Town Hall
East Street
Wareham
Dorset
BH20 4NS

7 May 2025

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND the Annual Town Council meeting of **WAREHAM TOWN COUNCIL** which is to be held on **TUESDAY 13 MAY 2025** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray
Town Clerk

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

Members of Wareham Town Council

Councillor D Budd
Councillor M Cotton
Councillor A Dallimore
Councillor R Dean
Councillor Z Gover
Councillor M Hill
Councillor L Kirk
Councillor M Tighe
Councillor D Cleaton
Councillor K Critchley
Councillor I Davey
Councillor S Dean
Councillor V Green
Councillor R Holloway
Councillor D Robinson
Councillor S Wheatley

Cllr Green suggested that it may be timely for the Town Council to investigate repainting the Council Chamber given the chamber would soon be receiving new curtains. Cllr Robinson noted it may also be prudent for the Town Council to investigate the installing additional insulation. The Town Clerk noted that the future feasibility of these would be investigated.

Cllr Robinson suggested the current council chamber curtains may be donatable as stage curtains to community or acting groups, or schools.

TC 221/25 Support for Men's Shed Planning Application

The Town Clerk reported a telephone conversation which had taken place with a representative of the men's shed in which he had requested the support of the Town Council for the Men's Shed's planning application. The Clerk noted she had advised that she would request the Council's support, however, it would be dependent upon the planning application not containing any material planning matters or breaches, which would render the Council unable to support.

It was **RESOLVED** that the Town Council support the Men's Shed planning application in principle.

TC 222/25 Healthmatic Ltd Charity Suggestions

Council noted the report regarding Healthmatic's Social Value deliverable to support a local charitable organisation addressing the cost-of-living to the value of £1000 as part of the Howards' Lane Public Convenience's refurbishment.

It was considered that the Wareham Family Hub delivered a considerable amount of work for families through the cost-of-living crisis and appeared less well supported than other organisations and schemes within Wareham.

It was **RESOLVED** to request Healthmatic Ltd consider supporting The Family Hub to the value of £1000 as part of its social value deliverable for the Howard's Lane Public Convenience's refurbishment project.

TC 223/25 Dorset Council Street Lighting and Illuminated Signs Policy Review Consultation

Council considered the report outlining the Dorset Council street lighting and illuminated signs policy review consultation. An attempt was made to respond to the questions around the table, but it was considered too cumbersome to deal with the policy's priorities question. It was agreed to score their considerations for the policy's priorities question and email to officers who would compile a response identified from individual scores.

It was **RESOLVED** to delegate the response to the Dorset Council Street Lighting and Illuminated Signs Policy Review Consultation to the Deputy Clerk, who would compile this according to members agreed responses.

TC 224/25 Town Council Action List

The Town Council's action list was NOTED.

It was **RESOLVED** to retrospectively approve the letter which had been circulated and agreed by email to Vikki Slade MP, Mid Dorset and North Poole.

TC 225/25 Report of the Museum Co-Ordinator

The report of the museum co-ordinator was NOTED.

TC 226/25 Town Clerk's Update

The Town Clerk noted she was liaising with the Chair of the youth football and assisting with their set up at the recreation ground. In particular, the marking up of three youth pitches and the joint purchase and grant bid to Sports England for freestanding wheeled goal posts, which, if successful, would return to Amenities.

The Town Clerk reported a letter received from Vikki Slade MP, Mid Dorset and North Poole, following the Town Council's letter to her regarding the ground-level rail crossing.

TC 227/25 Any other items the Mayor deems urgent

The Mayor and Deputy Mayor led Council in wishing The Wareham Rangers Football Club every success for their intermediate cup final match.

TC 228/25 Date of next meeting

It was noted that the next meeting of the Town Council, which would be the Annual Town Council meeting, was scheduled to be held at 19:00 on 13 May 2025.

Mayor…… Date……

DRAFT

Wareham Town Council

nalc
National Association of Local Councils

MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

q A point of order shall be decided by the chair of the meeting and their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chair of the meeting to moderate or

improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

● d **Meetings shall be open to the public unless their presence is prejudicial**
● **to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i The chair of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

iii. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;

iv. each committee shall appoint its own chair at its first meeting in each municipal year;

v. shall, in an election year where the exiting chair has stood down or not been re-elected, appoint the chair of a committee following appointment of members to that committee;

vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

vii. shall determine if the public may participate at a meeting of a committee;

viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

x. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council

becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 3 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 9 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming their withdrawal of it;

iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic

form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority;

xv. refer a planning application received by the Council to the Planning and Transport Committee;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below 25,000 due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Personnel Committee is subject to standing order 11.

b Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Personnel Committee or in their absence, the vice-chair of the Personnnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.

c Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk and RFO relates to the chair or vice-chair of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.

d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

e In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).
See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Wareham Town Council

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £500,000 a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
4) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
5) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

WAREHAM TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**

- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

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.

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.

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.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **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.**

2.6. At least once in each quarter, and at each financial year end, the council (or its delegated committee) shall verify bank reconciliations for all accounts produced by the RFO. The Chair shall sign and date the reconciliations as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council or its delegated committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council or its delegated committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council or its delegated committee at least annually in October for the following financial year. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward with the formal approval of the full council or its delegated committee.

4.5. Each committee (if any) shall review its draft budget not later than the end of November each year and submit any proposed amendments to the council's policy resources and finance committee for initial consideration before consideration and approval by full council.

4.6. The draft budget and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the policy resources and finance committee and a recommendation made to the council.

4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February.**

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes if the General Power of Competence is not held.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £5,000 excluding VAT the Clerk as RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £1000 and £5,000 excluding VAT, the Clerk as RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk as RFO shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items between £1000 and £5000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items between £5,000 and £10,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £10,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail such as email trail entered onto the electronic financial systems transaction.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure of up to £2,500 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official purchase order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared, or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds bank and CCLA (for Public Sector Deposit Funds).

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.

6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Policies Resources and Finance Committee for information only.

6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:

i. any payments of up to £1000 excluding VAT, within an agreed budget.

ii. payments of up to £2,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council or its delegated committee, where the Clerk as RFO can certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or policy resources and finance committee.

iv. Fund transfers within the councils banking arrangements up to the sum of £150,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or policy resources and finance committee.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the council or its delegated committee. The council or committee shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The detailed list of all payments shall be disclosed as an attachment to the agenda of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. A minimum of two people will be involved in any online approval process.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. Evidence within the banking application shall be retained showing who approved the payment online.

7.5. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least once in every elected term.

7.6. Payment may be made by BACS or CHAPS by resolution of the council provided that evidence is retained, and any payments are reported to the council or its delegated committee at the next meeting.

7.7. Account details for suppliers may only be changed upon written notification by the supplier verified by the RFO and the Chair of the Council. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.8. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.9. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk as RFO and Administration Officer and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used unless exceptional circumstances agreed with the Clerk as RFO to a maximum of £50 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The council will not maintain any form of cash float, with the exception of a till float for the museum till of £25. All cash received must be banked intact. Any payments made in cash by the Clerk, for example for postage or minor stationery items shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, maintained by the Payroll Service Provider for the council, and reviewed by the RFO monthly.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first

instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Deputy Clerk shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Appendix 2 – Purchase/Transaction Procedure

1. If an item/service is required, the Deputy Clerk will notify the Clerk, and the budget position consulted. If there are enough funds in the budget code and the amount falls within the Financial Regulations authorisation limits, the item will be agreed for purchase by the respective delegated parties.

2. If there are no budget monies available and/or a budget cannot be identified, the request to purchase must be taken to the relevant Committee or Full Council, in accordance with Financial Regulations for approval.

3. Services being purchased should be subject to at least 3 quotes to ensure the Council is receiving value for money. Quotes should be anonymised when submitted to meetings to avoid subconscious bias.

4. If the item/service is approved for purchase, the Clerk, Deputy Clerk or Admin Officer will raise a Purchase Order.

5. The Clerk will confirm all purchase orders have been seen and agreed by entering a note on each purchase order on the system with the date approved.

6. Once the goods or service has been received, and are confirmed as satisfactory, the VAT invoice must be saved into the shared folder “To be added to Scribe”. All invoices received electronically will be saved into the shared folder and the Clerk may raise queries on any which are not recognised.

7. The Administrative Officer will create a transaction for payment on Scribe by converting the respective Purchase Order to a payment, uploading the invoice to that transaction, and ticking the box “awaiting authorisation”. The direct debit transactions will also be added to Scribe with the “awaiting authorisation” box ticked.

8. The day before the meeting, the list of payments to be authorised will be produced from Scribe and checked by the Clerk. Once confirmed as correct it will be sent to members for consideration at the meeting.

9. Following the meeting, the Clerk or Administrative Officer will upload the payments to be paid in the Bank Account, and they will be authorised by the Clerk or Administrative Officer depending on who uploaded the payments initially. In the Clerk’s absence, the Clerk will be substituted by the Deputy Clerk.

10. As each payment is made in the Bank, the transaction in Scribe will have the minute number where the payment was authorised entered in the relevant field and the “awaiting authorisation” box unchecked.

11. Only direct debits, regular standing items, and in exceptional circumstances will a purchase not have a purchase order, and the notes section must be used to provide information for audit purposes.

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Christmas Market							
Road closure signage	07/12/2023	170.00	100.00	Town Hall back yard			
		170.00	**100.00**				
Council							
18ct Mayoral Chain & Pendant Jewel	01.04.23	24,000.00	25,000.00	Mayor's Safe			
2 Mill Lane	01.04.23	1.00	300,094.00	Mill Lane, Wareham			
5 x Saxon Coins	01.04.23	6,600.00	6,600.00	Museum display			
Badges - Mayor/Mayor Escort/Deputy Mayor E	01.04.23	720.00	720.00	Mayor's Safe			
Ceremonial staves (pair) 18th century	01.04.23	800.00	800.00	Council Chamber			
Clerks Gown & Wig	01/04/2022	250.00	250.00	Town Hall			
Concrete/Sword in the Stone	01.04.23	1.00	2,082.00	Saxon Roundabout			
Councillor Gowns	July 2007	2,250.00	2,250.00	Clerks Office			
Eurotrader Grade 1 Safe (Mayor)	December 2011	1,957.00	1,500.00	Town Hall			
Gas Beacon	01/04/2022	1,000.00	1,000.00	Pavilion Garage			
Gold Medallion	01.04.23	919.00	1,000.00	Mayor's Safe			
Hillview Cemetery	01.04.23	1.00	1.00	Church Lane, Wareham			
Howards Lane Car Park	01.04.23	1.00	1.00	Howards Lane			
Jacobean Silver Parcel/Gilt Mace	01.04.23	9,500.00	9,500.00	Mayor's Safe			
Lady Mayoress Pendant Jewell	01.04.23	2,500.00	2,500.00	Mayor's Safe			
Land Adjacent to Purbeck Caravan Park	01/04/2023	1.00	1.00	Adjacent to Purbeck Cara			
Land at Best Wall	05.04.1937	1.00	1.00	Best Wall			
Land at Carey	01.04.23	1.00	1.00	Mistover Road			
Land at Drax Avenue	01.04.23	1.00	1.00	Drax Avenue			
Land at North Bestwall Road	01.04.23	1.00	1.00	Bestwall Road			
Marly Garage	01/04/2023	1.00	1.00	Recreation Ground			
Mayor's Tricorn Hat	October 2009	347.00	347.00	Clerks Office			
Newbury Garage 8'6" x 16"2'	September 2002	1,050.00	1,000.00	Recreation Ground			

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Northmoor/Hauses Field	01.04.23	1.00	1.00	Northmoor Park, Wareha			
Office 365 laptops	August 2020	5,709.00	5,500.00	Councillor's Addresses &			
Office laptop - Deputy Clerk	June 2021	650.50	500.00	Main Office			
Pavilion	01.04.23	202,591.00	230,794.00	Recreation Ground, Worg			
Purbeck View Caravan Park	01.04.23	1.00	1.00	Purbeck View Caravan P			
Recreation Ground site	1974	1.00	1.00	Worgret Road			
Samsung Galaxy Tab S7	June 2021	665.83	650.00	Main Office			
Silver Cup 1896	01.04.23	1,500.00	1,500.00	Mayor's Safe			
Town Hall	01.04.1996	1,671,593.00	2,606,312.00	1-5 East Street, Warehan			
View of Water Meadows by C E Herring	01.04.23	1,125.00	1,125.00	Town Hall			
Wall Clock by S A Fordam	01.04.23	975.00	975.00	Council Chamber			
War Memorial site	01.04.23	1.00	1.00	Adjacent to St Martin's Cl			
Wareham Cemetary - Conniger Lane	01.04.23	1.00	1.00	Conniger Lane			
		1,936,717.33	**3,202,012.00**				
Depot							
1.8m Yellow Bunded Coshh Cabinets	01/04/2023	860.00	500.00	Town Hall			
24' Hedge Cutter Model HS74	March 2003	314.00	250.00	Recreation Ground			
Bosch GBH 18v-20 Drill	01/04/2023	180.00	150.00	Caretakers Cupboard			
Bosch pro GSS 18v-10 Cordless Sander x2	01/04/2023	200.00	200.00	Town Hall			
Chrome Commercial Shelving Unit x6	01/04/2022	2,000.00	1,000.00	Rec Ground Garages			
Dewalt DCD778M2T	01/04/2023	167.00	167.00	Caretakers Cupboard			
Erbauer EAG 18 Li Grinder	01/04/2023	160.00	160.00	Caretakers Cupboard			
Henry Hoover & Attachments x2	01/04/2023	100.00	75.00	Town Hall & Pavilion			
Honda UMK431ue Strimmer	April 2003	300.00	250.00	Recreation Ground			
Husqvarna 125B blower	01/04/2023	225.00	225.00	Pavilion Garage			
Kombi with Knib K2 Linemarker	July 2011	510.00	500.00	Recreation Ground			
Miscellaneous Hand Tools	01/04/2023	300.00	300.00	Town Hall			

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Stihl BR350 Backpack Blower	01/04/2023	400.00	400.00	Rec Ground Garages			
Stihl FS490C Brushcutter	01/04/2023	800.00	800.00	Rec Ground Garages			
Stihl HL 95/K Long reach Hedgecutter	01/04/2023	600.00	600.00	Rec Ground Garages			
Stihl TS420 Strimmer	01/04/2023	690.00	690.00	Rec Ground Garages			
Triple Extension Ladder	01/04/2023	150.00	150.00	Town Hall			
Under Counter Fridge	01/04/2023	180.00	100.00	Town Hall			
Werner six tread platform shop steps	01/04/2023	180.00	150.00	Town Hall			
		8,316.00	**6,667.00**				
Floral Displays							
Barrell planter	12/05/2023	975.20	900.00	Various Across Town			
mining cart flower container	19/04/2023	750.00	500.00	Wareham Roundabout			
Motorised Trolly for town planters	25/08/2023	1,049.00	1,000.00	Town Hall back yard			
Planters and Hanging Baskets	12/07/2023	566.45	500.00	Various Across Town			
Self-Watering Planters x 16	23/10/2024	6,063.12	6,063.12	North Street			
		9,403.77	**8,963.12**				
Hauses Field							
Bow Top Fencing - Pump Track	November 2009	2,342.00	2,000.00	Northmoor/Hauses Field			
Recycled heavy-duty picnic table x4	June 2007	5,333.00	5,000.00	Northmoor/Hauses Field			
		7,675.00	**7,000.00**				
Howards Lane Car Park							
Bicycle stands x4	June 2003	1,269.00	1,200.00	Howards Lane Car Park			
Elite Parking Machine x2	March 2017	4,500.00	4,000.00	Howards Lane Car Park			
		5,769.00	**5,200.00**				
Howards Lane Toilets							
Fixtures & Fittings	September 2013	1.00	1.00	Howards Lane			

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Howards Lane toilets	01.04.23	1.00	207,726.00	Howards Lane			
		2.00	**207,727.00**				
Museum							
3 x Norman Coins	01/04/2023	1.00	2,000.00	Museum Store			
Counter Loop System/Loop Listener	June 2004	405.00	400.00	Museum			
Display case for Museum	25/02/2025	209.37	209.37	Museum			
Display units	June 1998	31,169.00	30,000.00	Museum			
Hoard of Roman Coins	01/04/2023	1.00	1,000.00	Museum Store			
Museum Artifacts	01/04/2023	1.00	1.00	Museum & Town Hall			
Musuem Display Case	26/02/2025	550.00	550.00	Museum			
Part of Annexe Building	01/04/1996	250,259.00	250,000.00	East Street			
Roller banner for Museum	19/04/2023	195.00	150.00	Museum			
Roller banner for Museum	19/04/2023	195.00	100.00	Museum			
Saxon Sword - replica	March 2012	420.00	500.00	Museum			
Security grill	March 1999	590.00	550.00	Museum			
Tang Dynasty Statue (AD618-707)	01/04/2023	1.00	1,000.00	Museum Store			
		283,996.37	**286,460.37**				
Office Costs							
CCTV	01/09/2007	4,631.00	4,631.00	Wareham Quay			
CCTV	18/07/2023	12,976.30	12,976.30	Town Hall & various Towr			
CCTV Cameras	01/12/2004	13,538.00	13,538.00	North Street, South Stree			
Guardian Safe	01.04.23	900.00	500.00	Main Office			
Guardian Safe	01.04.23	900.00	500.00	Clerks Office			
Laptops for new Cllrs	24/06/2024	2,590.36	2,590.36	Town hall			
Lenovo Tablet	March 2021	124.17	80.00	Museum			
Office desks (large) x3	01.04.23	300.00	300.00	Town Hall			

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Office desks (small) x2	01.04.23	250.00	250.00	Main Office			
Optoma EX530 AV Data projector	November 2008	330.00	300.00	Main Office			
Slide opening Tambour Grey cupboards x2	December 2007	792.00	750.00	Main Office			
Under Counter Fridge	01/04/2023	150.00	100.00	Upstairs kitchen			
Wooden cupboard and work top	May 2008	560.00	500.00	Main Office			
		38,041.83	**37,015.66**				
Pavilion							
Briggs & Stratton BPW2500 Petrol Pressure wa	01/04/2023	350.00	350.00	Pavilion Garage			
Honda Izy HRG536SD Mower	01/04/2023	750.00	750.00	Pavilion Garage			
Karcher Pressure Washer	01/04/2023	120.00	120.00	Pavilion Garage			
Toro Turfmaster 22205TE Mower	01/04/2023	2,000.00	2,000.00	Pavilion Garage			
Transfer Line Marker	01/04/2023	500.00	350.00	Pavilion Garage			
Under Counter Fridge	01/04/2023	140.00	100.00	Pavilion			
Window Shutters x8	May 2007	4,738.00	4,500.00	Pavilion			
		8,598.00	**8,170.00**				
Play Areas							
Bow Top fencing and DDA self-closing gate	February 2009	1,976.00	1,500.00	Carey Play Area			
Carey Hall Play Equipment	01/02/2023	48,650.00	45,000.00	Carey Hall Grounds			
Double gate	June 2007	796.00	700.00	Northmoor/Hauses Field			
Drax Avenue Play Equipment	01/02/2023	48,847.50	45,000.00	Drax Avenue			
Northmoor Pay Area Equipment	01/02/2023	104,144.63	100,000.00	Hauses Field			
Recreation Ground Play Area Equipment	01/02/2023	125,704.20	125,000.00	Recreation Ground			
		330,118.33	**317,200.00**				
Quay Toilets							
Fixtures & Fittings	September 2013	1.00	1.00	The Quay			
Quay toilets	01.04.23	1.00	391,676.00	The Quay, Wareham			

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
		2.00	**391,677.00**				
Recreation Ground							
Croquet Set	June 2010	850.00	800.00	Recreation Ground			
Football Rebound Facility - RP856 Goal Force	January 2008	4,153.00	4,000.00	Recreation Ground			
Frog Litter Bin	June 2007	626.00	500.00	Recreation Ground			
Grass roller (manual)	01.04.23	250.00	100.00	Recreation Ground			
Husqvarna 15" Bar Chain Saw	March 2014	315.00	300.00	Recreation Ground			
MUGA fencing	September 2013	16,500.00	16,500.00	Recreation Ground			
Outdoor fitness equipment (Adult)	September 2016	13,583.00	10,000.00	Recreation Ground			
Porous surface on MUGA	September 2012	10,485.00	10,000.00	Recreation Ground			
Synthetic Cricket Wicket	01.04.23	5,279.00	5,000.00	Recreation Ground			
Turbocast 300 Manual grit/salt spreader	October 2011	998.00	900.00	Recreation Ground			
		53,039.00	**48,100.00**				
Town Features and Furniture							
24" Hayrack Baskets - floral x23	April 2005	460.00	450.00	Various locations in town			
66ltr Anchored Red Health Guard Bin x 3	March 2003	504.00	504.00	2 Carey Streche Road			
Benches x 2	September 2015	1,500.00	1,200.00	North Street, Wareham			
Bin with galv. liner x3	June 2007	1,007.00	1,000.00	Northmoor/Hauses Field			
Bollards	23/10/2024	1,050.92	1,050.92	3 at North street, 1 at We			
Broxap cast iron bench	June 2004	519.00	500.00	St Martins House, North S			
Broxap 'Clifton' iron/wood seat	May 2006	598.00	550.00	St Johns Hill, Wareham			
Bus shelter	01.04.23	2,672.00	2,500.00	Northmoor Way			
Cast iron lion's head bench	June 2009	674.00	650.00	Rempstone Centre			
Cast Iron Litter Bins x7	01.04.23	3,895.00	3,500.00	Various locations in town			
Clifton Seat	February 2007	622.00	500.00	North Street, Wareham			
Double wall units - floral x34	April 2005	2,040.00	2,000.00	Various locations in town			

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Evergreen Seat	February 2012	580.00	580.00	Carey Shops			
Flower stands x2	September 2015	500.00	500.00	Various locations in town			
Galvanised Display Baskets - floral x5	March 2010	750.00	500.00	Various locations in town			
Iron/wood benches x9	01.04.23	5,271.00	5,000.00	Various locations in town			
Jubilee Telephone Kiosk & fittings	September 2015	3,875.00	3,500.00	North Street, Wareham			
Lamp post baskets - 3x pairs	April 2005	180.00	150.00	Various locations in town			
Noticeboard - manmade timber	12/07/2023	1,207.24	1,000.00	Rempstone Centre			
Noticeboard - manmade timber	12/07/2023	1,207.24	1,000.00	Rempstone Centre			
Noticeboard x2	February 2011	585.00	585.00	Bere Road & Carey Shop			
Recycled bench with arms x2	June 2007	757.00	750.00	Northmoor/Hauses Field			
Sponsorship plaques x76	April 2005	760.00	700.00	Various locations in town			
Steel Litter bins (ex-school) x4	01.04.23	1,200.00	1,000.00	Various locations in town			
Three-tier Pyramid Stands x15	April 2005	1,650.00	1,500.00	Various locations in town			
Town Water Pump	01.04.23	1,545.00	1,500.00	South Street, Wareham			
Town Signs x4	01.04.23	2,194.00	2,000.00	Various locations in town			
War Memorial	01.04.23	1,795.00	1,795.00	North Street, Wareham			
Wrought Iron Planters x 31	01/04/2022	930.00	500.00	Pavilion Garage			
		40,528.40	**36,964.92**				
Town Hall							
15 x 6' Folding Tables	01.04.23	3,150.00	3,150.00	Corn Exchange			
17 chairs - wood/blue with arms	01.04.23	1,000.00	1,000.00	Council Chamber			
6 High Back Chairs	01.04.23	500.00	500.00	Council Chamber			
Acorn 80 Stairlift	October 2012	5,000.00	3,000.00	Town Hall			
Carving - IE MAIN EIN DRAY	01.04.23	1.00	1.00	Council Chamber			
Chairs wood/blue no arms x 29	01.04.23	1,500.00	1,500.00	Council Chamber			
Curtains and tie backs x 14	April 2018	4,819.00	4,819.00	Corn Exchange			
Folding Chairs x 100	July 2014	2,695.00	2,695.00	Corn Exchange			

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Folding Japanese Beech Tables x 7	August 2014	783.00	750.00	Corn Exchange			
Mayoral High-back Chair x1	01.04.23	1.00	800.00	Council Chamber			
Mogo 168 Chair Trolley & 24-Chair Truck	July 2014	514.00	500.00	Corn Exchange			
Numatic 620W 9ltr Vacuum Cleaner 230v	12/05/2023	112.49	100.00	Town Hall			
Numatic 620W 9ltr Vacuum Cleaner 230v	12/05/2023	112.49	100.00	Town Hall			
Oblong table large - wood	01.04.23	9,750.00	9,750.00	Council Chamber			
Oil Painting of Thomas Bartlett (Town Clerk)	01.04.23	1,000.00	1,000.00	Council Chamber			
Picture gold frame View of River Frome CE He	01.04.23	1,125.00	1,125.00	Council Chamber			
Steel Commercial Racking	01/04/2023	500.00	500.00	Town Hall			
Topdeck staging plus steps and handrail	August 2007	3,207.00	3,207.00	Corn Exchange			
Town Hall sign	April 2016	700.00	500.00	Town Hall			
Under Counter Fridge	01/04/2023	250.00	250.00	Town Hall main Kitchen			
Under Counter Fridge	01/04/2023	140.00	100.00	Servery			
Urn	01/04/2023	100.00	100.00	Servery			
		36,959.98	**35,447.00**				
Vehicles							
Erde Classic 122 trailer w/frame and cover	01/04/2023	1.00	1.00	Town Hall			
Ford Transit Connect L200 TD	January 2009	3,950.00	2,500.00	Town Hall			
Renault Van	01/02/2023	16,000.00	15,000.00	Town Hall			
Wessex GT64 Single Axle Trailer	10/06/2014	1,800.00	1,800.00	Rugby Club			
		21,751.00	**19,301.00**				
Wareham Burial Joint Committee							
Wareham Burial Joint Committee additions 23/	31/03/2024	224.84	224.84				
Wareham Burial Joint Committee Assets	01/04/2023	17,059.00	170.59				
		17,283.84	**395.43**				

Wareham Town Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Grand Total:		**2,798,371.85**	**4,618,400.50**				

Wareham Town Council Meetings 2025/26

June

M	T	W	T	F	S	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	10					
	10					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	24					

10	P&T
10	Amenities
10	Personnel
24	P&T
24	Council

08	P&T
08	PR&F
22	P&T
22	Council

July

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
	8					
14	15	16	17	18	19	20
21	22	23	24	25	26	27
	22					
28	29	30	31			

August

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
	12					
	12					
18	19	20	21	22	23	24
25	26	27	28	29	30	31
	26					

12	P&T
12	Amenities
12	Personnel
26	P&T
26	Council

09	P&T
09	PR&F
23	P&T
23	Council

September

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	9					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
	23					
29	30					

October

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	14					
	14					
20	21	22	23	24	25	26
27	28	29	30	31		
	28					

14	P&T
14	Amenities
14	Personnel
28	P&T
28	Council

11	P&T
11	PR&F
25	P&T
25	Council

November

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
	11					
17	18	19	20	21	22	23
24	25	26	27	28	29	30
	25					

December

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	16					
22	23	24	25	26	27	28
29	30	31				

9	Amenities
16	P&T
16	Council

13	P&T
13	PR&F
20	Personnel
27	P&T
27	Council

January

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
	13					
19	20	21	22	23	24	25
26	27	28	29	30	31	
	27					

February

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	10					
16	17	18	19	20	21	22
23	24	25	26	27	28	
	24					

10	P&T
10	Amenities
24	P&T
24	Council

10	P&T
10	PR&F
24	P&T
24	Council

March

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	10					
16	17	18	19	20	21	22
23	24	25	26	27	28	29
	24					
30	31					

April

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
	14					
	14					
20	21	22	23	24	25	26
27	28	29	30			
	28					

14	Personnel
14	P&T
14	Amenities
21	Annual Town Meeting
28	P&T
28	Council

12	PR&F
19	Planning & Transport
19	Annual Town Council
21	Mayor Making

May

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	19					
25	26	27	28	29	30	31

Previous members of Standing Committees:

STANDING COMMITTEES 2025/26

Policy, Resources & Finance Committee (10)

D Budd	K Critchley
B Dean	S Dean
Z Gover	V Green
R Holloway	L Kirk
M Tighe	S Wheatley

Amenities Committee (8)

M Cotton	K Critchley
I Davey	V Green
M Hill	L Kirk
D Robinson	S Wheatley

Planning & Transport Committee (8)

D Budd	D Cleaton
A Dallimore	B Dean
S Dean	M Hill
D Robinson	M Tighe

Personnel Committee (6)

D Budd	M Cotton
K Critchley	I Davey
Z Gover	L Kirk

Wareham Neighbourhood Plan Steering Group

All Councillors are members

Buildings Project Steering Group

D Budd	K Critchley
B Dean	V Green
M Tighe	S Wheatley

OUTSIDE BODIES & ASSOCIATIONS	CURRENT REPRESENTATIVE
Allotment Associations	
• Bestwall	B Dean
• Northmoor	M Cotton
Carey Hut Charitable Trust	S Dean
Christmas Lights Committee	M Cotton
DAPTC Larger Parishes & Towns	B Dean and D Robinson
DAPTC Purbeck Area	M Hill
Dementia Friendly Purbeck	M Hill
Harbin & Pitts Charity	Z Gover
Litter Free Purbeck	M Tigh
Purbeck Citizens Advice	S Wheatley
Purbeck Community Rail Partnership	D Budd
Purbeck Heritage Network (Forum)	B Dean
Purbeck Transport Action Group	M Cotton
Purbeck Youth & Community Foundation	R Holloway and M Tighe
Streche Almshouses (4 year term)	S Wheatley
Swanage & Wareham Rugby Club	M Cotton
Twinning Associations	D Cleaton and B Dean
Wareham Burial Joint Committee	D Cleaton, M Cotton, K Critchley, S Dean and L Kirk
Wareham Carnival Committee	B Dean and S Dean
Wareham Community Growers	B Dean
Wareham Disabled Club	D Cleaton
Wareham Relief in Need and Sickness	M Cotton and M Tighe
Wareham Town Band	D Robinson
Wareham Zone Fairtrade Foundation	S Dean

Terms of Reference Policy, Resources and Finance Committee

Purpose

The Policy, Resources and Finance (PR&F) Committee is the senior Standing Committee of Wareham Town Council ("the Council"). Its purpose is to suggest, advise on, decide on and implement all matters regarding policy, resources and finance, under its delegated powers, and to make recommendations to the Council on matters requiring its attention.

Accountability

The PR&F Committee reports to and is accountable to the Council via the Chairman and shall operate in accordance with the Council Standing Orders.

Constitution

- The PR&F Committee shall be composed of a Chairman and Vice Chairman plus eight other Councillors.
- The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting.
- The Town Clerk shall act as Committee Clerk and general advisor.

Authority, Powers and Duties

- The PR&F Committee has delegated authority from the Council under Standing Order no.4 to make decisions i.e. by resolution, in accordance with its terms of reference.
- All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.
- Under Standing Order no.4, the PR&F Committee is authorised to appoint sub-committees and sub-groups, e.g. working parties, for the purposes to be specified by the Committee.

Area of Responsibility

The PR&F Committee has the following areas of responsibility:

1. To advise the Council generally as to its policies.
2. To advise Council as to its finances and its use of all resources, excluding human resources, including the following:
    - Borrowing and investments;

- Review of financial regulations;
- Land and property (leases, rents, disposal, etc.)
- Legal proceedings, public relations;
- Matters of finance in relation to the Wareham Town Museum;
- Audit procedures and preparation of Audit Plan;
- Tourism;
- Crime prevention;
- Bye-laws;
- Determination of applications for donations (grants) from local groups and organisations.

3. To prepare and submit to the Council, in consultation with all other Council Committees, annual estimates of income and expenditure.
4. To consider recommendations on all other matters unrelated to policy, resources and finance or matters which are not the responsibility of other Council Committees and Sub- committees and to make such recommendations as appropriate to the Council.
5. To make recommendations to the Council on matters which are normally the business of the Town Council. Although not an exhaustive list, these may include:
    - Public relations;
    - Civic functions and hospitality;
    - Elections;
    - Financial Regulations;
    - Matters arising from any audit of the Council's accounts;
    - The employment of consultants or professional advisors and matters arising from such employment;
    - To recommend terms of reference of other Committees to the Council for adoption.

Town Council Annual Budget Requirement

Following annual receipt of Standing and Non-Standing Committees and Personnel Committee proposed budget, the PR&F Committee will consider and submit to the Council a final proposed budget requirement for scrutiny by the Town Council, to include its own estimates of income and expenditure for the next financial year.

Review

Terms of Reference for the Policy Resources and Finance Committee shall be reviewed annually at the Council's Annual Meeting.

Terms of Reference for Amenities Committee

Purpose

The Amenities Committee is one of four Standing Committees of Wareham Town Council ("the Council"), together with the Policy, Resources and Finance Committee, Planning and Transport Committee and Personnel Committee. Its purpose is to manage and maintain the Council's land, properties and community assets in conjunction with the administrative and grounds staff, and to advise the Council on any matters which may need its attention.

Accountability

The Amenities Committee reports to and is accountable to the Council via the Chairman and shall operate in accordance with the Council Standing Orders.

Constitution

- The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of a Chairman and Vice Chairman plus six other councillors.
- The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting.
- A member of the Council's administrative staff shall act as Committee Clerk and the Town Clerk or Deputy Clerk are designated as Committee Adviser, attending meetings when necessary.

Authority, Powers and Duties

- The Amenities Committee has delegated authority from the Council under Standing Order No. 4 to make decisions i.e. by resolution, in accordance with its terms of reference, provided that any expenditure is within budget.

- All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

- under Standing Order 4 the Amenities Committee is authorised to appoint sub-committees and sub-groups e.g. working parties for the purposes to be specified by the Committee.

Committee Budget

The Amenities Committee will prepare and submit its estimates of income and expenditure for the next financial year and its budget requirement to the Policy, Resources and Finance Committee annually in November.

Review

Terms of Reference for the Amenities Committee shall be reviewed annually at the Council's Annual Meeting.

Areas of Responsibility

The Amenities Committee has the following areas of responsibility:

- Management and Maintenance of the following buildings:_
  - Town Hall including East Street Annex
  - Premises at 2 Mill Lane
  - Sports Pavilion and associated buildings at the Recreation Ground
  - Public toilets at Howards lane and The Quay

- Management and maintenance of the following land and associated facilities:
  - Howards Lane Car Park
  - Worgret Road Recreation Ground
  - Hauses Field public open space
  - Drax Avenue and Mistover Road play areas
  - Bestwall and Northmoor Allotments, in liaison with the self-management Committees
  - North Street War Memorial and garden
  - Miscellaneous open spaces

- Management of the following land as landlord
  - Purbeck View Park
  - Bestwall Rugby Ground

- Provision of new, and maintenance of the following facilities:
  - Public seats and other street furniture, not the responsibility of Dorset Council
  - Bus shelter on Northmoor Way
  - Town Council notice boards
  - Street lighting at Bestwall Crescent and North Bestwall Road

- Dealing with the following miscellaneous matters
  - Rights of way
  - Environmental issues
  - Arts and entertainment
  - Use of Council owned land for community events
  - Any relevant matters arising from Wareham Burials Joint Committee

This list is not exhaustive and may be added to from time to time, as circumstances dictate.

Terms of Reference Planning and Transport Committee

Purpose

Wareham Town Council ("the Council") is an advisory body to the Planning Authorities (Dorset Council) for all planning applications that directly relate to the parish area. The Planning and Transport Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council as a statutory consultee by the Planning Authority.

Authority, Powers and Duties

(a) The Planning and Transport Committee has delegated authority from the Council under Standing Order No. 4 to consider planning applications referred from the Planning Authorities, and to make decisions in accordance with its Terms of Reference.

(b) The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting and shall be composed of a Chairman and Vice Chairman plus six other Councillors

(c) All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Council.

(d) All power and duties of a Town Council in respect of the powers conferred on it from time to time under the Town and Country Planning Acts and Orders and Regulations, including development management and the local plan process, remain with the full Council.

Areas of Responsibility

The following shall constitute the Planning and Transport Committee's areas of responsibility:

Planning

(1) To make observations to the Local Planning Authority on applications for planning permission which have been notified in accordance with the Local Government Act 1972, Section 20, Schedule 16 and other relevant legislation.

(2) To make observations in respect of appeals against the refusal of planning permission.

(3) To identify and make observations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.

(4) To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

(5) To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning and Transport Committee.

(6) To consider any other planning matter that relates to the parish of Wareham, at the discretion of the Chairman

Transport

(1) Signage.
(2) On street parking matters generally, including requests for additional yellow lines.
(3) Traffic regulation orders notified by Dorset Council Highways.
(4) Public transport matters.
(5) Schedules of Works proposed by Dorset Council.
(6) Public safety issues, including pedestrian crossings.
(7) Consultations from other agencies.
(8) To consider any other transport matter that relates to the parish of Wareham, at the discretion of the Chairman.

Other Areas of responsibility

(a) To be concerned – in consultation with other committees – with the planning and conservation of Wareham Town.

(b) To receive, consider and respond on behalf of the Council within the required timescales on any matters related to Licensing which may be referred to the Council for consultation by Dorset Council.

(c) To consider any other matter relevant to the overall responsibilities of the Committee.

Planning Applications – Consultation Procedures

(a) Planning applications shall be made available to committee members as soon as possible after receipt by the Town Clerk from the Planning Authority.

(b) Planning and Transport Committee members may canvas opinion for and against the application and consult with other relevant bodies to assist with fair determination of applications prior to the committee meeting.

(c) Site viewings may be arranged by the Chairman of the committee to assist in decision making (or the Vice-Chairman if the Chairman is not available), prior to the committee meeting. When a site viewing is arranged, all members of the committee shall be notified.

(d) If the Committee considers a planning application to be of great importance to the town, needing a whole Council response, they may resolve to defer the decision either to the next full Town Council meeting or, if a time regulated decision is required, request the Town Mayor to convene a Special Meeting of full Council to decide the response.

(e) The Planning and Transport Committee has an obligation to ensure that all comments received, prior to the meeting, from all relevant parties, applicants and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

Responses

(a) The Planning and Transport Committee will decide whether to recommend, support or make an objection, or if there is no recommendation to make in relation to each planning application.

(a) The Clerk will convey the committee's recommendations to the Planning Authority, or other relevant body, and will ensure that these recommendations arrive within the timescale for each application so that these may be taken into account in the decision-making process.

(b) Where an application is subject to an appeal, the committee is authorised to make written representation or to elect a member of the committee to attend the hearing.

(c) Wherever possible, a member of the Planning and Transport Committee is to be nominated to attend the Planning Authority's Planning Committee meetings to represent the committee's views in respect of controversial planning applications.

(d) All correspondence should be conducted through the Town Clerk wherever possible.

Delegation

In the event of a planning application being received within a timescale that does not fall within the committee cycle, a request for an extension of time as a statutory consultee will be made to Dorset Council. In the event that an extension is not granted, it is delegated to the Town Clerk, in consultation with the Chairman and Vice Chairman, to determine if an extraordinary meeting is required to consider the application within the consultation period, or if the application can be determined under delegated powers. If the latter is agreed, it is delegated to the Town Clerk to seek the views of the Committee via email, and in consultation with the Chairman and Vice Chairman of the committee submit a formal response, recommending support or objection, to Dorset Council. In this event, this will then be reported to the next meeting of the Planning Committee.

Review

Terms of Reference for the Planning and Transport Committee shall be reviewed annually at the Council's Annual Meeting.

Wareham Town Council

Terms of Reference for Personnel Committee

1. To consider all matters relating or leading to the employment of personnel by the Council.
2. To make resolutions (and recommendations direct to the Council where required) including, but not limited to, the following:
   (a) Staff appointment, retention, conduct, disciplinary and grievance matters, suspension, termination and renewal of fixed term contracts (if any);
   (b) The constitution of any appointments panel;
   (c) The constitution of any disciplinary hearings, appeal panels and grievance panels;
   (d) Preview annual staff appraisals/development reviews;
   (e) Staff relations, including negotiations with recognised trades unions or employee representatives;
   (f) Maintain contact with outside bodies who provide specialist advice and assistance in personal matters;
   (g) Corporate policy matters relating to the employment, remuneration, health, welfare, safety and conditions of service (including superannuation);
   (h) Provide estimated cost for committee member training to the Policy Resources & Finance Committee each November;
   (i) Training and development of staff.

Constitution

The Committee shall be constituted in accordance with Council Standing Order No. 4 and shall be composed of a Chairman and Vice Chairman plus four other councillors.

The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting.

The Town Clerk is designated as Committee Adviser, with advice .

Delegation to Chairman

1. Authority to carry out annual appraisals of the Town Clerk in relation to performance, training, development and pay increments.
2. To call an extraordinary meeting should a situation warrant it.

Review

Terms of Reference for the Personnel Committee shall be reviewed annually at the Council's Annual Meeting.

Wareham Town Council

Terms of Reference Neighbourhood Plan Steering Group

Purpose

The Neighbourhood Plan Steering Group ("the NPSG") is an advisory body to the Wareham Town Council for all matters that directly relate to the Neighbourhood Plan. The NPSG's purpose is to oversee the review of the Neighbourhood Plan and ensure that any amendments to the Plan are recommended to Wareham Town Council for approval and submission to the Unitary Authority following the statutory process.

Authority, Powers and Duties

(a) The NPSG has delegated authority from the Council under Standing Order No. 4 to consider the Wareham Neighbourhood Plan, and to make decisions in accordance with its Terms of Reference.

(b) The Chairman and Vice Chairman shall be elected at the first meeting of the Committee following the Annual Town Council meeting and shall be composed of a Chairman and Vice Chairman. All Councillors shall be members, and the Committee may have non-Councillors also sitting as Committee members. The quorum for the group is six.

(c) All powers shall be exercised in accordance with any Standing Orders, policy adopted, or directions given, by the Town Council.

(d) All power and duties of a Town Council in respect of the powers conferred on it from time to time under the Localism Act 2011, remain with the Town Council.

Areas of Responsibility

The following shall constitute the NPSG's areas of responsibility:

(1) To make observations in respect of the existing Neighbourhood Plan and to monitor its success, advising the Town Council accordingly.

(2) To make the Town Council aware of any updates and changes within Planning legislation and frameworks which may pertain to the Neighbourhood Plan.

(3) To oversee the review of the Neighbourhood Plan and make a recommendation to the Town Council to approve the review and arrange the necessary steps for adoption.

(4) To carry out any necessary consultation within the community and local businesses to facilitate any review of the Neighbourhood Plan.

Review

Terms of Reference for the Neighbourhood Plan Steering Group shall be reviewed annually at the Council's Annual Meeting.