



Town Hall
East Street
Wareham
Dorset
BH20 4NS

22 June 2022

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **WAREHAM TOWN COUNCIL** to be held on **TUESDAY 28 JUNE 2022** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Katherine Noble
Acting Town Clerk

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

Members of Wareham Town Council

Councillor M Russell (Mayor)
Councillor C Turner (Deputy Mayor)
Councillor D Budd
Councillor M Cotton
Councillor R Dean
Councillor H Goodinge
Councillor K Green
Councillor M Humphries
Councillor L Kirk

Councillor D Cleaton
Councillor K Critchley
Councillor B Ezzard
Councillor Z Gover
Councillor V Green
Councillor S Kemp
Councillor R Schofield



FULL COUNCIL MEETING

A G E N D A

28 June 2022

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

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100).

4. Confirmation of minutes of previous meetings held on 19 and 24 May 2022

To confirm, as a correct record, the minutes of the meetings held on 19 and 24 May 2022 (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on 24 May 2022

To consider any matters arising from the previous meetings minutes.

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

To receive the written report of the Dorset Ward Councillors and any further written reports from Town Council representatives on outside bodies.

7. Payment of outstanding creditors

To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made and note any queries. (LGA1972 s150).

Queries on payments should be notified to the Clerk in advance of the meeting as the financial systems of the Council will not be available for interrogation at the meeting.

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

9. Reports of Committees and Sub-Groups

- a) Amenities Committee – 8 June 2022
- b) Personnel Committee – 25 May and 20 June 2022
- c) Planning and Transport Committee – 1 June 2022
- d) Policy, Resources and Finance Committee – 14 June 2022

10. Recommendations from Policy, Resources and Finance Committee

To consider deleting the following Council policies, as they are no longer required:

- a) Retention of Recordings
- b) Visual and Audio Recordings

11. Worgret Road Playing Fields Consultation

To consider sending a response to the Dorset Council's Worgret Road Playing Fields consultation.

12. Annual Town Meeting items

To consider the following two proposals made by residents at the Annual Town

Meeting:

- a) To request that Dorset Council provide a street cleaner in the town on Saturday mornings.
- b) Would the Town Council consider buying back the garages in Moreton Lane and knocking them down to build a car park with charging points.

13. Customer Service/Visitor Hub

To consider the report and recommendation.

14. Date for Christmas Reception

To agree the date for the Christmas Reception as Thursday 15 December 2022.

15. Dorset Association of Parish and Town Councils AGM Motion

To consider putting forward a motion for consideration at the Dorset Association of Parish and Town Councils Annual General Meeting, which is to be held on 19th November 2022.

16. Borrowing Approval for Play Area Refurbishment

To agree to apply for the funds through a public works loan for the refurbishment of the four play areas, not exceeding £288,750, following borrowing approval from the Secretary of State for the Department of Levelling Up, Housing and Communities.

17. Motion from Councillor Kemp

To consider the following written motion received in accordance with the Council's Standing Orders: That the Council writes to the owner of The Priory requesting that the tree over the river is coppiced in the autumn.

18. Motion from Councillor Kemp

To consider the following written motion received in accordance with the Council's Standing Orders: That the Council writes to the owners of the land either side of the causeway toward Stoborough, with a view to ask them if they would agree to trees being planted along the causeway on either side of the road. The businesses of Wareham and Stoborough could be asked to sponsor a tree.

19. Motion from Councillor Ezzard

To consider the following written motion received in accordance with the Council's Standing Orders: That the Council suspends the Grants Policy to allow consideration of a grant application for £600 for the provision of a Wareham Visitors Centre at Not Just Sundaes.

20. Any other items the Mayor deems urgent

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

21. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 9 August 2022 at 7.00 pm.**

22. Confidential session

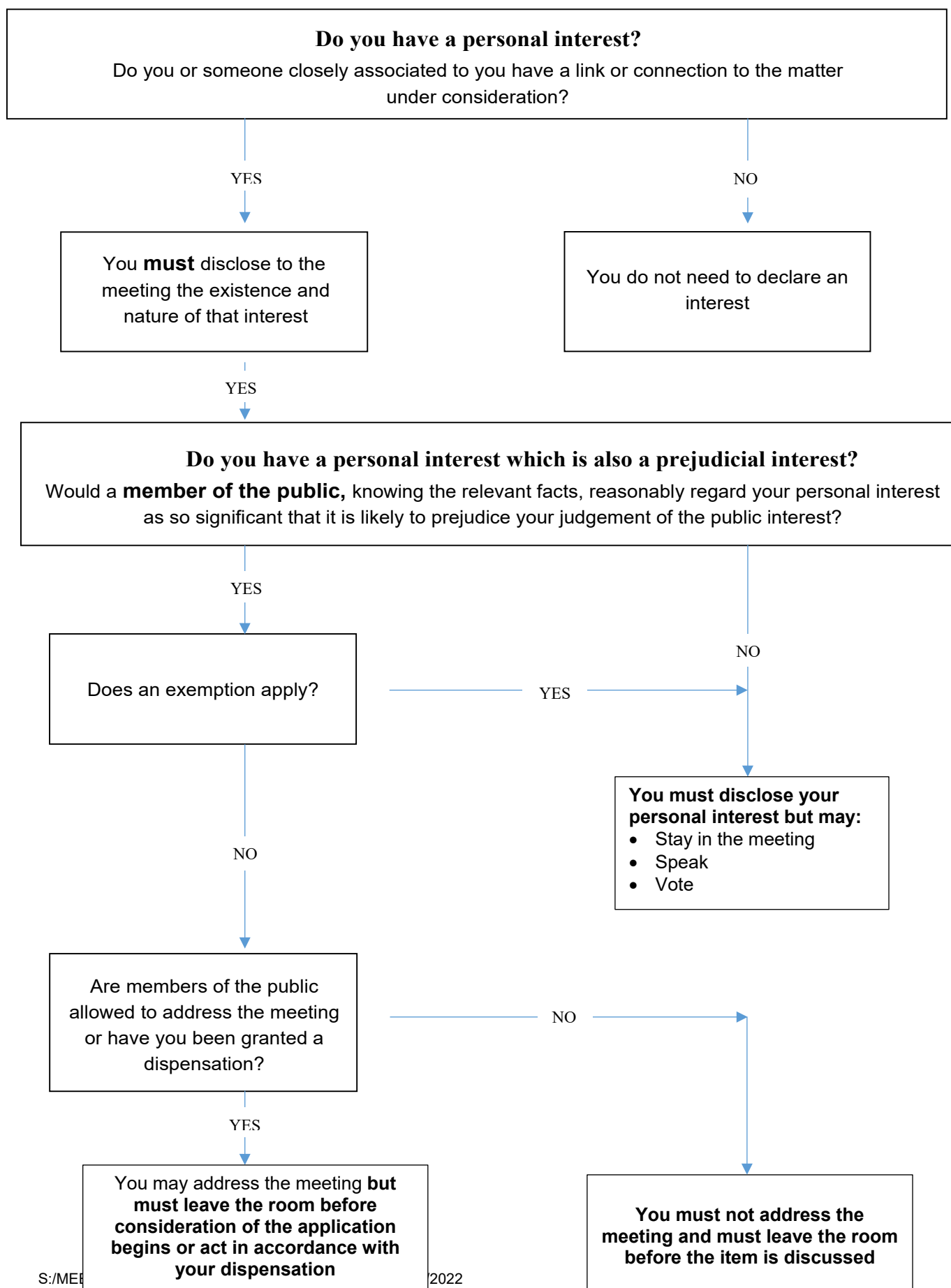
At the conclusion of this part of the Agenda, the Chairman will move the following resolution: That under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

23. Recommendation from the Personnel Committee

To consider the recommendation from the Personnel Committee to appoint a Locum Clerk for up to 2 months and the Acting Town Clerk be delegated, in consultation with the Chair of Personnel Committee, to agree the terms of the contract.

Declaration of personal and prejudicial interests

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





**Minutes of the Annual meeting of the Town Council
held on 19 May 2022 in the Council Chamber, Town
Hall, East Street, Wareham at 7.00pm.**

Members Present: Councillors K Green, M Russell, D Budd, D Cleaton, M Cotton, K Critchley, Z Gover, V Green, M Humphries, S Kemp, L Kirk, C Turner

Officers present: K Noble, Deputy Town Clerk, B Churchill, Mayor's PA

1. Election of the Town Mayor for 2022/2023

Resolved that Councillor Malcolm Russell be elected to the office of Town Mayor for the 2022/2023 civic year. Councillor Russell duly signed the declaration of acceptance of office.

Councillor Russell addressed the Council expressing his thanks to the Members and staff of the Council.

2. Election of Deputy Town Mayor 2022/2023

Resolved that Councillor Carol Turner be elected to the office of Deputy Town Mayor for the 2022/2023 civic year. Councillor Turner duly signed the declaration of acceptance of office in the presence of the Proper Officer.

3. Mayor 2021/22 vote of thanks and response

Resolved that a formal vote of thanks be recorded to Councillor K Green for his services as Mayor during the past year.

Councillor Green responded and thanked the Council, his Chaplain The Reverend Canon Simon Everett, his Mayoress Councillor V Green and the staff for their support during an unprecedented year where, whilst he was unable to attend many events due to the pandemic, he had enjoyed his role.

4. Mayors Announcements

Councillor Russell appointed The Reverend Canon Simon Everett as his Chaplain. The Mayor confirmed the appointment of Officials: Sergeant at Mace - Nigel Spiller, Mayor's Constables - Dave Reeves and Tony Ball, Town Crier - Jacquie Hall, Mayor's Guide - Miss Annabel Rankin, Mayor's Scout - Miss Tabitha Crew, Mayor's Air Training Cadet - Cadet Ethan Brennan.

The Mayoral Charity for the 2022/2023 year would be The Allison Campbell Trust.

5. Apologies for absence

Apologies had been received from Councillors B Dean, B Ezzard and H Goodinge.

6. Resolved that the meeting be adjourned for the civic celebration of Mayor Making. The adjourned meeting will resume on 24 May 2022 at 7 pm in the Council Chamber, Town Hall, East Street, Wareham



**Minutes of the Annual meeting of the Town Council
held on 24 May 2022 in the Council Chamber, Town
Hall, East Street, Wareham at 7.00pm.**

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

Officers present: K Noble, Acting Town Clerk; A Crocker, Finance Officer, T Bailey, Operations Manager

Annual Council meeting reconvened from 19 May 2022

The Mayor thanked the outgoing Mayor and his wife for all the work they did last year.

7. Apologies for absence

Apologies had been received from Councillors Cleaton, Dean and Schofield.

8. Declarations of interest

There were no declarations of interest.

9. Public participation time

There was one member of the public present.

10. Confirmation of the minutes of the Council meeting held on 12 April 2022

The minutes of the meeting of the Town Council held on 12 April 2022 were presented by the Mayor.

Minute 491 – reference minute 449, Councillor Ezzard requested the wording of the last sentence be amended to... 'she would endeavour to take it forward as a separate community voluntary group'.

Resolved that the minutes be taken as read, confirmed and signed by the Mayor, subject to the above amendment.

11. Matters arising from the minutes of the Council meeting held on 12 April 2022

The Acting Town Clerk had responded to the queries that were raised in the public participation session.

The Joint Burial Committee had written to Dorset Council regarding the parking sign and a photo of the previous sign had been sent. This had been chased up again the previous week.

12. Suspension of Standing Orders

Resolved to suspend Standing Orders 3.12(h) 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.

13. Appointment of Committees and Other Bodies

It was confirmed that all parties' nominations remain the same as last year.

Resolved that the Members, as shown appended to these minutes, serve on the Council's Standing Committees for the Civic Year 2022/2023.

- Policy, Resources and Finance Committee (9 Members)
- Amenities Committee (7 Members)
- Planning and Transport Committee (7 Members)
- Personnel Committee (7 Members)

Resolved that the Members, as shown appended to these minutes, serve on following for the Civic Year 2022/2023.

- Museum Committee (2 Members and the Mayor)
- Wareham Neighbourhood Plan Steering Group

14. Representatives on Outside Bodies

Resolved that the Council's representatives on outside bodies for the 2022/23 municipal year be approved, as appended to these minutes.

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

Dorset Councillor Ezzard presented Dorset Councillor Holloway's report and gave an update on the family hubs. The first round of funding had been missed; however, £875,000 had now been awarded and it was anticipated that 8-10 hubs would be provided throughout the county.

Councillor Ezzard referred to the railway crossing. Councillor Critchley confirmed at a recent meeting with the MP the feedback was regarding the possibility of an automated crossing being installed was a little more positive.

16. Payments for outstanding creditors

The Finance Officer presented a list of payments for approval.

It was noted that the expenditure for the Union Flags also included the purchase of bunting.

A query was raised regarding the cleaning products order. It was confirmed that one order had been placed but Amazons invoicing system splits the cost over several invoices.

Resolved that payments in the sum of £9,092.00 (£6,919.59 BACS and £2,172.41 Direct Debits) be approved.

17. Reports of Committees and Sub-groups

The following draft minutes of the Council's Committees were presented by the Committee Chairmen:

a) Amenities Committee – 27 April 2022

A query was raised asking what the pump track is. It was confirmed these were the earth mounds that were around the skate ramps.

A query was raised regarding the installation of the electric vehicle charging points. The installation date has yet to be confirmed.

b) Wareham Neighbourhood Plan Steering Group – 21 April 2022

Councillor Goodinge stated she had sent her apologies for the meeting.

c) Personnel Committee – 5 April, 10 May 2022

d) Planning and Transport – 20 April, 11 May 2022

e) Policy, Resources and Finance – 10 May 2022

Resolved that the Minutes from the Council Committee Meetings be received.

18. Platinum Jubilee Event

Councillor Turner presented the final update of all the festivities taking place on 2 June 2022. The expenditure for the event will be within the allocated budget.

19. Former Wareham Middle School, Wareham Hospital, GP Surgery and Ambulance Station Sites

Members had received a copy of the presentation slides from the Neighbourhood Plan Steering Group (NPSG) meeting held on 21 April 2022.

The Planning and Transport Committee were asked to keep up to date with developments of the site.

a) To send a letter to Dorset Healthcare in support of the concerns raised by Wareham Neighbourhood Plan Steering Group.

When the NPSG discovered that the Health Hub proposal was being dropped, a letter was sent to the Acting Chief Executive of Dorset Healthcare asking for the decision to be deferred due to lack of public notification and consultation. An invitation was also sent for a representative to attend the NPSG and this had been declined until a decision had been made. The decision was due to take place on 1st June.

The matter was raised with the MP at a recent meeting. Mr Tomlinson had always been supportive of the proposal for the Health Hub.

Resolved that the Acting Town Clerk, in consultation with the Chair of the NPSG, be delegated to write to the Acting Chief Executive of Dorset Healthcare. The letter would be circulated to Members.

b) To formally reply to the response received from Dorset Council.

Members were extremely unhappy with the negative and unhelpful response, received from a Dorset Council Officer to the letter sent to the Leader of the Council.

The Chair of the NPSG had recently met with Dr Ward and it was confirmed the Doctors Surgery were still onboard with the project and funding was not an issue as the Surgery would be leased from the developer. The NPSG had concerns regarding the size of the Surgery and the lack of space to expand. The NPSG also did not feel a pharmacy should be moved from the town centre to the site and the space could be better used as part of the Doctors Surgery.

Councillor Ezzard stated that Dorset Council Ward Members had not been updated by Officers and was unhappy with how it had been handled.

Resolved that the Acting Town Clerk, in consultation with the Chair of the NPSG, sends a response to Dorset Council. A copy of the letter would be circulated to Members.

20. 2021-2022 Annual Budget Review

The Budget Comparison Report for 2021-22 was presented by the Finance Officer.

A query was raised regarding income from parking telephone payments and it was confirmed this was a new service and income using this method was increasing.

Resolved that the budget report was agreed.

21. Annual Governance Statement 2021/2022

The Council considered each item of the Annual Governance Statement and confirmed that the Council had fulfilled its duties.

Resolved that the Accounting Statement for 2021/2022 was completed as agreed and signed by the Mayor and Acting Town Clerk/RFO.

22. Accounting Statement 2021/2022

The Finance Officer presented the Accounting Statement and explained the variances.

Resolved that the Accounting Statement for 2021/2022 was approved and signed by the Mayor and Responsible Finance Officer.

The Finance Officer was thanked for all her work in completing the end of year accounts, the AGAR and providing all the information required for the internal audit.

23. Period for the Exercise of Public Rights

The period for the exercise of public rights for inspection of the financial accounts ended 31 March 2022 will commence on 13th June 2022 until 22nd July 2022 and would be published in accordance with the requirements.

24. Santa's Grotto

Resolved that permission is granted for the Santa's Grotto to be held in the Museum again this year.

25. Remembrance Parade

A report was provided including two traffic safety management quotations which would allow the Remembrance Procession to take place on 13 November 2022.

Resolved that Quotation B is accepted at a cost of £1,833.12 + VAT with a contingency of £500.

26. Local Council Award Scheme

It was noted that the Council had been accredited Quality Status in the Local Council Award Scheme.

27. Public Work Loan

The wording of the resolution of 14 December 2021 needed to be amended to meet the criteria for the public work application.

It was noted that the application had been submitted before the budget was set, therefore the precept was increased in the 2022/23 financial year and would not be increased further.

Resolved that the Council to seek the approval of the Secretary of State for the Department of Levelling Up Housing and Communities to apply for a PWLB loan of £288,750 over the borrowing term of 20 years for the Recreational Facilities Projects. The annual repayments would be around £16,955.84. It was intended to increase the Council Tax precept for the purpose of the loan repayments to an increase of approximately £7.84 on a Band D property or 3.86% per year (based on last year's Council Tax base), which was agreed by public consultation.

28. Any other items the Mayor deems urgent

The Mayor took the opportunity to thank the operations staff for the wonderful floral displays.

29. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 28 June 2022 at 7.00 pm.**

30. 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.

31. Appointment of Town Clerk and Responsible Finance Officer

Members were updated with regards to the appointment of the Town Clerk.

Resolved that the Council approve the formal employment offer based on the Interview Panel's recommendation and that the Personnel Committee approve the terms of employment. This approval would also apply if the preferred candidate declined the employment offer and the post was re-advertised.

Mayor..... Date.....

Policy, Finance and Resources Committee (9)**Liberal Democrat (5)**

Keith Critchley

David Budd

Keith Green

Vera Green

Robert Schofield

Conservative (1)

Malcolm Russell

Independent (3)

Marian Cotton

Zoe Gover

Carol Turner

Amenities Committee (7)**Liberal Democrat (4)**

David Budd

Beryl Ezzard

Vera Green

Lucia Kirk

Conservative (1)

Hillary Goodinge

Independent (2)

Sue Kemp

Carol Turner

Planning and Transport Committee (7)**Liberal Democrat (4)**

David Budd

Doreen Cleaton

Keith Green

Robert Schofield

Conservative (1)

Maxine Humphries

Independent (2)

Bob Dean

Zoe Gover

Personnel Committee (7)**Liberal Democrat (4)**

David Budd

Keith Critchley

Keith Green

Lucia Kirk

Conservative (1)

Malcolm Russell

Independent (2)

Zoe Gover

Carol Turner

Museum Committee (2)

Doreen Cleaton The Mayor
Bob Dean

Wareham Neighbourhood Plan Steering Group

David Budd
Doreen Cleaton
Keith Critchley
Bob Dean
Beryl Ezzard
Hilary Goodinge
Keith Green
Carol Turner

Draft

Appointments of representatives to Outside Bodies for 2022/2023

Organisation	Councillor(s) appointed
Allotment Associations Bestwall Northmoor	B Dean M Cotton
Armed Forces Covenant Champion	M Russell
Carey Hut Charitable Trust	D Cleaton M Cotton
Christmas Lights Committee	M Cotton
DAPTC Purbeck Area	Vacancy
DAPTC Larger Parishes & Towns	K Green V Green
Dementia Friendly Purbeck	Z Gover L Kirk C Turner
Fairtrade Association	B Dean
Harbin & Pitts Charity	C Turner
Litter Free Purbeck	Z Gover M Humphries C Turner
East Dorset & Purbeck Citizens Advice	V Green
Purbeck Community Rail Partnership Stakeholder Group	D Budd (reserve – M Humphries)
Purbeck Heritage Network (Forum)	B Dean
Purbeck Transport Action Group	R Schofield
Streche Almshouses (4-year term)	S Kemp M Russell R Schofield C Turner
Swanage & Wareham Rugby Club	Vacancy
Twinning Associations	D Cleaton B Dean
Wareham Burial Joint Committee	D Cleaton K Critchley H Goodinge V Green

	L Kirk
Wareham Carnival Committee	B Dean S Kemp
Wareham Disabled Club	D Cleaton
Wareham and District Development Trust	M Humphries
Wareham Relief in Need and Sickness	M Russell (ex officio) L Kirk C Turner
Wareham Town Band	D Cleaton
Wareham Youth & Community Foundation	B Dean M Russell (ex officio) S Kemp L Kirk

Payments List - Meeting Date 24.05.22

Inv.

Date	Ref No.	Payee	Amount	Details
19.04.22	48148	Loomis	319.97	Monthly cash collection contract fee May 2022
01.04.22	60283447	Initial Hygiene	295.70	Hygiene units for Town Hall 1.4.22 to 31.3.23
13.04.22	502478	Dorset Electrical	102.00	Mill Lane maintenance check
03.04.22	502477	Dorset Electrical	36.00	Mill Lane fire extinguisher check
14.04.22	2022-B	Amazon	148.35	Union Jack table cloths
26.04.22	27738	Wm Pond	29.51	Drain cleaner, timber, gloss paint
27.04.22	2022-70924	Amazon	12.50	Clear bin bags
28.04.22	1168350	Comax	294.00	Toilet rolls
28.04.22	2022-74577	Amazon	6.95	Disposable gloves
29.04.22	2057	Tradewind Graphics	47.70	Business cards for Museum
29.04.22	10185	Wessex Ground Serv.	416.48	April 2022 grass cutting - rec & Hauses Field
29.04.22	483407	Loomis	55.36	Coin analysis April 2022
29.04.22	125901	Clarity Copiers	143.46	Copier charges April 2022
30.04.22	99910	3C Payments	73.92	Credit card transaction fee - April 2022
01.05.22	1331692	Garden Selections	114.97	Co-co liner for hanging baskets
01.05.22	17265	Rejuvenate	606.48	Software support - May 2022
02.05.22	GB22QB7ZHAEUI	Amazon	32.30	Hand towels
02.05.22	GB22QIYNWAEUI	Amazon	19.60	Lemon floor cleaner
02.05.22	GB22QK2U5AEUI	Amazon	19.60	Lemon floor cleaner
02.05.22	GB22QB761AEUI	Amazon	63.15	Centre feed toilet rolls
02.05.22	GB22QEI6AEUI	Amazon	8.82	Bleach
02.05.22	2022-423	Amazon	7.29	Washing up liquid
02.05.22	GB22QJ3GKAEUI	Amazon	19.60	Lemon floor cleaner
02.05.22	GB22QI5A1AEUI	Amazon	19.00	Bathroom & kitchen cleaner
03.05.22	26346	UK Farm Supplies	267.87	Coco liner for hanging baskets
04.05.22	10522	Soniartpurbeck	28.80	Museum stock
18.02.22	70743	MJ White	54.00	MOT HD55 EKB
04.05.22	1261123565	Trade UK	16.99	Irrigation system & couplings
04.05.22	77	RW Consultancy	1375.00	Staff review
05.05.22	200806	Lewis-Fry Pub.	600.00	Tourist information webhosting
06.05.22	65452	Aston Rose	307.66	Depot insurance 25.03.22 to 24.03.23
06.05.22	2022-32603	Amazon	9.49	Envelopes
06.05.22	2022-3847	Amazon	79.60	Union Jack flags
09.05.22	GB2-174265086	Amazon	11.99	Batteries
10.05.22	502841	Dorset Electrical	153.63	Extinguishers for Mill Lane
14.05.22	7056	JB Plumbing & Heat	204.00	Repairs to Howards Lane toilets
16.05.22	851	DAPTC	1071.57	Annual subscription
16.05.22	2022-84	Amazon	21.55	Bin liners
16.05.22	XGJJ	Amazon	-141.35	Credit against Union Jack tablecloths
16.05.22	82678 35515	SSE Scottish Hydro	-44.42	Amended readings re Depot
16.05.22	22/082	David Kemp	17.50	Badges for resale in Museum
18.05.22	XG9G	Amazon	-7.00	Credit against Union Jack tablecloths
Total BACS			6919.59	

Direct Debits & Card payments

08.04.22	1232416	SumUp Payments	118.80	Museum credit card machine
14.04.22	Z0072450	BNP Paribas	233.50	Vehicle lease - April 2022
30.04.22	3261050	Suez	231.91	Town Hall waste collection - April 2022
01.05.22	14581553	Sage	30.00	Sage 50 payroll May 2022

ITEM 4b

01.05.22	530-4-2022	Just Park	132.33	Commission on telephone parking receipts April 2022
06.05.22	31871336/0010	SSE	391.50	Town Hall gas usage April 2022
06.05.22	10083437	NMSB	502.85	70ltr multi-purpose compost
08.05.22	9003187223	Fuelcard Services	8.89	High octane fuel
09.05.22	9003149446	Fuelcard Services	75.97	Van diesel
				Mobile phones & car park ticket machine lines
10.05.22	1986413107	EE	129.07	May
12.05.22	12849	April Flowers	40.00	Mayor Making
12.05.22	5475	Co-op	21.00	Mayor Making
14.05.22	Z0072450	BNP Paribus	233.50	Van lease May 2022
15.05.22	223073033	Waterlogic	23.09	Water cooler rental May 2022
	Total DDRs Payable		2172.41	
		Total Payments	9092.00	

Cllr Beryl Ezzard DC Report for Wareham Town Council June 2022

Dorset Council (DC)

The next Full Dorset Council Meeting will be on Thursday 14 July 6.30pm County Hall.
 Congratulations to Cabinet Member for Culture, Communities & Customer Services, Cllr Laura Beddow (nee Miller) on her marriage in May.

DC Support for Those in need/fuel poverty

From 6 June DC has funding from the Government called the Household Support Fund, to provide short-term financial assistance: Pensioners and working aged people who are in receipt of qualifying benefits or are in fuel poverty – i.e., 10% or more of income spent on energy. There is a simple online Application Form: www.dorsetcouncil.gov.uk/cost-of-living-help or Telephone for help: 01305 221027 The local Purbeck Citizens Advice will be available for help too: Tel: 08001448848. The support will be via Supermarket Vouchers. Those families who have savings of £10,000 will not be eligible. In the school holidays Vouchers will be provided for families who are in receipt of Free School Meals.

DC Support for Ukraine Refugee Families

Local Purbeck families who are hosting have DC's support and help with all the documentation and red tape that has to be sorted, once the Refugees arrive. There is a local Wareham area group who are meeting at Not Just Sundaes regularly to confer and bring Hosts and Ukrainian Families together. Contact me (Beryl) for details, I am the local liaison with Jon Sloper of the Dorchester HelpandKindness Centre that gives updates and FAQ.

DC Report on Covid-19

Now two months after all restrictions were lifted, the data is patchy, however the latest numbers for DC area have shown the figures are now decreasing now down to 1.8% approximately with BCP at 1.9%. Hospital admissions are also decreasing from 71 to 48 as of 30 May. We urge residents to remain cautious especially in busy public places.

Government £150 Council Tax Rebate

All rebates for Direct Debit households were paid in May. There are some outstanding due to other methods of payments, however DC is hoping to have all the rebates sorted by end of June. Beware of scammers who may take advantage by Telephoning residents, The Council will contact you only by Letter. The Government announcement of the £400.00 to be paid in October will be administered also by DC. For some families, this sum may be increased for those most in need.

Wareham Station Northside Pedestrian/Cycleway

DC Officers, Wareham TC Members and I had a Site Meeting to discuss progress of Phase 1 of this step-free way into Wareham from Northport/Carey. There has been some delay as provision for a "Mammal tunnel" was found to be needed from Northmoor Way footpath to the A351 (Wareham Roundabout) junction. I have had an update stating Phase 1 will be completed by end of June. Phase 2 will be delayed for at least 18 months to secure funding. I have requested Traffic Counts and Speed to be monitored later in June to gather evidence data for reducing the speed limit and to put safety measures in place. There is a new Community Speed Watch Volunteer Team being set up for the Wareham area and would welcome Members and folk of the community to join – contact Beryl.

DC Former Middle School Site & Playing Fields

From 13 June DC has started a public Survey to receive ideas on how the Playing Fields could be utilised in the future: The Purbeck School is becoming an Academy and has no use for them and so DC is looking to use them for leisure and sport in the future: – here is the Survey link:

<https://www.dorsetcouncil.gov.uk/worgret-road-consultation>

The Former Middle School Site development to become a Health Hub has fallen through, much to the dismay and great disappointment of the Wareham DC Members; Ryan and myself. Dorset Health & Clinical Commissioning Group have decided that a replacement Medical Centre + perhaps a Pharmacy is all that will be provided on the site put aside by DC, but currently no plans have been drawn up. This is a huge and detrimental change to what was expected. DC will be going ahead with plans within the next few months, to provide sheltered, supported and social housing, up to 90 Units, on the rest of the site, with extra parking and footpath from Worgret Road for the Primary School. Ryan and I attended the Civic Service Sunday 19 June and will be attending the Armed Forces Flag Raising Ceremony with the TC Monday 20th June at Westport House.

DC Cllrs Monthly Advice Surgeries: These are on-going in the library.

Ryan - Third Tuesday every month at 5 pm - 6.30pm. Mob: 07783362330
 Beryl - Second Friday every month 10.15am -12 noon. Tel: 01929 550138

Payments List - Meeting Date 28.06.22

Inv.

Date	Ref No.	Payee	Amount	Details
06.05.22	TEL8055	Rejuvenate	107.05	Telecom services May 2022
26.05.22	503002	Dorset Electrical	78.00	Howards Lane toilets emergency lighting
26.05.22	503003	Dorset Electrical	78.00	Quay toilets emergency lighting
26.05.22	503004	Dorset Electrical	167.97	Mill Lane emergency light maintenance
31.05.22	487377	Loomis	44.92	Coin sorting May 2022
03.06.22	12670091	BCP	180.00	Town Clerk job advert
05.06.22	87	JM North Services	570.00	Risk Assessment for Jubilee events
06.06.22	TEL8119	Rejuvenate	91.92	Telecom services June 2022
08.06.22	203036	OHE Horticultural	1794.99	Purchase of lawn mower
10.06.22	1271853841	Trade UK	32.99	Masonry paint for Pavilion
12.06.22	GB23M6LJSAEUI	Amazon	42.10	Toilet rolls
12.06.22	2022-16463	Amazon	13.99	Charger for Iphone
31.10.21	15652	Rejuvenate SSE Scottish	51.00	Kingston A400 drive
14.06.22	211865359/0026	Hydro	117.06	Depot electric 26.04.22 to 13.06.22
14.06.22	2022-2231	Amazon	10.39	Dirt trapper mat
15.06.22	489130	Loomis	319.97	July 2022 monthly service contract
15.06.22	2022-4401	Amazon	47.99	Replacement mat
16.06.22	2022-348	Amazon	-81.99	Credit re hug rug
	Total BACS		3666.35	
Direct Debits & Card payments				
25.05.22	22897 20415	SSE SWALEC	120.20	Town Hall 07.04.22 to 21.04.22
27.05.22	20223174649	Adobe	15.17	Acrobat Pro 25.05.22 to 24.06.22
31.05.22	32646578	Suez	227.30	Town Hall rubbish collection May 2022
01.06.22	14771034	Sage	30.00	Sage 50 Payroll June 2022
02.06.22	1996752509	EE	129.17	Mobile 'phones & ticket machines June 2022
07.06.22	31871336/0011	SSE Gas	166.82	Town Hall gas usage - May 2022
13.06.22	9003349963	Fuelcard	84.88	Van diesel
14.06.22	Z0072450	BNP Paribas	233.50	Van leasing - June 2022
14.06.22		Barclaycard	27.03	April/May payments
16.06.22	530-5-2022	Just Park	120.11	Commission on telephone parking May 2022
16.06.22	776540	Post Office	35.15	Stamps
16.06.22	15852	Sainsbury	15.79	Refreshments for Civic Event
18.06.22	371687959	Lloyds Bank	7.00	Account charges 10.04.22 to 09.05.22
	Total DDRs Payable		1212.12	
		Total Payments	4878.47	

ITEM 7**Barclaycard Breakdown**

Payment date; 14.06.22

Invoice date	Supplier	Description	Total
30.04.22	Adobe	Acrobat Pro	12.64
18.05.22	Zoom	Video conferencing 18.05.22 to 17.06.22	14.39
Total payable			27.03



Minutes of a meeting of the Amenities Committee held on Wednesday 8 June 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

Officers present: T Bailey, Operations Manager

57. Election of Chairman

Resolved that Councillor V Green be elected to the office of Committee Chairman for the 2022/2023 civic year.

58. Election of Vice Chairman

Resolved that Councillor D Budd be elected to the office of Committee Vice Chairman for the 2022/2023 civic year.

59. Apologies for absence

Apologies for absence were received Katherine Noble, Acting Town Clerk.

60. Declarations of interest

There were no declarations of interest.

61. Public participation time

There were four members of the public present. One member raised concerns as they understood that the council was considering installing a concrete pump track.

62. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Amenities Committee held on 18 May 2022 were presented by the Chairman.

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

63. Matters arising from the minutes of the previous meeting

There were no matters arising from the previous meeting of the Committee held on 18 May 2022.

64. Grounds Maintenance

A report outlining specialist operations that were considered beneficial to the maintenance of the Recreation Ground in Wareham was considered.

Resolved that the expenditure be agreed, providing that it is kept within the limitations of budgets 3600/2, 3600/1, 3800/2 and 3800/3.

65. Play Areas Refurbishment Project Management

A report outlining the need to appoint a project manager to oversee the refurbishment of the four council owned play areas was considered.

Resolved that a recommendation be put to the Policy, Resources and Finance Committee to approve the appointment of the project manager and to release £12,750, from the play areas earmarked reserves (3024), to cover the cost.

66. Northmoor Allotments

A report outlining a request from the Northmoor Allotments Association for assistance in replacing the boundary fencing was considered.

Resolved that a decision be deferred until further information had been obtained.

67. Town Hall Building Survey

A report outlining the quotations that had been received, to carry out the Town Hall Building Survey, was considered.

Resolved that quotation A be accepted due their experience, communication skills and flexible attitude to the requirements of the Council.

68. Pump Track

The future of what remained of the skate park/bmx track in Northmoor was considered.

Resolved that the area remain as is and be included in the general grounds maintenance.

69. Items deemed urgent by the Chairman

There were no items deemed urgent by the Chairman.

70. Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 27 July 2022.

Chairman..... Date.....



Minutes of a meeting of the Personnel Committee held on 25 May 2022 in the Council Chamber, Town Hall, East Street, Wareham at 11.00 am.

Councillors Present: Councillors D Budd, K Critchley, Z Gover, K Green, L Kirk, M Russell and C Turner

Officer Present: K Noble, Acting Town Clerk

32. Election of Chairman

Resolved that Councillor D Budd be re-elected to the office of Committee Chairman for the 2022/2023 civic year.

33. Election of Vice-Chairman

Resolved that Councillor C Turner be re-elected to the office of Vice-Chairman for the 2022/2023 civic year.

34. Apologies for absence

There were no apologies for absence.

35. Declarations of Interest

There were no declarations of interest.

36. Public participation time

There were no members of the public present.

37. Confirmation of the minutes of the Personnel Committee meeting

The minutes of the last meeting of the Personnel Committee held on 10 May 2022 were presented by the Chairman.

Resolved that the minutes be accepted as a correct record and signed by the Chairman.

38. Matters arising from the minutes of the previous meeting

One member of staff has completed the GDPR training. The Operations staff would undertake the training in due course.

39. Any other items the Chairman deems urgent

There were no matters of urgency.

40. Date of the next meeting

To note the date of the next meeting: **5 July 2022 10.30am**

41. 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*

42. Recruitment of Town Clerk and Responsible Finance Officer

Members were informed that the Acting Town Clerk had received an email from the preferred candidate that morning, confirming that she would not be accepting the position.

Resolved that the agreed updated advert was published through DAPTC, SLCC, Dorset Council and South West Councils websites at a maximum cost of £1,000. The closing date for applications would be midday on 13 June and interviews would take place on 20 June. The interview panel would be the same members as before and they were delegated to make a job offer to the preferred candidate.

43. Resignation of Deputy Town Clerk

A lengthy discussion took place regarding options for advertising the position and timescales.

Resolved that the Acting Town Clerk was delegated, in conjunction with the Chairman and Vice-Chair, to produce the job description, personal specification, advert and to agree the dates for the advertising and interviews.

44. Finance Officer

Members were presented with a confidential report.

Resolved that the Finance Officer's hours are increased to 20 hours per week as from 1 June 2022. The Committee's approved proposal for the accrued hours was to be agreed with the Finance Officer.

45. Staff issues

Six members signed a motion to revisit the decision from the meeting held on 5 April 2022 (minute 460) in regard to a training request, due to additional information being made available.

Resolved that it was recommended to the Policy, Resources & Finance Committee to approve the additional cost of £997.50 + VAT, subject to the repayment clause being included.

Chairman Date



Minutes of a meeting of the Personnel Committee held on 20 June 2022 in the Council Chamber, Town Hall, East Street, Wareham at 3.30 pm.

Councillors Present: Councillors D Budd (Chairman), K Critchley, Z Gover, K Green, L Kirk, M Russell

Officer Present: K Noble, Acting Town Clerk

91. Apologies for absence

Apologies were received from Councillor Turner.

92. Declarations of Interest

There were no declarations of interest.

93. Public participation time

There were no members of the public present.

94. Confirmation of the minutes of the Personnel Committee meeting

The minutes of the last meeting of the Personnel Committee held on 25 May 2022 were presented by the Chairman.

Resolved that the minutes be accepted as a correct record and signed by the Chairman.

95. Matters arising from the minutes of the previous meeting

There were no matters arising.

96. Any other items the Chairman deems urgent

There were no matters of urgency.

97. Date of the next meeting

It was agreed that the date of the next meeting will be postponed until 19th July 2022 at 11.00 am.

98. 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.

99. Locum Clerk

Members were advised of the options and approximate costs. It was agreed that all options are explored and every effort be made to keep the cost to a minimum.

Resolved that a recommendation is made to Council to approve the appointment of a Locum Clerk for up to 2 months and the Acting Town Clerk is delegated, in consultation with the Chair of Personnel Committee, to agree the terms of the contract.

Chairman Date

DRAFT



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 1 June 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors D Budd, D Cleaton, B Dean, Z Gover, K Green, M Humphries

Officers present: B Churchill, Committee Clerk

46. Election of Chairman

Resolved that Councillor K Green be elected to the office of Committee Chairman for the 2022/2023 civic year.

47. Election of Vice-Chairman

Resolved that Councillor Z Gover be elected to the office of Committee Vice-Chairman for the 2022/2023 civic year.

48. Apologies for absence

No apologies were received.

49. Declarations of interest

There were no declarations of interest.

50. Public participation time

There were no members of the public present.

51. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Planning and Transport Committee held on 11 May 2022 were presented by the Chairman.

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

52. Matters arising from the minutes of the previous meeting

Minute 554 – a letter had been sent and a response had been received on 25 May 2022.

Minute 555 – Councillor Ezzard attended the Dorset Council Planning Update.

53. Planning Applications

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

Application Number: P/HOU/2022/02882
Location: 10 Bestwall Rd, Wareham BH20 4HZ
Proposal: Erect rear single storey extension with integral single garage + carport, front roof window and changes to external roof and wall finishes

Decision: **No objection**

Application Number: P/VOC/2022/02846
Location: 18 Bestwall Rd, Wareham BH20 4HZ
Proposal: Construct 3 dormers to enlarge accommodation in existing loft conversion (without compliance with condition 3 of permission 6/2020/0567 - to allow retention of ridge heights of the dormers - by adding a larger clay tile ridge on top of the existing ridge so that the dormers are now slightly lower than the ridge)

Decision: **No objection**

Application Number: P/VOC/2022/03030
Location: 7 Frome Rd, Wareham BH20 4QA
Proposal: Replace flat roof with pitched roof and form veranda over deck with ramp for wheelchair access to garden, alterations to windows and doors and internal alterations including accessibility adaptations (with variation of condition 2 of planning permission P/HOU/2022/01038 to accommodate a therapy pool and additional photovoltaic panels to aid pool heating demands)

Decision: **No objection**

Application Number: P/HOU/2022/03094
Location: 23 Bere Rd, Wareham BH20 4DB
Proposal: Proposed ground floor kitchen extension.

Decision: **No objection**

54. Planning Decisions

The planning decisions report was noted.

55. Any other items the Chairman deems urgent

There were no matters of urgency.

56. Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled to be held at **7.00pm on Wednesday 22 June 2022.**

Chairman..... Date.....



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 14 June 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors K Critchley, D Budd, M Cotton, Z Gover, K Green, V Green, M Russell, C Turner

Officers present: K Noble, Acting Town Clerk

71. Election of Chairman

Resolved that Councillor K Critchley be re-elected to the office of Committee Chairman for the 2022/2023 civic year.

72. Election of Vice-Chairman

Resolved that Councillor D Budd be re-elected to the office of Vice-Chairman for the 2022/2023 civic year.

73. Apologies for absence

Apologies were received and accepted from Councillor Schofield.

74. Declarations of interest

There were no declarations of interest.

75. Public participation time

There were no members of the public present.

76. Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Policy, Resources and Finance Committee held on 10 May 2022 were presented by the Chairman.

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

77. Matters arising from the minutes of the previous meeting

Item 538 – A query was raised if the survey included speeding cyclist. Councillor K Green to confirm.

Item 540 – It was confirmed the planters were purchased by the Swanage Railway Company.

78. Payment of outstanding creditors

Resolved that the payments be made in the sum of £47,113.24 (£43,870.00 BACS and £3,243.24 Direct Debits) be approved, as appended to these minutes.

79. Amazon purchases

A list of Amazon purchases for May was reviewed.

Wareham Neighbourhood Plan promotes to keep the retail environment of the town alive and the Town Council should be making local purchases when possible. Purchases will be monitored and review at the next meeting.

80. Budget comparison report

No issues were raised and the report was noted.

81. Corporate Plan

Resolved the item be deferred until October.

82. Policy review

A review of each of the following policies was undertaken.

a. Retention policy

Resolved that a recommendation is made to Council to delete the policy, as it is no longer needed.

b. Visual and audio recordings

Resolved that a recommendation is made to Council to delete the policy, as it is no longer needed due to legislative changes.

c. Complaints procedure

Resolved that the Acting Town Clerk is delegated, in consultation with the Chairman, to draft an updated policy for consideration at the next meeting.

83. Replacement projector

A report and quotations for a replacement projector were considered.

Resolved that the quotation of £551.45 with a 10 % contingency is accepted, to be allocated from budget 2400/6.

84. Electric vehicle charging points

Councillor Budd gave some background information as to the reason the recommendation had been made by the Amenities Committee.

Resolved that income received from the electric vehicle charging points will be earmarked for future maintenance of the equipment.

85. Recommendations from Amenities Committee

At the Amenities Committee held on 8 June, the Committee recommended that the Policy, Resources and Finance Committee approve the appointment of the project manager to oversee the refurbishment of the four play areas and to release £12,750 from the play areas earmarked reserves (3024).

Resolved that the project manager is appointed to manage the refurbishment of the four play areas at a cost of £12,750, to be allocated from the play areas earmarked reserves.

86. Any other items the Chairman deems urgent

There were no matters of urgency.

87. Date of next meeting

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at 7.00pm on 19 July 2022.

88. 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

89. Leases**Swanage and Wareham Rugby Club update**

Updated legal advice was noted.

A meeting request was discussed. A response is still awaited to the letter sent by the Council.

Rent reviews

A discussion took place regarding rent reviews, which will be considered further at the next meeting.

90. Personnel Committee recommendation

Resolved the additional training expenditure of £997.50 + VAT is approved and to be allocated from the training budget 2200/1, subject to a 12 month repayment clause.

Chairman..... Date.....

Payments List - Meeting Date 14.06.22

Inv.

Date	Ref No.	Payee	Amount	Details
23.05.22	2022-10161	Amazon	81.99	Doormat runner
24.05.22	2022-218	Amazon	39.95	Plastic table cloth clips
20.05.22	-3	Famous 10	680.00	Mayor Making buffet
19.05.22	8720	Coop	116.46	Drinks for Mayor Making reception
16.05.22	485142	Loomis	319.97	June 2022 monthly contract fee
29.04.22	CJS290422	CJ Plumbing	2754.00	Supply & fit dual pump for Town Hall boiler
17.05.22	2022-1079	Amazon	67.92	Jubilee street décor
11.05.22	JHallHon	J Hall	250.00	2nd half of honorarium - 2021/22
11.05.22	SchHon	H Schamhorst	250.00	2nd half of honorarium - 2021/22
25.05.22	776	Little Gizmos	250.00	Childrens entertainment re Jubilee
25.05.22	726	Darkin Miller	369.72	Internal audit visit 2 of 2
13.04.22	64564	SFI	40.20	High viz jackets
25.05.22	22/083	Wareham Art Club	15.00	3 maps sold - Museum
27.05.22	May22DCPF	DC Pension Fund	6156.96	May 2022 pension contributions
27.05.22	May22HMRC	HMRC	6707.04	May 2022 PAYE & NIC contributions
20.05.22	2022/WTM	Dorset Museums	30.00	Annual subscription
16.05.22	9242	Cash	25.00	Museum float
31.05.22	May-22	Salaries	15633.70	May salaries
31.05.22	126203	Clarity Copiers	118.56	Copier charges May 2022
31.05.22	101918	3C	69.89	Credit card transaction fee May 2022
30.05.22	2073	Tradewind	58.20	Banner for Jubilee
01.06.22	17508	Rejuvenate	606.48	Software backup - June 2022
02.06.22	KL	Karl Latimer	50.00	Help with singing & music for Jubilee
02.06.22	JJ020622	Joe Jones	200.00	Music for Jubilee
03.06.22	6945	Glenacres Nursery	3282.00	Plants for spring baskets
06.06.22	66049	Aston Rose	2606.21	Rent & service charge 24/6 to 28/9/22
30.04.22	232114	Manutan	1295.76	Castors, chrome boxed bay
08.06.22	203036	OHE	1794.99	Lawn mower
Total BACS			43870.00	
Direct Debits & Card payments				
26.04.22	223030112	Waterlogic	130.14	Sanitisation of water cooler, cups, rental
19.05.22	14231535	O2	32.16	Mobile 'phone
22.05.22	9003249791	FuelCard	154.30	Van diesel
12.04.22	369340261	Lloyds	7.00	Account charges 10.03.22 to 09.04.22
16.05.22	Z0072450	BNP Paribas	233.50	Van Leasing May/June 2022
16.05.22		Barclaycard	41.42	March/April payments
01.06.22	961510801	Water2Business	26.50	Pavilion water usage June 2022
01.06.22	2697290001	Water2Business	55.00	Howards Lane toilets water usage June 2022
01.06.22	0962000001	Water2Business	63.00	Town Hall water usage June 2022
01.06.22	2688769801	Water2Business	425.00	Quay toilets water usage June 2022
01.06.22	840002567	Dorset Council	147.00	Museum rates June 2022
01.06.22	840002647	Dorset Council	932.25	Town Hall rates June 2022
01.06.22	840002576	Dorset Council	949.00	Howards Lane car park rates June 2022
01.06.22	946976	Bonline	46.97	CCTV - June 2022
Total DDRsPayable			3243.24	
Total Payments			46993.52	



RETENTION OF RECORDINGS

1. All meetings of the Town Council, where the public are invited to attend, are to be recorded on a digital/audio recorder.
2. Signs notifying members of the public that sound recordings are being made must be on display in the meeting room.
3. The Chairman of each meeting where sound recordings are to be made must publicly state at the start of the meeting that a recording is being made.
4. Any exempt agenda items where the public are excluded will not be eligible to be recorded and the recording device will be turned off. The Clerk/Chairman should clearly state that the recording is being turned off in order that an exempt item can be discussed and so that anyone listening to the recording understands why the recording stops. If required the recording should then be turned back on again for any further non-exempt items to be discussed.
5. Recordings will be transferred to the Town Council's server from the hand-held device at the first opportunity following the conclusion of the meeting which was being recorded.
6. Recordings should be retained until the minutes of that meeting are confirmed and signed by the Chairman/Mayor. If notification has been received that a decision is being appealed or challenged the recording must be retained until any appeals have been completed.
7. Sound files should be reviewed once they are eligible for destruction by the Town Clerk and the Clerk of the relevant committee. A decision should then be made whether the recordings need to be retained further or whether the recording is now eligible for destruction.
8. All recordings are to be subject to the Freedom of Information (FOI) Act 2000 and would have to be made available upon request in an unaltered and unedited state, including any comments made by Members which might be considered inappropriate by members of the public, until the retention period has been reached.
9. Any recordings which are requested as part of a FOI request must be retained until the Town Council is satisfied that the person making the request has received all of the information that they have requested.
10. Recordings must not be destroyed if there is the information to hand that an FOI request is pending, until the detail of the request is known.

ITEM 10a

11. A note of any files destroyed should be kept on permanent retention in the file with the minutes of the committee that they relate to. This shows that a recording was made and has now been securely destroyed.
12. This policy is to be reviewed annually.



VISUAL AND AUDIO RECORDING AND USE OF SOCIAL MEDIA

1. The purpose of this policy is to provide guidance, particularly, for members of the press and the public on the filming, taking of photographs and the audio recording of any Council meeting which is held in public.
2. The policy also refers to the use of social media at meetings and makes clear that there are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the meeting.
3. The Council will not vet those who want to film, audio-record, take photographs, or use social media to report the meeting. It would help us however in providing reasonable facilities if anyone wanting to film, audio-record, take photographs, or use social media to report the meeting were to notify the Town Clerk of their intention 24 hours before the meeting.
4. Irrespective of whether the Town Clerk has been notified, anyone wanting to film, audio-record, take photographs, or use social media to report the meeting must on arrival at the meeting inform the Town Clerk of their attendance.
5. The Town Clerk will then tell the person what facilities the Council can make available for them to use and any restrictions. The use of flash photography is not permitted due to it being likely that it will become a distraction and annoyance. In addition, it is essential that all apparatus is switched to the silent mode.
6. If a request has been received to take photographs or to audio or visually record a particular meeting, notices to this effect will be prominently displayed inside and outside of the Council Chamber advising members of the public that other members of the public and the press may be recording the meeting and if they do not wish to be filmed or be photographed, they should inform the Town Clerk. Failure to register an objection will be taken to indicate their consent to being filmed or photographed. The Town Clerk will advise those wanting to film, or take photographs, of the objection.
7. In accordance with Wareham Town Council Standing Orders 9.4, the Chairman may require anyone who is filming, taking of photographs, audio recording or using social media to record the meeting to leave the meeting if their activities disrupt the meeting. Examples of acts or activities that are likely to disrupt a meeting include but are not limited to:

ITEM 10b

- (a) moving to areas outside the areas designated for the public without the consent of the Chairman;
- (b) excessive noise in recording or setting up or re-siting equipment during the debate/discussion;
- (c) intrusive lighting;
- (d) asking for people to repeat statements for the purposes of recording; and
- (e) filming or taking photographs of members of the public who have actively objected to being filmed or photographed.

8. Further information

- 9. Please contact the Town Clerk (office@wareham-tc.gov.uk)
- 10. The Government has also published a plain English guide for the press and public on attending and reporting meetings of local government.

Worgret Road Playing Fields Consultation

Introduction

Dorset Council would like to know your thoughts and suggestions on how to get the best use from the playing fields between the Westgate housing development and the rear of Wareham St Mary primary school, off Worgret Road in Wareham.



The area we'd like your views on is shown in the photograph above. The area currently has two football pitches (which were occasionally used by Purbeck School), a small wooden hut and fields for general use.

This green space is also next to the old Middle School site, which is being developed into housing and health care facilities by Dorset Council and partners over the next few years. The scheme is called Purbeck Gateway.

We want to maximise every aspect of the Purbeck Gateway site and neighbouring green space, so it improves the health and wellbeing of the local community. It may mean we build new facilities or improve the current facilities already there.

We are interested to find out:

- how local people use this space
- what local residents would like to see it being used for
- which groups would potentially like to use it and run events/sessions

Please note: The playing fields will stay as a recreational facility and cannot be sold off for an alternative use.

The Survey

This consultation will be open for four weeks, between Monday 13 June and Sunday 10th July 2022.

It will take between 5 - 10 minutes to complete the survey.

If you wish to respond both as an individual resident and on behalf of an organisation, please complete a separate survey each time.

Paper versions of the survey are available at Wareham Library.

Please contact us by email buildingbetterlives@dorsetcouncil.gov.uk or phone 01305 225850 if you need the survey in another format or would like to respond in a different way.

The Survey

Are you responding as...? Select one only

- ☐ A resident of the Wareham area
- ☐ A resident elsewhere in Purbeck
- ☐ A resident elsewhere in Dorset
- ☐ An Organisation/Club
- ☐ A Town/Parish Council
- ☐ A Private Business
- ☐ Other (e.g. councillor)

If other please specify

Are you providing your organisation's official response?

- ☐ Yes
- ☐ No

Name of your organisation

Your name

Your contact email/phone if responding on behalf of an organisation (optional)

Your details will only be used for the purposes of this survey and will be held in accordance with our Data Protection Policy. This can be found on our website.

What is your postcode? (or the postcode of your organisation/business etc)
(mandatory field)

We only use this postcode information to help us understand the views from different areas across Dorset and not to identify individuals

Reminder: Please bear in mind when answering this question that this consultation is about the playing fields next to the Westgate housing development, not the recreation ground.

Do you, your organisation, or someone in your family, use the playing fields off Worgret Road?

- ☐ Yes
- ☐ No
- ☐ Don't know

If yes, what for?

If you or your children play for a club/team on the Worgret Road playing fields which one do you/they play for?

Do you use the area with your children?

- ☐ Yes
- ☐ No

How often do you use the playing fields?

- ☐ More than once a week
- ☐ At least once a week
- ☐ Monthly
- ☐ Quarterly
- ☐ Infrequently/as and when required
- ☐ Other

If other, please specify how often in the box below

If not, why not?

Reminder: The playing fields will stay as a recreational facility and cannot be sold off for an alternative use.

Are you satisfied with what the site currently offers?

- ☐ Yes
- ☐ No
- ☐ Not sure

Please tell us more in the box below.

What would you like the area to be used for?

Do you feel there is any benefit in providing any indoor community space on the playing fields site?

- ☐ Yes
- ☐ Maybe
- ☐ No

Please explain your answer

Organisations Only

If you are a sports team, community group or organisation, would you use an indoor community space on the playing fields site?

- ☐ Yes
- ☐ Maybe
- ☐ No

What would you use it for?

What facilities/requirements/accessibility would it need to have?

- | | |
|---|--|
| <input type="checkbox"/> Meeting rooms | <input type="checkbox"/> Wi-fi |
| <input type="checkbox"/> Office space | <input type="checkbox"/> Changing Places/Accessible toilets |
| <input type="checkbox"/> Kitchen facilities | <input type="checkbox"/> Accessibility equipment such as ramps or hearing loops (please specify) |
| <input type="checkbox"/> Changing rooms | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Sound system | |

Please specify accessibility equipment in the box below

Organisations only - continued

Please specify other requirements in the box below

How often would you use it?

- ☐ More than once a week
- ☐ At least once a week
- ☐ Monthly
- ☐ Quarterly
- ☐ Infrequently/as and when required
- ☐ Other

Please specify other in the box below

Would you/your sports team/community group or organisation be interested in being a key holder of a new facility?

- ☐ Yes
- ☐ No
- ☐ Maybe

Please expand on your answer in the box below

Would you/your sports team/community group or organisation be interested in being partly or wholly responsible for the upkeep of a new facility?

- ☐ Yes
- ☐ No
- ☐ Maybe

Organisations only - continued

Please expand on your answer in the box below

If you have any further comment to make on the proposed use of the site, please do so in the box below

If you would like to be informed of the results of the consultation and/or would like to be updated on the scheme when the project reaches milestones, please email your contact details, including name, address and postcode, to Donna in the Building Better Lives team at BuildingBetterLives@dorsetcouncil.gov.uk

Individuals only

About You

We collect diversity information, not only to ensure any changes do not unfairly impact on specific sectors of the community, but also to try to make sure our consultation response comes from a representative sample of local residents. We would appreciate if you can complete the following details.

Which age group do you belong to?

- | | |
|--------------------------------|---|
| <input type="radio"/> Under 18 | <input type="radio"/> 45 - 54 |
| <input type="radio"/> 18 - 24 | <input type="radio"/> 55 - 64 |
| <input type="radio"/> 25 - 34 | <input type="radio"/> 65 or over |
| <input type="radio"/> 35 - 44 | <input type="radio"/> Prefer not to say |

What best describes your gender?

- ☐ Male
- ☐ Female
- ☐ Prefer to self describe
- ☐ Prefer not to say

Please self describe below

Is your gender identity the same as the sex you were assigned at birth?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

The Equality Act 2010 describes a person as disabled if they have a longstanding physical or mental condition that has lasted, or is likely to last 12 months; and this condition has a substantial adverse effect on their ability to carry out normal day-to-day activities. People with some conditions (cancer, multiple sclerosis and HIV/AIDS for example) are considered to be disabled from the point that they are diagnosed.

Do you consider yourself to be disabled as set out in the Equality Act 2010?

- ☐ Yes
- ☐ No
- ☐ Prefer not to say

If yes, please tell us which type of impairment applies to you. You may have more than one type of impairment, so please select all the impairments that apply to you

- ☐ Physical disability
- ☐ Learning disability / difficulty
- ☐ Long-standing illness or health condition
- ☐ Mental health condition
- ☐ Sensory impairment (hearing, Sight or both)
- ☐ Prefer not to say
- ☐ Other (please specify)

Other

What best describes your sexual orientation?

- ☐ Bi
- ☐ Gay/lesbian
- ☐ Heterosexual/Straight
- ☐ I use another term (please describe)
- ☐ Prefer not to say

Please describe

Please specify your ethnic group

- ☐ White British
- ☐ White Irish
- ☐ Gypsy/Irish traveller
- ☐ Any other White background
- ☐ Asian/Asian British - Bangladeshi
- ☐ Asian/Asian British - Chinese
- ☐ Asian/Asian British - Indian
- ☐ Asian/Asian British - Pakistani
- ☐ Any other Asian background
- ☐ Black/Black British - African
- ☐ Black/Black British - Caribbean
- ☐ Any other Black background
- ☐ Mixed ethnic background - White and Asian
- ☐ Mixed ethnic background - White and Black African
- ☐ Mixed ethnic background - White and Black Caribbean
- ☐ Any other mixed background
- ☐ Prefer not to say
- ☐ Any other ethnic group (please specify)

Any other ethnic group

What best describes your religion/belief?

- ☐ Buddhist
- ☐ Christian
- ☐ Hindu
- ☐ Jewish
- ☐ Muslim
- ☐ Sikh
- ☐ No religion
- ☐ Other (please describe)
- ☐ Prefer not to say

Other (please describe)

Thank you for your time completing this consultation. Please now return your form to Wareham Library by the closing date of 10th July 2022.



CUSTOMER SERVICE/ VISITOR HUB – PROJECT CONSIDERATIONS

1. Purpose of the report

To reconsider the Corn Exchange as a suitable location for a visitor information hub.

2. Background

On 23/11/2021, it was resolved to accept the proposed business case for a 'Customer Service and Visitor Information Office' put forward by the Town Clerk.

3. Considerations

Further to site meetings with contractors, it has become apparent that a number of important practical issues have not been fully considered. In addition, when the business case was initially accepted, it was anticipated that there would be no additional staffing costs but this is no longer the case.

4. Recommendation

It is recommended that the Council refer this project to the Building Project Working Group to investigate alternative solutions for the future of a visitor information hub.

Tara Bailey

Operations Manager

June 2022



Full Council – 22 June 2022

BORROWING APPROVAL FOR PLAY AREAS REFURBISHMENT

1. Purpose of the report

For a resolution to be made to borrow £288,750 for the refurbishment of the play areas.

2. Background

At the Council meeting on 14 December, it was resolved that the Council seeks the approval of the Secretary of State for the Department of Levelling Up Housing and Communities to apply for a PWLB loan of £288,750 over the borrowing term of 20 years for the Recreational Facilities Projects.

On 21st June 2022, confirmation was received that the borrowing approval from Secretary of State for the Department of Levelling Up, Housing and Communities has been granted.

A full tender process has been undertaken, as required under the Council's Financial Regulations.

The Amenities Committee reviewed the tender documents at an extraordinary meeting on 18 May 2022 and the preferred designs and suppliers were agreed. Due to the delay in receiving the borrowing approval confirmation, the four companies selected did agree to hold their prices until August.

A public consultation will be held shortly on the preferred designs.

3. Finance

The costs to refurbish the four play areas is expected to be £344,750.

A public work loan of £288,750 is required and the payments have been included in this year's budget.

4. Recommendation

It is recommended that the Council agrees to apply to borrow £288,750 through the Public Works Loan Board, on the previously agreed terms, and that the Acting Town Clerk is delegated, in consultation with the Chair of the Amenities Committee, to apply for the release of the monies when required.

K Noble
Acting Town Clerk

Wareham Cllr Beryl Ezzard Motion to Wareham TC 28 June 2022

TOURIST INFORMATION FOR SUMMER 2022

We all agree that we need a long-term solution for the community of Wareham to maintain a Tourist Information Hub, and unfortunately for two years now since the Dorset Council removed funding and the Tourist Information Centre at the Library, we have not replaced this very much needed service for various reasons and hope we shall have the Corn Exchange hub up and running for 2023.

The reason for this Motion is that we, the Council, have not addressed the urgent support for the Tourist needs that are hugely missed in Wareham this year.

Please support and approve the Grant Funding Application sent in by NJS for a one-off interim funding for support to house the tourist information this Summer. Time is of the essence to resolve the situation now. Both Dorset Wareham Ward Councillors, Ryan & I, have had enquiries about where and when the Tourist Information is available this year? This is causing a great loss to promote the walking, cycling and public transport around Wareham and vibrancy of businesses and publicising Events too.

Your support to fast-track this Motion would enable a temporary Wareham Visitor Centre to be housed in NJS this year. Please would you Resolve to consider and approve giving the Grant required to be processed, I know it is unprecedented, at this Town Council Meeting today.

Thank you

Cllr Beryl Ezzard

20 June 2022

DRAFT APPLICATION FORM FOR GRANT 2020/21

Please read the policy on pages 1 and 2 **before** filling in the form.

1. Name/Address of organisation

"Wareham Visitor's Centre" based at....
NOT JUST SUNDAES
SOUTH STREET
WAREHAM BH20 4LU

Position in organisation: Manager

About your organisation

Does your organisation:

	Yes
Have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals?	✓
Have at least three members on its management committee	✓
Have a constitution, terms of reference or set of rules (please contact for help with this if needed)	✓

2. Are you a registered charity? (Yes) No

If so please give your charity number: 115 0531

3. Is your organisation part of, or affiliated to, a larger organisation? NO

If so, which N/A

4. Aims and objectives of your organisation; What does your organisation do and how does it benefit the residents of Wareham?

Not Just Sundaes Community Cafe provides a space for both locals, and visitors to Wareham.
The 'Visitor's Centre' will operate within the cafe building to provide a service for visitors to Wareham and to promote local businesses and attractions. It will operate on a 'not for profit' basis.

5. Where does your organisation meet? N/A

6. How often do you meet? N/A

7. How many members does your organisation have?N/A.....
8. How many people will benefit from this funding? ...potentially several hundred
9. How many are Wareham Town Council area residents? ...30-40.....% (visitors + businesses)
10. If your application is for over £1,000 please give full details of the exceptional circumstances related to your request.

11. How much funding are you applying for? £600.00.....

12. What is the total cost of your project? £600.....

NOTE: WTC will only approve allocations over £1,000 in exceptional circumstances that are clearly detailed in question 10.

13. How will you spend the money you are applying for? Please be aware that WTC do not normally give grants for running/core costs. If your application contains an element of running/core costs, please detail your plans to source alternative funding for this in future years.

Item	Amount
Branded sustainable souvenirs of Wareham	£
to sell. This would be initial stock	£
purchase, and it would become	£
self-funding.	£
	£
	£
TOTAL	£ 600.00

14. How else are you funding your project? (Include grants from other organisations, fund raising and existing reserves)

Source	£	Confirmed?
possible business sponsorship.		

Total		

15. How will the funding benefit the community or residents of Wareham?

The visitor centre will encourage visitors to make the most of Wareham's business's and attractions. Thereby promoting it as a visitor destination which will ^{in turn} support the local economy.

16. Please tell us how this funding will lead to greater self-sufficiency and lessen the need for future applications.

This would be a one-off start up to allow the purchase of stock.

17. How is your organisation normally funded? (Not applicable to new organisations)

18. N/A.

19. Have you applied for any other funds/grants towards the cost of this project? Please include details below

N/A

20. What fund raising activities took place in the **last** 12 months and what fund-raising activities are planned for the **next** 12 months, if any?

N/A

21. Anticipated income/expenditure for next 12 months

Expenditure would be stock purchase
- £600

Anticipated income £1800.

22. Details of any grants received from local authorities in the past three years with dates.

23.0

N/A

ed any.

24. Has the project that you want the funding for already happened? Yes ☒ No

25. Will you be passing the funding on to any other groups (except to pay for goods and services)? Yes ☒ No

26. If the funding is for security measures do you have the support of the local police and/or crime reduction officer? **NO**

Yes (name of contact) / No / Not applicable

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account Not Just Sundaes Ltd.

Account number

Sort Code

Please ensure you have read the policy on pages 1 and 2 before signing the form.

Checklist (please tick the appropriate boxes)

Have you submitted the following?

These are available on Charity Commission and Companies House website.

- ☐ A copy of your most recent accounts;
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ Details of your organisation's officers; *= board of trustees/directors.*
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Wareham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that WTC may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the policy on pages 1 and 2 and that our application complies with the policy.

I/we declare that we have included all of the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signed ...

Name

Date

17th June 2022

IN SUPPORT OF APPLICATION

~~Charmaine Roberts~~

~ FELICITY ROBERTS, 17.6.2022

In partnership with 'Visit Wareham' and Malcolm Hews, we are looking to establish a visitor facility with Not Just Sundaes Community Cafe.

This will provide information on local attractions and businesses for visitors to the town, and also ^{publicise} special events for locals as well.

We have been providing this service in an informal capacity since the closure of the official Tourist Information Centre, which was based in the library.

Although the service will have a dedicated space within the cafe and NHS volunteers will support it; Malcolm will manage the project. He will be responsible for the provision of leaflets and stock.

If ~~successful~~ granted, the money from the council would be used to purchase stock to sell in the visitor centre. This would consist of sustainable gifts / souvenirs items with a Wareham theme. We would hope that this would become entirely self-funding after the initial injection of capital.

OPTIONAL

↓ * Any monies will be accounted for separately

and will not form part of the NJS budget,
although a small percentage of any
surplus will be passed on in line of rent.