



Town Hall
East Street
Wareham
Dorset
BH20 4NS

26 July 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 1 AUGUST 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 D Robinson
Councillor C Turner

Councillor D Budd (Vice Chair)
Councillor Z Gover
Councillor V Green
Councillor M Russell



**POLICY, RESOURCES AND
FINANCE
COMMITTEE MEETING**

A G E N D A

1 August 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 20 June 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 20 June 2023

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

6. 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.

7. Bank Reconciliation – June 2023

To approve the bank reconciliation for June 2023.

8. Quarterly Budget Report

To receive the report for quarter 1 of the 2023/24 financial year.

9. Investments Policy

To consider and approve the Investments Policy.

10. Grants to Local Organisations Policy and Application Form

To consider and approve the Grants Policy.

11. Review of Internal Audit – TO FOLLOW

To consider the quotes received in respect of internal auditors and agree a way forward.

12. Remembrance Sunday Road Closure

To consider and approve the quote for managing the road closure for Remembrance Sunday.

13. Grant of Monies to Alison Campbell Trust

To consider the request from the previous Mayor to grant £1,500 to Alison Campbell trust.

14. 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).

15. Date of next meeting

To note the date of the next meeting, which is scheduled for **12 September 2023 at 7.00pm.**



Minutes of a meeting of the Policy, Resources and Finance Committee held on 20 June 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

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

PRF01/23 Appointment of Chair

Cllr Critchley was proposed by Cllr K Green, seconded by Cllr Russell.

It was **RESOLVED** that Cllr Critchley be elected as Chair of Policy, Resources & Finance for the 2023/24 municipal year.

PRF02/23 Appointment of Vice Chair

Cllr Budd was proposed by Cllr V Green, seconded by Cllr K Green.

It was **RESOLVED** that Cllr Budd be elected as Vice Chair of Policy, Resources & Finance for the 2023/24 municipal year.

PRF03/23 Apologies for absence

Apologies were received and accepted from Cllr Turner and Cllr Gover.

PRF04/23 Declarations of interest

There were no declarations of interest.

PRF05/23 Public participation time

There were 0 members of the public present.

PRF06/23 Confirmation of the minutes of the previous meeting held on 9 May 2023

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 9 May 2023, were **APPROVED** and signed by the Chairman.

PRF07/23 Matters arising from the minutes of the previous meeting held on 9 May 2023

749. The Clerk reported that the Remembrance Day Parade road closures had been applied for and that traffic management companies had been approached about facilitating the rolling roadblocks.

750. The Clerk reported that the signage for the new Just Park parking charges were on their way and their new charges would take effect on 1 July 2023. There was no change to the charges made by the Council.

Cllr Robinson asked about 5G the connectivity for the parking machines and was informed that only 4G upgrades were currently being rolled out. The parking machines would receive a standard service towards the end of June beginning of July and that the modem upgrade would occur in the autumn in readiness for the 3G switch off in early 2024.

PRF08/23 Payment of outstanding creditors

The Clerk explained varying transactions, in particular the transactions which were split between cost codes, which appeared to look like there were duplicate transactions on the sheet. The read-only access to the accounts system would be enabled shortly and this would enable members to view the transactions and invoices for themselves to clarify any queries they may have.

It was **RESOLVED** the payment of creditors in the sum of £16,700.79.

PRF09/23 Bank Reconciliations for April 2023 and May 2023

The Clerk presented the Bank Reconciliations for April 2023 and May 2023, and provided an overview of the process of how the Joint Burial Board was included for transparency. The Committee thanked the Clerk for her hard work in reconciling the accounts.

PRF10/23 Howards Lane Public Toilets

The Deputy Clerk presented a report regarding the faulty Emergency Lighting and electrical wiring in Howards Lane Public Toilets.

A general discussion took place regarding the history of the building's refurbishments and its current state. The Deputy Clerk noted that a report was being prepared for consideration by the Amenities Committee for recommendation back to Policy, Resources and Finance Committee.

It was **RESOLVED** that Contractor A (CMB Electrical Services) be selected to undertake remedial works to the Emergency Lighting and electrical wiring in Howards Lane Public Toilets at a cost of £931.56 ex vat.

PRF11/23 Internal Auditor Review

The Committee considered the possible need to look at a change of Internal Auditor to enable a fresh pair of eyes to look at the Council's processes, procedures and finance. It was considered that the Council was in a very different place to what it was a few years ago, and it was healthy to have a change of auditor every so often.

It was **RESOLVED** that the Clerk investigate costs and availability of alternative Internal Auditors to be considered at the next meeting, whereby a decision would be made as to whether a new Internal Auditor be appointed for 2023/24 or not.

PRF12/23 Any other items the Chairman deems urgent

The Clerk reported that a request to purchase land from the Council had been received and that it would be presented to the next Full Council.

PRF13/23 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 1 August 2023.

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

Wareham Town Council



Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: 14 July 2023

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/06/2023		
	Cash in Hand 01/04/2023		482,524.63
	ADD Receipts 01/04/2023 - 30/06/2023		323,990.70
	SUBTRACT Payments 01/04/2023 - 30/06/2023		117,539.45
	Cash in Hand 30/06/2023 (per Cash Book)		688,975.88
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Joint Burial Board 31/03/2024	76,474.00	
	Lloyds Bank Receipts 30/06/2023	600,053.73	
	Lloyds Bank Business Account (Pa 30/06/2023	12,448.15	
			688,975.88
	Less unrepresented payments		
			688,975.88
	Plus unrepresented receipts		
	Adjusted Bank Balance		688,975.88
	A = B Checks out OK		

Wareham Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
148	Rates - HL CP	01/06/2023		Lloyds Bank Business	840002576	Howards Lane car park rates	Dorset Council	E	996.00		996.00
150	Rates - Town Hall	01/06/2023		Lloyds Bank Business	840002647	Town Hall Rates	Dorset Council	E	1,076.00		1,076.00
153	Water - Town Hall	01/06/2023		Lloyds Bank Business	DD	Town Hall monthly water usag	Water2Business 09620000	E	148.50		148.50
152	Water - HL Toilets	01/06/2023		Lloyds Bank Business	DD	Howards Lane toilets monthly	Water2Business 26972900	E	207.00		207.00
192	Cleaning - Quay Toilets	01/06/2023	PRF 008/23	Lloyds Bank Business	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
192	Cleaning - HL Toilets	01/06/2023	PRF 008/23	Lloyds Bank Business	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
235	Water - Quay Toilets	01/06/2023		Lloyds Bank Business	DD	Quay toilets monthly water us	Water2Business 26887698	E	375.00		375.00
236	Water - Pavilion	01/06/2023		Lloyds Bank Business	DD	water usage Pavilion	Water2Business	Z	85.00		85.00
84	Cleaning - Town Hall	05/06/2023	TC 18	Lloyds Bank Business	DD	Cleaning materials	WM Pond & Co	S	24.99	5.00	29.99
68	Software Support	05/06/2023	TC 18	Lloyds Bank Business	BACS	Software support	Rejuvenate	S	489.03	97.80	586.83
69	Cash Payment Fees	05/06/2023	TC 18	Lloyds Bank Business	BACS	Coin collection monthly service	Loomis UK Ltd	S	306.58	61.32	367.90
72	Cash Payment Fees	05/06/2023	TC 18	Lloyds Bank Business	BACS	Car Park Coin Sorting Fee	Loomis UK Ltd	S	32.10	6.42	38.52
67	Stock (for Resale)	05/06/2023	TC 18	Lloyds Bank Business	BACS	Museum stock for resale	D A A Halsgrove Ltd	E	51.95		51.95
83	Mayor's Charity	05/06/2023	TC 18	Lloyds Bank Business	DD	Mayor's expenditure	Carol Turner	X	54.57		54.57
86	Plants for Display	05/06/2023	TC 18	Lloyds Bank Business	BACS	Plants for display	Glenacres Nursery	S	2,988.80	597.76	3,586.56
116	Card Payment fees	05/06/2023		Lloyds Bank Business	BACS	Car park credit card processing	3C Payment UK Ltd	S	95.57	19.11	114.68
113	Grass Cutting	05/06/2023	TC 18	Lloyds Bank Business	BACS	Grass cutting	Wessex Grounds Services	S	98.61	19.72	118.33
113	Grass Cutting - Hauses	05/06/2023	TC 18	Lloyds Bank Business	BACS	Grass cutting	Wessex Grounds Services	S	143.45	28.69	172.14
109	Meetings & Trainings	05/06/2023	TC 18	Lloyds Bank Business	BACS	Training	SLCC	S	120.00	24.00	144.00
114	Telephones	05/06/2023		Lloyds Bank Business	BACS	Telecom services	Rejuvenate	S	80.69	16.14	96.83
124	Equipment & Buildings Maint	05/06/2023		Lloyds Bank Business	DD	General maintenance	Trade UK	S	3.75	0.76	4.51
122	Service & Maintenance	05/06/2023	TC 18/23	Lloyds Bank Business	DD	Redex AdBlue	Trade UK	S	20.82	4.16	24.98
124	Equipment Maintenance	05/06/2023		Lloyds Bank Business	DD	General maintenance	Trade UK	S	8.81	1.76	10.57
129	Internal Audit	05/06/2023		Lloyds Bank Business	BACS	Internal Audit Review	Darkin Miller Ltd	S	452.45	90.49	542.94
142	Subscriptions	05/06/2023		Lloyds Bank Business	DD	Annual subscription	Dorset Museums	X	30.00		30.00
115	Insurance - Depot	05/06/2023		Lloyds Bank Business	BACS	Buildings Insurance	Aston Rose	S	260.79	52.16	312.95
138	Honorariums	05/06/2023		Lloyds Bank Business	BACS	Honorarium	J Hall	X	250.00		250.00
139	Honorariums	05/06/2023		Lloyds Bank Business	BACS	Honorarium	H Scharnhorst	X	250.00		250.00
184	Fuel	05/06/2023	PRF 008/23	Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	6.12	1.22	7.34
190	HMRC	06/06/2023	737	Lloyds Bank Business	BACS	Pension and HMRC payments	Dorset Council	E	4,566.50		4,566.50
190	Pension Contributions	06/06/2023	737	Lloyds Bank Business	BACS	Pension and HMRC payments	Dorset Council	E	4,674.29		4,674.29
191	Office Expenditure	09/06/2023	PRF 008/23	Lloyds Bank Business	Debit Card	Laminator	Argos	S	29.16	5.83	34.99
191	New Equipment	09/06/2023	PRF 008/23	Lloyds Bank Business	Debit Card	Laminator	Argos	S	29.16	5.83	34.99

Wareham Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
181	Wareham in Bloom Reserve	12/06/2023	PRF 008/23	Lloyds Bank Business	Debit Card	Liners	Garden Selections Ltd	S	54.15	10.83	64.98
182	Telephones	12/06/2023	PRF 008/23	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	172.47	34.49	206.96
182	Card Payment fees	12/06/2023	PRF 008/23	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
182	Cash Payment Fees	12/06/2023	PRF 008/23	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
199	Office Expenditure	12/06/2023		Lloyds Bank Business	DD	Acrobat Pro	Adobe Systems Software	S	8.32	1.66	9.98
163	Gas - Town Hall	15/06/2023	PRF 008/23	Lloyds Bank Business	DD	Town Hall gas monthly gas us	Crown Gas & Power Ltd	L	85.61	4.28	89.89
141	Cash Payment Fees	16/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Car Park Coin Sorting Fee	Loomis UK Ltd	S	306.58	61.32	367.90
6	CCTV	16/06/2023	TC 34/23	Lloyds Bank Business	Debit Card	CCTV Monitor	Argos	X	88.98		88.98
49	Office Expenditure	16/06/2023	747	Lloyds Bank Business	DDR	Water cooler service, mainten	Eden Springs UK Ltd	S	70.12	14.02	84.14
111	Mayor	16/06/2023	TC 18	Lloyds Bank Business	BACS	Mayor's expenditure	Carol Turner	X	30.00		30.00
92	Subscriptions	16/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Annual subscription	Modes User Association	S	80.00	16.00	96.00
159	Cash Payment Fees	16/06/2023	TC 34/23	Lloyds Bank Business	BACS	Refund	Norma Kaye	S	2.55	0.51	3.06
185	Equipment & Buildings Maint	16/06/2023	PRF 008/23	Lloyds Bank Business	BACS	General maintenance	Thomas Hannam	S	5.91	1.18	7.09
200	Stationery	16/06/2023	TC 34/23	Lloyds Bank Business	Debit Card	Cleaning Materials and Station	Inkredible	S	11.37	2.27	13.64
5	Bank Charges	19/06/2023	PRF 008/23	Lloyds Bank Business	DD	Bank Charges	Lloyds Bank	X	7.85		7.85
198	Street Lighting	19/06/2023	PRF 008/23	Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	136.02	6.80	142.82
198	Street Lighting	19/06/2023	PRF 008/23	Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	54.90	2.74	57.64
198	Street Lighting	19/06/2023	PRF 008/23	Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	-0.13	-0.01	-0.14
166	Card Payment Commission P	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Car park credit card processing	3C Payment UK Ltd	S	103.84	20.77	124.61
165	Telephones	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Telecom services	Rejuvenate	S	79.86	15.97	95.83
169	Software Support	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Software support	Rejuvenate	S	514.28	102.86	617.14
173	Equipment - New	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Dishwasher	Trade UK	S	365.00	73.00	438.00
170	Cleaning - Town Hall	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	6.66	1.33	7.99
171	Uniform	22/06/2023	PRF 08/23	Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	12.49	2.50	14.99
171	Uniform	22/06/2023	PRF 08/23	Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	21.63	4.33	25.96
170	Maintenance - Rec	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	6.48	1.30	7.78
170	Maintenance - Rec	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Sprayer PPE	Trade UK	S	38.32	7.66	45.98
172	Maintenance - HL Toilets	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Gaffer Tape	Trade UK	S	3.32	0.67	3.99
168	Cash Payment Fees	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Car Park Coin Sorting Fee	Loomis UK Ltd	S	50.45	10.09	60.54
175	Office Expenditure	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Copier charges	Clarity Copiers Ltd	S	34.91	6.98	41.89
176	Maintenance - HL Toilets	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Janitorial supplies	Comax Uk Ltd	S	176.50	35.30	211.80
176	Office Cleaning	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Janitorial supplies	Comax Uk Ltd	S	20.99	4.20	25.19
162	Rent	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Quarterly rent	Aston Rose	S	2,062.50	412.50	2,475.00
162	Service Charge - Depot	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Quarterly rent	Aston Rose	S	129.56	25.91	155.47
174	Street Lighting	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	repair to faulty street light	Enerveo	S	76.32	15.26	91.58

Wareham Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
183	Grass Cutting	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Grass cutting	Wessex Grounds Services	S	197.22	39.44	236.66
183	Grass Cutting - Hauses	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Grass cutting	Wessex Grounds Services	S	143.45	28.70	172.15
194	Maintenance - HL CP	22/06/2023	PRF 008/23	Lloyds Bank Business		Lock	Trade UK	S	9.32	1.87	11.19
176	Maintenance - Quay Toilets	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Janitorial supplies	Comax Uk Ltd	S	176.50	35.30	211.80
188	Stock (for Resale)	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Museum stock for resale	Amberwood Graphics	X	59.70		59.70
187	Mayor	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Mayor's expenditure	Carol Turner	X	79.99		79.99
180	Stock (for Resale)	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	museum greeting cards	Soniartpurbeck	Z	19.20		19.20
177	Equipment & Buildings Maint	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	General maintenance	Complete Roofing Solutions	S	1,086.00	217.20	1,303.20
178	Mayor	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	Mayor's expenditure	Garden Gate Tea Room	X	817.00		817.00
195	CCTV from Property mainten	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	CCTV	CMB Electrical Services Dorset	S	280.15	56.03	336.18
196	CCTV from Property mainten	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	CCTV	CMB Electrical Services Dorset	S	160.00	32.00	192.00
197	CCTV from Property mainten	22/06/2023	PRF 008/23	Lloyds Bank Business	BACS	CCTV	CMB Electrical Services Dorset	S	237.50	47.50	285.00
126	Telephone	23/06/2023	PRF 008/23	Lloyds Bank Business	DD	Museum Telephone	BT	S	29.99	6.00	35.99
97	New Equipment	23/06/2023	TC 34/23	Lloyds Bank Business	Debit Card	Museum Equipment	Euro Cash Register Ltd	S	172.95	34.59	207.54
167	CCTV	25/06/2023	PRF 008/23	Lloyds Bank Business	BACS	CCTV	BOnline	S	88.14	17.63	105.77
164	Equipment & Buildings Maint	25/06/2023	PRF 008/23	Lloyds Bank Business	BACS	CCTV	BOnline	S	9.25	1.85	11.10
193	Electricity - Quay Toilets	26/06/2023	PRF 008/23	Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	231.75	11.59	243.34
121	Equipment & Buildings Maint	26/06/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	Z	75.00		75.00
119	Maintenance - Quay Toilets	26/06/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	E	544.80		544.80
120	Maintenance - ML	26/06/2023		Lloyds Bank Business	BACS	Equipment repairs	TM Vaine	Z	127.00		127.00
201	Stripe Fees	29/06/2023	TC 34/23	Lloyds Bank Receipts	BACS	Stripe Transaction Fee	Stripe	X	4.33		4.33
103	Refuse Collection	30/06/2023	PRF 008/23	Lloyds Bank Business	DD	Town Hall monthly refuse colle	Suez Recycling & Recovery U	S	210.00	42.00	252.00
204	Salaries	30/06/2023	TC 34/23	Lloyds Bank Business	BACS	Monthly salaries	Dorset Council	X	13,539.82		13,539.82
207	Equipment Maintenance	30/06/2023	TC 34/23	Lloyds Bank Business	BACS	General maintenance	Thomas Hannam	X	4.50		4.50
207	Maintenance - Hauses	30/06/2023	TC 34/23	Lloyds Bank Business	BACS	General maintenance	Thomas Hannam	X	4.97		4.97
32	CCTV	30/06/2023	TC 34/23	Lloyds Bank Business	BACS	CCTV	Nicola Gray	X	12.99		12.99
Total									43,273.22	2,942.23	46,215.45

Wareham Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
129	Stock (for Resale)	01/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	12.00		12.00
129	Card Sales Commission	01/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.20		-0.20
128	Stock (for Resale)	02/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	12.10		12.10
128	Stock (for Resale)	02/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.20		-0.20
98	Parking - Cash Income	05/06/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	295.87	59.18	355.05
131	Stock (for Resale)	05/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	17.00		17.00
131	Card Sales Commission	05/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.29		-0.29
102	Parking - Card Income	06/06/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	560.92	112.18	673.10
102	Card Payment Commission P	06/06/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-21.99	-4.40	-26.39
122	Contingency	06/06/2023		Lloyds Bank Receipts		Balance of grant	Malcolm Russell	X	28.31		28.31
132	Stock (for Resale)	06/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	14.99		14.99
132	Card Sales Commission	06/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.25		-0.25
94	Parking - Cash Income	07/06/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	875.04	175.01	1,050.05
121	Weddings - Chamber	07/06/2023		Lloyds Bank Receipts		Hire of Council Chamber	Fay Sunderland Luke Heckfor	S	166.67	33.33	200.00
120	Corn Exchange Hire	07/06/2023		Lloyds Bank Receipts		Hire of Corn Exchange	Poundbury Wineknows	S	10.00	2.00	12.00
120	Corn Exchange Hire	07/06/2023		Lloyds Bank Receipts		Hire of Corn Exchange	Poundbury Wineknows	S	12.50	2.50	15.00
133	Card Sales Commission	07/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Sum Up	X	-0.05		-0.05
133	Stock (for Resale)	07/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Sum Up	X	2.99		2.99
88	Donations	09/06/2023		Lloyds Bank Receipts	Cash	Museum donation	Wareham Museum	X	74.06		74.06
89	Events	09/06/2023		Lloyds Bank Receipts	Cash	Museum events income	Wareham Museum	X	40.00		40.00
90	Stock (for Resale)	09/06/2023		Lloyds Bank Receipts	Cash	Museum stock for resale	Wareham Museum	X	50.00		50.00
92	Donations	09/06/2023		Lloyds Bank Receipts	Cash	Museum donations	Wareham Museum	X	84.47		84.47
91	Stock (for Resale)	09/06/2023		Lloyds Bank Receipts	Cash	Museum stock for resale	Wareham Museum	X	40.00		40.00
93	Stock (for Resale)	09/06/2023		Lloyds Bank Receipts	Cash	Museum stock for resale	Wareham Museum	X	36.50		36.50
125	Bank Interest	09/06/2023		Lloyds Bank Receipts		Bank interest	Lloyds Bank	X	403.27		403.27
126	Stock (for Resale)	09/06/2023		Lloyds Bank Receipts		Museum stock for resale	Sum Up	X	4.70		4.70
126	Card Sales Commission	09/06/2023		Lloyds Bank Receipts		Museum stock for resale	Sum Up	X	-0.08		-0.08
95	Parking - Phone Payments	12/06/2023		Lloyds Bank Business	BGC	Car park telephone receipts	Just Park Parking Ltd	S	2,055.39	411.08	2,466.47
95	Phone Payment Commission	12/06/2023		Lloyds Bank Business	BGC	Car park telephone receipts	Just Park Parking Ltd	S	-133.53	-26.02	-159.55
124	Stock (for Resale)	12/06/2023		Lloyds Bank Receipts		Museum stock for resale	Sum Up	X	4.60		4.60
124	Card Sales Commission	12/06/2023		Lloyds Bank Receipts		Museum stock for resale	Sum Up	X	-0.08		-0.08
96	Card Payment Commission P	13/06/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-14.88	-2.98	-17.86
96	Parking - Card Income	13/06/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	342.25	68.45	410.70

Wareham Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
117	Croquet Pitch Hire	13/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Wareham Croquet Club	X	25.00		25.00
119	Corn Exchange Hire	14/06/2023		Lloyds Bank Receipts		Corn Exchange Hire	MNDA East Dorset & New Fo	S	41.25	8.25	49.50
127	Parking - Cash Income	14/06/2023		Lloyds Bank Receipts	DD	Car Park cash receipts	Loomis UK Ltd	S	218.62	43.73	262.35
118	Weddings - Chamber	19/06/2023		Lloyds Bank Receipts		Hire of Council Chamber	Angelo Mallardo	S	229.17	45.83	275.00
139	Card Sales Commission	19/06/2023		Lloyds Bank Receipts	FPI	Museum stock for resale	Sum Up	X	-0.10		-0.10
139	Stock (for Resale)	19/06/2023		Lloyds Bank Receipts	FPI	Museum stock for resale	Sum Up	X	6.00		6.00
123	Card Payment Commission P	20/06/2023		Lloyds Bank Receipts	236391	Howards Lane car park credit	Worldline Financial Services	S	-16.67	-3.33	-20.00
123	Parking - Cash Income	20/06/2023		Lloyds Bank Receipts	236391	Howards Lane car park credit	Worldline Financial Services	S	393.42	78.68	472.10
140	Rents Received	21/06/2023		Lloyds Bank Receipts		Quarterly rent	Safe Partnership Ltd	S	2,812.50	562.50	3,375.00
141	Stock (for Resale)	21/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	6.50		6.50
141	Card Sales Commission	21/06/2023		Lloyds Bank Receipts	DD	Museum stock for resale	Wareham Museum	X	-0.11		-0.11
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
134	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts	Cash	Corn Exchange Hire	Dance A Day	S	16.67	3.33	20.00
135	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts		Hire of Corn Exchange	Wareham Art Club	S	91.67	18.33	110.00
135	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts		Hire of Corn Exchange	Wareham Art Club	S	73.33	14.67	88.00
135	Corn Exchange Hire	22/06/2023		Lloyds Bank Receipts		Hire of Corn Exchange	Wareham Art Club	S	73.33	14.67	88.00
153	Parking - Cash Income	23/06/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	X	1,667.70		1,667.70
138	Donations	23/06/2023		Lloyds Bank Receipts	Cash	Museum donations	Wareham Museum	X	209.15		209.15
136	Activities Donations	23/06/2023		Lloyds Bank Receipts	Cash	Museum donation	Wareham Museum	X	40.00		40.00
137	Stock (for Resale)	23/06/2023		Lloyds Bank Receipts	Cash	Museum stock for resale	Wareham Museum	X	100.00		100.00
156	Stock (for Resale)	26/06/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	X	13.50		13.50

Wareham Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
156	Card Sales Commission	26/06/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	X	-0.23		-0.23
45	Card Payment Commission P	27/06/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	-15.02	-3.00	-18.02
45	Parking - Card Income	27/06/2023		Lloyds Bank Receipts	DD	Howards Lane car park credit	Worldline Financial Services	S	378.17	75.63	453.80
155	Cricket Pitch Hire	27/06/2023		Lloyds Bank Receipts		Cricket Pitch hire - Season	Patrick Ward	X	50.00		50.00
157	Stock (for Resale)	28/06/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	X	6.00		6.00
157	Card Sales Commission	28/06/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	X	-0.10		-0.10
130	Council Chamber Hire	29/06/2023		Lloyds Bank Receipts		Hire of Council Chamber	Victoria Staff	S	229.17	45.83	275.00
144	Parking Permits - Unreservec	30/06/2023		Lloyds Bank Receipts		Unreserved parking bay Permi	Selina Ewart	S	233.12	46.63	279.75
154	Floral Display Donations	30/06/2023		Lloyds Bank Receipts	FPI	Planter Sponsorship	Humphries Kirk	X	60.00		60.00
149	Donations	30/06/2023		Lloyds Bank Receipts	501343	Museum donations	Wareham Museum	X	176.49		176.49
Total									12,432.31	1,815.38	14,247.69



POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 1 August 2023

Agenda Item: 8

Subject:	Quarterly Budget Report
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To receive the report for quarter 1 of the 2023/24 financial year.
Background:	Quarterly budget reporting is required as part of financial regulations and the Joint Panel on Accountability and Governance – Practitioners Guide 2023.
Key Points:	<p>Some points to note from the report:</p> <p>Banking – Bank Charges The amount has been far more than budgeted due to the £150 fee to set up BACs for the payroll. However, this does enable the Council to use BACs for anything else in the future without incurring this charge again.</p> <p>Banking – Stripe Fees There was no budget line for this expense, it would have been included in “bank charges” which meant we would not be able to get in depth analysis on these payments so one has been created. The line will therefore show as over budget at year end having started at zero. The charge is the percentage fee we are charged for people paying for their bookings online. The percentage rate is 1.2% +20p per transaction.</p> <p>Depot Rates There has only been one payment made since April, despite the payments being included on the payments for Authorisation. This only came to light following the departure of the Finance Officer, and all outstanding rates payments have been made to clear the account owing. The payment budget should show £973.49 as of 30 June 2023.</p> <p>Howard’s lane Car Park The receipts for Car Parking are currently running at 3% (approx. £2,000) ahead of budget. With the expenditure running at roughly the same rate.</p> <p>Museum The income from the Museum is at 74% ahead of budget. This is primarily donations which should be ringfenced at year end to ensure they do not fall into the general fund of Council and are retained for the purpose for which they were donated.</p> <p>Vehicles The vehicle costs have significantly reduced, however there are some expenditure items which will show in July for Q2.</p>
Implications	<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 at year end 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>
Recommendation	To note the Q1 Budget Monitoring Report

Wareham Town Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Audit						
20 Internal Audit			(N/A)	1,300.00	959.53	340.47(26%)
21 External Audit			(N/A)	1,500.00		1,500.00(N/A)
Sub Total for Audit			(N/A)	2,800.00	959.53	1,840.47(65%)
Banking						
29 Bank Charges			(N/A)	100.00	164.85	-64.85(-64%)
127 Bank Interest	60.00	958.72	898.72 (1497%)			(N/A)
146 Stripe Fees			(N/A)		5.28	-5.28(N/A)
148 VAT Reclaim			(N/A)			(N/A)
Sub Total for Banking	60.00	958.72	898.72 (1497%)	100.00	170.13	-70.13(-70%)
Build Project Group						
108 Consultancy Fees			(N/A)	6,000.00		6,000.00(N/A)
109 Architect			(N/A)	1,000.00		1,000.00(N/A)
Sub Total for Build Project Group			(N/A)	7,000.00		7,000.00(N/A)
Christmas Market						
105 Road Closures - Christmas			(N/A)	500.00		500.00(N/A)
106 Advertising - Christmas			(N/A)	1,000.00		1,000.00(N/A)
107 Insurance - Christmas			(N/A)	500.00		500.00(N/A)
Sub Total for Christmas Market			(N/A)	2,000.00		2,000.00(N/A)
Council						
1 Mayor			(N/A)	2,500.00	981.56	1,518.44(60%)
2 Deputy Mayor			(N/A)	200.00		200.00(N/A)
3 Regalia & Gowns			(N/A)			(N/A)
4 Mayor's Charity			(N/A)			(N/A)
5 Election Expenses			(N/A)	1,500.00		1,500.00(N/A)
6 Ceremonial Photo's			(N/A)			(N/A)
7 Civic Events			(N/A)	4,000.00		4,000.00(N/A)
8 General Events			(N/A)	1,500.00		1,500.00(N/A)
15 Mileage - Councillors			(N/A)	500.00		500.00(N/A)
26 Grants			(N/A)	6,000.00		6,000.00(N/A)
27 Purbeck Youth Centre			(N/A)	4,500.00		4,500.00(N/A)
Sub Total for Council			(N/A)	20,700.00	981.56	19,718.44(95%)
Depot						
51 Rent			(N/A)	10,000.00	4,125.00	5,875.00(58%)
52 Equipment			(N/A)	250.00		250.00(N/A)
53 Electricity - Depot			(N/A)	750.00		750.00(N/A)
54 Water - Depot			(N/A)	250.00	52.99	197.01(78%)
55 Insurance - Depot			(N/A)	400.00	260.79	139.21(34%)
56 Service Charge - Depot			(N/A)	500.00	388.68	111.32(22%)
57 Maintenance - Depot			(N/A)	500.00		500.00(N/A)
58 Rates - Depot			(N/A)	4,000.00	323.49	3,676.51(91%)
Sub Total for Depot			(N/A)	16,650.00	5,150.95	11,499.05(69%)
Floral Displays						
103 Plants for Display			(N/A)	5,500.00	3,962.00	1,538.00(27%)
139 Floral Display Donations	1,000.00	60.00	-940.00 (-94%)			(N/A)
145 Wareham in Bloom Reserve			(N/A)		1,083.50	-1,083.50(N/A)
Sub Total for Floral Displays	1,000.00	60.00	-940.00 (-94%)	5,500.00	5,045.50	454.50(8%)
General Tree Survey						
104 Tree Survey			(N/A)	5,000.00		5,000.00(N/A)
Sub Total for General Tree Survey			(N/A)	5,000.00		5,000.00(N/A)
Hauses Field						
100 Tree Works - Hauses			(N/A)	500.00		500.00(N/A)

Wareham Town Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
101 Grass Cutting - Hauses			(N/A)	3,000.00	510.02	2,489.98(83%)
102 Maintenance - Hauses			(N/A)	1,000.00	4.97	995.03(99%)
Sub Total for Hauses Field			(N/A)	4,500.00	514.99	3,985.01(88%)
Honorariums						
17 Honorariums			(N/A)	2,175.00	500.00	1,675.00(77%)
Sub Total for Honorariums			(N/A)	2,175.00	500.00	1,675.00(77%)
Howards Lane Car Park						
77 Rates - HL CP			(N/A)	12,000.00	2,983.05	9,016.95(75%)
78 New Equipment - HL CP			(N/A)	1,000.00		1,000.00(N/A)
79 Tickets			(N/A)	300.00		300.00(N/A)
80 Card Payment fees		-30.13	-30.13(N/A)	2,000.00	199.01	1,800.99(90%)
81 Cash Payment Fees		252.08	252.08(N/A)	2,500.00	1,064.49	1,435.51(57%)
82 Maintenance - HL CP			(N/A)	500.00	9.32	490.68(98%)
83 Card Payment Commission Payat		-155.23	-155.23(N/A)	850.00	103.84	746.16(87%)
84 Phone Payment Commission Pay		-367.96	-367.96(N/A)	1,500.00		1,500.00(N/A)
131 Parking - Card Income	13,500.00	4,378.47	-9,121.53(-67%)			(N/A)
132 Parking - Cash Income	40,000.00	8,883.80	-31,116.20(-77%)			(N/A)
133 Parking - Phone Payments	15,000.00	5,675.48	-9,324.52(-62%)			(N/A)
134 Parking Permits - Reserved Bays	3,500.00		-3,500.00(N/A)			(N/A)
135 Parking Permits - Unreserved	4,000.00	1,993.94	-2,006.06(-50%)			(N/A)
136 Parking Permits - Commercial	500.00	564.17	64.17(12%)			(N/A)
Sub Total for Howards Lane Car Park	76,500.00	21,194.62	-55,305.38(-72%)	20,650.00	4,359.71	16,290.29(78%)
Howards Lane Toilets						
69 Cleaning - HL Toilets			(N/A)	1,000.00	2,666.42	-1,666.42(-166%)
70 Maintenance - HL Toilets			(N/A)	1,000.00	265.81	734.19(73%)
71 Water - HL Toilets			(N/A)	1,000.00	183.43	816.57(81%)
72 Electricity - HL Toilets			(N/A)	1,000.00	111.73	888.27(88%)
Sub Total for Howards Lane Toilets			(N/A)	4,000.00	3,227.39	772.61(19%)
Mill Lane						
96 Maintenance - ML			(N/A)	4,000.00	157.00	3,843.00(96%)
97 PWLB Roof Loan			(N/A)	4,400.00		4,400.00(N/A)
155 PWLB Loan Interest payment			(N/A)			(N/A)
Sub Total for Mill Lane			(N/A)	8,400.00	157.00	8,243.00(98%)
Museum						
111 Rates - Museum			(N/A)	1,800.00		1,800.00(N/A)
112 Events	300.00	188.85	-111.15(-37%)	300.00		300.00(N/A)
113 Telephone			(N/A)		114.92	-114.92(N/A)
114 Stationery			(N/A)	150.00	51.09	98.91(65%)
115 Security Alarm			(N/A)			(N/A)
116 Stock (for Resale)	1,000.00	624.35	-375.65(-37%)	700.00	268.60	431.40(61%)
117 Card Sales Commission		-4.64	-4.64(N/A)	15.00		15.00(N/A)
118 Subscriptions			(N/A)	150.00	110.00	40.00(26%)
119 Display Cabinet Reserve			(N/A)	500.00		500.00(N/A)
120 New Equipment			(N/A)	1,000.00	202.11	797.89(79%)
121 Equipment Maintenance			(N/A)	500.00	13.31	486.69(97%)
122 Cleaning/Maintenance/Improvement			(N/A)	150.00		150.00(N/A)
123 Training			(N/A)	150.00		150.00(N/A)
124 Signage			(N/A)	150.00	195.00	-45.00(-30%)
125 Mileage			(N/A)	50.00		50.00(N/A)
126 Sundries			(N/A)	25.00	25.00	(0%)
141 Donations	1,500.00	1,203.54	-296.46(-19%)			(N/A)
142 Activities Donations	10.00	40.00	30.00(300%)			(N/A)
Sub Total for Museum	2,810.00	2,052.10	-757.90(-26%)	5,640.00	980.03	4,659.97(82%)
Neighbourhood Plan						
16 Neighbourhood Plan			(N/A)			(N/A)

Wareham Town Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Sub Total for Neighbourhood Plan			(N/A)			(N/A)
Northmoor Allotments						
99 Allotment Rents			(N/A)	350.00	163.44	186.56(53%)
Sub Total for Northmoor Allotments			(N/A)	350.00	163.44	186.56(53%)
Office Costs						
28 Insurance			(N/A)	8,000.00		8,000.00(N/A)
30 Office Expenditure			(N/A)	2,500.00	2,657.68	-157.68(-6%)
31 Telephones			(N/A)	2,500.00	779.53	1,720.47(68%)
32 Premises Licence			(N/A)	1,500.00		1,500.00(N/A)
33 Computers			(N/A)	1,500.00		1,500.00(N/A)
34 Software Support			(N/A)	8,000.00	4,367.01	3,632.99(45%)
35 Website Production			(N/A)	300.00	600.00	-300.00(-100%)
36 Office Cleaning			(N/A)	500.00	49.48	450.52(90%)
37 CCTV			(N/A)	1,500.00	190.11	1,309.89(87%)
38 Contingency		28.31	28.31(N/A)	2,000.00		2,000.00(N/A)
39 Health & Safety Mitigation			(N/A)	2,000.00		2,000.00(N/A)
40 General Office Reserve			(N/A)	8,000.00		8,000.00(N/A)
152 CCTV Reserve			(N/A)		1,000.00	-1,000.00(N/A)
153 CCTV From Car Park Maintenance			(N/A)		5,000.00	-5,000.00(N/A)
154 CCTV from Property maintenance			(N/A)		1,165.80	-1,165.80(N/A)
Sub Total for Office Costs		28.31	28.31(N/A)	38,300.00	15,809.61	22,490.39(58%)
Pavilion						
85 Gas - Pavilion			(N/A)	100.00		100.00(N/A)
86 Water - Pavilion			(N/A)	500.00	93.78	406.22(81%)
87 Electric - Pavilion			(N/A)	400.00	59.31	340.69(85%)
88 Maintenance - Pavilion			(N/A)	500.00	23.40	476.60(95%)
Sub Total for Pavilion			(N/A)	1,500.00	176.49	1,323.51(88%)
Personnel						
110 Advertising Staff Vacancies			(N/A)	500.00		500.00(N/A)
Sub Total for Personnel			(N/A)	500.00		500.00(N/A)
Play Areas						
92 Play Area Maintenance - Rec			(N/A)	500.00		500.00(N/A)
93 Play Area Contingency - Rec			(N/A)	5,000.00		5,000.00(N/A)
94 PWLB Play Areas Loan Repayme			(N/A)	24,500.00		24,500.00(N/A)
156 PWLB Loan Interest Payments			(N/A)			(N/A)
Sub Total for Play Areas			(N/A)	30,000.00		30,000.00(N/A)
Policy Resources & Finance Inco						
128 Rents Received	40,000.00	10,902.50	-29,097.50(-72%)			(N/A)
Sub Total for Policy Resources & Finance	40,000.00	10,902.50	-29,097.50(-72%)			(N/A)
Precept						
143 Precept	495,945.00	247,972.50	-247,972.50(-50%)			(N/A)
Sub Total for Precept	495,945.00	247,972.50	-247,972.50(-50%)			(N/A)
Professional Fees						
22 H&S Consultancy Fees			(N/A)	3,800.00		3,800.00(N/A)
23 Consultancy Fees			(N/A)	2,000.00		2,000.00(N/A)
24 Subscriptions			(N/A)	2,500.00		2,500.00(N/A)
25 Legal Fees & Costs			(N/A)	2,500.00		2,500.00(N/A)
Sub Total for Professional Fees			(N/A)	10,800.00		10,800.00(N/A)
Quay Toilets						
73 Cleaning - Quay Toilets			(N/A)	1,000.00	2,607.75	-1,607.75(-160%)
74 Maintenance - Quay Toilets			(N/A)	2,000.00	857.84	1,142.16(57%)

Wareham Town Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
75 Water - Quay Toilets			(N/A)	4,500.00	1,125.00	3,375.00(75%)
76 Electricity - Quay Toilets			(N/A)	1,500.00	231.75	1,268.25(84%)
Sub Total for Quay Toilets			(N/A)	9,000.00	4,822.34	4,177.66(46%)
Recreation Ground						
89 Maintenance - Rec			(N/A)	1,500.00	44.80	1,455.20(97%)
90 Grass Cutting			(N/A)	2,500.00	295.83	2,204.17(88%)
91 New Equipment - Rec			(N/A)	250.00		250.00(N/A)
137 Football Pitch Hire	1,000.00	150.00	-850.00(-85%)			(N/A)
138 Croquet Pitch Hire	1,500.00	200.00	-1,300.00(-86%)			(N/A)
140 Cricket Pitch Hire	750.00	500.00	-250.00(-33%)			(N/A)
Sub Total for Recreation Ground	3,250.00	850.00	-2,400.00(-73%)	4,250.00	340.63	3,909.37(91%)
Skate Park						
95 Skate Park			(N/A)			(N/A)
Sub Total for Skate Park			(N/A)			(N/A)
Staff Costs						
9 Salaries			(N/A)	260,000.00	37,622.42	222,377.58(85%)
10 HMRC			(N/A)	30,000.00	9,012.77	20,987.23(69%)
11 Pension Contributions			(N/A)	59,200.00	9,128.38	50,071.62(84%)
12 Meetings & Trainings			(N/A)	3,000.00	120.00	2,880.00(96%)
13 Uniform			(N/A)	500.00	-1.63	501.63(100%)
14 Mileage - Staff			(N/A)	500.00		500.00(N/A)
Sub Total for Staff Costs			(N/A)	353,200.00	55,881.94	297,318.06(84%)
Tourist Information Office						
98 Website Costs - TIC			(N/A)	2,400.00		2,400.00(N/A)
Sub Total for Tourist Information Office			(N/A)	2,400.00		2,400.00(N/A)
Town Crier						
18 Town Crier Competition			(N/A)	500.00		500.00(N/A)
Sub Total for Town Crier			(N/A)	500.00		500.00(N/A)
Town Features and Furniture						
63 Street Lighting			(N/A)	1,750.00	629.29	1,120.71(64%)
64 War Memorial Maintenance			(N/A)	250.00		250.00(N/A)
65 General Maintenance			(N/A)	1,500.00	27.12	1,472.88(98%)
66 Street Furniture & Seats			(N/A)	1,000.00		1,000.00(N/A)
67 Bus Shelter Maintenance			(N/A)	250.00		250.00(N/A)
68 Gateway Stones			(N/A)	3,000.00		3,000.00(N/A)
Sub Total for Town Features and Furniture			(N/A)	7,750.00	656.41	7,093.59(91%)
Town Hall						
41 Electric - Town Hall			(N/A)	3,000.00	1,105.56	1,894.44(63%)
42 Gas - Town Hall			(N/A)	4,000.00	745.80	3,254.20(81%)
43 Water - Town Hall			(N/A)	1,300.00	148.50	1,151.50(88%)
44 Rates - Town Hall			(N/A)	12,000.00	3,227.69	8,772.31(73%)
45 Advertising			(N/A)	500.00		500.00(N/A)
46 Equipment - New			(N/A)	2,500.00	562.40	1,937.60(77%)
47 Equipment & Buildings Maintenance			(N/A)	10,000.00	2,139.53	7,860.47(78%)
48 Replacement Windows			(N/A)	2,000.00		2,000.00(N/A)
49 Stair Lift			(N/A)	750.00		750.00(N/A)
50 Cleaning - Town Hall			(N/A)	1,000.00	209.14	790.86(79%)
129 Corn Exchange Hire	3,200.00	1,139.83	-2,060.17(-64%)			(N/A)
130 Weddings - Chamber	500.00	1,208.35	708.35(141%)			(N/A)
144 Refuse Collection			(N/A)		1,307.47	-1,307.47(N/A)
147 Council Chamber Hire			(N/A)			(N/A)
Sub Total for Town Hall	3,700.00	2,348.18	-1,351.82(-36%)	37,050.00	9,446.09	27,603.91(74%)
Vehicles						

Wareham Town Council - Quarter 1
(01/04/2023 to 30/06/2023 - All Cost Centres and Codes)

1st.Quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
59 Service & Maintenance			(N/A)	1,200.00	8.18	1,191.82(99%)
60 Fuel			(N/A)	2,000.00	218.10	1,781.90(89%)
61 Insurance			(N/A)	1,000.00		1,000.00(N/A)
62 Machinery & Equipment			(N/A)	2,500.00		2,500.00(N/A)
Sub Total for Vehicles			(N/A)	6,700.00	226.28	6,473.72(96%)
Wareham Burial Joint Committee						
19 WBJC - Wareham TC Contributor			(N/A)	15,850.00		15,850.00(N/A)
Sub Total for Wareham Burial Joint Comn			(N/A)	15,850.00		15,850.00(N/A)
Wareham Burial Joint Committee						
149 Wareham Burial Joint Committee ,			(N/A)			(N/A)
150 Wareham Burial Joint Committee ,			(N/A)			(N/A)
151 Wareham Burial Joint Committee ,			(N/A)			(N/A)
Sub Total for Wareham Burial Joint Comn			(N/A)			(N/A)
TOTALS.....	623,265.00	286,366.93	-336,898.07(-54%)	623,265.00	109,570.02	513,694.98(82%)
NET Variance Quarter 1						176,796.91



POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 1 August 2023

Agenda Item: 9

Subject:	Investment Policy
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider and approve the Investment Policy.
Background:	<p>The Clerk raised the lack of Investment Policy at the Internal Audit visit 2022/23 noting there had been many years where the Council had maintained only 2 linked accounts – one for income and one for expenditure – with large sums of money in each. The Financial Regulations require that adequate protection be given to Council finances and returns be maximised where possible and that a policy be in place to cover this provision.</p>
Key Points:	<p>The draft policy is recommended by SLCC and has been adapted to cover Wareham Town Council.</p> <p>The Clerk is investigating the options around CCLA (Churches, Charities and Local Authorities (CCLA) Investment Management Limited) PSDF (Public Sector Deposit Fund) account, which reaps a much higher interest rate with immediate access to funds. This would provide the required protection to Council finance and be in line with the Investment Policy attached.</p>
Implications	<p>Failure to have an investment policy in place renders the Council vulnerable to financial loss as finances are not adequately protected.</p> <p>Current banking set up leaves Council vulnerable to financial loss should the bank suffer in a financial crisis. The PSDF account is fully Government backed.</p>
Recommendation	To consider and approve the Investment Policy.



Wareham Town Council

Investments Policy

INTRODUCTION

- 1.1 This policy is created under guidance issued by the Secretary of State for Communities and Local Government in accordance with the Local Government Act 2003. The extant guidance was issued by DCLG in 2018.
- 1.2 Wareham Town Council (the "Council") acknowledges its responsibility to the community and the importance of prudently investing any reserves held by the council.

OBJECTIVES

- 2.1 The general policy objective of the Council is prudent investment of its balances. The Council's investment priorities are:
 - (i) Security of reserves and then
 - (ii) Liquidity of investments
- 2.2 The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

INVESTMENT POLICY

- 3.1 The Council shall diversify its reserves between multiple relatively highly rated UK banks and building societies, and the Public Sector Deposit Fund. The Town Council shall only use specified investments as defined by DCLG guidance.
- 3.2 A significant percentage of the Council's bulked reserves shall be placed on interest bearing term/notice deposits.
- 3.3 To retain liquidity these shall be placed with phased end dates i.e., there will always be some maturing sooner than others.
- 3.5 No investment greater than £85,000 shall be held with the council's current bankers unless its purpose is to meet payment requirements within 5 days.
- 3.6 The Council shall only invest with banks/building societies which it defines as "High Credit Quality". This being those with a credit rating of A with Moody's Investors Service or BBB with Standard and Poor's or Fitch Ratings Ltd.
- 3.7 Investments shall be placed by the Responsible Financial Officer having used due diligence including as a minimum finance search engines and ratings agencies.
 - i. This shall be under the oversight of the Policy resources and Finance Committee.
 - ii. The actual movement of money shall be by the usual authorised signatories.
- 3.8 The procedure for undertaking investments, considering the need for timely and speedy placing of deals, shall be documented by the Responsible Financial

Officer and approved by the Policy Resources and Finance Committee before any investments are placed, with the exception of the receipt of Precept when received to meet the £85,000 requirement.

- 3.9 The Responsible Financial Officer shall review credit ratings of organisations in which the Council holds investments on a quarterly basis. Should the credit rating of an organisation fall below that specified under 3.6, the Responsible Financial Officer shall consult the Policy Resources and Finance Committee and take the appropriate action.

REVISION

- 4.1 Any revisions to this policy shall be approved by the Full Council.
- 4.2 The Policy Resources and Finance Committee shall review this policy every three years and recommend any proposed changes to Full Council prior to the commencement of the next financial year. Where no changes are proposed, Full Council shall note the policy.
- 4.3 Notwithstanding 4.2 this policy shall be reviewed in the event the Bank of England increases its base rate above 8% or the Financial Services Compensation Scheme is extended to cover the Town Council.



POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 1 August 2023

Agenda Item: 10

Subject:	Grants to Local Organisations Policy and Application Form
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider and approve the Grants to Local Organisations Policy and Application Form
Background:	<p>The Current Grant Policy for Wareham is due for review and no longer matches the corporate style of Wareham Town Council.</p> <p>Feedback has also been received that the policy is not easy to read and the application form is not clear in its layout.</p>
Key Points:	<p>The draft policy incorporates the key points from the current policy and includes further legal points to ensure the Council is adequately protected and legally compliant.</p> <p>The application form has been simplified and made clearer for those applying for grants.</p> <p>The presentation of award of grants has been moved to the Christmas Civic Event to enable organisations to have the monies in a timelier fashion – most require them before Christmas, not after, to help with the people they are assisting. It also removes the Council being the predominant body at the Annual Town Meeting, which is not a Council meeting, but a meeting of the Parish at which the Council provides an update of its work but should not be held as a Council meeting.</p>
Implications	<p>A clear grants policy assists both the applicants and Council with being clear as to their remit.</p> <p>It provides fairness in the awarding of grants and avoids inappropriate applications being received.</p>
Recommendation	To consider and approve the Grants to Local Organisations Policy and Application Form.



Wareham Town Council

Grants to Local Organisations Policy

Version: 1.0
Date of Approval:
Minute No:

Introduction

A grant is any payment made by the Wareham Town Council ("the Council") to be used by an organisation for a specific purpose which will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants at its discretion to local organisations who can demonstrate a clear need for financial support where the Parish will benefit by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Wareham in a positive way

Grant Application Process

1. This policy, application form and any other required forms will be available on the Town Council website or by request from the Clerk to the Council, who will, upon receipt of all applications after the application deadline date, collate all the necessary information from the applicants ready for presentation and discussion at the appropriate Council meeting.
2. All questions on the application form should be fully answered and the additional information supporting an application should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - a copy of their written constitution or details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - the proportion or number of beneficiaries living in the electoral area,
 - demonstration of a clear need for the funding,
 - a copy of the previous year's accounts or, for new initiatives, a detailed budget and business plan.
4. All grant applications must be received by 30 September for grants to be awarded at the Christmas Civic Event in December.
5. The Town Council will make the decision on which grants to award, and all applicants will be contacted following the Council's decision.
6. The Council has a limited budget each year and for the year 2023-24, the total small grants budget is £6,000.
7. The Council's Policy Resources and Finance Committee will normally consider grant applications at its meeting in October for ratification at Full Council at its meeting in November, however the Committee may consider further applications at other times subject to budget availability.

Conditions of Funding

1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.
3. Grants will not be made to individuals.
4. Grants will not be made retrospectively.
5. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project. The Council will only provide funding to assist organisations that are not based in the area, pro-rata for residents using that service.
6. An organisation should have a bank account in its own name with two authorised representatives required as signatories.
7. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council as requested.
8. Only one application for a grant will be considered from each organisation in any one financial year.
9. Grants will not normally be made for ongoing running/core costs e.g.:
 - Utility bills
 - IT and website support costs
 - Rent and rates
 - Insurance
 - Service contracts
 - Salaries
 - Lease payments
 - Stationary and other consumables

Where an application is for running costs for a project, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.

10. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
11. The Council will normally only consider grant applications for £1,000 or less. In exceptional circumstances where a significant and wide-ranging community benefit are clearly demonstrated in the application form, grants for higher amounts may be considered.

12. The Council welcomes applications which demonstrate how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications.
13. Each application will be assessed on its own merits.
14. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
15. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
16. An End of Grant Report will be required to evidence of the use of the full grant amount for the agreed purpose must be provided to the Town Council by 30 June in the year following the grant being transferred. Evidence must include the completed End of Grant Form and may also include receipts, photos, reports. The Council welcomes invites to see what was achieved with the funding as part of the report. Should the evidence not be received the Council will request the return of the funds.
17. If awarded a grant, the Council would welcome an invitation for the Mayor to visit the project and attend any official opening. The Council can assist with the promotion of such events and with press releases.
18. Grant applications are reviewed by the Town Clerk (or Deputy Town Clerk in the Clerk's absence), who provides a full report to the Policy, Resources and Finance Committee at its October meeting for decision.
19. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
20. A grant award ceremony shall be held as part of the Christmas Civic event in December.
21. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.



GRANT TO LOCAL ORGANISATION APPLICATION FORM

Please Read These Notes Carefully Before Completing the Form

1. Not all the questions contained in this application form are relevant to all organisations or have enough space for adequate explanation. As such, the Council welcomes any supporting information which you believe will better explain and assist your application.
2. If there is insufficient space on any part of the application form, please indicate and attach a separate note.
3. When making your application:

The Council particularly encourages applications for specific one-off costs or projects. However, it may also consider revenue costs except for those which are the responsibility of another local authority, for example the Principal Authority.
4. All applications must include:
 - a) A copy of the latest financial statement of the organisation (if applicable showing all general and special balances).
 - b) All applications for grant aid must declare any other grants that have been received in connection with the same application.
5. Requests for grants will only normally be considered from the following categories:
 - a) A Wareham-based charity, organisation or association.
 - b) An organisation or association serving the needs of the residents of Wareham.
 - c) An organisation or association serving a specific section of the Wareham community.
 - d) An award of a grant must give direct benefit to all or some of the inhabitants of Wareham, and the size of the grant should be commensurate with the benefit delivered.
 - e) The Council as a body does not affiliate to any political party or religion, therefore will not provide grant aid to support any religious group or activity in the village. By law, the Town Council cannot offer financial assistance to any political party.
6. Applications for grants which do not meet the criteria set out in 5 above may still be considered in certain circumstances where the law allows.
7. You will be informed in writing whether your application has been successful.
9. If you have any queries or wish to discuss the application, please contact the Council office on 01929 553006 or email office@wareham-tc.gov.uk

1.	Name of organisation	
2.	Name of contact	
3.	Contact Address	
4.	Tel. No	
5.	Email Address	
5.	Address where activities are based <i>if different from contact address</i>	
6.	What area (community) is served?	
7.	Are there any other similar facilities or services provided in the area/district?	
8.	Approximately how many people in Wareham benefit from and/or attend your organisation/activity?	
9.	How does your organisation/activity benefit the residents of Wareham?	
11.	Present charges/ subscription/fees. Please attach schedule if available.	
12.	Are there any proposals to change or introduce charges, subscriptions or fees? If so, please advise effective dates.	

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13.	Details of the project, facilities or service to be provided and how it will benefit the community:	
14.	a) Proposed starting date of project or acquisition date of equipment.	
	b) Estimated completion date or length of time for the project.	
15.	Please give details of the cost of the project	

16.	Please give details of other grants awarded or applied for.	
17.	Amount of grant requested from Wareham Town Council and provide a breakdown in box 18.	
18.	Any other relevant information <i>continue on a separate sheet if necessary</i>	

Signed..... **Date**.....

Please return your application form to: Nicola Gray, Town Clerk, Wareham Town Council, Wareham Town Hall, East Street, Wareham, Dorset, BH20 4NS or email office@wareham-tc.gov.uk enclosing your organisation's latest financial statement. **The deadline for receipt of applications is 30 September 2023.**

Version: 1.0
Date of Approval:
Minute No:



POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 1 August 2023

Agenda Item: 12

Subject:	Remembrance Sunday Road Closure																																																								
Prepared by:	Nicola Gray, Town Clerk & RFO																																																								
Purpose of Report:	To consider and approve the quote for managing the road closure for Remembrance Sunday.																																																								
Background:	<p>The Policy Resources and Finance Committee at its meeting on 9 May 2023 agreed the following:</p> <p>749. Remembrance Day Parade Arrangements</p> <p><i>The Clerk requested that the Committee considered arrangements for the Remembrance Day Parade on 12 November 2023.</i></p> <p><i>It was RESOLVED that the road closure should be outsourced in the same way as 2022 and the Clerk should engage with contractors as soon as possible.</i></p>																																																								
Key Points:	<p>Four Contractors were approached, both national and local, with a specification of providing road closure signs and personnel for a rolling road closure to the same requirements as 2022, for the remembrance parade on 12 November 2023.</p> <p>Only one quote has been received, with one other company responding that they could not quote as they were fully booked for that date. No response was received from the other two contractors.</p> <p>The quote received is as follows:</p> <table><thead><tr><th>Equipment & Qty Charge</th><th>Rate</th><th>Total</th></tr></thead><tbody><tr><td>Install and Remove Road Closure 1</td><td></td><td>£140.00</td></tr><tr><td>Road Closed Sign 12</td><td></td><td></td></tr><tr><td>Road Ahead Closed Sign 12</td><td></td><td></td></tr><tr><td>Workforce in Road Slow Down Sign 1</td><td></td><td></td></tr><tr><td>Road Cones 24</td><td></td><td></td></tr><tr><td>Sandbags 24</td><td></td><td></td></tr><tr><td>Pedestrian barriers - 2mtrs 12</td><td></td><td></td></tr><tr><td>2 Operatives on site OUT OF HOURS 8 Sale</td><td>£ 48.30 per Hour</td><td>£386.40</td></tr><tr><td>2 Operatives on site OUT OF HOURS 8 Sale</td><td>£ 48.30 per Hour</td><td>£386.40</td></tr><tr><td>2 Operatives on site OUT OF HOURS 8 Sale</td><td>£ 48.30 per Hour</td><td>£386.40</td></tr><tr><td>2 Operatives on site OUT OF HOURS 8 Sale</td><td>£ 48.30 per Hour</td><td>£386.40</td></tr><tr><td>3.5T Vehicle on site 8 Sale</td><td>£ 7.76 per Hour</td><td>£ 62.08</td></tr><tr><td>3.5T Vehicle on site 8 Sale</td><td>£ 7.76 per Hour</td><td>£ 62.08</td></tr><tr><td>3.5T Vehicle on site 8 Sale</td><td>£ 7.76 per Hour</td><td>£ 62.08</td></tr><tr><td>3.5T Vehicle on site 8 Sale</td><td>£ 7.76 per Hour</td><td>£ 62.08</td></tr><tr><td></td><td></td><td>£1,933.92</td></tr><tr><td>Projected Cost Including VAT:</td><td></td><td>(£ 2,320.72)</td></tr></tbody></table> <p>The budget line “Civic Events” has £4,000 available for spend, with the “general events” budget line having £1,500 available for spend but monies will also be required for the annual Christmas reception.</p>			Equipment & Qty Charge	Rate	Total	Install and Remove Road Closure 1		£140.00	Road Closed Sign 12			Road Ahead Closed Sign 12			Workforce in Road Slow Down Sign 1			Road Cones 24			Sandbags 24			Pedestrian barriers - 2mtrs 12			2 Operatives on site OUT OF HOURS 8 Sale	£ 48.30 per Hour	£386.40	2 Operatives on site OUT OF HOURS 8 Sale	£ 48.30 per Hour	£386.40	2 Operatives on site OUT OF HOURS 8 Sale	£ 48.30 per Hour	£386.40	2 Operatives on site OUT OF HOURS 8 Sale	£ 48.30 per Hour	£386.40	3.5T Vehicle on site 8 Sale	£ 7.76 per Hour	£ 62.08	3.5T Vehicle on site 8 Sale	£ 7.76 per Hour	£ 62.08	3.5T Vehicle on site 8 Sale	£ 7.76 per Hour	£ 62.08	3.5T Vehicle on site 8 Sale	£ 7.76 per Hour	£ 62.08			£1,933.92	Projected Cost Including VAT:		(£ 2,320.72)
Equipment & Qty Charge	Rate	Total																																																							
Install and Remove Road Closure 1		£140.00																																																							
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Sandbags 24																																																									
Pedestrian barriers - 2mtrs 12																																																									
2 Operatives on site OUT OF HOURS 8 Sale	£ 48.30 per Hour	£386.40																																																							
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3.5T Vehicle on site 8 Sale	£ 7.76 per Hour	£ 62.08																																																							
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3.5T Vehicle on site 8 Sale	£ 7.76 per Hour	£ 62.08																																																							
		£1,933.92																																																							
Projected Cost Including VAT:		(£ 2,320.72)																																																							



Implications	<p>The Council does not have the personnel to cover the road closure requirements and the overtime cost would likely be greater than the cost to outsource.</p> <p>Failure to have manned road closures would result in the road closure not able to be put in place therefore preventing the parade to take place.</p>
Recommendation	<p>To consider and approve the quote received.</p>

POLICY RESOURCES AND FINANCE COMMITTEE REPORT



Meeting Date: 1 August 2023

Agenda Item: 13

Subject:	Grant of Monies to Alison Campbell Trust
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the request from the previous Mayor to grant £1,500 to Alison Campbell trust.
Background:	<p>Cllr Russell has requested Policy Resources and Finance consider a grant to the Alison Campbell Trust of £1,500, as the equivalent amount of residue from the Mayor's expenses budget from the 2022/23 financial year.</p> <p>The Finance Officer apportioned the charge from the Italian Kitchen to the Mayors expenses budget as the event was not organised as a Council event, having been organised by Mr Lewis-Fry. Cllr Russell believes that this was incorrect and should have been allocated to the Civic Events budget, leaving £1,500 unspent at year end in the Mayor's Expenses line.</p> <p>Cllr Russell wanted the unspent expenses monies to be granted to his charity. The Clerk has explained the legalities around why this cannot just be paid over without Council resolution.</p>
Key Points:	<p>The 2022/23 Accounts have been agreed and signed off by Council, and have been submitted to external audit, they cannot be altered.</p> <p>Should the Mayor's expenses budget have been left with £1,500 in at year end, it is not in the Mayor's gift to use this money for anything other than expenses. The Mayors expenses budget line is specific for expenses by virtue of LGA 1972 S.15(5) and S.34(5) and is not a grant or fundraising budget line. Monies intended for any other use than expenses may only be paid from this budget by way of Council resolution.</p> <p>As the £1,500 is no longer in a budget line – it reverts to the General Fund at year end – the granting of such sum would have to come from either the existing grant budget line which has £6,000, or from the General Fund, both of which require a formal resolution of Council.</p> <p>Council would need to ensure that it is satisfied with the granting of the monies to the organisation and that it meets its Grant Policy to avoid challenge by other organisations.</p>
Implications	Unless allocated from the existing 2023/24 Grants budget line, the £1,500 is unbudgeted in the current financial year and would be taken from the General Fund which is the Council's safety reserve.
Recommendation	To consider the request to pay £1,500 to Alison Campbell Trust and, if resolved, agree the budget from which the expenditure would be made.