



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

22 March 2023

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

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** to be held on **TUESDAY 28 MARCH 2023** in the Council Chamber, Town Hall, East Street, Wareham at **19:00 hrs** 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 Council Office on 01929 553006 if you need any further information on this Agenda.***

**Members of the Policy, Resources and Finance Committee**

Councillor K Critchley (Chairman)  
Councillor M Cotton  
Councillor K Green  
Councillor M Russell  
Councillor C Turner

Councillor D Budd (Vice Chairman)  
Councillor Z Gover  
Councillor V Green



**POLICY, RESOURCES AND  
FINANCE  
COMMITTEE MEETING**

**A G E N D A**

**28 March 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 'Protocol 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 14 February 2023**

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 14 February 2023**

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

**6. Payment of outstanding creditors**

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

**7. Budget Monitoring Report – TO FOLLOW**

To note the budget monitoring report to 28 February 2023.

**8. Internal Audit Interim Report**

To note the interim report from the Internal Auditor with management responses.

**9. Policies for Consideration**

To consider the following policies recommended for approval:

- a) Uniform Policy
- b) Members Policy

**10. Evac Chair**

To consider the removal of the Evac Chair from the Town Hall.

**11. Town Council Hire Charges and Booking Fees**

To consider the setting of the Hire Charges and Booking Fees for the 2023/24 financial year.

**12. Public Toilets Cleaning Contract**

To consider the appointment of a Cleaning Contractor for the Public Toilets.

**13. CCTV – TO FOLLOW**

To consider the installation of further cameras and reinstatement of existing CCTV cameras not working.

**14. Wareham Town Council Communications and Publications**

To consider the current arrangements for the Council communications and publications.

**15. Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Policy, Resources and Finance Committee. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

**16. Date of next meeting**

To note the date of the next meeting, which is scheduled for **9 May 2023 at 7.00pm.**



**Minutes of a meeting of the Policy, Resources and Finance Committee held on 14 February 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members Present:** D Budd (Acting Chairman), M Cotton, K Green, V Green, M Russell, C Turner

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

**587. Apologies for absence**

Apologies were received and accepted from Cllr K Critchley and Cllr Z Gover.

**588. Declarations of interest**

Cllr M Cotton declared an interest in Item 7 Grants, as the Chair of the Carey Hall Charitable Trust and would therefore not take part in any discussion or vote.

**589. Public participation time**

There were two members of the public present who spoke in support of Tower Chimes Magazine and the Visit Wareham website.

**590. Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources, & Finance Committee, held on 10 January 2023, were **APPROVED** and signed by the Chairman.

**591. Matters arising from the minutes of the previous meeting**

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

**592. Methods of Public Engagement**

Agenda Item 13 was brought forward to allow members of the public to hear the discussion on the current method and costs of public engagement and, should they wish, allow them to leave following the item.

The Committee considered the report and praised the quality of the Tower Chimes publication and both Tower Chimes and Visit Wareham websites but acknowledged that current methods of public engagement by Wareham Town Council were confusing and duplicated.

It was **RESOLVED** that the current arrangements be paused whilst consideration was given to what the Council needed in the way of public engagement, with a meeting to be held with Lewis-Fry Publications Ltd to investigate current arrangements, with a way of moving forward being explored. Recommendations from that meeting would return to a future meeting.

**593. Payment of outstanding creditors**

It was **RESOLVED** that the payments to creditors in the sum of £240,791.48 be approved.

**594. Grants**

Members considered the grant submissions from various local community groups and discussed each application on merit.

It was **RESOLVED** to approve the following grant applications:

Wareham Summer Carnival to receive £750

Carey Hut Charitable Trust to receive £500

Lewis-Manning Hospice Care to receive £1,000

Father Christmas Committee to receive £1,000

It was **RESOLVED** that the grant application for Sustainable Wareham was not approved as it did not meet the requirements of the grant awarding policy.

**595. Review of Policies and Procedures**

The Town Clerk presented the Health and Safety Policy, and Health and Safety Handbook for review.

It was **RESOLVED** the Council adopt both policies.

**596. Mobile Phones**

The Committee considered the report and compared the current arrangement with the proposed new contract with one provider for all staff mobile phones.

It was **RESOLVED** to enter a new two-year EE contract which would see 7 mobile phones and 2 SIM cards being held by the Council at £179 per month ex VAT.

**597. CCTV**

The Town Clerk provided a verbal update regarding the options for CCTV already agreed in principle for the town, noting the current provider was incapacitated at present and because of the urgent need to get CCTV installed it had been necessary to approach alternative contractors. This could be a timely option to completely overhaul the CCTV and some reserves had been identified which could cover the cost.

The verbal update was noted and a full report with quote would return to the next meeting.

**598. Payroll Provider**

The Committee considered the current and proposed arrangements for Wareham Town Council Payroll.

It was **RESOLVED** to approve the outsourcing of Wareham Town Council's payroll function to Dorset County Payroll Service for a minimum of three years from 1 April 2023 at a cost of £1,800.61 per annum.

**599. Accounting software**

The Town Clerk provided a report on the current accounting software and a proposed new package, Scribe Accounting, which would provide much greater transparency and an attached booking facility for the Town Hall and sports pitches. It would enable Councillors read only access to the full accounts to view transactions and would provide much better reporting ability.

It was **RESOLVED** to adopt Scribe Accounting from 1 April 2023, at a cost of £1,914 per annum.

**600. Any other items the Chairman deems urgent**

The Chairman asked if it may be appropriate to consider the appointment of 'internal auditor' as it had been some years since fresh eyes had viewed the Council from an audit perspective and asked that this be placed on a future Agenda.

**601. 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 28 March 2023.

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

## Payments List - Meeting Date 28.03.23

## Item 6

Inv.

Date	Ref No.	Payee	Amount	Details
02.03.23	1352285592	Trade UK	12.00	Masonry paint samples
01.03.23	19811	Rejuvenate	530.04	Software support - March 2023
28.02.23	128716	Clarity Copiers	92.11	Copier charges February 2023
28.02.23	2267	Tradewind Graphics	222.00	Vehicle graphics
28.02.23	900013759	Enerveo	102.70	Repair light in Bestwall Crescent
10.03.23	RSL003480	Reneweco Solutions	744.00	EPC tests Pavilion & Town Hall
09.02.23	GP0108 1432	BT	39.74	Museum Broadband - February 2023
08.02.23	27958	Wm Ponds	68.18	General cleaning
17.03.23	QL202670-1	SLCC	450.00	CiLCA qualification fee - G Pettifer
28.02.23	74175	MJ White	54.00	HD55EKB MOT
06.03.23	TEL8691	Rejuvenate	101.56	Telecom services March 2023
13.02.23	44834	UK Bride	2398.80	Online package renewal
17.03.23	1214	DAPTC	395.00	CiLCA mentoring & support
16.03.23	366768	Consortium	138.48	Stationery
13.03.23	1355524350	Trade UK	7.90	Cable ties & screw eyes for Museum
12.03.23	180125185	Dorset Council	238.80	Office admin job advert
08.03.23	2800340682	Dorset Council	429.00	Tree inspections for 3 sites
28.02.23	123050	3C	58.46	Card processing fee February 2023
	<b>Total BACS</b>		<b>6082.77</b>	
<b>Direct Debits &amp; Card payments</b>				
06.03.23	1291594149	Inkredible	16.64	Cartridges for Museum printer
06.03.23	1566397429	Argos	183.94	Canon printer for Museum
03.03.23	2748437	Crown Gas & Power	439.85	Town Hall gas usage February 2023
28.02.23	32889950	Suez	243.82	Town Hall waste collection February 2023
10.03.23	1411	Adobe	9.88	AcrobatPro
20.03.22	392985671	Lloyds	7.00	Bank charges
10.03.23	2338139	EE	212.15	Mobile 'phones March 23
20.03.23	491081001	Southern Electric	157.21	Streetlamps - February 23
	<b>Total DDRs Payable</b>		<b>1270.49</b>	
	<b>Total Payments</b>		<b>7353.26</b>	

## POLICY RESOURCES AND FINANCE REPORT

Meeting Date: 28 March 2023

### Agenda Item: 7

<b>Subject:</b>	Budget Monitoring Report
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To Receive and Note the Budget Monitoring Report.
<b>Background:</b>	<p>Budget monitoring should be carried out quarterly, and although this has not been achieved in the 2022/23 financial year, budget monitoring has been carried out at meetings on 10/05/22, 24/05/22, 14/06/22 and 22/11/22, as well as a report as part of the budget setting.</p> <p>The new system will see quarterly budget reports following the end of each quarter.</p>
<b>Key Points:</b>	<p>The attached budget monitoring report shows the position of each nominal code or cost centre in respect of budget spend including the percentage of under or overspend for the year to 28 February 2023.</p> <p>The following items are drawn to members attention for clarification:</p> <ul style="list-style-type: none"><li>• 101 – Unfortunately the current system does not show the money in and out on the same line, so this will look like money is sat there when it isn't.</li><li>• 300/2/2 – This was a correction from the previous year whereby an invoice was cancelled, but the current system does not allow accrual accounting for this scenario.</li><li>• 300/3 – Recharge monies for electricity used by Safe Partnership.</li><li>• 320/1 – Card payments are reducing with the App payments increasing.</li><li>• 330 – all parking permits were invoiced and paid in the previous accounting year, but the current accounting system does not allow the accrual to show in the current year as paid. This will not happen in the new system.</li><li>• 340/1 – The junior teams have not returned and so income is reduced.</li><li>• 381 – The same issues as with 101. This was the PWLB loan monies coming in but will be shown as expenditure in the reserves.</li><li>• 2200/2 – Staff Uniform – given the need to purchase uniform/PPE <b>the Committee is requested to resolve to earmark £350 of this unspent money</b> to cover the ID badges.</li><li>• 2260 – The honorariums have a rolling year on year feature which is currently £175 adrift. This will be corrected by accrual in the new system.</li><li>• 2311 – The overspend is as a result of the last staff review being invoiced in May rather than in the previous financial year which the Finance Officer had not been made aware had taken place and was therefore not dealt with by accrual.</li><li>• 2400/1 – The increase in Insurance Premium was not known about when the budget was set.</li><li>• 2400/3 – The overspend relates to the UK Bride subscription, dealt with at the last Council meeting.</li><li>• 2400/7 – Additional support hours are paid for in blocks of 8 hours in advance and there has been a lot of IT support used in the last 6 months dealing with staffing issues.</li></ul>



	<ul style="list-style-type: none"> <li>• 2460 – <b>the Committee is requested to resolve to earmark £2,000 of this unspent money</b> not necessarily to replace the 2<sup>nd</sup> vehicle but to build up a pot of money to replace the newer vehicle in years to come.</li> <li>• 3650/4 – This is the expenditure offset from the PWLB loan income.</li> <li>• 5000/1 – Overspend relates to the number of re-advertisements that have had be done for the Clerk, Deputy Clerk, Admin Officer, and Groundsman.</li> <li>• 8001 – The Earmarked Reserves are not transparent in the current system and so show a deficit on each expenditure line. This will be corrected in the new system with Earmarked Reserves being transparent and traceable.</li> </ul> <p>The current budget is on track to come in at around £40,000 under budget at year end. This is down to change of staffing, reduction in expenditure for fuel, stationery, consumables, mileage and generally closer management of expenditure. This figure is only an estimate to provide members with some assurance that the budget will not be overspent and the correct figure will be identified in the year end accounts.</p>
<b>Implications</b>	<p>It is required as part of the Town Councils internal controls to monitor the budget at least on a quarterly basis. Failure to do so would result in not being able to satisfy the external audit checks in respect of internal controls.</p> <p>Close budget monitoring should be carried out to ensure the Council finances are on track and every item is accounted for. Members should be checking for any anomalies and unusual variances which have not been explained.</p>
<b>Recommendation</b>	To NOTE the Budget Monitoring Report.

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
<b>INCOME</b>					
<b>Council</b>					
100	Precept	£482,355.00	£0.00	£482,355.00	£0.00
101	Mayor's Charity	£0.00	£0.00	£600.00	£600.00
<b>Total Council</b>		<u>£482,355.00</u>	<u>£0.00</u>	<u>£482,955.00</u>	<u>£600.00</u>
<b>Policy Resources &amp; Finance</b>					
200	Rent Received				
200/1	Rents Received	£38,000.00	£0.00	£40,544.00	£2,544.00
200	Total	<u>£38,000.00</u>	<u>£0.00</u>	<u>£40,544.00</u>	<u>£2,544.00</u>
210	Bank Interest	£0.00	£0.00	£764.63	£764.63
220	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
230	Misc Income	£0.00	£0.00	£347.00	£347.00
250	CIL	£0.00	£0.00	£0.00	£0.00
290	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy Resources &amp; Finance</b>		<u>£38,000.00</u>	<u>£0.00</u>	<u>£41,655.63</u>	<u>£3,655.63</u>
<b>Amenities</b>					
300	Corn Exchange Hire Income				
300/1	Corn Exchange	£3,000.00	£0.00	£3,963.54	£963.54
300/2	Council Chamber				
300/2/1	Weddings	£1,000.00	£0.00	£541.66	-£458.34
300/2/2	Council Chamber Meetings	£0.00	£0.00	-£42.19	-£42.19
300/2/3		£0.00	£0.00	£0.00	£0.00
300/2	Total	<u>£1,000.00</u>	<u>£0.00</u>	<u>£499.47</u>	<u>-£500.53</u>

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
300/3	Town Hall Electricity Recharged	£0.00	£0.00	£656.71	£656.71
300	Total	£4,000.00	£0.00	£5,119.72	£1,119.72
310	Donations	£0.00	£0.00	£0.00	£0.00
320	Parking Income				
320/1	Credit card	£13,000.00	£0.00	£12,101.24	-£898.76
320/2	Cash	£30,000.00	£0.00	£37,504.72	£7,504.72
320/3	Telephone payments	£7,000.00	£0.00	£16,457.07	£9,457.07
320	Total	£50,000.00	£0.00	£66,063.03	£16,063.03
330	Car Park Permits				
330/1	Reserved Bay	£3,000.00	£0.00	£0.00	-£3,000.00
330/2	Unreserved Bay	£2,500.00	£0.00	£18.74	-£2,481.26
330/3	Commercial Bay	£500.00	£0.00	£0.00	-£500.00
330/4	Temporary Permits	£0.00	£0.00	£37.50	£37.50
330/5	Permit amendments/reissued	£0.00	£0.00	£24.99	£24.99
330	Total	£6,000.00	£0.00	£81.23	-£5,918.77
340	Recreation Ground Income				
340/1	Football Income	£1,500.00	£0.00	£875.06	-£624.94
340/2	Other	£0.00	£0.00	£0.00	£0.00
340	Total	£1,500.00	£0.00	£875.06	-£624.94
350	Croquet Income	£1,500.00	£0.00	£1,113.35	-£386.65
360	Cricket Income	£500.00	£0.00	£616.69	£116.69
370	Customer Service & Visitor Information Office				
370/1	Grants & Donations Received	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
370	Total	£0.00	£0.00	£0.00	£0.00
380	Floral Displays				
380/1	Sale of baskets	£2,500.00	£0.00	£2,210.00	-£290.00
380/2	Donations towards displays	£0.00	£0.00	£520.00	£520.00
380	Total	£2,500.00	£0.00	£2,730.00	£230.00
381	EMR Play Area	£0.00	£0.00	£251,204.80	£251,204.80
<b>Total Amenities</b>		£66,000.00	£0.00	£327,803.88	£261,803.88
<b>Planning &amp; Transport</b>					
400	General	£0.00	£0.00	£0.00	£0.00
<b>Total Planning &amp; Transport</b>		£0.00	£0.00	£0.00	£0.00
<b>Personnel</b>					
500	General	£0.00	£0.00	£0.00	£0.00
<b>Total Personnel</b>		£0.00	£0.00	£0.00	£0.00
<b>Museum</b>					
600	Donations	£1,000.00	£0.00	£2,103.29	£1,103.29
610	Events	£0.00	£0.00	£431.96	£431.96
620	Sales Income	£1,000.00	£0.00	£1,292.93	£292.93
630	Sundry income	£0.00	£0.00	£320.00	£320.00
640	Activities Donations	£0.00	£0.00	£25.00	£25.00
<b>Total Museum</b>		£2,000.00	£0.00	£4,173.18	£2,173.18
<b>Floral Displays</b>					
700	Floral Displays	£0.00	£0.00	£0.00	£0.00
<b>Total Floral Displays</b>		£0.00	£0.00	£0.00	£0.00
<b>Reserves</b>					

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
800      Cil	£0.00	£0.00	£8,805.89	£8,805.89
<b>Total Reserves</b>	£0.00	£0.00	£8,805.89	£8,805.89
<b>Total Income</b>	£588,355.00	£0.00	£865,393.58	£277,038.58

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Council</b>					
1100	Mayoral Expenses				
1100/1	Mayor	£2,500.00	£0.00	£2,328.31	£171.69
1100/2	Deputy Mayor	£225.00	£0.00	£0.00	£225.00
1100/3	Regalia & Gowns	£1,000.00	£0.00	£220.00	£780.00
1100/4	Mayor's Charity	£0.00	£0.00	£723.11	-£723.11
1100	Total	£3,725.00	£0.00	£3,271.42	£453.58
1200	Election Expenses	£1,500.00	£0.00	£0.00	£1,500.00
1250	Ceremonial Photographs	£0.00	£0.00	£0.00	£0.00
1260	Events				
1260/1	Civic Events	£4,000.00	£0.00	£2,313.41	£1,686.59
1260/2	General Events	£1,000.00	£0.00	£1,353.42	-£353.42
1260	Total	£5,000.00	£0.00	£3,666.83	£1,333.17
<b>Total Council</b>		£10,225.00	£0.00	£6,938.25	£3,286.75
<b>Policy Resources &amp; Finance</b>					
2100	Staff Costs - Salaries				
2100/1	Staff Costs - Salaries	£246,000.00	£0.00	£206,202.67	£39,797.33
2100/2	Employers NI	£28,000.00	£0.00	£22,103.59	£5,896.41
2100/3	Staff Pensions Employee	£0.00	£0.00	£0.00	£0.00
2100/4	Mileage - DO NOT USE				
2100/4/1	Mileage - Councillors	£0.00	£0.00	£0.00	£0.00
2100/4/2	Mileage - Staff	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
2100/4	Total	£0.00	£0.00	£0.00	£0.00
2100/5	Employee NI	£0.00	£0.00	£0.00	£0.00
2100/6	Employee PAYE	£0.00	£0.00	£0.00	£0.00
2100/7	Staff Pensions Employer	£55,500.00	£0.00	£45,254.66	£10,245.34
2100/8	Staff costs - Salaries - Overtime	£0.00	£0.00	£165.22	-£165.22
2100	Total	£329,500.00	£0.00	£273,726.14	£55,773.86
2200	Staff Costs General				
2200/1	Meetings & Training	£3,000.00	£0.00	£649.18	£2,350.82
2200/2	Staff Clothing	£700.00	£0.00	£324.05	£375.95
2200/3	Mileage				
2200/3/1	Mileage - Staff	£1,000.00	£0.00	£846.09	£153.91
2200/3/2	Mileage - Councillors	£750.00	£0.00	£19.80	£730.20
2200/3	Total	£1,750.00	£0.00	£865.89	£884.11
2200	Total	£5,450.00	£0.00	£1,839.12	£3,610.88
2250	Neighbourhood Plan	£0.00	£0.00	£0.00	£0.00
2260	Honorariums	£2,000.00	£0.00	£2,175.00	-£175.00
2270	Town Crier Competition	£500.00	£0.00	£371.70	£128.30
2280	Burial Board Contribution	£15,850.00	£0.00	£15,833.70	£16.30
2300	Professional Fees				
2300/1	Audit Fees				
2300/1/1	Audit Fees - Internal	£1,200.00	£0.00	£813.96	£386.04
2300/1/2	Audit Fees - External	£1,300.00	£0.00	£1,300.00	£0.00
2300/1	Total	£2,500.00	£0.00	£2,113.96	£386.04
2300	Total	£2,500.00	£0.00	£2,113.96	£386.04

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
2310	H & S Consultancy Fees	£3,700.00	£0.00	£3,551.02	£148.98
2311	Consultancy Fees	£2,000.00	£0.00	£3,219.40	-£1,219.40
2320	Subscriptions	£3,000.00	£0.00	£1,751.57	£1,248.43
2330	Legal Fees & Costs	£2,500.00	£0.00	£740.00	£1,760.00
2340	Grants & Donations				
2340/1	Donations	£0.00	£0.00	£0.00	£0.00
2340/2	Grants	£6,000.00	£0.00	£4,850.00	£1,150.00
2340/3	PYCF SLA	£4,500.00	£0.00	£4,500.00	£0.00
2340	Total	£10,500.00	£0.00	£9,350.00	£1,150.00
2400	Office Costs				
2400/1	Insurance	£6,700.00	£0.00	£7,826.54	-£1,126.54
2400/2	Bank Charges	£100.00	£0.00	£70.85	£29.15
2400/3	Office Expenditure	£3,000.00	£0.00	£5,272.44	-£2,272.44
2400/4	Telephones	£2,000.00	£0.00	£2,417.91	-£417.91
2400/5	Premises Licences	£2,000.00	£0.00	£1,251.12	£748.88
2400/6	Computer	£1,500.00	£0.00	£782.64	£717.36
2400/7	Software Support	£8,000.00	£0.00	£9,101.60	-£1,101.60
2400/8	Web Production	£300.00	£0.00	£0.00	£300.00
2400/9	Misc Cleaning	£500.00	£0.00	£186.44	£313.56
2400	Total	£24,100.00	£0.00	£26,909.54	-£2,809.54
2450	CCTV Costs	£1,000.00	£0.00	£829.54	£170.46
2460	Vehicle Replacement	£2,000.00	£0.00	£0.00	£2,000.00
2465	Contingency	£2,000.00	£0.00	£400.00	£1,600.00



# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
2500	Health & Safety Mitigation	£2,000.00	£0.00	£0.00	£2,000.00
2800	General Reserve	£8,000.00	£0.00	£4,092.00	£3,908.00
2900	COVID19 costs	£0.00	£0.00	£0.00	£0.00
2999	Suspense	£0.00	£0.00	£0.00	£0.00
<b>Total Policy Resources &amp; Finance</b>		<u>£416,600.00</u>	<u>£0.00</u>	<u>£346,902.69</u>	<u>£69,697.31</u>
<b>Amenities</b>					
3100	Town Hall General				
3100/1	Town Hall Electric	£3,000.00	£0.00	£930.56	£2,069.44
3100/2	Town Hall Gas	£4,000.00	£0.00	£2,242.64	£1,757.36
3100/3	Town Hall Water	£1,300.00	£0.00	£598.00	£702.00
3100/4	Town Hall Rates	£10,000.00	£0.00	£9,356.25	£643.75
3100/5	Town Hall Advertising	£500.00	£0.00	£0.00	£500.00
3100/6	Town Hall Equipment New	£1,000.00	£0.00	£2,432.49	-£1,432.49
3100/7	Town Hall Equip & Builings Maint.	£10,000.00	£0.00	£8,188.25	£1,811.75
3100/8	Town Hall replacement windows	£2,000.00	£0.00	£0.00	£2,000.00
3100/9	Town Hall lighting upgrade	£0.00	£0.00	£0.00	£0.00
3100/10	Town Hall stair lift	£1,000.00	£0.00	£710.00	£290.00
3100/11	Town Hall cleaning	£500.00	£0.00	£371.75	£128.25
3100/70	Town Hall Reserves	£0.00	£0.00	£0.00	£0.00
3100	Total	<u>£33,300.00</u>	<u>£0.00</u>	<u>£24,829.94</u>	<u>£8,470.06</u>
3150	Depot				
3150/1	Depot Rent	£9,000.00	£0.00	£3,336.11	£5,663.89
3150/2	Depot Equipment	£1,000.00	£0.00	£259.00	£741.00

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3150/3	Depot Utilities				
3150/3/1	Depot Electricity	£750.00	£0.00	£394.61	£355.39
3150/3/2	Depot Water	£250.00	£0.00	£134.35	£115.65
3150/3	Total	£1,000.00	£0.00	£528.96	£471.04
3150/4	Depot Insurance	£350.00	£0.00	£256.38	£93.62
3150/5	Depot service charge	£500.00	£0.00	£294.92	£205.08
3150/6	Depot maintenance	£500.00	£0.00	£11.25	£488.75
3150/7	Depot Rates	£0.00	£0.00	£5,560.36	-£5,560.36
3150	Total	£12,350.00	£0.00	£10,246.98	£2,103.02
3200	Vehicle Costs				
3200/1	Vehicle Service & Maintenance	£1,200.00	£0.00	£1,532.58	-£332.58
3200/2	Vehicle Leasing Costs	£2,500.00	£0.00	£1,981.64	£518.36
3200/3	Vehicle Fuel	£1,500.00	£0.00	£1,537.14	-£37.14
3200/4	Vehicle Insurance	£800.00	£0.00	£764.27	£35.73
3200/5	Machinery & Equipment	£5,000.00	£0.00	£0.00	£5,000.00
3200	Total	£11,000.00	£0.00	£5,815.63	£5,184.37
3300	General Expenditure				
3300/1	Street Lighting	£1,500.00	£0.00	£1,632.24	-£132.24
3300/2	War Memorial Maintenance	£250.00	£0.00	£0.00	£250.00
3300/3	General Maintenance	£1,500.00	£0.00	£643.86	£856.14
3300/4	Street Furniture & seats	£1,000.00	£0.00	£0.00	£1,000.00
3300/5	Bus Shelter Maintenance	£250.00	£0.00	£0.00	£250.00
3300	Total	£4,500.00	£0.00	£2,276.10	£2,223.90

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3400	Howards Lane Toilets				
3400/1	HL Rates	£0.00	£0.00	£0.00	£0.00
3400/2	HL Cleaning	£1,000.00	£0.00	£1,834.35	-£834.35
3400/3	HL Maintenance	£1,000.00	£0.00	£294.85	£705.15
3400/4	HL Utilities				
3400/4/1	HL Water Charges	£1,000.00	£0.00	£893.40	£106.60
3400/4/2	HL Electricity Charges	£1,000.00	£0.00	£885.40	£114.60
3400/4	Total	£2,000.00	£0.00	£1,778.80	£221.20
3400	Total	£4,000.00	£0.00	£3,908.00	£92.00
3450	Quay Toilets				
3450/1	Quay Toilets Rates	£0.00	£0.00	£0.00	£0.00
3450/2	Quay Toilets Cleaning	£1,000.00	£0.00	£924.37	£75.63
3450/3	Quay Toilets Maintenance	£13,000.00	£0.00	£7,532.68	£5,467.32
3450/4	Quay Toilets Utilities				
3450/4/1	Quay Toilets Water	£5,100.00	£0.00	£2,861.62	£2,238.38
3450/4/2	Quay Toilets Electricity	£1,000.00	£0.00	£1,185.48	-£185.48
3450/4	Total	£6,100.00	£0.00	£4,047.10	£2,052.90
3450/5		£0.00	£0.00	£0.00	£0.00
3450	Total	£20,100.00	£0.00	£12,504.15	£7,595.85
3500	Howards Lane Car Park				
3500/1	HL Car Park Rates	£10,000.00	£0.00	£9,481.00	£519.00
3500/2	HL Car Park New Equipment	£1,000.00	£0.00	£0.00	£1,000.00
3500/3	HL Car Park Tickets	£300.00	£0.00	£248.04	£51.96
3500/4	HL Car Park Money Collection				

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3500/4/1	HL Money Collection Card Fees	£1,000.00	£0.00	£1,248.08	-£248.08
3500/4/2	HL Money Collection Cash Fees	£3,000.00	£0.00	£3,252.89	-£252.89
3500/4/3	HL tickets cash refunds	£0.00	£0.00	£0.00	£0.00
3500/4	Total	£4,000.00	£0.00	£4,500.97	-£500.97
3500/5	HL Car Park Maintenance	£500.00	£0.00	£300.08	£199.92
3500/6	HL Car Park Drainage Works	£0.00	£0.00	£400.00	-£400.00
3500/7	HL Car Park Tree Works	£0.00	£0.00	£0.00	£0.00
3500	Total	£15,800.00	£0.00	£14,930.09	£869.91
3501	Commission on Credit Card takings	£750.00	£0.00	£553.04	£196.96
3502	Commission on telephone car park receipts	£1,000.00	£0.00	£1,191.59	-£191.59
3550	Pavilion				
3550/1	Pavilion Utilities				
3550/1/1	Pavilion Utilities Gas	£100.00	£0.00	£0.00	£100.00
3550/1/2	Pavilion Utilities Water	£500.00	£0.00	£366.82	£133.18
3550/1/3	Pavilion Utilities Electric	£400.00	£0.00	£269.77	£130.23
3550/1	Total	£1,000.00	£0.00	£636.59	£363.41
3550/2	Pavilion Maintenance	£500.00	£0.00	£477.32	£22.68
3550	Total	£1,500.00	£0.00	£1,113.91	£386.09
3600	Recreation Ground				
3600/1	Recreation Ground Maintenance	£1,500.00	£0.00	£733.25	£766.75
3600/2	Recreation Ground Grass Cutting Contract	£3,000.00	£0.00	£1,745.42	£1,254.58

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3600/3	Recreation Ground New Equipment	£250.00	£0.00	£0.00	£250.00
3600/4	Recreation Ground hire refunds	£0.00	£0.00	£0.00	£0.00
3600	Total	£4,750.00	£0.00	£2,478.67	£2,271.33
3650	Play Area				
3650/1	Play Area Maintenance	£1,000.00	£0.00	£0.00	£1,000.00
3650/2	Play Area Reserve	£5,000.00	£0.00	£0.00	£5,000.00
3650/3	Play Area PWLB	£19,000.00	£0.00	£0.00	£19,000.00
3650/4	Play Area Refurbishment	£0.00	£0.00	£311,947.66	-£311,947.66
3650	Total	£25,000.00	£0.00	£311,947.66	-£286,947.66
3660	Skate Park				
3660/1	Skate Park build	£0.00	£0.00	£0.00	£0.00
3660	Total	£0.00	£0.00	£0.00	£0.00
3670	Play Area Projects				
3670/1	Professional fees	£0.00	£0.00	£0.00	£0.00
3670	Total	£0.00	£0.00	£0.00	£0.00
3700	Mill Lane				
3700/1	Mill Lane Maintenance	£1,000.00	£0.00	£813.06	£186.94
3700/2	Mill Lane PWLB	£4,400.00	£0.00	£4,403.58	-£3.58
3700/3	Mill Lane Roof	£0.00	£0.00	£0.00	£0.00
3700	Total	£5,400.00	£0.00	£5,216.64	£183.36
3720	Tourist Information Office				
3720/1	Website Costs	£0.00	£0.00	£1,800.00	-£1,800.00
3720/2	Building works	£0.00	£0.00	£0.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
3720/3	IT costs	£0.00	£0.00	£0.00	£0.00
3720	Total	£0.00	£0.00	£1,800.00	-£1,800.00
3750	Northmoor Allotments				
3750/1	Northmoor Allotment Rents	£350.00	£0.00	£163.44	£186.56
3750/2	Northmoor Haven Group	£350.00	£0.00	£0.00	£350.00
3750	Total	£700.00	£0.00	£163.44	£536.56
3800	Hauses Field				
3800/1	Hauses Field Tree Survey & Works	£1,000.00	£0.00	£0.00	£1,000.00
3800/2	Hauses Field Grass Cutting	£3,000.00	£0.00	£1,432.39	£1,567.61
3800/3	Hauses Field Maintenance	£1,000.00	£0.00	£0.00	£1,000.00
3800	Total	£5,000.00	£0.00	£1,432.39	£3,567.61
3850	Floral Displays				
3850/1	Plants for displays	£5,500.00	£0.00	£4,832.90	£667.10
3850/2	Non Plant purchases for displays	£0.00	£0.00	£1,039.14	-£1,039.14
3850	Total	£5,500.00	£0.00	£5,872.04	-£372.04
3860	General Tree Survey	£5,000.00	£0.00	£0.00	£5,000.00
<b>Total Amenities</b>		<b>£155,650.00</b>	<b>£0.00</b>	<b>£406,280.27</b>	<b>-£250,630.27</b>
<b>Planning &amp; Transport</b>					
4000	P & T General	£0.00	£0.00	£0.00	£0.00
<b>Total Planning &amp; Transport</b>		<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Personnel</b>					
5000	Personnel General				
5000/1	Advertising Staff Vacancies	£500.00	£0.00	£1,926.00	-£1,426.00

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve Movements	Actual Net	Balance
5000	Total	£500.00	£0.00	£1,926.00	-£1,426.00
<b>Total Personnel</b>		£500.00	£0.00	£1,926.00	-£1,426.00
<b>Museum</b>					
6000	Museum Rates	£2,000.00	£0.00	£1,497.00	£503.00
6100	Museum Events	£300.00	£0.00	£200.00	£100.00
6110	Museum Telephone	£200.00	£0.00	£0.00	£200.00
6120	Museum Stationery	£100.00	£0.00	£163.17	-£63.17
6130	Museum Security Alarm	£500.00	£0.00	£0.00	£500.00
6140	Museum Stock for Resale				
6140/1		£500.00	£0.00	£296.57	£203.43
6140	Total	£500.00	£0.00	£296.57	£203.43
6145	Commission on credit card sales	£0.00	£0.00	£8.10	-£8.10
6150	Museum Subscriptions	£150.00	£0.00	£104.17	£45.83
6160	Museum Equipment New				
6160/1	Display Cabinet Reserve	£250.00	£0.00	£0.00	£250.00
6160/2	Museum New Equipment General	£500.00	£0.00	£723.05	-£223.05
6160	Total	£750.00	£0.00	£723.05	£26.95
6170	Museum Equipment Maintenance	£250.00	£0.00	£31.60	£218.40
6175	Museum Cleaning/Maint/Improvements	£175.00	£0.00	£69.53	£105.47
6180	Museum Training	£180.00	£0.00	£0.00	£180.00
6185	Museum Signage	£200.00	£0.00	£0.00	£200.00
6190	Museum Mileage	£50.00	£0.00	£0.00	£50.00
6195	Museum Sundries	£25.00	£0.00	£25.00	£0.00

# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
6200	Covid Requirements	£0.00	£0.00	£0.00	£0.00
<b>Total Museum</b>		<u>£5,380.00</u>	<u>£0.00</u>	<u>£3,118.19</u>	<u>£2,261.81</u>
<b>Floral Displays</b>					
7000	Floral Displays General				
7000/1	Floral Display Expenses	£0.00	£0.00	£0.00	£0.00
7000	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
<b>Total Floral Displays</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
<b>Reserves</b>					
8001	Earmarked Reserves				
8001/1	Gateway Project	£0.00	£0.00	£0.00	£0.00
8001/2	Skate Park	£0.00	£0.00	£0.00	£0.00
8001/3	Howards Lane Car Park	£0.00	£0.00	£503.75	-£503.75
8001/4	Mayor's charity - previous year	£0.00	£0.00	£1,890.00	-£1,890.00
8001/5	Town Hall Boiler repairs	£0.00	£0.00	£2,295.00	-£2,295.00
8001/6	Play Ground Re-development	£0.00	£0.00	£12,750.00	-£12,750.00
8001/7	Information Centre	£0.00	£0.00	£2,805.00	-£2,805.00
8001/8	Mill Lane Roof Repairs	£0.00	£0.00	£1,231.40	-£1,231.40
8001/9	Vehicles	£0.00	£0.00	£6,644.58	-£6,644.58
8001	Total	<u>£0.00</u>	<u>£0.00</u>	<u>£28,119.73</u>	<u>-£28,119.73</u>
<b>Total Reserves</b>		<u>£0.00</u>	<u>£0.00</u>	<u>£28,119.73</u>	<u>-£28,119.73</u>
<b>Total Expenditure</b>		<u>£588,355.00</u>	<u>£0.00</u>	<u>£793,285.13</u>	<u>-£204,930.13</u>



# Financial Budget Comparison

Comparison between 01/04/22 and 28/02/23 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

	<b>2022/2023</b>	<b>Reserve Movements</b>	<b>Actual Net</b>	<b>Balance</b>
Total Income	£588,355.00	£0.00	£865,393.58	£277,038.58
Total Expenditure	£588,355.00	£0.00	£793,285.13	-£204,930.13
<b>Total Net Balance</b>	<b>£0.00</b>		<b>£72,108.45</b>	

## POLICY RESOURCES AND FINANCE REPORT

Meeting Date: 28 March 2023

### Agenda Item: 8

<b>Subject:</b>	Internal Audit Interim Reports
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To receive and note the Internal Audit Interim Report and management responses.
<b>Background:</b>	<p>The internal Auditor carries out 2 interim visits and 1 year end visit per annum for the Council.</p> <p>Both the first and second reports are included, with the final visit being made after year end and will be reported to Council as part of the year-end financial process.</p>
<b>Key Points:</b>	<p>All issues raised by the Auditor have either been rectified or are currently under review by the respective Committees.</p> <p>Management responses are included in each report.</p> <p>The Internal Auditor's role is to be a "critical friend" to the Clerk and RFO, and it is normal for minor issues to be raised and addressed in person at the physical visit. This is not always possible, especially when there are so many issues being dealt with at once.</p> <p>The Auditor has confirmed her agreement with the management responses and will continue to work with the Clerk to provide support on issues which may require auditor input.</p>
<b>Implications</b>	Failure to note the Internal Auditor recommendations could lead to a qualified report being given, and for further questions to be raised by the external auditors when year-end work is being carried out.
<b>Recommendation</b>	To NOTE the Internal Audit Interim Reports.

FINAL

Internal audit report 2022/23

Visit 1 of 3

# WAREHAM TOWN COUNCIL

Date: 21<sup>st</sup> December 2022

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto:r.darkin@darkinmiller.co.uk)

## **Introduction**

This report contains a note of the audit recommendations made to Wareham Town Council following the carrying out of internal audit testing on site on the 2<sup>nd</sup> and 4<sup>th</sup> March 2022, with later remote working.

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

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

## **Audit Opinion**

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

The report issued after the final visit for 2022/23 (which will be in April, May or June 2023) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Payments
3. Petty Cash (confirmed n/a)
4. Bank Reconciliation
5. Exemption (confirmed not covered)
6. Public Rights
7. Publication

## Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

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

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

Rating	Number
High	2
Medium	0
Low	2
TOTAL	4

I would like to thank Nicola Gray BA (Hons), PGDip Law, PSLCC, Town Clerk; and Amanda Crocker, Finance Officer for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2022/23 INTERNAL AUDIT OF WAREHAM TOWN COUNCIL**  
**FINAL REPORT VISIT 1 OF 3: 21<sup>st</sup> DECEMBER 2022**

**Appendix 1 – Recommendations and Action Plan**

<b>Recommendation number</b>	<b>Detail</b>	<b>Priority (Low/Medium/High)</b>	<b>Management Response</b>	<b>Responsible Officer</b>	<b>Due Date</b>
2.1 – Ensure job descriptions included in staff contracts	<p>I checked to see that the Council had appointed a Responsible Finance Officer with specific duties. The Town Clerk is the Council's RFO. Her contract does not include the job description of list of duties, although these were included within the application pack for the role. The Town Clerk notes that whilst, in theory, the duties are listed in s.151 of the Local Government Act 1972, her contract and job description make no reference to the act.</p> <p>The Town Clerk also noted that the staff contracts reissued in 2020 only contain a note of the employees' job titles, with no reference to the job descriptions. This makes it more difficult to ensure that staff are properly carrying out the duties assigned to them. The Town Clerk has noted that roles and responsibilities will be made clear in the next staff review.</p> <p>I recommend that the staff review is carried out as planned as soon as possible, and that</p>	H	<p>The Town Clerk has raised the issue of the Contracts with the Chair of Personnel as part of an ongoing staffing matter, and advice has been taken from Southwest Councils regarding the rectification for all staff contracts.</p> <p>The contracts were introduced by the previous clerk in 2020 and the statement of particulars, required by law, were not issued with the new contracts. This will be dealt with as a variance and addendum to the contracts for each member of staff for the immediate future, with new contracts and particulars issued as part of the staff review.</p>	Town Clerk and Chair of Personnel	20/01/2023 and 3/3/2023

	it includes providing staff with job descriptions which set out the roles and responsibilities that they have, in order to ensure certainty for staff and facilitate management by the Town Clerk. I also recommend that the s.151 RFO duties are noted within the Town Clerk's job description as part of this work.				
2.2 – Improve purchase ordering authorisation system controls	I checked a sample of payments in the cashbook to confirm that they were supported by invoices, authorised and minuted. I found that all samples were supported by invoices, but that the majority of invoices had not been authorised (initialled to confirm that goods had been satisfactorily received, that the amount due was correct and that the invoice related to a genuine order). The Deputy Town Clerk noted during last year's audit that the Council was moving to a system where authorisation would be evidenced at the purchase order stage (which, when properly operated, shifts the authorisation to the point where the Council commits to the order, rather than the point at which goods or services have been provided and monies are due). Unfortunately this system appears to have not been used properly, as those placing orders have apparently on occasion entered the name of the authoriser without their knowledge,	H	The ordering system is being reviewed in its entirety. Staff changes should facilitate a new process altogether, taking into account all issues raised and should therefore be rectified before the next audit visit.	Town Clerk/Deputy Clerk/Finance Officer	31/01/2023

	<p>rendering the control useless. The new Town Clerk has identified and is dealing with a number of issues related to purchase ordering including the weakness of the current controls, and the continued use of Amazon for generic supplies which could be purchased locally (in spite of an instruction from the PR&amp;F Committee on 30/08/22 to seek supplies from local suppliers where possible).</p> <p>I recommend that the Council either returns to the authorisation of payments at the invoice stage or:</p> <ol style="list-style-type: none"> <li>1. Considers using a dedicated computerised purchase order system which does not allow users to self-authorise or input authorisation on behalf of another employee; or</li> <li>2. Locks the 'authoriser' column cells in the excel purchase order sheet so that only the authoriser can input data in that column.</li> </ol> <p>This will improve controls over purchase ordering and reduce the risk of staff ordering goods or services which are not required and/or not within the budgeted expenditure for the year.</p>				
2.3 – Ensure all payments	I found that 12/13 were minuted, but that a donation to 1st Wareham Guides (from the Mayor's Charity) had not been shown on a	L	This will be included in the next payment list to Policy,	Town Clerk	10/01/2023



minuted for approval	<p>payments list.</p> <p>I recommend that this is added to the next payment list in order to ensure that all payments made by the Council are minuted for approval.</p>		Resources and Finance Committee.		
3.1 – Ensure value of payments approved noted in minutes	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity but did note that the value of payments approved by the PR&amp;F Committee was omitted in minute 273 (30/08/22) and 355 (11/10/22). Note that the payments lists are included within the agenda papers published on the Council's website</p> <p>I recommend that the value of payments approved by Council or Committee is noted in the relevant minute, as this improves the audit trail and ensures a clear link back to the schedule of payments approved at each meeting without reference to other documents.</p>	L	Noted and will be included in all payment approvals minutes in future.	Town Clerk/Deputy Clerk	ongoing

FINAL

Internal audit report 2022/23

Visit 2 of 3

# WAREHAM TOWN COUNCIL

Date: 23<sup>rd</sup> March 2023

Report author: R Darkin-Miller  
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## **Introduction**

This report contains a note of the audit recommendations made to Wareham Town Council following the carrying out of internal audit testing on site on the 22<sup>nd</sup> February 2023 with later remote testing.

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

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

## **Audit Opinion**

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

The report issued after the final visit for 2022/23 (which will be in April, May or June 2023) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Payments (completion)
2. Risk Management
3. Budgetary Control
4. Income

## Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.

Recommendations are graded as follows:

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

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

Rating	Number
High	1
Medium	1
Low	5
TOTAL	7

I would like to thank Nicola Gray BA (Hons), PGDip Law, PSLCC, Town Clerk; and Amanda Crocker, Finance Officer for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2022/23 INTERNAL AUDIT OF WAREHAM TOWN COUNCIL**  
**FINAL REPORT VISIT 2 OF 3: 23<sup>rd</sup> MARCH 2023**

**Appendix 1 – Recommendations and Action Plan**

<b>Recommendation number</b>	<b>Detail</b>	<b>Priority (Low/Medium/High)</b>	<b>Management Response</b>	<b>Responsible Officer</b>	<b>Due Date</b>
3.2 – Review fidelity insurance cover	<p>I checked to see that insurance cover is appropriate and adequate. I found that cover is held for consistent buildings and property and that increases for both are in line with inflationary increases applied across the sector. I noted that the level of fidelity cover is £500k, which appears to be low in comparison to the level of cash held at 31/03/22 plus half of the current year precept, which is a rough check for adequacy and which gives a value of £629k.</p> <p>I recommend that the adequacy of the level of fidelity insurance is reviewed to ensure that sufficient cover is held.</p>	L	The matter is noted but is extremely low risk, the introduction of outsourced payroll and a new accounting system viewable by members will ensure good protection. However, the insurance cover for fidelity will be increased at the next insurance renewal to ensure further precept increases are accounted for, along with a review of all asset insurance coverage.	Town Clerk & RFO	01/10/2023
3.3 – Continue to resolve significant H&S matters, and then take updated risk assessment to Council for review	I checked to see that the minutes record the Council carrying out an annual risk assessment. I noted that no assessment has been reviewed by Council to date in 2022/23. The Town Clerk confirmed that a formal risk assessment will not be taken to Council this financial year as, since her appointment in August 2022, she has identified a number of significant health and safety matters which require immediate management and resolution.	H	The risks which have been identified require attention to be dealt with in higher priority than a paper exercise. It is clear that previous year's assessments were not correct and risks were going undetected.	Town Clerk & RFO	01/08/2023

	<p>The Clerk has worked closely with the Council's external Health &amp; Safety advisor and The Council is due to receive a full report detailing the 284 breaches identified, actions taken to date and a detailed action plan to deal with the remaining issues at its 18/04/23 meeting at the latest. Once the significant matters have been dealt with, an updated comprehensive risk assessment will be prepared for Council to review.</p> <p>In the interim, the Clerk has given updates to Council on 31/01/23 and to the Personnel Committee on 25/10/22, 17/01/23 and 30/01/23 (staffing matters) and Council on 07/03/23 (health and safety matters).</p> <p>I recommend that the significant health and safety matters are dealt with as planned, with the risk assessment to be updated and taken to Council as soon as all such matters are resolved.</p>		<p>Council have been kept abreast when issues have arisen and the most serious of which, relating to a major Health and Safety breach, has been reported to Council on 7 March 2023, rather than 18 April 2023, with the Council's Insurance and the Health and Safety Executive being involved following the meeting. The outcome of any action remains pending, with Council being updated as and when the matter progresses.</p> <p>Once the major risks have been addressed and it becomes apparent that no further actual risks have been identified, the paper exercise will be carried out and taken to Council for review.</p>		
3.3 – Amendments to minute and links	<p>I reviewed the minutes to confirm that there was no unusual financial activity. I noted no such activity but did note that:</p> <ul style="list-style-type: none"> <li>- Council minute 562 of the meeting of 31/01/23 refers in error to the approval of the minutes of the</li> </ul>	L	<p>The minutes of the meeting 31/1.23 were approved subject to amendments. These are pending signature following amendments and</p>	Town Clerk & RFO	01/04/2023

	<p>meeting of 31/01/23 instead of 24/01/23.</p> <p>- On the Council's website, the link for the Planning &amp; Transport Committee minutes of 16/11/22 go to the minutes of 26/10/22, and the link to the minutes of 18/01/23 go to the minutes of 08/02/23.</p> <p>I recommend that minute 562 is corrected, or that the Council approves the minutes of 24/01/23 at its next meeting; and that the links to the Planning &amp; Transport Committee minutes are amended so that the correct sets are shown.</p>		will then be uploaded as approved minutes to the website. The incorrect links have been corrected.		
3.4 – Improve financial controls as planned	<p>I noted that minutes 625 of the Council meeting of 07/03/23 discussed the payment of an amount for an advertising subscription which appeared to have not been properly approved by Council prior to being entered into. The Clerk has confirmed that new staff are now in place, and rigorous financial procedures are being implemented. This includes the use of a new finance system which will allow the management of purchasing via a purchase order system, and the ability for Councillors to have read-only access to the accounts to increase control and transparency.</p> <p>I recommend that the proposed changes are put in place to improve the controls and transparency in place for purchasing.</p>	L	The matter was brought to Council's attention on 7 March 2023 and discussed at length, with any possible future risk being addressed. A new system is in place and being set up for a 1 April commencement.	Town Clerk & RFO	01/04/2023
3.5 – Review newsletter and website	The Council places information about its activities, facilities and contact details in the quarterly publication 'Tower Chimes'. The magazine is styled	L	This matter is under discussion and all areas will be addressed at the 28	Town Clerk	01/06/2023

expenditure as planned	<p>'The Official Wareham Town Council Magazine' but is, in fact, published by a third party which sells advertising space, covers the cost of production and distribution and which keeps any remaining profit. Advertisers from outside of Wareham have placed adverts in the magazine, which may draw visitors away from the Town. The contract was awarded to the current publisher in 2019 after the Council asked two providers to provide a proposal for a quarterly magazine which would be distributed free to residents.</p> <p>In addition, the Council pays the publisher for the 'Visit Wareham' website, in addition to the Wareham Town Council website. The 'Visit Wareham' website provides information about facilities in the Town, but also includes advertisements from businesses. The June 2022 Council minutes note discussions about a Customer Service/Visitor Hub, and that funding from Dorset Council had been earmarked, with the 'Visit Wareham' website funded from the grant monies as agreed with Dorset Council. However, there does not appear to be a resolution to incur expenditure on an additional website, nor records of the process to obtain quotations to prove that value for money is being received.</p> <p>The Town Clerk has raised these concerns with Councillors, and officers are due to meet with the publisher prior to reporting back to the Policy,</p>		March 2023 meeting, with the correct resolutions minuted.		
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	Resources and Finance Committee for their consideration of the matter. I recommend that PR&F consider the matter as planned, in order to ensure that there are proper resolutions in place for Council expenditure, and that the Council can consider how best to provide information about its activities and facilities to residents.				
4.1 – Ensure PRF budget report contains all budget lines	<p>I checked to see that actual expenditure against the budget was regularly reported to Council or a delegated Committee. I noted that the PRF Committee and Council received a year-end budget monitoring report for 21/22 on 10/05/22 and 24/05/22 respectively; and that PRF received in-year reports for 22/23 on 14/06/22 and 22/11/22. On checking the report to the November meeting, I noted that it only contained the PRF budget lines. The Town Clerk noted that although the report did not include all of the Council budgets lines, the budget setting exercise undertaken by the Council when setting the 23/24 budget (as approved in January 2023) included a report showing expenditure to date for all cost centres and a forecast of expected year-end positions. In addition, PRF are due to receive a further budget monitoring report at its meeting on 28/02/23.</p> <p>I recommend that future budget monitoring reports to PRF are checked to ensure that they cover all budget lines.</p>	L	<p>PR&amp;F will receive a full budget monitoring report on 28 March 2023, not 28 February 2023 as mentioned by the Auditor.</p> <p>The new system will produce quarterly reports as a matter of course and with Members able to view the accounts live, full transparency will be achieved in respect of council budgets for both income and expenditure, and more importantly reserves, which they currently have no view of.</p>	Town Clerk	

5.1 – Ensure aged debt is collected	<p>I checked to see that all income due to the Council is collected. I noted that the aged debt profile as at 22/02/23 had significantly improved year on year, with total debt of £1.5k as compared to £10.6k at 31/03/22. However, there remains a large proportion of debt that is over 90 days old: £721/47% at 22/02/23 (compared to £5.3k/51% at 31/03/22). The debt mainly relates to a rental property for which the Town Council had received the District Valuer's valuation but which was disputed by the tenant. Following incorrect advice, this valuation had been discounted. The Town Clerk noted that she had met with the debtor to explain that the valuation should be accepted, and explained that this should resolve the matter in time.</p> <p>I recommend that the Council continues to progress the matter as planned in order to ensure that the correct prices are charged for Council assets and all monies received.</p>	M	This matter is to be addressed going forward to achieve the best outcome possible for both parties, however the workload of the Clerk, lack of staffing and given all the issues being dealt with has not enabled much progression.	Town Clerk	
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## POLICY RESOURCES AND FINANCE COMMITTEE – REPORT

Meeting Date: 28 March 2023

### Agenda Item: 9

<b>Subject:</b>	Policies for Consideration
<b>Prepared by:</b>	Nicola Gray, Town & RFO
<b>Purpose of Report:</b>	To consider the following policies recommended by the Personnel Committee to Policy, Resources and Finance for approval.
<b>Background:</b>	<p>Wareham Town Council has never had a uniform policy or Members ID policy in place.</p> <p>Providing uniform to staff who require it for safe working, working outside or using particular equipment is a duty under Health and Safety regulation.</p> <p>ID provides security to the public when individuals are on Council business and provides staff and members with official identification when attending events and external meetings.</p>
<b>Key Points:</b>	<p>The policies set out their remit, purpose, the breadth of what it should cover and, for the Uniform Policy, the requirements for what uniform should be provided and in what quantity.</p> <p>Arco have been used to benchmark pricing, however, other suppliers may be used to achieve cost savings, but not at the expense of quality or health and safety requirements. For example, only recognised safety wear will be purchased, not standard clothing from retail stores.</p> <p>The list of required uniform covers the recommended items following review of working practices within the Council, and although the list is not exhaustive, only items which are required for work being carried out will be purchased.</p> <p>Uniform will be signed for when issued and returned when replacements are required, or upon termination of employment. Any branding on clothing will be extracted and destroyed before disposal of items to avoid any misuse of the Council's identity. Replacements will only be issued when approved by a senior officer following inspection of the item being replaced to determine the necessity. Not all items will be taken up by staff, such as shorts, but the offer must be made for Health and Safety purposes for working in the summer heat.</p> <p>The policy in respect of ID for Members is a separate policy.</p>
<b>Implications:</b>	<p>Failure to provide the correct uniform for health and safety purposes is a breach of health and safety regulation which could lead to injury, or worse, death, and claim against the Council.</p> <p>Council has a duty of care to all staff and should provide adequate protection against all weathers for those working outside.</p> <p>Correct identification of staff is paramount when working in areas where the safeguarding children or vulnerable adults is required.</p>
<b>Recommendation:</b>	To consider the Uniform Policy and members ID policy for approval.

## **WAREHAM TOWN COUNCIL**

### **UNIFORM POLICY**

#### **1. PURPOSE**

To ensure that staff wear uniform in a way to comply with health and safety requirements, present a professional image and ensure that there is consistent practice across Wareham Town Council ("the Council"), enabling staff to have a single source of reference for the standards set by the Council for the wearing of uniform.

To ensure that all staff wear an identity badge or card, enabling visitors, contractors and the public to easily identify that they are on official Council business.

To ensure that Council vehicles are easily identifiable with the Council branding, enabling the public to identify the vehicle as on official Council business.

#### **2. SCOPE**

2.1 The Council expects employees' appearance to be always professional both within the workplace and when representing the Council. The purpose of this policy is to provide guidance on the required standards of dress and appearance.

2.2 The policy is not exhaustive in defining acceptable and unacceptable standards of dress and appearance, and everyone must use common sense in adhering to the principles underpinning the policy.

2.3 The Council recognises the diversity of cultures and religions of its employees and will take a sensitive approach when this affects dress and uniform requirements. However, priority will be given to health and safety, security and other similar considerations.

2.4 Where there are disability issues in relation to this policy the senior officer will identify with the employee what reasonable adjustment should be made.

2.5 All the Council's offices and workplace will have the potential for visitors, whether Council guests or members of the public, and employees must therefore be dressed in a way which presents a positive image of the Council.

2.6 The Council is committed to promoting positive measures that eliminate all forms of unlawful or unfair discrimination on the grounds of age, marriage and civil partnership, disability, race, gender, religion/belief, sexual orientation, gender reassignment and pregnancy/maternity, or any other basis not justified by law or relevant to the requirements of the post. The Council will therefore take every possible step to ensure that this policy is applied fairly to all employees regardless of the aforementioned protected characteristics or employment status.

### **3. UNIFORM**

- 3.1 All operational staff are expected to be in possession of a full set of uniform – **see Appendix 1** for the standard allocation of uniform. The uniform issued must not be substantially altered without the Council's permission and outer garments, such as jackets, coats and hats, along with shirts, will all carry the Wareham Town Council Logo or the wording "Wareham Town Council".
- 3.2 All uniformed staff are expected to maintain their uniforms in accordance with this policy. Uniforms must always be clean and worn in a presentable fashion.
- 3.3 The senior officer should ensure that uniforms, where they are provided are replaced or repaired as necessary, and ensure that, where required, Personal Protective Equipment (PPE) is provided and is fit for purpose
- 3.4 Employees who are required to wear a uniform must ensure that they do so during working hours, unless advised otherwise by the senior officer. The uniform must not be worn for any unauthorised activities outside of the employment of the Council. Any staff found to be actively preventing the clear display of Council branding will be dealt with under the Council's disciplinary and conduct policies.
- 3.5 Where the Council issues uniform, it will remain the property of the Council. Employees must take responsibility to ensure that good care is taken of them, and return any uniforms issued on the termination of employment.
- 3.6 Employees who carry out roles which require protective clothing, e.g., hard hats, masks shoes/boots and gloves, are required to wear this clothing whilst carrying out their duties whenever required by law or by Council health and safety rules.
- 3.7 Procurement of uniforms and protective wear will be managed by the Deputy Clerk; consideration will always be given as to whether any reasonable individual adjustments are required.

### **4. NAME BADGES/ID CARDS**

- 4.1 ID Cards with a lanyard shall be issued to all staff, with pin/magnetic badges provided for more formal occasions.
- 4.2 The information side should be always on display and will display name and role, along with the Wareham Town Council logo.
- 4.3 This should be shown when requested by members of the public or by visitors.
- 4.4 If a name badge is lost, then it is the personal responsibility of the employee to immediately report the loss to the senior officer. Replacements will be issued as soon as possible

## **5. BRANDING**

5.1 All Wareham Town Council vehicles shall be appropriately branded with the Council name or logo to ensure ease of identity for the public.

5.2 Locations and branding of signs within the parish is a matter for Council only.

## **6. BREACH OF POLICY**

6.1 First occasions of breaching this policy will be managed informally by the direct line manager. Actions may include requiring the employee to return home to change. Where there is a second breach, a direct line manager may require the employee to go home to change and to make up this lost time.

6.2 Where an employee either successively fails to comply with this policy or their dress/appearance is substantially in breach of this policy then this may be dealt with as a formal conduct issue and the employee may be subject to disciplinary action within the Council's Conduct Policy.

## UNIFORM ISSUE LIST

The following items are standard issue uniform for grounds staff in accordance with Health and Safety advice. The Holdall, helmet, goggles and ear defenders are one off purchase and can be reissued to other staff on leaving.

Item	Arco Page No.	Type	Brand ed	Colour	Full time Qty	Part time Qty	Season				Current Arco Costs per item INC VAT
							Spring	Summer	Autumn	Winter	
Holdall/Bag		Holdall bag to store uniform		-	1	1	✓	✓	✓	✓	20.40
Safety helmet				-	1	1	✓	✓	✓	✓	9.59
Safety goggles/glasses				-	1	1	✓	✓	✓	✓	3.36
Ear defenders				-	1	1	✓	✓	✓	✓	
Safety gloves				-	1	1	✓	✓	✓	✓	3.89
Safety boots				-	1	1			✓	✓	49.99
Safety trainers				Black	1	1	✓	✓			29.99
Hi-vis vest	186	Arco Ultra Zip-Up Hi-Vis Vest	✓	Yellow	1	1	✓	✓	✓	✓	3.59
Hi-vis all weather jacket	191	4-in-1 Hi Vis Coat	✓	Yellow	1	1	✓	✓	✓	✓	51.60
Hi-vis all weather trousers	196	Breathable Hi-Vis Over trousers		Yellow	1	1	✓	✓	✓	✓	37.19
Trousers	263	Trojan Multi-Pocket Tradesman Trousers		Black/Grey	3	2			✓	✓	45.59
Shorts	263	Trojan Tradesman Shorts		Black	3	2	✓	✓			39.59
Belt	262	Trojan Tradesman Belt		Black	1	1	✓	✓	✓	✓	14.39
Polo shirt	254	Trojan Wicking Polo Shirt	✓	Maroon	5	3	✓	✓	✓	✓	15.49
Sweatshirt	261	Fairtrade Sweatshirt	✓	Maroon	2	1			✓	✓	21.59
Beanie	251	Regatta Thinsulate Beanie Hat	✓	Maroon	1	1			✓	✓	3.78
Baseball Cap	251	Trojan Baseball Cap	✓	Maroon	1	1	✓	✓			9.59
Sun cream				-	1	1	✓	✓			Various

Note: Prices are for indicative purposes for this report only and additional costs will be incurred for branding.

## **WAREHAM TOWN COUNCIL**

### **COUNCILLORS ID POLICY**

#### **1. PURPOSE**

To ensure that Councillors are given the opportunity to present a professional image and ensure that there is consistent practice across Wareham Town Council ("the Council"), enabling identification of Councillors at external meetings and events.

To ensure that all Councillors are easily identifiable when on official Council business.

#### **2. SCOPE**

- 2.1 The Council expects Councillors to be always professional both within the workplace and when representing the Council and this policy provides guidance on the required standards of identification.

#### **3. NAME BADGES/ID CARDS**

- 3.1 ID Cards with a branded lanyard shall be issued to all Councillors who request it them OR with pin/magnetic badges.
- 3.2 For lanyards, the information side should be always on display and will display photo and name, along with the Wareham Town Council logo.
- 3.3 This should be shown when requested by the public or by visitors.
- 3.4 If a name badge or lanyard is lost, then it is the personal responsibility of the Councillor to immediately report the loss to the Town Clerk or Deputy Clerk. Replacements will be issued as soon as possible.
- 3.5 Should a Councillor resign, be disqualified, or is not re-elected, they shall return the Council lanyard and/or name badge to the Town Clerk as soon as practicable.





## POLICY RESOURCES & FINANCE COMMITTEE – REPORT

Meeting Date: 28 March 2023

### Agenda Item: 10

<b>Subject:</b>	Evac Chair
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To consider the removal of the Evac Chair from the Town Hall.
<b>Background:</b>	<p>The Evac Chair is an evacuation chair that is designed for evacuating a disabled, pregnant, or incapacitated person down numerous flights of stairs in an emergency.</p> <p>The Evac Chair was installed some years ago to assist with removing someone who is unable to get down the stairs unaided in an emergency.</p>
<b>Key Points:</b>	<p>There is currently no legal requirement for an organisation to provide evacuation chairs, the most relevant piece of legislation is the Regulatory Reform (Fire Safety) Order 2005 (RRO 2005).</p> <p>Within the RRO, it states that, after revising the findings of a fire risk assessment, the 'responsible person' on the premises must 'consider anybody who may be especially at risk' and act to protect these individuals as best they can.</p> <p>Protection for vulnerable people can include using refuge spaces, such as rooms with fire doors, within the building that will provide safety until help, or the emergency services arrive.</p> <p>An Evac Chair can only be operated by someone trained in its use, as injury or harm could come to user and operator if deployed incorrectly. It is not guaranteed that the person who is trained would be present at the time it would be needed to be deployed, rendering both the training and the chair useless.</p> <p>At a recent inspection by Worknest (H&amp;S advisors) it was recommended the Evac Chair be removed, as the evacuation of persons by Evac chair is better carried out by the emergency services to avoid further injury or risk.</p> <p>The Evac Chair costs £90+vat per year for servicing.</p>
<b>Implications:</b>	<ul style="list-style-type: none"><li>• Changes will be required to current the Evacuation Procedures for the Town Hall.</li><li>• Cost: £90+vat per year will be saved.</li></ul>
<b>Recommendation:</b>	To terminate the contract for the Evac Chair and remove it from the premises.



## POLICY RESOURCES & FINANCE COMMITTEE – REPORT

Meeting Date: 28 March 2023

### Agenda Item: 11

<b>Subject:</b>	Town Council Hire Charges and Booking Fees
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk
<b>Purpose of Report:</b>	To review and approve the recommendation of the Amenities Committee, as regards fees and charges for the Town Hall and Recreation Ground facilities 2023/24.
<b>Background:</b>	<p>A review of the hire charges of the Town Hall and Recreation Ground facilities was conducted by the Amenities Committee to ensure booking charges meet the financial needs of the Town Council when hiring out its resources.</p> <p>The proposed charges for 2023/24 are set out in Appendix 1.</p>
<b>Key Points:</b>	<p>The Amenities Committee considered the number of categories, for potential hirers, and felt it was too complicated and required simplification. As a result, the Committee proposed combining the category of Community and Voluntary Groups with Charities into a 'Non-Profit' category. (Under the current arrangement local organisations pay more to hire the Corn Exchange or Council Chamber than national charities.)</p> <p>The current charges (2022/23) for voluntary groups would be set for Non-Profit groups in 2023/24.</p> <p>Private and Commercial booking fees and charges for the Corn Exchange and Council Chamber would remain the same for 2023/24.</p> <p>Booking fees and charges for the Recreation Ground facilities would also remain the same with an amendment to the Cricket Club hire being a season rate, rather than daily rate to accommodate poor weather and the club being unable to meet the 28 day cancellation policy.</p>
<b>Implications:</b>	<p>The pricing structure is designed to be attractive to local user groups, and competitive with the demands of the market.</p> <p>The recommended fees and charges for the Town Hall and Recreation Ground facilities represent a price-freeze for some categories (charities and Recreation Ground hirers, for instance) and a price-reduction for others (local organisations).</p> <p>Increased use of the Town Hall facilities will hopefully increase parking revenue in Howards Lane, particularly during the winter months and out-of-season periods.</p>
<b>Recommendation:</b>	To consider and approve the fees and charges of the Town Hall and Recreation Ground facilities for 2023/24.

## Appendix 1:

Scale of Charges			
		2023-2024	
		Session Rate (max 5 hours)	Day Rate (max 10 hours)
<b>Corn Exchange</b>	<b>Saturday &amp; Sunday 8am - 6pm</b>		
	Non-Profits (Reg. Charities/Community Groups)	£55.00	£105.00
	Private/Commercial events	£115.00	£225.00
	Use of Stage	£30.00	£30.00
	Wedding ceremonies	£275.00	£275.00
	<b>Monday - Friday 8am - 6pm</b>		
	Non-Profits (Reg. Charities/Community Groups)	£40.00	£80.00
	Private/Commercial events	£115.00	£225.00
	Use of Stage	£30.00	£30.00
	Wedding ceremonies	£275.00	£275.00
	Evening rate 6pm -11pm Mon to Sat		
	<ul style="list-style-type: none"> <li>Non-Profits (Reg. Charities/Community Groups)</li> </ul>		£15 per hour
	<ul style="list-style-type: none"> <li>Private/Commercial events</li> </ul>		£20 per hour
	Evening rate 6pm – 10.30pm on Sunday		
	<ul style="list-style-type: none"> <li>Non-Profits (Reg. Charities/Community Groups)</li> </ul>		£15 per hour
	<ul style="list-style-type: none"> <li>Private/Commercial events</li> </ul>		£20 per hour
	<i>Pro-rata for half hours</i>		
<b>Council Chamber</b>	<b>Sat - Sun (8am - 6pm) Mon - Fri (8am - 4pm)</b>		
	Non-Profits (Reg. Charities/Community Groups)	£55.00	£105.00
	Private/Commercial meetings	£115.00	£225.00
	Wedding ceremonies only (max. 50 people)	£275.00	£275.00
	Evening rate for meetings		£15 per hour

<b>Recreation Ground</b>			
<b><u>Football pitch (including use of Pavilion)</u></b>			
League match/friendly	Per match		£50.00
Under 16 years League / Friendly	Per Match		£40.00
<b><u>Cricket wicket (including use of Pavilion) Block bookings only</u></b>			
<b>Senior teams:</b>			
Wareham Cricket Club Season hire			£400.00
<b>Junior teams:</b>			
Matches			£40.00
Training			£30.00
Individual day bookings per match			£50
Additional grass cuts of outfield as required			£85
<b><u>Croquet Area (including use of Pavilion)</u></b>			
Use of lawns twice per week, monthly fee.			£200.00
Additional grass cuts as required			£30.00

## POLICY RESOURCES AND FINANCE REPORT

Meeting Date: 28 March 2023

### Agenda Item: 12

<b>Subject:</b>	Public Toilets Cleaning Contract
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To agree the appointment of the toilet cleaning contractor, agreed and recommended in principle at the last Amenities Committee meeting.
<b>Background:</b>	<p>A toilet cleaning contractor was in place some time ago, but this was taken in house around 2019 when issues with the contractor became apparent. The contractor of the time was a car washing company and not a cleaning company.</p> <p>It was recently identified that the toilet cleaner employed by the Council was working 7 days a week with no legal break, and so the arrangement needed reviewing. The recent staff changes also brought issues around staff safety to the fore, and also identified the disproportionate amount of time spent by the grounds team on cleaning, at the expense of other public services the Town Council provides.</p> <p>On advice from the Health and Safety Advisors, lone working at the toilets in the evenings given the recent issues, and with a serious incident having already taken place, the toilets were closed each day at 4.30pm when the team were finishing for the day.</p>
<b>Key Points:</b>	<p>Closing the toilets so early each day has caused some angst in the Town and abuse towards staff at times.</p> <p>The Clerk contacted the Chair and Deputy Chair of Amenities in early February advising them of the issues around the public toilets and provided some options to be considered. These were:</p> <ol style="list-style-type: none"><li>1) Change the opening and closing times to 8 – 4.30pm permanently (this will be an issue in the summer months).</li><li>2) Don't close them at all and leave them open 24/7 (there will be inevitable damage from drunken behaviour, and they will be messy until cleaned each day).</li><li>3) Engage with a contractor to come in and clean both sets of toilets every day at 6pm and then lock them, which relieves the team from doing any cleaning or locking and removes the lone working issue.</li></ol> <p>The third option identified that the requested street cleaning provision could then be absorbed into the Grounds Team, negating the need to employ a lengthsman. It also places the issues of cover for leave and sickness onto the contractor rather than taking up valuable resources of the Council at these times.</p> <p>Quotes were requested from nine different cleaning contractors, with only 3 responding. One responded that they were fully booked and didn't wish to quote. Another asked some questions but has not responded or provided a quote. This leaves only one company having provided a quote, and on the advice of the Auditor it is acceptable to proceed with this one quote due to the Health and Safety impact if the Council fails to act. Best endeavours were used to obtain further quotes, with none forthcoming.</p>

The Quote received is for a 2-year fixed price and is as follows:

Description	Quantity	Unit Price	VAT	Amount GBP
Public toilets to be cleaned and locked daily at Wareham Quay and Howards Lane sites.	3.00	24.00	20%	72.00
PRICED PER CLEAN - Based on 7 days per week. 3 hours per day.				
365 days inclusive of bank holidays.				
Inclusive of all cleaning materials, chemicals and equipment required,				
public liability and key holder insurance.				
			Subtotal	72.00
			TOTAL VAT 20%	14.40
			TOTAL GBP	86.40

This cost is in comparison to employing 2 members of staff to provide a 7 day week service as follows:

Staff Salary £12.50pr hour x 1.5 (to allow for 2 employed members of staff covering leave and sickness) = £75 per visit (a 4 hour per day clean based on the hourly rate of the recently employed Toilet Cleaner x 1.5 people to cover leave and sickness)

Employer NI contributions @ 14.53% from 1 April 2023 on £75 = £10.89

Employers Pension Contributions at 22% on £75 = £16.50

This means to employ cleaning staff inhouse would cost the Council a total of £102.39 per cleaning day.

This doesn't include the cost of cleaning materials and equipment, which is included in the quote, estimated be a cost of around £1,500 per annum.

In addition to the above cost saving, the Council has restructured its staffing and as a result has made a net saving of £46,000 per annum. This is through not replacing the Operations Manager and Operations Supervisor but employing an additional 2 Grounds Team members at lesser salary, and a revised Admin Officer salary has provided a small saving. There was also £9,280.82 earmarked for the street cleaning provision, which is being absorbed into the newly structured Grounds Team. This provides approximately £55,000 which adequately covers the Cleaning Contract provision for 2 years.

<b>Implications</b>	<p>Using current staff will remove them from carrying out the duties which have been missing from the Town Council for some time and leaves the Health and Safety risk as unacceptable. It also does not deal with the issues around leave, and sickness which would remain a concern for staff cover if current staff carry out the cleaning.</p> <p>It is more cost effective to engage the quoted contractor to carry out the cleaning and locking of the public toilets.</p> <p>It will reduce the expenditure for the Council on cleaning materials and equipment.</p>
<b>Recommendation</b>	To Approve the Quote and appoint the Contractor to carry out the cleaning and locking of the public toilets at the Quay and Howards Lane.

## POLICY RESOURCES AND FINANCE COMMITTEE REPORT

**Meeting Date: 28 March 2023**

### Agenda Item: 13

<b>Subject:</b>	CCTV
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To consider recommending to full Council the installation of further CCTV cameras and reinstatement of existing camera's not working.
<b>Background:</b>	<p>Current CCTV provision is aging and the cameras at North Street and on the flyover have been lost for varying reasons.</p> <p>Staff safety, police enquiries and general public safety have all been of high profile in recent months, resulting in a frustrating situation whereby the CCTV in Wareham has proved inadequate.</p>
<b>Key Points:</b>	<p>The works being quoted for are as follows:</p> <ul style="list-style-type: none"> <li>• Takeover the existing system.</li> <li>• Relocate/extend the existing cabling from the maintenance office up to the cupboard in the 1st floor office.</li> <li>• Supply, install and commission a new 32ch Hybrid Recorder c/w 24tb of Storage.</li> <li>• Supply, install and commission turret cameras (1 to cover the gate and fire exit door and 1 to cover the rear courtyard area).</li> <li>• Supply and install 5mtr Column in the car park area adjacent to the ticket machine.</li> <li>• Supply, install and commission 3 varifocal bullet cameras to be fitted on the column to cover the car park, council vehicle parking area and car park entrance area.</li> <li>• Supply, install and commission 1 varifocal bullet camera to be located on the Masonic Lodge building to view towards the public toilet area.</li> <li>• Supply, install and commission the required Point 2 Point Links for the car park and toilet cameras to transmit the images back to the proposed new recording equipment location.</li> <li>• Relocate the exiting PTZ camera on North Street to a new building (exact building to be confirmed). We will utilise the existing equipment already in place.</li> <li>• Supply, install and commission 1 new additional PTZ to be fitted adjacent to the existing unit on North Street to face the other direction. We will utilise the existing transmission equipment.</li> <li>• We have allowed for (03) PoE Switches for the new cameras.</li> </ul> <p>Additional/Optional Q16161 – Bridge Camera</p> <ul style="list-style-type: none"> <li>• Replace the existing PTZ Camera on the Bridge with a new IP Fully Functional PTZ.</li> <li>• Supply, install and commission and a Point 2 Point Link to be located on Carey Hall for viewing and control of the new/replacement camera.</li> <li>• Supply, install and commission the relevant power supply units and PoE Switches.</li> <li>• Create a VPN/Tunnel back to the Council Offices.</li> <li>• Supply and fit 1 3mtr wall mounted column to Carey Hall to enable line of sight with the Bridge camera if required.</li> </ul>



	<ul style="list-style-type: none"> <li>• A full preinstall survey will be carried out prior to commencing the works for the Bridge Camera.</li> <li>• Containment has been allowed for where required.</li> </ul> <p>The quote price is as follows:</p> <p><b>A = VSS System Remedial Works and Additions as detailed within our Quotation Ref: Q15916 = TOTAL £ 12,976.30 +VAT</b></p> <p><b>B</b> Bridge Camera works as detailed within our Quotation Ref: Q16161 = <b>TOTAL £ 7,344.32</b></p> <p><b>C</b> Access Equipment Hire (if required) <b>TOTAL = £ 815.00</b></p> <p>The Committee is asked to consider option A as essential work, with option B as optional.</p> <p>Three quotes have not been forthcoming and the current contractor has been incapacitated, so is unable to provide the service. The Auditor is aware of the situation and has agreed that the matter should proceed with one quote given it is dealing with Health and Safety.</p> <p>The costs can be covered by a combination of reserves which have been held for a number of years, as follows:</p> <p>Wareham Wednesday's donation for CCTV £1,000 Car Park Maintenance £7,878.17 Property Maintenance £16,340.68</p> <p>The flyover camera has been left as optional due to the cost and members may wish to consider inviting the Police to contribute if they wish to go ahead with works B.</p>
<b>Implications</b>	<p>The total cost is greater than £10,000 and will therefore need full Council approval for the spend.</p> <p>Failure to carry out the work will leave Council with a system that is fast dilapidating and will cost more to replace in future years.</p> <p>Current positioning of the recording equipment does not comply with ICO rules for GDPR and should be only accessed by the Data Protection Officer (Town Clerk).</p>
<b>Recommendation</b>	<p>To consider the quote and recommend to full Council <b>either</b> works A &amp; C <b>or</b> works A, B &amp; C as the committee feels appropriate, funded from a combination of the reserves held.</p>

## VSS SYSTEM REMEDIAL WORKS AND ADDITIONS QUOTATION

**CLIENT:**

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

**SITE:**

Wareham Town Council  
Various locations

Reference: Q15916/Q16161  
Quotation Date: 21<sup>st</sup> March 2023  
Surveyor:

Dear Nicola,

Following our recent site visit and discussion with yourself, I have pleasure in enclosing a quotation for the remedial works and additions to your existing VSS system at the above site address.

are a fully accredited and insured company with fully qualified and security screened staff. Protection is our number one priority. Whether it is deterring criminals with the presence of our Burglar Alarms, capturing key evidence with our VSS Cameras or detecting the early stages of fires with our Fire Alarm Systems. We install every system with the utmost professionalism and proficiency taking pride in our installations.

We are experienced in the design, installation and maintenance of all types of Fire & Security Systems which includes but is not limited to the following services:

- >> Burglar Alarm Systems
- >> VSS Camera Systems
- >> Access Control and Door Entry Systems
- >> Fire Alarm Systems and Fire Extinguishers
- >> Emergency Exit Lighting and Signage
- >> Automated Gates and Security Barriers

is both **BAFE Approved** and **SSAIB Approved** ensuring any work carried out by us will be carried out in compliance with current British and SSAIB Standards. A certificate of compliance will be issued to the required Fire and Security scopes on completion, ensuring you that the installation and on-going maintenance has also been certified in accordance with **ACPO Policy** (Association of Chief Police Officers), which is supported by insurers.

## **Works to be Completed**

engineers propose to carry out the following works:

### **Q15916**

1. Takeover the existing system.
2. Relocate/extend the existing cabling from the maintenance office up to the cupboard in the 1<sup>st</sup> floor office.
3. Supply, install and commission a new 32ch Hybrid Recorder c/w 24tb of Storage.
4. Supply, install and commission (02) 2.8mm turret cameras (01 to cover the gate and fire exit door and 01 to cover the rear courtyard area).
5. Supply and install (01) 5mtr Column in the car park area adjacent to the ticket machine.
6. Supply, install and commission (03) varifocal bullet cameras to be fitted on the column to cover the car park, council vehicle parking area and car park entrance area.
7. Supply, install and commission (01) varifocal bullet camera to be located on the Masonic Lodge building to view towards the public toilet area.
8. Supply, install and commission the required Point 2 Point Links for the car park and toilet cameras to transmit the images back to the proposed new recording equipment location.
9. Relocate the exiting PTZ camera on North Street to a new building (exact building to be confirmed). We will utilise the existing equipment already in place.
10. Supply, install and commission (01) new additional PTZ to be fitted adjacent to the existing unit on North Street to face the other direction. We will utilise the existing transmission equipment.
11. We have allowed for (03) PoE Switches for the new cameras.

### **Q16161 – Bridge Camera**

1. Replace the existing PTZ Camera on the Bridge with a new IP Fully Functional PTZ.
2. Supply, install and commission and a Point 2 Point Link to be located on Carey Hall for viewing and control of the new/replacement camera.
3. Supply, install and commission the relevant power supply units and PoE Switches.
4. Create a VPN/Tunnel back to the Council Offices. \*see notes below
5. Supply and fit (01) 3mtr wall mounted column to Carey Hall to enable line of sight with the Bridge camera if required.
6. A full preinstall survey will be carried out prior to commencing the works for the Bridge Camera.
7. Containment has been allowed for where required.

### **Important Notes**

1. The new recording equipment we have allowed for will be able to take the existing cameras as well as the proposed new fully IP cameras. This will also mean that as and when any of the existing cameras fail, they can be replaced with IP units (some recabling will be required).
2. **Any mains supplies required at the proposed camera locations is to be the responsibility of the customer and not**
3. We have allowed for the relevant groundworks for the new column for the car park area.
4. Should there be a need for any road closure/diversions we will coordinate with yourselves.
5. We have shown the cost for any lifting equipment as a separate cost.
6. We have allowed for the works on the Bridge to be completed out of hours. The lane on the camera side of the Bridge will need to be closed/traffic controlled. **This is the responsibility of the customer and not**
7. A working Broadband Connection will be required at Carey Hall to enable the VPN/Tunnel Works to get the signal back to the council offices.
8. A full maintenance quotation and program will be provided on award of the contract for the takeover and additions.

Please note a Full Design Proposal will be made available upon request.

### **Maintenance Plan – VSS Systems**

Should we be successful in being awarded the works we will provide a separate quotation for Maintenance of the system.

### **General Installation Notes**

You are asked to advise our engineers of the location of any concealed water, gas, electricity, telephone or other services, wiring or pipes, before work commences. In the absence of such advice, we cannot accept liability for damages to these services or for consequential damages. Some remedial decorating maybe required after installation, to be provided by others. We will make good where possible after installation.

Our engineers and its sub-contractors will sweep-up and clear away any dust or debris etc. resulting from their work but no provision is made for special cleaning or sterilising of surfaces, walls, ceiling or floors in areas where work has been carried out.

It is deemed that all areas are free of Asbestos. However, should this not be the case a clear definition of areas and procedure must be provided to enable installation works to continue. Any variation to the contract as a result may be subject to additional costs.



### **Commissioning & Handover**

Commissioning of the system will constitute in Practical Completion. At this time, our engineer will present an Acceptance Certificate for signature by your representative and we will hand over the system in full detail.

Should access be restricted i.e. by the landlord or customer reducing the hours available to commission, priority will be given to the main control equipment and all other accessible devices for functional testing. The remaining devices will be checked by looking at the device values and where possible simulate the device going into alarm. Sounder tests should be arranged prior to our scheduled visits with the tenant, landlords, staff and agents.

cannot be held responsible for the non-compliance of this testing due to third party restrictions and advises the client to seek dispensation from the landlord or allow for the testing to be done out of hours in compliance with the standards.

### **RTM Warranty**

A Return to Manufacturer warranty (RTM) on parts and materials is provided for 12 months from the date of shipment for products supplied by

Technical support by telephone, fax and email is included during the warranty period.

As the authorized installer for these products the Client is required to provide all on-site labour for any Warranty issues.

### **Callout Costs, Rates and Payment Terms**

All labour charges are calculated on an hourly basis and include travelling time. There is an Initial callout charge of one hour, thereafter it will be calculated to the nearest half hour.

Remote Access and telephone Support sessions within normal working hours if the included inclusive sessions have been used would be chargeable at **£12.00** each.

Standard Callout Charge within our normal working office hours between 8:30am and 5:30pm Monday to Friday will be **£70.00** and any additional time spent after the first hour onsite will be charged at **£45.00** per hour.

Out of Hours Standard Callout Charge between 5:30pm and 8:30am including weekends, bank holidays and after office hours will be **£90.00** and any additional time spent after the first hour onsite will be charged at **£60.00** per hour.

## **Terms & Access to Site**

Our agreement assumes that the Company's engineers will have free access to all relevant areas and are afforded continuous and uninterrupted working. Whilst the Company will make all reasonable efforts to work with other suppliers, servants, trades and the customer, any interruptions or delays by the forenamed may result in additional charges being made to the customer.

The prices included in this agreement are based on the cost of labour and material ruling at the date of completion hereof unless otherwise stated in this proposal. The company reserves the right to pass on any increase in material or labour costs incurred before completion unless otherwise stated in this proposal.

## **Access Equipment**

engineers use and carry the required and latest proprietary testing equipment available that enables access to most areas where the equipment is to be found. The Provisions of specialist access equipment, i.e. towers/lifters are not provided or costs included within the above agreement and are the responsibly of the client to provide safe working access.

## **Maintenance Terms**

Should access be restricted i.e. by the landlord or customer reducing the hours available to work, priority will be given to the main control equipment and all other accessible devices for functional testing. The remaining devices will be checked by looking at the device values and where possible simulate the device going into alarm. Sounder tests should be arranged prior to our scheduled visits with the tenant, landlords, staff and agents.

cannot be held responsible for the non-compliance of this testing due to third party restrictions and advises the client to seek dispensation from the landlord or allow for the testing to be done out of hours in compliance with the standards.

### **Payment Schedule**

We have not allowed for any changes in the present rate of Value Added Tax or for costs arising from any statute, regulation or other instruments imposed by the government after the day of submission of this estimate. Neither does our estimate price include any extra expenses incurred should the contract be extended as a result of our being delayed or prevented from proceeding with the contract for any reason other than our fault.

Prices stated exclude VAT, which will be applied in accordance with legislation applying at the time of completion. As equipment is specific to projects, 50% of the total value is payable at the time of acceptance, and the final 50% will be payable at the 'final account' stage.

The execution of an order placed with us would be in accordance with these conditions of sale, I trust this information meets with your approval, but should any points require clarification, please do not hesitate in contacting me.

I would like to take the opportunity to thank you for your enquiry and should we be successful in our quotation the work can usually be carried out within four weeks of your acceptance.

Yours sincerely,

✍

Sales

## CLIENT QUOTATION ACCEPTANCE

CLIENT:

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

SITE:

Wareham Town Council  
Various locations

Reference: Q15916/Q16161  
Quotation Date: 21<sup>st</sup> March 2023  
Surveyor:

### Agreement Summary of Costs

<u>Option</u>	<u>Description</u>	<u>Price</u>	<u>Tick</u>
A	VSS System Remedial Works and Additions as detailed within our Quotation Ref: Q15916	£ 12,976.30	
B	Bridge Camera works as detailed within our Quotation Ref: Q16161	£ 7,344.32	
C	Access Equipment Hire	£ 815.00	
Total:		£	

(Please total, tick and complete the selected options.)

### Acceptance

I / We the customer accepts the above quotation, design proposal and the company terms and conditions which I / We have read and understood.

This pricing is exclusive of VAT and valid for 14 days from the date of submission.

Signed: ..... Print: ..... Date: .....

Print & Mail to:

Alternatively Scan and E-mail to:



## POLICY, RESOURCES AND FINANCE – REPORT

Meeting Date: 28 March 2023

### Agenda Item: 14

<b>Subject:</b>	Wareham Town Council Communications and Publications
<b>Prepared by:</b>	Gale Pettifer - Deputy Clerk and Nicola Gray Town Clerk & RFO
<b>Purpose of Report:</b>	To consider the current arrangement regarding Visit Wareham website.
<b>Background:</b>	<p><b><u>Visit Wareham Website</u></b></p> <p>Since the closure of the Tourist Information Centre in Wareham, the Council has considered a number of avenues to provide a Tourist Information Service of some kind.</p> <p>Council, along with Policy, Resources and Finance Committee have considered investigations and reports, including business cases for various arrangements since July 2021.</p> <p>The first business case was rejected by Council in August 2021 with a request that Policy, Resources and Finance give further consideration before returning to Council.</p> <p>A second business case in November 2021 was supported by Council with the following resolution <i>“RESOLVED that the Customer Service and Visitor Information Office proposal was approved, subject to funding approval from Dorset Council”</i>.</p> <p>On 14 December 2021, Minute. 336 of Council, under matters arising from the minutes of the previous meeting, it was noted that, <i>“in response to a question regarding Minute 286 Customer Service and Visitor Information Hub, the Town Clerk gave an update stating that the grant from Dorset Council had been received; the Officers were in the process of receiving further quotes for the building work and the Town Clerk had attended a meeting with the website designer”</i>.</p> <p>On 28 June 2022, Minute. 122 of Council, <i>“Customer Service/Visitor Hub: The report from the Operations Manager was considered (See Appendix 2). A query was raised regarding the funding received from Dorset Council and it was confirmed it had been earmarked. The ‘Visit Wareham’ website was being funded with the grant monies, as agreed with Dorset Council. RESOLVED that the Council refer this project to the Building Project Working Group to investigate alternative solutions for the future of a customer service/visitor information hub. Councillor Budd, as Chairman of the Buildings Project Working Group, stated he would like to arrange a meeting at the earliest opportunity”</i>.</p> <p>On 27 September 2022, Minute. 315 of Council, <i>“Update on Customer/Visitor Service Hub: Cllr Budd, as the Chair of the Buildings Project Task and Finish Group, advised that because of his absence at the last Group meeting, Cllr Critchley would be</i></p>

*providing an update on the progress of the Visitor Information Hub. Cllr Critchley noted the original business plan to incorporate a hub in the Corn Exchange had been fraught with problems, mainly the lack of building regulations approval which had not been considered. An interim solution had been found by working with Not Just Sundaes Community Cafe whereby leaflets and information were made available to the public in the community café. The solution had proved to be very successful with talks with Not Just Sundaes having taken place to see if the trustees would be interested in continuing with the arrangement and how it could be grown into a useful service for the Town, which they had indicated they would.*

*Cllr Critchley noted there had been a resolution made over six months ago which had not been feasible to implement, and as a result Council were asked to formally not go ahead with the original business plan and to pursue working with Not Just Sundaes as a more practical and pragmatic approach.*

*It was RESOLVED to delegate authority to proceed with talks and arrangements for the Visitor Information Hub with Not Just Sundaes to Cllr Budd, Cllr Critchley and the Clerk and for the previous arrangements involving the Corn Exchange to be discarded.*

### **Tower Chimes**

The minutes from a Full Council meeting held on 10 December 2019 stated:

#### **107. Town Council Magazine**

*The Town Clerk presented drafts of an official magazine for Wareham Town Council. Called Wareham Tower Chimes, the magazine would be produced four times a year and distributed to every home in Wareham at no cost to the Council. Two companies had been approached to produce the magazine.*

*It was **Resolved** that the Wareham Tower Chimes be approved for publication by Cliff Towler and Malcolm Lewis-Fry.*

There was no detail about the content or editorial control of the magazine. There has also been no evidence of other providers being approached, or indeed tenders being invited. The Internal Auditor has noted this and the matter should be paused with invitations to other contractors invited to tender for the "Official Publication for the Town Council".

Tower Chimes incorporates a range of media messaging, including emails, quarterly magazine, website, and Facebook page, which are presented as being 'official' Town Council communications but with very little engagement or content from Wareham Town Council.

The Tower Chimes Magazine is enjoyed by residents generally, although comments received have noted that it is mainly advertising and there is already a Wareham Directory which serves this purpose.

	<p>The previous Policy, Resources and Finance Committee resolved to pause the arrangements with Lewis-Fry Publishing Ltd until a meeting had been held and a report returned.</p>
<b>Key Points:</b>	<p><b><u>Visit Wareham Website</u></b></p> <p>Following the interim Internal Audit visit, it was identified that at no stage in the discussions regarding the development of tourism information, or Community and Visitor Centre/Hub has there been a Council discussion about, or formal approval of, a Visit Wareham website.</p> <p>No budget for a Visit Wareham website has ever been agreed by Wareham Town Council, save that which was recommended in the business case that it would be funded from the Dorset Council grant money.</p> <p>No contract or service level agreement has ever been agreed for Visit Wareham.</p> <p>Visit Wareham has never been formally approved or adopted by Wareham Town Council.</p> <p>On 27 September 2022, at Full Council, <i>it was RESOLVED to discard all previous arrangements, involving the Corn Exchange Visitor Hub</i>. There is no reference to the Visit Wareham Website, and the conclusion of the Auditor and Clerk is, that as this was never formally agreed and resolved, Council were not clear about the setup, arrangements, costs and its implications. The matter was blurred with the physical Tourist Information Hub, which has resulted in a breach of Council's financial regulations.</p> <p>The Visit Wareham Website provides aesthetically pleasing content, but there is no recognition as to its ownership, despite being funded by Wareham Town Council. Copyright is referenced to Visit Wareham, and it is not clear as to who holds that copyright. There is no editorial input from the Town Council into the Visit Wareham website.</p> <p>More importantly there is already, and has always been, a Visit Wareham site via the Visit Dorset website (Google Visit Wareham and it comes up). This website provides almost identical provision but at no cost to the Council. There are packages which can be purchased whereby Visit Dorset will provide analytics and maintain the site with whatever information the Town Council wishes, or the current free provided site can be retained with the sharing of information provided by the Council.</p> <p>The Visit Wareham Website currently being paid for, was sold as having ticketing and booking facilities, which is not necessarily needed given the popularity of Booking.com and Eventbrite, both of which can be incorporated into existing websites free of charge. It should be considered that events booking should be the responsibility of the event organiser, not a Tourism provider or the</p>

	<p>Town Council. Events organised by the Office on behalf of the Mayor should be part of the Admin Officer's role and can be easily managed in-house as part of that role, despite previous members of staff reluctance. Councillors/Mayors should note that to allow others to carry out this function, effectively taking it away from the Admin Officer role, could leave Council open to a Constructive Dismissal claim.</p> <p>Members should carefully consider the issue of two visit Wareham sites currently being run, and whether money being spent on one could be better utilised in the provision of physical Tourism Information at Not Just Sundaes.</p> <p>The Auditor has recommended that the matter should be paused (which was addressed at the last meeting) and the correct consideration given for the specific matters with formal resolutions put in place, rather than rely on the blurred information which was presented previously.</p> <p><b><u>Tower Chimes Publications</u></b></p> <p>The quality of the publication cannot be faulted, with the Tower Chimes magazine being a 36-page, A5, full colour magazine distributed cost-free to the residents of Wareham, and at no cost to the Council.</p> <p>3,000 copies are produced each quarter – spring, summer, autumn, winter. Content-wise, six pages (approx.) are allocated to Wareham Town Council. The rest of the magazine, ten pages (approx.), is made up of articles from local organisations, such as Dorset Council, Dorset Police, and Dorset &amp; Wiltshire Fire and Rescue. Approximately 20 pages are given over for advertising.</p> <p>Wareham Town Council does not contribute financially to its production, nor does it have editorial control over 'The Official Wareham Town Council Magazine'.</p> <p>Similarly, Wareham Tower Chimes Facebook page operates as 'The Official Wareham Town Council Magazine', with currently 190 online members.</p> <p>Staff at the Town Council have no engagement with the content of this platform. However, the office@ email does get notification of Facebook traffic and on Sunday 5<sup>th</sup> February was informed that "65 posts [were] published in the last 28 days." None of these posts were generated or approved by Wareham Town Council staff.</p> <p>Many of the posts promote Visit Wareham, local businesses, and volunteer organisations but have no content about Wareham Town Council. (An approach was made to set up staff as administrators, but time has not been on our side.)</p> <p>There is also a Tower Chimes Website, which is understood to have been set up during Covid as physical magazines could not be</p>
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	<p>delivered to households. The Website implies that it is the official website of the Town Council, but this has been removed since being drawn to the attention of the webmasters for the site.</p> <p>The website is very much promoting the Visit Wareham website and has a sharp focus on advertising, rather than the issues and articles of the Council.</p> <p>The website was never agreed or approved by Council, and therefore consideration should be given to whether it is in fact needed or not, given there are 2 Visit Wareham sites and the official Town Council .gov.uk site.</p> <p>A meeting with Lewis-Fry Publishing Ltd took place on Thursday 9 March 2023, and all of the issues were discussed, with explanations as to the restrictions the Town Council has in its dealings with such matters and the issues which have been highlighted by the Internal Auditor. The lack of any contractual documentation was also discussed, which leaves both parties vulnerable to uncertainty and any form of redress when contentious matters arise.</p> <p>The representatives of Lewis-Fry Publishing Ltd expressed their dismay at the position of the Council, but were able to understand that the correct procedure must be followed by Council, which has not happened. Discussion around the Tower Chimes Magazine showed that a second booklet may not be necessary and alternatives were suggested by Lewis-Fry Ltd and will be tabled at the meeting.</p> <p>The lack of editorial input from the Council was discussed and there was an element of resistance to Council being involved at this level. The Council must consider the control it has over the information being put out into the public domain, as this can render the Council liable in many different ways. Advertising and its appropriateness is a major concern for Town and Parish Councils as this can leave them open to forms of pre-determination and bias in many Council matters.</p> <p>The Committee should consider what method of communication it wishes to continue with as an "Official Town Council Publication", which online presence it would like to pursue and support as Visit Wareham, and whether an online version of the "Official Town Council Publication" is necessary or maybe an alternative option.</p> <p>The most important matter to note is that none of the current arrangements have been formalised by way of resolution and contract. This leaves the Council in a position of breach of Financial Regulations and must be addressed without delay.</p>
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<p><b>Implications:</b></p>	<p><b><u>Visit Wareham Website</u></b></p> <p>Monetary implication if continuing with the Visit Wareham website of £2,400 per annum, over the Visit Dorset provided website which currently costs nothing.</p> <p>There is no editorial input over the paid for Visit Wareham site, whereas the Visit Dorset – Visit Wareham site has full editorial input if desired.</p> <p><b><u>Tower Chimes Publications</u></b></p> <p>Ownership of the Tower Chimes brand is vague but was in use by the Town Council before Lewis-Fry Publishing took over the publication of the booklet. Clear editorial guidelines and identity values were not established at the beginning of the endeavour and have not been established since. This leaves Wareham Town Council vulnerable to potential endorsements and affiliations not desirable to a local authority and that are undemocratic and commercially driven.</p>
<p><b>Recommendation:</b></p>	<p>To consider which format to continue the Visit Wareham website and if paid, approve a cost.</p> <p>To consider the various communication methods being used and decide which it would prefer to continue with, along with the level of editorial input, ownership, and advertising restrictions.</p>