



Town Hall
East Street
Wareham
Dorset
BH20 4NS

19 May 2023

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND the reconvened meeting of **WAREHAM TOWN COUNCIL** to be held on **TUESDAY 30 MAY 2023** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray
Town Clerk

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

Members of Wareham Town Council

Councillor C Turner (Mayor)	
Councillor M Cotton (Deputy Mayor)	
Councillor D Budd	Councillor M Humphries
Councillor D Cleaton	Councillor K Green
Councillor K Critchley	Councillor V Green
Councillor R Dean	Councillor S Kemp
Councillor B Ezzard	Councillor L Kirk
Councillor H Goodinge	Councillor D Robinson
Councillor Z Gover	Councillor M Russell



FULL COUNCIL MEETING

A G E N D A

30 May 2023

Annual Town Council Meeting reconvened from 18 May 2023

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

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

4. Confirmation of minutes of previous meeting held on 18 April 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 18 April 2023

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

6. Suspension of Standing Orders

To agree by resolution to suspend Standing Orders 3.12(h) and 8.9(a) for the purposes of appointing membership to the Committees of the Council, with those Committees then electing their respective Chairmen at their first meetings.

7. Appointment of Committees and Other Bodies

- a) To appoint the following Committees of the Council and to appoint Members to serve on these bodies for Civic Year 2023/2024:
- Policy, Resources and Finance Committee (9 Members)
 - Amenities Committee (7 Members)
 - Planning and Transport Committee (7 Members)
 - Personnel Committee (7 Members)

Note: Chairmen/Vice Chairmen will be appointed at their next scheduled meetings.

b) To appoint Members to serve on the following Committees and Steering Group:

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

Note: Chairmen/Vice Chairmen and public/resident members of these bodies will be appointed at their next scheduled meetings.

8. Representatives on Outside Bodies

To approve the Council's representatives on outside bodies for the 2023/34 municipal year.

9. Reports by the Dorset Council Ward Councillors and representatives on outside bodies – TO FOLLOW

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

10. Payment of outstanding creditors – TO FOLLOW

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.

11. Reports of Committees and Sub-Groups

- a) Planning and Transport Committee – 12 April 2023 & 3 May 2023 (DRAFT)

12. 2022-2023 Annual Budget Review

To receive the Budget Comparison Report for 2022/23.

13. Internal Audit Report

To Receive and Note the final report of the Internal Auditor for the year ended 31 March 2023

14. Annual Governance Statement

To Consider and Approve the Annual Governance Statement for the year ended 31 March 2023

15. Accounting Statements

To Consider and Approve the Accounting Statements for the year ended 31 March 2023

16. Notice of Public Rights

To Confirm and Note the dates for the Notice of Public Rights and Publication of the Unaudited Annual Governance & Accountability Return

17. To Declare any Conflicts of Interest with the External Auditor, BDO LLP

18. Any other items the Mayor deems urgent

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

19. Date of next meeting

To note the date of the next meeting, which is scheduled for
Tuesday 11 July 2023 at 7.00 pm.



Minutes of a meeting of the Town Council held on 18 April 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

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

714. Apologies for absence

There were no apologies.

715. Declarations of interest

There were no declarations of interest.

716. Public participation time

There were four members of the public present.

One member of the public spoke regarding the skate park in Hauses Field and asked for information regarding the decision to remove the amenity. The Chairman agreed to report at the next meeting.

717. Confirmation of the minutes of the previous meeting

The following amendments were made to the minutes.

- The minute numbering order was not sequential and needed correction
- Cllr Schofield was still showing as a member of the Council and needed to be removed
- Minutes. 627 – was amended to read 'Cllr Budd drew attention to'
- Cllr Cleaton had given her apologies but was also shown as being present

It was **RESOLVED** the minutes of the meeting of the Town Council held on 7 March 2023 were approved, subject to the above amendments, and would be signed by the Chairman following the meeting.

718. Matters arising from the minutes of the previous meeting

There were no matters arising.

719. Reports by Dorset Councillors and representatives on outside bodies

A report from Cllr Holloway was tabled and presented by Cllr Ezzard, given on behalf of Cllr Holloway.

Cllr Ezzard drew attention to the article in the Gazette from Michael Tomlinson MP, regarding the railway crossing.

Cllr Budd reported that he had attended a meeting regarding Network Rail's Strategic Station Plan for Wareham, to discuss the modal shift away from cars, where the connection between rail transport and bus service had been discussed.

Cllr Ezzard was asked about the repairs to the damaged bus shelter in North Street and reported that the replacement was in hand but there was no timescale as yet.

The reports from Dorset Councillors and representatives from outside bodies were NOTED.

720. Payments for outstanding creditors

The Clerk presented a list of payments for approval noting items 10, 17, 18 & 10, were transactions relating to 3 purchases and 1 refund of masonry paint.

It was **RESOLVED** that payments in the sum of £27,464.02 be approved.

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

There were no communications placed before Council.

722. Clerks Update

The Clerk gave a verbal update regarding the projects currently underway at the Town Council. These were:

- New staffing update.
- Vandalism at the recreation ground play area.
- Roof repairs to the Town Hall
- Year-end processes progress.
- Quay toilets wall.
- Street Cleaning.
- New accounts and booking system progress.
- Museum opening.
- Trolley restoration and return to the roundabout.
- EV charging points progress.
- Praise for Grounds Team member Keith Burt from a Corn Exchange Hirer was read out.

723. Reports from committees and sub-groups

The minutes from the following meetings were **NOTED**:

- a) Amenities Committee – 5 April 2023 (DRAFT)
- b) Museum Committee – 15 March 2023 (DRAFT)
- c) Personnel Committee – 21 March 2023 (DRAFT)
- d) Planning and Transport Committee – 1 March 2023 and 22 March 2023 (DRAFT)
- e) Policy, Resources and Finance – 28 March 2023 (DRAFT)

Cllr Goodinge requested an update from the Amenities Committee regarding the plans for a Christmas Street Market. Cllr V Green noted that a meeting with community organisations to discuss options had been arranged.

Referring to the minutes of the Planning & Transport Committee, Cllr Goodinge asked what a 'Sitting Out Licence' was. It was explained that it is a licence granted to allow

hospitality businesses to place furniture on the street outside their premises for customers.

724. Co-option

The Mayor noted there two candidates for co-option onto Council and both would be invited to speak, after which Councillors would have the opportunity to ask questions and then a vote would be cast.

Mr Malcolm Lewis-Fry introduced himself and gave information regarding his background and reasons for wanting to be a Councillor.

Mr David Robinson introduced himself and gave information regarding his background and reasons for wanting to be a Councillor.

Members were invited to ask the candidates questions, which were duly answered.

Mr Lewis-Fry was proposed by Cllr Goodinge and seconded by Cllr Humphries.

Mr Robinson was proposed by Cllr Critchley and seconded by Cllr Kirk.

Mr Lewis Fry received 4 votes, Mr Robinson received 8 votes and there were 3 abstentions.

It was **RESOLVED** that Mr Robinson be co-opted to Wareham Town Council.

Mr Robinson duly signed the Declaration of Acceptance of Office in front of members, along with the Clerk as Proper Officer. He then joined Council for the remainder of the meeting.

725. DAPTC Correspondence

The correspondence of the Dorset Association of Parish & Town Councils (DAPTC) was **NOTED**.

726. Coronation Update

Cllr Turner gave a verbal update on the arrangements for the coronation celebrations to be held on Sunday 7 May, with the closure of North Street from 2.00pm until 5.00pm for a street party. The party itself would be held between 2.30pm and 4.30pm. Bunting would be put up by the Carnival Committee and the tables from the Corn Exchange would be arranged along the road outside of the Town Hall up to the Post Office. The stage would also be erected outside for the live entertainment. Residents were being asked to come along and bring their own picnic.

Cllr Goodinge said that the poster advertising the event had not been specific about residents bringing their own chairs and tables and a discussion ensued about communicating this. Cllr Gover suggested that members talk to local residents and tell them of the arrangements to ensure that people were kept informed.

Cllr Cotton reported that a Coronation celebration event would be taking place in Cary Hall on Sunday 7 May, 2.00pm-6.00pm, and that all would be welcome.

727. ID Badges

It was **RESOLVED** to approve the policy for Councillors ID badges.

728. CCTV

The Clerk presented the report regarding the of the town's CCTV cameras which had been recommended for approval from the Policy, Resources and Finance Committee. The Clerk advised members that a communication had been received earlier in the day from Dorset Constabulary notifying the Council that their annual contribution of £600.00) towards the funding of the CCTV cameras and monitoring station was to be withdrawn.

It was **RESOLVED** to approve the recommendation for Option A to be carried out by Unique Fire and Security Ltd, at a cost of £12,976.30 to be taken from the Wareham Wednesday CCTV donation, Car Park Maintenance, and the remaining amount from Property Maintenance earmarked reserves.

729. Public Toilets Cleaning Contract

The Clerk presented the report which had been recommended for approval by the Policy, Resources and Finance in respect of the Public Toilets Cleaning Contract.

It was **RESOLVED** to APPROVE the recommendation from the Policy, Resources, and Finance Committee for approval of the Cleaning Contract with Clean Deep at a fixed 2-year cost of £72 + VAT per visit, which would consist of a clean and lock up of each toilet block, 362 days per annum.

730. Any other items the Mayor deems urgent

There were no other items.

731. Date of next meeting

It was **RESOLVED** the next meeting would be the Mayor Making to be held on Thursday 18 May at 7pm, with the reconvened meeting to be held on Tuesday 30 May at 7pm for the conclusion of the Annual Town Council Business.

It was **RESOLVED** to suspend Standing Orders 3.11 and 3.12 to enable the sub-committees to remain in place in order that Committees may continue between the 18 and 30 May, with Councillors then being appointed to Committees on 30 May 2023.

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

Cllr Beryl Ezzard DC Report Wareham Town Council May 2023

Dorset Council (DC)

On Thursday 11 May at 6.30pm DC held its Annual Meeting at County Hall. Cllr Val Potheary remained as Chairman of DC and Cllr William Trite voted as Vice Chairman.

The following Cabinet Members were appointed:

Cllr Spencer Flower remains Leader of the Council

Cllr Gary Suttle-New Deputy Leader of DC and Portfolio holder for Finance

Cllr Laura Beddow-Culture and Communities

Cllr Ray Bryan-Highways, Travel & Environment

Cllr Simon Gibson-Economic Growth and Levelling up

Cllr Jill Haynes-Corporate Development & Transformation

Cllr Andrew Parry-Assets & Property

Cllr Byron Quayle-Children, Education, Skills & Early Help

Cllr Jane Somper-Adult Social Care, Health & Housing

Cllr David Walsh-Planning

The following six lead members were appointed to assist Cabinet Members:

Cllr Cherry Brooks-Care & Health

Cllr Bill Pipe-Education

Cllr Andrew Kirby-Environment

Cllr Noc Lacey Clarke-Highways & Travel

Cllr Graham Carr-Jones-Housing & Homelessness

Cllr Mark Roberts-Safeguarding

Energy Cap Support

The current price cap £2500 will be maintained now until 30th June, there is speculation that there might be another extension beyond 30th June but unclear at this present time. Prices are expected to fall further as we head into the summer months, but the Treasury will want to see where inflation rates will be as we head into the summer. DC have a support fund for those families who are struggling with energy and grocery costs; accessed through the Citizens Advice and DC Website for Application Forms.

DC Road Works

The Westminster Road, Gas pipe replacement is ongoing; as the businesses have hampered progress so the total road closure is not viable, so an extension for another 2 weeks is necessary. DC will be in North Street clearing the ivy trailing over the wall by St Martin on the Walls. This is proposed for June, controlled by traffic lights.

Public Transport

Good news - the Government has extended the £2.00 fare on Public Buses until the end of August. Morebus have begun the repeat of the 3 summer tourist buses. see timetables and info at bus stops: No30 - Swanage, Lulworth Cove, Weymouth. No31 Wool Station, Durdle Door, Lulworth. No35 Wareham Forest (Bere Road), Harmans Cross, Swanage.

Morebus/DC have replaced the bus shelter by the Red Lion, North Street last week. It has the latest state-of-the-art screen display.

DC/RSPB/SWR are providing a shuttle bus "2RN" to Arne from Wareham Station; started on 2 May to 30 Aug. 3 days a week: Tues, Weds & Sunday.

Swanage Railway 90-day Diesel Trains coming into Wareham

The 90 days started in April and will run until 9 September on 4 days a week: Tuesday, Wednesday, Thursday and Saturdays. Four trains a day from Platform 2 start at 11.19am 1.10 pm and 3.10 pm approximately. Please support; Parking for the day at the Station Car Park is £4.10. It is an aspiration of Swanage Railway Trust and DC that the branch-line will be an Amenity link for commuting local folk to and from Wareham.

Perenco's Wytch Farm – Oil Spill

Ryan & I have repeatedly requested that the Wytch Farm Oil Field Consultative Panel, of which we are Members, be held urgently, to find out how the spill happened and ensure it does not re-occur.

This is exacerbated by the effluent overflows allowed by Wessex Water damaging our rivers' sustainability.

Lidl Planning Application for a Store at Sandford

Nothing to add still awaiting further news

Network Rail's Strategic Station Plan for Wareham - Consultation

Friends of WRS & Wareham TC are actively participating in the workshops for this Project. The second workshop is on Monday 22 May.

A "Strategic Station Plan" is a new term used to develop high level action plans for stations identified for service changes – Wareham has been chosen as a priority station to undergo analysis. In this instance the Dorset Connectivity Study recommends provision of the Dorset Metro service changes – the plan will involve looking at the layout, facilities, accessibility and opportunities as a travel hub. e.g., an extra two shuttle services to Brockenhurst. To assist modal shift from private car use to bus and train travel.

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

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

Wareham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
87	Water - Pavilion	03/04/2023		Lloyds Bank Business	DD	water usage Pavilion	Water2Business	X	42.00		42.00
108	Equipment & Buildings Maint	04/04/2023		Lloyds Bank Business	DD	CCTV	BOnline	S	39.14	7.83	46.97
131	Office Expenditure	11/04/2023		Lloyds Bank Business	DD	Acrobat Pro	Adobe Systems Software	S	8.32	1.66	9.98
133	Fuel	17/04/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	80.23	16.05	96.28
134	Sundries	17/04/2023		Lloyds Bank Business	009243	Museum float	Wareham Museum	X	25.00		25.00
112	Office Expenditure	18/04/2023		Lloyds Bank Business	DD	Bank Charges	Lloyds Bank	X	7.00		7.00
25	Water - Depot	19/04/2023		Lloyds Bank Business	BACS	Unit 2 Water Usage	Water2Business 70323677	S	52.99	3.41	56.40
54	Fuel	23/04/2023		Lloyds Bank Business	DDR	Grounds Vehicle Fuel	Fuelcard People	S	6.41	1.28	7.69
60	Equipment & Buildings Maint	02/05/2023		Lloyds Bank Business	DD	CCTV	BOnline	S	39.14	7.83	46.97
64	Telephones	02/05/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	173.00	34.60	207.60
62	Parking - Phone Payments	02/05/2023		Lloyds Bank Receipts	DD	Entered In Error	Just Park Parking Ltd	S			
64	Card Payment fees	02/05/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
64	Cash Payment Fees	02/05/2023		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
156	Water - Quay Toilets	02/05/2023		Lloyds Bank Business	3062696062	Quay toilets monthly water use	Water2Business 26887698	E	375.00		375.00
154	Rates - HL CP	02/05/2023		Lloyds Bank Business	840002576	Howards Lane car park rates	Dorset Council	E	996.00		996.00
155	Rates - Town Hall	02/05/2023		Lloyds Bank Business	840002647	Town Hall Rates	Dorset Council	E	1,076.00		1,076.00
65	Fuel	07/05/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	6.37	1.27	7.64
137	Fuel	07/05/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	43.13	8.63	51.76
144	Electric - Town Hall	11/05/2023		Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	S	1,105.56	221.11	1,326.67
143	Electric - Pavilion	11/05/2023		Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	59.31	2.96	62.27
145	Electricity - HL Toilets	11/05/2023		Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	111.73	5.58	117.31
117	Gas - Town Hall	15/05/2023		Lloyds Bank Business	DD	Town Hall gas monthly gas use	Crown Gas & Power Ltd	S	314.53	62.91	377.44
85	Office Expenditure	16/05/2023		Lloyds Bank Business	DD	Keys cut	Wareham Cobblers	S	23.33	4.67	28.00
157	Software Support	16/05/2023		Lloyds Bank Business	60677480	Sage 50 payroll	Sage UK	S	25.00	5.00	30.00
125	Equipment - New	18/05/2023		Lloyds Bank Business	DD	Sundry Maintenance Items	Trade UK	S	112.49	22.50	134.99
122	Service & Maintenance	18/05/2023		Lloyds Bank Business	DD	Redex AdBlue	Screwfix	S	20.82	4.16	24.98
128	Office Expenditure	18/05/2023		Lloyds Bank Business	DD	Water cooler service, mainten	Culligan (UK) Ltd	S	12.85	2.56	15.41
130	Meetings & Trainings	18/05/2023		Lloyds Bank Business	BACS	Training	Dorset Training Ltd	S	800.00	160.00	960.00
123	Telephone	18/05/2023		Lloyds Bank Business	BACS	Museum Telephone	BT	S	29.99	6.00	35.99
129	Internal Audit	18/05/2023		Lloyds Bank Business	BACS	Internal Audit Review	Darkin Miller Ltd	S	452.45	90.49	542.94
127	Maintenance - Quay Toilets	18/05/2023		Lloyds Bank Business	BACS	Hand soap for dispensers	Consortium	S	11.56	2.31	13.87
127	Maintenance - HL Toilets	18/05/2023		Lloyds Bank Business	BACS	Hand soap for dispensers	Consortium	S	11.56	2.31	13.87

Wareham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
132	Office Expenditure	18/05/2023		Lloyds Bank Business	DD	Acrobat Pro	Adobe Systems Software	S	8.32	1.66	9.98
138	Honorariums	18/05/2023		Lloyds Bank Business	BACS	Honorarium	Wareham Town Museum	X	250.00		250.00
126	Telephone	18/05/2023		Lloyds Bank Business	DD	Museum Telephone	BT	S	29.99	6.00	35.99
139	Honorariums	18/05/2023		Lloyds Bank Business	BACS	Honorarium	Museum	X	250.00		250.00
146	Fuel	22/05/2023		Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	75.84	15.17	91.01
49	Office Expenditure	23/05/2023	PR&F 747	Lloyds Bank Business	DDR	Water cooler service, mainten	Eden Springs UK Ltd	S	70.12	14.02	84.14
153	Water - Town Hall	25/05/2023		Lloyds Bank Business	3062680895	Town Hall monthly water usag	Water2Business 09620000	E	332.15		332.15
152	Water - HL Toilets	25/05/2023		Lloyds Bank Business	3062679494	Howards Lane toilets monthly	Water2Business 26972900	E	407.67		407.67
150	Rates - Town Hall	25/05/2023		Lloyds Bank Business	840002647	Town Hall Rates	Dorset Council	E	1,076.00		1,076.00
149	Rates - Depot	25/05/2023		Lloyds Bank Business	840044816	Unit 2 Ryan Business Park rate	Dorset Council	E	325.00		325.00
148	Rates - HL CP	25/05/2023		Lloyds Bank Business	840002576	Howards Lane car park rates	Dorset Council	E	996.00		996.00
151	Office Expenditure	25/05/2023		Lloyds Bank Business	166947/2023	Quarterly rental of Photocopier	Grenke Leasing Ltd	S	144.81	28.96	173.77
66	Refuse Collection	30/05/2023		Lloyds Bank Business	DD	Town Hall monthly refuse colle	Suez Recycling & Recovery U	S	207.80	41.56	249.36
67	Stock (for Resale)	30/05/2023		Lloyds Bank Business	BACS	Museum stock for resale	D A A Halsgrove Ltd	E	51.95		51.95
68	Software Support	31/05/2023		Lloyds Bank Business	BACS	Software support	Rejuvenate	S	489.03	97.80	586.83
69	Cash Payment Fees	31/05/2023		Lloyds Bank Business	BACS	Coin collection monthly service	Loomis UK Ltd	S	306.58	61.32	367.90
72	Cash Payment Fees	31/05/2023		Lloyds Bank Business	BACS	Car Park Coin Sorting Fee	Loomis UK Ltd	S	32.10	6.42	38.52
84	Cleaning - Town Hall	31/05/2023		Lloyds Bank Business	DD	Cleaning materials	WM Pond & Co	S	24.99	5.00	29.99
74	Street Lighting	31/05/2023		Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	132.71	6.63	139.34
75	Street Lighting	31/05/2023		Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	54.90	2.74	57.64
82	Bank Charges	31/05/2023		Lloyds Bank Business	DD	Bank Charges	Lloyds Bank	X	150.00		150.00
73	Bank Charges	31/05/2023		Lloyds Bank Business	DD	Bank Charges	Lloyds Bank	X	7.00		7.00
80	Office Expenditure	31/05/2023		Lloyds Bank Business	DD	Cleaning Materials and Station	Consortium	S	4.27	0.85	5.12
81	Office Expenditure	31/05/2023		Lloyds Bank Business	DD	Stationery	Consortium	S	11.16	2.23	13.39
76	Cleaning - Town Hall	31/05/2023		Lloyds Bank Business	BACS	Cleaning materials	Consortium	S	25.65	5.13	30.78
77	Cleaning - Town Hall	31/05/2023		Lloyds Bank Business	BACS	Cleaning materials	Consortium	S	30.37	6.07	36.44
78	Cleaning - Town Hall	31/05/2023		Lloyds Bank Business	DD	Cleaning Materials and Station	Consortium	S	7.77	1.55	9.32
79	Cleaning - Town Hall	31/05/2023		Lloyds Bank Business	DD	Cleaning materials	Consortium	S	11.39	2.28	13.67
80	Cleaning - Town Hall	31/05/2023		Lloyds Bank Business	DD	Cleaning Materials and Station	Consortium	S	9.48	1.90	11.38
83	Mayor's Charity	31/05/2023		Lloyds Bank Business	DD	Mayor's expenditure	Carol Turner	X	54.57		54.57
86	Plants for Display	31/05/2023		Lloyds Bank Business	BACS	Plants for display	Glenacres Nursery	S	2,988.80	597.76	3,586.56
116	Card Payment fees	31/05/2023		Lloyds Bank Business	BACS	Car park credit card processing	3C Payment UK Ltd	S	95.57	19.11	114.68
113	Grass Cutting	31/05/2023		Lloyds Bank Business	BACS	Grass cutting	Wessex Grounds Services	S	98.61	19.72	118.33
113	Grass Cutting - Hauses	31/05/2023		Lloyds Bank Business	BACS	Grass cutting	Wessex Grounds Services	S	143.45	28.69	172.14
109	Meetings & Trainings	31/05/2023		Lloyds Bank Business	BACS	Training	SLCC	S	120.00	24.00	144.00

Wareham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
114	Telephones	31/05/2023		Lloyds Bank Business	BACS	Telecom services	Rejuvenate	S	80.69	16.14	96.83
124	Equipment & Buildings Maint	31/05/2023		Lloyds Bank Business	DD	General maintenance	Trade UK	S	3.75	0.76	4.51
124	Equipment Maintenance	31/05/2023		Lloyds Bank Business	DD	General maintenance	Trade UK	S	8.81	1.76	10.57
141	Cash Payment Fees	31/05/2023		Lloyds Bank Business	BACS	Car Park Coin Sorting Fee	Loomis UK Ltd	S	306.58	61.32	367.90
142	Subscriptions	31/05/2023		Lloyds Bank Business	DD	Annual subscription	Dorset Museums	X	30.00		30.00
115	Insurance - Depot	31/05/2023		Lloyds Bank Business	BACS	Buildings Insurance	Aston Rose	S	260.79	52.16	312.95
110	CCTV	31/05/2023	Full Council 2023	Lloyds Bank Business	BACS	CCTV	Unique Fire and Security Ltd	S	6,488.15	1,297.63	7,785.78
111	Mayor	31/05/2023		Lloyds Bank Business	BACS	Mayor's expenditure	Carol Turner	X	30.00		30.00
121	Equipment & Buildings Maint	31/05/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	Z	75.00		75.00
119	Maintenance - Quay Toilets	31/05/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	E	544.80		544.80
120	Maintenance - ML	31/05/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	Z	127.00		127.00
158	Salaries	31/05/2023		Lloyds Bank Business	BACS	Monthly salaries	Dorset Council	X	12,383.05		12,383.05
158	HMRC	31/05/2023		Lloyds Bank Business	BACS	Monthly salaries	Dorset Council	X	4,566.50		4,566.50
158	Employers Pensions	31/05/2023		Lloyds Bank Business	BACS	Monthly salaries	Dorset Council	X	4,674.29		4,674.29
Total									44,670.57	3,102.70	47,773.27



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 12 April 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

Officers present: G Pettifer, Deputy Clerk

705. Apologies for absence

Apologies were received from Cllr Humphries due to ill health and Cllr Budd who had family commitments.

706. Declarations of interest

There were no declarations of interest.

707. Public participation time

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

708. Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 22 March 2023 were approved and signed by the Chairman.

709. Matters arising from the minutes of the previous meeting

The Deputy Clerk confirmed that in accordance with Minute no. 651, the consultation on Permitted Development Rights had been submitted following the receipt of the agreed responses from Cllr Green and Cllr Dean. The response from Cllr Budd had not been included as the response had already been submitted in accordance with the resolution from the last meeting.

710. Planning Applications

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

Application Number:	P/FUL/2023/01702
Location:	Land to the East of 27 Sherford Drive Wareham BH20 4EN
Proposal:	Installation of a Telecommunications Cabin in a 5m by 5m compound, which will also house a power unit, air conditioning unit and a Footway 10 chamber
Decision required by:	17 April 2023
Decision:	No objection.

Application Number: P/HOU/2023/01827

Location: 15 Ropers Lane Wareham BH20 4QT

Proposal: Erect Garden office

Decision required by: 26 April 2023

Decision: No objection

Application Number: P/TRC/2023/01651

Location: 2 Knightstone Close Wareham BH20 4NY

Proposal: T1 Cherry - Fell

Decision required by: FOR INFORMATION ONLY

711. Planning Decisions

The planning decisions report was noted.

712. Any other items the Chairman deems urgent

It was NOTED that an Open Licence Application for Rugby Rocks, Wareham, had been received, however, the event site was within the Parish of Arne and not Wareham, and therefore no response would be given.

713. Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled to be held at **7.00pm on Wednesday 3 May 2023.**

Chairman.....

Date.....



Minutes of a meeting of the Planning and Transport Committee held on Wednesday 3 May 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

Officers present: N Gray, Town Clerk and RFO

The Chairman welcomed Cllr Robinson to the meeting as his first Planning and Transport Committee.

732. Apologies for absence

Apologies were received from Cllr Cleaton.

733. Declarations of interest

There were no declarations of interest.

734. Public participation time

There were no members of the public present.

735. Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 12 April 2023 were approved and signed by the Chairman.

736. Matters arising from the minutes of the previous meeting

The Clerk noted the complaints which had been received by the office in respect of the event which had been mentioned at the previous meeting. The respective complainants had been referred to Dorset Council and Arne Parish Council as it was not within Wareham Town Council remit.

737. Planning Applications

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

Application Number:	P/LBC/2023/01970
Location:	North Mill North Walls Wareham BH20 4QW
Proposal	Property Flood Resilience measures including reinstallation of existing flood barrier, installation of 1 new flood barrier, installation of 2x flood doors to mimic existing doors at the front of the property, installation of non-return valves and mortar repairs as detailed in the measures section of this document.

Decision required by: 9 May 2023

Decision: No Objection

Application Number: P/HOU/2023/01923
Location: 1 St Michaels Road Wareham BH20 4QU
Proposal: Replacement rear single storey extension including the addition of new window and door.

Decision required by: 12 May 2023

Decision: No Objection

738. Planning Decisions

Members discussed the report noting the changes which had taken place since the previous meeting.

It was **RESOLVED** that Cllr Dean would draft a letter to Dorset Council to express dismay at the decision by Dorset Councillors to grant the Swineham Farm application despite officer advice and strong opposition locally, and the Clerk to send to the appropriate team.

739. Consultation: Planning for climate change

The Clerk provided an update on the meeting which she had attended the previous week regarding the consultation, and it was felt that there was no particular response required from Wareham Town Council, however, members may choose to respond individually as they see fit.

740. Any other items the Chairman deems urgent

The Chairman noted the parking at Northport Drive was becoming increasingly dangerous and asked that this be added to the agenda for the next meeting.

741. Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled to be held at 7.00pm on Wednesday 24 May 2023.

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

Income and Expenditure Account

Unaudited

31/03/22 £		31/03/23 £
	INCOME	
200,881.37	Income	392,211.99
0.00	Interest on Investments	0.00
439,340.00	Precept	482,355.00
<u>640,221.37</u>	INCOME TOTAL	<u>874,566.99</u>
	EXPENDITURE	
507,563.49	Expenditure	820,509.10
0.00	General Administration	0.00
0.00	S. 137 Payments	0.00
<u>507,563.49</u>	EXPENDITURE TOTAL	<u>820,509.10</u>
38,965.33	Balance as at 01/04/22	104,590.38
<u>640,221.37</u>	Add Total Income	<u>874,566.99</u>
679,186.70		979,157.37
507,563.49	Deduct Total Expenditure	<u>820,509.10</u>
<u>0.00</u>	Stock Adjustment	0.00
-67,032.83	Transfer to/ from reserves	65,293.69
<u>104,590.38</u>	Balance as at 31/03/23	<u>223,941.96</u>

Signed _____

Chair

Clerk / Responsible Financial Officer

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
INCOME					
Council					
100	Precept	£482,355.00	£0.00	£482,355.00	£0.00
101	Mayor's Charity	£0.00	£0.00	£600.00	£600.00
Total Council		<u>£482,355.00</u>	<u>£0.00</u>	<u>£482,955.00</u>	<u>£600.00</u>
Policy Resources & Finance					
200	Rent Received				
200/1	Rents Received	£38,000.00	£0.00	£40,308.00	£2,308.00
200	Total	<u>£38,000.00</u>	<u>£0.00</u>	<u>£40,308.00</u>	<u>£2,308.00</u>
210	Bank Interest	£0.00	£0.00	£982.32	£982.32
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
Total Policy Resources & Finance		<u>£38,000.00</u>	<u>£0.00</u>	<u>£41,637.32</u>	<u>£3,637.32</u>
Amenities					
300	Corn Exchange Hire Income				
300/1	Corn Exchange	£3,000.00	£0.00	£3,966.93	£966.93
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 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
300/3	Town Hall Electricity Recharged	£0.00	£0.00	£656.71	£656.71
300	Total	£4,000.00	£0.00	£5,123.11	£1,123.11
310	Donations	£0.00	£0.00	£0.00	£0.00
320	Parking Income				
320/1	Credit card	£13,000.00	£0.00	£13,012.24	£12.24
320/2	Cash	£30,000.00	£0.00	£40,707.72	£10,707.72
320/3	Telephone payments	£7,000.00	£0.00	£17,787.75	£10,787.75
320	Total	£50,000.00	£0.00	£71,507.71	£21,507.71
330	Car Park Permits				
330/1	Reserved Bay	£3,000.00	£0.00	£1,446.66	-£1,553.34
330/2	Unreserved Bay	£2,500.00	£0.00	£1,262.06	-£1,237.94
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	£2,771.21	-£3,228.79
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 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
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	£620.00	£620.00
380	Total	£2,500.00	£0.00	£2,830.00	£330.00
381	EMR Play Area	£0.00	£0.00	£251,204.80	£251,204.80
Total Amenities		£66,000.00	£0.00	£336,041.93	£270,041.93
Planning & Transport					
400	General	£0.00	£0.00	£0.00	£0.00
Total Planning & Transport		£0.00	£0.00	£0.00	£0.00
Personnel					
500	General	£0.00	£0.00	£0.00	£0.00
Total Personnel		£0.00	£0.00	£0.00	£0.00
Museum					
600	Donations	£1,000.00	£0.00	£2,103.29	£1,103.29
610	Events	£0.00	£0.00	£441.96	£441.96
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
Total Museum		£2,000.00	£0.00	£4,183.18	£2,183.18
Floral Displays					
700	Floral Displays	£0.00	£0.00	£0.00	£0.00
Total Floral Displays		£0.00	£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

	2022/2023	Reserve Movements	Actual Net	Balance
Reserves				
800 Cil	£0.00	£0.00	£8,805.89	£8,805.89
Total Reserves	£0.00	£0.00	£8,805.89	£8,805.89
Total Income	£588,355.00	£0.00	£873,623.32	£285,268.32

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Council					
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
Total Council		£10,225.00	£0.00	£6,938.25	£3,286.75
Policy Resources & Finance					
2100	Staff Costs - Salaries				
2100/1	Staff Costs - Salaries	£246,000.00	£0.00	£221,019.21	£24,980.79
2100/2	Employers NI	£28,000.00	£0.00	£23,620.00	£4,380.00
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 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
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	£48,505.93	£6,994.07
2100/8	Staff costs - Salaries - Overtime	£0.00	£0.00	£165.22	-£165.22
2100	Total	£329,500.00	£0.00	£293,310.36	£36,189.64
2200	Staff Costs General				
2200/1	Meetings & Training	£3,000.00	£0.00	£1,494.18	£1,505.82
2200/2	Staff Clothing	£700.00	£0.00	£359.80	£340.20
2200/3	Mileage				
2200/3/1	Mileage - Staff	£1,000.00	£0.00	£885.25	£114.75
2200/3/2	Mileage - Councillors	£750.00	£0.00	£19.80	£730.20
2200/3	Total	£1,750.00	£0.00	£905.05	£844.95
2200	Total	£5,450.00	£0.00	£2,759.03	£2,690.97
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

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
2300	Total	£2,500.00	£0.00	£2,113.96	£386.04
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	£77.85	£22.15
2400/3	Office Expenditure	£3,000.00	£0.00	£5,396.85	-£2,396.85
2400/4	Telephones	£2,000.00	£0.00	£2,678.31	-£678.31
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	£9,568.30	-£1,568.30
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	£27,768.05	-£3,668.05
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

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
2465	Contingency	£2,000.00	£0.00	£400.00	£1,600.00
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
Total Policy Resources & Finance		<u>£416,600.00</u>	<u>£0.00</u>	<u>£368,265.33</u>	<u>£48,334.67</u>
Amenities					
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	£2,609.18	£1,390.82
3100/3	Town Hall Water	£1,300.00	£0.00	£651.50	£648.50
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	£8,563.25	£1,436.75
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	£398.21	£101.79
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>£25,651.44</u>	<u>£7,648.56</u>
3150	Depot				

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
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
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	£1,628.38	-£428.38
3200/2	Vehicle Leasing Costs	£2,500.00	£0.00	£1,981.64	£518.36
3200/3	Vehicle Fuel	£1,500.00	£0.00	£1,588.28	-£88.28
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	£5,962.57	£5,037.43
3300	General Expenditure				
3300/1	Street Lighting	£1,500.00	£0.00	£1,781.97	-£281.97
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

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
3300/5	Bus Shelter Maintenance	£250.00	£0.00	£0.00	£250.00
3300	Total	£4,500.00	£0.00	£2,425.83	£2,074.17
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	£2,007.91	-£1,007.91
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	£1,010.90	-£10.90
3400/4/2	HL Electricity Charges	£1,000.00	£0.00	£885.40	£114.60
3400/4	Total	£2,000.00	£0.00	£1,896.30	£103.70
3400	Total	£4,000.00	£0.00	£4,199.06	-£199.06
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	£1,326.31	-£326.31
3450/3	Quay Toilets Maintenance	£13,000.00	£0.00	£7,542.67	£5,457.33
3450/4	Quay Toilets Utilities				
3450/4/1	Quay Toilets Water	£5,100.00	£0.00	£3,236.62	£1,863.38
3450/4/2	Quay Toilets Electricity	£1,000.00	£0.00	£1,185.48	-£185.48
3450/4	Total	£6,100.00	£0.00	£4,422.10	£1,677.90
3450/5		£0.00	£0.00	£0.00	£0.00
3450	Total	£20,100.00	£0.00	£13,291.08	£6,808.92
3500	Howards Lane Car Park				
3500/1	HL Car Park Rates	£10,000.00	£0.00	£9,481.00	£519.00

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
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				
3500/4/1	HL Money Collection Card Fees	£1,000.00	£0.00	£1,299.52	-£299.52
3500/4/2	HL Money Collection Cash Fees	£3,000.00	£0.00	£3,255.61	-£255.61
3500/4/3	HL tickets cash refunds	£0.00	£0.00	£0.00	£0.00
3500/4	Total	£4,000.00	£0.00	£4,555.13	-£555.13
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	£14,984.25	£815.75
3501	Commission on Credit Card takings	£750.00	£0.00	£545.28	£204.72
3502	Commission on telephone car park receipts	£1,000.00	£0.00	£1,278.51	-£278.51
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	£408.82	£91.18
3550/1/3	Pavilion Utilities Electric	£400.00	£0.00	£269.77	£130.23
3550/1	Total	£1,000.00	£0.00	£678.59	£321.41
3550/2	Pavilion Maintenance	£500.00	£0.00	£722.32	-£222.32
3550	Total	£1,500.00	£0.00	£1,400.91	£99.09
3600	Recreation Ground				

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
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
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

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
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
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	£389.14	-£389.14
3850	Total	£5,500.00	£0.00	£5,222.04	£277.96
3860	General Tree Survey	£5,000.00	£0.00	£357.50	£4,642.50
Total Amenities		£155,650.00	£0.00	£408,604.25	-£252,954.25

Planning & Transport

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
4000	P &T General	£0.00	£0.00	£0.00	£0.00
Total Planning & Transport		£0.00	£0.00	£0.00	£0.00
Personnel					
5000	Personnel General				
5000/1	Advertising Staff Vacancies	£500.00	£0.00	£2,125.00	-£1,625.00
5000	Total	£500.00	£0.00	£2,125.00	-£1,625.00
Total Personnel		£500.00	£0.00	£2,125.00	-£1,625.00
Museum					
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	£33.12	£166.88
6120	Museum Stationery	£100.00	£0.00	£222.62	-£122.62
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	£906.99	-£406.99
6160	Total	£750.00	£0.00	£906.99	-£156.99
6170	Museum Equipment Maintenance	£250.00	£0.00	£38.19	£211.81

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

		2022/2023	Reserve Movements	Actual Net	Balance
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
6200	Covid Requirements	£0.00	£0.00	£0.00	£0.00
Total Museum		<u>£5,380.00</u>	<u>£0.00</u>	<u>£3,401.29</u>	<u>£1,978.71</u>
Floral Displays					
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>
Total Floral Displays		<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>	<u>£0.00</u>
Reserves					
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

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

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

	2022/2023	Reserve Movements	Actual Net	Balance
8001 Total	£0.00	£0.00	£28,119.73	-£28,119.73
Total Reserves	£0.00	£0.00	£28,119.73	-£28,119.73
Total Expenditure	£588,355.00	£0.00	£817,453.85	-£229,098.85
Total Income	£588,355.00	£0.00	£873,623.32	£285,268.32
Total Expenditure	£588,355.00	£0.00	£817,453.85	-£229,098.85
Total Net Balance	£0.00		£56,169.47	

Item 13

FINAL

Internal audit report 2022/23

Visit 3 of 3

WAREHAM TOWN COUNCIL

Date: 16th May 2023

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

Introduction

This report contains a note of the audit recommendations made to Wareham Town Council following the carrying out of internal audit testing on site on the 28th April 2023.

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

The internal audit for 2022/23 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls reviewed during the testing appear to be operating effectively with the exception of the following areas which were either not audited, or where evidence was insufficient to form an opinion:

Internal Auditor note on test C

The Council is required to carry out an annual risk assessment. No such assessment was carried out in 2022/23. The Town Clerk noted that, since her appointment in August 2022, she has identified a number of significant health and safety matters which require immediate management and resolution. The Town Clerk worked closely with the Health & Safety advisor, with a detailed report taken to Council in April 2023. An updated comprehensive risk assessment will be prepared for Council to review as soon as the health and safety matters have been dealt with.

Consequently I have assessed this test as a 'fail'.

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	0
Medium	2
Low	2
Information	1
TOTAL	5

The number of recommendations made at all of the audit visits in 2022/23 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2	Visit 3	TOTAL
High	2	1	0	3
Medium	0	1	2	3
Low	2	5	2	9
Information	0	0	1	1
TOTAL	4	7	5	16

I would like to thank Nicola Gray BA (Hons), PGDip Law, PSLCC, Town Clerk; Gale Pettifer, Deputy 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 3 OF 3: 16th MAY 2023

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.6 – Check signature date and which minutes were approved	<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"> - PRF minutes 06/12/22 are noted on the audit date of 28/04/23 as having been signed and dated on 06/12/23 - P&T minute 432 of the meeting of 16/11/22 refers to the approval of 05/10/22 but these had been approved at the meeting of 26/10/22. The minutes of 26/10/22 have not yet been approved. <p>I recommend that the date of approval of the PRF minutes of 06/12/22 is checked and amended; and that minute 432 of the P&T Committee is checked to see if it should have referred to the minutes of the meeting of 26/10/22.</p>	L	<p>The Chairman of PRF and dated his signature incorrectly as 2023 not 2022. This will be amended at the next available opportunity and initialled.</p> <p>The P&T minutes of 26/10/22 were approved at the meeting on 16/11/22, however on checking back through written meeting notes, the minute was incorrect when typed up with it being left with the previous meetings dates. This will be corrected and re-signed.</p>	TC & RFO	ASAP
5.2 – Confirm correct price being charged for hall hire	<p>I checked to see that prices charged with those set by the Council. I found that, where the Council was charging for services, prices agreed for 6/9 samples. For 1/9, the hall was hired at a community group rate to a franchisee of a commercial business, but the Finance Officer noted that the hire was an infrequent one</p>	L	<p>Noted as already responded to in Auditor comments.</p> <p>The overall effect to accounts remains the same, however, noted and the new</p>	N/A	

	<p>(making it more of a community group meeting rather than a commercial enterprise). For 1/9, the PWLB loan received by the Council during the year was shown as a net of loan arrangement fees: it should be shown gross, with the arrangement fees of £88.20 separately accounted for as a payment. For 1/9, the rent charged to a tenant could not be agreed back to the lease as varied by the most recent rent review, as the rent review has been disputed. Note that this has been reported back to Council, legal advice sought, and the matter is being resolved by the Town Clerk.</p> <p>I recommend that Council considers whether the community group rate is appropriate for a business, in order to ensure that the correct price has been charged.</p>		<p>system does already separate these types of costings.</p> <p>Noted.</p> <p>The recommendation in respect of community groups as already been amended with effect from 1 April 2023, when a review of charges took place by PRF Committee.</p>		
7.1 – Ensure employee pension contribution rates are updated when thresholds change in April	<p>I checked to see that pension contributions had been correctly calculated and paid over. I noted that one employee was on an employee contribution rate of 6.8% last year. This year the bandings changed and the employee should have been moved to 6.5%, but remained on 6.8% in error. The member of staff is no longer with the Council.</p> <p>I recommend that the new pension contribution bands are checked each year in April in order to ensure that the contribution rates of staff affected by an increase in the band thresholds are amended as required.</p>	M	Not applicable as Payroll now outsourced along with pension payments.	N/A	
10.1 – Consider and approve	<p>I checked to see that the bank balances shown in the accounts agreed to bank statements and reconciliations. I noted that the Council has over £400k held with one</p>	M	Response already included in Auditor notes.	N/A	

Investment Policy	<p>bank, which exposes it to the risk of losing funds over £85k (the current limit guaranteed by the FSCS) in the event that the bank fails. This risk has been elevated recently as banks in the United States have started to fail. The Clerk noted that it is her intention to bring an Investment Policy to Council for approval and to ensure that funds are suitably placed in a fund which provides a good return and easy access.</p> <p>I recommend that the Council considers and approves an Investment Policy and considers the security of its funds as planned.</p>				
10.2 – Adjusted errors	<p>The following errors were corrected in the draft AGAR:</p> <p>1. The draft staff costs figures for the Burial Committee incorrectly included mileage of £768 (21/22) and £744 (22/23). These were transferred from staff costs to other payments in line with the Practitioner's Guide. This has no effect on reserves.</p> <p>2. The total of fixed assets for 21/22 was restated to include assets acquired in 21/22 but which were not added to the register until 22/23. This increased the total by £4582.</p>	Info	Noted.	N/A	

Annual Governance and Accountability Return 2022/23 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

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

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

Publication Requirements

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

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

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

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

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2022/23

Wareham Town Council

www.wareham-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. <i>SEE ATTACHED NOTE</i>		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

26/10/2022 22/02/2023 28/04/2023

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date

05/05/2023

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

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

Internal Auditor note on test C:

The Council is required to carry out an annual risk assessment. No such assessment was carried out in 2022/23. The Town Clerk noted that, since her appointment in August 2022, she has identified a number of significant health and safety matters which require immediate management and resolution. The Town Clerk worked closely with the Health & Safety advisor, with a detailed report taken to Council in April 2023. An updated comprehensive risk assessment will be prepared for Council to review as soon as the health and safety matters have been dealt with.

Consequently I have assessed this test as a 'fail'.

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke.

R Darkin-Miller LLB (Hons) BFP FCA 05/05/23

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Town Clerk & RFO note to response 5 as "NO".

On my commencement on 1 August 2022, it became apparent that there were several matters which highlighted risks for the Authority. These were primarily Health and Safety risks, but there were also staff matters with little internal control. These matters have been worked through by Council and gradually resolved by following correct procedures and with new staff now in place. Therefore, appropriate steps have been taken to manage the risks and the introduction of tighter internal controls, however there is no one document to demonstrate the risk assessment of the many issues. A comprehensive Risk Management Report will be in place once the current matters being dealt with have been concluded.

A handwritten signature in black ink, appearing to read 'N. Gray', with a stylized, cursive script.

Nicola Gray BA(Hons), PGDip Law, PSLCC

Section 2 – Accounting Statements 2022/23 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	RESTATED		<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	RESTATED		<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	RESTATED		<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

TO BE SUBMITTED TO BDO LLP WITH THE ANNUAL RETURN AND SUPPORTING INFORMATION

NAME OF SMALLER AUTHORITY:	Wareham Town Council
DATE INSPECTION PERIOD COMMENCED:	Monday 12 June 2023
DATE INSPECTION PERIOD ENDS:	Friday 21 July 2023

Please note this information must be provided to the auditor in accordance with the Accounts and Audit Regulations 2015.

IMPORTANT TIPS

DOs

- The inspection period must be for a period of 30 (thirty) working days.
- It must include the first 10 working days of July (3 - 14 July 2023).
- The earliest the inspection period can commence is Monday 5 June ending on Friday 14 July 2023
- The latest the inspection period can commence is Monday 3 July ending on Friday 11 August 2023
- The inspection period must start the day at least the day after the notice, approved section 1 and approved section 2 are published on your website (parish meetings must publish it somewhere conspicuous).

DONTs

- The inspection period should not be commencing before the annual governance statement and accounting statements are approved
- The inspection period should not be commencing on a date on or after 4 July 2023

Dates ranges are available on the extranet under Help Documents.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	WAREHAM TOWN COUNCIL
---------------------------	----------------------

☐

I confirm that there are no conflicts of interest with BDO LLP.

☐

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name