



WAREHAM
Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

27 April 2021

To: All Members of the Council

NOTICE IS HEREBY GIVEN that the Annual meeting of the **WAREHAM TOWN COUNCIL** will be held on **WEDNESDAY 5 May 2021** via Zoom at **7.00pm** for the purpose of transacting the business set out in the Agenda below and you are hereby summoned to attend.

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 897 8606 4585

Or click here: <https://us02web.zoom.us/j/89786064585>

Vanessa Ricketts FSLCC
Town Clerk

Please contact the Town Hall Office (01929 553006 or email office@wareham-tc.gov.uk) if you need further information on this agenda.

Members of Wareham Town Council

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

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



ANNUAL TOWN COUNCIL MEETING

A G E N D A

5 May 2021

1. Election of the Town Mayor for 2021/2022

To elect by resolution the Town Mayor for the 2021/2022 municipal year. After election the Mayor will sign a declaration of acceptance of office and address council.

2. Election of Deputy Mayor for 2021/2022

To elect by resolution the Deputy Town Mayor for the 2021/2022 municipal year. After election the Deputy Mayor will sign a declaration of acceptance of office.

3. Suspension of Standing Orders

Due to the nature of this virtual meeting, to agree by resolution to suspend Standing Orders 3.11 and 3.12 Order of Mayor Making business.

4. Mayor 2020/2021 vote of thanks and response

To propose a vote of thanks to Councillor L Kirk for her services as Mayor during the past year and to receive her response.

5. Apologies

To approve by resolution to accept any apologies for absence submitted by members and to note the reasons given.

6. Declarations of interest

To note any declarations of interest (including pecuniary interest) made by Members in respect of items on this agenda and to deal with any requests for dispensations.

7. 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.

8. Suspension of Standing Orders

To agree by resolution to suspend Standing Orders 8.6, 8.7(a) and 8.9(a) for the purpose of appointing membership to the Committees of the Council, with those Committees then electing their respective Chairmen at their first meetings.

9. Reports by Dorset Councillors and Representatives on Outside Bodies

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

10. Internal Auditor's Report

a) To receive and note the Internal Auditor's report and recommend that Policy, Resources and Finance Committee address the points raised

therein.

- b) To note the attached payments lists from 24 March 2020 – 30 June 2020 which were approved under delegation.

11. Re-appointment of the Council's Internal Auditor

To resolve to appoint Rosie Darkin-Miller as the Council's appointed internal Auditor for the 2021-2022 financial year.

12. Annual Governance Statement 2020/2021

To approve for signing the Annual Governance Statement for 2020/2021.

13. Accounting Statement 2020/2021

To approve for signing the Accounting Statement for 2020/2021

14. Period for the exercise of public rights

To note the period for the exercise of public rights for inspection of the financial accounts ended 31 March 2021.

15. Corporate Plan 2021-2024 and Action Plan 2021-2022

To agree by resolution to approve the Council's Corporate Plan 2021-2024 and Action Plan 2021-2022.

16. Swanage Paramedic Car

The Council has been advised of the intention by South West Ambulance Services Trust to withdraw the Swanage paramedic car from service.

To resolve that "Wareham Town Council recognises that the retention of the Paramedic Car is vital for the area, and that its removal would be a threat to the lives of local people. The Council will make every effort to prevent the withdrawal of the Paramedic Car and will urgently contact the MP for South Dorset, the MP for Mid Dorset and North Poole, Dorset Council's People and Health Scrutiny Committee, South West Ambulance Services Trust and Dorset Clinical Commissioning Group to secure its retention."

17. Temporary Scheme of Delegation

To agree by resolution to approve a Temporary Scheme of Delegation required until such time as the Council can meet face to face following the lifting of the Government's lockdown measures, or such time as legislation allows for virtual meetings of the Council.

18. Any other items the Mayor deems urgent

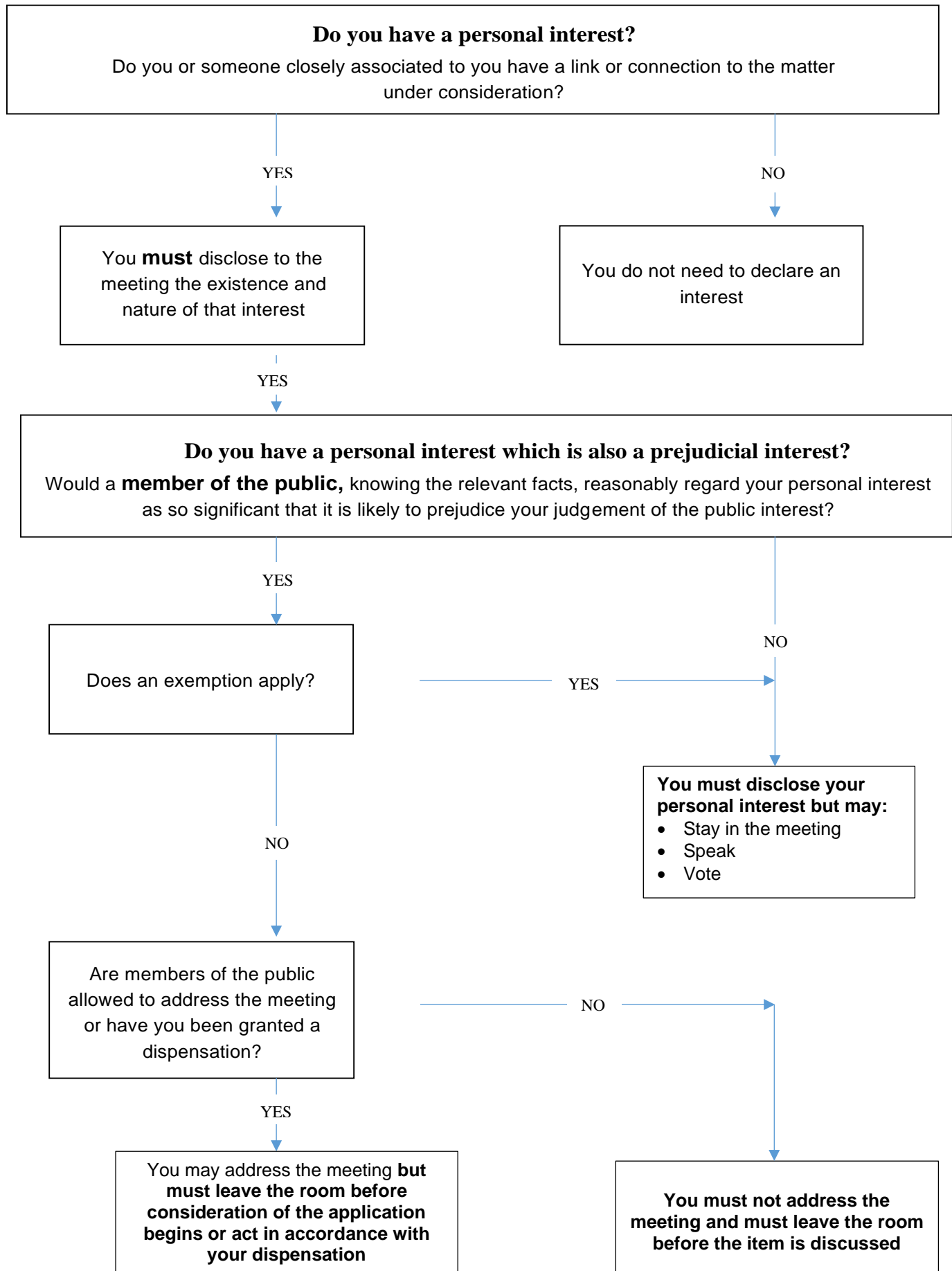
For report, information or for the agenda of the next meeting of the Town Council

19. Date of next meeting

The date of the next meeting will be confirmed once the date for easing of the Government's lockdown measures has been established.

Declaration of personal and prejudicial interests

Questions to ask yourself. If in doubt you should ask your Clerk or your Monitoring Officer.



FINAL

Internal audit report 2020/21

Visits 2 & 3 of 3

WAREHAM TOWN COUNCIL

Date: 23th April 2021

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 26th March 2021 and 23rd April 2021.

The audit work has been carried out in accordance with the 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 and 2020/21.

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

The internal audit for 2020/21 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls reviewed during the testing appear to be operating effectively with the exception of the following:

Internal Auditor note on test N:

Councils are required to publish certain information in respect of the Annual Governance and Accountability Return (AGAR). The Council was required to publish the notice of Public Rights, and unaudited ss1 and 2 of the AGAR before 01/09/20. The Council was required to publish the Notice of Conclusion of Audit, s3 external audit report, and audited ss1 and 2 of the AGAR before 30/11/20.

Internal auditors were asked to test the Public Rights publications from the 2018/19 financial year onwards. The requirement to test the Notice of Conclusion of audit publications was only added to the internal audit report requirements in 2020/21, and notified to auditors after the test was required to be carried out.

The Council does not have a website audit trail, which means that it cannot provide the evidence of compliance requested by the external auditor in previous years. The external auditor has confirmed that, for 2020/21 onwards, they are content to accept screen shots showing that the relevant information has been uploaded at the start and end of the publication period.

The Council provided a screen shot of its website home page on 03/07/20 which showed a link to the Public Rights Notice and ss1 and 2, along with a screen shot of the Public Rights Notice on the website on 03/07/20. S.2 of the AGAR (the accounts) was published as part of the June 2020 Council agenda papers; both ss1&2 were published as part of the June 2020 Council minutes. I checked the Council website on 23/04/21 and confirmed that the Notice of Conclusion of Audit and ss1-3 of the AGAR were published. The Notice of Conclusion of audit was dated 25/11/20.

The Town Clerk confirmed that the Council complied with the publication requirements, but as the Council was not able to provide a website audit trail or screenshots of the required information uploaded on its website at the start and end of the publication period, I have assessed the test as 'not covered'.

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	Visit 1	Visits 2 and 3	Number
High	1	2	3
Medium	1	2	3
Low	2	3	5
Info	0	2	2
TOTAL	4	9	13

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 2&3 OF 3: 23rd APRIL 2021

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
2.1 – Note payments approved under the delegation	<p>I checked to see that a sample of payments in the cashbook were supported by invoices, authorised and minuted for approval. I found that 2/9 payments (from May and June 2020) were not minuted for approval. The 2/9 were covered by the delegated authority given to the Town Clerk by the Council at its 23/03/20 meeting in order to enable the Council to continue operations during the first Coronavirus lockdown. As part of the delegation, the Town Clerk had authority to approve the payments, but was due to report back on the payments approved as part of the report to Council of delegated powers used. The payments lists were shared with the Chair and Vice Chair of Council, but the report back to Council was not included within the delegated powers report made in June 2020.</p> <p>I recommend that the payments lists be provided to Council for information in order to comply with the s8.1.2.3 of the delegated powers.</p>	L	The payments lists approved under delegation during the period 24 th March to 30 th June (4 lists) will be taken to Council on 5 th May 2021.	Town Clerk	05/05/21
5.1 – Recover debt and investigate Loomis balance	I checked to see that all income due to the Council is being collected. I noted that on 5/8 samples, payment was received by the Council after 80 days (one was 203 days after invoice), but that all monies were eventually received. At the first audit date, £28.8k of debt was owed, but this had been reduced to £8.5k by 26/03/21, of which £3184.95 (37%) was over 60 days old. £2.4k of the older debt relates to monies due from Dorset Council, so is expected to be fully collectable. £319.65 relates to income due from car park cash collection, but the Finance	M	We continue to chase our debtors regularly for expedited payment. However, we are aware of our current debts and will continue to chase until payment is made.	Town Clerk and Finance Officer	On-going

	<p>Officer has indicated that this may be a duplicate entry (which will be reviewed) as all car park cash and card income is always received promptly.</p> <p>I recommend that the Council continues to take action to recover debt promptly, and that the Finance Officer investigates the Loomis balance as planned, and makes any necessary accounting adjustments.</p>		The Finance Officer has already corrected the duplicate entry.		
5.2 – Schedule of fees and charges, and rental agreements	<p>I checked to see that prices agreed with those set by Council for a sample of income streams. I found that most of the prices agreed, but that there were variations following rent increases on two leases as compared to the original agreement. I also noted that the Council supplied planters to Swanage Railway Company this year at a price negotiated by the Operations Manager, but as this was a new service the price does not appear on the Council's schedule of fees and charges.</p> <p>I recommend that the schedule of fees and charges is updated to include new income streams and to include (in a confidential section if appropriate) an appendix noting details of the Council's various rental agreements (Tenant, Term, Annual rent, rent review dates, file reference etc). This will improve the audit trail and make it easier both to ensure that the correct rate is being charged, and to conduct timely rent reviews in future.</p>	H	<p>The Swanage Railway Company work was a one-off. However, if this is likely to become a regular service it will be reviewed when reported, with a recommendation to Policy & Resources Committee for a regular fee.</p> <p>The fees and charges are reviewed annually by Policy and Resources Committee as part of the budget setting process.</p> <p>A review of leases fees and licences will be undertaken by the Deputy Town Clerk on appointment, and has not been done prior to</p>	Deputy Town Clerk	Condition report on leases and licences expected by Autumn 2021

			this point due to a lack of staff resource.		
5.3 – Favourable variance on car park income	I sample checked the Council's income to confirm that all income due to the Council is collected. I noted a discrepancy on car park cash and card income. The Finance Officer reconciles both cash income (collected and reported by Loomis) and card income (reported by Six card payment services) back to reports generated by the ticket machines (reported by Metric Aslan). Across the course of the year, the actual amount of cash and card income was up as compared to the ticket machine report: card payments by £28 (0.23%) and cash payments by £3k (11%). As the actual cash taken is higher, the Council does not appear to have suffered any loss. It would appear that the ticket machine reporting may have been offline for some time during September 2020 (when the bulk of the difference has arisen). The Finance Officer routinely reconciles car park income and is able to take action to address adverse variances.	Info	Noted.		
7.1 – Amend employee pension contribution rates	I checked to see that pension contributions have been correctly calculated and paid over for a sample month. I found that the employer's rate had been correctly calculated, as had the employee rate for 4/7 staff. One member of staff was paying too low a pension rate, and two were paying too high a rate in error. The Finance Officer has raised the matter with the pension fund administrator, and the Clerk has confirmed that any necessary adjustments would be made in the next payroll. I recommend that the corrections are made as planned.	L	This was corrected in the March payroll and has been balanced at year end.		
7.2 – Recalculate overtime pay for one employee	I checked to see that other payments to employees are reasonable, properly supported and approved by Council. I found that one member of staff was being paid overtime at his old hourly rate (prior to a pay award), resulting in a small	L	Completed.		

	<p>underpayment.</p> <p>I recommend that the amount due is recalculated, with any balance owing paid within the next payroll.</p>				
7.4 – Recode November employer pension contribution, and investigate and correct balance on employee PAYE account	<p>I checked to see that all payments and deductions were correctly coded and suspense accounts promptly cleared. I found that staff pay and employer's national insurance for November 2020 had been correctly coded, but that employer's pension contributions had been coded to staff salaries in error, where they should have been coded to employer's pension contributions (2100/7). I also noted that 2100/6 (employee PAYE) which should have a balance of £nil, currently has a credit balance of £347.01, which is a prior year VAT adjustment and the difference on the trial balance as at 31/12/20.</p> <p>I recommend that the November employer's pension is recoded from 2100/1 to 2100/7.</p>	M	Completed.		
10.1 – Unadjusted error	<p>The following error was unadjusted on the Annual Return: £540.21 of commission on car park card processing fees was posted to other income instead of other payments, meaning that both totals are £540.21 lower than they should be. This will be corrected in the 21/22 accounts, and the 20/21 figures for other income and other payments will be restated in the 21/22 AGAR.</p>	Info	Noted.		
13.1 – Evidence of compliance with AGAR publication requirements	<p>I checked to see that the Council complied with the publication requirements as per the 2019/20 AGAR. The Council was required to publish the notice of Public Rights, and unaudited ss1 and 2 of the AGAR before 01/09/20. The Council was required to publish the Notice of Conclusion of Audit, s3 external audit report, and audited ss1 and 2 of the AGAR before 30/11/20. The Town Clerk has confirmed that all publication requirements were met, and evidence indicates</p>	H	The Town Clerk feels that the evidence required for the testing of this element is unreasonable. The issue of being unable to evidence compliance has come about due to a	Town Clerk	Summer 2021 and ongoing

	<p>that this is the case, but the Council does not have a website audit trail so was unable to provide a full audit trail as evidence. The external auditors confirmed in April 2021 that it would accept screen shots showing the documents on the Council website (taken at the start and end of the publication period). Now that this clarification has been issued, the Town Clerk has confirmed that screen shots will be taken for all AGAR publications in order to evidence compliance.</p> <p>I recommend that screen shots are taken as planned.</p>		<p>change in the Council's website provided in 2020.</p> <p>The Town Clerk has already diarised to ensure that screen shots will be taken to evidence compliance in the future.</p>		
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Payments List - Meeting Date - April 2020

Inv. Date	Ref No.	Payee	Amount	Details
31.01.20		Rejuvenate	3772.15	New work stations and laptops
31.01.20		Rejuvenate	205.90	Business broadband hardware
31.01.20		Rejuvenate	656.33	Hosted VoIP system
31.01.20		Rejuvenate	937.87	Pre packed technical support x 8, APC backups
31.03.20		3C Payment	35.33	Howards Lane car park credit card processing fee - March 2020
17.03.20		Wessex Grounds Services	357.25	Grass cutting March 2020
10.03.20		Amazon	11.66	Wireless mouse
13.03.20		Trade UK	516.13	Maintenance materials
31.03.20		Loomis	51.65	Coin sorting - March 2020
31.03.20		Wm Pond	12.80	General building maintenance
22.04.20		Rejuvenate	135.95	VoIP service charge April 2020
19.04.20		Amazon	49.99	Hand sanitiser dispenser
01.04.20		Rejuvenate	36.00	Backup support April 2020
02.04.20		South West Councils	522.00	Annual subscription 01.04.20 to 31.03.20
13.02.20		Manutan	31.20	2 x 64l clear storage boxes
05.04.20		FR Jones & Sons	7.50	Stainless steel hand transplanter
		Total BACS & Cheque Payments		
			7339.71	
Direct Debits				
31.03.20		Suez	182.89	Rubbish collection March 2020
01.04.20		Prodigy	68.40	System support March 2020

Payments List - Meeting Date - April 2020

Inv. Date	Ref No.	Payee	Amount	Details
01.04.20		Water2business	39.50	Pavilion water usage - April 2020
01.04.20		Prodigy	68.40	Software support - April 2020
01.04.20		Water2business	77.50	Howards Lane toilets water usage - April 2020
01.04.20		Dorset Council	101.48	Howards Lane toilets rates - April 2020
01.04.20		Water2business	118.00	Town Hall water usage - April 2020
01.04.20		Dorset Council	147.00	Museum rates - April 2020
01.04.20		Dorset Council	178.45	Quay toilets rates - April 2020
01.04.20		Water2business	198.00	Quay toilets water usage - April 2020
01.04.20		Dorset Council	848.72	Howards Lane car park rates - April 2020
01.04.20		Dorset Council	932.25	Town Hall rates - April 2020
03.04.20		Bonline	46.97	CCTV - Town Hall and Museum April 2020
03.04.20		Grenke Leasing	203.98	Photocopier lease April to June 2020
06.04.20		SWALEC	155.37	Howards Lane toilets electricity usage
06.04.20		SWALEC	435.16	Pavilion electricity usage
06.04.20		SWALEC	465.26	Quay toilets electricity usage
06.04.20		SWALEC	1422.30	Town Hall electricity usage
07.04.20		O2	22.80	Mobile phone - April 2020
10.04.20		EE	102.46	Mobile phones & car park machines line rental April 2020
05.04.20		Fuelcard People	51.23	Van diesel
15.04.20		Prodigy	24.00	Domain name hosting
15.04.20		Sage	180.00	Sage 50 & payroll support April 2020
18.04.20		Lloyds Bank	5.00	Account charges 10.02.20 to 09.03.20

Payments List - Meeting Date - April 2020

Inv. Date	Ref No.	Payee	Amount	Details
20.04.20		SSE Gas	1775.52	Town Hall gas usage 01.01.20 to 31.03.20
14.04.20		Barclaycard	719.18	March payments
14.04.20		Southern Electric	183.70	Unmetered electricity supply - street lamps
14.04.20		BNP	233.50	Van lease - April 2020
	Total DDRs Payable		8987.02	
		Total Payments	16326.73	

Payments List - Meeting Date - April 2020

Inv. Date	Ref No.	Payee	Amount	Details
31.03.20		Smith Foster	1790.10	Professional fees re Mill Lane roof repair works
	Total BACS & Cheque Payments		1790.10	
Direct Debits				
29.04.20		Salaries	10840.64	April salaries
30.04.20		HMRC	3390.62	April PAYE & NIC
30.04.20		DC Pension Fund	3867.54	April pension contribution
27.04.20		Fuelcard People	45.91	Diesel for vans
28.04.20		Waterlogic	20.34	Monthly rental re water cooler
29.04.20		Datec	36.49	Museum and Town Hall telephones
30.04.20		Suez	182.89	Town Hall rubbish collection
	Total DDRs Payable		18384.43	
		Total Payments	20174.53	

Payments List - Meeting Date - May 2020

Inv. Date	Ref No.	Payee	Amount	Details
22.05.20		JT Corfe	224.00	Refund of parking permit overpayment
23.03.20	72601	AR Fabb Bros	210.60	Past mayor badges
15.04.20	378361	Loomis	252.96	Coin sorting contract - May 2020
06.05.20	77178	Amazon	30.05	Duplicator & cleansing wipes
06.05.20		Wareham Camera Club	101.00	Refund of booking fee
06.05.20		Prime Time	900.00	Donation from Mayor's Charity
06.05.20		Purbeck Youth Club	900.00	Donation from Mayor's Charity
06.05.20		Parish Office	900.00	Donation from Mayor's Charity
30.04.20	WGS4933	Wessex Grounds Services	359.74	Grass cutting April 2020
30.04.20	TEL6453	Rejuvenate	115.00	Telephone line rental & support - May 2020
30.04.20	19043	Clarity Copiers	18.04	Photocopying charges - April 2020
	Total BACS & Cheque Payments		4011.39	
Direct Debits				
01.05.20	PIT37768	Prodigy	24.00	Domain name hosting 2020-2021
22.04.20	502158	Bonline	46.97	CCTV Town Hall & Museum - May 2020
01.05.20	9362178	Sage	180.00	Sage 50 support - May 2020
01.05.20	961510801	Water 2 Business	31.50	Pavilion water usage May 2020
01.05.20	2697290001	Water 2 Business	74.00	Howards Lane toilets water usage - May 2020
01.05.20	962000001	Water 2 Business	85.00	Town Hall water usage - May 2020
01.05.20	308855984	Dorset Council	101.00	Howards Lane toilets rates - May 2020
01.05.20	308855997	Dorset Council	177.00	Quay toilets rates - May 2020
01.05.20	2688769801	Water 2 Business	198.00	Quay toilets water usage - May 2020
01.05.20	300059573	Dorset Council	849.00	Howards Lane car park rates - May 2020
01.05.20	300061477	Dorset Council	936.00	Town Hall rates - May 2020
05.05.20	586064	O2	23.41	Mobile 'phone May 2020
02.05.20	475999	EE	102.46	Car park machine and mobile 'phones line rentals - May 2020
15.05.20	44547	Datec	26.18	Town Hall & Museum telephone lines - May 2020
10.05.20	1786811	Fuelcard People	58.84	Diesel for vans
30.04.20	5614627	Waterlogic	24.84	Water cooler rental May 2020
17.05.20	1789473	Fuelcard People	5.88	Diesel for vans
30.04.20	31889374	Suez	193.61	Town Hall rubbish collection April 2020
22.05.20	517228	Bonline	46.97	CCTV Town Hall & Museum - June 2020
24.05.20	1792256	Fuelcard People	31.67	Diesel for vans
14.05.20	Z0072450	BNP	233.50	Van Leasing May 2020
15.05.20		Barclaycard	2301.20	April payments
18.05.20		Lloyds Bank	5.00	Service charges - April 2020
	Total DDRs Payable		5756.03	
		Total Payments	9767.42	

Payments List - Meeting Date - June 2020				
Inv. Date	Ref No.	Payee	Amount	Details
19.04.20	190420	C J Smith	141.60	Supply & fit new element for water heater
22.04.20	15527	Modes Users Association	87.60	Museum annual subscription 20/21
15.05.20	11775	Rejuvenate	78.70	Hosted VoIP system
15.05.20	381792	Loomis	252.96	Coin collection monthly contract fee - June 2020
29.05.20	383746	Loomis	0.14	Coin sorting fee analysis May 2020
31.05.20	TEL6512	Rejuvenate	88.47	Call & service charges - June 2020
31.05.20	4870	3C Payment	10.56	Card processing fee - May 2020
31.05.20	27121	Wm Pond	83.21	General maintenance - Town Hall & public toilets
31.05.20	WGS5018	Wessex Grounds Services	350.49	Recreation ground & Hauses Field grass cutting - May 2020
01.06.20	126574	R U Secure	516.00	Door entry access control system
01.06.20	11914	Rejuvenate	36.00	Monthly software support - June 2020
01.06.20	DAPTCsubs	DAPTC	1025.10	Annual subscription 2020/21
03.06.20	121-009729	Brown Advertising	165.60	Car park tickets
15.06.20	385224	Loomis	252.96	Cash collection contract fee - July 2020
16.06.20	266516	Bartletts	10.80	Fencing for Bestwall Road
19.06.20	22308	Creative Studios	240.00	Wareham crest and logo design
22.06.20	221671159	Amazon	15.80	A4 Laminate pouches
22.06.20	221410563	Amazon	91.07	Ink cartridges
18.06.20	126617	R U Secure	201.60	Door entry system camera
21.06.20	210620	C J Smith	60.00	Fix leak on irrigation timer on Town Hall
23.06.20	1891200	Amazon	15.45	Magnetic whiteboard
24.06.20	69561594	Bradfords	48.00	Postcrete for Carey notice board
25.06.20	567	Darkin Miller Ltd	533.33	Internal audit visit 3 of 3
	Total BACS & Cheque Payments		4305.44	

Payments List - Meeting Date - June 2020				
Inv. Date	Ref No.	Payee	Amount	Details
Direct Debits				
04.06.20	517228	Bonline	46.97	CCTV Town Hall & Museum - June 2020
01.06.20	9510974	Sage	180.00	Sage 50 support - June 2020
01.06.20	961510801	Water 2 Business	31.50	Pavilion water usage June 2020
01.06.20	2697290001	Water 2 Business	74.00	Howards Lane toilets water usage - June 2020
01.06.20	962000001	Water 2 Business	85.00	Town Hall water usage - June 2020
01.06.20	308855984	Dorset Council	101.00	Howards Lane toilets rates - June 2020
01.06.20	308855997	Dorset Council	177.00	Quay toilets rates - June 2020
01.06.20	2688769801	Water 2 Business	198.00	Quay toilets water usage - June 2020
01.06.20	300059573	Dorset Council	849.00	Howards Lane car park rates - June 2020
01.06.20	300061477	Dorset Council	936.00	Town Hall rates - June 2020
01.06.20	300059492	Dorset Council	300.00	Museum rates - May and June 2020
03.06.20	586064	O2	23.41	Mobile 'phone June 2020
02.06.20	327593	EE	102.46	Car park machine and mobile 'phones line rentals - June 2020
31.05.20	1795261	Fuelcard People	95.88	Diesel for vans
31.05.20	5660369	Waterlogic	20.34	Water cooler rental May 2020
31.05.20	31916390	Suez	184.10	Town Hall rubbish collection May 2020
01.06.20	1792256	Fuelcard People	31.67	Diesel for vans
21.06.20	1801549	Fuelcard People	46.70	Diesel for vans
15.06.20	Z0072450	BNP	233.50	Van Leasing June 2020
15.06.20		Barclaycard	401.87	May payments
16.06.20		Lloyds Bank	5.00	Service charges - May 2020
23.06.20		PCC of Wareham	900.00	Mayor's charity donation
	Total DDRs Payable		5023.40	
		Total Payments	9328.84	

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices* can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

Wareham Town Council

<http://wareham-tc.gov.uk/default.aspx> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes). PLEASE SEE ATTACHED NOTE			✓
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

12/11/2020

26/03/2021

23/04/2021

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

23/04/2021

If the response is no please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

**Note: If the response is not covered please state when the most recent internal audit work was done in this area and when it is next planned or, if coverage is not required the annual internal audit report must explain why not (add separate sheets if needed)

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Wareham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<http://wareham-tc.gov.uk/default.aspx> AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

Wareham Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	239,332	252,847	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	287,693	365,102	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	169,847	100,628	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	206,339	239,808	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	4,404	4,404	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	233,282	147,227	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	252,847	327,139	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	254,394	341,072	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,883,852	2,886,950	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	16,944	12,818	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date **DD/MM/YY**

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

Wareham Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

Internal Auditor note on test N:

Councils are required to publish certain information in respect of the Annual Governance and Accountability Return (AGAR). The Council was required to publish the notice of Public Rights, and unaudited ss1 and 2 of the AGAR before 01/09/20. The Council was required to publish the Notice of Conclusion of Audit, s3 external audit report, and audited ss1 and 2 of the AGAR before 30/11/20.

Internal auditors were asked to test the Public Rights publications from the 2018/19 financial year onwards. The requirement to test the Notice of Conclusion of audit publications was only added to the internal audit report requirements in 2020/21, and notified to auditors after the test was required to be carried out.

The Council does not have a website audit trail, which means that it cannot provide the evidence of compliance requested by the external auditor in previous years. The external auditor has confirmed that, for 2020/21 onwards, they are content to accept screen shots showing that the relevant information has been uploaded at the start and end of the publication period.

The Council provided a screen shot of its website home page on 03/07/20 which showed a link to the Public Rights Notice and ss1 and 2, along with a screen shot of the Public Rights Notice on the website on 03/07/20. S.2 of the AGAR (the accounts) was published as part of the June 2020 Council agenda papers; both ss1&2 were published as part of the June 2020 Council minutes. I checked the Council website on 23/04/21 and confirmed that the Notice of Conclusion of Audit and ss1-3 of the AGAR were published. The Notice of Conclusion of audit was dated 25/11/20.

The Town Clerk confirmed that the Council complied with the publication requirements, but as the Council was not able to provide a website audit trail or screenshots of the required information uploaded on its website at the start and end of the publication period, I have assessed the test as 'not covered'.

R Darkin-Miller LLB (Hons) BFP FCA 23/04/21

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE

Smaller authority name: Wareham Town Council

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 11 June 2021_____(a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2021, these documents will be available on reasonable notice by application to:</p> <p>(b) The Town Clerk, Wareham Town Council, East Street, Wareham BH20 4NS</p> <p>commencing on (c) Monday 14 June 2021 _____</p> <p>and ending on (d) Friday 23 July 2021 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) Vanessa Ricketts FSLCC</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



WAREHAM
Town Council



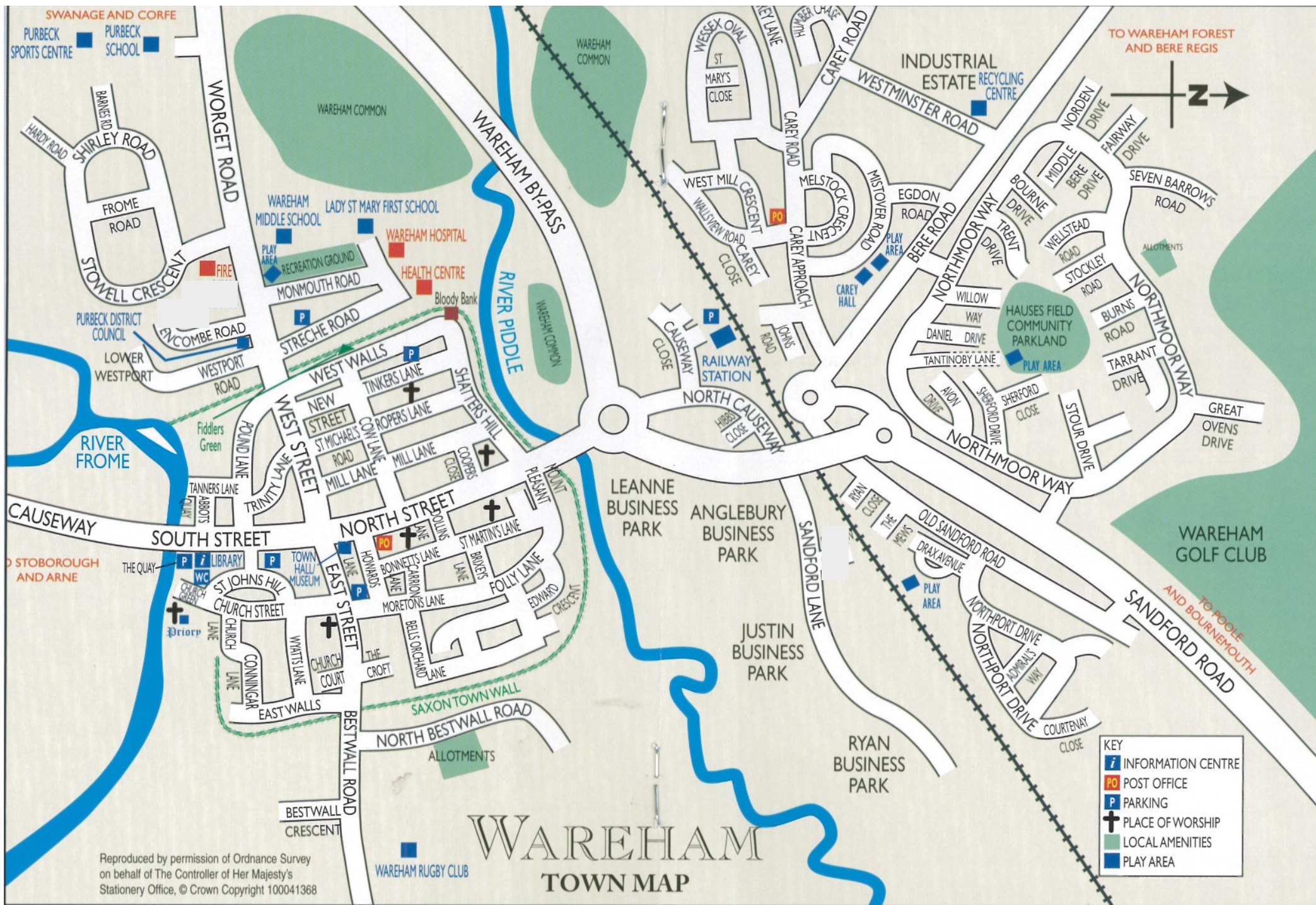


WAREHAM
Town Council

CORPORATE PLAN 2020-2024

Contents

- 4. Map of Wareham**
- 5. Mission Statement of Wareham Town Council**
- 6. Mission Statement pg 2**
- 7. Photos**
- 8. Council Information and details**
- 9. About Wareham**
- 10. Corporate Plan: To improve governance and sustainability of the Town Council**
- 11. Corporate Plan: To preserve and enhance the economy and tourism of Wareham**
- 12. Corporate Plan: To further enhance our environment**
- 13. Corporate Plan: To contribute to the development management of the town**
- 14. Photos**
- 15. Contact details**
- 16-19. Appendix A: Action Plan April 2021—May 2022**



MISSION STATEMENT pg 1

Wareham Town Council is committed to working in partnership with our community and other agencies to provide easy access to efficient services and strive to enhance the quality of social and economic life for Wareham.

Aims

In support of the Council's Mission Statement, the following aims are adopted:

- To improve governance and sustainability of the Town Council
- To preserve and enhance the economy and tourism of Wareham
- To further enhance our environment
- To contribute to the development management of the town

Values

The Council believes in:

Promoting the well-being of the Town and its residents

This includes respect for people and places, creating a sense of belonging, raising awareness of environmental issues, improving the quality of the environment, and encouraging an environmentally friendly ethos and reducing the Council's carbon footprint.

Protecting Wareham's vitality and viability as a commercial centre and visitor attraction

We will endeavour to co-operate with the commercial and business sectors of the Town, its trade and industry, maintaining partnerships with local bodies to do so and assisting in the promotion of the Town's attractions to our many visitors.

Supporting the Community

We will help to generate local ideas and responses to address local needs; the Council may trigger and nurture ideas itself but, in addition, it will help people to organise and encourage people to act on their own initiative.

Continued....

MISSION STATEMENT pg 2

Involving others and working in partnership

We can only understand, learn and respond effectively to the range of problems and issues faced by local communities through partnerships and involving others in the process; in so doing, we will explore new ways of working and expect to draw on help in kind and other resources from a wide range of organisations, groups and individuals.

Equality and fairness

We welcome the richness and variety that diversity brings to the Town. It is important that all citizens have equal access to the Council and are treated fairly. We will encourage everyone to participate in the decision making process, and will consider all representations made and viewpoints put forward in making those decisions.

Being approachable, welcoming, open and honest

The way in which the Council works helps to build understanding, trust and confidence in those with whom and for whom we work.

Simple, common sense approaches and solutions

The Council will endeavour to use a common-sense approach to resolve today's complex issues and to formulate solutions which offer value for money and efficiency. The Council must always be mindful of its limited resources.



Wareham Town Council was formed after local government re-organisation in 1974 when Purbeck District Council took over many of the powers of the former Borough of Wareham. The Town Council has 16 Councillors who represent all parts of the town. In April 2020 there were 4736 registered electors. Elections are held every four years. All Town Council meetings are held in the Town Hall in East Street on Tuesday evenings at 7.00 pm. The public are very welcome to attend and may speak on any topic of public interest relating to the Town at the discretion of the Mayor.

Wareham has a long tradition of Town Mayors stretching back to 1336 and every name to date is recorded on panels in the Council Chamber. The Mayor is elected annually in May by the Town Council at a special 'Mayor Making' meeting. A book is kept to record Mayors' names since 1703, witnessed by Councillors, and forms part of the Town Council's civic regalia. The proceedings in the Council Chamber feature the Sergeant at Mace bearing the splendid Town Mace given to Wareham in the reign of James 1st. Two Constables from Wareham's historic Court Leet in dark suits and bowler hats also bear their own symbols of authority, a pair of two-metre wooden staves dating from 1778.

It is thought that very few councils can trace their Mayors back as far as 1336 - although the Wareham names were almost lost for ever. Prior to 1703, a Clerk named Nathaniel Child absconded to London with most of the Town's records, including the book recording past Mayors' names. Child then attempted to blackmail the town for a large sum of money, effectively saying "pay up or the records will be destroyed". Payment was refused, the records promptly disappeared and the name boards were made up later (from local records which still existed before they were destroyed in the Great Fire of Wareham in 1762) as the only record available of those times.

**Full Council
16 Members**

**Amenities
7 Members**

**Policy, Resources and
Finance
9 Members**

**Planning and Transport
7 Members**

**Personnel
7 Members**

**Museum
2 Members
+ Volunteers**



Wareham is the gateway to the Isle of Purbeck. The historic town occupies a strategic site between the River Piddle to the North and the River Frome to the South. Wareham has a long and storied past. The great earth walls which were built as a defence against the Vikings are still standing, making Wareham one of only two Saxon walled towns in the country.

Today it is a thriving market town where the past and the present co-exist happily. There are shops, pubs and restaurants and there are churches, St Mary's was largely rebuilt in the 19th century whilst St Martins still retains Saxon and Norman features. A notable monument in St Martins is the effigy of T.E. Lawrence. The Priory, now an hotel, was founded by the Carthusians in 1414. There is a museum and a cinema which in itself is of historic interest.

Throughout the year there is a market on Saturday on The Quay and a regular Farmers Market in the Corn Exchange at the Town Hall.

Wareham Town Museum is located in the Town Hall and holds many interesting artefacts about the history of the town and surrounding area.

In July Wareham has a carnival with all the usual elements that would be expected. Firework displays, a parade and music down on The Quay. Money is raised for deserving causes and a family day out is enjoyed.

Visitors can make their way down to The Quay where they can have a drink, feed the ducks or take a boat out on the river. There are many footpaths, the easiest being down by the river, where a great variety of wildlife can be observed (in the last couple of years sightings of otters has confirmed their return to the river).

1. To improve governance and sustainability of the Town Council

Action	Council Committee	Lead Member and Officer	Timescale	Comments
1. Work towards making Wareham Town Council (WTC) a carbon neutral organisation by 2030 as set out in the Council's agreed Climate Change Action Plan	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	Incorporate Climate Change Action Plan
2. Provide new depot for the Operations Team	Amenities Committee	Chairman of Amenities Committee and Operations Manger	By beginning of June 2021	
3. Promoting the work of the Town Council through various formats and media	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Deputy Town Clerk	March 2024	
4. Training of staff and councillors to ensure WTC meets the requirements of a Quality Council and Continual Professional Development	Council	Mayor and Town Clerk	March 2024	Becoming a Quality Council means compliancy and transparency laws are met, Foundation Award should be achieved within 12 months
5. Decide on the best future use of the first floor of the Town Hall Annexe	Amenities Committee	Chairman of Amenities Committee and Town Clerk	March 2022	
6. Consider the viability of energy conservation measures such as solar panels for the Town Hall	Amenities Committee	Chairman of Amenities Committee and Town Clerk	March 2023	
7. Replacement of the small diesel van, at the end of its economic life, with an electric vehicle	Amenities Committee	Chairman of Amenities Committee and Town Clerk	March 2024	Ensure battery technology can meet needs
8. Strive to improve our efficiency and accountability by regular reviews of our decision-making structures, staffing and financial procedures to ensure the council tax-payer receives value for money services	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	
9. Increase the General Reserve to a minimum of 25% of expenditure on arrears budget and pursue external funding opportunities	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Town Clerk	March 2024	

2. To preserve and enhance the economy and tourism of Wareham

Action	Council Committee	Lead Member and Officer	Timescale	Comments
1. Provide an electric charging point in Howards Lane Car Park	Amenities Committee	Chairman of Amenities Committee and Operations Manager	By March 2024	
2. Create attractive gateway features at all entrances to the town	Amenities Committee	Chairman of Amenities Committee and Operations Manager	Welcome signs to be installed by end of 2021	Ongoing. Issues with Highways re installation
3. Promote Wareham Town Museum as an important heritage destination and improve access to historical information	Museum Committee	Chairman of Museum Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	
4. Maintain support for keeping the existing pedestrian level crossing of the railway to prevent the railway becoming a barrier between the north and south of the town	Council	Mayor and Town Clerk	Progress to be evidenced over the lifespan of this document	This should be assigned to a smaller Committee to include the Mayor, at the appropriate time
5. Maintain Town Council buildings in good condition, with a planned maintenance programme, setting aside funding yearly for major works and consideration of a PWLB loan for major works to the buildings including a step free access from East Street to the Town Hall and, implement if feasible, a lift to enable persons with a disability to access the first floor	Amenities Committee	Chairman of Amenities Committee and Town Clerk	By March 2024	
6. Instigate a programme of planned maintenance and replacement of public seats and bins	Amenities Committee	Chairman of Amenities Committee and Deputy Town Clerk	By March 2024	Bins to be replaced with dual function recycling/waste bins at end of life once Dorset Council offer separate collections
7. Continue to support tourism and events in the town	Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee	Progress to be evidenced over the lifespan of this document	
8. Work with lead authorities and organisations on improvement and enhancement schemes for Wareham	Council	Chairmen and Town Clerk	In progress	Grant funding may be able to support

3. To further enhance our environment

Action	Council Committee	Lead Member and Officer	Timescale	Comments
1. Influence the improvement of the highway environment in the town centre to benefit the safety and wellbeing of pedestrians and cyclists by reducing the impact of vehicles and encouraging through traffic to use the bypass	Planning and Transport Committee	Chairman of Planning and Transport and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Parking Issues Working Party set up
2. To continue to work with residents and stakeholders regarding parking and traffic issues	Planning and Transport Committee	Chairman of Planning and Transport and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Support for appropriate Traffic Regulation Orders
3. Develop an investment fund for the upgrade and refurbishment of all open spaces, play areas and other environmental enhancements that will improve Council owned public open space	Amenities Committee and Policy Resources and Finance Committee	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Grant funding for open spaces to be investigated to develop the investment fund
4. Determine the future of the pavilion, once Dorset Council plans for the former playing fields are known	Amenities Committee	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Dependent on the future use of the Middle School playing fields
5. Install inclusive play equipment at larger play sites	Amenities Committee	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	
6. Establish a tree planting programme	Amenities Committee	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	

4. To contribute to the development management of the town

Action	Council Committee	Lead Member and Officer	Timescale	Comments
1. To continue to support the Wareham Neighbourhood Plan through planning consultations and the development management process	Planning and Transport Committee	Chairman of Planning and Transport Committee	Progress to be evidenced over the lifespan of Neighbourhood Plan	
2. Explore the feasibility of setting up a Community Land Trust to provide affordable rented homes for local people	Planning and Transport Committee and Policy Resources and Finance Committee	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	
3. Support, encourage and create wildflower planting in public spaces to benefit pollinating insects	Amenities Committee	Chairman of Amenities Committee and Operations Manager	Progress to be evidenced over the lifespan of this document	
4. Support the creation of a network of small community planting and tended flower and shrub gardens around the town	Amenities Committee	Chairman of Amenities Committee and Operations Manager	Progress to be evidenced over the lifespan of this document	Provide seeds etc.





If you would like to comment on this Corporate Plan, please use the following contact details:

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1. Improving governance and sustainability of the Town Council

Action	Lead Member and Officer	Timescale	Action Plan
1. Work towards making Wareham Town Council a carbon-neutral organisation by 2030 as set out in the Council's agreed Climate Change Action Plan	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	Continuance of the Climate Change Working Group to support this key objective Working party to consider what may be achievable in the next 10 months
2. Provide new depot for the Operations Team	Chairman of Amenities Committee and Operations Manger	By beginning of June 2021	In progress – lease to be approved by April 2021 Depot to be in use by June 2021
3. Promoting the work of the Town Council through various formats and media	Chairman of Policy Resources and Finance and Deputy Town Clerk	March 2024	Town Council notice boards to be regularly updated New editions of the Council's community magazine to be published Council to consider a facebook page
4. Training of staff and councillors to ensure WTC meets the requirements of a Quality Council and Continual Professional Development	Mayor and Town Clerk	March 2024	Progress training and policies required to meet Foundation Quality Standard with a view to getting certified by end of March 2022 Quality Award to be achieved by 2024 (Quality Gold not obtainable within the timeframe of this Corporate Plan)
5. Decide on the best future use of the first floor of the Town Hall Annexe	Chairman of Amenities Committee and Town Clerk	March 2022	Set up Task and Finish Group in autumn 2021, dependent on Covid Act 2020 restrictions
6. Consider the viability of energy conservation measures such as solar panels for the Town Hall	Chairman of Amenities Committee and Town Clerk	March 2023	To be considered in next review of this plan 2022/23 upon the findings of the Task and finish Group set up to consider the future use of the building
7. Replacement of the small diesel van, at the end of its economic life, with an electric vehicle	Chairman of Amenities Committee and Town Clerk	March 2024	Not in this year
8. Strive to improve our efficiency and accountability by regular reviews of our decision-making structures, staffing and financial procedures to ensure the council taxpayer receives value for money services	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	To continue regular policy reviews
9. Increase the General Reserve to a minimum of 25% of expenditure on arrears budget and pursue external funding opportunities	Chairman of Policy Resources and Finance and Town Clerk	March 2024	To continue to be reviewed through budget monitors and budget setting process

2. To preserve and enhance the economy and tourism of Wareham

Action	Lead Member and Officer	Timescale	Action Plan
1. Provide an electric charging point in Howards Lane Car Park	Chairman of Amenities Committee and Operations Manager	By March 2024	Not in this year
2. Create attractive gateway features at all entrances to the town	Chairman of Amenities Committee and Operations Manager	Welcome signs to be installed by end of 2021	Ongoing through this year, working with Dorset Highways
3. Promote Wareham Town Museum as an important heritage destination and improve access to historical information	Chairman of Museum Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Ongoing through this year
4. Maintain support for keeping the existing pedestrian level crossing of the railway to prevent the railway becoming a barrier between the north and south of the town	Mayor and Town Clerk	Progress to be evidenced over the lifespan of this document	Ongoing through this year, reacting at appropriate time
5. Maintain Town Council buildings in good condition, with a planned maintenance programme, setting aside funding yearly for major works and consideration of a Public Works Loan major works to the buildings including a step free access from East Street to the Town Hall and, implement if feasible, a lift to enable persons with a disability to access the first floor	Chairman of Amenities Committee and Town Clerk	By March 2024	Set up Task and Finish Group in autumn, dependent on Covid Act 2020 restrictions
6. Instigate a programme of planned maintenance and replacement of public seats and bins	Chairman of Amenities Committee and Deputy Town Clerk	By March 2024	Produce schedule and condition report of all bins and street furniture assets by end of March 2022
7. Continue to support tourism and events in the town	Chairman of Policy Resources and Finance and Town Clerk		Ongoing through this year
8. Work with lead authorities and organisations on improvement and enhancement schemes for Wareham	Chairmen and Town Clerk	In progress	Ongoing through this year

3. To further enhance our environment

Action	Lead Member and Officer	Timescale	Action Plan
1. Influence the improvement of the highway environment in the town centre to benefit the safety and wellbeing of pedestrians and cyclists by reducing the impact of vehicles and encouraging through traffic to use the bypass	Chairman of Planning and Transport and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Ongoing through this year
2. To continue to work with residents and stakeholders regarding parking and traffic issues	Chairman of Planning and Transport and Deputy Town Clerk	Progress to be evidenced over the lifespan of this	Ongoing through this year
3. Develop an investment fund for the upgrade and refurbishment of all open spaces, play areas and other environmental enhancements that will improve Council owned public open space	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Produce schedule and condition report of each piece of equipment and establish when each piece installed or last replaced
4. Determine the future of the pavilion, once Dorset Council plans for the former playing fields are known	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Waiting on Dorset Council's decision
5. Install inclusive play equipment at larger play sites	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this	In development with 3.3 above
6. Establish a tree planting programme	Chairman of Amenities Committee and Deputy Town Clerk	Progress to be evidenced over the lifespan of this document	Not in this year

4. To contribute to the development management of the town

Action	Lead Member and Officer	Timescale	Action Plan
1. To continue to support the Wareham Neighbourhood Plan through planning consultations and the development management process	Chairman of Planning and transport Committee	Progress to be evidenced over the lifespan of Neighbourhood Plan	Support and promotion. Referendum
2. Explore the feasibility of setting up a Community Land Trust to provide affordable rented homes for local people	Chairman of Policy Resources and Finance Committee and Town Clerk	Progress to be evidenced over the lifespan of this document	Not in this year
3. Support, encourage and create wildflower planting in public spaces to benefit pollinating insects	Chairman of Amenities Committee and Operations Manager	Progress to be evidenced over the lifespan of this document	Ongoing where the opportunity presents itself
4. Support the creation of a network of small community planting and tended flower and shrub gardens around the town	Chairman of Amenities Committee and Operations Manager	Progress to be evidenced over the lifespan of this document	Ongoing where the opportunity presents itself

The Swanage and Purbeck Paramedic Car is based in Swanage and provides a 24/7 emergency response to Isle of Purbeck Villages, up to, and including, Wareham. It was allocated in 2008, in return for the Swanage community agreeing to the overnight closure of our Cottage Hospital Minor Injuries Unit.

The Car has 4 functions:

- to preserve life until an ambulance comes
- to deal with the 50% of call outs that can be treated at the scene, saving scarce double crewed ambulance resources
- to provide overnight cover following the MIU closure
- to support Purbeck GP home visits

Unlike an Ambulance, the Car is not routinely called out of Purbeck to attend to emergencies across the County, which means it is often first on the scene. The Car is a fast 4 x 4, it can go cross country, and get to places that the Ambulance can't.

A Freedom of Information Act response from South West Ambulance Services Trust shows that in 2019 the Car was called out 996 times to BH19 postcodes alone (Swanage, Worth, Langton, Studland), more than half the calls were category 1-3, the most serious emergencies, and there were on average 35 callouts per month where there was risk to life.

The same information has been requested for BH20, no response has been received, although the deadline has passed.

Swanage Town Council first heard in February 2020, from a resident, that the Paramedic Car was being withdrawn. Ken Wenman, the then Chief Executive of SWAST, confirmed in writing that SWAST did indeed intend to withdraw the Car from 1st April 2020.

This was despite Dorset Clinical Commissioning Group having given a minuted assurance to Dorset Council Health Scrutiny in October 2018, that, given the planned loss of A&E and Maternity care from Poole, Ambulance resources based at Swanage would, at a minimum, be fully maintained.

There has been an ongoing battle to try to prevent the Car being withdrawn. Matters worsened this February when the Purbeck GP Lead, Dr Jackson, shared that DCCG had asked, if they withdrew their funding from the Car, whether Dr Jackson could use the funds to set up a support service for GP home visits, from the 1st of April. The plan did not include retention of the Car as an emergency response resource (or at all). In March Swanage Town Council passed a resolution stating that the loss of the Car would present a threat to the lives of local people, and requested a meeting with DCCG, SWAST and Purbeck GP's to discuss the funding. DCCG/SWAST have replied and we are trying to agree a meeting date.

Langton, Worth, Studland & Corfe have also provided brief statements supporting retention of the Paramedic Car which will be shared with funders. Would Wareham Town Council please consider providing a statement?

Temporary Scheme of Delegation Council 5 May 2021

The regulations that currently allow local authorities to hold meetings remotely until 06 May 2021 will not be extended by the Government, and so face-to-face meetings will need to resume from 07 May. However, social distancing requirements under the Government's current Covid 19 lockdown measures would prevent the Town Council from meeting in public.

The legislation has already been extended in Wales, so Parish and Town Councils there can continue to meet and make decisions virtually.

The Association of Democratic Services Officers (ADSO), Lawyers in Local Government (LLG) and Hertfordshire County Council have lodged a legal challenge in the High Court that seeks a continuation of local authority remote meetings beyond the 06 May 2021. The date for this challenge to be heard in the courts was 21 April with a decision expected by the end of the month.

There is also still much uncertainty around how legislation or COVID-19 risks and restrictions may change over the coming weeks and months.

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
5. In an emergency the Proper Officer is empowered to carry out any function of the Council
6. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

7. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions in consultation with the Chairman and Vice Chairman of the relevant Committee or Full Council
8. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
9. Records will be kept demonstrating a clear trail (particularly around decision making in any form).

10. All decisions will be reported at the next available Full Council Meeting.

Full Council matters

11. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
- To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30 June each year
 - To set the Precept
 - To appoint the Head of Paid Service (Town Clerk)
 - To make byelaws
 - To borrow money
 - To consider any matter required by law to be considered by Council

Recommendation

- a) That Council approves the temporary delegation to the Proper Officer of the Council, for the period that the Council is unable to meet, due to the cessation of the legislation for virtual meetings and the Government's current lockdown measures.
- b) That this delegation will cease at the next lawful meeting of the Council called in accordance with LGA 1972 Sch12.