



Town Hall
East Street
Wareham
Dorset
BH20 4NS

6 September 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 12 SEPTEMBER 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

12 SEPTEMBER 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 1 AUGUST 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 1 AUGUST 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. August Bank Reconciliation

To approve the bank reconciliation for August.

8. Risk Management Strategy

To receive further information in respect of the Risk Management Strategy approved by Council at its meeting on 22 August 2023.

9. Review of Asset Register

To review the Asset Register.

10. Rugby Club Rent and Lease

To consider the debtor position of rent owed for the Rugby Club and the request for a lease extension.

11. Proposed Mayoral Chain

To consider the proposed Mayoral Chain.

12. Dorset Council Parking (Verbal)

To consider dates for requesting free parking days at Christmas in Dorset Council Car Parks.

13. 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).

14. Date of next meeting

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



Minutes of a meeting of the Policy, Resources and Finance Committee held on 1 August 2023 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

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

PRF 014/23 Apologies for absence

Apologies were received and accepted from Cllr K Green.

PRF 015/23 Declarations of interest

There were no declarations of interest.

PRF 016/23 Public participation time

There was 1 member of the public present who spoke in respect of item 13.

PRF 017/23 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 20 June 2023, were **APPROVED** subject to the following amendments and would be signed by the Chairman following the meeting.

Minute No. PRF 009/23 should read "Wareham Burial Joint Committee" not Wareham Burial Board.

PRF 018/23 Matters arising from the minutes of the previous meeting

There were no matters arising from the previous minutes.

PRF 019/23 Grant of Monies to Alison Campbell Trust

The Chairman proposed with the Committee's agreement to move agenda item 13 to the next item to be discussed to allow the member of the public to leave the meeting should they wish.

Members considered the request from Cllr Russell and a number of viewpoints were given in respect of the mayor's expenses.

The Clerk noted that the Mayor's expenses budget was to cover the costs incurred for carrying out mayoral duties and was not an allowance. An allowance would incur PAYE and NI obligations, whereas expenses did not. Furthermore, it is not in the gift of any Councillor to grant Council monies without a formal resolution from Council.

Cllr Cotton proposed that the Mayoral expenses remained for that purpose only and the Alison Campbell Trust be encouraged to apply for a grant through the Council's formal grant process.

It was **RESOLVED** that the request be declined with the Mayor's expenses being contained for the purposes of expenses only and the Alison Campbell Trust be encouraged to apply for a Grant through the Council's formal grant awarding process.

PRF 020/23 Payment of outstanding creditors

Members queried transaction number 250 in respect of the budget it had been allocated to, and transaction number 246 which wasn't clear why the entry was against the VAT and not the Net amount. The Clerk confirmed she would follow these up by email with members.

PRF 021/23 Bank Reconciliation – June 2023

Cllr Budd noted the name of the Wareham Burial Joint Committee was incorrect on the reconciliation. The Clerk noted she had changed the details in the accounts system so would look into why this had not pulled through on to the report.

The Clerk noted that the totals for the receipts and payments on the reconciliation were dated from 1 April 2023, but the transactions provided were for the respective month being reconciled.

It was **RESOLVED** to approve the bank reconciliation for June 2023 and was signed by the Chair.

PRF 022/23 Quarterly Budget Report

The budget report for quarter 1 was received with no queries.

PRF 023/23 Investment Policy

Members considered the Investment Policy which the Clerk noted provided compliance with Financial Regulations and provided better protection for the Council finances.

Cllr Budd noted there should be a capital R for resources at 3.7(i).

It was **RESOLVED** that subject to the above amendment the Investment Policy was approved.

PRF 024/23 Grants to Local Organisations Policy and Application Form

Members considered the policy, and the following amendments were agreed:

- Grant Application Process, amend No.7. to read “.... however, the Committee may accept applications at other times for consideration at its meeting in November.”
- Conditions of Funding, No.5. “in adequate” be changed to “inadequate”.
- Conditions of Funding, No.5. Full stop at the end of the paragraph.
- Conditions of Funding, No.8. To state “.... in any one Town Council Financial year.”
- Conditions of Funding, No.15. To state “.... the end of the Town Council’s financial year in which....”
- Notes to application form. 5(e) change “village” to Town.
- Notes to application form. 5(d) and (e) to be a separate section 6 and 7, with further revised numbering.
- Application form. Correct the numbering on the application form which showed two number 5’s and no number 10.
- Application form. Remove the Clerk’s name at the bottom of the form to enable continuity of the form in future years.

It was **RESOLVED** to approve the Grants to Local Organisations Policy and Application form with the above amendments.

PRF 025/23 Review of Internal Audit

The Clerk provided further quote information which had been received from the two Auditors who had not responded before the papers had been sent out. These were £1,925 + VAT and £1,250 no VAT, which added to the quotes of £1,400 no VAT, £885 + VAT and Mileage.

Members discussed the quotes and struggled to find an equitable comparison between them.

The Clerk noted that the current Auditor had not had the benefit of one complete year with her as Clerk and RFO, and the new accounts system, which had provided greater transparency and efficiency, so would recommend that the Auditor not be changed if Members were unsure.

Cllr Critchley felt this was a pragmatic approach and noted it would be a new Council next year, and they may wish to appoint accordingly. Cllr Cotton proposed the Clerk's recommendation as the sensible way forward.

It was **RESOLVED** to not change Auditor for the current financial year.

PRF 026/23 Remembrance Sunday Road Closure

Members considered the quote provided and agreed the service had been very good in 2022, and there were not enough resources to cover the closure inhouse.

It was **RESOLVED** to accept the quote for the road closure management provided by Amberon Ltd at a cost of £2,320.72 inc VAT, to be paid from the Civic Events budget.

PRF 027/23 Any other items the Chairman deems urgent

It was **RESOLVED** that under Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the meeting as publicity would be prejudicial to the public interest because of the nature of the business to be transacted.

The Clerk provided a verbal update and read a letter from a leaseholder tenant of the Council which had been received the day of the meeting and advised that a meeting of the Buildings Project Working Party would be called as soon as possible, with recommendations returning to both Policy Resources and Finance and Full Council as appropriate.

PRF 028/23 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 12 September 2023.

Chairman.....

Date.....

Wareham Town Council

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/08/2023		
	Cash in Hand 01/04/2023		482,524.63
	ADD Receipts 01/04/2023 - 31/08/2023		363,475.24
	SUBTRACT Payments 01/04/2023 - 31/08/2023		845,999.87 221,796.49
	Cash in Hand 31/08/2023 (per Cash Book)		624,203.38
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	25.00	
	Wareham Burial Joint Committee 31/03/2024	76,474.00	
	Lloyds Bank Receipts 31/08/2023	551,619.51	
	Lloyds Bank Business Account (Pa 31/08/2023	-3,915.13	
			624,203.38
	Less unrepresented payments		
			624,203.38
	Plus unrepresented receipts		
	Adjusted Bank Balance		624,203.38
	A = B Checks out OK		

Wareham Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
46	Stock (for Resale)	14/08/2023		Lloyds Bank Receipts	501358	museum sales	Wareham Museum	Z	11.75		11.75
47	Parking - Cash Income	11/08/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	190.96	38.19	229.15
48	Parking - Card Income	15/08/2023		Lloyds Bank Receipts	FPI	Howards Lane car park credit	Worldline Financial Services	S	623.50	124.70	748.20
171	Parking - Cash Income	14/08/2023		Lloyds Bank Receipts	TRF	Howards Lane car park cash re	Loomis UK Ltd	S	344.58	68.92	413.50
172	Stock (for Resale)	11/08/2023		Lloyds Bank Receipts	501356	Museum stock for resale	Wareham Museum	X	12.24		12.24
173	Donations	11/08/2023		Lloyds Bank Receipts	DEP	Museum donations	Wareham Museum	X	104.62		104.62
196	Parking - Cash Income	15/08/2023		Lloyds Bank Receipts	FPI	Howards Lane car park cash re	Loomis UK Ltd	S	318.29	63.66	381.95
197	Stock (for Resale)	22/08/2023		Lloyds Bank Receipts	501360	museum sales	Wareham Museum	Z	26.10		26.10
200	Donations	18/08/2023		Lloyds Bank Receipts	501359	Museum donation	Wareham Museum	Z	156.25		156.25
201	Donations	04/08/2023		Lloyds Bank Receipts	CASH - 501353	Museum donations	Wareham Museum	X	86.28		86.28
202	Parking - Phone Payments	16/08/2023		Lloyds Bank Business	BCG	Car park telephone receipts	Just Park Parking Ltd	S	1,915.33	383.07	2,298.40
203	Stock (for Resale)	07/08/2023		Lloyds Bank Receipts	cash - 501354	museum sales	Wareham Museum	X	41.20		41.20
207	Stock (for Resale)	01/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	10.79		10.79
208	Stock (for Resale)	03/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	0.98		0.98
214	Rents Received	07/08/2023		Lloyds Bank Receipts	FPI	Quarterly rent	Critchley D	X	62.50		62.50
217	Parking - Card Income	01/08/2023		Lloyds Bank Receipts	FPI	Howards Lane car park credit	Worldline Financial Services	Z	636.02		636.02
218	Parking - Card Income	08/08/2023		Lloyds Bank Receipts	FPI	Howards Lane car park credit	Worldline Financial Services	Z	766.26		766.26
220	Stock (for Resale)	10/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	9.83		9.83
221	Parking - Cash Income	01/08/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	486.71	97.34	584.05
222	Corn Exchange Hire	01/08/2023		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Mark Staddon-Gover	S	16.67	3.33	20.00
222	Corn Exchange Hire	01/08/2023		Lloyds Bank Receipts	FPI	Corn Exchange Hire	Mark Staddon-Gover	S	16.67	3.33	20.00
224	Stock (for Resale)	04/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	11.01		11.01
225	Stock (for Resale)	07/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	19.17		19.17
229	Stock (for Resale)	08/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	8.76		8.76
229	Donations	08/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	5.00		5.00
230	Parking - Cash Income	09/08/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	724.04	144.81	868.85
231	Bank Interest	09/08/2023		Lloyds Bank Receipts	FPI	Bank interest	Lloyds Bank	X	410.08		410.08
232	Corn Exchange Hire	01/08/2023		Lloyds Bank Receipts	501352	Hire of Corn Exchange	Andrew Childs Arts & Crafts	S	96.87	19.38	116.25
233	Parking - Cash Income	10/08/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	212.75	42.55	255.30
234	Corn Exchange Hire	14/08/2023		Lloyds Bank Receipts	501357	Hire of Council Chamber	Wareham Community Growe	S	36.67	7.33	44.00
235	Corn Exchange Hire	14/08/2023		Lloyds Bank Receipts	501357	Corn Exchange Hire	The Friends of Wareham Hos	S	45.83	9.17	55.00
235	Corn Exchange Hire	14/08/2023		Lloyds Bank Receipts	501357	Corn Exchange Hire	The Friends of Wareham Hos	S	25.00	5.00	30.00

Wareham Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
236	Donations	25/08/2023		Lloyds Bank Receipts	501361	Museum donations	Wareham Museum	Z	88.97		88.97
238	Stock (for Resale)	15/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	5.90		5.90
239	Stock (for Resale)	16/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	3.53		3.53
240	Donations	18/08/2023		Lloyds Bank Receipts	FPI	Museum donation	Sum Up	Z	5.90		5.90
241	Stock (for Resale)	21/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	11.80		11.80
242	Stock (for Resale)	22/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	6.88		6.88
243	Stock (for Resale)	24/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	7.36		7.36
244	Stock (for Resale)	25/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	16.64		16.64
245	Stock (for Resale)	29/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	17.27		17.27
246	Stock (for Resale)	30/08/2023		Lloyds Bank Receipts	FPI	museum sales	Sum Up	Z	12.77		12.77
247	Cricket Pitch Hire	25/08/2023		Lloyds Bank Receipts	501362	Cricket Pitch hire - Season	Wareham Cricket Club Senior	X	50.00		50.00
248	Football Pitch Hire	29/08/2023		Lloyds Bank Receipts	FPI	Football Pitch Hire	Fran Wareham Rangers	X	50.00		50.00
249	Parking - Cash Income	17/08/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	404.67	80.93	485.60
250	Parking - Cash Income	22/08/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	378.12	75.63	453.75
251	Parking - Card Income	22/08/2023		Lloyds Bank Receipts	FPI	Howards Lane car park credit	Worldline Financial Services	S	565.85	113.17	679.02
252	Parking - Cash Income	24/08/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	460.58	92.12	552.70
253	Parking - Card Income	30/08/2023		Lloyds Bank Receipts	FPI	Howards Lane car park credit	Worldline Financial Services	S	615.37	123.07	738.44
254	Parking - Cash Income	30/08/2023		Lloyds Bank Receipts	TRF	Car Park cash receipts	Loomis UK Ltd	S	739.67	147.93	887.60
Total									10,873.99	1,643.63	12,517.62

Wareham Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
6	Telephones	03/08/2023		Lloyds Bank Business	FPO	Office telephone system	Rejuvenate	S	84.84	16.97	101.81
62	Cash Payment Fees	08/08/2023	TC 53/23	Lloyds Bank Business	FPO	Loomis Monthly Contract for c	Loomis UK Ltd	S	306.58	61.32	367.90
93	Cash Payment Fees	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Car Park Coin Sorting Fee	Loomis UK Ltd	S	40.92	8.18	49.10
118	Street Furniture & Seats	04/08/2023	TC 53/23	Lloyds Bank Business	BACS	Steel collar for finger post in C	Normtec	Z	9.45		9.45
128	Office Expenditure	11/08/2023	TC 53/23	Lloyds Bank Business	FPO	Water Cooler termination Paym	Culligan (UK) Ltd	S	12.84	2.57	15.41
130	Meetings & Trainings	04/08/2023		Lloyds Bank Business	BACS	Training	Dorset Training Ltd	S	800.00	160.00	960.00
149	Rates - Depot	03/08/2023		Lloyds Bank Business	FPO	Unit 2 Ryan Business Park rate	Dorset Council	E	325.00		325.00
151	Salaries	31/08/2023		Lloyds Bank Business	BACS	Monthly salaries	Dorset Council	X	12,158.16		12,158.16
208	Office Expenditure	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Monthly Water Cooler Service	Eden Springs UK Ltd	S	4.90	0.98	5.88
221	Machinery & Equipment	04/08/2023	TC 53/23	Lloyds Bank Business	BACS	Vehicle repairs	O.H.E. Horticultural Ltd	S	16.26	3.25	19.51
230	Office Expenditure	18/08/2023	TC23/34	Lloyds Bank Business	DD	ICO Annual Payment	Information Commissioners C	X	35.00		35.00
237	Rates - HL CP	01/08/2023	TC 53/23	Lloyds Bank Business	DD	Howards Lane car park rates	Dorset Council	E	996.00		996.00
239	Maintenance - HL Toilets	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Janitorial supplies	Bunzl UK Ltd T/A Comax UK	S	176.50	35.30	211.80
239	Maintenance - Quay Toilets	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Janitorial supplies	Bunzl UK Ltd T/A Comax UK	S	176.50	35.30	211.80
241	Maintenance - Quay Toilets	02/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Cleaning Materials and Station	Consortium	S	5.77	1.16	6.93
241	Maintenance - HL Toilets	02/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Cleaning Materials and Station	Consortium	S	5.78	1.16	6.94
241	Office Expenditure	02/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Cleaning Materials and Station	Consortium	S	15.00	3.00	18.00
241	Office Expenditure	02/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Cleaning Materials and Station	Consortium	S	9.01	1.80	10.81
241	Office Expenditure	02/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Cleaning Materials and Station	Consortium	S	1.51	0.30	1.81
241	Office Expenditure	02/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Cleaning Materials and Station	Consortium	S	20.89	4.18	25.07
241	Office Expenditure	02/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Cleaning Materials and Station	Consortium	S	1.13	0.23	1.36
241	Office Expenditure	02/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Cleaning Materials and Station	Consortium	S	11.36	2.27	13.63
242	Maintenance - HL Toilets	17/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Howards Lane maintenance	JL Plumbing & Heating Ltd	S	430.00	86.00	516.00
243	Equipment & Buildings Maint	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	roof repairs	Complete Roofing Solutions	S	886.00	177.20	1,063.20
245	Card Payment fees	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Car park credit card processing	3C Payment UK Ltd	S	102.17	20.43	122.60
248	Town Crier Competition	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Town Criers Competition	Harry's Enterprises Ltd	S	250.00	50.00	300.00
249	Town Crier Competition	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Town Criers Competition	Wareham Cobblers	X	64.50		64.50
250	Maintenance - HL Toilets	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Building maintenance	CMB Electrical Services Dorset	S	931.56	186.31	1,117.87
251	Software Support	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Software support	Rejuvenate	S	600.00	120.00	720.00
252	Town Crier Competition	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Town Criers Competition	Town Crier (Wareham)	X	12.30		12.30
253	Town Crier Competition	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Town Criers Competition	Town Crier (Wareham)	X	48.00		48.00
254	Town Crier Competition	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Town Criers Competition	Kaffs Coffee Pot	X	112.50		112.50
256	Mileage - Staff	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Staff expenses	Nicola Gray	X	17.10		17.10

Wareham Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
256	Mileage - Staff	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Staff expenses	Nicola Gray	S	1.83	0.37	2.20
258	Telephones	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Office telephone system	Rejuvenate	S	84.84	16.97	101.81
261	HMRC	08/08/2023	PRF 020/23	Lloyds Bank Business	BACS	Pension and HMRC payments	Dorset Council	X	4,921.39		4,921.39
261	Pension Contributions	08/08/2023	PRF 020/23	Lloyds Bank Business	BACS	Pension and HMRC payments	Dorset Council	X	5,002.55		5,002.55
262	Stock (for Resale)	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Museum Merchandise	The Dovecote Press	X	32.18		32.18
264	Stock (for Resale)	11/08/2023	PRF 020/23	Lloyds Bank Business	BACS	Museum stock for resale	Kathleen Doyle	X	45.00		45.00
267	Equipment Maintenance	03/08/2023	PRF 020/23	Lloyds Bank Business	FPO	Installation of Sockets in Muse	CMB Electrical Services Dorset	S	87.94	17.59	105.53
268	Cash Payment Fees	08/08/2023		Lloyds Bank Business	FPO	Loomis Monthly Contract for c	Loomis UK Ltd	S	306.58	61.32	367.90
278	Equipment & Buildings Maint	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Sundry Maintenance Items	WM Pond & Co	S	12.55	2.51	15.06
279	Street Lighting	21/08/2023	TC 53/23	Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	117.61	5.88	123.49
280	Street Lighting	21/08/2023	TC 53/23	Lloyds Bank Business	DD	Unmetered electrical supply fo	SSE Southern Electric	L	53.90	2.69	56.59
282	Cash Payment Fees	03/08/2023	TC 53/23	Lloyds Bank Business	FPO	Loomis Monthly Contract for c	Loomis UK Ltd	S	306.58	61.32	367.90
283	Electric - Pavilion	07/08/2023	TC 53/23	Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	57.86	2.89	60.75
284	Electricity - Quay Toilets	07/08/2023	TC 53/23	Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	306.43	15.32	321.75
285	Electric - Town Hall	07/08/2023	TC 53/23	Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	400.91	20.05	420.96
286	Electricity - HL Toilets	07/08/2023	TC 53/23	Lloyds Bank Business	DD	Electricity usage	SSE SWALEC	L	166.45	8.32	174.77
287	General Maintenance	10/08/2023	TC 53/23	Lloyds Bank Business	FPO	Finger Post repair - Church Gr	Normtec	Z	320.00		320.00
288	Telephones	10/08/2023	TC 53/23	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	172.20	34.44	206.64
288	Card Payment fees	10/08/2023	TC 53/23	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
288	Cash Payment Fees	10/08/2023	TC 53/23	Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	3.10	0.62	3.72
289	Card Payment fees	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Car park credit card processing	3C Payment UK Ltd	S	139.30	27.86	167.16
290	Cash Payment Fees	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Car Park Coin Sorting Fee	Loomis UK Ltd	S	50.63	10.13	60.76
291	Office Expenditure	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Copier charges	Clarity Copiers Ltd	Z	65.64		65.64
293	Gas - Town Hall	14/08/2023	TC 53/23	Lloyds Bank Business	DD	Town Hall gas monthly gas use	Crown Gas & Power Ltd	L	61.07	3.05	64.12
294	Fuel	14/08/2023	TC 53/23	Lloyds Bank Business	DD	Grounds Vehicle Fuel	Fuelcard People	S	6.89	1.38	8.27
295	Stock (for Resale)	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Museum Books for resale	Wareham Legion Club	Z	60.00		60.00
296	Telephones	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Office telephone system	Rejuvenate	S	76.64	15.33	91.97
297	Software Support	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Software & Website Provision	Rejuvenate	S	514.28	102.86	617.14
299	Health & Safety Mitigation	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	VDU Glasses	Nicola Gray	Z	99.00		99.00
300	PWLB Roof Loan	21/08/2023	TC 53/23	Lloyds Bank Business	DD	PWLB Repayment & Interest	PWLB	Z	2,163.97		2,163.97
300	PWLB Loan Interest payment	21/08/2023	TC 53/23	Lloyds Bank Business	DD	PWLB Repayment & Interest	PWLB	Z	37.82		37.82
301	Refuse Collection	31/08/2023	TC 53/23	Lloyds Bank Business	DD	Town Hall monthly refuse colle	Suez Recycling & Recovery U	S	212.64	42.53	255.17
302	Grass Cutting	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Grass cutting	Wessex Grounds Services	S	152.40	30.48	182.88
302	Grass Cutting - Hauses	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Grass cutting	Wessex Grounds Services	S	197.24	39.45	236.69
305	Software Support	10/08/2023	TC 53/23	Lloyds Bank Business	DEB	Acrobat Pro	Adobe Systems Software	S	8.32	1.66	9.98

Wareham Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
306	Telephone	23/08/2023	TC 53/23	Lloyds Bank Business	DD	Museum Telephone	BT	S	29.99	6.00	35.99
308	Maintenance - HL Toilets	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Equipment repairs	Trade UK	S	8.66	1.73	10.39
309	Software Support	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Website Hosting annual charge	Vision ICT Ltd	S	295.00	59.00	354.00
310	Machinery & Equipment	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Honda Mower Service	O.H.E. Horticultural Ltd	S	135.30	27.06	162.36
311	Wareham in Bloom Reserve	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Motorised Trolley for town plant	O.H.E. Horticultural Ltd	S	1,049.00	209.80	1,258.80
312	Stock (for Resale)	25/08/2023	TC 53/23	Lloyds Bank Business	FPO	Maps for Museum sale	Wareham Art Club	Z	30.00		30.00
313	Maintenance - HL Toilets	03/08/2023	TC 53/23	Lloyds Bank Business	FPO	Howards Lane maintenance	J B Plumbing	S	430.00	86.00	516.00
315	Equipment - New	23/08/2023		Lloyds Bank Business	DEB	Dishwasher	Currys	S	233.33	46.67	280.00
316	Office Cleaning	22/08/2023		Lloyds Bank Business	DEB	Fly Spray & cleaning sponges	Savers Stores Plc	S	4.90	0.98	5.88
317	Machinery & Equipment	29/08/2023		Lloyds Bank Business	DD	Fuel for Equipment	Fuelcard People	S	7.52	1.50	9.02
318	Water - HL Toilets	01/08/2023		Lloyds Bank Business	DD	Howards Lane toilets monthly	Water2Business 26972900	E	95.00		95.00
319	Water - Quay Toilets	01/08/2023		Lloyds Bank Business		Quay toilets monthly water usage	Water2Business 26887698	E	375.00		375.00
320	Water - Pavilion	01/08/2023	PRF 020/23	Lloyds Bank Business	DD	water usage Pavilion	Water2Business	Z	43.00		43.00
321	Water - Town Hall	01/08/2023		Lloyds Bank Business	DD	Town Hall monthly water usage	Water2Business 26972900	E	89.50		89.50
322	Rates - Town Hall	01/08/2023		Lloyds Bank Business	DD	Town Hall Rates	Dorset Council	E	1,076.00		1,076.00
323	Cleaning - Quay Toilets	01/08/2023		Lloyds Bank Business	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
323	Cleaning - HL Toilets	01/08/2023		Lloyds Bank Business	DD	Daily clean of public toilets	Clean Deep Services Ltd	S	1,086.00	217.20	1,303.20
324	Bank Charges	18/08/2023		Lloyds Bank Business	PAY	Bank Charges	Lloyds Bank	E	11.00		11.00
Total									41,001.57	2,376.69	43,378.26



Wareham Town Council

Risk Management Strategy

RISK MANAGEMENT STRATEGY

1 Introduction

- 1.1 This document forms the Council's Risk Management Strategy. It sets out:
- What is risk management.
 - Why does the Council need a risk management strategy.
 - What is the Council's philosophy on risk management.
 - What is the risk management process.
 - Roles and responsibilities.
 - Future monitoring.
- 1.2 The objectives of this strategy are to:
- Further develop risk management and raise its profile across the Council.
 - Integrate risk management into the culture of the organisation.
 - Embed risk management through the ownership and management of risk as part of all decision-making processes; and
 - Manage risk in accordance with best practice.

2 What is Risk Management?

- 2.1 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.' Audit Commission, *Worth the Risk: Improving Risk Management in Local Government*, (2001: 5)
- 2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.
- 2.3 Risks can be classified into various types, but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worse-case scenario Government intervention.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher

insurance premiums, lengthy recovery processes.

- 2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can relate to missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 Why does the Council need a Risk Management Strategy?

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees/service areas understand risk, and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2011 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

- 4.1 The Council recognises that it has a responsibility to manage risks effectively to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.
- 4.2 The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists.

Reduction – loss control measures are implemented to reduce the impact/ likelihood of

the risk occurring.

Transfer – the financial impact is passed to others e.g., by revising contractual terms.

Sharing - the risk is shared with another party.

Insuring - insure against some or all the risk to mitigate financial impact; and

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the impact of the impact if it did, based upon the scoring identified in the Risk Management Schedule Risk Matrix.

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 Elected Members – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, including:

- a) Approval of the Risk Management Strategy.
- b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- c) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

- 6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.
- 6.4 Town Clerk – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:
- (a) provide advice as to the legality of policy and service delivery choices.
 - (b) provide advice on the implications for service areas of the Council's corporate aims and objectives.
 - (c) update the Council on the implications of new or revised legislation.
 - (d) assist in handling any litigation claims.
 - (e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
 - (f) advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- 6.5 Responsible Finance Officer – as the Council's Section 151 Officer the Responsible Finance Officer (in Wareham Town Council this is also the Town Clerk) will:
- (a) assess and implement the Council's insurance requirements.
 - (b) assess the financial implications of strategic policy options.
 - (c) provide assistance and advice on budgetary planning and control.
 - (d) ensure that the Council's financial procedures allow effective budgetary control.
 - (e) maintain the Council's Risk Management Schedule.
- 6.6 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.
- Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud. Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.
- 6.7 Policy Resources and Finance Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by the Resources Committee and shall make recommendations for its adoption to Full Council.
- 6.8 Training – Risk Management training will be provided to Elected Members and staff through a variety of mediums. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.
- 6.9 In addition to the roles and responsibilities set out above, the Council is keen to promote

an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

7. Future Monitoring

- 7.1 Review of Risk Management Strategy - This Strategy will be reviewed annually in August.

8. Conclusion

- 8.1 The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

Wareham Town Council Risk Management Schedule

RISK MANAGEMENT

Notes

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential risks inherent in the place or practices. Based on a recorded assessment the Town Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimize them. In conducting this exercise, the following plan was followed.

- Identify the areas to be reviewed.
- Identify what the risk may be and level of risk
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

This report will be reviewed and is updated on an annual basis.

Key

L low risk

M Medium Risk

H High Risk.

ASSESSMENT OF RISK

Each risk identified will be objectively assessed in terms of its “likelihood” and “impact” upon the Town Council.

Likelihood

		Probability	Frequency
4	Almost Certain	>90%	Frequent Occurrence
3	Likely	>60%	Regular Occurrence
2	Possible	>10%	Occasional Occurrence
1	Unlikely	<10%	Has never occurred

Impact

		Risk Threat
4	Major	Financial Impact >£400,000 Fatality/life-changing injuries to staff or public/regulatory intervention – prosecution/service disruption/extensive legal proceedings against the Council.
3	Serious	Financial Impact >£200,000 Adverse media attention/public complaints/adverse findings by auditors -ICO- Ombudsman/significant service disruption/project delivery delayed or suspended/legal action.
2	Significant	Financial Impact >£50,000 Adverse service-user complaints/some service disruption/minor injuries or “near- misses” to staff and public
1	Minor	Financial Impact less than £5,000/isolated complaints/minor service disruption.

Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
		1	2	3	4
		Impact			

Area	Risk(s) Identified	Impact	Likelihood	Level	Controls of risk/management (<i>bold indicates areas where work is needed</i>)	Review/assess/revise
Assets	Protection of workplace assets	1	1	L	Office and office furniture insured.	Ensure all equipment is fit for purpose, review insurance annually.
	Security of buildings, equipment etc*	2	2	M	Double Lock on Council Office door. Anyone issued with keys must sign to say they have been received. CCTV installed.	Monthly review of signing sheet for anyone who should be removed, and keys returned.
	Theft or vandalism of Council Vehicles Vehicle damage	1	3	M	Vehicles kept locked and empty in Howards Lane Car Park in sight of CCTV. Vehicles kept locked on site when unattended. Full Comprehensive insurance for all Council Vehicles Ground Staff reminded of responsibilities in respect of driving Council Vehicles as part of the staff handbook.	Annual review of insurance. Review of staff driving licences every 3 years.
	Maintenance of buildings etc	3	2	M	Inspections of outside of properties required as appropriate. Play parks inspected weekly by Grounds Team and annually by outside contractor.	Deputy Town Clerk to review weekly check sheets. Council to receive report from outside contractor to review and consider any necessary works.

	Civic Regalia - risk of theft.	3	1	L	<p>Items are insured. Mayor to be accompanied at civic functions to reduce risk of robbery when in civic regalia.</p> <p>Chain and other items of value to be kept in the Town Council Safe.</p>	Update and review insurance annually.
	Ongoing Management of Trees identified as requiring immediate/moderate attention.	4	2	H	<p>Tree survey carried out in early 2023 consultants instructed as and when required management for those problem trees identified and being actively managed.</p>	<p>Submission where appropriate to LPA for TPO consent managed by consultants on instruction.</p> <p>Existing procedures adequate.</p>
Finance	Banking	1	1	L	Funds all held at Lloyds Bank.	Ensure the bank accounts are relevant and fit for purpose.
	Loss of cash through theft or dishonesty	1	1	L	<p>No petty cash in the office.</p> <p>Museum is the only cash handled, donations are put in locked donation vessels and are emptied and banked weekly by the office, with the transaction entered onto the accounts system with a scan of the paying in book.</p> <p>Museum sales are now managed via a till which is balanced daily via an X reading and a Z reading at the end of each week. Takings are banked twice weekly with the transaction entered on the accounts system.</p> <p>Volunteers write in a book the sales they have made for stock control purposes.</p> <p>Insured for loss of money to a limit of £250,000 per incident with additional cover for specific situation.</p>	Existing procedures adequate

	Financial controls and records	1	1	L	<p>Monthly reconciliation prepared by Clerk/RFO and reported publicly to Members. Financial regulations approved and adhered to. Internal and external audit carried out annually.</p> <p>The switch to Scribe Accounting has enabled members read only access to the accounts for transparency.</p>	Monitor
	Comply with HMRC Regulations	2	2	M	<p>Use help line when necessary. VAT payments and claims calculated automatically by Scribe accounting system and submitted by Clerk/RFO. VAT reclaimed quarterly. Internal and external auditor to provide double check.</p>	Existing procedures adequate
	Sound budgeting to underlie annual precept	2	1	M	<p>Budget produced annually based on previous expenditure and any planned works, from figures prepared by clerk.</p>	Existing procedures adequate
	Complying with borrowing restrictions	1	1	L	<p>No new borrowing can be taken until 12 months following the last loan taken (January 2023). If a loan is considered current financial regulations to be followed.</p>	Existing procedures adequate
Insurance	Public Liability (statutory)	4	1	L	Continue existing cover (£15m)	Review annually with broker
	Employers Liability (statutory)	4	1	L	Continue existing cover (£10m)	Review annually with broker
	Vehicle Insurance (statutory)	2	2	L	Insurance renewed annually with vehicle depreciation factored.	Review annually with broker
	Fidelity Guarantee Insurance	4	1	L	Continue existing cover (£500,000)	Review annually with broker

	Property	4	1	L	A 5 yearly building revaluation exercise should be completed. Last revaluation of all Council property is unknown.	A revaluation should be undertaken at the earliest opportunity and then reviewed with broker.
	Personal Accident.	3	2	M	£500,000 per individual with £2,000,000 per incident. Further cover for specific incidents also covered.	Review annually with broker
	Terrorism	1	1	L	Currently no cover in place.	Council to consider before next insurance renewal.
	Business Interruption	1	1	L	Existing cover (£87,670) covers revenue income only.	Review annually with broker.
Payroll	Loss of data on PC due to system fault.	1	1	L	External IT company manage all Council technology and there is adequate Insurance cover for loss of data in place.	Existing procedures adequate
	Incorrect pay paid to employees	1	2	L	Payroll outsourced to Dorset Council with automatic BACs transfer in place to avoid manual transactions. Checks by Clerk carried out before payroll is authorised for payment, and payments authorised by Council each month.	Existing procedures adequate
	Loss of services of employee.	2	1	L	Job roles and descriptions to be kept up-to-date and re-drafted accordingly, ready for immediate advertisement should a vacancy arise.	Review annually

Administration	Payment arrangements	1	1	L	<p>Continue with requirement to report all payments to Council or Policy Resources and Finance Committee for approval.</p> <p>Continue with requirement for signatories on Bank Mandates.</p> <p>Bank mandate and signatories to be reviewed annually. Financial Regulations in place.</p>	Existing procedures adequate
	Reconciliation	1	1	L	Continue with bank reconciliation to be carried out on the receipt of each statement.	Existing procedures adequate
	Agency advice	1	1	L	Continue with memberships of SLCC, NALC and DAPTC,	Existing procedures adequate
Minutes/ agenda/ notices/ statutory documents	Accuracy and legality of business conducted	1	1	L	Minutes, agenda and public notices are produces by the Clerk to comply with legal requirements. Minutes are approved and signed at the following Council/Committee meeting. Minutes and agenda are displayed according to legal requirements. Meetings are managed by the respective Chair.	Existing procedures adequate
Election Costs	An election is requested	2	2	M	Elections cannot be controlled. In election year or if a casual vacancy occurs, the electorate can call for an election, cost to be borne by the Town council. An amount is set aside each year via contingency in the budget to allow for an election.	Existing procedures adequate

Car Park	Increase in net expenditure.	2	2	L	Annual budget approved and precept raised for anticipated expenditure. All expenditure can be reasonably anticipated and dealt with by budget monitoring and setting process.	Existing procedures adequate
	liability	2	3	M	Insured risk and insurance adequate.	Existing procedures adequate
Museum	Loss of volunteer support.	4	1	M	A rota system is worked by volunteers and the museum is well supported, with volunteers stepping in to cover sickness etc. Volunteer recruitment is carried out annually by the Manager and Curator.	Existing procedures adequate
	Damage or Loss of artifacts.	3	1	L	Five CCTV cameras are located in the museum. Museum insured as part of the Town Council's insurance. Poor storage facilities could result in damage and adequate storage should be sought for items not on display.	Consideration of museum expansion and storage facilities being considered in 2023.
Precept	Annual precept not the result of proper detailed consideration.	3	1	L	Continue to present budget in Autumn for approval by January the following year	Existing procedures adequate
	Inadequate monitoring of performance.			L	Continue to regularly consider budget monitoring report (quarterly)	Existing procedures adequate
	Illegal expenditure.	3	1	L	Continue to ensure that all expenditure is within legal powers.	Existing procedures adequate
	Failure to apply	1	1	L	Clerk submits precept request immediately following the authorisation at Full Council before the deadline.	Existing procedures adequate

Accounting	Non-standard and/or non-compliant records kept.	1	1	L	Continue to require adequate, complete and statutory financial records and accounts. All invoices and payments logged and reported to Council/Committees. All Councillors have read only access to the full accounting system to check at their leisure.	Existing procedures adequate
	Non-compliance with statutory deadlines for the completion/approval/ submission of accounts and other financial returns.	1	1	L	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.	Existing procedures adequate
	Non-compliance with Internal Audit requirements.	1	1	L	Internal auditor carries out 3 inspections rather than the standard interim inspection followed by a full inspection.	Internal auditor to be reviewed every 3 years. Any new Council to review and appoint following elections.
Contracts	Ensure continued value for money coupled with continuity of work.	2	2	M	Ensure financial regulations are followed.	Existing procedures adequate
	Contractors	2	1	L	Check relevant paperwork to ensure they are qualified to carry out work contracted to do. Check to ensure they have relevant insurance in place.	Existing procedures adequate
Liability						
Employer Liability	Comply with Employment Law	2	1	L	SouthWest Councils and Worknest retained under contract to provide all advice in relation to any HR matters.	Existing procedures adequate

	Comply with Inland Revenue requirements	2	1	L	Regular advice from HMRC. Internal and external auditor carries out annual checks. Payroll out- sourced.	Existing procedures adequate
	Safety of Staff and visitors	2	2	M	CCTV covers office and Town Hall entrances, as well as car park. Lone working discouraged where possible, but where it is essential, communication lines are set up to provide safety.	Existing procedures adequate
	Computer back up	1	1	L	Accounts package provider backs up daily. Web provider backs up computer systems weekly. IT software company provide server back-up daily.	Existing procedures adequate
Legal Liability	Ensuring activities are within legal powers	2	2	M	Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary. Clerk holds non-practising solicitor's qualification so "day job" queries are no concern. More complicated projects and queries may require external legal advice. Budget provides for legal support when necessary.	Existing procedures adequate
	Proper and timely reporting via the Minutes	1	1	L	Council meets every 6 weeks with committees meeting on 3- or 5-week cycles. Both receive and approve minutes of meetings held in interim. Minutes made available to press and public at the Town Council office and via the website.	Recommended that meetings be held monthly to reduce the amount of time between meetings which would ensure payments can be authorised in a timely manner, as well as reduce the staff TOIL build up.

	Proper document control	1	1	L	Central electronic files system accessed by all office staff, backed up on external server. Publication Scheme can be found on the website.	Existing procedures adequate
	Freedom of Information	1	1	L	Timely response in line with statutory time frames. Publication Scheme available on Website.	Existing procedures adequate
	Data Protection	1	1	L	The Town Council is registered with the Information Commissioners Office.	Existing procedures adequate
Grant's and support payable	Power to pay. Authorisation to pay	1	1	L	The Town Council has a Grants to Local Organisations Policy and all requests for grants are considered by the Town Council in accordance with that policy.	Existing procedures adequate
Grant's receivable	Receipt of monies	1	1	L	The Town Council may apply for and receive grants it wishes to seek where applicable.	Existing procedures adequate
General						
	Complaint's procedure	1	1	L	Complaints Procedure available on Website.	Existing procedures adequate
Councillors' propriety	Registers of Interests	4	2	H	Register of interest completed and Councillors responsible for updating as and when required. All Councillors Register of Interests are available via links on the website.	Existing procedures adequate

Wareham Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Council							
18ct Mayoral Chain & Pendant Jewel	01.04.23	24,000.00	25,000.00	Mayor's Safe			
2 Mill Lane	01.04.23	263,422.00	300,094.00	Mill Lane, Wareham			
Badges - Mayor/Mayor Escort/Deputy Mayor E	01.04.23	720.00	720.00	Mayor's Safe			
Ceremonial staves (pair) 18th century	01.04.23	800.00	800.00	Council Chamber			
Clerks Gown & Wig	01/04/2022	250.00	250.00	Town Hall			
Concrete/Sword in the Stone	01.04.23	1.00	2,082.00	Saxon Roundabout			
Councillor Gowns	July 2007	2,250.00	2,250.00	Clerks Office			
Eurotrader Grade 1 Safe (Mayor)	December 2011	1,957.00	1,500.00	Town Hall			
Gas Beacon	01/04/2022	1,000.00	1,000.00	Pavilion Garage			
Gold Medallion	01.04.23	919.00	1,000.00	Mayor's Safe			
Hillview Cemetery	01.04.23	1.00	1.00	Church Lane, Wareham			
Howards Lane Car Park	01.04.23	1.00	1.00	Howards Lane			
Jacobean Silver Parcel/Gilt Mace	01.04.23	9,500.00	9,500.00	Mayor's Safe			
Lady Mayoress Pendant Jewell	01.04.23	2,500.00	2,500.00	Mayor's Safe			
Land Adjacent to Purbeck Caravan Park	01/04/2023	1.00	1.00	Adjacent to Purbeck Caravan Park			
Land at Best Wall	05.04.1937	1.00	1.00	Best Wall			
Land at Carey	01.04.23	1.00	1.00	Mistover Road			
Land at Drax Avenue	01.04.23	1.00	1.00	Drax Avenue			
Land at North Bestwall Road	01.04.23	1.00	1.00	Bestwall Road			
Marly Garage	01/04/2023	1.00	1.00	Recreation Ground			
Mayor's Tricorn Hat	October 2009	347.00	347.00	Clerks Office			
Newbury Garage 8'6" x 16"2'	September 2002	1,050.00	1,000.00	Recreation Ground			
Northmoor/Hauses Field	01.04.23	1.00	1.00	Northmoor Park, Wareham			
Office 365 laptops	August 2020	5,709.00	5,500.00	Councillor's Addresses &			
Office laptop - Deputy Clerk	June 2021	650.50	500.00	Main Office			
Pavilion	01.04.23	202,591.00	230,794.00	Recreation Ground, Wor			

Wareham Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Purbeck View Caravan Park	01.04.23	1.00	1.00	Purbeck View Caravan P			
Samsung Galaxy Tab S7	June 2021	665.83	650.00	Main Office			
Saxon Coins	01.04.23	6,600.00	6,600.00	Mayor's Safe			
Silver Cup 1896	01.04.23	1,500.00	1,500.00	Mayor's Safe			
Town Hall	01.04.1996	1,671,593.00	2,606,312.00	1-5 East Street, Wareham			
View of Water Meadows by C E Herring	01.04.23	1,125.00	1,125.00	Town Hall			
Wall Clock by S A Fordam	01.04.23	975.00	975.00	Council Chamber			
War Memorial site	01.04.23	1.00	1.00	Adjacent to St Martin's CI			
Wareham Cemetary - Conniger Lane	01.04.23	1.00	1.00	Conniger Lane			
		2,200,137.33	3,202,011.00				

Depot

1.8m Yellow Bunded Coshh Cabinets	01/04/2023	860.00	500.00	Depot			
24' Hedge Cutter Model HS74	March 2003	314.00	250.00	Recreation Ground			
Bosch GBH 18v-20 Drill	01/04/2023	180.00	150.00	Caretakers Cupboard			
Bosch pro GSS 18v-10 Cordless Sander x2	01/04/2023	200.00	200.00	Depot			
Chrome Commercial Shelving Unit x6	01/04/2022	2,000.00	1,000.00	Depot			
Dewalt DCD778M2T	01/04/2023	200.00	200.00	Caretakers Cupboard			
Erbauer EAG 18 Li Grinder	01/04/2023	160.00	160.00	Caretakers Cupboard			
Henry Hoover & Attachments x2	01/04/2023	200.00	150.00	Town Hall & Pavilion			
Honda UMK431ue Strimmer	April 2003	300.00	250.00	Recreation Ground			
Husqvarna 125B blower	01/04/2023	225.00	225.00	Pavilion Garage			
Kombi with Knib K2 Linemarkers	July 2011	510.00	500.00	Recreation Ground			
Miscellaneous Hand Tools	01/04/2023	300.00	300.00	Depot			
Stihl BR350 Backpack Blower	01/04/2023	400.00	400.00	Depot			
Stihl FS490C Brushcutter	01/04/2023	800.00	800.00	Depot			
Stihl HL 95/K Long reach Hedgecutter	01/04/2023	600.00	600.00	Depot			
Stihl TS420 Strimmer	01/04/2023	690.00	690.00	Depot			

Wareham Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Triple Extension Ladder	01/04/2023	150.00	150.00	Town Hall			
Under Counter Fridge	01/04/2023	180.00	100.00	Depot			
Werner six tread platform shop steps	01/04/2023	180.00	150.00	Town Hall			
		8,449.00	6,775.00				
Floral Displays							
Barrell planter	12/05/2023	975.20	900.00	Various Across Town			
mining cart flower container	19/04/2023	750.00	500.00	Wareham Roundabout			
Planters and Hanging Baskets	12/07/2023	566.45	500.00	Various Across Town			
		2,291.65	1,900.00				
Hauses Field							
Bow Top Fencing - Pump Track	November 2009	2,342.00	2,000.00	Northmoor/Hauses Field			
Recycled heavy-duty picnic table x4	June 2007	5,333.00	5,000.00	Northmoor/Hauses Field			
		7,675.00	7,000.00				
Howards Lane Car Park							
Bicycle stands x4	June 2003	1,269.00	1,200.00	Howards Lane Car Park			
Elite Parking Machine x2	March 2017	4,500.00	4,000.00	Howards Lane Car Park			
		5,769.00	5,200.00				
Howards Lane Toilets							
Fixtures & Fittings	September 2013	2,500.00	2,500.00	Howards Lane			
Howards Lane toilets	01.04.23	1.00	207,726.00	Howards Lane			
		2,501.00	210,226.00				
Museum							
Counter Loop System/Loop Listener	June 2004	405.00	400.00	Museum			
Display units	June 1998	31,169.00	30,000.00	Museum			

Wareham Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Museum Artifacts	01/04/2023	1.00	1.00	Museum & Town Hall			
Roller banner for Museum	19/04/2023	195.00	100.00	Museum			
Saxon Sword - replica	March 2012	420.00	500.00	Museum			
Security grill	March 1999	590.00	550.00	Museum			
		32,780.00	31,551.00				
Office Costs							
CCTV	18/07/2023	12,500.00	12,500.00	Town Hall & various Town			
Guardian Safe	01.04.23	900.00	500.00	Clerks Office			
Guardian Safe	01.04.23	900.00	500.00	Main Office			
Lenovo Tablet	March 2021	124.17	80.00	Museum			
Office desks (large) x3	01.04.23	300.00	300.00	Town Hall			
Office desks (small) x2	01.04.23	250.00	250.00	Main Office			
Optoma EX530 AV Data projector	November 2008	330.00	300.00	Main Office			
Slide opening Tambour Grey cupboards x2	December 2007	792.00	750.00	Main Office			
Under Counter Fridge	01/04/2023	150.00	100.00	Upstairs kitchen			
Wooden cupboard and work top	May 2008	560.00	500.00	Main Office			
		16,806.17	15,780.00				
Pavilion							
Briggs & Stratton BPW2500 Petrol Pressure washer	01/04/2023	350.00	350.00	Pavilion Garage			
Honda Izy HRG536SD Mower	01/04/2023	750.00	750.00	Pavilion Garage			
Karcher Pressure Washer	01/04/2023	120.00	120.00	Pavilion Garage			
Toro Turfmaster 22205TE Mower	01/04/2023	2,000.00	2,000.00	Pavilion Garage			
Transfer Line Marker	01/04/2023	500.00	350.00	Pavilion Garage			
Under Counter Fridge	01/04/2023	140.00	100.00	Pavilion			
Window Shutters x8	May 2007	4,738.00	4,500.00	Pavilion			
		8,598.00	8,170.00				

Wareham Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Play Areas							
Bow Top fencing and DDA self-closing gate	February 2009	1,976.00	1,500.00	Carey Play Area			
Carey Hall Play Equipment	01/02/2023	48,650.00	45,000.00	Carey Hall Grounds			
Double gate	June 2007	796.00	700.00	Northmoor/Hauses Field			
Drax Avenue Play Equipment	01/02/2023	48,847.50	45,000.00	Drax Avenue			
Northmoor Pay Area Equipment	01/02/2023	104,144.63	100,000.00	Hauses Field			
Recreation Ground Play Area Equipment	01/02/2023	125,704.20	125,000.00	Recreation Ground			
		330,118.33	317,200.00				
Quay Toilets							
Fixtures & Fittings	September 2013	2,500.00	2,500.00	The Quay			
Quay toilets	01.04.23	1.00	391,676.00	The Quay, Wareham			
		2,501.00	394,176.00				
Recreation Ground							
Croquet Set	June 2010	850.00	800.00	Recreation Ground			
Football Rebound Facility - RP856 Goal Force	January 2008	4,153.00	4,000.00	Recreation Ground			
Frog Litter Bin	June 2007	626.00	500.00	Recreation Ground			
Grass roller (manual)	01.04.23	250.00	100.00	Recreation Ground			
Husqvarna 15" Bar Chain Saw	March 2014	315.00	300.00	Recreation Ground			
MUGA fencing	September 2013	1,650.00	1,650.00	Recreation Ground			
Outdoor fitness equipment (Adult)	September 2016	13,583.00	10,000.00	Recreation Ground			
Porous surface on MUGA	September 2012	10,485.00	10,000.00	Recreation Ground			
Synthetic Cricket Wicket	01.04.23	5,279.00	5,000.00	Recreation Ground			
Turbocast 300 Manual grit/salt spreader	October 2011	998.00	900.00	Recreation Ground			
		38,189.00	33,250.00				

Town Features and Furniture

Wareham Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
24" Hayrack Baskets - floral x23	April 2005	460.00	450.00	Various locations in town			
66ltr Anchored Red Health Guard Bin x 3	March 2003	504.00	504.00	2 Carey Streche Road			
Benches x 2	September 2015	1,500.00	1,200.00	North Street, Wareham			
Bin with galv. liner x3	June 2007	1,007.00	1,000.00	Northmoor/Hauses Field			
Broxap 'Clifton' iron/wood seat	May 2006	598.00	550.00	St Johns Hill, Wareham			
Broxap cast iron bench	June 2004	519.00	500.00	St Martins House, North			
Bus shelter	01.04.23	2,672.00	2,500.00	Northmoor Way			
Cast iron lion's head bench	June 2009	674.00	650.00	Rempstone Centre			
Cast Iron Litter Bins x7	01.04.23	3,895.00	3,500.00	Various locations in town			
Clifton Seat	February 2007	622.00	500.00	North Street, Wareham			
Double wall units - floral x34	April 2005	2,040.00	2,000.00	Various locations in town			
Evergreen Seat	February 2012	580.00	580.00	Carey Shops			
Flower stands x2	September 2015	500.00	500.00	Various locations in town			
Galvanised Display Baskets - floral x5	March 2010	755.00	500.00	Various locations in town			
Iron/wood benches x9	01.04.23	5,271.00	5,000.00	Various locations in town			
Jubilee Telephone Kiosk & fittings	September 2015	3,875.00	3,500.00	North Street, Wareham			
Lamp post baskets - 3x pairs	April 2005	180.00	150.00	Various locations in town			
Noticeboard - manmade timber	12/07/2023	1,207.24	1,000.00	Rempstone Centre			
Noticeboard - manmade timber	12/07/2023	1,207.24	1,000.00	Rempstone Centre			
Noticeboard x2	February 2011	585.00	585.00	Bere Road & Carey Shop			
Recycled bench with arms x2	June 2007	757.00	750.00	Northmoor/Hauses Field			
Sponsorship plaques x76	April 2005	760.00	700.00	Various locations in town			
Steel Litter bins (ex-school) x4	01.04.23	1,200.00	1,000.00	Various locations in town			
Three-tier Pyramid Stands x15	April 2005	1,650.00	1,500.00	Various locations in town			
Town Water Pump	01.04.23	1,545.00	1,500.00	South Street, Wareham			
Town Signs x4	01.04.23	2,194.00	2,000.00	Various locations in town			
War Memorial	01.04.23	1,795.00	2,000.00	North Street, Wareham			
Wrought Iron Planters x 31	01/04/2022	930.00	500.00	Pavilion Garage			

Wareham Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
		39,482.48	36,119.00				
Town Hall							
15 x 6' Folding Tables	01.04.23	3,150.00	3,150.00	Corn Exchange			
17 chairs - wood/blue with arms	01.04.23	1,000.00	1,000.00	Council Chamber			
6 High Back Chairs	01.04.23	500.00	500.00	Council Chamber			
Acorn 80 Stairlift	October 2012	5,000.00	3,000.00	Town Hall			
Carving - IE MAIN EIN DRAY	01.04.23	1.00	1.00	Council Chamber			
Chairs wood/blue no arms x 29	01.04.23	1,500.00	1,500.00	Council Chamber			
Curtains and tie backs x 14	April 2018	4,819.00	4,819.00	Corn Exchange			
Folding Chairs x 100	July 2014	2,695.00	2,695.00	Corn Exchange			
Folding Japanese Beech Tables x 7	August 2014	783.00	750.00	Corn Exchange			
Mayoral High-back Chair x1	01.04.23	1.00	800.00	Council Chamber			
Mogo 168 Chair Trolley & 24-Chair Truck	July 2014	514.00	500.00	Corn Exchange			
Numatic 620W 9ltr Vacuum Cleaner 230v	12/05/2023	112.49	100.00	Town Hall			
Oblong table large - wood	01.04.23	9,750.00	9,750.00	Council Chamber			
Oil Painting of Thomas Bartlett (Town Clerk)	01.04.23	1,000.00	1,000.00	Council Chamber			
Picture gold frame View of River Frome CE Hei	01.04.23	1,125.00	1,125.00	Council Chamber			
Steel Commercial Racking	01/04/2023	500.00	500.00	Town Hall			
Topdeck staging plus steps and handrail	August 2007	3,207.00	3,207.00	Corn Exchange			
Town Hall sign	April 2016	700.00	500.00	Town Hall			
Under Counter Fridge	01/04/2023	250.00	250.00	Town Hall main Kitchen			
Under Counter Fridge	01/04/2023	140.00	100.00	Servery			
Urn	01/04/2023	100.00	100.00	Servery			
		36,847.49	35,347.00				

Vehicles

Erde Classic 122 trailer w/frame and cover	01/04/2023	1.00	1.00	Depot			
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Wareham Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Ford Transit Connect L200 TD	January 2009	3,950.00	2,500.00	Town Hall			
Renault Van	01/02/2023	16,000.00	15,000.00	Town Hall			
Wessex GT64 Single Axle Trailer	10/06/2014	1,800.00	1,800.00	Depot			
		21,751.00	19,301.00				
Grand Total:		2,753,896.45	4,324,006.00				

POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 12 September 2023

Agenda Item: 10

Subject:	Rugby Club Rent and Lease
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the debtor position of rent owed for the Rugby Club and the request for a lease extension.
Background:	<p>There are many historical issues with the Rugby Club lease which had resulted in legal advice being sought and a stalemate situation since 2021.</p> <p>The Rugby Club offered to purchase the land for £40,000 in 2021, which the Council declined.</p>
Key Points:	<p>The current rent arrears dating back to 2021 is £774.</p> <p>The budgeted rent payable in the 2023/24 year is £2,500, agreed by Council as part of its budget, with the contested rent review total being £3,000 as part of the deed.</p> <p>Swanage and Wareham Rugby Club have paid £2,393. leaving £107 outstanding against budget.</p> <p>The Club have also requested the Council consider entering into a longer lease to enable them to secure funding to make efficiencies and improvements to the club house, and pitches.</p> <p>Council should consider the costs which would be born in trying to recover the outstanding arrears, and the current rent plus RPI payments level, which has increased due to the recent financial climate, versus the amount of money which would be gained annually from enforcing the rent increase.</p>
Implications	<p>The debtor position has been rolling over year on year and a resolution to decide the way forward is in the best interest for both the Council and the Club.</p> <p>The consideration of the longer lease should be viewed with the intention of the land in mind for future years. Its current use benefits many differing groups within the Town and the reputational damage to the Council if they were impacted could be severe.</p> <p>The loss of income to the Council from writing off the debt and the future rent payments should be carefully scrutinised as part of the decision making.</p>
Recommendation	To consider the option of writing off the current debt owing and the options in respect of entering into a longer lease.

POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 12 September 2023

Agenda Item: Item 11

Subject:	Proposed Mayoral Chain
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the proposed Mayoral Chain.
Background:	The current Mayor requested that the Mayoral Chain be looked at to see if there was any way in which it could be made lighter, or an alternative option be found, so that it did not damage lady mayoresses dresses or blouses when worn. The Clerk investigated and the Mayor spoke with a number of other Mayors at events to see what they did to prevent the problem.
Key Points:	<p>Many of the Mayoral Chains looked at by the Mayor had ribbon which the chain rested on, but this was not possible with the Wareham Mayoral Chain as it was too big. Fattorini was approached to see what other solutions were available and they advised that a smaller chain backed with black ribbon could be made for the current pendant, meaning that Mayor's had a choice of which they found the most appropriate to wear at events.</p> <p>The cost of the new chain and ribbon are as follows:</p> <p><u>Q0082110 - LIGHTWEIGHT CHAIN OF OFFICE</u> Hallmarked Sterling silver gilt chain of office on velvet backing. SHM254/DB loose chain with central jump ring and bottom ring. Opening and closing fittings to nape of neck for ease. Polished gilt finish Attached to a 20mm wide black velvet backing with gap at nape of neck for fittings. For use with existing pendant of office D.N. B230714-01</p> <p>Price £948.38 nett.</p> <p>If a new block fitted presentation case was required, this would be £319.93 nett.</p> <p>There is £1,500 remaining in the Mayor's expenses which could be used to cover the cost of the chain, and this would be within the Mayor and Clerk's authority spend limits. If the case were purchased as well, this would require Committee Decision. It would be for the Mayor to decide if the case is required or not.</p> <p>The remaining events in the 2023/24 year are Civic events which have their own budget line with £4,000 currently unspent and a general events budget line with £1,500 currently unspent.</p> <p>The current Mayor has indicated that if there were strong opposition to the purchase, she would buy the chain and donate it to Council for future Mayor's and Mayoresses.</p>

Implications	<p>The current chain causes damage to clothes, particularly ladies' dresses.</p> <p>A smaller less expensive chain reduces the insurance risk when out and about in public.</p> <p>Having two chains enable Wareham Mayors to choose which is most appropriate for an event.</p> <p>The quote for the new chain is only in place until Wednesday 13 September 2023.</p>
Recommendation	To consider the purchase of a new additional chain mounted on ribbon.

