



WAREHAM
Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

23 December 2020

To: All Members of the Policy, Resources and Finance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** to be held on **5 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: 864 5201 1512

Or click here: <https://us02web.zoom.us/j/86452011512>

Vanessa Ricketts FSLCC
Town Clerk

Please contact the Town Council Office on 01929 553006 if you need any further information on this Agenda.

Members of the Policy, Resources and Finance Committee

Councillor K Critchley (Chairman)
Councillor M Cotton
Councillor Z Gover
Councillor M Russell
Councillor C Turner

Councillor D Budd (Vice Chairman)
Councillor B Ezzard
Councillor K Green
Councillor R Schofield



**POLICY, RESOURCES AND
FINANCE
COMMITTEE MEETING**

A G E N D A

5 January 2021

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 24 November 2020

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

5. Matters arising from the minutes of the last meeting held on 24 November 2020

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

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. Budget Comparison Report 3rd Quarter

To receive the budget comparison report from 1 April 2020 to 22 December 2020.

8. Internal Audit Report

To receive the Internal Audit Report and note the management responses.

9. Health and Safety Audit

To consider the Executive Summary from Ellis Whitham and note the budget implications of the mitigation work required.

10. Freedom of Information Policy

To consider the attached Publication Scheme under the Freedom of Information Act 2000 for recommendation to Council.

11. Grant Applications

To consider approval of grant applications from the set budget of £6,000 as follows:

- a) Rex Cinema request for £300 towards stepless access.
- b) Christmas Lights Committee for £1000-£2000 towards new lights.
- c) Prime Time Kids' Club for an unspecified amount towards general running costs.
- d) Purbeck Youth and Community Foundation for £2,000 towards core work.
- e) Scout and Guide Club Committee for an unspecified amount towards core running costs.
- f) Wareham Carnival Swanage and Wareham Hockey Club website costs, banners and flyers.
- g) Swanage and Wareham Hockey Club for £500 towards Covid costs.
- h) Swanage and Wareham Rugby Football Club for an unspecified amount towards cycle racks.
- i) Purbeck Community Rail Partnership for £500 towards improvements to the up side of the station.

12. Youth Centre funding

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

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

To consider the proposed fees and charges for the next two years.

14. Draft Budget 2021/2022

To consider the attached draft budget for 2021/2022 for recommendation to Council.

15. Any other items the Chairman deems urgent

For report, information or for the agenda at the next meeting of the Policy, Resources and Finance Committee.

16. Date of next meeting

To note the date of the next meeting, which is scheduled for
9 February 2021 at 7.00pm.

17. 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.

18. Swanage and Wareham Rugby Club update

To consider the report received from the District Valuation Office.



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 24 November 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, Operations Manager

The Mayor was also in attendance.

306. Apologies for absence

No apologies for absence were received.

307. Declarations of interest

Councillor B Ezzard declared a personal interest as a trustee to the Purbeck Youth and Community Foundation.

308. Public participation time

There were three members of the public present. One spoke on behalf of the Christmas Lights in Wareham and the Father Christmas event. They stated that diminishing funds and resources had meant that it had not been possible to replace lights and years of 'make do and mend' was taking its toll on the display. As such they desperately feel that they need to invest in new lights. Much of the work is done by volunteers, using their own equipment which is not of the standard required. The Santa parade would suffer this year due to the inability to have the usual event due to COVID and the usual donations from bucket collections would not be received. The Council passed on their thanks and appreciation for all that the two committees do and urged the member of public to ensure that an application be submitted by the 15 December at the latest so that it may be considered at the Policy, Resources & Finance Committee meeting on 5 January 2021.

Another member of the public asked if the Council would be supporting the continuation of the Tourist Information Centre, located in the library and under threat of closure by Dorset Council. The Clerk clarified that this would be discussed later in the Agenda.

309. Confirmation of minutes of previous meeting held on 13 October 2020 and an extraordinary meeting held on 27 October 2020

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 13 October and 27 October 2020 were presented by the Chairman.

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

310. Matters arising from the minutes of the last meeting held on 13 October 2020 and an extraordinary meeting held on 27 October 2020

There were no matters arising from the minutes of the last meeting held on 13 October 202 and an extraordinary meeting held on 27 October 2020.

311. 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 £30,002.23 (£5,311.46 BACS and £24,690.77 direct debits), as appended to these minutes.

312. General Policies Report - Priorities

The Clerk presented a report on Policies and the priorities for review. A Councillor noted that they did not feel that the NALC model Standing Orders would suit the needs of Wareham Town Council. They did not feel that they were in a logical order and it was difficult to navigate without the use of sub-headings.

It was understood that the Town Council's Standing Orders were not legally compliant at the moment but having compared them to the NALC model, the Councillor did not feel it would be difficult to add additional clauses where necessary.

A Councillor proposed setting up a task and finish group to include four members including the Town Clerk to make the standing orders legally compliant and include the additional clauses.

The Clerk reminded the Committee that the current standing orders had taken nearly two years to get to the point they were and noted her concern that they were not legally compliant. This had been pointed out by the Internal Auditor and Consultant who had undertaken the staff review.

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.

313. Earmarked Reserves

The Clerk presented the earmarked reserves and reminded the members of the different types of reserves noting that general reserves should be a minimum of £130,000.

It was agreed that CCTV reserve would go back into the general reserve as the money had been spent.

It was confirmed that the spending of the section 106 was not time limited.

A Councillor enquired if the ear marked reserve for Car Park maintenance could be used to install an electric charging point in the car park and it was confirmed by the Clerk that this could be possible.

It was agreed that the money being held for the PWLB be returned to general reserve, as it was not necessary to hold this money in ear marked reserves.

Resolved that the funds stated £1595.12 (PWLB balance) and £1000 (CCTV donation) can be moved from the earmarked to the general reserve.

314. Christmas Parking

An update was provided by the Clerk that Dorset Council would be offering free car parking on the three Saturdays in the lead up to Christmas. Members were asked if they would like to offer free parking on the same dates and if so, how would like they like to resource the closing and opening of car parking machines.

Resolved that free parking would be offered over the three weekends ie. 4pm on Friday through Saturday and Sunday in the lead up to Christmas.

315. Purbeck Youth and Community Foundation Funding

A request had been made by Joyce Spiller at the Council meeting on 3 November 2020 for permanent budgetary funding for the Purbeck Youth and Community Foundation.

The Chairman expressed his concern at discussing what grants could be offered ahead of the Policy, Resources and Finance Committee meeting in January when all grant requests will be considered.

The Clerk suggested that the Purbeck Youth and Community Foundation could put in a grant application for this year and that the request for longer term funding, up to the end of the current electoral term, be deferred until the January meeting.

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.

316. Conclusion of Audit 2019-2020

The Town Clerk was pleased to report an unqualified audit had been received from PKF Littlejohn for 2019-2020. The Committee requested that their thanks be extended to the Town Clerk and Finance Officer for their hard work.

Resolved that the conclusion of Audit 2019-2020 be approved.

317. Draft Budget 2021-2022

The first draft of the proposed Budget 2021-2022 was presented. The Chairman made the Committee aware that the Amenities Committee had not had the

opportunity to look at their budget and would not do so until 2 December. The Chairman therefore proposed that the budget be reviewed again at the January meeting of PR&F. This fell into line with NALC's recommendation to leave budget setting to the last minute as by January the tax base figure would be known.

The Chairman extended his thanks to all the staff that had been involved in the production of the draft budget.

Resolved that the budget review be deferred to the January meeting.

318. Virtual Meetings Protocol

The Mayor asked the Committee to consider a Member Protocol for Zoom meetings for recommendation to full Council.

Resolved that the Member Protocol policy for Zoom meetings be recommended to full Council for adoption.

319. Protocol for the death of a senior national figure

A policy was put forward by the Town Clerk on the protocol for the death of a senior national figure in line with Covid-19 restrictions.

Resolved that the policy be recommended to full Council for adoption.

320. Tourist Information Centre Consultation

A response to the draft consultation for approval by Council was discussed.

Several Councillors voiced support for the Tourist Information Centre and were against the closure of the Centre. Councillors felt that the knock-on effect would be significant. Councillors were urged to respond as individuals to the consultation.

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.

321. Any other items the Chairman deems urgent

There were no matters of urgency.

322. Date of next meeting

To note the date of the next meeting, which is scheduled for **5 January 2021 at 7.30pm.**

Payments List - Meeting Date 24th November 2020

Appendix

Inv. Date	Ref No.	Payee	Amount	Details
23.09.19	2284	MG Webber	288.00	Plants for winter baskets
28.09.20	356888331	Amazon	10.85	Scissors
19.10.20	28695	Amazon	24.95	Tulip bulbs
20.10.20	27524	Wm Pond	58.52	General building maintenance
26.10.20	400972365	Amazon	48.00	Face masks
27.10.20	43632	Play Inspection Co	378.00	Play Inspection course x 3
28.10.20	SI-1054	MG Webber	77.76	Plants - 6 packs
30.10.20	WGS5519	Wessex Grounds Services	401.27	Grass cutting - October 2020
30.10.20	407386	Loomis	57.18	Coin sorting October 2020
31.10.20	72263	3C Payments	68.45	Card processing fee - October 2020
01.11.20	13126	Rejuvenate	543.36	Service & support - November 2020
02.11.20	20/197	DAPTC	39.00	Planning training - R Schofield
03.11.20	247	Amazon	86.97	Toilet roll dispensers
03.11.20	414518028	Amazon	43.80	Anit-bac handwash
03.11.20	SB20202247	PKF Littlejohn	1200.00	External audit fee Ye 31.03.20
05.11.20	184792	Amazon	11.85	Bulbs
07.11.20	983	MG Webber	427.68	Plants for winter baskets
13.11.20	20/210	DAPTC	39.00	Planning Concepts training - R Schofield
12.11.20	199206	SLCC	118.80	ILCA fees - B Churchill
15.11.20	899	Purbeck Arborists	1355.00	Treeworks at Northmoor Park
	27058	Wm Pond	33.02	General building maintenance
	Total BACS		5311.46	
Direct Debits				
20.10.20	321995422	Lloyds	5.00	Account charges
25.10.20	9000515796	Fuelcard People	54.89	Van diesel
28.10.20	WAR376	Waterlogic	37.32	Water cooler hire
30.10.20	DCPFOct20	DC Pension Fund	4052.15	Pension contribution - October 2020
30.10.20	HMRCOct'20	HMRC	3685.68	NIC & PAYE contribution - October 2020
30.10.20		Salaries	11233.73	October salaries
30.10.20	76203756	Suez	214.99	Town Hall rubbish collection
01.11.20	961510801	Water2business	31.50	Pavilion water usage - November 2020
01.11.20	2697290001	Water2business	74.00	Howards Lane toilets water usage - November'20
01.11.20	96200001	Water2business	85.00	Town Hall water usage - November 2020
01.11.20	300855984	Dorset Council	101.00	Howards Lane toilets rates - November 2020
01.11.20	300059492	Dorset Council	150.00	Museum rates - November 2020
01.11.20	300855997	Dorset Council	177.00	Quay toilets rates - November 2020
01.11.20	2688769801	Water2business	198.00	Quay toilets water usage - November 2020
01.11.20	300059573	Dorset Council	849.00	Howards Lane car park rates November 2020
01.11.20	300061477	Dorset Council	936.00	Town Hall rates - November 2020
01.11.20	10698682	Sage	30.00	Sage 50 payroll - November 2020

ITEM 4

02.11.20	1809921972	EE	102.46	Mobile phones & car park ticket machines Nov'20
04.11.20	5860640	O2	23.41	Mobile phone - November 2020
05.11.20	217234	Bonline	46.97	CCTV - Town Hall & Museum
12.11.20	2nd Qrt	HMRC	2047.39	VAT payable July to September 2020
16.11.20	Z0072450	BNP Paribus	233.50	Van leasing - November 2020
16.11.20	526025	Baclaycard	321.78	October account
Total DDRs Payable			24690.77	
Total Payments			30002.23	

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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
15.12.0		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	

Financial Budget Comparison

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
INCOME					
Council					
1000	Precept	£357,615.00	£357,615.00	£357,615.00	£0.00
1001	Mayor's Charity	£0.00	£0.00	£2,723.30	£2,723.30
Total Council		£357,615.00	£357,615.00	£360,338.30	£2,723.30
Policy Resources & Finance					
100	Rent Received				
100/1		£38,000.00	£38,000.00	£23,706.50	-£14,293.50
100	Total	£38,000.00	£38,000.00	£23,706.50	-£14,293.50
150	Bank Interest	£100.00	£100.00	£41.00	-£59.00
170	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
200	Misc Income	£0.00	£0.00	£380.00	£380.00
400	CIL	£0.00	£0.00	£1,368.00	£1,368.00
900	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy Resources & Finance		£38,100.00	£38,100.00	£25,495.50	-£12,604.50
Amenities					
100	Corn Exchange Hire Income				
100/1	Corn Exchange	£9,000.00	£0.00	£-290.00	£-290.00
100/2	Council Chamber				
100/2/1	Weddings	£0.00	£0.00	£375.00	£375.00
100/2/2	Council Chamber Meetings	£0.00	£0.00	£0.00	£0.00
100/2/3		£0.00	£0.00	£0.00	£0.00
100/2	Total	£0.00	£0.00	£375.00	£375.00
100/3	Town Hall Electricity Recharged	£0.00	£0.00	£0.00	£0.00
100	Total	£9,000.00	£0.00	£85.00	£85.00
101	Donations	£0.00	£0.00	£845.83	£845.83
150	Parking Income				
150/1	Credit card	£20,000.00	£10,000.00	£8,884.57	£-1,115.43
150/2	Cash	£50,000.00	£30,000.00	£20,187.70	£-9,812.30
150	Total	£70,000.00	£40,000.00	£29,072.27	£-10,927.73
160	Car Park Permits				
160/1	Reserved Bay	£5,000.00	£5,000.00	£1,128.33	£-3,871.67
160/2	Unreserved Bay	£0.00	£0.00	£947.33	£947.33
160/3	Non-registration specific bay	£0.00	£0.00	£564.17	£564.17
160/4	Temporary Permits	£0.00	£0.00	£0.00	£0.00
160/5	Permit amendments/reissued	£0.00	£0.00	£0.00	£0.00
160	Total	£5,000.00	£5,000.00	£2,639.83	£-2,360.17
200	Recreation Ground Income				
200/1	Football Income	£1,500.00	£1,500.00	£683.34	£-816.66
200/2	Other	£0.00	£0.00	£780.00	£780.00
200	Total	£1,500.00	£1,500.00	£1,463.34	£-36.66
210	Croquet Income	£500.00	£500.00	£240.75	£-259.25

Financial Budget Comparison

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
220 Cricket Income	£500.00	£500.00	£112.50	-£387.50
Total Amenities	£86,500.00	£47,500.00	£34,459.52	-£13,040.48
Planning & Transport				
100 General	£0.00	£0.00	£0.00	£0.00
Total Planning & Transport	£0.00	£0.00	£0.00	£0.00
Personnel				
100 General	£0.00	£0.00	£0.00	£0.00
Total Personnel	£0.00	£0.00	£0.00	£0.00
Museum				
100 Donations	£1,600.00	£0.00	£0.00	£0.00
150 Events	£300.00	£0.00	£0.00	£0.00
200 Sales Income	£1,000.00	£0.00	£0.00	£0.00
201 Sundry income	£0.00	£0.00	£0.00	£0.00
Total Museum	£2,900.00	£0.00	£0.00	£0.00
Wareham in Bloom				
100 WIB Income	£5,500.00	£150.00	£150.00	£0.00
Total Wareham in Bloom	£5,500.00	£150.00	£150.00	£0.00
Reserves				
800 Cil	£0.00	£0.00	£0.00	£0.00
Total Reserves	£0.00	£0.00	£0.00	£0.00
Total Income	£490,615.00	£443,365.00	£420,443.32	-£22,921.68

Financial Budget Comparison

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
EXPENDITURE					
Council					
2100	Mayoral Expenses				
2100/1	Mayor	£2,725.00	£2,725.00	£2,700.00	£25.00
2100/2	Deputy Mayor	£0.00	£0.00	£0.00	£0.00
2100/3	Regalia & Gowns	£500.00	£500.00	£0.00	£500.00
2100	Total	£3,225.00	£3,225.00	£2,700.00	£525.00
2200	Election Expenses	£3,500.00	£3,500.00	£0.00	£3,500.00
2250	Ceremonial Photographs	£0.00	£0.00	£0.00	£0.00
2260	Events				
2260/1	Civic Events	£2,500.00	£0.00	£0.00	£0.00
2260/2	General Events	£1,000.00	£0.00	£0.00	£0.00
2260	Total	£3,500.00	£0.00	£0.00	£0.00
Total Council		£10,225.00	£6,725.00	£2,700.00	£4,025.00
Policy Resources & Finance					
2100	Staff Costs - Salaries				
2100/1	Staff Costs - Salaries	£170,000.00	£170,000.00	£115,304.25	£54,695.75
2100/2	Employers NI	£15,000.00	£15,000.00	£10,391.29	£4,608.71
2100/3	Staff Pensions Employee	£0.00	£0.00	£5,397.12	-£5,397.12
2100/4	Mileage				
2100/4/1	Mileage - Councillors	£750.00	£750.00	£0.00	£750.00
2100/4/2	Mileage - Staff	£750.00	£750.00	£587.52	£162.48
2100/4	Total	£1,500.00	£1,500.00	£587.52	£912.48
2100/5	Employee NI	£0.00	£0.00	£0.00	£0.00
2100/6	Employee PAYE	£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
2100	Total	£223,900.00	£223,900.00	£153,946.95	£69,953.05
2200	Staff Costs General				
2200/1	Meetings & Training	£3,000.00	£1,000.00	£681.00	£319.00
2200/2	Staff Clothing	£700.00	£700.00	£114.89	£585.11
2200	Total	£3,700.00	£1,700.00	£795.89	£904.11
2250	Neighbourhood Plan	£2,500.00	£2,500.00	£0.00	£2,500.00
2260	Honorariums	£2,000.00	£2,000.00	£1,950.00	£50.00
2270	Town Crier Competition	£500.00	£500.00	£35.08	£464.92
2280	Burial Board Contribution	£12,000.00	£12,000.00	£5,911.00	£6,089.00
2300	Professional Fees				
2300/1	Audit Fees				
2300/1/1	Audit Fees - Internal	£600.00	£600.00	£444.44	£155.56
2300/1/2	Audit Fees - External	£900.00	£900.00	£1,000.00	-£100.00
2300/1	Total	£1,500.00	£1,500.00	£1,444.44	£55.56
2300	Total	£1,500.00	£1,500.00	£1,444.44	£55.56
2310	Accountancy Consultancy Fees	£5,000.00	£2,000.00	£0.00	£2,000.00
2311	Consultancy Fees	£0.00	£0.00	£2,400.00	-£2,400.00

Financial Budget Comparison

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
2320	Subscriptions	£3,000.00	£3,000.00	£1,824.10	£1,175.90
2330	Legal Fees & Costs	£2,500.00	£2,500.00	£450.00	£2,050.00
2340	Grants & Donations				
2340/1	Donations	£0.00	£0.00	£400.00	£-400.00
2340/2	Grants	£6,000.00	£6,000.00	£250.00	£5,750.00
2340	Total	£6,000.00	£6,000.00	£650.00	£5,350.00
2400	Office Costs				
2400/1	Insurance	£6,500.00	£6,500.00	£0.00	£6,500.00
2400/2	Bank Charges	£60.00	£60.00	£35.00	£25.00
2400/3	Office Expenditure	£4,000.00	£3,000.00	£1,578.13	£1,421.87
2400/4	Telephones	£500.00	£2,000.00	£1,373.21	£626.79
2400/5	Premises Licences	£1,500.00	£1,500.00	£0.00	£1,500.00
2400/6	Computer	£1,500.00	£6,500.00	£6,385.61	£114.39
2400/7	Software Support	£4,000.00	£6,000.00	£4,049.84	£1,950.16
2400/8	Web Production	£1,000.00	£1,200.00	£1,197.50	£2.50
2400/9	Misc Cleaning	£500.00	£500.00	£353.95	£146.05
2400	Total	£19,560.00	£27,260.00	£14,973.24	£12,286.76
2450	CCTV Costs	£1,000.00	£500.00	£-105.84	£605.84
2460	Vehicle Replacement	£2,000.00	£1,000.00	£0.00	£1,000.00
2465	Contingency	£2,000.00	£1,000.00	£0.00	£1,000.00
2900	COVID19 costs	£0.00	£3,000.00	£2,288.11	£711.89
9999	Suspense	£0.00	£0.00	£0.00	£0.00
Total Policy Resources & Finance		£287,160.00	£290,360.00	£186,562.97	£103,797.03
Amenities					
2100	Town Hall General				
2100/1	Town Hall Electric	£3,000.00	£3,000.00	£1,417.86	£1,582.14
2100/2	Town Hall Gas	£1,500.00	£1,500.00	£252.02	£1,247.98
2100/3	Town Hall Water	£1,300.00	£1,300.00	£713.00	£587.00
2100/4	Town Hall Rates	£9,500.00	£9,500.00	£7,484.25	£2,015.75
2100/5	Town Hall Advertising	£1,000.00	£0.00	£0.00	£0.00
2100/6	Town Hall Equipment New	£1,000.00	£500.00	£676.64	£-176.64
2100/7	Town Hall Equip & Builings Maint.	£12,500.00	£5,000.00	£3,583.44	£1,416.56
2100/8	Town Hall replacement windows	£4,000.00	£4,000.00	£0.00	£4,000.00
2100/9	Town Hall lighting upgrade	£15,000.00	£0.00	£0.00	£0.00
2100/70	Town Hall Reserves	£0.00	£0.00	£0.00	£0.00
2100	Total	£48,800.00	£24,800.00	£14,127.21	£10,672.79
2200	Vehicle Costs				
2200/1	Vehicle Service & Maintenance	£4,000.00	£4,000.00	£209.85	£3,790.15
2200/2	Vehicle Leasing Costs	£0.00	£0.00	£1,556.64	£-1,556.64
2200/3	Vehicle Fuel	£2,000.00	£2,000.00	£877.22	£1,122.78
2200/4	Vehicle Insurance	£0.00	£0.00	£0.00	£0.00
2200	Total	£6,000.00	£6,000.00	£2,643.71	£3,356.29
2300	General Expenditure				

Financial Budget Comparison

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
2300/1	Street Lighting	£1,500.00	£1,500.00	£345.79	£1,154.21
2300/2	War Memorial Maintenance	£250.00	£250.00	£0.00	£250.00
2300/3	General Maintenance	£1,800.00	£1,800.00	£9.00	£1,791.00
2300/4	Street Furniture & seats	£1,000.00	£1,000.00	£932.30	£67.70
2300/5	Bus Shelter Maintenance	£250.00	£250.00	£8.66	£241.34
2300	Total	£4,800.00	£4,800.00	£1,295.75	£3,504.25
2400	Howards Lane Toilets				
2400/1	HL Rates	£1,000.00	£1,000.00	£808.48	£191.52
2400/2	HL Cleaning	£1,000.00	£1,000.00	£76.78	£923.22
2400/3	HL Maintenance	£1,000.00	£1,000.00	£373.74	£626.26
2400/4	HL Utilities				
2400/4/1	HL Water Charges	£1,000.00	£1,000.00	£595.50	£404.50
2400/4/2	HL Electricity Charges	£1,000.00	£1,000.00	£164.45	£835.55
2400/4	Total	£2,000.00	£2,000.00	£759.95	£1,240.05
2400	Total	£5,000.00	£5,000.00	£2,018.95	£2,981.05
2450	Quay Toilets				
2450/1	Quay Toilets Rates	£2,000.00	£2,000.00	£1,847.45	£152.55
2450/2	Quay Toilets Cleaning	£1,000.00	£1,000.00	£157.13	£842.87
2450/3	Quay Toilets Maintenance	£1,000.00	£1,000.00	£439.54	£560.46
2450/4	Quay Toilets Utilities				
2450/4/1	Quay Toilets Water	£3,000.00	£3,000.00	£1,987.00	£1,013.00
2450/4/2	Quay Toilets Electricity	£1,000.00	£1,000.00	£121.56	£878.44
2450/4	Total	£4,000.00	£4,000.00	£2,108.56	£1,891.44
2450	Total	£8,000.00	£8,000.00	£4,552.68	£3,447.32
2500	Howards Lane Car Park				
2500/1	HL Car Park Rates	£9,000.00	£9,000.00	£6,791.72	£2,208.28
2500/2	HL Car Park New Equipment	£1,000.00	£1,000.00	£0.00	£1,000.00
2500/3	HL Car Park Tickets	£300.00	£300.00	£138.00	£162.00
2500/4	HL Car Park Money Collection				
2500/4/1	HL Money Collection Card Fees	£1,000.00	£1,000.00	£672.80	£327.20
2500/4/2	HL Money Collection Cash Fees	£3,000.00	£3,000.00	£1,922.67	£1,077.33
2500/4/3	HL tickets cash refunds	£0.00	£0.00	£2.33	-£2.33
2500/4	Total	£4,000.00	£4,000.00	£2,597.80	£1,402.20
2500/5	HL Car Park Maintenance	£500.00	£500.00	£0.00	£500.00
2500/6	HL Car Park Drainage Works	£1,500.00	£1,500.00	£0.00	£1,500.00
2500/7	HL Car Park Tree Works	£2,000.00	£2,000.00	£0.00	£2,000.00
2500	Total	£18,300.00	£18,300.00	£9,527.52	£8,772.48
2550	Pavilion				
2550/1	Pavilion Utilities				
2550/1/1	Pavilion Utilities Gas	£100.00	£100.00	£0.00	£100.00
2550/1/2	Pavilion Utilities Water	£500.00	£500.00	£260.00	£240.00
2550/1/3	Pavilion Utilities Electric	£400.00	£400.00	£138.92	£261.08
2550/1	Total	£1,000.00	£1,000.00	£398.92	£601.08

Financial Budget Comparison

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
2550/2	Pavilion Maintenance	£500.00	£500.00	£25.00	£475.00
2550	Total	£1,500.00	£1,500.00	£423.92	£1,076.08
2600	Recreation Ground				
2600/1	Recreation Ground Maintenance	£1,000.00	£1,000.00	£463.66	£536.34
2600/2	Recreation Ground Grass Cutting Contract	£5,000.00	£2,000.00	£2,342.61	-£342.61
2600/3	Recreation Ground New Equipment	£250.00	£250.00	£0.00	£250.00
2600/4	Recreation Ground hire refunds	£0.00	£0.00	£0.00	£0.00
2600	Total	£6,250.00	£3,250.00	£2,806.27	£443.73
2650	Play Area				
2650/1	Play Area Maintenance	£0.00	£0.00	£250.00	-£250.00
2650/2	Play Area Reserve	£15,000.00	£0.00	£0.00	£0.00
2650	Total	£15,000.00	£0.00	£250.00	-£250.00
2700	Mill Lane				
2700/1	Mill Lane Maintenance	£1,000.00	£1,000.00	£109.99	£890.01
2700/2	Mill Lane PWLB Roof Repairs	£60,000.00	£60,000.00	£2,201.79	£57,798.21
2700	Total	£61,000.00	£61,000.00	£2,311.78	£58,688.22
2750	Northmoor Allotments				
2750/1	Northmoor Allotment Rents	£350.00	£350.00	£163.44	£186.56
2750	Total	£350.00	£350.00	£163.44	£186.56
2800	Hauses Field				
2800/1	Hauses Field Tree Survey & Works	£6,500.00	£4,000.00	£3,355.00	£645.00
2800	Total	£6,500.00	£4,000.00	£3,355.00	£645.00
Total Amenities		£181,500.00	£137,000.00	£43,476.23	£93,523.77
Planning & Transport					
2300	P & T General	£500.00	£500.00	£0.00	£500.00
Total Planning & Transport		£500.00	£500.00	£0.00	£500.00
Personnel					
2400	Personnel General				
2400/1	Advertising Staff Vacancies	£600.00	£600.00	£0.00	£600.00
2400	Total	£600.00	£600.00	£0.00	£600.00
Total Personnel		£600.00	£600.00	£0.00	£600.00
Museum					
2500	Museum Rates	£1,650.00	£1,650.00	£1,197.00	£453.00
2515	Museum Events	£300.00	£300.00	£0.00	£300.00
2520	Museum Telephone	£200.00	£200.00	£10.22	£189.78
2525	Museum Stationery	£100.00	£100.00	£0.00	£100.00
2530	Museum Security Alarm	£500.00	£500.00	£499.78	£0.22
2535	Museum Stock for Resale	£500.00	£50.00	£0.00	£50.00
2540	Museum Subscriptions	£250.00	£250.00	£1.00	£249.00
2545	Museum Equipment New				
2545/1	Display Cabinet Reserve	£250.00	£250.00	£0.00	£250.00
2545/2	Museum New Equipment General	£500.00	£500.00	£0.00	£500.00

Financial Budget Comparison

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
2545	Total	£750.00	£750.00	£0.00	£750.00
2550	Museum Equipment Maintenance	£250.00	£250.00	£48.14	£201.86
2555	Museum	£175.00	£175.00	£0.00	£175.00
	Cleaning/Maint/Improvements				
2560	Museum Training	£180.00	£180.00	£0.00	£180.00
2565	Museum Signage	£200.00	£200.00	£0.00	£200.00
2570	Museum Mileage	£50.00	£50.00	£10.00	£40.00
2575	Museum Sundries	£25.00	£25.00	£0.00	£25.00
Total Museum		£5,130.00	£4,680.00	£1,766.14	£2,913.86
Wareham in Bloom					
2550	WIB General				
2550/1	WIB Expenses	£5,500.00	£3,500.00	£1,869.62	£1,630.38
2550	Total	£5,500.00	£3,500.00	£1,869.62	£1,630.38
Total Wareham in Bloom		£5,500.00	£3,500.00	£1,869.62	£1,630.38
Reserves					
8001	Earmarked Reserves				
8001/1	Gateway Project	£0.00	£0.00	£458.00	-£458.00
8001/2	Skate Park	£0.00	£0.00	£0.00	£0.00
8001	Total	£0.00	£0.00	£458.00	-£458.00
Total Reserves		£0.00	£0.00	£458.00	-£458.00
Total Expenditure		£490,615.00	£443,365.00	£236,832.96	£206,532.04
Total Income		£490,615.00	£443,365.00	£420,443.32	-£22,921.68
Total Expenditure		£490,615.00	£443,365.00	£236,832.96	£206,532.04
Total Net Balance		£0.00	£0.00	£183,610.36	£183,610.36

FINAL

ITEM 8

Internal audit report 2020/21

Visit 1 of 3

WAREHAM TOWN COUNCIL

Date: 3rd December 2020

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

Introduction

This report contains a note of the audit recommendations made to Wareham Town Council following the carrying out of internal audit testing on site on the 12th November 2020.

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

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

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2020/21 (which will be in May or June 2021) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk Management (incomplete)
3. Income (incomplete)
4. Petty Cash
5. Bank Reconciliation
6. Exemption
7. Public Rights

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report. Recommendations are graded as follows:

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

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

Rating	Number
High	1
Medium	1
Low	2
TOTAL	4

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

Darkin Miller ~ Chartered Accountants
2020/21 INTERNAL AUDIT OF WAREHAM TOWN COUNCIL
FINAL REPORT VISIT 1 OF 3: 3rd DECEMBER 2020




Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (L/M/H)	Management Response	Responsible Officer	Due Date
1.1 – Balance the trial balance	<p>I checked to see that the cash book was maintained and up to date. I found that the balance shown in the trial balance for cash at bank and in hand agreed to the reconciled amounts for petty cash and the Council's two bank accounts at 30/09/20 (£444,429.58), but that the summary trial balance produced by the Finance System was £8,228.58 out of balance. According to the Finance Officer, this is to do with the fact that Edge is primarily a cashbook system (with receipts and payments posted from the bank statement), and the raising of sales and purchase invoices (and related VAT) leads to single-entry postings within the trial balance.</p> <p>Single-entry postings are not ideal: the use of a double entry system acts as a check against mispostings. The Finance Officer has raised a query with Edge as to how these can be resolved.</p> <p>I recommend that the difference on the trial balance is identified and resolved as soon as possible.</p>	H	This was down to the way Edge handles VAT and has now been corrected. The trial balance is now resolved.		
6.1 – Obtain receipts where possible	<p>I checked that all petty cash spent is recorded and supported by VAT invoices/receipts. I found that the Council has stopped using petty cash this year, with the most recent claim being for £60.51 to the end of September. The remaining funds (£67.13, plus an uncashed cheque of £72.36 to refund the claim to March 2020) are due to be banked at the earliest opportunity.</p> <p>The Council has only spent 5 amounts of petty cash this financial year: all are supported by folios, but 2/5 are not supported by receipts. The first relates to £2.80 for a car park refund, and the second to £25 to cover the purchase of a second hand fridge and</p>	M	Petty cash is no longer to be used – as soon as we are able to pay cash back into a bank we will do so with the petty cash balance and close the book. No further cash transactions will take place.		

	<p>cutlery for the Pavilion. Although the goods are second hand and the seller did not issue a receipt, it should be possible to evidence the value and existence of the goods by attaching e.g. email correspondence or screenshots of the website advertisement or (ideally) by requesting that the seller provide a receipt.</p> <p>I recommend that evidence is obtained to support the purchase of the second hand goods wherever possible as this evidences ownership and the price paid.</p>				
6.2 – Pay in unused petty cash float	<p>I was unable to count the monies in the petty cash tin at the audit date of 12/11/20 as the tin was at the Finance Officer's house (as staff have been working remotely during the pandemic). I confirmed that the most recent petty cash count recorded by the Finance Officer added up, and that the balance remaining in the tin agreed to the amount that should be held (being the £200 float less expenses incurred this year to date).</p> <p>Given the Council's decision to stop using petty cash, I recommend the remaining funds are banked as soon as possible.</p>	L	Petty cash is no longer to be used – as soon as we are able to pay cash back into a bank we will do so with the petty cash balance and close the book. No further cash transactions will take place.		
6.3 – Approve cheque payments	<p>I checked to see that petty cash expenditure is reported to the Council. I found that, due in part to the pandemic lockdown, there has been very little petty cash expenditure this year and no reimbursements (with the related cheques reported to Council). The most recent reimbursement was for February 2020 (£98.53), but the related cheque (9215) and the following cheque (9217, and 9216 was a reissued cheque) were omitted from the payments list in error. They were too recent for the final cheque payments list, after which Council payments were made by BACS or DD thanks to lockdown restrictions.</p> <p>I recommend that the Council approves all such unapproved cheque payments at the next opportunity.</p>	L	The two unapproved cheques £98.53 (9215) for petty cash and £10.00 (9217) Museum Mileage will be approved at the next Council meeting on 15 December 2020.		

Score Band	Red	Manager Name	Tara Bailey
Date and Start Time	14 Dec 2020 at 7:45am	Job Title	Operations Manager
		Auditor	Michelle Mitcham

Action Status

Key	 Medium	 High	 Critical
Open	227	12	-
Closed	-	-	-

Contents

Executive Summary	A
Safety Action Plan	B
Assessment/Inspection Report	C

A Executive Summary

Scope:

This report is a general risk assessment that covers the significant health & safety issues at

Town Hall
East Street
Wareham
Dorset
BH20 4NS

This report is an assessment of the health, safety risks arising from the Town Hall, the pavilion and the four playground areas and to determine the adequacy of the existing controls and provide information on the further actions required to reduce risks in line with current legal requirements and best practice.

Summary:

Wareham Town Council works from the Town Hall, where the Town Museum is also located. Seven members of staff work for the council supported by a number of volunteers who work in the museum and assist with seasonal planting on a casual basis.

There is no easily accessible storage for the maintenance machinery and tools. Whilst access to the yard at the back of the Town Hall is reasonable, safe access may well be lost when the old bank is sold. With storage of tools and equipment less than ideal, consider alternative premises specifically for work equipment, welfare arrangements and rest areas.

Currently operational staff have no facilities to store PPE, change of clothing and personal belongings. The employer is required to provide 'suitable and sufficient facilities' for changing clothes when the person has to wear special clothing for the purposes of work. And finally, the employer must provide the equipment and also service it free of charge to the employee.

Activities/Areas/Premises covered/not covered:

Mill Lane is owned by the council, but this is leased to Citizens Advice. All areas of the Town Hall and the pavilion were seen. The area of the Town Hall occupied by Safe Partnership was not seen and neither was the property in Mill Lane.

Attendees:

Tara Bailey Operations Manager

Heath Dyke Operations Supervisor

Keith Burt Caretaker

Michelle Mitcham Health and Safety Consultant

Purpose of Report

This document has been prepared on your behalf by Ellis Whittam Ltd and is an assessment of general health and safety risks as required by health and safety legislation. It also includes a fire risk assessment where Ellis Whittam are engaged to perform this work.

The primary purpose of this report is to comment on the existing risk control measures you have in place and provide you with the details of improvements required to your health and safety arrangements in order to comply with legislative requirements and best practice. Any improvements required are identified as actions and appear in Section B 'Safety Action Plan' with a Priority Rating. Finally this report comments on the existing risk control measures you have in place which appear in Section C 'Assessment Report' along with an overall Risk Rating. An explanation of these ratings is provided on the following pages.

By completing the actions recommended within the timeframes stipulated you will improve health and safety conditions within your workplace. This means you will reduce the likelihood of an undesirable event occurring such as an accident and any legal action being taken against your company whether by the Regulator or in the civil courts. You will also benefit from improvements in operational efficiency and a motivated and contented workforce. To manage risks and actions identified in this report please use the MyH&S software.

In compiling this report every effort has been made to cover the significant hazards and risks likely to affect your organisation and is a result of the observations made by the consultant during their visit, documents examined and discussions held with your employees. It is your responsibility to validate this report to ensure that all reasonably foreseeable hazards have been considered. The report should not be relied upon as a complete suite of risk assessments covering every aspect of your operation. Where appropriate you will be directed to carry out a more detailed and specific risk assessment. Absence of any comment on any particular topic must not be taken as an indicator of compliance with any statutory obligations.

Important note: In some instances Ellis Whittam will carry out a Workplace Inspection instead of a general assessment. The type of work we have carried out will be described within the 'Scope' section. A Workplace Inspection is designed to provide an overview of your compliance with legislative requirements. It does not go into the same level of detail as an assessment. Sections B & C will appear in the report as described above. Section C will identify if a risk is being managed or not and will provide brief notes on how to achieve compliance. Unlike the assessment report a Workplace Inspection report does not provide an overall Risk Rating.

Should you require any advice or assistance please contact your dedicated health and safety consultant or call the Ellis Whittam Advice Line on: 0345 226 8393

This report becomes uncontrolled when printed.

About Risk Assessments

Risk assessment is an integral part of successful health and safety management and is a legal duty found in health and safety legislation including the Management of Health and Safety at Work Regulations 1999 and current fire safety legislation.

The effective management of health and safety will depend, amongst other things, on a suitable and sufficient risk assessment being carried out and the findings being used effectively. The findings from a risk assessment can be used to inform decisions as to whether any existing precautions or control measures are adequate, or whether additional prevention or control measures are needed.

This report provides a general risk assessment of the significant hazards and risks within your workplace. It is the starting point where you can decide whether you are doing all that is reasonably practicable in controlling the risks identified or whether a more detailed and specific risk assessment is required. For example you may have several pieces of machinery with dangerous parts that must be guarded. The report will identify the overall adequacy of guarding but you may be required to complete individual machinery risk assessments to take into account normal and non-routine activities such as maintenance.

About Workplace Inspections

If this report indicates it is a Workplace Inspection (refer to Scope section) then it provides a record of an inspection of the workplace and whether you are complying with health and safety legislative requirements or not. Where compliance is not achieved, the report will provide corrective action and a recommended timeframe to complete.

Remember your Ellis Whittam consultant is there to help and can be contacted for advice on how to achieve compliance.

Introduction

Terminology

Risk Assessment involves identifying the hazards present either in the work place or arising out of any work activity, and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

Risk is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require the risk assessments to be '**suitable and sufficient**' in that they should identify all the significant hazards present within the premises and its activities and should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are employees or others, such as members of the public.

Some health and safety law imposes an '**absolute**' duty which means that the law must be adhered to regardless of the time, effort and cost of doing so. This means that there is no reason that can be given to excuse not complying with the legal requirement.

Where the term '**reasonably practicable**' is used in health and safety law it means that a balance must be found between minimising the level of risk and the time and cost of doing so. The greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

Key Definitions

Throughout this report you will see reference to various ratings relating to **Priority** and **Risk**. An explanation of these descriptors together with the section of the report they are found in is provided below:

Priority Rating - Section B Safety Action Plan

This is a measure of the significance of the risk identified and how soon action should be taken.

“Critical” Immediate risk. Complete within 48hrs.

“High” Serious legal contravention. Complete within 7 days.

“Medium” Legal contravention. Complete within 3 months.

“Low” Minor contravention. Complete within 6 months.

Risk Rating – Section C Assessment/Inspection Report

This is an estimation of the overall risk after taking into consideration all existing control measures currently in place. The overall risk ratings shown below will only appear in General Risk Assessment reports and not Workplace Inspection reports.

“High Risk” relates to the highly probable occurrence of a fatal or major injury or irreversible health effect.













“Medium Risk” relates to the possibility of a serious injury or serious health effect.














“Low Risk” relates to the occurrence of a minor injury or reversible minor health effect.












B Safety Action Plan

Category	Priority Rating	Action Required	Suggested Completion	Completed By
OUTDOOR PLAY- OTHER - Outdoor Play- Additional Response 1	H	Review the recommendations contained within The Play Inspection Company and arrange for remedial works to be completed.	22/12/2020	
ELECTRICAL SAFETY- FIXED WIRING - Action: Fixed wiring tests overdue	H	Arrange for the fixed electrical wiring to be tested and then every years by a competent electrician. Maintain a copy of the test certificate on file; the pavilion, Town Hall and Public Conveniences.	22/12/2020	
ELECTRICAL SAFETY- FIXED WIRING - Action: Electrical Installation Condition	H	If the fixed wiring tests identify the electrical installations as being in an unsatisfactory condition, arrange for remedial works to be carried out by a competent electrician.	22/12/2020	
FIRE SAFETY OVERVIEW- RISK ASSESSMENT - Action: Risk assessment not carried out	H	Carry out or commission a specific fire risk assessment for the Pavilion.	22/12/2020	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 2	H	Create a zone plan of the premises: • A zone plan is a layout of your building highlighting the areas of fire detection zones/fire compartmentation. • A zone plan is used in conjunction with the fire alarm panel and enables you to immediately identify where any fire detector has been activated. • In the event of an emergency, it can inform occupants about the alternative routes to evacuate the buildingThe zone plan should also include:Building levels (a separate zone plan for each level)Escape routes and final exits, usually entered as arrows from each part of a building to the final exits (ie that open out into a place of safety, such as the car park or field)Circulation areas (corridors, stairs, lifts etc)Location of fire fighting equipment and manual call pointsA "You are here" sign so that visitors and employees can map out their exit route personally I would leave this one off as visitors don't go onto the premises other than into the entrance foyer ?	22/12/2020	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 3	H	Arrange for the fire extinguishers in the Town Hall and vehicles to be replaced and or serviced as identified in Dorset Fire and Security's report.	22/12/2020	












Category	Priority Rating	Action Required	Suggested Completion	Completed By
LADDERS & STEPLADDERS- OTHER - Ladders/Stepladders- Additional observation 1	H	The step ladder found in the pavilion is domestic class, has one bent step, is not suitable and must be disposed of. If a step ladder is required at the pavilion, ensure a new step ladder is Class 1 or EN 131 standard (or EN 131 Professional for new equipment)	22/12/2020	
ASBESTOS SURVEY - Asbestos survey not conducted	H	Carry out a survey of the Town Hall to determine the amount, location and condition of any asbestos.	22/12/2020	
NOTES - Additional observation 3	H	Ensure staff cleaning public conveniences and carrying out grounds maintenance have received appropriate immunisation; hepatitis B and tetanus.	22/12/2020	
CLEANING- GLASS AND SHARPS - Action: Immunisation of employees	H	Employees potentially handling sharps should be immunised against Hepatitis B and Tetanus.	22/12/2020	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Legionella assessment required	H	Arrange for the the Town Hall and pavilion to be assessed by a competent person to identify potential areas of Legionella growth including dead legs, long pipe runs, water tanks and old fittings.	22/12/2020	
OUTDOOR PLAY- CONTROLS - Action: Daily checks	H	Ensure the weekly checks are reported promptly to the Operations Manager/Supervisor, concentrating on the following points:• no evidence of obvious wear / damage• area safe from health hazards e.g. needles, glass, faeces etc• impact absorbing surfaces no cuts, tears, wear or unstuck areas• all fastenings tightly secured• no broken chains, stretched links or loose or twisted shackles• uprights unbroken and firm in the ground	22/12/2020	
MANAGEMENT OF H&S- POLICY - Action: Policy not brought to staff attention	M	The Health and Safety Policy must be brought to the attention of all staff and volunteers and a record kept as evidence of compliance.	15/03/2021	
MANAGEMENT OF H&S- POLICY - Action: Policy not available to staff	M	The Health and Safety policy should be readily available for staff and volunteers. Make the policy available, e.g. by placing on intranet, providing copy in staff room, signposting its whereabouts on the notice board.	15/03/2021	
MANAGEMENT OF H&S- MONITORING ETC - Action: Monitoring not carried out	M	Managers and supervisors must monitor standards of health and safety within their area of responsibility and keep a record.	15/03/2021	
MANAGEMENT OF H&S- MONITORING ETC - Action: H&S performance not reported	M	Report health and safety performance at least annually to the most senior level or the company.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
MANAGEMENT OF H&S- TRAINING - Action: Induction training should include H&S		Provide all new staff including volunteers with health and safety instruction as part of their induction training.	15/03/2021	
MANAGEMENT OF H&S- TRAINING - Action: Basic H&S training not in place		Develop a programme of basic Health and Safety training for staff and volunteers.	15/03/2021	
MANAGEMENT OF H&S- RISK ASSESSMENT - Action: Risk assessments not in place		Ensure risk assessments are in place for specific activities that are not covered in the general risk assessment.	15/03/2021	
MANAGEMENT OF H&S- RISK ASSESSMENT - Action: Not carried out by competent persons		Ensure competent persons are employed to carry out risk assessments.	15/03/2021	
MANAGEMENT OF H&S- RISK ASSESSMENT - Action: Risk assessment reviews not undertaken		Establish a programme of risk assessment review. This should be done at least annually and when there are any significant changes. The review will need to be recorded on the risk assessment.	15/03/2021	
MANAGEMENT OF H&S- RISK ASSESSMENT - Action: Staff not informed of findings		Ensure staff are given access to risk assessments and that they are notified of any changes. This process will need to be recorded.	15/03/2021	
MANAGEMENT OF H&S- EMERGENCY PLANS - Action: Procedures not in place		Establish plans for emergency incidents such as [flood, bomb scare, explosion].	15/03/2021	
MANAGEMENT OF H&S- EMERGENCY PLANS - Action: Procedures not communicated		Ensure staff are provided with regular training in emergency plans and understand their role within them.	15/03/2021	
MANAGEMENT OF H&S- EMERGENCY PLANS - Action: Arrangements not in place with external bodies		Make arrangements with [fire, ambulance, police] services to ensure the emergency plans are suitable.	15/03/2021	
ELECTRICAL SAFETY- OTHER - Electrical Safety- Additional observation 2		Repair the strip light in the pavilion.	15/03/2021	
GAS- CONTROLS - Action: Leakage procedure required		Prepare a gas leakage procedure to identify what needs to be done in the event of a leak or emergency situation.	15/03/2021	
CLEANING- SAFE SYSTEMS OF WORK - Action: Safe system of work not developed		Develop a safe system of work for all cleaning activities.	15/03/2021	












Category	Priority Rating	Action Required	Suggested Completion	Completed By
CLEANING- SAFE SYSTEMS OF WORK - Action: Written safe system of work not available		Where necessary ensure a written safe system of work is available.	15/03/2021	
CLEANING- SAFE SYSTEMS OF WORK - Action: Training in safe system of work not completed		Provide training for employees on the safe system of work.	15/03/2021	
CLEANING- SAFE SYSTEMS OF WORK - Action: Training records not kept		Keep records of training provided on the safe systems of work.	15/03/2021	
CLEANING- EQUIPMENT - Action: Training not provided		Train employees in the safe use of work equipment prior to use.	15/03/2021	
CLEANING- PERSONAL PROTECTIVE EQUIPMENT - Action: PPE issue not recorded and/or signed for		Ensure that PPE issue is recorded and/or signed for	15/03/2021	
CLEANING- GLASS AND SHARPS - Action: PPE for sharps collection not provided		Provide suitable PPE including Kevlar gloves, eye protection and overalls for staff.	15/03/2021	
CLEANING- WORK AT HEIGHT - Action: Ladders/stepladder training not provided		Train employees in the safe use of ladders and stepladders.	15/03/2021	
CLEANING- WORK AT HEIGHT - Action: Ladder/stepladder training not recorded		Keep records of ladder/stepladder training.	15/03/2021	
CONTRACTOR MANAGEMENT- COMPETENCE - Action: Contractor competence not checked		Generate a preferred list of checked and inspected contractors. Any new additions should be assessed prior to use.	15/03/2021	
CONTRACTOR MANAGEMENT- CHECKS/SUPERVISION - Action: Checks not carried out		Formal procedures should be in place to confirm installations and working practices are adhered to and recorded where appropriate.	15/03/2021	
DISPLAY SCREENS- USER IDENTIFICATION - Action: Identify users		Identify those employees who use their computers for a significant part of their day and who therefore are classified as "Users" under the regulations.	15/03/2021	
DISPLAY SCREENS- INFORMATION ETC - Action: Provide information etc to users		Provide all users with information, instruction and training in the correct layout and set up of the workstation. Record all instruction given.	15/03/2021	
DISPLAY SCREENS- WORKSTATIONS - Action: Assessments required		Complete a DSE assessment for each workstation and determine the need for additional control measures to reduce the risk of ill health. A suitable form can be found in the client login area of the Ellis Whittam website.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
DISPLAY SCREENS- WORKSTATIONS - Action: Assessment reviews required		Review your workstation assessments at least annually or where there are equipment changes or staff changes.	15/03/2021	
DISPLAY SCREENS- EYE TESTS - Action: Offer eyesight tests to all users		All Users must be offered an eye and eyesight test carried out by an Optician, at no cost to the employee.	15/03/2021	
DISPLAY SCREENS- EYE TESTS - Action: Record details of tests		Record details of employees who take up the eye test. Repeat eye tests are at the discretion of the Optician or if an employee suffers eye problems.	15/03/2021	
DISPLAY SCREENS- CORRECTIVE APPLIANCES - Action: Corrective appliances not provided		Provide corrective appliances (usually spectacles) for those employees identified by the Optician as needing them for the sole use of the computer.	15/03/2021	
DISPLAY SCREENS- CORRECTIVE APPLIANCES - Action: Records not kept		Keep records of employees issued with corrective appliances.	15/03/2021	
FIRE SAFETY OVERVIEW- RISK ASSESSMENT - Action: Risk assessment not reviewed periodically		Review your fire risk assessment at least annually or more frequently if you make significant changes to your building.	15/03/2021	
FIRE SAFETY OVERVIEW- RISK ASSESSMENT - Action: No action plan in place or in progress		Develop an action plan to implement any outstanding issues identified by your fire risk assessment.	15/03/2021	
FIRE SAFETY OVERVIEW- EVACUATION PLANS - Action: Evacuation plan not prepared		Prepare a fire evacuation plan to include your arrangements for the complete evacuation of the premises in all situations including vulnerable persons (e.g. the elderly and/or infirm, the disabled, children and the visually impaired).	15/03/2021	
FIRE SAFETY OVERVIEW- FIRE DRILLS - Action: Periodic drills not conducted		Carry out a fire drill at least once in every 12 month period. Record the data and results of the fire drill.	15/03/2021	
FIRE SAFETY OVERVIEW- FIRE DRILLS - Action: Slow evacuation times		Improve the fire evacuation time. To do this, you will need to understand the reasons for the delays and overcome these. Practice the evacuation until the premises can be evacuated as quickly as possible	15/03/2021	
FIRE SAFETY OVERVIEW- DISABLED PERSONS - Action: Specific arrangements not in place		Establish specific arrangements, including Personal Emergency Evacuation Plans (PEEPs) for all disabled persons.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
FIRE SAFETY OVERVIEW- FIRE EXTINGUISHERS - Action: Employees not trained how to use extinguishers	M	Train employees to use fire extinguishers so they can recognise the different types of fire extinguishers provided, know what sort of fire they are to be used on, and how to operate them quickly and efficiently.	15/03/2021	
FIRE SAFETY OVERVIEW- SIGNAGE - Action: Suitable fire signs not displayed	M	Provide and fix fire safety signs to indicate clearly in words and pictures the direction of the final exit leading from the yard,	15/03/2021	
FIRE SAFETY OVERVIEW- SIGNAGE - Action: Fire action notices not displayed	M	Display the necessary fire safety instruction notices specifying the action to be taken in the event of a fire at the Town Hall including the museum and Pavilion,	15/03/2021	
FIRE SAFETY OVERVIEW- WEEKLY CHECKS - Action: Weekly checks not conducted	M	On a weekly basis check that all fire extinguishers are visible, in their correct locations, unobstructed, free from visible signs of damage and have not been used. Record weekly fire checks on extinguishers.	15/03/2021	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 1	M	Purchase a fire safety log book(s) to record weekly and regular checks and servicing of fire safety precautions. Ensure these checks include the pavilion and museum.	15/03/2021	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 4	M	Arrange for the emergency lighting to be repaired as noted in the report provided by Dorset Fire and Security.	15/03/2021	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 5	M	Fit directional signage in the pavilion.	15/03/2021	
FIRE SAFETY OVERVIEW- FIRE SAFETY- OTHER - Fire Safety- Additional observation 6	M	An evac chair is provided located on the first floor. Staff should be trained how to use the evac chair.	15/03/2021	
FIRST AID AT WORK- EQUIPMENT - Action: First aid kits required	M	Replace the out of date items of first aid at the pavilion and ensure this first aid kit is checked regularly.	15/03/2021	
MANUAL HANDLING OPERATIONS- PEOPLE AT RISK - People at risk 7	M	Volunteers	15/03/2021	











Category	Priority Rating	Action Required	Suggested Completion	Completed By
MANAGING MANUAL HANDLING OPERATIONS - Action: Manual handling risks not assessed		Identify activities likely to give rise to a manual handling injury and avoid these activities being carried out. Where tasks cannot be avoided then each task must be assessed to determine the measures required to reduce the risk of injury. Please refer to the EW client portal for Manual Handling Risk Assessment Template	15/03/2021	
MANAGING MANUAL HANDLING OPERATIONS - Action: Manual handling training required		Provide manual handling training to those employees identified by the manual handling assessment as being at risk. Record all training.	15/03/2021	
WORK EQUIPMENT- MAINTENANCE - Action: Maintenance/inspection program required		Arrange for work equipment to undergo regular inspection and planned maintenance where appropriate.	15/03/2021	
WORK EQUIPMENT- MAINTENANCE - Action: Logs and records required		Keep records of inspections and maintenance for all work equipment.	15/03/2021	
WORK EQUIPMENT- MAINTENANCE - Action: Inventory required		Create an inventory of all work equipment which records the location and serial number of each item of equipment.	15/03/2021	
WORK EQUIPMENT- SAFETY - Action: Written safe practices required		Ensure that safe working practices are in place for each type of work equipment and ensure that personnel have received training in the safe use. This training should be recorded.	15/03/2021	
WORK EQUIPMENT- SAFETY - Action: Use not restricted		Restrict the use of work equipment to trained personnel only. Keep records of training and supervision.	15/03/2021	
LADDERS & STEPLADDERS- OTHER - Ladders/Stepladders- Additional observation 2		Consider fitting a tag system on all ladders and stepladders where regularly inspections can be recorded.	15/03/2021	
LONE WORK- EMERGENCIES - Action: Satisfactory emergency provisions required		Ensure suitable arrangements are in place for lone workers with regards to emergencies e.g. fire, equipment failure, illness, accidents etc.	15/03/2021	
LONE WORK- MONITORING/SUPERVISION - Action: Relevant monitoring required		Establish monitoring systems that record relevant information (e.g. the lone workers' current location, when the lone worker has arrived and returned to their head office / base / home etc.).	15/03/2021	
LONE WORK- MONITORING/SUPERVISION - Action: Periodic supervision is recommended		Arrange for the periodic supervision of lone workers, to ensure safe practices are being adhered to.	15/03/2021	














Category	Priority Rating	Action Required	Suggested Completion	Completed By
LONE WORK- MISCELLANEOUS - Action: Risk assessment required	M	Undertake a lone working risk assessment which covers work undertaken by lone workers, including those working alone in the museum. Ensure working when dark or at night is covered in the lone working risk assessment. Young workers, women, new and expectant mothers, and the disabled should be included, to ensure they are not put at any greater risk when working alone. Consider where potential violence / criminal activity may place workers at higher risk.	15/03/2021	
LONE WORK- MISCELLANEOUS - Action: Staff not consulted	M	Arrangements should be put in place to consult with staff on lone working either via a health and safety committee or directly.	15/03/2021	
LONE WORK- MISCELLANEOUS - Action: Limits not set on lone working	M	Define activities which can and cannot be undertaken alone. Adopt a policy of 'if unsure contact your responsible manager'.	15/03/2021	
LONE WORK- MISCELLANEOUS - Action: Manual handling assessment required	M	Undertake a manual handling risk assessment, and restrict lifting work for lone workers (where required).	15/03/2021	
VIOLENCE AT WORK- POLICY - Action: Employee consultation required	M	Consult with employees to determine whether employees feel threatened by verbal or physical violence and record the results of the consultation process.	15/03/2021	
VIOLENCE AT WORK- POLICY - Action: Policy required	M	Devise and implement a specific policy on violence at work to define appropriate action and what assistance employees can expect.	15/03/2021	
VIOLENCE AT WORK- POLICY - Action: Employee training required	M	Implement a training programme on the company policy on violence and record all training given.	15/03/2021	
VIOLENCE AT WORK- POLICY - Action: Document incidents & investigations	M	Introduce documentation to record and investigate all incidents of verbal and physical abuse and periodically review.	15/03/2021	
VIOLENCE AT WORK- OTHER - Action: Risk assessment required	M	Complete a specific detailed risk assessment on violence at work. Example templates are available on your web portal, or ask your consultant to provide you with one.	15/03/2021	
GRASS CUTTING- CONTROLS - Action: Ensure operatives trained	M	Train operatives in the use of the grass cutting equipment.	15/03/2021	










Category	Priority Rating	Action Required	Suggested Completion	Completed By
<p> GROUNDS MAINTENANCE- RISK ASSESSMENT - Action: Site-specific risk assessments required </p>		Complete a site specific risk assessment for each working location and/or site.	15/03/2021	
<p> GROUNDS MAINTENANCE- RISK ASSESSMENT - Action: Include refuelling operations in risk assessment </p>		Where applicable ensure that refuelling operations have been included in the assessment, or risk assessed separately.	15/03/2021	
<p> GROUNDS MAINTENANCE- RISK ASSESSMENT - Action: COSHH assessments not referenced </p>		Where applicable COSHH assessments should be competed for the hazardous substances and referenced in the risk assessment.	15/03/2021	
<p> GROUNDS MAINTENANCE- RISK ASSESSMENT - Action: Personnel not briefed </p>		Personnel should be briefed on the risk assessment(s).	15/03/2021	
<p> GROUNDS- TRAINING/AUTHORISATION - Action: Retain training records </p>		Records should be retained of all formal equipment training and all in house equipment familiarisation training.	15/03/2021	
<p> GROUNDS MAINTENANCE- NOISE & VIBRATION - Action: Risk assessments required </p>		Carry out a specific risk assessment for each working activity to record the risks associated with noise and vibration and to identify the control measures to prevent or reduce injury due to noise or vibration.	15/03/2021	
<p> GROUNDS MAINTENANCE- NOISE & VIBRATION - Action: Assess all equipment </p>		Carry out an assessment of all equipment likely to give rise to significant levels of noise and vibration levels during use.	15/03/2021	
<p> GROUNDS MAINTENANCE- NOISE & VIBRATION - Action: Ensure equipment serviced and maintained </p>		Ensure all equipment is serviced and maintained to the manufacturers recommendations in order to reduce noise and vibration as far as practicable.	15/03/2021	
<p> OUTSIDE WORK- HOT/COLD ENVIRONMENTS - Action: Risk assessment required </p>		Assess the effects of working in hot / cold environments. Include individual susceptibilities.	15/03/2021	
<p> OUTSIDE WORK- WEATHER - Action: Risk assessment required </p>		Undertake risk assessment which makes account for any foreseeable weather conditions that may impact on work being carried out. Establish suitable controls and ensure personnel receive training and information.	15/03/2021	
<p> OUTSIDE WORK- WEATHER - Action: Suitable clothing/equipment required </p>		Provide suitable clothing and equipment. Allow for any foreseeable events. Obtain information on weather conditions prior to starting work to ensure correct equipment / clothing.	15/03/2021	











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ASBESTOS MANAGEMENT - Action: Asbestos register not available	M	Prepare or obtain a written plan that sets out the location of the asbestos containing material and how the risk will be managed and the steps to be taken to put the plan into action.	15/03/2021	
COSHH- INFORMATION & ASSESSMENT - Action: Inventory of substances required	M	Compile a list of the hazardous substances used, created or stored on, or transported from the premises.	15/03/2021	
COSHH- INFORMATION & ASSESSMENT - Action: Safety data sheets not obtained	M	For all hazardous substances used obtain a copy of the supplier's health and safety data sheet.	15/03/2021	
COSHH- INFORMATION & ASSESSMENT - Action: COSHH assessments required	M	Carry out a COSHH Assessment for each hazardous substance in use or created.	15/03/2021	
COSHH-TRAINING & SUPERVISION - Action: Ensure control measures monitored by supervision	M	Instruct supervisors to check that control measures determined in the COSHH assessment are implemented in the workplace.	15/03/2021	
COSHH-TRAINING & SUPERVISION - Action: Training on hazardous substances required	M	Provide relevant employees with information, instruction and training on the risks to health associated with the use of or exposure to hazardous substances.	15/03/2021	
COSHH-TRAINING & SUPERVISION - Action: Training records should be kept	M	Record all training and information given to employees on the use of hazardous substances.	15/03/2021	
NOISE AT WORK- NOISE ASSESSMENT - Action: Noise assessment(s) required	M	Carry out a specific noise risk assessment as required by the Noise at Work Regulations to determine levels of noise, employee exposure and the actions required to reduce employee exposure.	15/03/2021	
NOISE AT WORK- CONTROL MEASURES - Action: Use of hearing protection not monitored	M	Carry out and record spot checks on the use of hearing protection, follow through with employees who frequently do not wear the protection provided.	15/03/2021	
NOISE AT WORK- PPE - Action: Employees not informed	M	Provide employees likely to be exposed to noise above 80 dB(A) with information on how to obtain hearing defenders and how to use them.	15/03/2021	
NOISE AT WORK- PPE - Action: Hearing protection not checked	M	Arrange for the periodic inspection of reusable hearing protectors and replace as necessary.	15/03/2021	
NOISE AT WORK- OTHER CONTROLS - Action: Suitable storage for PPE not available	M	Provide clean storage facilities for the storage of reusable ear defenders. This could include storage bags and/or lockers.	15/03/2021	











Category	Priority Rating	Action Required	Suggested Completion	Completed By
NOISE AT WORK- OTHER CONTROLS - Action: Employees not informed of health risks	M	Employees exposed to noise above 80 DB(A) must be given information on the health effects and consequences of noise.	15/03/2021	
VIBRATION-RISK ASSESSMENT - Action: Risk assessment required	M	Carry out a specific vibration risk assessment to help determine main sources of vibration and whether this is likely to be above the daily Exposure Action Value (EAV).	15/03/2021	
VIBRATION-RISK ASSESSMENT - Action: Equipment vibration data required	M	Obtain vibration data to establish exposure magnitudes. This can be estimated from databases, manufacturer information or measured values. Retain records.	15/03/2021	
VIBRATION-RISK ASSESSMENT - Action: Vulnerable employees to be considered	M	Complete an additional assessment and introduce controls as necessary for vulnerable persons including older workers, people with pre-existing conditions, pregnant workers or young workers.	15/03/2021	
VIBRATION-RISK ASSESSMENT - Action: Process for individual assessment required	M	Establish a personal assessment procedure to access health surveillance for workers who experience symptoms of HAVs, Carpal Tunnel or associated back pain from WBV (Whole body vibration).	15/03/2021	
VIBRATION-HEALTH - Action: Staff not consulted on vibration policy	M	Arrangements should be put in place to consult with staff on vibration to establish a policy.	15/03/2021	
VIBRATION-HEALTH - Action: Training on vibration not conducted	M	Provide employees with information and training on vibration and its health effects.	15/03/2021	
VIBRATION-HEALTH - Action: Immediate action required when daily ELV met	M	Where the ELV (Exposure Limit Value) is met, employee exposure should cease and immediate action should be taken to reduce exposure.	15/03/2021	
OUTDOOR PLAY- OTHER - Outdoor Play- Additional Response 2	M	Ensure clear signage is displayed at all play ground areas: signage shall include emergency contact details and contact details of owner / operator for reporting maintenance issues	15/03/2021	
NOTES - Additional observation 1	M	The display cabinets in the museum appeared to be a mixture of perspex and glass. Assess the need for safety glass and fit to display cabinets where required.	15/03/2021	
NOTES - Additional observation 2	M	Ensure aisles/pedestrian routes throughout the museum are kept clear and items removed and stored safely to avoid trip hazards.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
MANAGEMENT OF H&S- TRAINING - Action: Specific training needs not identified		Identify jobs with specific training needs, and implement relevant instruction and training. Ensure that all legal requirements for training have been met.	15/03/2021	
MANAGEMENT OF H&S- TRAINING - Action: Training records not kept		Maintain training records as evidence of compliance.	15/03/2021	
MANAGEMENT OF H&S- TRAINING - Action: Training needs reassessment/review		Ensure that training needs are re-assessed and reviewed:- As jobs change; - As a result of health and safety monitoring;- As a result of accidents, incidents and cases of ill-health;- Where risk assessments identify a need.And refresher training is carried out as and when needed.	15/03/2021	
MANAGEMENT OF H&S- TRAINING - Recommendation: E-learning		E-learning can prove a cost-effective means of providing and administering essential training on health & safety, and other business areas. Ellis Whittam can offer a comprehensive range of courses. If you would like further information please contact your Health and Safety consultant in the first place. Visit https://elliswhittam.com/training-and-e-learning/e-learning for a list of all current courses available.	15/03/2021	
WORKPLACE-FLOORS & TRAFFIC ROUTES - Action: Keep floors free of trips & slips		Floor surfaces should be free from any hole, slope, or uneven or slippery surface to reduce any tripping / slipping, therefore clean the algae from the yard as this also acts as an escape route from the building.	15/03/2021	
WORKPLACE-FLOORS & TRAFFIC ROUTES - Action: Floors in poor condition		Repair or replace the damaged flooring/floor covering on 1st floor/administration office. It was noted that the carpet is worn at thresholds and main traffic areas posing trip hazards.	15/03/2021	
WORKPLACE-FLOORS & TRAFFIC ROUTES - Action: Lack of suitable handrails on stairs & steps		Provide suitable handrails to the stairs/ steps at the pavilion. At least one side of the stairs/steps should have a handrail.	15/03/2021	
WORKPLACE-WELFARE - Action: No secure space for belongings		Provide an adequate, suitable and secure space for staff to store belongings.	15/03/2021	
WORKPLACE-WELFARE - Action: Unsuitable/insufficient rest areas		Provide a suitable rest area which includes seating and a clean surface on which to place food.	15/03/2021	
WORKPLACE-WELFARE - Action: Unsuitable changing facilities		Provide suitable changing facilities including any facility to wash / shower and adequate storage for work clothing.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
ELECTRICAL SAFETY- PORTABLE APPLIANCES - Action: Employees not trained on pre-use checks		Instruct and/or train all employees to visually inspect electrical appliances before use and to report any defects. Guidance on this can be found on your client portal.	15/03/2021	
GAS- CONTROLS - Action: Ensure leakage procedure communicated		Instruct employees and museum volunteers on the action to take in the event of a gas leak.	15/03/2021	
GAS- CONTROLS - Action: Identify isolators		Identify the location of the gas isolation valves. In an emergency situation, clear signs can direct people quickly to the gas isolation valves.	15/03/2021	
CLEANING- HAZARDOUS SUBSTANCES (COSHH) - Action: Inadequate employee training/supervision		Employees must be suitably trained and supervised in the safe and correct use of hazardous cleaning materials and substances.	15/03/2021	
CLEANING- HAZARDOUS SUBSTANCES (COSHH) - Action: Hazardous substances used by unauthorised/untrained persons		Restrict use of hazardous cleaning materials and substances to trained/experienced authorised persons only.	15/03/2021	
CLEANING- HAZARDOUS SUBSTANCES (COSHH) - Action: Safety data sheets not obtained for all hazardous substances		Where applicable ensure that health and safety data sheets have been obtained from suppliers of hazardous substances, and kept readily available.	15/03/2021	
CLEANING- HAZARDOUS SUBSTANCES (COSHH) - Action: Safety data sheets not available to users		Where applicable ensure that health and safety data sheets are available to users.	15/03/2021	
CLEANING- HAZARDOUS SUBSTANCES (COSHH) - Action: Safety data sheets not reviewed		Review MSDS at least annually to ensure they are current.	15/03/2021	
CLEANING- EQUIPMENT - Action: Training not recorded		Keep records of training provided.	15/03/2021	
CLEANING- EQUIPMENT - Action: User checks		Ensure training includes basic instruction in simple user checks of portable electrical appliances.	15/03/2021	
CLEANING- EQUIPMENT - Action: Defect reporting		Ensure training includes instructions on reporting details of faulty/damaged portable appliances and to take appliances out of use until repaired.	15/03/2021	
CLEANING- WORK AT HEIGHT - Action: Ladders/stepladders not checked before use		Ladders should be checked by the user before use.	15/03/2021	
CLEANING- WORK AT HEIGHT - Action: Mobile elevated work platforms not used		Where appropriate, use mobile elevated work platforms as a means of access rather than ladders.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
CONTRACTOR MANAGEMENT- COMPETENCE - Action: Contractors not provided with relevant information		Contractors should be provided with relevant information on your safety policy and applicable rules.	15/03/2021	
CONTRACTOR MANAGEMENT- COMPETENCE - Action: Contractor should provide RAMS		The contractor should supply relevant, comprehensive, current risk assessments and where appropriate method statements for the tasks to be undertaken.	15/03/2021	
CONTRACTOR MANAGEMENT- COMPETENCE - Action: Contractor must hold adequate insurance		Ensure that the contractor holds adequate insurance for the task to be carried out. This may include public liability, employer's liability and/or professional indemnity insurance.	15/03/2021	
CONTRACTOR MANAGEMENT- COMPETENCE - Action: Contractors must not subcontract without permission		Formal contractual agreements should be in place to ensure no subcontracting of work is carried out without prior agreement. This should include advising the contractor they are fully responsible for the subcontractors work, acts and omissions as well as any warranties that are issued for the work.	15/03/2021	
FIRE SAFETY OVERVIEW- DETECTION & ALARMS - Action: Ensure weekly fire alarm tests conducted		Record all weekly fire alarm tests, listing date, time and call point activated.	15/03/2021	
FIRST AID AT WORK- EQUIPMENT - Action: Identities of first aiders not published		Display first aid notices that clearly state the names of the trained personnel and the location of the first aid kit(s). Alternatively, provide other suitable means to ensure all relevant persons are aware of the identities of first aid personnel.	15/03/2021	
FIRST AID AT WORK- EQUIPMENT - Action: Remote workers have no access to first aid		Establish arrangements for the provision of first aid for remote workers, Stuart Thomas for example.	15/03/2021	
STRESS MANAGEMENT- CONTROLS - Action: Stress assessment required		Carry out a specific stress risk assessment to help determine the main causes of stress in the workplace, along with the current controls and any further actions required.	15/03/2021	
STRESS MANAGEMENT- CONTROLS - Action: Staff not surveyed		Fully implement the recommendations of the stress assessment. It is a legal requirement to assess, implement corrective measures and bring to the attention of those affected the significant findings of the assessment.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
STRESS MANAGEMENT- CONTROLS - Action: Staff not consulted		Arrangements should be put in place to consult with staff on stress either via a health and safety committee or a specific channel.	15/03/2021	
STRESS MANAGEMENT- CONTROLS - Action: Stress policy required		Establish a stress policy in consultation with employees and bring to the attention of all. Establish an action plan using information from the stress risk assessment and employee survey / consultation. Establish monitoring criteria for stress and regular review data to identify trends.	15/03/2021	
STRESS MANAGEMENT- CONTROLS - Action: Stress action plans required		Establish a personal stress risk assessment procedure to enable managers to review each case individually. Conduct checks to ensure that actions are taken in accordance with the agreed action plan.	15/03/2021	
STRESS MANAGEMENT- CONTROLS - Action: Support system required		Arrangements should be made to allow access for employees to support / counselling should the need arise.	15/03/2021	
STRESS MANAGEMENT- CONTROLS - Action: Training for managers required		Establish training programmes for how to manage stress.	15/03/2021	
STRESS MANAGEMENT- CONTROLS - Action: Information for staff required		Provide employees with information on stress.	15/03/2021	
WORK EQUIPMENT- SAFETY - Action: Assessments required		Complete work equipment risk assessments to identify the hazards, risks and control measures that are relevant to the operation and maintenance of each type of work equipment.	15/03/2021	
LADDERS- CONTROLS - Action: Three points of contact cannot be maintained		Should there need to be significant periods during the activity when a hand hold cannot be achieved that may result in injury then an alternative work platform must be chosen.	15/03/2021	
LADDERS- CONTROLS - Action: Ensure work area cordoned off		Cordon off the work area. Areas where persons are working overhead should be cordoned off and notices displayed to prevent people inadvertently wandering into this danger zone.	15/03/2021	
LADDERS- CONTROLS - Action: Keep ladders away from traffic routes		Avoid placing ladders where vehicle impact may occur. If unavoidable consider barriers and safety signs.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
LADDERS- CONTROLS - Action: Ensure ladders checked before use		Instruct ladder users to check them before use to ensure they are in good repair and clean. Please login in to the client area (My EW) of the elliswhittam.com website for an inspection template.	15/03/2021	
LADDERS- CONTROLS - Action: Ensure ladders erected on firm level ground		Ensure the ground is firm, clean and level before erecting the ladder; use a board to spread the load. Side slopes up to 16° are acceptable but the ladder must still be levelled. Back slopes must not exceed 6°.	15/03/2021	
LADDERS- CONTROLS - Action: Ladders not secured in place		Ladders should be tied off at the top or be fitted with a ladder stability device or wedged against the wall or footed.	15/03/2021	
LADDERS- CONTROLS - Action: Ensure ladders rested against solid surfaces		Do not rest ladders against fragile surfaces. Consider using spreader or stand-off bars.	15/03/2021	
LADDERS- CONTROLS - Action: Ensure ladder users competent		Ladder users should be instructed and/or trained on how to correctly use a ladder. Clear guidance is available in the Guidance section of your Ellis Whittam health and safety staff handbook.	15/03/2021	
LADDERS- CONTROLS - Action: Use ladders only when justifiable		Where an alternative safe means of access can be provided then this must be used. If the work is likely to last significantly longer than 30 minutes alternative safe arrangements must be considered.	15/03/2021	
LADDERS- CONTROLS - Action: Ladders unsuitable for use		Do not use domestic (BS2037/ BS1129 Class 3, or BS EN131 Non-Professional) ladders. They should be Class 1 or EN 131 standard (or EN 131 Professional for new equipment)	15/03/2021	
STEPLADDERS- CONTROLS - Action: Only use stepladders only for short duration		Where an alternative safe means of access can be provided then this must be used. If the work is likely to last significantly longer than 30 minutes alternative safe arrangements must be considered.	15/03/2021	
STEPLADDERS- CONTROLS - Action: Ensure stepladders of suitable class rating		Do not use domestic (BS2037/ BS1129 Class 3, or BS EN131 Non-Professional) stepladders. They should be Class 1 or EN 131 standard (or EN 131 Professional for new equipment)	15/03/2021	
STEPLADDERS- CONTROLS - Action: Ensure three points of contact can be maintained		Should there need to be significant periods during the activity when a hand hold cannot be achieved that may result in injury then an alternative work platform must be chosen.	15/03/2021	











Category	Priority Rating	Action Required	Suggested Completion	Completed By
STEPLADDERS- CONTROLS - Action: Ensure work area cordoned off	M	Cordon off the work area. Areas where persons are working overhead should be cordoned off and notices displayed to prevent people inadvertently wandering into this danger zone.	15/03/2021	
STEPLADDERS- CONTROLS - Action: Ensure stepladders checked before use	M	Instruct stepladder users to check them before use to ensure they are in good repair and clean. Guidance is available in the Guidance section of your Ellis Whittam health and safety staff handbook.	15/03/2021	
STEPLADDERS- CONTROLS - Action: Ensure stepladder users competent	M	Stepladder users should be instructed and/or trained on how to correctly use a stepladder.	15/03/2021	
LONE WORK- EMERGENCIES - Action: Mobile communications not available	M	Provide lone workers with access to mobile communications (e.g. land line, mobile phone, 2 way radio etc.).	15/03/2021	
LONE WORK- EMERGENCIES - Action: First aid provision required	M	Review first aid provision, to ensure lone workers have suitable access to adequate first aid supplies and treatment.	15/03/2021	
PERSONAL PROTECTIVE EQUIPMENT- CONTROLS - Action: Risk assessments required	M	Ensure risk assessments identify the need for PPE and who is required to wear it.	15/03/2021	
PERSONAL PROTECTIVE EQUIPMENT- CONTROLS - Action: PPE issue not recorded	M	Ensure that records are kept of PPE issued.	15/03/2021	
PERSONAL PROTECTIVE EQUIPMENT- CONTROLS - Action: Staff not trained	M	Provide relevant employees with instruction in the use of PPE.	15/03/2021	
PERSONAL PROTECTIVE EQUIPMENT- CONTROLS - Action: Inadequate procedure for reporting defective PPE	M	Establish a procedure whereby employees can report defective PPE.	15/03/2021	
PERSONAL PROTECTIVE EQUIPMENT- CONTROLS - Action: Wearing of PPE not enforced	M	Instruct supervisors to ensure PPE is worn and worn correctly.	15/03/2021	
PERSONAL PROTECTIVE EQUIPMENT- CONTROLS - Action: PPE must not increase risk	M	PPE should not be worn when the risk caused by wearing it is greater than the risk it is designed to protect against.	15/03/2021	
PERSONAL PROTECTIVE EQUIPMENT- CONTROLS - Action: Items of PPE must be compatible	M	When selecting PPE ensure that all items, when used together, adequately protect against the risk for which they are provided.	15/03/2021	





Category	Priority Rating	Action Required	Suggested Completion	Completed By
PERSONAL PROTECTIVE EQUIPMENT- CONTROLS - Action: PPE not periodically checked	M	PPE should be periodically examined to ensure it is in good working order.	15/03/2021	
VIOLENCE AT WORK- EMERGENCY RESPONSE - Action: Provide counselling service	M	Provide employees with access to professional counselling services.	15/03/2021	
VIOLENCE AT WORK- EMERGENCY RESPONSE - Action: Train staff on robbery procedure	M	All relevant employees and volunteers should be trained and aware of the actions to be taken in the event of a robbery situation and all training provided is documented.	15/03/2021	
GROUND'S MAINTENANCE- RISK ASSESSMENT - Action: Copies of RA's not available on site	M	A copy of all risk assessments and supporting documentation should be retained on site.	15/03/2021	
GROUND'S MAINTENANCE- STORAGE - Action: Fuels not secured in vehicle	M	Flammable containers should be secured in the enclosed rear section of the vehicle when not in use.	15/03/2021	
GROUND'S MAINTENANCE- REFUELLING - Action: Drivers should complete & staff fuel awareness training	M	The driver/staff should be provided with fire awareness training in particular with fighting liquid fuel fires.	15/03/2021	
GROUND'S MAINTENANCE- REFUELLING - Action: Records of training not retained	M	Records of all fuel/fire training should be retained.	15/03/2021	
GROUND'S MAINTENANCE- REFUELLING - Action: Staff should review risk assessment before refuelling	M	Ensure staff have the opportunity to review the risk assessment before starting refilling operations.	15/03/2021	
GROUND'S MAINTENANCE- NOISE & VIBRATION - Action: Occupation health screening required	M	Complete Occupational Health Screening to identify any signs of noise or vibration injury for employees.	15/03/2021	
GROUND'S MAINTENANCE- NOISE & VIBRATION - Action: Risk assessments not communicated	M	Ensure employees receive instruction and training on the contents of the noise and vibration risk assessment.	15/03/2021	
OUTSIDE WORK- HOT/COLD ENVIRONMENTS - Action: Suitable PPE required for cold environments	M	Suitable protective clothing should be provided to prevent hypothermia and other health effects. Consideration should be given to wind chill etc. Provide base layers to provide extra warmth in winter and suitable PPE for working in warmer weather.	15/03/2021	
OUTSIDE WORK- HOT/COLD ENVIRONMENTS - Action: Workers not encouraged to avoid UV exposure	M	Encourage workers to cover up and apply sunscreen when working outdoors. Provide advice on checking moles, SPF factors etc.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
OUTSIDE WORK- HOT/COLD ENVIRONMENTS - Action: Staff not informed of effects of heat/cold exposure	M	Provide workers with advice on the effects of heat / cold stress. Provide details of symptoms that may be experienced.	15/03/2021	
ASBESTOS MANAGEMENT - Action: Asbestos plan or register not reviewed	M	Ensure that the Asbestos Register or Plan is regularly reviewed.	15/03/2021	
ASBESTOS MANAGEMENT - Action: Asbestos procedures not in place	M	Establish a procedure whereby any contractor liable to disturb asbestos containing materials is made aware of its location.	15/03/2021	
ASBESTOS MANAGEMENT - Action: Work on asbestos not controlled	M	Any work on asbestos insulation, asbestos coating or asbestos insulating board must be carried out by a contractor licensed under the Control of Asbestos Regulations, unless the work is exempted from the Regulations.	15/03/2021	
ASBESTOS MANAGEMENT - Action: Work on asbestos not risk assessed	M	Before any minor work is carried out on asbestos materials, an assessment of the potential exposure to asbestos must be carried out by a competent person and a written plan prepared of the work completed.	15/03/2021	
ASBESTOS MANAGEMENT - Action: Asbestos not labelled	M	Carry out labelling of all known asbestos containing materials.	15/03/2021	
ASBESTOS MANAGEMENT - Action: Condition of asbestos not monitored	M	Ensure that the condition of Asbestos Containing Materials is kept in good repair and regularly monitored. Records of any changes should be kept.	15/03/2021	
ASBESTOS MANAGEMENT - Action: No appointed person identified	M	Ensure that an appointed person is in charge of the management of asbestos and they have been provided with the training, skills, authority and resources required to carry out their role effectively.	15/03/2021	
COSHH- INFORMATION & ASSESSMENT - Action: Ensure substances assessed before first use	M	Develop a management system that ensures before anticipated exposure to hazardous substance a COSHH assessment is first completed and any actions determined put into place.	15/03/2021	
COSHH- INFORMATION & ASSESSMENT - Action: Ensure inventory reviewed & updated	M	Review the hazardous substance list at least annually or whenever significant changes occur.	15/03/2021	
COSHH- INFORMATION & ASSESSMENT - Action: Ensure COSHH assessments reviewed	M	Review COSHH assessments at least annually to verify that control measures remain adequate to control any health risk.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Cold water entering building not monitored	M	Carry out a monthly check on the cold water entering the Town Hall and Pavilion around the premises to verify that the temperature is below 20°C, the minimum growth temperature for Legionella bacteria. Record all readings.	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Hot water monitoring required	M	Carry out a monthly checks on hot water outlets in the Town Hall and Pavilion in rotation to verify that the hot water in circulation is above 50°C. Record all readings.	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Temperature of stored hot water inadequate	M	Check the boiler settings in the Town Hall and pavilion to ensure that water is being heated for distribution to taps and showers to 60°C.	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Outbreak procedure required	M	Develop procedures for dealing with a potential outbreak situation.	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Training of building services personnel required	M	Train employees involved in facilities management and building services maintenance with responsibility for carrying out preventive maintenance, water checks/ treatments in the risks and nature of the disease as well as specific monitoring procedures in line with the requirements of L(8)	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Cold water tanks not checked	M	Ensure that cold water tanks in the Town Hall and pavilion are inspected and if necessary cleaned on a 6 monthly basis, Record all findings.	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Infrequently used outlets not identified/controlled	M	Flush infrequently used outlets in the Town Hall and pavilion on a weekly basis. Maintain a record as evidence.	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Hot water tanks/calorifiers not inspected	M	Ensure that hot water tanks and calorifiers in the Town Hall and pavilion are inspected on an annual basis. Record all findings.	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Routine checks on domestic water systems required	M	All water systems should be disinfected before being taken into service and after shut downs of five or more days. Water systems should be disinfected periodically (normally annually) by chlorination or by temporarily raising water temperature.	15/03/2021	
LEGIONELLA MANAGEMENT- GENERAL CONTROLS - Action: Checks and sampling not recorded	M	Keep records of all checks and samples taken. Records should be kept for 2 years.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
VIBRATION-HEALTH - Action: Controls required where EAV met/exceeded	M	Establish controls for use of equipment to eliminate or reduce exposure to as a low level as is reasonably practicable.	15/03/2021	
VIBRATION-HEALTH - Action: Health surveillance required	M	Health surveillance should be provided to all personnel likely to be regularly exposed above the daily Exposure Action Value. Employee's with pre existing conditions and vulnerability to HAVS should also be included.	15/03/2021	
VIBRATION-HEALTH - Action: Health surveillance records not retained	M	Records should be retained of all health surveillance for 40 years.	15/03/2021	
VIBRATION-EQUIPMENT SELECTION & MAINTENANCE - Action: Work equipment regularly serviced	M	Establish a planned maintenance programme to ensure equipment is serviced to reduce any additional vibration.	15/03/2021	
VIBRATION-MANAGING EXPOSURE - Action: Plan work to avoid long exposure	M	Plan work so as to limit personal exposure to vibration. Consider rotas for some work with higher levels of vibration.	15/03/2021	
WORKING AT HEIGHT- CONTROLS - Action: Work must be risk assessed if unavoidable	M	Before working at height a risk assessment must be completed.	15/03/2021	
WORKING AT HEIGHT- CONTROLS - Action: Review equipment provided	M	Work equipment provided must prevent falls and where falls cannot be eliminated you must take measures to minimise the distance and consequence of a fall.	15/03/2021	
WORKING AT HEIGHT- CONTROLS - Action: Work at height not properly planned	M	All work at height must be planned to minimise risk and must include planning for emergencies and bad weather.	15/03/2021	
WORKING AT HEIGHT- CONTROLS - Action: Develop safe systems of work in place & staff involved are aware	M	Establish a safe system of work for all work at height activities and ensure that all those involved have been briefed and understand the system, record all training given.	15/03/2021	
WORKING AT HEIGHT- CONTROLS - Action: Ensure planners/supervisors of work at height trained & competent	M	Provide information and training for employees required to work at height, complete risk assessments or prepare systems of work.	15/03/2021	
WORKING AT HEIGHT- CONTROLS - Action: Risks from falling objects not controlled	M	Ensure that nothing is thrown or tipped from a height if it is likely to injure anyone and nothing is stored in such a way that its movement may injure someone. At risk areas must be restricted and warning notices posted.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
WORKING AT HEIGHT- CONTROLS - Action: Temporary work platforms must be inspected		All temporary working platforms including scaffolds, ladders, personal suspension equipment and nets, etc. must be inspected before first use; after substantial additions, dismantling or other alteration; and after any adverse event.	15/03/2021	
MOBILE ACCESS TOWERS- CONTROLS - Action: Ensure tower erected by trained & competent persons		Provide training to those required to erect the tower. Training should be approved industry standard, such as IPAF or PASMA. Retain training records for future inspection.	15/03/2021	
MOBILE ACCESS TOWERS- CONTROLS - Action: Tower must be inspected by competent person		Arrange for towers below 2 m to be inspected after assembly, after an event likely to affect its stability and at suitable intervals depending on its use. Towers above 2m must also be inspected at intervals no less than every 7 days.	15/03/2021	
MOBILE ACCESS TOWERS- CONTROLS - Action: Tower should be inspected after being moved		Arrange for the tower to be inspected after it has been moved and arrange for any faults to be remedied before next use.	15/03/2021	
MOBILE ACCESS TOWERS- CONTROLS - Action: Warning notices/barriers advised		When the tower is erected in a public area it is necessary to post warning notices and erect barriers to prevent people walking into the tower/work area.	15/03/2021	
MOBILE ACCESS TOWERS- CONTROLS - Action: Ensure instructions available		Obtain from the tower manufacturer or from the hire company the instruction manual for the safe erection of the tower.	15/03/2021	
MOBILE ACCESS TOWERS- CONTROLS - Action: Ensure inspection reports recorded		Record all inspection reports. For towers over 2 m the report should be completed before the end of the shift and given to the manager within 24 hours. Keep the report on site and for at least 3 months.	15/03/2021	
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Pre-journey checks required		Instruct drivers of company owned vehicles to carry out pre-journey safety checks including internal and external safety checks and where appropriate load security. Drivers using their own vehicles must be made aware that their vehicles must be safe and legal for the public highway when used on behalf of the company	15/03/2021	
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Risk assessment required		Carry out a risk assessment of vehicle use.	15/03/2021	
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Private vehicle owners must ensure they are safe		Instruct drivers who use their own vehicles to travel on company business that they must ensure that their vehicle is safe to be used on the public highway.	15/03/2021	

Category	Priority Rating	Action Required	Suggested Completion	Completed By
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Drivers licences not checked		Check the licences for drivers of company vehicles on an annual basis and keep a copy on file.	15/03/2021	
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Driver awareness training recommended		Provide driver awareness training for employees. Driver awareness training will assist drivers to improve their driving ability and can reduce accident/incident rates. Keep records of any training provided.	15/03/2021	
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Emergency procedures not communicated		Inform drivers of emergency and personal safety procedures regarding fire, accidents, breakdown and personal safety to all drivers.	15/03/2021	
VEHICLE USE (NON-GOODS)- CONTROLS - Action: Ensure private vehicle owners provide evidence of eligibility		Implement a system for drivers using their own vehicles on company business to annually submit evidence of the drivers licence (e.g. By providing screen shots of first three pages of DVLA Licence pages), valid insurance certificate clearly stating inclusion of Business Use, and hard or electronic copies of the current MOT certificate or evidence of MOT exemption.	15/03/2021	

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.

Existing fees and charges

ITEM 13

Fees and Charges		2020 - 21	
		9am - 5pm	
		Session Rate (max 4 hours)	Day Rate (max 8 hours)
CORN EXCHANGE			
	Saturday & Sunday		
	Voluntary Groups	£53.00	£101.00
	Community Groups	£78.00	£150.00
	Commercial events / Parties	£110.00	£218.00
	Use of Stage	£30.00	£30.00
	Wedding ceremony	£250.00	£250.00
	Monday - Friday		
	Voluntary Groups	£39.00	£79.00
	Community Groups	£65.00	£120.00
	Commercial events / Parties	£110.00	£218.00
	Use of Stage	£30.00	£30.00
	Wedding ceremony	£250.00	£250.00
Keep Fit		£20.00	
Additional hours	Per hour or part of hour	£15.00	£15.00
COUNCIL CHAMBER			
	Voluntary Groups	£32.00	£64.00
	Commercial events	£83.00	£166.00
	Wedding ceremony	£250.00	£250.00
Evening room hire rates on application.			
RECREATION GROUND			
<u>Football pitch (including use of Pavilion)</u>			
League match/friendly			£45.00
Under 16 years League / Friendly			£35.00
<u>Cricket wicket (including use of Pavilion)</u>			
<u>Senior teams:</u>			
Day hire			£45.00
<u>Junior teams:</u>			
Matches			£35.00
Training			£25.00
All Stars			£25.00
<u>Croquet Area (including use of Pavilion)</u>			
Use of lawns twice per week, monthly fee.			£200.00
Car parking fees			
	1 hour		£0.70
	2 hour		£1.40
	3 hour		£2.10
	4 hour		£2.80
	disabled up to 3 hour		Free
	disabled up to 4 hour		£2.80
	disabled up to 23 hour		£3.50
Car permits			
	Reserved bay		£451.00
	Unreserved bay		£339.00
	Non registration-specific bay		£677.00
	Amendments to permits during the year including re-issue of replacements or duplicates will incur an administrative fee.		£30.00

Scale of Charges proposed 2 years

		2021 - 22		2022 - 23	
		Session Rate (max 4 hours)	Day Rate (max 8 hours)	Session Rate (max 4 hours)	Day Rate (max 8 hours)
Corn Exchange	Saturday & Sunday 8 am - 6pm				
	Voluntary Groups	£55.00	£105.00	£60.00	£110.00
	Community Groups	£80.00	£155.00	£85.00	£160.00
	Commercial events	£115.00	£225.00	£120.00	£230.00
	Use of Stage	£30.00	£30.00	£30.00	£30.00
	Wedding ceremony	£275.00	£275.00	£290.00	£290.00
	Monday - Friday 8am - 4pm				
	Voluntary Groups (non-profit)	£40.00	£80.00	£39.00	£79.00
	Community Groups	£67.50	£125.00	£70.00	£130.00
	Commercial events	£115.00	£225.00	£110.00	£218.00
	Use of Stage	£30.00	£30.00	£30.00	£30.00
	Wedding ceremony	£275.00	£275.00	£290.00	£290.00
	Keep fit - Hourly rate of £20 between 8am and 4pm				
Additional hours	Pro rata of the session rate				
Council Chamber	Sat - Sun (8am - 6pm) Mon - Fri (8am - 4pm)				
	Voluntary Groups (Non-profit)	£55.00	£105.00	£60.00	£110.00
	Commercial events	£115.00	£225.00	£120.00	£230.00
	Wedding ceremony	£250.00	£250.00	£265.00	£265.00
Evening room hire rates on application.					
Recreation Ground					
<u>Football pitch (including use of Pavilion)</u>					
League match/friendly	Per match		£50.00		£55.00
Under 16 years League / Friendly	Per Match		£40.00		£45.00
<u>Cricket wicket (including use of Pavilion) Block bookings only</u>					
Senior teams:					
Day hire			£50.00		£55.00
Junior teams:					
Matches			£40.00		£45.00
Training			£30.00		£35.00
<u>Croquet Area (including use of Pavilion)</u>					
Use of lawns twice per week, monthly fee.			£200.00		£210.00
<u>Car parking fees</u>					
	1 hour		£0.70		£0.70
	2 hour		£1.40		£1.40
	3 hour		£2.10		£2.10
	4 hour		£2.80		£2.80
	disabled up to 3 hour		Free		Free
	disabled up to 4 hour		£2.80		£2.80
	disabled up to 23 hour		£3.50		£3.50
Car permits	52.143 weeks x 77 chargeable hours per week = 4015 chargeable hours.				
	Reserved bay		£551.00		£551.00
	Unreserved bay		£415.00		£415.00
	Non registration specific bay				£828.00
	Amendments to permits during the year including re-issue of replacements or duplicates will incur an administrative fee.				£30.00

ITEM 14

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	£439,590.00
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	£439,590.00
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 Recharge	£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	£529,690.00

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	£2,000.00
2340/2	Grants	£6,000.00	£6,000.00	£250.00	£5,750.00	£6,000.00
	2340 Total	£6,000.00	£6,000.00	£650.00	£5,350.00	£8,000.00
	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	£394,810.00
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 Cutti	£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 Maintena	£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	£529,690.00
	Total Income	£490,615.00	£443,365.00	£420,443.32	-£22,921.68	£529,690.00
	Total Expenditure	£490,615.00	£443,365.00	£236,832.96	£206,532.04	£529,690.00
	Total Net Balance	£0.00	£0.00	£183,610.36	£0.00	£0.00

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£439,590 precept on tax base of 2163.3 = £203.20