200/3	Vehicle Fuel	£2,000.00	£2,000.00	£877.22	£1,122.78	£1,500.00
2200/4	Vehicle Insurance	£0.00	£0.00	£0.00	£0.00	£800.00
	2200 Total	£6,000.00	£6,000.00	£2,643.71	£3,356.29	£6,000.00
	2300 General Expenditure					
2300/1	Street Lighting	£1,500.00	£1,500.00	£345.79	£1,154.21	£1,500.00
2300/2	War Memorial Maintenance	£250.00	£250.00	£0.00	£250.00	£250.00
2300/3	General Maintenance	£1,800.00	£1,800.00	£9.00	£1,791.00	£1,500.00
2300/4	Street Furniture & seats	£1,000.00	£1,000.00	£932.30	£67.70	£1,000.00
2300/5	Bus Shelter Maintenance	£250.00	£250.00	£8.66	£241.34	£250.00
	2300 Total	£4,800.00	£4,800.00	£1,295.75	£3,504.25	£4,500.00
	2400 Howards Lane Toilets					
2400/1	HL Rates	£1,000.00	£1,000.00	£808.48	£191.52	£1,250.00
2400/2	HL Cleaning	£1,000.00	£1,000.00	£76.78	£923.22	£1,000.00
2400/3	HL Maintenance	£1,000.00	£1,000.00	£373.74	£626.26	£1,000.00
2400/4	HL Utilities					
01/04/2400	HL Water Charges	£1,000.00	£1,000.00	£595.50	£404.50	£1,000.00
02/04/2400	HL Electricity Charges	£1,000.00	£1,000.00	£164.45	£835.55	£1,000.00
2400/4	Total	£2,000.00	£2,000.00	£759.95	£1,240.05	£0.00
	2400 Total	£5,000.00	£5,000.00	£2,018.95	£2,981.05	£5,250.00
	2450 Quay Toilets					
2450/1	Quay Toilets Rates	£2,000.00	£2,000.00	£1,847.45	£152.55	£2,300.00
2450/2	Quay Toilets Cleaning	£1,000.00	£1,000.00	£157.13	£842.87	£1,000.00
2450/3	Quay Toilets Maintenance	£1,000.00	£1,000.00	£439.54	£560.46	£1,500.00
2450/4	Quay Toilets Utilities					
01/04/2450	Quay Toilets Water	£3,000.00	£3,000.00	£1,987.00	£1,013.00	£6,000.00

Budget Setting

	2020/2021	Revised	Actual Net	Balance	2021/2022
02/04/2450 Quay Toilets Electricity	£1,000.00	£1,000.00	£121.56	£878.44	£1,000.00
2450/4 Total	£4,000.00	£4,000.00	£2,108.56	£1,891.44	£0.00
2450 Total	£8,000.00	£8,000.00	£4,552.68	£3,447.32	£11,800.00
2500 Howards Lane Car Park					
2500/1 HL Car Park Rates	£9,000.00	£9,000.00	£6,791.72	£2,208.28	£9,750.00
2500/2 HL Car Park New Equipment	£1,000.00	£1,000.00	£0.00	£1,000.00	£1,000.00
2500/3 HL Car Park Tickets	£300.00	£300.00	£138.00	£162.00	£300.00
2500/4 HL Car Park Money Collection					
01/04/2500 HL Money Collection Card Fees	£1,000.00	£1,000.00	£672.80	£327.20	£1,000.00
02/04/2500 HL Money Collection Cash Fees	£3,000.00	£3,000.00	£1,922.67	£1,077.33	£3,000.00
03/04/2500 HL tickets cash refunds	£0.00	£0.00	£2.33	-£2.33	£0.00
2500/4 Total	£4,000.00	£4,000.00	£2,597.80	£1,402.20	£4,000.00
2500/5 HL Car Park Maintenance	£500.00	£500.00	£0.00	£500.00	£500.00
2500/6 HL Car Park Drainage Works	£1,500.00	£1,500.00	£0.00	£1,500.00	£0.00
2500/7 HL Car Park Tree Works	£2,000.00	£2,000.00	£0.00	£2,000.00	£0.00
2500 Total	£18,300.00	£18,300.00	£9,527.52	£8,772.48	£15,550.00
2550 Pavilion					
2550/1 Pavilion Utilities					
01/01/2550 Pavilion Utilities Gas	£100.00	£100.00	£0.00	£100.00	£100.00
02/01/2550 Pavilion Utilities Water	£500.00	£500.00	£260.00	£240.00	£500.00
03/01/2550 Pavilion Utilities Electric	£400.00	£400.00	£138.92	£261.08	£400.00
2550/1 Total	£1,000.00	£1,000.00	£398.92	£601.08	£1,000.00
2550/2 Pavilion Maintenance	£500.00	£500.00	£25.00	£475.00	£500.00
2550 Total	£1,500.00	£1,500.00	£423.92	£1,076.08	£1,500.00
2600 Recreation Ground					
2600/1 Recreation Ground Maintenance	£1,000.00	£1,000.00	£463.66	£536.34	£1,000.00

Budget Setting

Comparison between 01/04/20 and 22/12/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

2020/2021	Revised	2020/2021	Revised	Actual Net	Balance	2021/2022
2600/2	Recreation Ground Grass Cuttir	£5,000.00	£2,000.00	£2,342.61	-£342.61	£5,000.00
Contract						
2600/3	Recreation Ground New Equipr	£250.00	£250.00	£0.00	£250.00	£250.00
2600/4	Recreation Ground hire refund:	£0.00	£0.00	£0.00	£0.00	£0.00
	2600 Total	£6,250.00	£3,250.00	£2,806.27	£443.73	£6,250.00
	2650 Play Area					
2650/1	Play Area Maintenance	£0.00	£0.00	£250.00	-£250.00	£1,000.00
2650/2	Play Area Reserve	£15,000.00	£0.00	£0.00	£0.00	£5,000.00
	2650 Total	£15,000.00	£0.00	£250.00	-£250.00	£6,000.00
	2700 Mill Lane					
2700/1	Mill Lane Maintenance	£1,000.00	£1,000.00	£109.99	£890.01	£1,000.00
2700/2	Mill Lane PWLB	£60,000.00	£60,000.00	£2,201.79	£57,798.21	£4,400.00
	Mill Lane Roof					£8,000.00
	2700 Total	£61,000.00	£61,000.00	£2,311.78	£58,688.22	£13,400.00
	2750 Northmoor Allotments					
2750/1	Northmoor Allotment Rents	£350.00	£350.00	£163.44	£186.56	£350.00
	2750 Total	£350.00	£350.00	£163.44	£186.56	£350.00
	2800 Hauses Field					
2800/1	Hauses Field Tree Survey & Wo	£6,500.00	£4,000.00	£3,355.00	£645.00	£1,500.00
	2800 Total	£6,500.00	£4,000.00	£3,355.00	£645.00	£1,500.00
	Total Amenities	£181,500.00	£137,000.00	£43,476.23	£93,523.77	£123,900.00
Planning & Transport						
	2300 P & T General	£500.00	£500.00	£0.00	£500.00	£0.00
	Total Planning & Transport	£500.00	£500.00	£0.00	£500.00	£0.00
Personnel						
	2400 Personnel General					
2400/1	Advertising Staff Vacancies	£600.00	£600.00	£0.00	£600.00	£500.00
	2400 Total	£600.00	£600.00	£0.00	£600.00	£500.00

Budget Setting

	2020/2021	Revised	Actual Net	Balance	2021/2022
Total Personnel	£600.00	£600.00	£0.00	£600.00	£500.00
Museum					
2500 Museum Rates	£1,650.00	£1,650.00	£1,197.00	£453.00	£2,000.00
2515 Museum Events	£300.00	£300.00	£0.00	£300.00	£300.00
2520 Museum Telephone	£200.00	£200.00	£10.22	£189.78	£200.00
2525 Museum Stationery	£100.00	£100.00	£0.00	£100.00	£100.00
2530 Museum Security Alarm	£500.00	£500.00	£499.78	£0.22	£500.00
2535 Museum Stock for Resale	£500.00	£50.00	£0.00	£50.00	£500.00
2540 Museum Subscriptions	£250.00	£250.00	£1.00	£249.00	£250.00
2545 Museum Equipment New					
2545/1 Display Cabinet Reserve	£250.00	£250.00	£0.00	£250.00	£250.00
2545/2 Museum New Equipment Gene	£500.00	£500.00	£0.00	£500.00	£500.00
2545 Total	£750.00	£750.00	£0.00	£750.00	
2550 Museum Equipment Maintenan	£250.00	£250.00	£48.14	£201.86	£250.00
2555 Museum	£175.00	£175.00	£0.00	£175.00	£175.00
Cleaning/Maint/Improvements					
2560 Museum Training	£180.00	£180.00	£0.00	£180.00	£180.00
2565 Museum Signage	£200.00	£200.00	£0.00	£200.00	£200.00
2570 Museum Mileage	£50.00	£50.00	£10.00	£40.00	£50.00
2575 Museum Sundries	£25.00	£25.00	£0.00	£25.00	£25.00
Covid requirements					£500.00
Total Museum	£5,130.00	£4,680.00	£1,766.14	£2,913.86	£5,980.00
Wareham in Bloom					
2550 Planting					
2550/1 Planting	£5,500.00	£3,500.00	£1,869.62	£1,630.38	£4,500.00
2550 Total	£5,500.00	£3,500.00	£1,869.62	£1,630.38	£4,500.00
Total planting	£5,500.00	£3,500.00	£1,869.62	£1,630.38	£4,500.00

Reserves

Budget Setting

Comparison between 01/04/20 and 22/12/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

2020/2021	Revised	2020/2021	Revised	Actual Net	Balance	2021/2022
	8001 Earmarked Reserves					
8001/1	Gateway Project	£0.00	£0.00	£458.00	-£458.00	£0.00
8001/2	Skate Park	£0.00	£0.00	£0.00	£0.00	£0.00
	8001 Total	£0.00	£0.00	£458.00	-£458.00	£0.00
	Total Reserves	£0.00	£0.00	£458.00	-£458.00	£0.00
	Total Expenditure	£490,615.00	£443,365.00	£236,832.96	£206,532.04	£532,190.00
	Total Income	£490,615.00	£443,365.00	£420,443.32	-£22,921.68	£532,190.00
	Total Expenditure	£490,615.00	£443,365.00	£236,832.96	£206,532.04	£532,190.00
	Total Net Balance	£0.00	£0.00	£183,610.36	£0.00	£0.00

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£442,090 Band D precept on reduced tax base of 2163.3 = £204.36