



Town Hall
East Street
Wareham
Dorset
BH20 4NS

18 January 2023

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **WAREHAM TOWN COUNCIL** to be held on **TUESDAY 24 January 2023** 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.

Nicola Gray
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



FULL COUNCIL MEETING

A G E N D A

24 January 2023

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 meeting held on 13 December 2022

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

5. Matters arising from the minutes of the last meeting held on 13 December 2022

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

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, note any queries and approve payments. (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 – 11 January 2023 (draft)
- b) Personnel Committee – 25 October 2022
- c) Planning and Transport Committee – 7 December 2022 (draft)
- d) Policy, Resources and Finance Committee – 10 January 2023 (draft)

10. Budget and Precept setting 2023/24 Financial Year

To consider the recommendation from the Policy Resources and Finance Committee in respect of the 2023/24 Budget and Precept.

11. Conniger Lane Car Park

To consider taking the lease for the Conniger Lane car park.

12. Tourist Information Centre

To consider the current arrangement for the Tourist Information Centre and agree the future provision.

13. Co-option

To review the co-option policy and declare a vacancy.

14. Update on Play Areas

To receive a **verbal** update on the refurbishment of the play areas and agree any official opening events.

15. Any other items the Mayor deems urgent

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

16. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 7 March 2023** at **7.00 pm**.

Members Present: Councillors M Russell (Mayor), C Turner (Deputy Mayor), D Budd, D Cleaton, B Dean, B Ezzard, H Goodinge, Z Gover, K Green, V Green, M Humphries, L Kirk.

Officers present: N Gray, Town Clerk & RFO; G Pettifer, Deputy Clerk (min taker)

Before the meeting commenced, the Mayor led all those present in a two minute silence to remember the long standing clock winder for Wareham Town Council, Terry Miles, who had recently passed away.

483. Apologies for absence

Apologies were received and accepted from Cllr M Cotton and Cllr K Critchley both of whom had personal commitments, and Cllr S Kemp who was unwell.

484. Declarations of interest

There were no declarations of interest.

485. Public participation time

There was one member of the public present who did not wish to speak.

486. Confirmation of minutes of previous meeting held on 8 November 2022

It was **RESOLVED** that the minutes of the meeting of the Town Council held on 8 November 2022 were approved and signed by the Mayor.

487. Matters arising from the minutes of the last meeting held on 27 September 2022

There were no matters arising.

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

The report from Cllr B Ezzard was noted, and Councillors were reminded to respond to the public consultation on Dorset County's Library Services by the 7 January 2023, if they had not already done so.

Cllr G Green asked Councillors to confirm that they had received the minutes of the Dorset Association of Parish and Town Councils (APTC) meeting. It was **RESOLVED** to ask Cllr G Green to send the Clerk the minutes for circulation.

489. Payment of outstanding creditors

Members considered the list of payments, and it was **RESOLVED** that payments in the sum of £230483.62 be approved.

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

The Mayor noted he had received an email between Dorset Councillors Gibson and Bryan, and Network Rail in respect of the railway crossing in Wareham. In particular, the hope that the automation of the crossing could be pursued.

491. Reports of Committees and Sub-Groups:

The minutes of the following Committees were **NOTED**:

- a) Amenities Committee – 30 November 2022
- b) Museum Committee – 11 November 2022 (draft)
- c) Planning and Transport Committee – 16 November (draft)
- d) Policy, Resources and Finance Committee – 22 November 2022 and 6 December (draft)

492. Policies recommended for Approval

Members discussed the policy noting that it applied to all mobile devices, including phones, laptops and tablets, and that it applied to Councillors as well as staff.

It was **RESOLVED** that the Mobile Devices policy be approved.

493. Christmas Reception Update

The Deputy Clerk provided a verbal update on the arrangements for the Christmas Reception. It was noted that, due to changes in office personnel, some arrangements had only been confirmed last minute.

494. CIL Monies and Play Area Reserves

The Clerk provided a brief overview of the situation regarding CIL monies which had been held for some time and the play area reserves, requesting that these be used to reduce the Public Works Loan being taken out for the play area refurbishment.

It was **RESOLVED** to use the CIL and Play Area Reserves monies to reduce the PWLB Loan.

495. Tourism Steering Group Proposal

A lengthy discussion took place regarding the implementation of a Tourism Steering Group. It was considered that the promotion of tourism in Wareham was the responsibility of all organisations within the town and Wareham Town Council already provided tourism initiatives through the Amenities Committee and the Policy, Resources, and Finances Committee. Concerns were raised that starting a steering group would duplicate work unnecessarily and stretch Council resources, particularly officer time.

It was **RESOLVED** not to implement a Tourism Steering Group and to work with local organisations to improve tourism in the Town.

496. Any other items the Mayor deems urgent

The Mayor asked if there were any plans in respect of the Coronation in 2023 and it was advised that, until the Palace had confirmed its arrangements and instructions to the public sector, no arrangements could be made, but a small sum of money was being allocated within the budget to accommodate the celebration.

497. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 24 January 2023** at **7.00 pm**.

DRAFT

Cllr Beryl Ezzard DC Report Wareham Town Council January 2023

Dorset Council (DC)

The next Full Council Meeting will be on Thursday 14 February at 6.30pm. The DC Cabinet on 23 January at 10 am will propose that the DC Council Tax be increased by 3.99% for the new financial year 2023/24. This is 1.9987% general increase with 1.9987% for Health & Social Care. To ensure a balanced budget £6.5M of Reserves will be needed to support as a safety valve throughout the year. There is no change to the current scheme for local village halls/charities Council Tax relief support.

Energy Cap & Help for Households and Business

The Energy Price Cap from April will increase but be held at £3,000 for households for 2023/24. This may change. More support funding from the Government is available so pass on to vulnerable families who are in need. Contact the DC partners Citizens Advice who will give advice and help. For Businesses the Energy Bill relief scheme covers until 31 March. The Chancellor will be announcing an update on changes beyond that date, which will probably reduce support.

DC Road Works/Flooding/Electric Vehicle (EV) Charge Points

SGN has postponed the Westminster Road works (16 Jan – 10 Feb) to replace main gas pipeline, no new date given.

Flooding on the Causeway to Stoborough (B3075) and in the Underpass (A351), by the Saxon slips and skidding – so beware.

DC has now installed and have in operation 2 Fast EV Chargers in Bonnets Lane Car Park. 2 Rapid EV Chargers are being installed in Howard's Lane Car Park in conjunction with Wareham TC. Stretche Road and Westport House will have EV Chargers installed later in the year by DC.

Wareham Warm Spaces

DC have Grants available for places to become Warm Places for folk to go, so saving their heating costs during the day. The following Warm Spaces are available; Not Just Sundaes 2 – 4 Tues to Friday; The Library during opening hours; the Parish Hall (times not known) and Carey Hall on Mon and Weds (times not known) - lookout for posters/adverts of these venues. Please encourage those who live on their own to take advantage as refreshments and table-top games may be provided.

The EV Moors at Arne Project

This huge Project was GRANTED at the DC East Area Planning Comtee on 11 January. I attended and spoke endorsing the conditions that the PC had put forward to be adhered to. These and other conditions were applied which will help to protect the Ridge residents and surrounding area. Car Parking for visitors was thought to be inadequate so will be reviewed after a few years.

Lidl Planning Application for a Store at Sandford

This is an ongoing Application with outstanding reports awaiting. The St Martin PC, Wareham TC and Neighbourhood Plan Group, my Co-DC Cllr Ryan and I do not support. It is proposed on a Greenfield site on one of the busiest roads in Dorset and would better serve Swanage, by being sited near that Town. (DC had at the pre-application stage advised that the Application was likely to be REFUSED on that site).

Studland Ferry – Annual Maintenance extended closure

Due to the Ferry being damaged on its journey to Falmouth, the Ferry will not be returning until March. This extended closure is causing local people a lot of delay and difficulty in getting to Poole & Bournemouth.

Cordite Way: Footpath 30

The notification has been posted in the local press: the official statement of the Cordite Way as a Right of Way (No 30) from Holton Heath Trading Park to Rockley Jetty. A Meeting with the DC Countryside Ranger has been arranged to set up an Action Plan for the "Friends of the Cordite Way".

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

Ryan-Third Tuesday every month at 5-6.30pm. Beryl-Second Friday every month 10.15 -12 noon.

Payments List - Meeting Date 24.01.23

Inv.

Date	Ref No.	Payee	Amount	Details
04.01.23	Mar-01	Connells	78.74	Refund on unreserved parking bay no longer needed
01.01.23	19290	Rejuvenate	536.52	Software support - January 2023
24.12.22	Dec22CJS	CJ Smith	60.00	Town Hall boiler repairs
30.12.22	2234	Tradewind Graphics	47.40	Volunteer of the Year board, cheque & certificate
05.12.22	68936	Aston Rose	2475.00	Quarterly rent 25.12.22 to 24.03.23
10.01.23	121-010024	Brown Advertising	297.65	Car park ticket machine tickets
25.11.22	519758271	Zurich Insurance	7826.54	General insurance 01.12.22 to 30.11.23
11.01.23	211865359/0047	SSE Scottish Hydro	51.13	Depot electric 09.12.22 to 10.01.23
31.12.22	514729	Loomis	27.96	Coin sorting December 2022
		Wareham Allotment		
13.01.23	W/Allot	Holders	500.00	Contribution towards cost of fencing
16.01.23	687811-0040	Stuart Hipsley	170.00	Tyres for small van
	Total BACS		12070.94	
Direct Debits & Card payments				
31.12.22	32836346	Suez	226.34	Town Hall waste removal
02.01.23	2064521007	EE	105.11	Mobile 'phones - January 2023
01.01.23	16051278	Sage	30.00	Sage 50 Payroll support January 2023
04.01.23	687811-0039	SH Mobile Tyres	190.00	Replace van tyres
30.12.22	WGS 10947	Wessex Ground Services	49.57	Rec Ground grass cutting 08.12.22
05.01.23	TEL8555	Rejuvenate	99.61	Telecom services January 2023
31.12.22	111587	3C Payments	34.18	Card processing fee December 2022
04.01.23	49108 10012	SSE Southern Electric	174.31	Street light electric 01.12.22 to 03.01.23
09.01.23	2712496	Crown Gas	462.14	Town Hall gas usage December 2022
09.01.23	441995	Adobe	9.98	Acrobat Pro 09.01.23 to 08.02.23
13.01.23	HD55EKB	DVLA	290.00	Road tax for HD55EKB
	Total DDRs			
	Payable		1671.24	
		Total Payments	13742.18	



Minutes of a meeting of the Amenities Committee held on Wednesday 11th January 2023 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, L Kirk, C Turner.

Officers present: N Gray, Town Clerk and RFO; G Pettifer, Deputy Clerk

499. Apologies for absence

Apologies were received from Cllr S Kemp, due to ill health.

500. Declarations of interest

There were no declarations of interest.

501. Public participation time

A member of the public was present and spoke on behalf of Wareham Cricket Club in respect of a replacement cricket wicket, access to the Recreation Ground entrance gate combination padlock, and the review of Terms & Conditions for the Recreation Ground pavilion building and outdoor facilities.

502. Confirmation of the minutes of the previous meeting

The minutes of the Amenities Committee meeting held on 30th November 2022 were **APPROVED** as correct record of the meeting and were signed by the Chairman.

503. Matters arising from the minutes of the previous meeting

458. Cllr Ezzard asked for an update on the EV Charging Points. The Clerk informed her that JoJu, contractors for Dorset Council, had requested to start work in Howards Lane Car Park on 12 January 2023.

457. The Committee asked the Deputy Clerk to report to the next Amenities meetings about the progress of The Quay public toilets external wall.

504. The Quay Gents Toilet Door

It was **RESOLVED** to proceed with the repair and reinstallation of the Quay Toilets gentleman's toilet cubicle door at a cost of £190.

505. Outdoor Table Tennis Facility

The Committee discussed the request at length, particularly in the wider context of recreational development at Hauses Field and the budget implications.

It was **RESOLVED** that the Clerk undertake community consultation regarding the demand and uptake for outdoor tennis provision from residents and to correspond with the member of public who had requested the outdoor table tennis table advising of the action being taken.

506. Review of Town Hall and Recreation Ground hire facilities' Terms & Conditions

The Committee reviewed the Terms & Conditions for the Town Hall's facilities, Recreation Ground Pavilion building and outdoor facilities, correcting typographical errors, clause numbering and clarifying terms.

It was **RESOLVED** that Wareham Cricket Club be charged on a per season basis, rather than per match to assist with the cancellation issues at short notice which incurred charges.

It was **RESOLVED** that the Clerk make budget provision for a replacement cricket wicket in the 2024/25 budget.

It was **RESOLVED** that the Cricket Club be given access to the Recreation Ground entrance gate combination padlock to provide for emergency vehicle access if required.

507. Review of Council security

The Clerk reported that due to safety issues steps had been taken to secure the Town Hall building by changing the locks to the main entrances; locks on the Caretaker's Office and the main kitchen (which would henceforth be available for hire). This action had been taken under the Financial Regulations allowances for Chair of relevant Committee and Clerk decision and would be facilitated from the Town Hall Maintenance Budget (3100/7).

The Clerk requested the Committee grant retrospective approval for openness and transparency.

It was **RESOLVED** that the Committee grant retrospective approval for the locks to be changed and expenditure to be facilitated by the Town Hall maintenance budget (31700/7).

508. Any other items the Chairman deems urgent

There were no items deemed urgent.

509. Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.00pm on 22nd February 2022.

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



Minutes of a meeting of the Personnel Committee held on 25 October 2022 in the Council Chamber, Town Hall, East Street, Wareham at 10:30am

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

Officer Present: N Gray, Town Clerk and RFO

375. Apologies for absence

Apologies for absence were noted and accepted from Cllr K Critchley who had tested positive for Covid-19.

376. Declarations of Interest

There were no declarations of interest.

377. Confirmation of the minutes of the Personnel Committee meeting

The minutes of the Committee held on 5 October 2022 were APPROVED as a correct record of the meeting and were signed by the Chairman.

378. Matters arising from the minutes of the previous meeting

There were no matters arising.

379. To consider the following policies for recommendation to Council

a) Absence Management Policy

Members discussed the draft policy, and a number of minor points were noted, in particular, any reference to the number of days in any procedure should state "working days", and the removal of the duplicated word "Clerk" in paragraph 1 of section 14. The Clerk confirmed the amendments would be made throughout the document.

It was **RESOLVED** to recommend the policy to Council for approval once amendments had been made.

b) Capability Policy

Members considered the draft policy and noted the same amendment to working days would be required. In addition, the first sentence of the last paragraph of 8.1 should read "...to be achieved".

Consideration regarding training was given and the Clerk advised it would be prudent to take the training at the time of any issue triggering the policy, to ensure that the most up-to-date HR and legal information and guidance is obtained.

It was **RESOLVED** to recommend the policy to Council for approval once amendments had been made.

380. To receive an update on the National Pay Award

The Clerk provided an update on the latest position of the Unions, noting the results of the 2 remaining ballots were imminent, with an expectation that one would be rejecting the offer and the second would be accepting. The matter was very live, and the Clerk would provide updates by email as it progressed.

381. Any other items the Chairman deems urgent

There were no items deemed urgent.

382. Date of the next meeting

To note date of next meeting: **17 January 2023 10:30**

383. 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*

384. To receive an update on Overtime, TOIL and Flexible staff working

385. To consider the recruitment of a Street Cleaner/Lengthsman

386. To consider the need for a Staff Review

Members discussed all three agenda items on block as it was clear that they impacted each other.

It was **RESOLVED** that a staff review be carried out to establish the balance between staffing and business need for the Council, with new posts considered to alleviate the impact of overtime.

Chairman Date



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 7 December 2022 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

Officers present: N Gray, Town Clerk and RFO and G Pettifer, Deputy Clerk

474. Apologies for absence

There were no apologies.

475. Declarations of interest

There were no declarations of interest.

476. Public participation time

There were no members of the public present.

477. Confirmation of the minutes of the previous meeting

Subject to a correction of the date in the header of the minutes, it was **RESOLVED** that the minutes of the meeting held on 16 November 2022 were approved and signed by the Chairman.

478. Matters arising from the minutes of the previous meeting

There were no matters arising.

479. Planning Applications

The following planning applications were considered:

Application Number: P/HOU/2022/07336

Location: 31 Sherford Close Wareham BH20 4JL

Proposal: Erect rear and side extension in brick to match existing and pitched (hipped) roof

Decision required by: 15 December 2022

Decision: No objection.

Application Number: P/HOU/2022/04599

Location: 5 Frome Road Wareham BH20 4QA

Proposal: Construct front porch and two single storey rear extensions with raised terrace

Decision required by: 22 November 2022 – Email decision to be retrospectively approved – No Objection.

Decision: Email decision upheld – No objection.

480. Planning Decisions

The Planning Decisions report was noted.

481. Any other items the Chairman deems urgent

There were no items deemed urgent.

482. 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 18 January 2023.**

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

DRAFT



Minutes of a meeting of the Policy, Resources and Finance Committee held on 10 January 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

Officers present: Nicola Gray, Town Clerk; Gale Pettifer, Deputy Clerk

498. Apologies for absence

There were no apologies.

499. Declarations of interest

There were no declarations of interest.

500. Public participation time

There were no members of the public present.

501. Confirmation of the minutes of the previous meeting

Cllr Budd noted the incorrect naming of the developer in minute number 472 as Westbury homes. It should read "Members discussed the stones which were paid for by Bloor Homes as part of the new development".

It was **RESOLVED** that, subject to the above amendment, the minutes of the Policy, Resources and Finance Committee, held on 6 December 2022, were approved, and signed by the Chairman.

502. Matters arising from the minutes of the previous meeting

There were no matters arising from the minutes of the previous meeting.

503. Payment of outstanding creditors

It was **RESOLVED** that the payments to creditors be approved.

504. CCTV Review

The Deputy Clerk presented the report regarding relocating the CCTV camera in North Street, refurbishing, or relocating the cameras on the Masonic Hall, and the installation of additional cameras at the rear entrance to the Town Hall.

It was **RESOLVED** that enquiries should be made with Rempstone Estate regarding the power supply with a view to retaining the CCTV camera in its current position in North Lane, rather than relocation.

It was **RESOLVED** that cameras should be installed at the rear entrance of the Town Hall and in Howards Lane car park (one overlooking the entrance to the car park/public toilets, and one overlooking the parking meters/car park).

505. Review of hire charges for the Town Hall and Recreation Ground facilities

Members considered the current hire charges for the Town Hall and Recreation Ground facilities, noting the many comments which had been made to various members about the high cost of hiring the Corn Exchange.

It was **RESOLVED** that the Deputy Clerk carry out a comparison of charges exercise with other similar local facilities and present the report to the next meeting for consideration and fee setting.

506. Museum Broadband connection

The Deputy Clerk presented the report regarding the installation of broadband to Wareham Town Museum to enable the public to use QR codes for accessing exhibit information on YouTube, and for the museum to have better electronic point of sale facilities.

It was **RESOLVED** that the Museum be given a dedicated broadband facility, via BT Halo at a cost of £19.95 for the Broadband line connection, a free BT cordless phone handset and an ongoing charge of £27.95 per month.

507. 2023/2024 Budget

The Chairman opened discussion by thanking the Clerk for her excellent work done on producing a challenging budget.

The Clerk presented the budget and the subsequent proposal for precept and noted that budgets have been maintained where possible, with very modest increases where it was considered necessary. The Chairman noted is desire to keep the precept as low as possible in what was forecast to be a very challenging year for residents and was grateful to the Clerk for having managed to achieve a lower than expected precept recommendation.

It was **RESOLVED** that the draft budget and precept for 2023/2024 be recommended to Full Council for approval.

508. Any other items the Chairman deems urgent

There were no items deemed urgent.

509. 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 14 February 2023.

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



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 January 2023

Agenda Item: 10

Subject:	Draft 2023/24 Budget
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the proposed budget and precept for 2023/24 financial year for recommended to Full Council for approval by the Policy Resources and Finance Committee.
Background:	Each year the Council's budget for the next financial year must be set and approved by Full Council based on a recommendation from the Policy Resources and Finance Committee, along with a precept recommendation based on the budget, also for approval by full Council.
Key Points:	<p>The proposed budget for the 2023/24 year with no Town Council increase is shown in Appendix 1.</p> <p>The proposed budget for the 2023/24 year with a Town Council increase to provide a balancing budget is shown in Appendix 2.</p> <p>Dorset Council has set the Tax Base for a Band D property in Wareham at an increase of 0.87%, an increase of £4191.90 for the 2023/24 financial year.</p> <p>The budget lines were considered by each respective Committee with budget responsibility at the November meetings and have been agreed by the Policy Resources and Finance Committee at its meeting on 10 January 2023. Budgets have been maintained where possible with very modest increases where it has been considered necessary.</p> <p>The projected reserves at 31 March 2023 are approximately £273,005.16, which is made up of operating costs of £111,234.96 and £161,770.20 in earmarked reserves.</p> <p>These figures are dependent upon the next 3 months (1 January to 31 March 2023) expenditure and the year-end position; therefore, these are approximate predictions and may increase or decrease as a result.</p> <p>Should WTC not apply any increase, but accept the 0.87% increase imposed by Dorset Council, the budget would show predicted income of £613,866.90 and predicted expenditure of £623,265.00 showing a net deficit of -£9,398.10, which would be required from Town Council reserves, reducing the cushion to £101,836.86.</p> <p>An increase of 1.93% or £4.26 on a Band D Property (approximately 35.5p per month or just over 8p per week) for the TC element of Council Tax, in addition to the 0.87% already given sees an overall increase of 2.82% on a Band D property increasing from £220.63 to £224.89 per annum. This would see a precept of £495,945.00 and would not require any reserves to be used.</p>

	<p>Following the Policy resources and Finance Committee, Councillor Budd highlighted that the Amenities Committee had agreed a reduction of £1000 on the code 3700/1 Maintenance and requested that this be added to the Building Project Group budget to cover the cost of a Structural Engineer for a buildings project which is being discussed. This does not impact the overall budget and precept recommendation made by Policy Resources and Finance, with all figures remaining the same.</p>
Implications:	<p>Reducing the general reserve by absorbing the deficit will leave the Council in a vulnerable position in respect of working reserve.</p> <p>Accepting the 1.93% (2.82% overall) leaves the Council at a balancing budget position but does not provide any additional funds for the general reserve to protect its working costs.</p> <p>Council must be sure that the reserves are allocated appropriately and if required, ring fenced (earmarked), to protect them. It is a requirement of the Annual Governance and Audit Review (AGAR) to set out the intention for any reserves held above the minimum operating costs and should be done in accordance with Financial Regulations and the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.</p> <p>Alternative methods to protecting both precept and reserves are to implement expenditure cuts which would impact on the delivery of services within Wareham.</p>
Recommendation:	<p>To consider and approve the recommendation from Policy Resources and Finance for the proposed budget and precept increase of 1.93% (2.82% overall).</p>

Budget 2023-2024

with Forecasted Final Position 2022-2023

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget	Comments
Income:						
101	Mayor's Charity	-	-	-	-	
	SUB TOTAL	£ -	£ -	£ -	£ -	
<u>Policy Resources & Finance Income:</u>						
200/1	Rent received	38,000.00	40,308.00	6.07%	40,000.00	
210	Bank Interest	-	450.00	-	60.00	
220	Neighbourhood Plan	-	-	-	-	
230	Misc Income	-	-	-	-	
250	CIL	-	-	-	-	
290	Suspense	-	-	-	-	
	SUB TOTAL	£ 38,000.00	£ 40,758.00	7.26%	£ 40,060.00	
<u>Amenities Income</u>						
300/1	Corn Exchange Hire	3,000	3,500.00	16.67%	3,200.00	
300/2/1	Council Chamber - Weddings	1,000	333.33	-66.67%	500.00	
300/2/2	Council Chamber - Meetings	-	95.00		-	
300/3	Town Hall Electricity Recharged	-	-		-	
310	Donations	-	-		-	
320/1	Parking Income Card	13,000	13,000.00	0.00%	13,500.00	
320/2	Parking Income Cash	30,000	36,000.00	20.00%	40,000.00	

320/3	Parking Income Phone Payments	7,000	15,000.00	114.29%	15,000.00
330/1	Parking Permits Reserved Bay	3,000	826.00	-72.47%	3,500.00
330/2	Parking Permits Unreserved Bay	2,500	3,000.00	20.00%	4,000.00
330/3	Parking Permits Commercial Bay	500	555.00	11.00%	500.00
330/4	Parking Temporary Permits	-	37.50		-
330/5	Permit Amendments/Reissue	-	16.66		-
340/1	Rereation Ground - Football Income	1,500	900.00	-40.00%	1,000.00
350	Recreation Ground - Croquet Income	1,500	1,113.00	-25.80%	1,500.00
360	Recreation Ground - Cricket Income	500	616.69	23.34%	750.00
370/1	Customer Service & Visitor Information Office - Grants & Donations Received	-	-		-
380/1	Floral Displays - Sale of Baskets	2,500	2,210.00	-11.60%	1,000.00
380/2	Floral Displays - Donations towards Displays	-	520.00		-
SUB TOTAL		£ 66,000.00	£ 77,723.18	17.76%	£ 84,450.00

Planning & Transport Income

400	General	-	-		-
SUB TOTAL		£ -	£ -	£ -	£ -

Personnel Income

500	General	-	-		-
	SUB TOTAL	£ -	£ -	£ -	£ -

Museum Income:

600	Donations	1,000	2,103.00	110.30%	1,500.00
610	Events	-	431.96		300.00
620	Sales Income	1,000	1,293.00	29.30%	1,000.00
630	Sundry Income	-	320.00		-
640	Activities Donations	-	25.00		10.00
	SUB TOTAL	£ 2,000.00	£ 4,172.96	108.65%	£ 2,810.00

Income: Precept

100	Precept	482,355.00	482,355.00	-	486,546.90
	SUB TOTAL	£ 482,355.00	£ 482,355.00	£ -	£ 486,546.90
	TOTAL INCOME	£ 588,355.00	£ 605,009.14	2.83%	£ 613,866.90

The precept based on the Dorset Council
Tax base increase of 0.87%.

Code	Title	2022-23 Budget	2022/23 Estimated total at 31.03.23	Variance	2023-2024 Proposed Budget
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1100	Council				
1100/1	Mayor	2,500	2,328.30	-6.87%	2,500.00
1100/2	Deputy Mayor	225	-		200.00
1100/3	Regalia & Gowns	1,000	220.00	-78.00%	-
1100/4	Mayor's Charity	-	723.11		-
1200	Election Expenses	1,500	-		1,500.00
1250	Ceremonial Photo's	-	-		-
1260/1	Civic Events	4,000	2,313.41	-42.16%	4,000.00

Election Fee Reserve already in place

Could cover the Coronation

1260/2	General Events	1,000	1,353.42	35.34%	1,500.00
	SUB TOTAL	£ 10,225.00	£ 6,938.24	-32.14%	£ 9,700.00

TOTAL COUNCIL EXPENDITURE	£ 10,225.00	£ 6,938.24	-32.14%	£ 9,700.00
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Policy Resources & Finance

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2100	Staff Costs				
2100/1	Salaries	246,000.00	233,991.36	-4.88%	260,000.00
2100/2	Employers NI	28,000.00	25,271.00	-9.75%	30,000.00
2100/7	Employers Pensions	55,500.00	51,478.00	-7.25%	59,200.00
2200/1	Meetings & Training	3,000.00	616.50	-79.45%	3,000.00
2200/2	Clothing	700.00	324.05	-53.71%	500.00
2200/3(1)	Mileage - Staff	1,000.00	1,000.00	0.00%	500.00
2200/3(2)	Mileage - Councillors	750.00	100.00	-86.67%	500.00
	SUB TOTAL	£ 334,950.00	£ 312,780.91	-6.62%	£ 353,700.00

Increased by 6.5% to cover NJC pay award 2023/24 and increment rises and contingency for new staffing.

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2250	Neighbourhood Plan				
2250	Neighbourhood Plan	-	-	0.00%	-
	SUB TOTAL	£ -	£ -	0.00%	£ -

Monies held in reserve could cover review

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2260	Honorariums				
2260	Honorariums	2,000	2,175.00	0.00%	2,175.00
	SUB TOTAL	£ 2,000.00	£ 2,175.00	0.00%	£ 2,175.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2270	Town Crier Competition				
2270	Town Crier Competition	500	371.70	0.00%	500.00
	SUB TOTAL	£ 500.00	£ 371.70	0.00%	£ 500.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2280	Burial Board				
2280	Burial Board Contribution	15,850	15,850.00	0.00%	15,850.00
	SUB TOTAL	£ 15,850.00	£ 15,850.00	0.00%	£ 15,850.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2300/1	Audit Fees				
2300/1(1)	Internal Audit Fee	1,200	1,200.00	100.00%	1,300.00
2300/1(2)	External Audit Fee	1,300	1,300.00	100.00%	1,500.00
	SUB TOTAL	£ 2,500.00	£ 2,500.00	0.00%	£ 2,800.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2310	Health & Safety				
2310	H&S Consultancy Fees	3,700.00	3,551.02	-4.03%	3,800.00
2311	Consultancy Fees	2,000.00	2,500.00	25.00%	2,000.00
2320	Subscriptions	3,000.00	1,601.57	-46.61%	2,500.00
2330	Legal Fees & Costs	2,500.00	740.00	-70.40%	2,500.00
2340/1	Donations	-	-	0.00%	-
2340/2	Grants	6,000.00	6,000.00	0.00%	6,000.00
2340/3	PYCF SLA	4,500.00	4,500.00	0.00%	4,500.00
	SUB TOTAL	£ 21,700.00	£ 18,892.59	-12.94%	£ 21,300.00

Grants yet to be given

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget	
2400	Office Costs					
2400/1	Insurance	6,700.00	7,826.54	16.81%	8,000.00	
2400/2	Bank Charges	100.00	84.85	-15.15%	100.00	
2400/3	Office Expenditure	3,000.00	3,000.00	0.00%	2,500.00	
2400/4	Telephones	2,000.00	2,930.00	46.50%	2,500.00	
2400/5	Premises Licence	2,000.00	1,500.00	-25.00%	1,500.00	
2400/6	Computer	1,500.00	707.01	-52.87%	1,500.00	
2400/7	Software Support	8,000.00	10,713.00	33.91%	8,000.00	
2400/8	Web Production	300.00	-	-100.00%	300.00	
2400/9	Misc Cleaning	500.00	-	-100.00%	500.00	
2450	CCTV Costs	1,000.00	736.35	-26.37%	1,500.00	
2460	Vehicle Replacement	2,000.00	-	-100.00%	-	Earmarked Reserve in place to cover this
2456	Contingeny	2,000.00	400.00	-80.00%	2,000.00	
			140.22	-92.99%	2,000.00	
2500	Health and Safety Mitigation	2,000.00				
2800	General Reserve	8,000.00	4,092.00	-48.85%	8,000.00	£3725 - Property condition survey
2900	Covid 19 Costs	-	-		-	
2999	Suspense	-	-		-	
	SUB TOTAL	£ 39,100.00	£ 32,129.97	-17.83%	£ 38,400.00	
TOTAL POLICY RESOURCES & FINANCE EXPENDITURE		£ 416,600.00	£ 384,700.17	-7.66%	£ 434,725.00	

AMENITIES EXPENDITURE

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
3100	Town Hall General				
3100/1	Electric	3,000.00	1,500.00	-50.00%	3,000.00
3100/2	Gas	4,000.00	2,500.00	-37.50%	4,000.00

3100/3	Water	1,300.00	1,300.00	0.00%	1,300.00
3100/4	Rates	10,000.00	9,356.00	-6.44%	12,000.00
3100/5	Advertising	500.00	500.00	0.00%	500.00
3100/6	Equipment New	1,000.00	2,315.00	131.50%	2,500.00
3100/7	Equipment & Buildings Maintenance	10,000.00	7,500.00	-25.00%	10,000.00
3100/8	Replacement Windows	2,000.00	-	-100.00%	2,000.00
3100/9	Lighting Upgrade	-	-		-
3100/10	Stair Lift	1,000.00	710.00	-29.00%	750.00
3100/11	Cleaning	500.00	1,800.00	260.00%	1,000.00
3100/70	Reserves	-			-
SUB TOTAL		£ 33,300.00	£ 27,481.00	-17.47%	£ 37,050.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
3150	Depot				
3150/1	Rent	9,000.00	8,250.00	-8.33%	10,000.00
3150/2	Equipment	1,000.00	259.00	-74.10%	250.00
3150/3(1)	Electricity	750.00	461.61	-38.45%	750.00
3150/3(2)	Water	250.00	268.00	7.20%	250.00
3150/4	Insurance	350.00	256.38	-26.75%	400.00
3150/5	Service Charge	500.00	437.36	-12.53%	500.00
3150/6	Maintenance	500.00	11.25	-97.75%	500.00
3150/7	Rates	-	3,093.80		4,000.00
SUB TOTAL		£ 12,350.00	£ 13,037.40	5.57%	£ 16,650.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
3200	Vehicle Costs				
3200/1	Service & Maintenance	1,200.00	833.58	-30.54%	1,200.00
3200/2	Leasing Costs	2,500.00	8,201.22	228.05%	-

3200/3	Fuel	1,500.00	1,600.00	6.67%	2,000.00
3200/4	Insurance	800.00	800.00	0.00%	1,000.00
3200/5	Machinery & Equipment	5,000.00	-	-100.00%	2,500.00
SUB TOTAL		£ 11,000.00	£ 11,434.80	3.95%	£ 6,700.00

Budget
Estimated
total at
31.03.23

Proposed
Budget

3300	General Expenditure				
3300/1	Street Lighting	1,500.00	1,600.00	6.67%	1,750.00
3300/2	War memorial Maintenance	250.00	-	-100.00%	250.00
3300/3	General Maintenance	1,500.00	143.86	-90.41%	1,500.00
3300/4	Street Furniture & Seats	1,000.00	-	-100.00%	1,000.00
3300/5	Bus Shelter Maintenance	250.00	-	-100.00%	250.00
	Gateway Stones	0	-	0.00%	3,000.00
SUB TOTAL		£ 4,500.00	£ 1,743.86	-61.25%	£ 7,750.00

To install already paid for Purbeck stone at new development.

Budget
Estimated
total at
31.03.23

Proposed
Budget

3400	Howards Lane Toilets				
3400/1	Rates	£ -	-		-
3400/2	Cleaning	£ 1,000.00	1,000.00	0.00%	1,000.00
3400/3	Maintenance	£ 1,000.00	300.00	-70.00%	1,000.00
3400/4(1)	Water Charges	£ 1,000.00	1,000.00	0.00%	1,000.00
3400/4(2)	Electricity	£ 1,000.00	952.56	-4.74%	1,000.00
SUB TOTAL		£ 4,000.00	£ 3,252.56	-18.69%	£ 4,000.00

Budget
Estimated
total at
31.03.23

Proposed
Budget

3450	Quay Toilets				
3450/1	Rates	£ -	-		-

3450/2	Cleaning	£	1,000.00	750.00	-25.00%	1,000.00
3450/3	Maintenance	£	13,000.00	7,113.78	-45.28%	2,000.00
3450/4(1)	Water	£	5,100.00	3,521.62	-30.95%	4,500.00
3450/4(2)	Electricity	£	1,000.00	1,300.00	30.00%	1,500.00
SUB TOTAL		£	20,100.00	£ 12,685.40	-36.89%	£ 9,000.00

Budget Estimated Variance Proposed
total at Budget
31.03.23

3500	Howards Lane Car Park					
3500/1	Rates	£	10,000.00	9,481.00	-5.19%	12,000.00
3500/2	New Equipment	£	1,000.00	-	-100.00%	1,000.00
3500/3	Tickets	£	300.00	-	-100.00%	300.00
3500/4(1)	Money Collection Card Fees	£	1,000.00	1,300.00	30.00%	2,000.00
3500/4(2)	Money Collection Cash Fees	£	3,000.00	3,500.00	16.67%	2,500.00
3500/4(3)	Cash Refunds	£	-	-	0.00%	-
3500/5	Maintenance	£	500.00	300.08	-39.98%	500.00
3500/6	Drainage Work	£	-	400.00	0.00%	-
3500/7	Tree Works	£	-			-
3501	Comission on Credit Card Takings	£	750.00	750.00	0.00%	850.00
3502	Commission on Phone Car park Receipts	£	1,000.00	1,400.00	40.00%	1,500.00
SUB TOTAL		£	17,550.00	£ 17,131.08	-2.39%	£ 20,650.00

Budget Estimated Variance Proposed
total at Budget
31.03.23

3550	Pavilion					
3550/1(1)	Gas	£	100.00	100.00	0.00%	100.00
3550/1(2)	Water	£	500.00	433.00	-13.40%	500.00
03/01/3550	Electric	£	400.00	250.00	-37.50%	400.00

3550/2	Pavilion Maintenance	£ 500.00	450.00	-10.00%
	SUB TOTAL	£ 1,500.00	£ 1,233.00	-17.80%

500.00
£ 1,500.00

Budget **Estimated**
total at
31.03.23

Proposed
Budget

3600	Recreation Ground			
3600/1	Maintenance	1,500.00	800.00	-46.67%
3600/2	Grass Cutting Contract	3,000.00	2,000.00	-33.33%
3600/3	New Equipment	250.00	-	-100.00%
3600/4	Hire Refunds	-	-	
	SUB TOTAL	£ 4,750.00	£ 2,800.00	-41.05%

1,500.00
2,500.00
250.00
-
£ 4,250.00

Potential to reduce as Cricket Club have offered to cut the Cricket pitch themselves

Budget **Estimated**
total at
31.03.23

Proposed
Budget

3650	Recreation Ground Play Area			
3650/1	Maintenance	1,000.00	-	-100.00%
3650/2	Reserve	5,000.00	-	-100.00%
3650/3	PWLB	19,000.00	-	-100.00%
	SUB TOTAL	£ 25,000.00	£ -	-100.00%

500.00
5,000.00
24,500.00
£ 30,000.00

Budget **Estimated**
total at
31.03.23

Proposed
Budget

3660	Skate Park			
3660/1	Skate Park Build	-	-	
	SUB TOTAL	£ -	£ -	

-
£ -

Budget **Estimated**
total at
31.03.23

Proposed
Budget

3670	Play Area Projects
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3670/1	Professional Fees	-			-
	SUB TOTAL	£ -	£ -	0.00%	£ -

Budget **Estimated** **Variance** **Proposed**
 total at **Budget**
 31.03.23

3700	Mill Lane				
3700/1	Maintenance	1,000.00	813.06	-18.69%	4,000.00
3700/2	PWLB	4,400.00	4,403.58	0.08%	4,400.00
3700/3	Roof	-	-		-
	SUB TOTAL	£ 5,400.00	£ 5,216.64	-3.40%	£ 8,400.00

Budget **Estimated** **Variance** **Proposed**
 total at **Budget**
 31.03.23

3720	Tourist Information Office				
3720/1	Website Costs	-	2,400.00		2,400.00
3720/2	Building Works	-	-		-
3720/3	IT Costs	-	-		-
	SUB TOTAL	£ -	£ 2,400.00	0.00%	£ 2,400.00

Provision for NJS - Money held in reserve

Budget **Estimated** **Variance** **Proposed**
 total at **Budget**
 31.03.23

3750	Northmoor Allotments				
3750/1	Allotment Rents	350.00	326.88	-6.61%	350.00
3750/2	Haven Group	350.00	-		-
	SUB TOTAL	£ 700.00	£ 326.88	-6.61%	£ 350.00

Budget **Estimated** **Variance** **Proposed**
 total at **Budget**
 31.03.23

3800	Hauses Field
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3800/1	Tree Survey & Works	1,000.00	1,000.00	0.00%
3800/2	Grass Cutting	3,000.00	1,600.00	-46.67%
3800/3	Maintenance	1,000.00	-	
SUB TOTAL		£ 5,000.00	£ 2,600.00	-46.67%

500.00
3,000.00
1,000.00
£ 4,500.00

Works outstanding, should be completed in 22/23 financial year

Budget
Estimated
total at
31.03.23

Proposed
Budget

3850	Floral Displays			
3850/1	Plants for Display	5,500.00	4,832.00	-12.15%
3850/2	Non Plant Purchases for displays	-	1,154.11	
SUB TOTAL		£ 5,500.00	£ 5,986.11	-12.15%

5,500.00
-
£ 5,500.00

Budget
Estimated
total at
31.03.23

Proposed
Budget

3860	General Tree Survey			
3860	General Tree Survey	5,000.00	5,000.00	0.00%
SUB TOTAL		£ 5,000.00	£ 5,000.00	0.00%

5,000.00
£ 5,000.00

Work outstanding, not yet done

Budget
Estimated
total at
31.03.23

Proposed
Budget

	Christmas Market			
	Road Closures	£ -	0	
	Advertising	£ -	0	
	Insurance	£ -	0	
SUB TOTAL		£ -	0	

£ 500.00
£ 1,000.00
£ 500.00
£ 2,000.00

Budget
Estimated
total at
31.03.23

	Build Project Group
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	Consultant Fees	£	-	0	£	6,000.00	Quantity Surveyor to establish costs
	Architect	£	-	0	£	1,000.00	
	SUB TOTAL	£	-	0	£	7,000.00	

TOTAL AMENITIES EXPENDITURE	£	155,650.00	£	112,328.73	27.83%	£	172,700.00
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PLANNING & TRANSPORT EXPENDITURE

Budget

Estimated
total at
31.03.23

Variance

Proposed
Budget

4000	Planning & Transport General		51.00.20		
4000	Planning & Transport General	-	-		-
	SUB TOTAL	£ -	£ -	0.00%	£ -

TOTAL PLANNING & TRANSPORT EXPENDITURE	£	-	£	-	0.00%	£	-
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PERSONNEL EXPENDITURE

Budget

Estimated
total at
31.03.23

Variance

Proposed
Budget

5000	Personnel	51,552.25			
5000/1	Advertising Staff Vacancies	500.00	1,528.00	205.60%	500
	SUB TOTAL	£ 500.00	£ 1,528.00	205.60%	£ 500.00

TOTAL PERSONNEL EXPENDITURE	£	500.00	£	1,528.00	205.60%	£	500.00
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Budget

Estimated
total at
31.03.23

Variance

Proposed
Budget

6000	Museum					
6000	Rates	2,000.00	1,497.00	-25.15%	1,800.00	

6100	Events	300.00	200.00	-33.33%	300.00
6110	Telephone	200.00	-	-100.00%	-
6120	Stationery	100.00	163.17	63.17%	150.00
6130	Security Alram	500.00	-	-100.00%	-
6140/1	Stock for Resale	500.00	296.57	-40.69%	700.00
6145	Commission on Card sales	-	8.10		15.00
6150	Subscriptions	150.00	104.17	-30.55%	150.00
6160/1	Display Cabinet Reserve	250.00	-	-100.00%	500.00
6160/2	New Equipment general	500.00	417.09	-16.58%	1,000.00
6170	Equipment Maintenance	250.00	31.60	-87.36%	500.00
6175	Cleaning/Maintenance & Improvements	175.00	69.53	-60.27%	150.00
6180	Training	180.00	-	-100.00%	150.00
6185	Signage	200.00	-	-100.00%	150.00
6190	Mileage	50.00	-	-100.00%	50.00
6195	Sundries	25.00	5.00	-80.00%	25.00
6200	Covid Requirements	-	-		-
SUB TOTAL		£ 5,380.00	£ 2,792.23	-48.10%	£ 5,640.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget	
7000	Museum Floral Displays					
7000/1	Display Expenses	-	-		-	Inc in Amenities Floral Displays
SUB TOTAL		£ -	£ -	0.00%	£ -	

TOTAL MUSEUM EXPENDITURE	£ 5,380.00	£ 2,792.23	-48.10%	£ 5,640.00
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TOTAL EXPENDITURE	£ 588,355.00	£ 508,287.37	-13.61%	£ 623,265.00
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Net Suplus (Deficit)

-£ 9,398.10

This sum would need ot be found from reserves.

Exceptional and Capital

Exceptional & Capital Income

CIL Receipts	-	8,805.89		
SUB TOTAL	£ -	£ 8,805.89		£ -

Exceptional & Capital Expenditure

SUB TOTAL	£ -	£ -	£ -	

Earmarked Reserves

3010	Projects	160,672.83			138,603.25
3016	Neighbourhood Plan	2,380.37			2,380.37
3017	CIL	31,550.57			8,625.00
3079	CCTV	1,000.00			1,000.00
3020	Museum	2,874.62			2,874.62
3025	Wareham in Bloom	8,286.96			8,286.96
3024	Bloor homes - Childrens Play	13,760.00			-
	Bloor homes - Rec	56,494.00			-
	SUB TOTAL	£ 277,019.35	£ -	£ -	£ 161,770.20

Projects carried over from previous years which have not completed

This equates to the 2.5% retention on play areas

These reserves and CIL reserve were offset against the play area expenditure to reduce the PWLB loan and will be zero balances at year end.

Total Exceptional & Capital, and Earmarked

£ 161,770.20

General Fund 104,590.38 6644.58 111,234.96

Total 104,590.38 273,005.16

Budget 2023-2024

with Forecasted Final Position 2022-2023

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget	Comments
Income:						
101	Mayor's Charity	-	-	-	-	
	SUB TOTAL	£ -	£ -	£ -	£ -	
<u>Policy Resources & Finance Income:</u>						
200/1	Rent received	38,000.00	40,308.00	6.07%	40,000.00	
210	Bank Interest	-	450.00	-	60.00	
220	Neighbourhood Plan	-	-	-	-	
230	Misc Income	-	-	-	-	
250	CIL	-	-	-	-	
290	Suspense	-	-	-	-	
	SUB TOTAL	£ 38,000.00	£ 40,758.00	7.26%	£ 40,060.00	
<u>Amenities Income</u>						
300/1	Corn Exchange Hire	3,000	3,500.00	16.67%	3,200.00	
300/2/1	Council Chamber - Weddings	1,000	333.33	-66.67%	500.00	
300/2/2	Council Chamber - Meetings	-	95.00		-	
300/3	Town Hall Electricity Recharged	-	-		-	
310	Donations	-	-		-	
320/1	Parking Income Card	13,000	13,000.00	0.00%	13,500.00	
320/2	Parking Income Cash	30,000	36,000.00	20.00%	40,000.00	

320/3	Parking Income Phone Payments	7,000	15,000.00	114.29%	15,000.00
330/1	Parking Permits Reserved Bay	3,000	826.00	-72.47%	3,500.00
330/2	Parking Permits Unreserved Bay	2,500	3,000.00	20.00%	4,000.00
330/3	Parking Permits Commercial Bay	500	555.00	11.00%	500.00
330/4	Parking Temporary Permits	-	37.50		-
330/5	Permit Amendments/Reissue	-	16.66		-
340/1	Rereation Ground - Football Income	1,500	900.00	-40.00%	1,000.00
350	Recreation Ground - Croquet Income	1,500	1,113.00	-25.80%	1,500.00
360	Recreation Ground - Cricket Income	500	616.69	23.34%	750.00
370/1	Customer Service & Visitor Information Office - Grants & Donations Received	-	-		-
380/1	Floral Displays - Sale of Baskets	2,500	2,210.00	-11.60%	1,000.00
380/2	Floral Displays - Donations towards Displays	-	520.00		-
SUB TOTAL		£ 66,000.00	£ 77,723.18	17.76%	£ 84,450.00

Planning & Transport Income

400	General	-	-		-
SUB TOTAL		£ -	£ -	£ -	£ -

Personnel Income

500	General	-	-		-
	SUB TOTAL	£ -	£ -	£ -	£ -

Museum Income:

600	Donations	1,000	2,103.00	110.30%	1,500.00
610	Events	-	431.96		300.00
620	Sales Income	1,000	1,293.00	29.30%	1,000.00
630	Sundry Income	-	320.00		-
640	Activities Donations	-	25.00		10.00
	SUB TOTAL	£ 2,000.00	£ 4,172.96	108.65%	£ 2,810.00

Income: Precept

100	Precept	482,355.00	482,355.00	-	495,945.00
	SUB TOTAL	£ 482,355.00	£ 482,355.00	£ -	£ 495,945.00
	TOTAL INCOME	£ 588,355.00	£ 605,009.14	2.83%	£ 623,265.00

The precept based on the Dorset Council
Tax base increase of 0.87%.

Code	Title	2022-23 Budget	2022/23 Estimated total at 31.03.23	Variance	2023-2024 Proposed Budget
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1100	Council				
1100/1	Mayor	2,500	2,328.30	-6.87%	2,500.00
1100/2	Deputy Mayor	225	-		200.00
1100/3	Regalia & Gowns	1,000	220.00	-78.00%	-
1100/4	Mayor's Charity	-	723.11		-
1200	Election Expenses	1,500	-		1,500.00
1250	Ceremonial Photo's	-	-		-
1260/1	Civic Events	4,000	2,313.41	-42.16%	4,000.00

Election Fee Reserve already in place

Could cover the Coronation

1260/2	General Events	1,000	1,353.42	35.34%	1,500.00
	SUB TOTAL	£ 10,225.00	£ 6,938.24	-32.14%	£ 9,700.00

TOTAL COUNCIL EXPENDITURE	£ 10,225.00	£ 6,938.24	-32.14%	£ 9,700.00
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Policy Resources & Finance

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2100	Staff Costs				
2100/1	Salaries	246,000.00	233,991.36	-4.88%	260,000.00
2100/2	Employers NI	28,000.00	25,271.00	-9.75%	30,000.00
2100/7	Employers Pensions	55,500.00	51,478.00	-7.25%	59,200.00
2200/1	Meetings & Training	3,000.00	616.50	-79.45%	3,000.00
2200/2	Clothing	700.00	324.05	-53.71%	500.00
2200/3(1)	Mileage - Staff	1,000.00	1,000.00	0.00%	500.00
2200/3(2)	Mileage - Councillors	750.00	100.00	-86.67%	500.00
	SUB TOTAL	£ 334,950.00	£ 312,780.91	-6.62%	£ 353,700.00

Increased by 6.5% to cover NJC pay award 2023/24 and increment rises and contingency for new staffing.

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2250	Neighbourhood Plan				
2250	Neighbourhood Plan	-	-	0.00%	-
	SUB TOTAL	£ -	£ -	0.00%	£ -

Monies held in reserve could cover review

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2260	Honorariums				
2260	Honorariums	2,000	2,175.00	0.00%	2,175.00
	SUB TOTAL	£ 2,000.00	£ 2,175.00	0.00%	£ 2,175.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2270	Town Crier Competition				
2270	Town Crier Competition	500	371.70	0.00%	500.00
	SUB TOTAL	£ 500.00	£ 371.70	0.00%	£ 500.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2280	Burial Board				
2280	Burial Board Contribution	15,850	15,850.00	0.00%	15,850.00
	SUB TOTAL	£ 15,850.00	£ 15,850.00	0.00%	£ 15,850.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2300/1	Audit Fees				
2300/1(1)	Internal Audit Fee	1,200	1,200.00	100.00%	1,300.00
2300/1(2)	External Audit Fee	1,300	1,300.00	100.00%	1,500.00
	SUB TOTAL	£ 2,500.00	£ 2,500.00	0.00%	£ 2,800.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
2310	Health & Safety				
2310	H&S Consultancy Fees	3,700.00	3,551.02	-4.03%	3,800.00
2311	Consultancy Fees	2,000.00	2,500.00	25.00%	2,000.00
2320	Subscriptions	3,000.00	1,601.57	-46.61%	2,500.00
2330	Legal Fees & Costs	2,500.00	740.00	-70.40%	2,500.00
2340/1	Donations	-	-	0.00%	-
2340/2	Grants	6,000.00	6,000.00	0.00%	6,000.00
2340/3	PYCF SLA	4,500.00	4,500.00	0.00%	4,500.00
	SUB TOTAL	£ 21,700.00	£ 18,892.59	-12.94%	£ 21,300.00

Grants yet to be given

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget	
2400	Office Costs					
2400/1	Insurance	6,700.00	7,826.54	16.81%	8,000.00	
2400/2	Bank Charges	100.00	84.85	-15.15%	100.00	
2400/3	Office Expenditure	3,000.00	3,000.00	0.00%	2,500.00	
2400/4	Telephones	2,000.00	2,930.00	46.50%	2,500.00	
2400/5	Premises Licence	2,000.00	1,500.00	-25.00%	1,500.00	
2400/6	Computer	1,500.00	707.01	-52.87%	1,500.00	
2400/7	Software Support	8,000.00	10,713.00	33.91%	8,000.00	
2400/8	Web Production	300.00	-	-100.00%	300.00	
2400/9	Misc Cleaning	500.00	-	-100.00%	500.00	
2450	CCTV Costs	1,000.00	736.35	-26.37%	1,500.00	
2460	Vehicle Replacement	2,000.00	-	-100.00%	-	Earmarked Reserve in place to cover this
2456	Contingeny	2,000.00	400.00	-80.00%	2,000.00	
			140.22	-92.99%	2,000.00	
2500	Health and Safety Mitigation	2,000.00				
2800	General Reserve	8,000.00	4,092.00	-48.85%	8,000.00	£3725 - Property condition survey
2900	Covid 19 Costs	-	-		-	
2999	Suspense	-	-		-	
	SUB TOTAL	£ 39,100.00	£ 32,129.97	-17.83%	£ 38,400.00	
TOTAL POLICY RESOURCES & FINANCE EXPENDITURE		£ 416,600.00	£ 384,700.17	-7.66%	£ 434,725.00	

AMENITIES EXPENDITURE

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
3100	Town Hall General				
3100/1	Electric	3,000.00	1,500.00	-50.00%	3,000.00
3100/2	Gas	4,000.00	2,500.00	-37.50%	4,000.00

3100/3	Water	1,300.00	1,300.00	0.00%	1,300.00
3100/4	Rates	10,000.00	9,356.00	-6.44%	12,000.00
3100/5	Advertising	500.00	500.00	0.00%	500.00
3100/6	Equipment New	1,000.00	2,315.00	131.50%	2,500.00
3100/7	Equipment & Buildings Maintenance	10,000.00	7,500.00	-25.00%	10,000.00
3100/8	Replacement Windows	2,000.00	-	-100.00%	2,000.00
3100/9	Lighting Upgrade	-	-		-
3100/10	Stair Lift	1,000.00	710.00	-29.00%	750.00
3100/11	Cleaning	500.00	1,800.00	260.00%	1,000.00
3100/70	Reserves	-			-
SUB TOTAL		£ 33,300.00	£ 27,481.00	-17.47%	£ 37,050.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
3150	Depot				
3150/1	Rent	9,000.00	8,250.00	-8.33%	10,000.00
3150/2	Equipment	1,000.00	259.00	-74.10%	250.00
3150/3(1)	Electricity	750.00	461.61	-38.45%	750.00
3150/3(2)	Water	250.00	268.00	7.20%	250.00
3150/4	Insurance	350.00	256.38	-26.75%	400.00
3150/5	Service Charge	500.00	437.36	-12.53%	500.00
3150/6	Maintenance	500.00	11.25	-97.75%	500.00
3150/7	Rates	-	3,093.80		4,000.00
SUB TOTAL		£ 12,350.00	£ 13,037.40	5.57%	£ 16,650.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget
3200	Vehicle Costs				
3200/1	Service & Maintenance	1,200.00	833.58	-30.54%	1,200.00
3200/2	Leasing Costs	2,500.00	8,201.22	228.05%	-

3200/3	Fuel	1,500.00	1,600.00	6.67%	2,000.00
3200/4	Insurance	800.00	800.00	0.00%	1,000.00
3200/5	Machinery & Equipment	5,000.00	-	-100.00%	2,500.00
SUB TOTAL		£ 11,000.00	£ 11,434.80	3.95%	£ 6,700.00

Budget
Estimated
total at
31.03.23

Proposed
Budget

3300	General Expenditure				
3300/1	Street Lighting	1,500.00	1,600.00	6.67%	1,750.00
3300/2	War memorial Maintenance	250.00	-	-100.00%	250.00
3300/3	General Maintenance	1,500.00	143.86	-90.41%	1,500.00
3300/4	Street Furniture & Seats	1,000.00	-	-100.00%	1,000.00
3300/5	Bus Shelter Maintenance	250.00	-	-100.00%	250.00
	Gateway Stones	0	-	0.00%	3,000.00
SUB TOTAL		£ 4,500.00	£ 1,743.86	-61.25%	£ 7,750.00

To install already paid for Purbeck stone at new development.

Budget
Estimated
total at
31.03.23

Proposed
Budget

3400	Howards Lane Toilets				
3400/1	Rates	£ -	-		-
3400/2	Cleaning	£ 1,000.00	1,000.00	0.00%	1,000.00
3400/3	Maintenance	£ 1,000.00	300.00	-70.00%	1,000.00
3400/4(1)	Water Charges	£ 1,000.00	1,000.00	0.00%	1,000.00
3400/4(2)	Electricity	£ 1,000.00	952.56	-4.74%	1,000.00
SUB TOTAL		£ 4,000.00	£ 3,252.56	-18.69%	£ 4,000.00

Budget
Estimated
total at
31.03.23

Proposed
Budget

3450	Quay Toilets				
3450/1	Rates	£ -	-		-

3450/2	Cleaning	£ 1,000.00	750.00	-25.00%	1,000.00
3450/3	Maintenance	£ 13,000.00	7,113.78	-45.28%	2,000.00
3450/4(1)	Water	£ 5,100.00	3,521.62	-30.95%	4,500.00
3450/4(2)	Electricity	£ 1,000.00	1,300.00	30.00%	1,500.00
SUB TOTAL		£ 20,100.00	£ 12,685.40	-36.89%	£ 9,000.00

Budget Estimated Variance Proposed
total at
31.03.23
Budget

3500	Howards Lane Car Park				
3500/1	Rates	£ 10,000.00	9,481.00	-5.19%	12,000.00
3500/2	New Equipment	£ 1,000.00	-	-100.00%	1,000.00
3500/3	Tickets	£ 300.00	-	-100.00%	300.00
3500/4(1)	Money Collection Card Fees	£ 1,000.00	1,300.00	30.00%	2,000.00
3500/4(2)	Money Collection Cash Fees	£ 3,000.00	3,500.00	16.67%	2,500.00
3500/4(3)	Cash Refunds	£ -	-	#DIV/0!	-
3500/5	Maintenance	£ 500.00	300.08	-39.98%	500.00
3500/6	Drainage Work	£ -	400.00	#DIV/0!	-
3500/7	Tree Works	£ -			-
3501	Comission on Credit Card Takings	£ 750.00	750.00	0.00%	850.00
3502	Commission on Phone Car park Receipts	£ 1,000.00	1,400.00	40.00%	1,500.00
SUB TOTAL		£ 17,550.00	£ 17,131.08	-2.39%	£ 20,650.00

Budget Estimated Variance Proposed
total at
31.03.23
Budget

3550	Pavilion				
3550/1(1)	Gas	£ 100.00	100.00	0.00%	100.00
3550/1(2)	Water	£ 500.00	433.00	-13.40%	500.00
03/01/3550	Electric	£ 400.00	250.00	-37.50%	400.00

3550/2	Pavilion Maintenance	£ 500.00	450.00	-10.00%
	SUB TOTAL	£ 1,500.00	£ 1,233.00	-17.80%

500.00
£ 1,500.00

Budget **Estimated**
total at
31.03.23

Proposed
Budget

3600	Recreation Ground			
3600/1	Maintenance	1,500.00	800.00	-46.67%
3600/2	Grass Cutting Contract	3,000.00	2,000.00	-33.33%
3600/3	New Equipment	250.00	-	-100.00%
3600/4	Hire Refunds	-	-	
	SUB TOTAL	£ 4,750.00	£ 2,800.00	-41.05%

1,500.00
2,500.00
250.00
-
£ 4,250.00

Potential to reduce as Cricket Club have offered to cut the Cricket pitch themselves

Budget **Estimated**
total at
31.03.23

Proposed
Budget

3650	Recreation Ground Play Area			
3650/1	Maintenance	1,000.00	-	-100.00%
3650/2	Reserve	5,000.00	-	-100.00%
3650/3	PWLB	19,000.00	-	-100.00%
	SUB TOTAL	£ 25,000.00	£ -	-100.00%

500.00
5,000.00
24,500.00
£ 30,000.00

Budget **Estimated**
total at
31.03.23

Proposed
Budget

3660	Skate Park			
3660/1	Skate Park Build	-	-	
	SUB TOTAL	£ -	£ -	

-
£ -

Budget **Estimated**
total at
31.03.23

Proposed
Budget

3670	Play Area Projects
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3670/1	Professional Fees	-			-
	SUB TOTAL	£ -	£ -	0.00%	£ -

Budget **Estimated** **Variance** **Proposed**
 total at **Budget**
 31.03.23

3700	Mill Lane				
3700/1	Maintenance	1,000.00	813.06	-18.69%	4,000.00
3700/2	PWLB	4,400.00	4,403.58	0.08%	4,400.00
3700/3	Roof	-	-		-
	SUB TOTAL	£ 5,400.00	£ 5,216.64	-3.40%	£ 8,400.00

Budget **Estimated** **Variance** **Proposed**
 total at **Budget**
 31.03.23

3720	Tourist Information Office				
3720/1	Website Costs	-	2,400.00		2,400.00
3720/2	Building Works	-	-		-
3720/3	IT Costs	-	-		-
	SUB TOTAL	£ -	£ 2,400.00	0.00%	£ 2,400.00

Provision for NJS - Money held in reserve

Budget **Estimated** **Variance** **Proposed**
 total at **Budget**
 31.03.23

3750	Northmoor Allotments				
3750/1	Allotment Rents	350.00	326.88	-6.61%	350.00
3750/2	Haven Group	350.00	-		-
	SUB TOTAL	£ 700.00	£ 326.88	-6.61%	£ 350.00

Budget **Estimated** **Variance** **Proposed**
 total at **Budget**
 31.03.23

3800	Hauses Field
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3800/1	Tree Survey & Works	1,000.00	1,000.00	0.00%
3800/2	Grass Cutting	3,000.00	1,600.00	-46.67%
3800/3	Maintenance	1,000.00	-	
SUB TOTAL		£ 5,000.00	£ 2,600.00	-46.67%

500.00
3,000.00
1,000.00
£ 4,500.00

Works outstanding, should be completed in 22/23 financial year

Budget
Estimated
total at
31.03.23

Proposed
Budget

3850	Floral Displays			
3850/1	Plants for Display	5,500.00	4,832.00	-12.15%
3850/2	Non Plant Purchases for displays	-	1,154.11	
SUB TOTAL		£ 5,500.00	£ 5,986.11	-12.15%

5,500.00
-
£ 5,500.00

Budget
Estimated
total at
31.03.23

Proposed
Budget

3860	General Tree Survey			
3860	General Tree Survey	5,000.00	5,000.00	0.00%
SUB TOTAL		£ 5,000.00	£ 5,000.00	0.00%

5,000.00
£ 5,000.00

Work outstanding, not yet done

Budget
Estimated
total at
31.03.23

Proposed
Budget

	Christmas Market			
	Road Closures	£ -	0	
	Advertising	£ -	0	
	Insurance	£ -	0	
SUB TOTAL		£ -	0	

£ 500.00
£ 1,000.00
£ 500.00
£ 2,000.00

Budget
Estimated
total at
31.03.23

	Build Project Group
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	Consultant Fees	£ -	0		£ 6,000.00	Quantity Surveyor to establish costs
	Architect	£ -	0		£ 1,000.00	
	SUB TOTAL	£ -	0		£ 7,000.00	

TOTAL AMENITIES EXPENDITURE	£ 155,650.00	£ 112,328.73	27.83%		£ 172,700.00
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PLANNING & TRANSPORT EXPENDITURE

Budget

Estimated
total at
31.03.23

Variance

Proposed
Budget

4000	Planning & Transport General				
4000	Planning & Transport General	-	-		-
	SUB TOTAL	£ -	£ -	0.00%	£ -

TOTAL PLANNING & TRANSPORT EXPENDITURE	£ -	£ -	0.00%		£ -
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PERSONNEL EXPENDITURE

Budget

Estimated
total at
31.03.23

Variance

Proposed
Budget

5000	Personnel				
5000/1	Advertising Staff Vacancies	500.00	1,528.00	205.60%	500
	SUB TOTAL	£ 500.00	£ 1,528.00	205.60%	£ 500.00

TOTAL PERSONNEL EXPENDITURE	£ 500.00	£ 1,528.00	205.60%		£ 500.00
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Budget

Estimated
total at
31.03.23

Variance

Proposed
Budget

6000	Museum				
6000	Rates	2,000.00	1,497.00	-25.15%	1,800.00

6100	Events	300.00	200.00	-33.33%	300.00
6110	Telephone	200.00	-	-100.00%	-
6120	Stationery	100.00	163.17	63.17%	150.00
6130	Security Alram	500.00	-	-100.00%	-
6140/1	Stock for Resale	500.00	296.57	-40.69%	700.00
6145	Commission on Card sales	-	8.10		15.00
6150	Subscriptions	150.00	104.17	-30.55%	150.00
6160/1	Display Cabinet Reserve	250.00	-	-100.00%	500.00
6160/2	New Equipment general	500.00	417.09	-16.58%	1,000.00
6170	Equipment Maintenance	250.00	31.60	-87.36%	500.00
6175	Cleaning/Maintenance & Improvements	175.00	69.53	-60.27%	150.00
6180	Training	180.00	-	-100.00%	150.00
6185	Signage	200.00	-	-100.00%	150.00
6190	Mileage	50.00	-	-100.00%	50.00
6195	Sundries	25.00	5.00	-80.00%	25.00
6200	Covid Requirements	-	-		-
SUB TOTAL		£ 5,380.00	£ 2,792.23	-48.10%	£ 5,640.00

		Budget	Estimated total at 31.03.23	Variance	Proposed Budget	
7000	Museum Floral Displays					
7000/1	Display Expenses	-	-		-	Inc in Amenities Floral Displays
SUB TOTAL		£ -	£ -	0.00%	£ -	

TOTAL MUSEUM EXPENDITURE	£ 5,380.00	£ 2,792.23	-48.10%	£ 5,640.00
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TOTAL EXPENDITURE	£ 588,355.00	£ 508,287.37	-13.61%	£ 623,265.00
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Net Suplus (Deficit)	£ -
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Exceptional and Capital

Exceptional & Capital Income					
	CIL Receipts	-	8,805.89		
	SUB TOTAL	£ -	£ 8,805.89		£ -

Exceptional & Capital Expenditure					
	SUB TOTAL	£ -	£ -	£ -	

Earmarked Reserves					
3010	Projects	160,672.83			138,603.25
3016	Neighbourhood Plan	2,380.37			2,380.37
3017	CIL	31,550.57			8,625.00
3079	CCTV	1,000.00			1,000.00
3020	Museum	2,874.62			2,874.62
3025	Wareham in Bloom	8,286.96			8,286.96
3024	Bloor homes - Childrens Play	13,760.00			-
	Bloor homes - Rec	56,494.00			-
	SUB TOTAL	£ 277,019.35	£ -	£ -	£ 161,770.20

Projects carried over from previous years which have not completed

This equates to the 2.5% retention on play areas

These reserves and CIL reserve were offset against the play area expenditure to reduce the PWLB loan and will be zero balances at year end.

Total Exceptional & Capital, and Earmarked	£ 161,770.20
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General Fund	104,590.38	6644.58	111,234.96
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Total	104,590.38	273,005.16
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WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 January 2023

Agenda Item: 11

Subject:	Conniger Lane Car park
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider taking over the lease for the Car Park in Conniger Lane.
Background:	<p>The Joint Burial Committee has resolved that the lease should be transferred to Wareham Town Council if it wishes to take it on. The Council's Working Group has recommended to accept the terms of the lease with a couple of small amendments. The Chair and Vice-Chair of Amenities were on the working group.</p> <p>If Wareham Town Council formally agrees to take on the car park, the Joint Burial Board can approach Dorset Council to get things started.</p>
Key Points:	<p>The original agreement was with Purbeck District Council and was taken on by Dorset Council. The following points were alterations to the lease document and were considered by the working party.</p> <ol style="list-style-type: none"> 1. Keith Critchley as Chairman would be signing the agreement. 2. Para 1.10 - remove "severally" in title and body, no one person should be liable. 3. Para 1.17 - it is Conniger Lane, alter spelling. 4. Para 1.20 - rent paid for this financial year was £4,597.30 and next year would be £4,827.16. 5. Para 3.1 - there does not appear to be any detail of when the rent should be paid, it is suggested to add the words "to be paid within 2 weeks of the anniversary of the signing of the agreement". 6. Para 6.2.3 - replace wording with "all notices to be sent to the Clerk of the Wareham Burial Joint Committee, c/o 5 Border Drive, Upton, Poole BH16 5DU or the Town Clerk of the Wareham Town Council c/o Wareham Town Hall, East Street, Wareham BH20 4... as appropriate". 7. Para 7 - add second paragraph "If the Landlord wishes to determine this Lease at any time after the end of the first year of the Term and gives the Tenant not less than 12 months' notice of that wish, then on expiry of the notice the Term is to cease and determine immediately." The last sentence has been left out as there could be rent owing or repairs to the car park required. 8. 12 months' notice on either side remains. 9. The Wareham Burial Joint Committee will execute the deed as we do not have a seal but assume the town council does.

Implications:	<p>It is possible that the rent may not be covered by the income from parking charges given the size and location of the car park. Dorset Council has not been able to provide income details to date for the car park as an individual site.</p> <p>There is the potential to use the car park for permit holders, freeing up more daily paid for spaces in Howards Lane, however, caution should be given to staff safety having to walk in the winter to and from the car park in the dark. In addition, the residents who have parking permits, pay to have their vehicles in Howards Lane because it is close to their residence or place of work, and subsequently they may rescind their permits if parking is not convenient.</p>
Recommendation:	To consider the proposal to take on the Conniger Lane car park lease.



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 January 2023

Agenda Item: 12

Subject:	Tourist Information Centre
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To receive an update and consider the current arrangement for the Tourist Information Centre and agree the future provision.
Background:	<p>Dorset Council ceased its support of its three remaining Tourist Information Centres in Dorset in 2021, one of which was in Wareham.</p> <p>In July 2021 a proposal was made to Council and grant funding was obtained from Dorset Council to cover set up costs including website development, hosting and software, IT equipment and infrastructure for customers and staff, software for ticket sales, tills and chip & pin device, reception and display furniture, for the sum of £20,000.</p> <p>In November 2021 a proposal was approved by Council to site the Tourist Information Centre in the Corn Exchange and quotes were sought to provide a sectioned area of the Corn Exchange to facilitate the space needed.</p> <p>In June 2022 Council resolved to refer the matter back to the Building Project Group following a report received from the Operations Manager regarding the costings and practicalities of the Tourist Information Hub being sited in the Corn Exchange. However, by the time this was done a quote had been accepted following the November 21 resolution, with some doors having been specially made for the project by a contractor who had not been paid nor informed of the delay. On the current Clerk's commencement in August the matter had progressed to a threat of small Claims Court and so was taken to Council for spend approval with the doors being delivered once paid and planned to be used in the Corn Exchange to replace aging and non-conforming fire doors, to avoid wasting them.</p> <p>To assist with the continuation of the service in 2022, Not Just Sundaes community café was approached in July 2022 and asked to provide a limited service for the remainder of the 2022 season, which they agreed to do.</p> <p>The manager of Not Just Sundaes has unfortunately left her post for personal reasons, but the trustees are keen to continue with the project.</p>

<p>Key Points:</p>	<p>The Buildings Project group have met and discussed the matter both as a group and separately with Not Just Sundaes to review the practicalities and working arrangements.</p> <p>The Clerk met with the manager of Not Just Sundaes to consider the practicalities for both parties, and the arrangement does appear to work well, although the café does have limited space for leaflets and items for sale. Both the Clerk and the manager identified that an IT solution could be sought with a touch screen tablet fixed into a stand that the public could use to navigate information, bookings and points of interest which would be far more beneficial and would provide QR codes for the public to scan with their own devices so they can effectively take the information away electronically. This would take up far less space than leaflet stands and could be easily kept updated remotely as it is in essence a website with a “contact the Council” feature. There would be no other access on the tablet other than visitor information, and it would be secured in place.</p> <p>A small number of leaflets would need to be retained for those who do not use IT, although this cohort of public is reducing. In addition, the Manager identified one leaflet above all others which was the greatest in demand, which was the joint map of Wareham on one side and Swanage on the other. The Clerk would like to suggest she approaches and liaises with the Clerk from Swanage to see if it would be possible to enter into a joint arrangement with Swanage town Council to produce an up-to-date version that could be both printed and electronic.</p> <p>The volunteers at Not Just Sundaes have been instrumental in providing the visitor information by engaging with those who enquire and attend the café. The Manager indicated that the footfall to the café could increase with the service being present and was pleased to support it.</p> <p>Not Just Sundaes have requested support for their utility bills to host the facility to cover electricity and internet at an initial cost of £30 a month. The Council staff would undertake to keep all visitor information up to date and a review of the website should be done as a separate matter to facilitate this. A Service Level Agreement would be drafted to ensure both parties are covered for any legalities around this arrangement.</p> <p>The purpose of the Tourist Information Centre should be for signposting members of the public to local attractions, accommodation providers, local retailers and tourism events in the Town, such as the Carnival, Wareham Wednesdays, Saturday Market and hopefully a Christmas market and the such like. In addition, it should promote the local recreational and leisure facilities.</p>
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Implications:	<p>A modern up to date and easily accessible service, which supports a local charity to provide the space, whilst providing a service for visitors to the Town.</p> <p>Costs can be covered from the grant monies held in reserve; however, these are being depleted by current website costs which should be reviewed.</p> <p>Monies are already held by grant and have no conditions save that they are used solely for the provision of Tourist Information Services.</p>
Recommendation:	<p>To agree the Clerk to liaise with the Town Clerk in Swanage regarding the double-sided map.</p> <p>To agree the arrangement with Not Just Sundaes Community Café continues and approve the purchase of a fixed tablet for information, and £30 per month contribution to cover utility costs for hosting the service.</p>



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 January 2023

Agenda Item: 13

Subject:	Co-option
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To review and approve the co-option policy and procedure in order that Council may declare its casual vacancy.
Background:	<p>The Wareham Town Council's co-option policy is vastly out of date and not legally correct having last been looked at in April 2018.</p> <p>Cllr Schofield has not attended any council meetings in the last 6 months and nor has he submitted apologies. Correspondence has been sent to Cllr Schofield inviting him to submit apologies or attend 3 times since June 2022, but no response has been received.</p>
Key Points:	<p>By virtue of the LGA 1972 s.86, where a member of a local council ceases to be qualified to be such a member, or becomes disqualified, or ceases to be a member by failure to attend meetings, the local council must forthwith declare his/her office to be vacant.</p> <p>The declaration of vacancy will be made by resolution at the first available meeting of the council, after which the casual vacancy will be signified by public notice (ss.86 and 87).</p> <p>The policy found at Appendix 1 is based on the National Association of Local Councils (NALC) Legal Briefing L15-18 – Good Practice for the Selection of Candidates for Co-Option to Local Councils.</p> <p>Wareham Town Council is not obliged to fill all vacancies but must take steps to advertise for further co-options or hold an election, where applicable, to fill vacancies.</p> <p>Successful co-opted candidates become councillors with immediate effect and are no different to any other member.</p> <p>Wareham Town Council should declare by resolution its vacancy where Cllr Schofield has not attended meetings nor submitted apologies for more than 6 months.</p>
Implications:	<p>Legal implications for not complying with LGA 1972.</p> <p>Potential election costs should the requisite number of members of the public call for a by-election when the vacancy is advertised.</p>
Recommendation:	To approve the Co-option Policy and Procedure and to resolve that Wareham Town Council has a casual vacancy.

CO-OPTION POLICY AND PROCEDURE

1. INTRODUCTION

This policy is based on the National Association of Local Councils (NALC) Legal Briefing L15-08 – Good Practice for the Selection of Candidates for Co-option to Local Councils.

Town and Parish Councils are permitted to exercise the power to co-opt a person onto the Council to fill a casual vacancy when the requirements to hold an election have not been met (i.e., the vacancy has been the subject of a public notice and less than 10 registered electors have requested an election by a deadline date specified by the Dorset Council Returning Officer).

Although seeking ‘expressions of interest’ is not a legal requirement, NALC recommends that councils always give public notice of vacancies because this makes the process of co-option open and transparent and should attract more potential candidates.

Whenever the need for co-option arises, Wareham Town Council will seek and encourage applications from anyone in the parish who is eligible to stand as a Town Councillor. Councillors or parishioners can legally approach individuals to suggest that they might wish to consider putting their names forward for co-option.

The notice to co-opt will include: the method by which applications can be made; the closing date for all applications; a contact point to obtain more information and where information can be sourced electronically.

The co-option policy will be reviewed at the beginning of each new council term (usually four years).

2. Co-option - Stage 1

The co-option of a Town Councillor occurs when a casual vacancy has arisen on the council and no poll (by-election) has been called. A casual vacancy occurs when one of the following occurs during the council’s term of office:

- a councillor fails to make their declaration of acceptance of office at the proper time;
- a councillor resigns;
- a councillor dies;
- a councillor becomes disqualified; or
- a councillor fails for six months to attend a meeting when summoned to do so and their apologies are not accepted.

Wareham Town Council will notify Dorset Council of a casual vacancy and then give public notice of the vacancy to give electors the opportunity to request an election. This occurs when ten electors write to Dorset Council stating that an election is requested.

If a by-election is called, a polling station will be organised by Dorset Council and polling cards sent to residents. Wareham Town Council will be expected to pay the costs incurred with a by-election.

If more than one candidate is nominated, a by-election will take place. When there is only one candidate they are duly elected without a ballot.

If ten residents do not request a ballot within the fourteen days of the public notice being posted, Dorset Council will inform Wareham Town Council that they can proceed with co-option, as follows:

- Advertise the vacancy for four weeks on the council notice boards and website.
- Advise the council that the co-option policy has been instigated.

3. Co-option – Stage 2

Insufficiency of candidates at an ordinary election also provide the Town council with authority to exercise its rights to co-opt any person or persons to fill any vacancies within thirty-five days following the date of the ordinary election.

4. Eligibility of Candidates

The Town council can consider any person to fill a vacancy provided that:

- they are on the parish electoral register; or
- they have resided in the parish for the past twelve months or rented/tenanted land in the parish; or
- their principal place of work is in the parish; or
- they live within three miles (direct) of the parish.

There are certain disqualifications for election, as follows:

- holding a paid office under the local authority;
- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine, during the five years preceding the election;
- being disqualified under any enactment in relation to corrupt or illegal practice.

Eligibility of the candidates will be confirmed at Full Council by the Clerk, as per the Local Government Act 1972, s79 and s80.

All eligible candidates will be invited to attend a meeting of the Full Council following the application deadline. If candidates are unable to attend, the meeting will not be rearranged.

5. Applications

To assist candidates, a co-option criterion has been prepared - please refer to Appendix A. This will provide candidates with guidance on areas they may wish to include on their application forms.

Candidates will be requested to:

- confirm their eligibility for the position of Town Councillor within the statutory rules (please refer to Appendix B) and
- submit information about themselves by completing an application form (please refer to Appendix C).

Following receipt of application(s) and at the next Full Council meeting there will be an agenda item, as follows:

‘To receive and consider written applications for the office of Town Councillor and to co-opt a candidate to fill the vacancy of Wareham Town Council.’

Prior to Full Council, where applications for co-option will be considered, applications will ideally be circulated to all councillors at least three clear days prior to the meeting. If this is not possible, then applications will be tabled at the meeting and enough time allowed during the meeting for councillors to consider the applications. All applications will be marked ‘strictly confidential’ prior to circulation.

6 Full Council – Co-option Meeting

Candidates will have five minutes to introduce themselves to members, give information on their background and experience and explain why they wish to become a member of Wareham Town Council.

After presentations have been made, members will have the opportunity to ask candidates a few questions before proceeding to vote. Note: If a candidate is unable to attend the meeting, the application can still be considered, and voting will be based on the application only.

The process will be carried out in a public session and there must be no discussion between members prior to a vote being taken. Note: where the council are discussing the merits of a candidate and personal attributes, this could be prejudicial, and the council should resolve to exclude members of the press and public.

If a candidate is a relative of a councillor, that councillor should declare a prejudicial interest and withdraw from the meeting.

When all candidates have finished giving their submissions, the council will proceed to vote with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands. A recorded vote may be requested (Local Government Act 1972, section 12, para. 39).

For a candidate to be elected to the council, it will be necessary for them to obtain an absolute majority of votes cast (50% plus 1 of the votes available at the meeting).

If there are more than two candidates and there is no candidate with an overall majority in the first round of voting, the candidate with the least number of votes will drop out of the

process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority.

Only those Town Councillors present at the meeting may vote upon a person to fill the vacancy. Councillors will have one vote per vacancy to be filled. The Chair has the casting vote. Votes cannot be made by proxy.

The Clerk will notify Electoral Services of the new councillor appointment, initiate 'Acceptance of Office' paperwork and 'Registration of Interests' within twenty-eight days of being elected.

If insufficient candidates come forward for co-option, the process should continue whereby the vacancies are advertised again.

If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution. Note: if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or a series of votes.

Wareham Town Council is not obliged to fill all vacancies but must take steps to advertise for further co-options or hold an election, where applicable, to fill vacancies.

Any candidate(s) found to be offering inducements of any kind will be disqualified.

6. Elected Councillors – Co-option

Successful co-opted candidates become councillors with immediate effect and are no different to any other member.

Co-opted members will be asked to sign a Declaration of Acceptance of Office and agree to abide by the Local Government Code of Conduct introduced under the Localism Act 2011. They may take their seat at council and are then able to be appointed to a committee.

Any application can be considered in a candidates(s) absence but, if successful, members would need to agree for him/her to sign the Declaration of Office in accordance with Local Government Act 1972, section 83(3), either before or at the next Full Council meeting.

7. Applying for a Casual Vacancy

Candidates who are interested in applying for a casual vacancy need to wait until the public notice appears. Candidates can write to the Town council directly expressing their interest in the casual vacancy and request that it considers their application when it has authority to co-opt (please refer to item no. 2 - Co-option Stage 1).

8. REVIEW

This policy was reviewed and ratified by Wareham Town Council on XX XXXXX 2023.

The next review date is December 2026.

9. REFERENCES

Data Protection Act 1998
Equality Act 2010
Employment Rights Act 1996
The Human Rights Act 1998
Local Government Act 1972 sch12, para 39
Local Government Act 1972, s79 and s80
Local Government Act 1972, s83(3)
NALC Legal Briefing L15-08

APPENDIX A

CO-OPTED COUNCILLOR

PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none">• Sound knowledge and understanding of local affairs and the local community.• Forward thinking.	<ul style="list-style-type: none">• Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge, and Ability	<ul style="list-style-type: none">• Ability to listen constructively.• A good team player.• Ability to undertake a variety of projects.• An interest in local matters.• Ability and willingness to represent the Council and their community.• Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions.• Ability to communicate succinctly and clearly.• Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff.• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities).• Ability and willingness to undertake induction training and other relevant training.• Ability and willingness to attend meetings of the Council.• Ability and willingness to represent the Council at other meetings, as necessary.	<ul style="list-style-type: none">• Experience of working with voluntary and or local community / interest groups.• Basic knowledge of legal issues relating to town and parish Councils or local authorities• Experience of delivering presentations.

APPENDIX B

Wareham Town Council
Wareham Town Hall
East Street
Wareham
Dorset
BH20 4NS
office@wareham-tc.gov.uk
Tel: 01929 553006

Councillor Co-option Eligibility Form

Are you a British citizen?	Yes/No
On the 'relevant date' (i.e., the day on which you are nominated or if there is a poll on the day of election) are you 18 years of age or over?	Yes/No
Are you registered as a local government elector for the Town of Wareham Town Council?	Yes/No
During the whole of the twelve months preceding the date of your co-option, have you occupied as owner or tenant, land or other premises in the Town of Wareham Town Council	Yes/No
During the whole twelve months preceding your co-option, has your principal or only place of work been in the Town of Wareham Town Council	Yes/No
During the whole of the twelve months preceding your co-option, have you lived in the Town of Wareham Town Council or within three miles of Wareham Town Council	Yes/No
Under the Local Government Act 1972, section 80, a person is disqualified from being elected as a local councillor or being a member of a local council if specific criteria are not met:	
Are you an employee of Wareham Town Council?	Yes/No
Are you the subject of a bankruptcy restrictions order or interim order?	Yes/No
Within the last five years, have you been convicted of an offence in the UK, Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more, without the option of a fine?	Yes/No
Are you disqualified by order of a court from being a member of a local authority?	Yes/No

Declaration

I, *please insert full name*, hereby confirm that I am eligible for the vacancy of Wareham Town Council and the information given on this form is a true and accurate record.

APPENDIX C

Application for Co-option (Casual Vacancy - Councillor)

First Name	
Surname	
Address, including postcode	
Mobile	
Landline	
Email	
Please tell us what experience you can bring to Wareham Town Council - for example, previous local government experience, work in the voluntary or charitable sector and/or business experience. <i>(Please continue on an additional page if required)</i>	
Please tell us the skills that you can bring to Wareham Town Council - for example, professional qualifications, financial or project management expertise. <i>(Please continue on an additional page if required)</i>	
Please explain why you are interested in becoming a Town Councillor. <i>(Please continue on an additional page if required)</i>	

Please include any other information you would like to add in support of your application.
(Please continue on an additional page if required)

Are there any questions that you would like to ask Wareham Town Council?

DECLARATION

I declare that the information I have provided in this application is, to the best of my knowledge, accurate and true.

Signature:

Date:

Print Name:

PRIVACY NOTICE

Wareham Town Council is committed to protecting and respecting the privacy of everyone and ensuring it is fully compliant under the General Data Protection Regulations and the Data Protection Act 2018. We process your personal data in accordance with the law, please see the privacy notice on our website

[https://www.wareham-tc.gov.uk/Policies and Procedures 31878.aspx](https://www.wareham-tc.gov.uk/Policies%20and%20Procedures%2031878.aspx) which provides more details on the processing of data.

Please send the completed eligibility and application forms to:

**Wareham Town Council
Wareham Town Hall
East Street
Wareham
Dorset
BH20 4NS**

or by email to office@wareham-tc.gov.uk

For official use only:

Application checked	
Application acknowledged	
Date of committee meeting	
Application decision Yes/No	
Applicant notified of decision	