



Town Hall
East Street
Wareham
Dorset
BH20 4NS

22 January 2025

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **WAREHAM TOWN COUNCIL** to be held on **TUESDAY 28 January 2025** in the Council Chamber, Town Hall, East Street, Wareham at **7.30pm** (or on the rising of the Planning and Transport Committee if later) for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray
Town Clerk

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

Members of Wareham Town Council

Councillor M Cotton (Mayor)
Councillor Z Gover (Deputy Mayor)
Councillor D Budd
Councillor D Cleaton
Councillor K Critchley
Councillor A Dallimore
Councillor I Davey
Councillor B Dean
Councillor S Dean

Councillor V Green
Councillor M Hill
Councillor R Holloway
Councillor L Kirk
Councillor D Robinson
Councillor M Tighe
Councillor S Wheatley

28 January 2025 at 7.30pm

1. Apologies for absence

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

2. Declarations of interest

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

3. Public participation time

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

4. Confirmation of minutes of previous meeting held on 10 December 2024

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 10 December 2024

To consider any matters arising from the previous minutes.

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

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

7. Payment of outstanding creditors – TO 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.

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

9. Reports of Committees and Sub-Groups

To note the approved minutes of the following committees:

- a) Personnel Committee – 12/11/2024
- b) Planning and Transport Committee – 12/11/2024 and 26/11/2024
- c) Policy, Resources and Finance Committee – 12/11/2024

10. Annual Risk Assessment

To approve the recommendation from Policy Resources and Finance Committee to approve the Town Council's Annual Risk Assessment.

11. Traffic Regulation Order SLA Signing and Sealing

To approve the signing and sealing of the Howard's Lane Car Park Traffic Regulation Order SLA.

12. Town Council Action List

To note the actions and progress from previous Town Council and Committee Meetings.

13. Report of Museum Manager – TO FOLLOW

To note report of Museum Manager.

14. Town Clerk's Update – TO FOLLOW

To note update from Town Clerk.

15. Budget and Precept setting 2025/26 Financial Year

To consider and approve the recommendation from the Policy Resources and Finance Committee in respect of the 2025/26 Budget and Precept.

16. Any other items the Mayor deems urgent

For report, information or for the agenda at the next meeting. 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).

17. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 25 February 2025 at 7.30 pm.**



**Minutes of a meeting of the Town Council held on
10 December 2024 in the Council Chamber, Town
Hall, East Street, Wareham at 7.00pm.**

Members Present: Councillors M Cotton (Mayor), Z Gover (Deputy Mayor), D Budd, D Cleaton, K Critchley, A Dallimore, B Dean, S Dean, V Green, M Hill, R Holloway and D Robinson.

Officers present: N Gray, Town Clerk & RFO, S Dickins, Deputy Clerk

TC 142/24 Apologies for absence

Apologies were received from Cllrs I Davey, L Kirk, M Tighe, and S Wheatley.

TC 143/24 Declarations of interest

There were no declarations of interest.

TC 144/24 Public participation time

There were no members of the public present.

TC 145/24 Confirmation of the minutes of the previous meeting

It was noted the agenda referred to minutes of the previous "committee" which should be changed to "Council", but this did not affect the minutes.

It was **RESOLVED** the minutes of the meeting of the Town Council held on 26 November 2024 be **APPROVED** and would be signed by the Mayor following the meeting.

TC 146/24 Matters arising from the minutes of the previous meeting

There were no matters arising.

TC 147/24 Payments for outstanding creditors

Members considered the list of payments for approval.

It was **RESOLVED** that payments in the sum of **£23,612.64** be approved.

TC 148/24 Any other items the Mayor deems urgent

The Mayor noted the success of the Christmas Parade in Wareham and Santa's Grotto being held in the Town Hall. The event had been well attended, and it had been positive to see such strong representation from fellow Councillors as well as officers. The Mayor gave her thanks to those who had supported the event.

TC 149/24 To Resolve to exclude members of the press and public

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

TC 150/24 Wareham Town Museum – Verbal

The Clerk provided a confidential report to members for consideration and approval which provided an update to information previously given.

It was **RESOLVED** to APPROVE the recommendations set out in the confidential report.

TC 151/24

Date of next meeting

It was noted that the next meeting of the Town Council was scheduled to be held at 7:30pm on TUESDAY 28 JANUARY 2025.

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

Draft

Cllr Beryl Ezzard DC Report for Wareham Town Council January 2025

Dorset Council (DC) & DC Cabinet

The next full Council Meeting will be on Tuesday 11th February at 6.30pm County Hall, DC Cabinet meeting will be on Tuesday 28th January. The draft budget for 2025/26 has now been revealed which is set to increase council tax to 2.99% and social care precept to 2% which will be a 4.99% increase, This is unwelcome news for many residents but unfortunately, we have little choice with the Government settlement for 2025/6 only increasing by £3 million. We have also an ever-increasing adult social care commitment in Dorset.

Wareham Level Crossing updates

Recently our MP Vikki Slade raised a question in the House of Commons with regard to lack of decisions on the issue with keeping the Level Crossing, A MP requested a meeting with the minister for Rail Lord Hendy, hopefully within the next month.

DC-Cabinet Cost of Living Support for families on Income Support /Pension Credit.

This is available through the partnership with Citizens Advice, and Age Concern. There are Funding opportunities from Dorset Council; see website. There are still funds available. If you know anyone who thinks there entitled to pension credit, please contact DC.

Wareham Area Community Speedwatch Team

Regular Sessions monitoring the speed of traffic in the Sandford & Wareham areas have taken place. We hope to have fortnightly sessions, across the Wareham Ward area. Cllr Matt Richter is our Team Leader – has set up a Facebook page for volunteers to join the Team.

Lidl Planning Application decision -Secretary of State.

We received a letter from the Secretary of State's office regarding this application which was referred to her because of size of the development and on green belt land. The letter states that she will not intervene on this application and is content with the decision made by the DC Eastern Area Planning Committee. The Granted application without the condition for a controlled pedestrian/cycle crossing will now be developed. The request for a controlled crossing was made by DC local Cllrs and the Wareham St Martin PC and was blatantly ignored. This omission will cause more car use and less walking and cycling because of safety hazards in crossing such a busy road.

Purbeck Shuttle 200 (formerly 2RN Bus) Meeting 27 January.

The PCRPs are leading this new project to continue a Shuttle bus, from Wareham Station to visit the Blue Pool, Norden Farm and Purbeck Park as well as Arne RSPB. We are holding a Meeting for all concerned on Friday 27 Jan at 11 am at the Corn Exchange, Wareham Town Hall. Representatives of T&PCs in Purbeck are invited. We have bid for funding to cover the majority of the cost for this proposed 4 days a week from May to Sept. We have received some local funding from WTC, and donations from individuals, and promise of support from RSPB & Blue Pool. .

Devolution to the Southwest

The leader of DC Cllr Nick Ireland has been in close contact with central government and the leaders of Wiltshire and Somerset Councils. And the three councils have agreed to work together in the government Devolution programme. This would bring an elected mayor for "Wessex" which would sit above the councils and MPs, although the councils agree that we are not comfortable with this, although it will bring new investment to the region and help with transport links and new infrastructure. The government is planning to hold Mayoral Elections in 2026. BCP Unity Council have decided at their Extraordinary Meeting last Wednesday to opt for joining with us in the "Wessex". Authority.

Planning Enforcement & DC Road Works

If any Parish Councillor suspects a breach of planning act 1990, please go to DC website and you can report your concerns there, or contact us, your local DC Cllrs. Local roadwork information is notified by DC to T&PC Clerks, for distribution. Any highway issues i.e. Potholes can be reported on the DC website.

Dorset Cllrs Monthly Advice Surgeries in Wareham Library.

NB: New surgery times - Ryan on fourth Saturday every month; 10-12 noon. Beryl on second Friday every month 10.00-12 noon. All welcome to come along and see us, no appointment necessary.



Minutes of a meeting of the Personnel Committee held on 12 November 2024 in the Council Chamber, Town Hall, East Street, Wareham at 2.30pm

Councillors Present: Councillors K Critchley (Chair), Cllr I Davey (Deputy Chair), D Budd, M Cotton, Z Gover and L Kirk.

Officer Present: N Gray, Town Clerk and RFO

P 021/24 Apologies for absence

There were no apologies for absence.

P 022/24 Declarations of Interest

There were no declarations of interest.

P 023/24 Public participation time

There were no members of the public present.

P 024/24 Confirmation of the minutes of the meeting held on 13 August 2024

The Minutes of the meeting held on 13 August 2024 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

P 025/24 Matters arising from the minutes of the previous meeting

The Clerk noted the team were settling in well and there was no requirement to recruit at this time, but the option would remain open for the foreseeable future.

P 026/24 NJC Pay Award - Verbal

The Clerk presented the agreed National Pay Award new salary scales, noting the negotiations for the 2025/26 pay award would, as a result of the delayed decision, be commencing late again, so budgeting for salaries for 2025/26 remained a challenge.

Members considered a local pay award for staff but agreed that as there was a number of staff only recently joined the Town Council, and given the Town Council salaries were significantly higher than other Town and Parish Council salaries, including Dorset Council and BCP, a local pay award would not be made for the 2025/26 financial year.

P 027/24 Any other items the Chairman deems urgent

There were no items deemed urgent.

P 028/24 Date of the next meeting

The next meeting would be held on 21 January 2025 at 2.30pm.

P 029/24 Confidential session

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

P 030/24 Staffing Update - Verbal

The Clerk noted the requested changes to the Administrative Officer post, increasing the hours to 32.25 per week and an increase to SCP 13.

Members considered the changes would be very worthwhile and were pleased that the postholder was keen to progress.

It was **RESOLVED** to amend the Administrative Officer’s job description, increasing the hours to 32.25 per week and increasing the salary to SCP 13, commencing on 1 December 2024.

The Clerk informed members of some further staffing issues which only required general support from members.

The meeting was closed.

Chairman Date



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 12 NOVEMBER 2024 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors B Dean (Chair), D Robinson (Vice Chair), D Budd, Cllr D Cleaton, A Dallimore, S Dean, M Hill, M Tighe.

Officers present: N Gray, Town Clerk & RFO, S Dickins, Deputy Town Clerk

P&T 106/24 Apologies for absence

There were no apologies.

P&T 107/24 Declarations of interest

There were no declarations of interest.

P&T 108/24 Public participation time

There were no members of the public present.

P&T 109/24 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 22 OCTOBER 2024 were approved and would be signed by the Chair following the meeting.

P&T 110/24 Matters arising from the minutes of the previous meeting

Cllr D Budd asked whether there had been any progress regarding the formal request for parking restrictions by a Monmouth Road resident and the correspondence regarding 20 Mph restrictions to be brought to the committee. The Clerk noted that the formal request from the Monmouth Road residents had been received in order for it to be brought for members to consider.

Cllr D Robinson noted his desire for minute no. P&T 094/24 of the meeting dated 08 October 2024 to reflect a more holistic approach to making the pavement adjacent to the Old Gasworks site more accessible for mobility aid users, including considering the bay frontage of the building as part of a menu of options for Dorset Council to consider as part of this formal request to alleviate the width issues. It was noted the minutes had been approved and could not be amended retrospectively, but the comment could be included in the current meeting minutes as a matter arising.

P&T 111/24 Planning Applications

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

Application Number: **P/FUL/2024/05786**
Location: **2 St Michaels Road Wareham BH20 4QU**
Proposal: **Demolish existing garage and erect a new 3 bedroom dwelling**

Decision: **NO OBJECTION**

Application Number: P/HOU/2024/05534
Location: 2A Wyatts Lane Wareham BH20 4NH
Proposal: Erect wooden garden shed

Decision: NO OBJECTION

Application Number: P/TRC/2024/05908
Location: Church Court - adjacent to garages Church Street Wareham BH20 4NU
Proposal: Cedar – Fell due to structural damage caused by roots to sewerage manhole chamber. The tree removal will allow Wessex Water to rebuild the chamber and avoid potential collapse of chamber

Decision: NOTED

P&T 112/24 Planning Decisions

The planning decisions report was noted.

P&T 113/24 Any other items the Chairman deems urgent

The Chair noted his attendance at the Dorset Council Planning Committee meeting considering the outcome for the proposed Lidl Supermarket in Sanford. He noted the application had been approved following a vote which required the Chairman of the Committee to use their casting vote. As the decision went against the Officer recommendation which had been submitted because the proposed site is on Green Belt land, it would likely be subject to decision by the Secretary of State.

P&T 114/24 Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled for Tuesday 26 NOVEMBER 2024 at 19:00.

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



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 26 November 2024 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Committee Members Present: Councillors B Dean (Chair), D Robinson (Vice Chair), D Budd, D Cleaton, A Dallimore, S Dean, M Tighe.

Officers present: N Gray, Town Clerk & RFO, S Dickins, Deputy Town Clerk

P&T 115/24 Apologies for absence

Apologies for absence were received and accepted from Cllr M Hill.

P&T 116/24 Declarations of interest

There were no declarations of interest.

P&T 117/24 Public participation time

There were no members of the public present.

P&T 118/24 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 12 November 2024 were APPROVED and would be signed by the Chair following the meeting.

P&T 119/24 Matters arising from the minutes of the previous meeting

There were no matters arising.

P&T 120/24 Planning Applications

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

Application Number: P/TRT/2024/06356
Location: 8 Humber Chase Wareham BH20 4BH
Proposal: T1 Oak (One of three stems that grow close together, this one is the closest one to the property): Fell due to proximity (3 metres) to the house. T2 Oak: Reduce branches away from garage to allow up to 4 metres clearance. All cuts to be under 50mm.

Decision: NOTED

Application Number: P/VOL/2024/06448
Location: 5 St Johns Hill Wareham BH20 4NA
Proposal: Proposed internal and external alterations (with variation of condition 2 of PA P/LBC/2024/03780 to replace modern front door and adjust proposed roof windows)

Decision: It was **RESOLVED** to comment as follows:
There were no plans included in the variation application which resulted in

members being not able to properly consider the application in order to provide a formal response. It would be appreciated if full information and plans be included to enable full consultation response to take place.

P&T 121/24 Planning Decisions

The planning decisions report was noted.

P&T 122/24 Dorset Council Street Trading Policy Consultation

Members considered Dorset Council's Draft Street Trading Policy, noting it was a lengthy document, and had limited impact to Wareham.

It was **RESOLVED** that the response to proposed draft policy would be Question 4 = Agree., and there were no comments to enter for Question 5.

P&T 123/24 Any other items the Chairman deems urgent

There were no items deemed urgent.

P&T 124/24 Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled for **Tuesday 14 January 2025 at 19:00.**

Chairman.....

Date.....



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 12 November 2024 in the Council Chamber, Town Hall, East Street, Wareham at 7.30pm.

Committee Members Present: Councillors Z Gover (Chairman), K Critchley (Vice Chairman), D Budd, B Dean, S Dean, V Green, L Kirk, M Tighe.

Officers present: N Gray, Town Clerk, S Dickins, Deputy Town Clerk

PRF 030/24 Apologies for absence

Apologies were received and accepted from Cllrs R Holloway and S Wheatley.

PRF 031/24 Declarations of interest

There were no declarations of interest.

PRF 032/24 Public participation time

There were no members of the public present.

PRF 033/24 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 10 SEPTEMBER 2024, were **APPROVED** and would be signed by the Chairman following the meeting.

PRF 034/24 Matters arising from the minutes of the previous meeting

Cllr K Critchley asked whether the panel to select the Volunteer of the Year had been fully constituted. It was confirmed that a full panel had been constituted.

PRF 035/24 Payment of outstanding creditors

It was **RESOLVED** that the payments to creditors in the sum of £21,424.43 be **APPROVED**.

PRF 036/24 Budget Monitoring – Q2

The Q2 Budget Position for the 2024/25 financial year was **NOTED**.

PRF 037/24 Bank Reconciliation – September 2024

It was **RESOLVED** to approve the bank reconciliation for September 2024.

PRF 038/24 December Saturday Parking - VERBAL

Members considered the dates for suspending parking charges in Howard's Lane Car Park for Christmas shopping in December.

The Clerk noted that Dorset Council would only be supporting a parking charges suspension for Small Business Saturday on 7 December 2024.

It was **RESOLVED** that charges for Howards Lane Car Park would be suspended on the 7, 14 and 21 December 2024.

PRF 039/24 Internal Audit – Verbal

Members considered the appointment Darkin-Miller Ltd. as Internal Auditor and noted the appointment had been considered for change in the previous financial year. The Clerk noted it was decided that the Internal Auditor needed to carry out a couple of years with the Council under the new accounting system and that the

original arrangement had been agreed as a five-year appointment in 2021, therefore it should return again for further consideration in the 2025/26 financial year.

It was **RESOLVED** to appoint Darkin-Miller Ltd. as the Internal Auditor for 2024/25 financial year.

PRF 040/24 Purbeck Shuttle 200 Funding

Members considered the request from Purbeck Community Rail Partnership for a grant to continue the service in 2025.

Members noted that data surrounding summer 2024 usage would have been beneficial for decision making and that surrounding parishes were not contributing towards the service.

Members considered the grant should be applied for and considered alongside grants from other community groups through the Local Organisation Grant Awards.

It was **RESOLVED** to consider the grant request from Purbeck Community Rail Partnership under agenda item 13.

PRF 041/24 Wareham Youth Club Funding

Members considered the grant application from Purbeck Youth and Community Foundation in respect of Wareham Youth Club.

Cllr Budd noted the stable position of the Q2 budget and that the work the Purbeck Youth and Community Foundation, which was beneficial to the community, be supported. Cllr Budd proposed granting a sum of £6,500, to be index linked to inflation, for the following 5 years.

Members discussed the seemingly interconnected nature of the services operating from Wareham Youth Centre and the difficulty in ensuring that granted funds were covering only their intended purpose of supporting Wareham Youth Club.

Cllr M Tighe noted her support for Wareham Youth Club and proposed making the grant for the following financial year but asking for further clarity around the use of the grant for subsequent years.

It was **RESOLVED** to grant £5,000 to Wareham Youth Club for the financial year 2025/26 and to request a review of the year's grant spending as well as a formal application for future years, including evidence of applications to other organisations for grants, along with evidence of the ringfencing of monies granted to Wareham Youth Club.

PRF 042/24 Local Organisation Grant Awards

Cllrs B Dean and S Dean noted a non-pecuniary interest in the grant application for the Wareham Twinning and refrained from discussion and voting in respect of this application.

Members considered the grant applications received spending time in carefully considering the merits of each application and the positive impact they would have on the residents of Wareham.

It was **RESOLVED** to award the following grants to local organisations:

- £1,000 to Father Christmas Parade
- £1,000 to Christmas Lights
- £1,000 to Wareham Carnival

- £950 to Prime-Time Kids Club
- £500 Wareham Disabled Club
- £550 Rex Cinema
- £300 Wareham United Reform Church Lunch Club
- £200 Wareham Coral Society
- £500 Purbeck Community Rail Partnership, in line with the aforementioned deferred decision regarding making a grant to support the Purbeck Shuttle 200 bus.

PRF 043/24 Draft Budget – Policy Resource and Finance Items

Members considered the draft items for the PR&F budget for the 2025/26 financial year.

The Clerk noted the increase in National Insurance contributions for employers and subsequent pension increases due to this and the National Pay Award. In addition, the positive impact of increased interest the Town Council would receive from the CCLA account which could be negated by the increase in business rates.

It was **RESOLVED** to accept the Policy, Resource and Finance items for inclusion into the full draft budget which would be reviewed at the next meeting in readiness for recommendation to Full Council at the end of January.

PRF 044/24 Date of next meeting

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at 7.30pm on **TUESDAY 14 JANUARY 2025**.

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



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 28 January 2025

Agenda Item: 10

Subject:	Risk Management Strategy and Scheme
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To approve the Risk Management Policy and Strategy.
Background:	<p>Financial Regulations for the Council require the following:</p> <p>Risk management and internal control</p> <p>2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.</p> <p>2.2. The Clerk as RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.</p> <p>2.3. When considering any new activity, the Clerk as the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.</p> <p>2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.</p> <p>2.5. The accounting control systems determined by the RFO must include measures to:</p> <ul style="list-style-type: none"> • ensure that risk is appropriately managed; • ensure the prompt, accurate recording of financial transactions; • prevent and detect inaccuracy or fraud; and • allow the reconstitution of any lost records; • identify the duties of officers dealing with transactions and • ensure division of responsibilities.
Key Points:	The Risk Management Policy and Strategy has been scrutinised by Policy Resources and Finance in September 2024, which was approved. However, the document requires ratification from Full Council.
Implications:	<p>Failure to properly scrutinise financial risk could leave the Council open to various financial losses, as detailed in the risk assessment.</p> <p>Failure to approve a properly scrutinised Risk Management Policy and Strategy would cause breach of Financial Regulations and would result in the Council not being able to meet its External Audit requirements.</p>
Recommendation:	To consider and approve the Risk Management Policy and Strategy.



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 Volunteers – will undertake their roles under guidance from the Museum Manager, or in their absence the Town Clerk or Deputy Clerk. They will ensure that any identified risks are duly reported which may impact their volunteering.
- 6.5 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.
- 6.6 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 allows effective budgetary control.
 - (e) maintain the Council's Risk Management Schedule.
- 6.7 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.
- 6.8 Policy Resources and Finance Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by the Policy Resources and Finance Committee and shall make recommendations for its adoption to Full Council.
- 6.9 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.

- 6.10 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.

DRAFT

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 minimise 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 and Admin Officer to review weekly check sheets. Council to receive report from outside contractor to review and consider any necessary works.

	Loss of Clock Winder	6	2	M	<p>Clock winder currently the only individual who knows how to wind the Town Hall Clock. No contingency in place. Health and Safety impact on access also raised.</p> <p>Consideration should be given to automation in the future.</p>	Remain under review until such time as budget will allow.
	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	<p>Funds all held at Lloyds Bank.</p> <p>CCLA account held by Council and earmarked reserves to be transferred to gain the greatest amount of interest and for protection under FCA advice.</p>	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 donations and till sales are the only cash on site and 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>	Existing procedures adequate

					<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>	
	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>	Existing procedures adequate
	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	<p>Continue existing cover (£15m)</p>	Review annually with broker
	Employers Liability (statutory)	4	1	L	<p>Continue existing cover (£10m)</p>	Review annually with broker
	Vehicle Insurance (statutory)	2	2	L	<p>Insurance renewed annually with vehicle depreciation factored.</p>	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. 3 East Street now valued with a Red Book valuation.	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. Risk is very low and unlikely.	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	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	<p>Continue with bank reconciliation to be carried out on the receipt of each statement.</p>	Existing procedures adequate
	Agency advice	1	1	L	<p>Continue with memberships of SLCC, NALC and DAPTC,</p>	Existing procedures adequate
Minutes/ agenda/ notices/ statutory documents	Accuracy and legality of business conducted	1	1	L	<p>Minutes, agenda and public notices are produced 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.</p>	Existing procedures adequate
Election Costs	An election is requested	2	2	M	<p>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.</p>	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 Peninsula 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 fourth Tuesday of the month with committees meeting cyclically on the second Tuesday of the month. 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.	Existing procedures adequate

	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
	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 – REPORT

Meeting Date: 28 January 2025

Agenda Item: 11

Subject:	Howards Lane Traffic Regulation Order Service Level Agreement
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider and approve the signing and sealing of the Service Level Agreement between Dorset Council and Wareham Town Council in respect of car parking enforcement.
Background:	<p>The Traffic Regulation Order, which was signed and sealed on 27 November 2024, requires enforcement by Dorset Council Civil Enforcement Officers. To do this, a Service Level Agreement must be made between Dorset Council and Wareham Town Council, and as Dorset Council is no longer willing to provide parking enforcement measures free of charge, an annual fee will be payable.</p> <p>A Service Level Agreement has been provided by Dorset Council and is attached to this report. The Service Level Agreement is a 12-month, rolling agreement between both Councils and sets out the terms required for Dorset Council enforcement officers to begin enforcing the Traffic Regulation Order in the Howards Lane Car Park.</p>
Key Points:	<p>A charge of £1,300 is being leved by Dorset Council for the service being provided. The Service Level Agreement will need to be renewed prior to the end of November each year and the subsequent year's fee agreed by both parties.</p> <p>The Service Level Agreement is a contingent contract to the Traffic Regulation Order being enforced.</p> <p>Should the Town Council wish to cancel the Service Level Agreement for any reason, 12 months' notice in writing to Dorset Council is required.</p> <p>The cost of providing the service is £1,300 renewed automatically annually.</p>
Implications:	<p>Not entering into a Service Level Agreement with Dorset Council will mean that the Traffic Regulation Order would not be enforced. Other enforcement agencies would need to be engaged at a likely higher cost.</p> <p>Increased revenue from the car park can be expected to outweigh the on costs of entering and renewing the Service Level Agreement.</p>
Recommendation:	To resolve to sign and seal the Service Level Agreement between Dorset Council and Wareham Town Council.

THIS AGREEMENT is made the

1st February 2025

BETWEEN:

1. **WAREHAM Town Council** of Wareham Town Council, Town Hall, East Street, Wareham, Dorset, BH20 4NS ("the Town Council")
2. **Dorset Council** of County Hall, Colliton Park, Dorchester, Dorset ("the Council")

WHEREAS

1. The Council is responsible for providing all local government services in its area. One of the main services provided by the Town Council is providing a car park at Howards Lane which is under its control.
2. For the purposes of the Road Traffic Regulation Act 1984 and Traffic Management Act 2004 the Council is the traffic authority for all roads (other than motorways and trunk roads) situated in Dorset.
3. The Council and the Town Council have agreed that the Council will provide enforcement services to carry out the civil enforcement of parking contraventions under the Howards Lane, Wareham (OFF-STREET PARKING PLACES) ORDER 2023 ('the Order') on the terms set out in this agreement.

NOW IT IS AGREED:

1.1 Dorset Council to act as Civil Enforcement Authority

In the exercise of the powers contained in Section 59 of the Road Traffic Regulation Act 1984 as amended (the Act), the Local Government Act 1985, the Traffic Management Act 2004 and all other powers so enabling the Town Council agrees and so arranges that the Council shall discharge with the consent of the Town Council such functions and provide such services as are specified in clause 1.3 of this agreement.

1.2 Extent of Agreement

It is agreed that the agreement shall apply to the off-street car park which is within the control of the Town Council and described in the Order as a car park for which charges are specified ("the car park"). The functions and services to which this agreement relates are specified in clause 1.3 of this agreement.

1.3 Functions and Services

1.3.1 the employment and management of Civil Enforcement Officers and the issuing of penalty charge notices and the subsequent steps necessary to recover payments due and the powers for immobilisation and removal, recovery, storage and disposal of vehicles and collection of charges relating to the use of these powers.

2. Duration and Variation of Agreement

2.1 This Agreement shall operate from 1st February 2025 until 1st February 2026 and then shall continue from year to year until ended by either party giving a minimum of 12 months' written notice.

2.2 If either party shall be in serious or persistent default of this Agreement which is not corrected within a reasonable time after notice of the breach has been given the other party may terminate this Agreement by giving 42 days' notice of termination.

2.2 Exercise of Functions

2.2.1 This agreement supersedes any and all agreements currently between the Council and the Town Council relating to the administration of the car park.

2.2.2 In exercising any functions under this agreement the Town Council and the Council shall comply with the service levels which are set out in the Schedule to this agreement.

2.2.3 The Town Council shall indemnify the Council against any claim made against the Council or loss incurred by the Council arising from any act or omission in the carrying out by the Council of the functions exercisable by virtue of this agreement PROVIDED THAT this indemnity shall not apply where such claim or loss is wholly or mainly attributable to an act or omission by the Council or

any failure on the part of the Council to carry out the functions exercisable by the Council under the terms of this agreement.

2.2.4 The Town Council after consultation with the Council shall retain the right to fix the level of penalty charge subject to any recommendation from the Council and where necessary to the approval of the Secretary of State.

2.2.5 The Town Council shall continue to be responsible for the maintenance of the car park and any equipment and signs provided within the car park together with the collection of charges relating to use of the car park.

3. Financial

3.1 The parties declare their intention that the income received from the issuing of Penalty Charge Notices shall belong exclusively to the County Council. The income received from the Pay and Display machines shall belong exclusively to the Town Council and such income shall be used by the Town Council for any lawful purpose.

3.2 The Town Council shall pay to the Council an annual sum (the amount of which shall be agreed by both parties no later than 30 November in the preceding financial year) for the supervision of the car park.

3.3 The accounts relating to the enforcement function shall be prepared annually by the Council and a copy forwarded to the Town Council as soon as reasonably possible after the end of each financial year.

3.4 The Council shall no later than 30 November each year prepare a budget for the functions for the ensuing financial year (commencing 1 April) together with a revised budget for the current financial year and provide a copy to the Town Council.

4. Effect of Termination

4.1 It is agreed that if this Agreement is terminated under clause 2.1 (otherwise than on account of default by the other party) the party ending the Agreement shall indemnify the other party against any expenses (including redundancy or similar costs) directly attributable to such termination.

5. Alternative Dispute Resolution and Arbitration

- 5.1 If any dispute arises out of this agreement the parties will attempt to settle it by negotiation.
- 5.2 A party may not commence any alternative dispute resolution court proceedings or arbitration until 21 days after it has made a written offer to the other party to negotiate a settlement to the dispute.
- 5.3 If any dispute arises out of this agreement which has not been settled in accordance with clause 5.2 the parties will attempt to settle it by mediation in accordance with the Centre of Dispute Resolution (CEDR) Model Mediation Procedure ("the Model Procedure").
- 5.4 If the parties have not settled the dispute by mediation within 42 days from when the mediation was instituted/the date Of the ADR notice, the dispute shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration which Rules are deemed to be incorporated by reference to this clause.

Schedule

Service Level Agreement

Civil Parking Enforcement

The Council will carry out the following functions within the car park:

- o The Council shall be responsible for the employment and management of Civil Enforcement Officers.
- o Days of operation will be Mondays to Sunday inclusive (including Bank Holidays), but excluding Christmas Day, Boxing Day and New Year's Day.
- o Civil Enforcement Officers will make a minimum of 1 visit per week to the car park on the days of operation set out above.

- o On each visit Civil Enforcement Officers will check payments and issue Penalty Charge Notices when required.
- o The Council shall be responsible for recovering payments due and managing queries relating to unpaid Penalty Charge Notices, including, when necessary, the use of its statutory powers for immobilisation and removal, recovery, storage and disposal of vehicles and the collection of charges relating to these powers.
- o On each visit Civil Enforcement Officers will check the operation of the Pay and Display machines reporting any faults to the Town Council.
- o Any faults or defects will be reported to the Town Council on the same day, or by the next working day at the latest.
- o Civil Enforcement Officers will be required to report any damaged or defective surfaces (pot-holes etc), any defective lights, overgrown shrubbery and any matters potentially hazardous to the public. These defects will be reported to the Town Council on the same day, or by the next working day at the latest.
- o Civil Enforcement Officers will be required to provide advice to and deal with queries from members of the public on facilities and other matters when requested.

The Town Council will be responsible for the following functions within the car park:

- o The provision maintenance and repair of Pay and Display machines including ticket filling and clearing of coin and ticket jams.
- o The provision, maintenance and repair of car park surfaces, markings, lighting, street furniture and landscaping.
- o Arrange for a mobile telephone payment location to be created with and ensure that it works with DC enforcement system, paying any cost associated in setting this up.

- o Ensure that any permit that are issued work with our enforcement system or are physical so can be seen by patrolling officers.

When both parties have agreed by exchange of letters, this service level agreement may be revised at any time to reflect a change in circumstances or any other reason.

THE COMMON SEAL of
THE DORSET COUNCIL was affixed in the presence of:

Director Legal and Democratic Services
Authorised Officer

THE COMMON SEAL of
THE WAREHM TOWN COUNCIL
was affixed in the presence of:

Councillor.....

Councillor.....

ACTION LIST						
DATE OF MEETING	COMMITTEE	SUBJECT	MINUTE NUMBER	ACTION	PROGRESS & DATE COMPLETED	PROJECT OWNER/ RESPONSIBLE
08.10.24	Amenities	Bench Outside The Red Lion Building	A 033/24	It was RESOLVED that council engage with the owner of The Red Lion Building to ascertain ownership prior to further council consideration.	20/11/204 discussions between Dorset Council and the owner of Red Lion taking place. Outcome of discussions will be reported to Amenities Committee on 11/2/2025	Deputy Town Clerk
27.08.24	Planning and Transport	Italian Kitchen Tables and Chairs Licence	P&T 057/24	Town Council to ask DC whether the Tables and Chairs Licence was granted to The Italian Kitchen to be reported back to committee	UPDATE: Licence technically granted as Dorset Council did not make a determination within the 2 weeks post consultation period. Conditions for this licence are "at least 1.6 metres left free for pedestrians, and all of the furniture must be brought in at night" Decision delayed until DC review their Sitting Out Policy. Dorset Council recently recontacted regarding the License for update	Town Clerk
13.08.24	Amenities	Paving slab damage, Hauses Field	A 023/24	Information regarding reported paving slab damage to be reported back to amenities following meeting of Cllr. S Dean, a Grounds Team representative and representatives from Wildlife Haven at Hauses Field.	UPDATE: Paving slab not damaged, matter pertains to gaps around stone where weeds grow. Laiasing with group to find mutually pleasing solution. Information awaited - ongoing	Cllr S Dean, Grounds Team Representative, Wildlife Haven representatives, Deputy Town Clerk
23.07.24	Full Council	Creation of Civic Procedure for Civic Events including Mayor making.	TC 052/24	Civic Procedure for all civic events including the Mayor making to be created.	Under development - ongoing	Town Clerk, Deputy Town Clerk

24/10/23	PR&F	Public Engagement	PRF 054/23	Town Clerk to draft a Community Engagement Strategy and Policy for consideration at a future meeting.	UPDATE: 1st draft initially scheduled for 26th Nov, postponed to PR&F 08/07/25. Strategy currently being drafted for consideration by the newly elected Council. Being prepared for September PR&F Meeting.	Town Clerk / Deputy Clerk
11/07/23	Full Council	Youth Council Proposal	TC 042/23	Council supported Cllr Cotton in investigating the possibility of a Youth Council in Wareham and bring back any proposals for approval.	UPDATE: School sent materials for student recruitment at the end of 2024. School to be recontacted with draft presentation for students before end of January. Initial operational meeting between Council Officers and school staff lead. Application form for interested students and recruitment presentation being drafted. Time to present to students in an assembly being organised. Contact made with Purbeck School to deliver this work following meeting with Cllrs Cotton and Tighe to define the scope of the project. Awaiting response. Clerk attended a youth engagement event and will now be working with the Deputy Clerk, Cllr Cotton & Cllr Tighe to develop the first stages of youth engagement. Ongoing - The Clerk is attending a Youth Summit to gain further information on 18/07/2024	Deputy Clerk/ Cllrs Cotton & Tighe

24/01/23	Full Council	Conniger Lane Car Park	553	Enter into a lease with Wareham Joint Burial Committee for Conniger Lane car park. The finer detail of the workings of the use and income would be discussed at a later date.	<p>UPDATE: Burial Clerk and WTC Clerk met with Dorset Council where full financial information was privately shared. This will be shared with PR&F as a confidential item at the 11 March 2025 meeting.</p> <p>Burial Committee have submitted FOI on Card Payments at Conniger Lane from Dorset Council and awaiting response. No progress since last meeting. Information has come to light that the Car Park machine would be removed by Dorset Council, meaning the Town Council would need to purchase a new machine at a cost of circa £4,500.</p>	Town Clerk
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WAREHAM TOWN COUNCIL REPORT

Meeting Date: 28 January 2025



Agenda Item: 15

Subject:	2025/26 Draft Budget and Precept Setting
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the 2025/26 draft budget and precept setting for recommendation to Full Council.
Background:	<p>Financial Regulations state:</p> <p>4. Budget and precept</p> <p>4.1. Before setting a precept, the Council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.</p> <p>Each year the Council's budget for the next financial year must be set and approved by Full Council based on a recommendation from the Policy Resources and Finance Committee, along with a precept recommendation calculated and based on the agreed budget, also for approval by full Council.</p> <p>In December each year Dorset Council, as the Principal Authority, set the Tax base for each area, which is the council tax figure for a Band D property in that area. This can go up or down each year. It is then for each Town and Parish Council to agree their own budget and to determine what level of precept they require and establish what impact this will have on the Tax base.</p> <p>Council should hold a surplus in its general fund of between 3–6 months operating costs available.</p>
Key Points:	<p>The proposed budget for the 2025/26 year with a Precept increase to provide a balancing budget is shown in Appendix 1.</p> <p>Dorset Council has set the Tax Base for a Band D property in Wareham at an increase of 3.12% on 2024/25, which is an increase of £68.80 for the 2025/26 financial year before Wareham Town Council considers it budget. This has been achieved by Dorset carrying out an adjustment for the second homes premium. This has seen second homes have their eligibility to a reduced Council Tax removed, resulting in more properties in Wareham paying full Council Tax and an increase in the precepting amount without impact to residents.</p> <p>The budget lines were considered by each respective Committee with budget responsibility and have been agreed in principle subject to the Policy Resources and Finance Committee overall consideration. Budgets have been maintained where possible with very modest increases where it has been considered necessary, and some decreases where these can be realistically achieved.</p> <p>The general fund is predicted at 31/03/2025 to be £353,813.00, this is less the predicted Burial Joint Committee percentage added at year end, which is never received as cash.</p> <p>The earmarked reserves as of 08/01/2025 are £295,931.91. Please note that these reserves are earmarked for various projects which have yet to come to fruition. They should not be considered for anything else within the budget, and</p>



do not form part of the budget requirement for the year which determines the precept.

Approximate 3-6 months operating costs which are required to be held are currently £180,000 – £360,000. These figures are dependent upon the last quarter (1 January to 31 March 2024) expenditure and the year-end position; therefore, these are approximate predictions and may increase or decrease as a result.

Council should consider its budget responsibility for any future services which may fall to the Town Council and ensure that it is making provision in respect of equipment and facilities to absorb services which impact the Town and its residents, to ensure it is protecting and maintaining Wareham as a well looked after town.

Should Wareham Town Council not apply any increase but accept the 3.12% increase from Dorset Council's second homes adjustment, the budget would show a net deficit of -£36,688.65. This reduces the Council general fund to approximately £317,124.35, which equates to approximate operating costs of between 5 and 6 months but would not allow any potential major works to be funded should they be needed within the year and leave the requisite operating costs.

This would negate any opportunity to use funds to develop 3 East Street with match funding bids.

If the Council preferred to not use its general fund, it would require Council to increase its precept by 6.97% which equates to **£16.13 per annum on a Band D property, or 31p per week, or 4p per day**. Taking a Band D property from £231.41 to £247.54 for the TC element of Council Tax. This would see a precept of £562,880.00 and would not require any general fund monies to be used.

To enable Council to consider where it is placed in respect of other Dorset Towns, precepts have been recommended or agreed as follows:

Blandford Town Council = 3%
Bridport Town Council = 7.4%
Corfe Mullen Town Council = 9.9%
Dorchester Town Council = 5.5%
Ferndown Town Council = 4.2%
Shaftesbury Town Council = 25%
Sherborne Town Council = 7.73%
Swanage Town Council = 6.61%
Wimborne Town Council = 5%
Sturminster Town Council = 3.5%
Verwood Town Council = 2.6%

Towns further afield:

Axminster Town Council = 6%
Dartmouth Town Council = 16.43%
Exmouth Town Council = 3%
Wellington Town Council = 27%
Taunton Town Council = 9%
Burnham-on-Sea Town Council = 35%



Implications	<p>Council must be sure that reserves are allocated appropriately and if required, ring fenced (earmarked), to protect them. It is a requirement of the Annual Governance and Audit Review (AGAR) to set out the intention for any reserves held above the minimum operating costs and should be done in accordance with Financial Regulations and the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide.</p> <p>Alternative methods to protecting both precept and reserves are to implement expenditure cuts which would impact on the delivery of services within Wareham and prevent potential projects from progressing.</p>
Recommendation	<p>To consider and agree the proposed budget and consider and agree the precept of either no increase or an increase of 6.97%, to be recommended to Full Council for adoption.</p>

Draft Budget 2025-2026

with Forecasted Final Position 2024-2025

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
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INCOME

Mayor's Charity	-	-	-		-	This budget line is a functioning line rather than a contributory line. It sees the donations coming in and going out at the same rate, negating any impact on the budget.
SUB TOTAL	£ -	£ -	£ -		£ -	

Policy Resources & Finance Income:

Rent received	38,000.00	40,000.00	35,000.00	25,000.00	25,000.00
Bank Interest	-	60.00	5,000.00	9,500.00	10,000.00
SUB TOTAL	£ 38,000.00	£ 40,060.00	£ 40,000.00	£ 34,500.00	£ 35,000.00

Amenities Income

Christmas Market Stall Holders	-	-	750.00	-	-
Corn Exchange Hire	3,000.00	3,200	5,000.00	5,800	6,000.00
Council Chamber - Weddings	1,000.00	500	1,500.00	500	1,500.00
Council Chamber - Meetings	-	-	-	363	500.00
Parking Income Card	13,000.00	13,500	15,000.00	17,500	18,000.00
Parking Income Cash	30,000.00	40,000	30,000.00	27,000	30,000.00
Parking Income Phone Payments	7,000.00	15,000	20,000.00	16,500	20,000.00
Parking Permits Reserved Bay	3,000.00	3,500	2,000.00	1,850	1,500.00
Parking Permits Unreserved Bay	2,500.00	4,000	2,500.00	2,797	2,000.00
Parking Permits Commercial Bay	500.00	500	700.00	-	-

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
EV Charging Point income	-	-	100.00	200	100.00	
Rereation Ground - Football Income	1,500.00	1,000	1,000.00	1,200	1,000.00	
Recreation Ground - Croquet Income	1,500.00	1,500	1,500.00	1,300	1,500.00	
Recreation Ground - Cricket Income	500.00	750	750.00	650	750.00	
Floral Displays - Donations towards Displays	2,500.00	1,000	750.00	1,185	1,000.00	
SUB TOTAL	£ 66,000.00	£ 84,450.00	£ 81,550.00	£ 76,845.00	£ 83,850.00	

Museum Income:

Donations	1,000.00	1,500	1,500.00	3,625	2,500.00	
Events	-	300	300.00	1,185	500.00	
Sales Income	1,000.00	1,000	1,000.00	1,950	1,500.00	
Sundry Income	-	-	-	-	-	
Activities Donations	-	10	10.00	62	100.00	
SUB TOTAL	£ 2,000.00	£ 2,810.00	£ 2,810.00	£ 6,822.00	£ 4,600.00	

Total Income	£ 106,000.00	£ 127,320.00	£ 124,360.00	£ 118,167.00	£ 123,450.00	
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Income: Precept

Precept	482,355.00	495,945.00	510,270.00	510,270.00	562,880.00	Increase of precept by TC of 6.97% which equates to £16.13 per annum on a Band D property or 31p per week, or 4p per day. Taking a Band D property from £231.41 to £247.54 . Tax base increase by 3.12% before any TC calculations, therefore, total precept increase is 10.31% with only 6.97% impact.
SUB TOTAL	£ 482,355.00	£ 495,945.00	£ 510,270.00	£ 510,270.00	£ 562,880.00	

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
TOTAL INCOME	£ 588,355.00	£ 623,265.00	£ 634,630.00	£ 628,437.00	£ 686,330.00	

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26
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EXPENDITURE

Council						
Mayor	2,500.00	2,500	2,500.00	2,225	2,500.00	
Deputy Mayor	225.00	200	250.00	50	300.00	
Regalia & Gowns	1,000.00	-	300.00	160	200.00	
Election Expenses	1,500.00	1,500	-	-		Reserve for this use
Ceremonial Photo's	-	-	-	-		
Civic Events	4,000.00	4,000	4,000.00	4,000	4,000.00	
Mileage - Councillors	750.00	500.00	500.00		250.00	
General Events	1,000.00	1,500	1,500.00	1,500	2,000.00	Costs of Freedom of the Town in 2025 possible
SUB TOTAL	£ 10,975.00	£ 10,200.00	£ 9,050.00	£ 7,935.00	£ 9,250.00	

TOTAL COUNCIL EXPENDITURE	£ 10,975.00	£ 10,200.00	£ 9,050.00		£ 9,250.00
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Policy Resources & Finance

Staff Costs						
Salaries	246,000.00	260,000.00	235,000.00	184,000.00	225,000.00	NJC increase required
Employers NI	28,000.00	30,000.00	76,000.00	62,000.00	90,000.00	NI increase needs accounting for.
Employers Pensions	55,500.00	59,200.00	77,000.00	66,352.50	85,000.00	Impact of any NJC increase
Meetings & Training	3,000.00	3,000.00	3,000.00	2,750.00	3,500.00	
Uniform	700.00	500.00	750.00	720.00	750.00	
Mileage - Staff	1,000.00	500.00	500.00	350.00	500.00	
SUB TOTAL	£ 334,200.00	£ 353,200.00	£ 392,250.00	£ 316,172.50	£ 404,750.00	

Neighbourhood Plan					
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	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
Neighbourhood Plan	-	-	-	-	-	
SUB TOTAL	£ -	£ -	£ -	£ -	£ -	
Honorariums						
Honorariums	2,000.00	2,175	1,675.00	1,450	2,000.00	
SUB TOTAL	£ 2,000.00	£ 2,175.00	£ 1,675.00	£ 1,450.00	£ 2,000.00	
Town Crier Competition						
Town Crier Membership				35.00	50	
Town Crier Competition	500.00	500	500.00	450.00	500.00	
SUB TOTAL	£ 500.00	£ 500.00	£ 500.00	£ 450.00	£ 500.00	
Burial Board						
Burial Board Contribution	15,850.00	15,850	15,850.00	15,850	15,850.00	
SUB TOTAL	£ 15,850.00	£ 15,850.00	£ 15,850.00	£ 15,850.00	£ 15,850.00	
Audit Fees						
Internal Audit Fee	1,200.00	1,300	1,500.00	1,600	1,500.00	
External Audit Fee	1,300.00	1,500	1,700.00	1,365	1,700.00	
SUB TOTAL	£ 2,500.00	£ 2,800.00	£ 3,200.00	£ 2,965.00	£ 3,200.00	
Professional Fees						
H&S Consultancy Fees	3,700.00	3,800.00	3,800.00	3,800.00	4,000.00	
Consultancy Fees	2,000.00	2,000.00	2,000.00	1,650.00	2,500.00	
Subscriptions	3,000.00	2,500.00	2,500.00	2,600.00	2,500.00	
Payroll Service				3,000.00	2,000.00	
Legal Fees & Costs	2,500.00	2,500.00	2,500.00	7,000.00	10,000.00	
SUB TOTAL	£ 11,200.00	£ 10,800.00	£ 10,800.00	£ 18,050.00	£ 21,000.00	
Grants						
Grants	6,000.00	6,000.00	6,000.00	6,000.00	8,000.00	
PYCF SLA	4,500.00	4,500.00	5,000.00	5,000.00	5,000.00	
SUB TOTAL	£ 10,500.00	£ 10,500.00	£ 11,000.00	£ 11,000.00	£ 13,000.00	

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
Office Costs						
Insurance	6,700.00	8,000.00	8,000.00	8,300.00	8,500.00	
Bank Charges	100.00	100.00	450.00	260.00	450.00	
Office Expenditure	3,000.00	2,500.00	2,500.00	2,850.00	3,000.00	
Telephones	2,000.00	2,500.00	2,500.00	2,750.00	3,000.00	
Premises Licence	2,000.00	1,500.00	1,500.00	-	1,500.00	Wedding premises licence renewal
Computers	1,500.00	1,500.00	1,500.00	2,900.00	1,000.00	
Software Support	8,000.00	8,000.00	8,000.00	8,900.00	10,000.00	
Web Production	300.00	300.00	750.00	295.00	500.00	
Cleaning	500.00	500.00	500.00	200.00	250.00	
CCTV Costs	1,000.00	1,500.00	1,500.00	1,350.00	4,000.00	
Contingency	2,000.00	2,000.00	1,500.00	600.00	1,000.00	
Health and Safety Mitigation	2,000.00	2,000.00	1,000.00	750.00	1,000.00	
General Reserve	8,000.00	8,000.00	4,000.00	3,800.00	4,000.00	
Vehicle Replacement	2,000.00	-	-	-		
Stripe Fees	-	-	100.00	95.00	100.00	
SUB TOTAL	£ 39,100.00	£ 38,400.00	£ 33,800.00	£ 33,050.00	£ 38,300.00	

TOTAL POLICY RESOURCES & FINANCE EXPENDITURE	£ 415,850.00	£ 434,225.00	£ 469,075.00	£ 398,987.50	£ 498,600.00
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<u>AMENITIES EXPENDITURE</u>	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	
Town Hall General						
Electric	3,000.00	3,000.00	3,000.00	3,250.00	3,500.00	
Gas	4,000.00	4,000.00	4,000.00	2,700.00	3,000.00	
Water	1,300.00	1,300.00	1,300.00	1,000.00	1,000.00	
Rates	10,000.00	12,000.00	12,000.00	15,000.00	17,000.00	Increase in business rates by central government may impact
Advertising	500.00	500.00	500.00	-	500.00	
Equipment New	1,000.00	2,500.00	2,500.00	1,250.00	1,500.00	

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
Equipment & Buildings Maintenance	10,000.00	10,000.00	15,000.00	8,500.00	15,000.00	Earmarked Reserve
Replacement Windows	2,000.00	2,000.00	2,000.00	-		
Stair Lift	1,000.00	750.00	750.00	820.00	750.00	
Cleaning	500.00	1,000.00	1,000.00	975.00	1,500.00	
Refuse Collection	-			2250	2,500.00	
SUB TOTAL	£ 33,300.00	£ 37,050.00	£ 42,050.00	£ 35,745.00	£ 46,250.00	

3 East Street					
Rates				£ 6,655.00	7,500.00
Electric				£ -	1,000.00
Gas				£ 35.00	1,000.00
Water				£ -	1,000.00
Maintenance				£ -	2,500.00
				£ 6,690.00	£ 13,000.00

Christmas Market					
Road Closure	-	500.00	300.00	0.00	0.00
Advertising	-	1,000.00	500.00	0.00	0.00
Insurance	-	500.00	500.00	0.00	0.00
SUB TOTAL	£ -	£ 2,000.00	£ 1,300.00	£ -	£ -

Depot						
Rent	9,000.00	10,000.00	2,650.00	-	-	No longer held so budget not required
Equipment	1,000.00	250.00	-	-	-	
Electricity	750.00	750.00	250.00	165.00	-	
Water	250.00	250.00	160.00	175.00	-	
Insurance	350.00	400.00	275.00	65.00	-	
Service Charge	500.00	500.00	250.00	260.00	-	
Maintenance	500.00	500.00	250.00	2.50	-	
Rates	-	4,000.00	2,000.00	800.00	-	
SUB TOTAL	£ 12,350.00	£ 16,650.00	£ 5,835.00	£ 1,467.50	£ -	

Vehicle Costs

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
Service & Maintenance	1,200.00	1,200.00	1,200.00	650.00	2,000.00	
Fuel	1,500.00	2,000.00	1,000.00	950.00	1,000.00	
Insurance	800.00	1,000.00	500.00	770.00	800.00	Was proposed to Amenities at £250, but 2024/25 premium received after meeting at £700+
Machinery & Equipment	5,000.00	2,500.00	2,500.00	2,130.00	2,500.00	
Vehicle Leasing Cost	2,500.00			-		
Vehicle Tax	-	250.00		490.00	750.00	
SUB TOTAL	£ 11,000.00	£ 6,950.00	£ 5,200.00	£ 4,990.00	£ 7,050.00	

Town Features & Furniture

Street Lighting	1,500.00	1,750.00	2,000.00	2,150.00	2,200.00
War memorial Maintenance	250.00	250.00	250.00	-	250.00
General Maintenance	1,500.00	1,500.00	1,500.00	1,200.00	1,500.00
Street Furniture & Seats	1,000.00	1,000.00	1,000.00	1,051.00	1,500.00
Bus Shelter Maintenance	250.00	250.00	250.00	440.00	500.00
Gateway Stones	-	3000	-	0	
SUB TOTAL	£ 4,500.00	£ 7,750.00	£ 5,000.00	£ 4,841.00	£ 5,950.00

Howards Lane Toilets

Cleaning	1,000.00	£ 1,000.00	13,000.00	13,091.00	10,000.00	Reduction in Cleaning due to rebuild
Maintenance	1,000.00	£ 1,000.00	2,000.00	400.00	1,000.00	
Water Charges	1,000.00	£ 1,000.00	1,000.00	400.00	1,500.00	
Electricity	1,000.00	£ 1,000.00	1,000.00	1,240.00	1,500.00	
SUB TOTAL	£ 4,000.00	£ 4,000.00	£ 17,000.00	£ 15,131.00	£ 14,000.00	

Quay Toilets

Cleaning	1,000.00	£ 1,000.00	13,000.00	13,091.00	14,000.00
Maintenance	13,000.00	£ 2,000.00	2,000.00	1,750.00	2,000.00
Water	5,100.00	£ 4,500.00	4,500.00	2,550.00	3,500.00
Electricity	1,000.00	£ 1,500.00	1,500.00	1,500.00	1,500.00
SUB TOTAL	£ 20,100.00	£ 9,000.00	£ 21,000.00	£ 18,891.00	£ 21,000.00

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
Howards Lane Car Park						
Rates	10,000.00	12,000.00	11,000.00	11,976.00	12,000.00	Relining of the whole car park will be required at some point in the 2024 - 2026 financial years so created earmarked reserve.
New Equipment	1,000.00	1,000.00	1,000.00	-	1,000.00	
Tickets	300.00	300.00	300.00	450.00	500.00	
Money Collection Card Fees	1,000.00	2,000.00	1,500.00	1,800.00	2,000.00	
Money Collection Cash Fees	3,000.00	2,500.00	2,000.00	3,750.00	3,000.00	
Maintenance	500.00	500.00	2,000.00	-	1,000.00	
Comission on Credit Card Takings	750.00	850.00	850.00	850.00	1,000.00	
Commission on Phone Car park Receipts	1,000.00	1,500.00	1,500.00	1,600.00	2,000.00	
Payment Machine Costs	-	0	1000	250	1,500.00	
SUB TOTAL	£ 17,550.00	£ 20,650.00	£ 21,150.00	£ 20,676.00	£ 24,000.00	
Pavilion						
Gas	100.00	-	-	-	-	No gas at the Pavillion
Water	500.00	£ 500.00	500.00	£ 600.00	750.00	
Electric	400.00	£ 400.00	400.00	£ 250.00	500.00	
Pavilion Maintenance	500.00	£ 500.00	500.00	£ 490.00	1,000.00	
SUB TOTAL	£ 1,500.00	£ 1,400.00	£ 1,400.00	£ 1,340.00	£ 2,250.00	
Recreation Ground						
Maintenance	1,500.00	1,500.00	2,000.00	2,400.00	2,500.00	
Grass Cutting Contract	3,000.00	2,500.00	2,500.00	2,300.00	2,500.00	
New Equipment	250.00	250.00	250.00	25.00	250.00	
SUB TOTAL	£ 4,750.00	£ 4,250.00	£ 4,750.00	£ 4,725.00	£ 5,250.00	
Recreation Ground Play Area						
Play Area PWLB	19,000.00					
Play Area Reserve	5,000.00					
Maintenance	1,000.00	500.00	500.00	600.00	500.00	

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
SUB TOTAL	£ 25,000.00	£ 500.00	£ 500.00	£ 600.00	£ 500.00	
Mill Lane						
Maintenance	1,000.00	4,000.00	2,500.00	750.00	2,500.00	
Mill Lane PWLB	4,400.00					
Annual Maintenance Contracts	-	-	500.00	350.00	500.00	
SUB TOTAL	£ 5,400.00	£ 4,000.00	£ 3,000.00	£ 1,100.00	£ 3,000.00	
Tourist Information Office						
Website Costs	-	2,400.00	-		-	
SUB TOTAL	£ -	£ 2,400.00	£ -		£ -	
Northmoor Allotments						
Northmoor Haven Group	350.00					
Allotment Rents	350.00	350.00	350.00	350.00	330.00	
SUB TOTAL	£ 700.00	£ 350.00	£ 350.00	£ 350.00	£ 330.00	
Hauses Field						
Tree Survey & Works	1,000.00	500.00	500.00	-	1,000.00	
Play Area Maintenance	-	-	500.00	2,100.00	3,000.00	
Grass Cutting	3,000.00	3,000.00	3,000.00	2,250.00	2,500.00	
Maintenance	1,000.00	1,000.00	750.00	800.00	1,000.00	
SUB TOTAL	£ 5,000.00	£ 4,500.00	£ 4,750.00	£ 5,150.00	£ 7,500.00	
Drax Play Area						
Maintenance	-	£ -	£ 500.00	£ 450.00	£ 500.00	
SUB TOTAL	£ -	£ -	£ 500.00		£ 500.00	
Floral Displays						
Plants for Display	5,500.00	5,500.00	6,000.00	6,995.00	7,000.00	
SUB TOTAL	£ 5,500.00	£ 5,500.00	£ 6,000.00	£ 6,995.00	£ 7,000.00	
General Tree Survey						

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
General Tree Survey	5,000.00	5,000.00	0.00	-	-	Work carried out in 2023 so no budget required.
SUB TOTAL	£ 5,000.00	£ 5,000.00	£ -	£ -	£ -	

Build Project Group					
Consultant Fees	-	6,000.00	6,000.00	-	£ 10,000.00
Architect	-	1,000.00	1,000.00	-	£ 2,000.00
SUB TOTAL	£ -	£ 7,000.00	£ 7,000.00	£ -	£ 12,000.00

TOTAL AMENITIES EXPENDITURE	£ 155,650.00	£ 138,950.00	£ 146,785.00	£ 128,691.50	£ 169,580.00
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<u>PERSONNEL EXPENDITURE</u>	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26
Personnel					
Advertising Staff Vacancies	500.00	500.00	1,000.00	850.00	500.00
SUB TOTAL	£ 500.00	£ 500.00	£ 1,000.00	£ 850.00	£ 500.00

TOTAL PERSONNEL EXPENDITURE	£ 500.00	£ 500.00	£ 1,000.00	£ 850.00	£ 500.00
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<u>MUSEUM EXPENDITURE</u>	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26
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51,00.20

Museum					
Rates	2,000.00	1,800.00	-	50.00	1,000.00
Events	300.00	300.00	2,000.00	470.00	500.00
Telephone	200.00	-	450.00	300.00	500.00
Stationery	100.00	150.00	150.00	137.00	150.00
Security Alarm	500.00	-	80.00	80.00	100.00
Stock for Resale	500.00	700.00	1,300.00	850.00	1,500.00
Commission on Card sales	-	15.00	15.00	25.00	25.00

Substantial rates not previously charged, however, changes to business rates may incur costs

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
Subscriptions	150.00	150.00	150.00	108.00	2,500.00	Modes x 3 subscription initial payment £300 PA following
Display Cabinet Reserve	250.00	500.00	750.00	-	-	Moved to earmarked
New Equipment general	500.00	1,000.00	1,500.00	100.00	1,000.00	
Equipment Maintenance	250.00	500.00	750.00	250.00	500.00	
Cleaning/Maintenance & Improvements	175.00	150.00	350.00	125.00	150.00	
Training	180.00	150.00	150.00	100.00	150.00	
Signage	200.00	150.00	500.00	200.00	250.00	
Mileage	50.00	50.00	50.00	40.00	50.00	
Sundries	25.00	25.00	25.00	2.50	25.00	
SUB TOTAL	£ 5,380.00	£ 5,640.00	£ 8,220.00	£ 2,837.50	£ 8,400.00	

TOTAL MUSEUM EXPENDITURE	£ 5,380.00	£ 5,640.00	£ 8,220.00	£ 2,837.50	£ 8,400.00
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TOTAL EXPENDITURE	£ 588,355.00	£ 589,515.00	£ 634,130.00	£ 531,366.50	£ 686,330.00
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Net Suplus (Deficit)	£ -
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Exceptional and Capital

	87 21/23	2023/24	2024/25	Proposed 2025/26	
Exceptional & Capital Income					
CIL Receipts		-	-	-	No predicted Cil Receipts to be received.
SUB TOTAL	-	£ -	£ -	£ -	
Exceptional & Capital Expenditure					
Potential PWLB Howards Lane Toilets		-	5,000.00	-	Agreed at Amenities Committee 13/12/23 to set aside a potential loan amount to cover the demolish and rebuild costs for Howards Lane Toilets.
PWLB - Mill Lane		4,400.00	4,400.00	-	
PWLB - Mill Lane		-	50.00	-	

	Budget 2022/23	Budget 2023/24	Budget 2024/25
PWLB - Play Areas		12,600.00	12,600.00
PWLB interest - Play Areas		11,900.00	11,900.00
1st Deposit			34,750.00
2nd Deposit			55,600.00
SUB TOTAL	£ -	£ 28,900.00	£ 124,300.00

Estimated
total at
31.03.25

Proposed Budget 2025/26
12,600.00
11,000.00
£ 23,600.00

Comments

Last Payments due on 16 January 2043

	Balance 2022/23	Balance 2023/24	Balance 2024/25
Earmarked Reserves - Currently held			
CIL Receipts		40356.46	40,356.46
Neighbourhood Plan Reserve		2,380.37	2,380.37
CCTV Reserve		-	-
Museum Reserve		6,189.34	6,189.34
Wareham In Bloom Reserve		5,248.25	5,885.35
Bloor Homes Upgrade of Rec Play Area		9,599.00	9,599.00
Skate Park		52,796.01	52,796.01
Property maintenance		8,686.73	8,686.73
Car Park Maintenance		2,028.17	2,028.17
War Memorial		1,000.00	1,000.00
Play Area - Retention Fee 2.5%		3,564.70	422.09
Election Fees		6,000.00	6,000.00
Car Park Drainage Work		400.00	400.00
Town Hall Replacement Windows		6,000.00	6,000.00
Replacement Vehicle		4,010.42	4,010.42
Town Hall Lighting		14,811.40	14,811.40
Street Cleaner Salary		9,828.80	9,828.80
Training		1,137.77	1,137.77
Tourist Information Centre		18,400.00	18,400.00
Replacement Cricket Wicket			6,000.00
Museum Display Cabinet			

Proposed
2025/26

40,356.46
2,380.37
-
6,189.34
5,885.35
9,599.00
52,796.01
13,686.73
6,028.17
1,000.00
-
8,000.00
-
10,000.00
8,010.42
14,811.40
-
-
18,400.00
8,500.00
1,000.00

Increased by the £X donations received in
2024

Removed as all paid

Removal agreed at 31/04/2024

Removal agreed at 31/04/2024

Removed as budget line available for both
staff and Councillors

	Budget 2022/23	Budget 2023/24	Budget 2024/25	Estimated total at 31.03.25	Proposed Budget 2025/26	Comments
Howard's Lane Public Toilets Rebuild			100,000.00		100,000.00	
		£ 192,437.42	£ 295,931.91		£ 306,643.25	
Earmarked Reserves - Proposed						
Ride on Mower					30,000.00	
Flag Pole Replacement					2,000.00	
Chamber Curtains					10,000.00	
Self Watering Planters					1,500.00	
		0	0		43,500.00	
SUB TOTAL	-	£ 192,437.42	£ 295,931.91		£ 350,143.25	
Total Exceptional & Capital, + Earmarked Exp	£	221,337.42	£ 420,231.91		£ 373,743.25	
Less Exceptional & Capital Income	-£	221,337.42	-£ 420,231.91		-£ 373,743.25	
Overall Earmarked Reserve required	£	192,437.42	£ 295,931.91		£ 350,143.25	
Total Predicted Expenditure 2025/26 (inc Res)	£	781,952.42	£ 930,061.91		£ 1,036,473.25	
Total Predicted Income (Less Precept) 2025/26	£	127,320.00	£ 124,360.00		£ 123,450.00	
Total Expenditure less Total Income	-£	654,632.42	-£ 805,701.91		-£ 913,023.25	
Less Reserves	£	192,437.42	£ 295,931.91		£ 350,143.25	
Required to Balance 2025/26	-£	462,195.00	-£ 509,770.00		-£ 562,880.00	
Predicted addition to General Fund at 31.03.2025					£ 96,564.00	
Predicted General Fund at 31.03.2025					£ 353,813.00	