



Town Hall
East Street
Wareham
Dorset
BH20 4NS

18 June 2025

To: All Members of the Council

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **WAREHAM TOWN COUNCIL** to be held on **TUESDAY 24 JUNE 2025** in the Council Chamber, Town Hall, East Street, Wareham at **7.30pm** (or on the rising of the Planning and Transport Committee if later) for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray
Town Clerk

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

Members of Wareham Town Council

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

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

24 JUNE 2025 at 7.30pm

1. Apologies for absence

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

2. Declarations of interest

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

3. Public participation time

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

4. Confirmation of minutes of previous meeting held on Tuesday 27 May 2025

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on Tuesday 27 May 2025

To consider any matters arising from the previous minutes.

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

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

7. Payment of outstanding creditors – TO FOLLOW

To receive the list of outstanding creditors and balances due for payment including reports of any outstanding payments made, note any queries and approve payments. (LGA1972 s150).

Queries on payments should be notified to the Clerk in advance of the meeting as the financial systems of the Council will not be available for interrogation at the meeting.

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

9. Reports of Committees and Sub-Groups

To note the approved minutes of the following committees:

- a) Amenities Committee – 15/04/2025
- b) Planning and Transport Committee – 15/04/25 and 29/04/2025
- c) Policy, Resources and Finance Committee – 11/03/2025
- d) Personnel Committee – 21/01/2025

10. Q4 Budget Monitoring – TO FOLLOW

To receive and note the Q4 budget position for the 2024/25 financial year.

11. 2024-2025 Annual Budget Review – TO FOLLOW

To receive the Budget Comparison report for 2024/25.

12. Internal Audit Report – TO FOLLOW

To receive and note the final report of the Internal Auditor for the year ended 31 March 2025.

13. Annual Governance Statement – TO FOLLOW

To Consider and Approve the Annual Governance Statement for the year ended 31 March 2025.

14. Accounting Statements – TO FOLLOW

To Consider and Approve the Accounting Statements for the year ended 31 March 2025.

15. Notice of Public Rights

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

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

To comply with the BDO requirement for external audit purposes that there are no conflicts of interest.

17. Town Council Action List

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

18. Report of Museum Manager

To note report of Museum Manager.

19. Town Clerk's Update - VERBAL

To note update from Town Clerk.

20. Any other items the Mayor deems urgent

For report, information or for the agenda at the next meeting. Councils cannot lawfully decide items of business which are not specified in the summons/agenda (LGA1972 sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119).

21. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 22 July 2025 at 7.30 pm.**



Minutes of a meeting of the Town Council held on Tuesday 27 May 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

Members Present: Councillors Z Gover (Mayor), K Critchley (Deputy Mayor), D Budd, M Cotton, B Dean, S Dean, V Green, M Hill, L Kirk, D Robinson and M Tighe.

Officers present: S Dickins, Deputy Town Clerk

TC 018/25 Apologies for absence

There were received and accepted from Cllr Cleaton, Cllr Dallimore, Cllr Davey, Cllr Holloway and Cllr Wheatley.

TC 019/25 Declarations of interest

There were no declarations of interest.

TC 020/25 Public participation time

There were seven members of the public present, none of whom wished to speak.

TC 021/25 Confirmation of the minutes of the previous meeting

Prior to the meeting, Cllr Holloway had noted he had been missed from the attendees list for the Annual Town Council Meeting when he was in fact present.

It was **RESOLVED** the minutes of the meeting of the Annual Town Council Meeting held on 13 May 2025 be **APPROVED** subject to the above amendment and would be signed by the Mayor following the meeting.

TC 022/25 Matters arising from the minutes of the previous meeting

There were no matters arising.

TC 023/25 Neighbourhood Plan Review

The Deputy Town Clerk noted that the Town Council and Wareham Neighbourhood Plan Steering Group had identified the prudence of reviewing The Wareham Neighbourhood Plan given Dorset Council's review of the Local Plan and as Town Councils hold the power to create and review their neighbourhood plans a resolution for Council to approve proceeding with a neighbourhood plan review would be timely.

Cllr Critchley noted that the creation of the current Neighbourhood Plan had been done in close collaboration with the former Purbeck District Council and Dorset County Council, along with the new Unitary Authority Dorset Council, and that renewed collaborative working to review the Neighbourhood Plan would be key.

It was **RESOLVED** to proceed with reviewing the Wareham Neighbourhood Plan and to delegate the review to the Neighbourhood Plan Steering Group for approval by Council.

TC 024/25 Any other items the Mayor deems urgent

There were no items deemed urgent.

It was noted that the next meeting of the Town Council was to be held on **Tuesday 24 June 2025** at **7.30pm**.

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

After Council concluded transacting its business, Cllr Nick Ireland, Dorset Council Leader, addressed councillors and members of the public regarding the priority areas of work and challenges and developments within Dorset Council and the principal authority landscape. Following Cllr Ireland's address and question and answers, the Mayor led the Council in thanking Cllr Ireland for his informative and valuable talk.

Cllr Beryl Ezzard DC Report for Wareham Town Council June 2025

Dorset Council (DC) & Cabinet

The Annual Meeting of DC was held on 15 May with no changes to the Leadership or the Cabinet Members. All the Comte Chairs are still in post too. The really significant success announced was the OUTSANDING Osted Report for Children's Services. Very well done to the DC Officers. The next Full DC Council Mtg will be on Thursday 10 July at 6.30pm. There will be Consultation on the DC's Local Plan coming for all to take part in, in the Summer.

Wareham area Defibrillators Group

We encourage the Town & Parish Councils to support and approve this Campaign by having a briefing of the Swanage Defib Organisation, for what is entailed.

Wareham Level Crossing

There has been a proposed reduction, by one hour, per day, of the Level Crossing Contract. So, closing the gates at midnight instead of 1 am and opening at 6 am. This will still cover all the trains timetabled for passengers to cross if necessary. This will come into effect on 1 September, if approved by Full DC Council in July. This will make a saving of £13,000 of the Contract's five years tenure. DC and NR have now set up a Lease arrangement for the Level Cross Agreement to go forward showing a significant commitment to approving of the level crossing for many years to come.

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

The DC has put aside £500k extra available each year to support those in need. Contact the Citizens Advice or visit the DC Website for information.

Wareham Area Community Speedwatch Team

Regular Sessions monitoring the speed of traffic in the Sandford, Wareham and Arne have taken place. We have sessions in June are being arranged. More volunteers are needed to support this project to gather evidence for reducing speed limits by monitoring driver behaviour and speeding.

I was invited and accepted to visit Stoborough Primary School recently, as the staff and pupils wanted to know about Speedwatch and the possibility of reducing speed limits and traffic calming. Evidence of our Speedwatch Volunteer Team have to gather 2 years of evidence to support reducing speed limits,

Purbeck Shuttle 200 (formerly 2RN Bus) update

The Service200 is now running from Wareham Station on a Wednesday and from Norden – Purbeck Park on a Saturday for 14 weeks until the end of August. PCRPs are leading this new project to provide outlying areas to visit – The Blue Pool and RSPB Arne for tourist and locals too. The timetable is found in all the bus Stops enroute, and one can flag it down for a request stop. Bus Passes are accepted, otherwise the fare is £2.00 Go and enjoy a trip to Purbeck's unique countryside without the worry of driving yourself.

Planning Enforcement & DC Road Works

If any Councillor suspects a breach of planning act 1990, please go to DC website and you can report your concerns there or contact your local DC Cllrs. Local roadwork information is notified to PC Clerk.

RAILWAY200 Celebration at Wareham Station

On Saturday 14 June; 2 to 5pm the Deputy Mayor, Cllr Keith Critchley, Opened the Event, in very windy conditions for a Programme of celebration; talks, singing, displays, especially the replica of Stephenson's Rocket made by the Wareham's Men Shed.

Our [MP](#) Vikki Slade cut the Celebration Cake at the Station marking 178 years of the Wareham connection from 1847. Thank you to all who helped and supported the Event, in Victorian dress. All had an enjoyable afternoon.

Dorset Cllrs Monthly Advice Surgeries in Wareham Library.

Ryan on fourth Saturday every month; 10-12 noon. Beryl on second Friday every month 10.00-12 noon. All welcome to come along and see us, no appointment needed.



Minutes of a meeting of the Amenities Committee held on TUESDAY 15 APRIL 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.30pm.

Committee Members present: Councillors V Green (Chairman), S Wheatley (Vice Chairman), M Cotton, K Critchley, I Davey, M Hill, L Kirk and D Robinson.

Officers present: Sam Dickins, Deputy Town Clerk, K Babbs, Admin Officer

A 058/25 Apologies for absence

There were no apologies for absence.

A 059/25 Declarations of interest

There were no declarations of interest.

A 060/25 Public participation time

There were no members of the public present.

A 061/25 Confirmation of the minutes of the previous meeting

The minutes of the previous meeting of the Amenities Committee held on 11 February 2025 were **APPROVED** and signed by the Chairman following the meeting.

A 062/25 Matters arising from the minutes of the previous meeting

Cllr Critchley asked for an update on the purchase of the paving slabs for the recently installed noticeboard at Wareham Railway Station (Min A049/25). The Deputy Clerk confirmed one of the Grounds team had donated unused slabs which were to be installed later in the week.

Cllr Robinson noted whether considerations for water a bottle refill station, solar-powered water heating and dog water stations were being made. The Deputy Clerk noted that this could be explored as the project progressed.

A 063/25 Planter Sponsorship

Members considered the pricing for the town's sponsored planters.

It was **RESOLVED** to agree that the current charges of £75 or a two-tiered planter and troughs, and £45 for a hanging basket, inclusive of VAT, for the town's sponsored planters remain unchanged for the 2025/26 financial year.

A 064/25 Commercial Waste Contract Review

Members considered the report to review the Town Council's current commercial waste contract, noting the reduction from the current service provider on all three quotes.

It was **RESOLVED** to appoint supplier 1 (Dorset Council) for the Town Council's commercial waste contract at a cost of £101.32 ex VAT per month rising potentially to £114.88 ex VAT per month due to increased collections during the summer months.

A 065/25 Council Chamber Replacement Curtains

Members considered the report to select a supplier for the curtain replacement for the Council Chamber.

The Deputy Clerk noted that supplier 2 had to amend their price subsequently as a result of a supplier change. The quote was now £8451.23 ex VAT.

It was **RESOLVED** to select supplier 3 (Creative Curtains and Upholstery Ltd) at a cost of £7890.00 as a recommendation to Full Council for approval. No VAT payable as the supplier is not VAT registered.

A 066/25 Cricket wicket replacement

Members considered the report to select a supplier for the replacement of the artificial cricket wicket at Wareham Recreation Ground.

It was **RESOLVED** to select supplier 2 (Slatter Cricket and Play Ltd) at a cost of £8672 ex VAT as a recommendation to Full Council for approval.

A 067/25 Flagpole Replacement

Members considered the report to select a contractor to supply and install replacement flagpoles on the Town Hall.

It was **RESOLVED** to recommend Supplier 1 (House of Flags) at a cost of £2760.00 ex VAT as a recommendation to Full Council for approval.

A 068/25 Wareham Wednesdays Bonfire and Fireworks Night 2025

It was noted Wareham Wednesdays had again requested permission to use the Recreation Ground on Friday 7 November 2025 for their bonfire and fireworks event.

Cllr Critchley raised that there were historic concerns surrounding charging for access onto the Recreation Ground. Following investigation by the Town Clerk and Deputy Clerk there was nothing found to restrict the Town Council granting permission for groups charging to come onto the Recreation Ground.

It was **RESOLVED** to grant permission to Wareham Wednesdays to hold their Bonfire and Fireworks Night on Friday 7 November 2025 at Wareham Recreation Ground and to charge entry for the event.

A 069/25 Any other items the Chairman deems urgent

Cllr Green noted this year's Amenities Committee had conducted a substantial amount of business and thanked members for their participation.

A 070/25 Date of next meeting

It was noted that the next meeting of the Amenities Committee was scheduled to be held at 7.30pm on Tuesday 10 June 2025

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



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 15 April 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

Officers present: S Dickins, Deputy Town Clerk, K Babbs, Admin Officer

P&T 175/25 **Apologies for absence**

Apologies for absence were received and accepted from Cllr S Dean.

P&T 176/25 **Declarations of interest**

There were no declarations of interest.

P&T 177/25 **Public participation time**

There were no members of the public present.

P&T 178/25 **Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the meeting held on 25 March 2025 were approved and would be signed by the Chair following the meeting.

P&T 179/25 **Matters arising from the minutes of the previous meeting**

There were no matters arising.

P&T 180/25 **Planning Applications**

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

Application Number: **P/HOU/2025/01603**
Location: **46 West Street Wareham Dorset BH20 4JZ**
Proposal: **Erect single garage as extension to existing outbuilding over the car parking space**

Decision: **NO OBJECTION**

Application Number: **P/HOU/2025/01862**
Location: **39 Worgret Road Wareham BH20 4PH**
Proposal: **Retain timber clad outbuilding/container to the front of the existing dwelling for 3 years**
Decision: **OBJECTION - The proposed temporary building adjacent to the front boundary line constitutes and alien feature out of keeping in the residential street scene and despite its temporary nature the council considers it unacceptable and contrary to Chapter 12 Achieving well designed places paragraphs 131, 135 a), b) and c) and 139 of the National Planning Policy Framework and Policy D : Design of the Purbeck District Local Plan**

(2018-2034) as it fails to demonstrate a high quality design and paragraph 117 of the Purbeck District Design Guide Supplementary Planning Document 2014 which states outbuildings generally should not be positioned forward of the front elevation. There are contradictions and no proof/justification in the application for its purpose.

Application Number:	P/LBC/2025/00816
Location:	3 South Street Wareham Dorset BH20 4LX
Proposal:	Repair and replacement of internal doors
Decision:	NO OBJECTION

Application Number:	P/PACD/2025/01994
Location:	St Marys House 24 North Street Wareham BH20 4AG
Proposal:	Change of use from Use Class E to Use Class C3
Decision:	NOTED

Application Number:	P/CLP/2025/01999
Location:	5 Knightstone Close Wareham BH20 4NY
Proposal:	Certificate of Lawfulness_Proposal to complete development in accordance with P/HOU/2021/03086
Decision:	NOTED

P&T 181/25 Planning Decisions

The planning decisions report was noted.

P&T 182/25 Wareham Parking, Speeding and Traffic Issues

Members considered the report noting their considerations may benefit from a second walk around of members of the Planning and Transport Committee.

It was **RESOLVED** for a walkabout with members of the Planning and Transport Committee to be convened.

P&T 183/25 Any other items the Chairman deems urgent

There were no items deemed urgent.

P&T 184/25 Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled for Tuesday 29 April 2025 at 19:00.

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



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 29 April 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

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

P&T 185/25 **Apologies for absence**

There were no apologies for absence.

P&T 186/25 **Declarations of interest**

There were no declarations of interest.

P&T 187/25 **Public participation time**

There were no members of the public present.

P&T 188/25 **Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the meeting held on 15 April 2025 were approved and would be signed by the Chair following the meeting.

P&T 189/25 **Matters arising from the minutes of the previous meeting**

There were no matters arising.

P&T 190/25 **Planning Applications**

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

Application Number: P/HOU/2025/01991
Location: 20 North Street Wareham BH20 4AG
Proposal: Demolish existing rear extension and erect new extension

Decision: NO OBJECTION

Application Number: P/LBC/2025/01992
Location: 20 North Street Wareham BH20 4AG
Proposal: Demolish existing rear extension and erect new extension and alterations.

Decision: NO OBJECTION

P&T 191/25 **Planning Decisions**

The planning decisions report was noted.

P&T 192/25 **Any other items the Chairman deems urgent**

There were no items deemed urgent.

P&T 193/25 Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled for Tuesday 27 May 2025 at 18:30.

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



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 11 March 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.30pm.

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

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

PRF 058/25 Apologies for absence

Apologies were received and accepted from Cllr R Holloway.

PRF 059/25 Declarations of interest

Cllr Critchley declared a nonpecuniary interest in item 14 in respect of Conniger Lane Car Park, as chair of the Wareham Joint Burial Committee.

PRF 060/25 Public participation time

There were no members of the public present.

PRF 061/25 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 14 January 2025, were **APPROVED** and would be signed by the Chairman following the meeting.

PRF 062/25 Matters arising from the minutes of the previous meeting

There were no matters arising.

PRF 063/25 Payment of outstanding creditors

It was **RESOLVED** that the payments to creditors in the sum of £64,559.04 be **APPROVED**.

PRF 064/25 Bank Reconciliation – January and February 2025

It was **RESOLVED** to **APPROVE** the bank reconciliations for January and February 2025.

PRF 065/25 Review of Car Park Permit Charges

Members considered the report in respect of car park permit charges in the Howard's Lane car park, noting that Wareham Town Council's charges were adequate, and an increase could discourage residents from taking up permits at they may be overpriced.

It was **RESOLVED** that Wareham Town Council's car park permit charges remain unchanged for the 2025/2026 financial year.

PRF 066/25 Adverse Weather Policy

Members considered the draft adverse weather policy.

Cllr Budd noted some typographical, grammatical and stylistic areas for enhancement within the draft policy and agreed to share these with the Deputy Clerk outside of the meeting.

It was **RESOLVED** that Wareham Town Council **APPROVE** the adverse weather policy subject to the amendments suggested by Cllr Budd.

PRF 067/25 Council Facilities Hire Charges and Terms and Conditions of Hire Review

Members considered the proposed changes to hire charges for Council Facilities and the terms and conditions of hire within the report noting it would be prudent for officers to monitor any impact to bookings, and if any impact is identified, to return back to the Committee for further consideration.

Cllr Budd noted that the terms and conditions of facilities hire included the option for the Policy, Resource and Finance Committee to agree increased deposits for higher risk activities. Given the meeting timetable it would be prudent to have the matter delegated to the Town Clerk instead who could report to the Committee if it was felt it was needed.

It was **RESOLVED** to adopt the hire charges and terms and conditions of hire, subject to the above amendments.

PRF 068/25 Civic Procedure Policy

The Town Clerk presented the Civic Procedure Policy noting it was personal to Wareham and could be amended as and when matters arose that were felt important and should be included for future guidance. It was clarified that the LGA 1972 did specify some processes and procedures which had previously been included in a guide, but as these were clearly defined in law it was unnecessary to include them in the policy.

It was **RESOLVED** to APPROVE the Civic Procedure Policy.

PRF 069/25 Any other items the Chairman deems urgent

There were no items deemed urgent.

PRF 070/25 To resolve to exclude members of the press and public

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

PRF 071/25 Conniger Lane Car Park

Members considered the tabled report from the Town Clerk which set out the financial implications of the Town Council taking over the lease with the Joint Burial Committee. The Town Clerk explained that Dorset had specified the financial information could not be shared publicly for security reasons.

It was **RESOLVED** not to progress the matter at this time, but the Town Council would consider the option in future years.

PRF 072/25 Date of next meeting

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at 7.30pm on **Tuesday 08 July 2025**.

Chairman.....

Date.....



Minutes of a meeting of the Personnel Committee held on 21 January 2025 in the Council Chamber, Town Hall, East Street, Wareham at 2.30pm

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

Officer Present: N Gray, Town Clerk and RFO

P 031/25 Apologies for absence

There were no apologies for absence.

P 032/25 Declarations of Interest

There were no declarations of interest.

P 033/25 Public participation time

There were no members of the public present.

P 034/25 Confirmation of the minutes of the meeting held on 12 November 2024

The Minutes of the meeting held on 12 November 2024 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

P 035/25 Matters arising from the minutes of the previous meeting

There were no matters arising.

P 036/25 Any other items the Chairman deems urgent

There were no items deemed urgent.

P 037/25 Date of the next meeting

The next meeting would be held on 8 April 2025 at 2.30pm.

P 038/25 Confidential session

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

P 039/25 Staffing Update - Verbal

The Clerk advised members of the resignation of the Museum Manager, noting his reasons were personal, but although he had been made very welcome and enjoyed being in the staffing team, he had experienced some resistance to his appointment from within the museum. As a result of his resignation there was an opportunity to reconsider the role with a more operational post, and the Clerk shared a draft job description and person specification for members to consider.

It was **RESOLVED** to approve the job description and person specification for a museum co-ordinator on SCP 13, £28,163 and to delegate recruitment and appointment of the Museum Co-ordinator to the Chair and Town Clerk.

Chairman Date



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 June 2025

Agenda Item: 10

Subject:	Q4 Budget Monitoring
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To receive and note the Q4 budget position for the 2024/25 financial year.
Background:	<p>Quarterly budget reporting is required as part of financial regulations and the Joint Panel on Accountability and Governance – Practitioners Guide.</p> <p>For ease of reference:</p> <p>Q1 = April – June</p> <p>Q2 = July – September</p> <p>Q3 = October – December</p> <p>Q4 = January - March</p>
Key Points:	<p>The report shows quarter 4 on the left and there are no budgeted amounts as the budget is allocated for the whole year rather than forecasted by month.</p> <p>The accumulative income and expenditure to the end of quarter 4 is shown on the right, which does show the year budget, providing a variance figure against the budget.</p> <p>Some points to note:</p> <ul style="list-style-type: none"> • This is not the absolute year end position but shows an indication as to the overall general position. Figures are finalised in later reports with year-end accounts being presented to Council as part of the AGAR. • There are a number of creditors to be allocated to the 2024/25 accounts and will show in the year end accounts, but as creditors, will not show in Q4 by the very nature that their invoices were not received before year end, despite the goods or services having been received. • There have also been a number of pre-payments for items which are specifically for the 2025/26 financial year, but were paid for in the 2024/25 year, which will adjust on year-end accounts. • Reserve expenditure has been consistent with expectation, with only a minor amount of the earmarked reserves remaining unspent due to stalling projects such as the skate park and Tourist information. Reserves will be significantly reduced in 2025/26 due to the completion of Howard's Lane Toilets rebuild, Chamber Curtains, Flag Poles and Cricket Wicket. <p>Q4 is superseded with the 2024/25 Annual Budget Review, which is the following agenda item. But it is important to note that the budget was well controlled with an exceptional expenditure for the deposit of 2 North Street being an outlier for the Q4 result.</p>

Implications:	<p>It is required, as part of the Town Councils internal controls, to monitor the budget at least on a quarterly basis. Failure to do so would result in not being able to satisfy the external audit checks at year end in respect of internal controls.</p> <p>Close budget monitoring should be carried out to ensure the Council finances are on track and every item is accounted for. Members should be checking for any anomalies and unusual variances which have not been explained.</p>
Recommendation:	To note the Q4 budget monitoring report.

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
3 East Street												
172 Gas			(N/A)		86.34	-86.34(N/A)			(N/A)		86.34	-86.34(N/A)
173 Electric			(N/A)			(N/A)			(N/A)			(N/A)
174 Water			(N/A)			(N/A)			(N/A)			(N/A)
175 Rates			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for 3 East Street			(N/A)		86.34	-86.34(N/A)			(N/A)		86.34	-86.34(N/A)
Audit												
20 Internal Audit			(N/A)		373.22	-373.22(N/A)			(N/A)	1,500.00	1,126.29	373.71(24%)
21 External Audit			(N/A)			(N/A)			(N/A)	1,700.00	1,365.00	335.00(19%)
Sub Total for Audit			(N/A)		373.22	-373.22(N/A)			(N/A)	3,200.00	2,491.29	708.71(22%)
Banking												
29 Bank Charges			(N/A)		32.00	-32.00(N/A)			(N/A)	450.00	135.60	314.40(69%)
127 Bank Interest		6,201.68	6,201.68(N/A)		15.50	-15.50(N/A)	5,000.00	15,994.45	10,994.45(219%)		15.50	-15.50(N/A)
146 Stripe Fees			(N/A)		16.65	-16.65(N/A)			(N/A)	100.00	42.33	57.67(57%)
148 VAT Reclaim			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Banking		6,201.68	6,201.68(N/A)		64.15	-64.15(N/A)	5,000.00	15,994.45	10,994.45(219%)	550.00	193.43	356.57(64%)
Build Project Group												
108 Consultancy Fees			(N/A)			(N/A)			(N/A)	6,000.00		6,000.00(N/A)
109 Architect			(N/A)			(N/A)			(N/A)	1,000.00		1,000.00(N/A)
Sub Total for Build Project Group			(N/A)			(N/A)			(N/A)	7,000.00		7,000.00(N/A)
Christmas Market												
105 Road Closures - Christmas			(N/A)			(N/A)			(N/A)	300.00		300.00(N/A)
106 Advertising - Christmas			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
107 Insurance - Christmas			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
159 Stallholders			(N/A)			(N/A)	750.00		-750.00(N/A)			(N/A)
Sub Total for Christmas Market			(N/A)			(N/A)	750.00		-750.00(N/A)	1,300.00		1,300.00(N/A)
Council												
1 Mayor			(N/A)		336.25	-336.25(N/A)			(N/A)	2,500.00	1,828.18	671.82(26%)
2 Deputy Mayor			(N/A)			(N/A)			(N/A)	250.00	37.80	212.20(84%)
3 Regalia & Gowns			(N/A)		9.00	-9.00(N/A)			(N/A)	300.00	162.00	138.00(46%)
4 Mayor's Charity		1,223.21	1,223.21(N/A)			(N/A)		2,251.74	2,251.74(N/A)			(N/A)
5 Election Expenses			(N/A)		5,497.02	-5,497.02(N/A)			(N/A)		5,497.02	-5,497.02(N/A)
6 Ceremonial Photo's			(N/A)			(N/A)			(N/A)			(N/A)
7 Civic Events			(N/A)		56.98	-56.98(N/A)			(N/A)	4,000.00	3,869.09	130.91(3%)
8 General Events			(N/A)		541.67	-541.67(N/A)			(N/A)	1,500.00	541.67	958.33(63%)
15 Mileage - Councillors			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
26 Grants			(N/A)			(N/A)			(N/A)	6,000.00	6,600.00	-600.00(-10%)

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
27 Purbeck Youth Centre			(N/A)			(N/A)			(N/A)	5,000.00	5,000.00	(0%)
166 Councillor Training			(N/A)			(N/A)			(N/A)		65.00	-65.00(N/A)
Sub Total for Council		1,223.21	1,223.21(N/A)		6,440.92	-6,440.92(N/A)		2,251.74	2,251.74(N/A)	20,050.00	23,600.76	-3,550.76(-17%)
Depot												
51 Rent			(N/A)		-2,208.43	2,208.43(N/A)			(N/A)	2,650.00	-2,208.43	4,858.43(183%)
52 Equipment			(N/A)			(N/A)			(N/A)			(N/A)
53 Electricity - Depot			(N/A)		6.50	-6.50(N/A)			(N/A)	250.00	176.15	73.85(29%)
54 Water - Depot			(N/A)			(N/A)		51.53	51.53(N/A)	160.00	175.95	-15.95(-9%)
55 Insurance - Depot			(N/A)			(N/A)			(N/A)	275.00	65.01	209.99(76%)
56 Service Charge - Depot			(N/A)			(N/A)			(N/A)	250.00	259.12	-9.12(-3%)
57 Maintenance - Depot			(N/A)			(N/A)			(N/A)	250.00	2.50	247.50(99%)
58 Rates - Depot		145.97	145.97(N/A)	500.01		500.01(N/A)		145.97	145.97(N/A)	2,000.00	796.13	1,203.87(60%)
Sub Total for Depot		145.97	145.97(N/A)	500.01	-2,201.93	2,701.94(540%)		197.50	197.50(N/A)	5,835.00	-733.57	6,568.57(112%)
Floral Displays												
103 Plants for Display		195.00	195.00(N/A)			(N/A)	750.00	1,380.00	630.00(84%)	6,000.00	3,575.50	2,424.50(40%)
139 Floral Display Donations			(N/A)			(N/A)			(N/A)			(N/A)
145 Wareham in Bloom Reserve			(N/A)			(N/A)		737.10	737.10(N/A)		6,188.24	-6,188.24(N/A)
Sub Total for Floral Displays		195.00	195.00(N/A)			(N/A)	750.00	2,117.10	1,367.10(182%)	6,000.00	9,763.74	-3,763.74(-62%)
General Tree Survey												
104 Tree Survey			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for General Tree Survey			(N/A)			(N/A)			(N/A)			(N/A)
Hauses Field												
100 Tree Works - Hauses			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
101 Grass Cutting - Hauses			(N/A)		110.83	-110.83(N/A)			(N/A)	3,000.00	1,746.01	1,253.99(41%)
102 Maintenance - Hauses			(N/A)		10.82	-10.82(N/A)			(N/A)	750.00	668.82	81.18(10%)
163 Play Area Maintenance			(N/A)			(N/A)			(N/A)	500.00	2,098.57	-1,598.57(-319%)
Sub Total for Hauses Field			(N/A)		121.65	-121.65(N/A)			(N/A)	4,750.00	4,513.40	236.60(4%)
Honorariums												
17 Honorariums			(N/A)			(N/A)			(N/A)	1,675.00	1,950.00	-275.00(-16%)
Sub Total for Honorariums			(N/A)			(N/A)			(N/A)	1,675.00	1,950.00	-275.00(-16%)
Howards Lane Car Park												
77 Rates - HL CP			(N/A)		998.00	-998.00(N/A)			(N/A)	11,000.00	9,980.00	1,020.00(9%)
78 New Equipment - HL CP			(N/A)			(N/A)			(N/A)	1,000.00		1,000.00(N/A)
79 Tickets			(N/A)			(N/A)			(N/A)	300.00	275.60	24.40(8%)
80 Card Payment fees			(N/A)		249.07	-249.07(N/A)			(N/A)	1,500.00	1,562.86	-62.86(-4%)
81 Cash Payment Fees			(N/A)		1,407.36	-1,407.36(N/A)			(N/A)	2,000.00	3,746.59	-1,746.59(-87%)
82 Maintenance - HL CP			(N/A)	500.00		500.00(N/A)			(N/A)	2,000.00		2,000.00(N/A)

Wareham Town Council - Quarter 4
(01/01/2025 to 31/03/2025 - All Cost Centres and Codes)

18 June 2025 (2024-2025)

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
83 Card Payment Commission Payable			(N/A)		169.15	-169.15(N/A)		-43.81	-43.81(N/A)	850.00	976.68	-126.68(-14%)
84 Phone Payment Commission Payable			(N/A)		412.44	-412.44(N/A)		-178.83	-178.83(N/A)	1,500.00	1,560.47	-60.47(-4%)
131 Parking - Card Income		3,672.33	3,672.33(N/A)			(N/A)	15,000.00	20,614.39	5,614.39(37%)			(N/A)
132 Parking - Cash Income		5,185.42	5,185.42(N/A)			(N/A)	30,000.00	26,855.76	-3,144.24(-10%)			(N/A)
133 Parking - Phone Payments		3,712.66	3,712.66(N/A)			(N/A)	20,000.00	17,014.51	-2,985.49(-14%)			(N/A)
134 Parking Permits - Reserved Bays		206.67	206.67(N/A)			(N/A)	2,000.00	826.66	-1,173.34(-58%)			(N/A)
135 Parking Permits - Unreserved		1,554.15	1,554.15(N/A)			(N/A)	2,500.00	2,486.64	-13.36(-0%)			(N/A)
136 Parking Permits - Commercial			(N/A)			(N/A)	700.00		-700.00(N/A)			(N/A)
158 Payment Machine Costs			(N/A)		74.04	-74.04(N/A)			(N/A)	1,000.00	910.44	89.56(8%)
160 EV Charging Point Income		96.69	96.69(N/A)			(N/A)	100.00	329.10	229.10(229%)			(N/A)
Sub Total for Howards Lane Car Park		14,427.92	14,427.92(N/A)	500.00	3,310.06	-2,810.06(-562%)	70,300.00	67,904.42	-2,395.58(-3%)	21,150.00	19,012.64	2,137.36(10%)
Howards Lane Toilets												
69 Cleaning - HL Toilets			(N/A)		3,258.00	-3,258.00(N/A)			(N/A)	13,000.00	13,090.37	-90.37(-0%)
70 Maintenance - HL Toilets			(N/A)		229.10	-229.10(N/A)			(N/A)	2,000.00	375.42	1,624.58(81%)
71 Water - HL Toilets			(N/A)		318.00	-318.00(N/A)			(N/A)	1,000.00	1,239.00	-239.00(-23%)
72 Electricity - HL Toilets			(N/A)	249.99	250.07	-0.08(-0%)			(N/A)	1,000.00	1,601.28	-601.28(-60%)
167 Consumables			(N/A)		176.50	-176.50(N/A)			(N/A)		899.23	-899.23(N/A)
Sub Total for Howards Lane Toilets			(N/A)	249.99	4,231.67	-3,981.68(-1592%)			(N/A)	17,000.00	17,205.30	-205.30(-1%)
Mill Lane												
96 Maintenance - ML			(N/A)		85.00	-85.00(N/A)			(N/A)	2,500.00	696.69	1,803.31(72%)
97 PWLB Roof Loan			(N/A)			(N/A)			(N/A)			(N/A)
155 PWLB Loan Interest payment			(N/A)			(N/A)			(N/A)			(N/A)
157 Annual Maintenance Items			(N/A)			(N/A)			(N/A)	500.00	231.08	268.92(53%)
Sub Total for Mill Lane			(N/A)		85.00	-85.00(N/A)			(N/A)	3,000.00	927.77	2,072.23(69%)
Museum												
111 Rates - Museum			(N/A)			(N/A)			(N/A)		0.50	-0.50(N/A)
112 Events			(N/A)		543.80	-543.80(N/A)	300.00	1,185.81	885.81(295%)	2,000.00	1,017.16	982.84(49%)
113 Telephone			(N/A)		99.78	-99.78(N/A)			(N/A)	450.00	398.13	51.87(11%)
114 Stationery			(N/A)			(N/A)			(N/A)	150.00	136.32	13.68(9%)
115 Security Alarm			(N/A)			(N/A)			(N/A)	80.00	80.00	(0%)
116 Stock (for Resale)			(N/A)		444.35	-444.35(N/A)	1,000.00	1,950.21	950.21(95%)	1,300.00	1,291.63	8.37(0%)
117 Card Sales Commission			(N/A)		0.17	-0.17(N/A)			(N/A)	15.00	21.85	-6.85(-45%)
118 Subscriptions			(N/A)			(N/A)			(N/A)	150.00	90.00	60.00(40%)
119 Display Cabinet Reserve			(N/A)			(N/A)			(N/A)	750.00		750.00(N/A)
120 New Equipment		19.95	19.95(N/A)		784.37	-784.37(N/A)		19.95	19.95(N/A)	1,500.00	878.88	621.12(41%)
121 Equipment Maintenance			(N/A)		5.50	-5.50(N/A)			(N/A)	750.00	59.14	690.86(92%)
122 Cleaning/Maintenance/Improvements			(N/A)			(N/A)			(N/A)	350.00	13.35	336.65(96%)
123 Training			(N/A)			(N/A)			(N/A)	150.00		150.00(N/A)
124 Signage			(N/A)		90.00	-90.00(N/A)			(N/A)	500.00	90.00	410.00(82%)

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
125 Mileage			(N/A)			(N/A)			(N/A)	50.00		50.00(N/A)
126 Sundries			(N/A)			(N/A)			(N/A)	25.00	2.50	22.50(90%)
141 Donations		739.06	739.06(N/A)			(N/A)	1,500.00	4,363.52	2,863.52(190%)			(N/A)
142 Activities Donations			(N/A)			(N/A)	10.00	62.00	52.00(520%)			(N/A)
169 IT Provision			(N/A)			(N/A)			(N/A)		186.84	-186.84(N/A)
176 Property Development			(N/A)		90,350.00	-90,350.00(N/A)			(N/A)		90,350.00	-90,350.00(N/A)
Sub Total for Museum		759.01	759.01(N/A)		92,317.97	-92,317.97(N/A)	2,810.00	7,581.49	4,771.49(169%)	8,220.00	94,616.30	-86,396.30(-1051%)
Neighbourhood Plan												
16 Neighbourhood Plan			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Neighbourhood Plan			(N/A)			(N/A)			(N/A)			(N/A)
Northmoor Allotments												
99 Allotment Rents			(N/A)			(N/A)			(N/A)	350.00	326.88	23.12(6%)
Sub Total for Northmoor Allotments			(N/A)			(N/A)			(N/A)	350.00	326.88	23.12(6%)
Office Costs												
28 Insurance			(N/A)			(N/A)		2,762.49	2,762.49(N/A)	8,000.00	8,279.86	-279.86(-3%)
30 Office Expenditure			(N/A)		511.02	-511.02(N/A)			(N/A)	2,500.00	2,027.22	472.78(18%)
31 Telephones			(N/A)		856.38	-856.38(N/A)			(N/A)	2,500.00	3,170.34	-670.34(-26%)
32 Premises Licence			(N/A)			(N/A)			(N/A)	1,500.00		1,500.00(N/A)
33 Computers			(N/A)			(N/A)			(N/A)	1,500.00	2,868.97	-1,368.97(-91%)
34 Software Support			(N/A)		2,496.94	-2,496.94(N/A)			(N/A)	8,000.00	9,228.09	-1,228.09(-15%)
35 Website Production			(N/A)			(N/A)			(N/A)	750.00	295.00	455.00(60%)
36 Office Cleaning			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
37 CCTV			(N/A)		938.02	-938.02(N/A)			(N/A)	1,500.00	1,114.66	385.34(25%)
38 Contingency			(N/A)		65.98	-65.98(N/A)			(N/A)	1,500.00	1,162.47	337.53(22%)
39 Health & Safety Mitigation			(N/A)		17.47	-17.47(N/A)			(N/A)	1,000.00	535.93	464.07(46%)
40 General Office Reserve			(N/A)			(N/A)			(N/A)	4,000.00	224.88	3,775.12(94%)
152 CCTV Reserve			(N/A)			(N/A)			(N/A)			(N/A)
153 CCTV From Car Park Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
154 CCTV from Property maintenance			(N/A)			(N/A)			(N/A)			(N/A)
171 Software Subscriptions			(N/A)		1,698.00	-1,698.00(N/A)			(N/A)		1,914.45	-1,914.45(N/A)
Sub Total for Office Costs			(N/A)		6,583.81	-6,583.81(N/A)		2,762.49	2,762.49(N/A)	33,250.00	30,821.87	2,428.13(7%)
Pavilion												
85 Gas - Pavilion			(N/A)			(N/A)			(N/A)			(N/A)
86 Water - Pavilion			(N/A)		150.00	-150.00(N/A)			(N/A)	500.00	593.00	-93.00(-18%)
87 Electric - Pavilion			(N/A)		1.36	-1.36(N/A)			(N/A)	400.00	224.43	175.57(43%)
88 Maintenance - Pavilion			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
Sub Total for Pavilion			(N/A)		151.36	-151.36(N/A)			(N/A)	1,400.00	817.43	582.57(41%)
Personnel												

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
110 Advertising Staff Vacancies			(N/A)		219.40	-219.40(N/A)			(N/A)	1,000.00	1,067.15	-67.15(-6%)
Sub Total for Personnel			(N/A)		219.40	-219.40(N/A)			(N/A)	1,000.00	1,067.15	-67.15(-6%)
Play Areas												
93 Play Area Contingency - Rec			(N/A)			(N/A)			(N/A)	1,000.00	403.70	596.30(59%)
94 PWLB Play Areas Loan Repayme			(N/A)		6,282.33	-6,282.33(N/A)			(N/A)		12,564.65	-12,564.65(N/A)
156 PWLB Loan Interest Payments			(N/A)		5,381.13	-5,381.13(N/A)			(N/A)		10,907.69	-10,907.69(N/A)
162 Play Area 2.5% Retention			(N/A)			(N/A)			(N/A)		3,142.61	-3,142.61(N/A)
Sub Total for Play Areas			(N/A)		11,663.46	-11,663.46(N/A)			(N/A)	1,000.00	27,018.65	-26,018.65(-2601%)
Policy Resources & Finance Inco												
128 Rents Received	8,750.00	8,887.50	137.50(1%)			(N/A)	35,000.00	29,965.91	-5,034.09(-14%)			(N/A)
Sub Total for Policy Resources & Finance	8,750.00	8,887.50	137.50(1%)			(N/A)	35,000.00	29,965.91	-5,034.09(-14%)			(N/A)
Precept												
143 Precept			(N/A)			(N/A)	510,270.00	510,270.00	(0%)			(N/A)
Sub Total for Precept			(N/A)			(N/A)	510,270.00	510,270.00	(0%)			(N/A)
Professional Fees												
22 H&S Consultancy Fees			(N/A)		965.77	-965.77(N/A)			(N/A)	3,800.00	965.77	2,834.23(74%)
23 Consultancy Fees			(N/A)			(N/A)			(N/A)	2,000.00	1,000.00	1,000.00(50%)
24 Subscriptions			(N/A)		874.63	-874.63(N/A)			(N/A)	2,500.00	3,274.14	-774.14(-30%)
25 Legal Fees & Costs			(N/A)		7,411.59	-7,411.59(N/A)			(N/A)	2,500.00	11,686.59	-9,186.59(-367%)
164 Payroll Service			(N/A)		-1,112.01	1,112.01(N/A)			(N/A)		2,968.22	-2,968.22(N/A)
Sub Total for Professional Fees			(N/A)		8,139.98	-8,139.98(N/A)			(N/A)	10,800.00	19,894.72	-9,094.72(-84%)
Quay Toilets												
73 Cleaning - Quay Toilets			(N/A)		3,258.00	-3,258.00(N/A)			(N/A)	13,000.00	13,065.44	-65.44(-0%)
74 Maintenance - Quay Toilets			(N/A)		1,481.20	-1,481.20(N/A)			(N/A)	2,000.00	2,837.50	-837.50(-41%)
75 Water - Quay Toilets			(N/A)		603.00	-603.00(N/A)		85.68	85.68(N/A)	4,500.00	2,352.50	2,147.50(47%)
76 Electricity - Quay Toilets			(N/A)		274.56	-274.56(N/A)			(N/A)	1,500.00	1,388.98	111.02(7%)
168 Consumables			(N/A)		176.50	-176.50(N/A)			(N/A)		899.22	-899.22(N/A)
Sub Total for Quay Toilets			(N/A)		5,793.26	-5,793.26(N/A)		85.68	85.68(N/A)	21,000.00	20,543.64	456.36(2%)
Recreation Ground												
89 Maintenance - Rec			(N/A)		1,055.21	-1,055.21(N/A)			(N/A)	2,000.00	2,782.32	-782.32(-39%)
90 Grass Cutting			(N/A)		222.50	-222.50(N/A)			(N/A)	2,500.00	1,949.27	550.73(22%)
91 New Equipment - Rec			(N/A)			(N/A)			(N/A)	250.00	24.15	225.85(90%)
92 Play Area Maintenance - Rec			(N/A)		500.00	-500.00(N/A)			(N/A)	500.00	600.00	-100.00(-20%)
137 Football Pitch Hire		400.00	400.00(N/A)			(N/A)	1,000.00	1,200.00	200.00(20%)			(N/A)
138 Croquet Pitch Hire			(N/A)			(N/A)	1,500.00	1,100.00	-400.00(-26%)			(N/A)
140 Cricket Pitch Hire			(N/A)			(N/A)	750.00	100.00	-650.00(-86%)			(N/A)
Sub Total for Recreation Ground		400.00	400.00(N/A)		1,777.71	-1,777.71(N/A)	3,250.00	2,400.00	-850.00(-26%)	5,250.00	5,355.74	-105.74(-2%)

4th Quarter							Accumulative to end of 4th quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
Staff Costs												
9 Salaries			(N/A)	58,749.99	47,322.10	11,427.89(19%)			(N/A)	235,000.00	182,390.14	52,609.86(22%)
10 HMRC			(N/A)	18,999.99	17,299.86	1,700.13(8%)			(N/A)	76,000.00	63,428.76	12,571.24(16%)
11 Pension Contributions			(N/A)	19,250.01	17,920.04	1,329.97(6%)			(N/A)	77,000.00	67,332.81	9,667.19(12%)
12 Meetings & Trainings			(N/A)		1,625.00	-1,625.00(N/A)			(N/A)	3,000.00	3,096.18	-96.18(-3%)
13 Uniform			(N/A)		65.17	-65.17(N/A)			(N/A)	750.00	882.08	-132.08(-17%)
14 Mileage - Staff			(N/A)		197.55	-197.55(N/A)			(N/A)	500.00	427.17	72.83(14%)
Sub Total for Staff Costs			(N/A)	96,999.99	84,429.72	12,570.27(12%)			(N/A)	392,250.00	317,557.14	74,692.86(19%)
Tourist Information Office												
98 Website Costs - TIC			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Tourist Information Office			(N/A)			(N/A)			(N/A)			(N/A)
Town Crier												
18 Town Crier Competition			(N/A)			(N/A)			(N/A)	500.00	440.15	59.85(11%)
165 Membership			(N/A)			(N/A)			(N/A)		35.00	-35.00(N/A)
Sub Total for Town Crier			(N/A)			(N/A)			(N/A)	500.00	475.15	24.85(4%)
Town Features and Furniture												
63 Street Lighting			(N/A)		718.65	-718.65(N/A)			(N/A)	2,000.00	2,532.96	-532.96(-26%)
64 War Memorial Maintenance			(N/A)			(N/A)			(N/A)	250.00		250.00(N/A)
65 General Maintenance			(N/A)		495.10	-495.10(N/A)		262.73	262.73(N/A)	1,500.00	1,633.31	-133.31(-8%)
66 Street Furniture & Seats			(N/A)		1,000.00	-1,000.00(N/A)			(N/A)	1,000.00	1,000.00	(0%)
67 Bus Shelter Maintenance			(N/A)			(N/A)			(N/A)	250.00	438.29	-188.29(-75%)
68 Gateway Stones			(N/A)			(N/A)			(N/A)			(N/A)
Sub Total for Town Features and Furniture			(N/A)		2,213.75	-2,213.75(N/A)		262.73	262.73(N/A)	5,000.00	5,604.56	-604.56(-12%)
Town Hall												
41 Electric - Town Hall			(N/A)	750.00	4,965.66	-4,215.66(-562%)			(N/A)	3,000.00	4,965.66	-1,965.66(-65%)
42 Gas - Town Hall			(N/A)	999.99	1,502.35	-502.36(-50%)			(N/A)	4,000.00	3,263.20	736.80(18%)
43 Water - Town Hall			(N/A)		220.50	-220.50(N/A)			(N/A)	1,300.00	815.54	484.46(37%)
44 Rates - Town Hall			(N/A)		1,950.00	-1,950.00(N/A)			(N/A)	12,000.00	19,501.24	-7,501.24(-62%)
45 Advertising			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
46 Equipment - New			(N/A)		134.58	-134.58(N/A)			(N/A)	2,500.00	181.36	2,318.64(92%)
47 Equipment & Buildings Maintenance			(N/A)		793.59	-793.59(N/A)			(N/A)	15,000.00	7,293.06	7,706.94(51%)
48 Replacement Windows			(N/A)			(N/A)			(N/A)	2,000.00		2,000.00(N/A)
49 Stair Lift			(N/A)			(N/A)			(N/A)	750.00	820.00	-70.00(-9%)
50 Cleaning - Town Hall			(N/A)	249.99	126.07	123.92(49%)			(N/A)	1,000.00	1,005.69	-5.69(-0%)
129 Corn Exchange Hire	1,250.01	1,329.28	79.27(6%)			(N/A)	5,000.00	5,975.04	975.04(19%)		0.22	-0.22(N/A)
130 Weddings - Chamber	375.00		-375.00(N/A)			(N/A)	1,500.00	229.17	-1,270.83(-84%)			(N/A)
144 Refuse Collection			(N/A)		766.22	-766.22(N/A)			(N/A)		2,739.06	-2,739.06(N/A)
147 Council Chamber Hire		342.09	342.09(N/A)			(N/A)		705.43	705.43(N/A)			(N/A)

4th Quarter							Accumulative to end of 4th quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
170 Water Cooler			(N/A)		45.93	-45.93(N/A)			(N/A)		221.75	-221.75(N/A)	
Sub Total for Town Hall	1,625.01	1,671.37	46.36(2%)	1,999.98	10,504.90	-8,504.92(-425%)	6,500.00	6,909.64	409.64(6%)	42,050.00	40,806.78	1,243.22(2%)	
Vehicles													
59 Service & Maintenance			(N/A)		297.75	-297.75(N/A)			(N/A)	1,200.00	785.25	414.75(34%)	
60 Fuel			(N/A)	249.99	267.07	-17.08(-6%)			(N/A)	1,000.00	859.60	140.40(14%)	
61 Insurance			(N/A)			(N/A)			(N/A)	250.00	762.58	-512.58(-205%)	
62 Machinery & Equipment			(N/A)		1,343.56	-1,343.56(N/A)			(N/A)	2,500.00	1,358.13	1,141.87(45%)	
161 Vehicle Tax			(N/A)		335.00	-335.00(N/A)			(N/A)	250.00	670.00	-420.00(-168%)	
Sub Total for Vehicles			(N/A)	249.99	2,243.38	-1,993.39(-797%)			(N/A)	5,200.00	4,435.56	764.44(14%)	
Wareham Burial Joint Committee													
19 WBJC - Wareham TC Contribution			(N/A)		7,916.85	-7,916.85(N/A)			(N/A)	15,850.00	15,833.70	16.30(0%)	
Sub Total for Wareham Burial Joint Comm			(N/A)		7,916.85	-7,916.85(N/A)			(N/A)	15,850.00	15,833.70	16.30(0%)	
Wareham Burial Joint Committee													
149 Wareham Burial Joint Committee			(N/A)		3,820.69	-3,820.69(N/A)			(N/A)		3,820.69	-3,820.69(N/A)	
150 Wareham Burial Joint Committee		29,526.26	29,526.26(N/A)			(N/A)	29,526.26	29,526.26(N/A)				(N/A)	
151 Wareham Burial Joint Committee			(N/A)		19,747.08	-19,747.08(N/A)			(N/A)		19,747.08	-19,747.08(N/A)	
183 Wareham BJC AGAR Precept			(N/A)			(N/A)			(N/A)			(N/A)	
Sub Total for Wareham Burial Joint Comm		29,526.26	29,526.26(N/A)		23,567.77	-23,567.77(N/A)	29,526.26	29,526.26(N/A)			23,567.77	-23,567.77(N/A)	
TOTALS.....	10,375.01	63,437.92	53,062.91(511%)	100,499.96	270,034.40	-169,534.44(-168%)	634,630.00	678,229.41	43,599.41(6437%)	634,630.00	687,754.14	-53,124.14(-584%)	
NET Variance Quarter 4						-116,471.53	NET accumulative variance to END of Quarter 4.....						-9,524.73



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 June 2025

Agenda Item: 11

Subject:	2024-25 Annual Budget Review
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To receive the Budget Comparison Report for 2024/25.
Background:	The Council should consider its year end budget position following the year end. This is to ensure it has retained an element of control on its budget with agreed expenditure and expected receipts remaining in line with predictions, whilst noting any outliers which may have impacted the budget.
Key Points:	<p>The summary of receipts and payments report provides an overview of each cost centre, enabling easy reference as to which cost centres have been outliers.</p> <p>The cost centre comparison summary report provides the detail of each cost code therefore giving an explanation as to why a cost centre may be over or underspent.</p> <p>Some points to note:</p> <ul style="list-style-type: none"> • Overall, the year-end has seen the receipts budget end £43,599.41 (6%) better than expected, with the expenditure ending £53,124.14 (8%) worse than expected. This sees the overall year end being £9,524.73 over budget. • There was 1 large spend of £90,350 within the Museum cost centre which is a property development cost code and was the deposit paid out of general reserve for the potential purchase of 2 North Street. This was not budgeted for and therefore had it not been paid the year end would have ended £80,825.27 under budget. • Banking has seen a huge increase in interest earned since opening the CCLA PSDF account. The actual interest earned was £10,994.45 (219%) more than budgeted. • Although the Council cost centre shows an overspend, this is due to the election expenses which were taken from the election expenses earmarked reserve. Unfortunately, the report does not reflect when monies are pulled from earmarked reserves, they simply recognise it as a budgetary spend. The same applies for the play areas and Museum (as mentioned above), both of which budget lines draw from exceptional and earmarked reserves respectively. • Policy Resources and Finance income is down by £5,034.09 because of Safe Partnership rent no longer being received. The budget for 2025/26 has been set to account for this. <p>The monies held by the Council at 31/03/2025:-</p> <ul style="list-style-type: none"> • £290,434.89 earmarked reserves – these are the items Council have set aside for various projects.

	<ul style="list-style-type: none"> • £10,477.66 exceptional capital reserves – these are the remainder monies left from the loan repayments; and • £292,042.86 general fund – which must be retained at 3-6 months of operating costs. This amount is around 3 months, so on the lower end of the scale but is adequate. However, this leaves no room for any further large, unexpected costs in the 2025/26 financial year. <p>2024/25 has been a positive year, despite the small overspend, given the additional expenditure it has incurred; however, this has been managed well with informed decision making and good budget monitoring.</p>
Implications:	<p>Financial Planning – If the annual budget review report is not presented Councillors cannot properly scrutinise the year-end financial position, it undermines the Council's ability to assess whether public money has been spent as intended and overspends or underspends may go unnoticed and unaddressed, potentially leading to financial mismanagement over time.</p> <p>Breach of Financial Governance and Accountability – As the Responsible Financial Officer (RFO), the Town Clerk has a statutory duty under the Local Government Act 1972 and Accounts and Audit Regulations to ensure sound financial management. Not reporting could be seen as failing to meet these statutory obligations and it could raise red flags with internal or external auditors and lead to formal audit recommendations or public criticism.</p> <p>Risk to Strategic Decision-Making – the Council sets future budgets based on past performance. Without a review trends in income and expenditure won't be spotted and future budgets may be based on inaccurate assumptions. This risks poor allocation of funds, missed savings, or missed income opportunities.</p> <p>Reduced Transparency and Public Trust – Financial transparency is a key pillar of local government accountability. If year-end performance is not reported, it reduces openness and could damage public confidence – particularly where taxpayers or stakeholders are concerned.</p>
Recommendation:	To note the Budget Comparison Report for 2024/25

Wareham Town Council

Summary of Receipts and Payments

Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 East Street			0.00 (N/A)		86.34	-86.34 (-8634%)	-86.34
Audit			0.00 (N/A)	3,200.00	2,491.29	708.71 (22%)	708.71
Banking	5,000.00	15,994.45	10,994.45 (219%)	550.00	193.43	356.57 (64%)	11,351.02
Build Project Group			0.00 (N/A)	7,000.00		7,000.00 (100%)	7,000.00
Christmas Market	750.00		-750.00 (-100%)	1,300.00		1,300.00 (100%)	550.00
CIL			0.00 (N/A)			0.00 (N/A)	0.00
Council		2,251.74	2,251.74 (225174%)	20,050.00	23,600.76	-3,550.76 (-17%)	-1,299.02
Depot		197.50	197.50 (19750%)	5,835.00	-733.57	6,568.57 (112%)	6,766.07
Floral Displays	750.00	2,117.10	1,367.10 (182%)	6,000.00	9,763.74	-3,763.74 (-62%)	-2,396.64
General Tree Survey			0.00 (N/A)			0.00 (N/A)	0.00
Hauses Field			0.00 (N/A)	4,750.00	4,513.40	236.60 (4%)	236.60
Honorariums			0.00 (N/A)	1,675.00	1,950.00	-275.00 (-16%)	-275.00
Howards Lane Car Park	70,300.00	67,904.42	-2,395.58 (-3%)	21,150.00	19,012.64	2,137.36 (10%)	-258.22
Howards Lane Toilets			0.00 (N/A)	17,000.00	17,205.30	-205.30 (-1%)	-205.30
Mill Lane			0.00 (N/A)	3,000.00	927.77	2,072.23 (69%)	2,072.23
Museum	2,810.00	7,581.49	4,771.49 (169%)	8,220.00	94,616.30	-86,396.30 (-1051%)	-81,624.81
Neighbourhood Plan			0.00 (N/A)			0.00 (N/A)	0.00
Northmoor Allotments			0.00 (N/A)	350.00	326.88	23.12 (6%)	23.12
Office Costs		2,762.49	2,762.49 (276249%)	33,250.00	30,821.87	2,428.13 (7%)	5,190.62
Pavilion			0.00 (N/A)	1,400.00	817.43	582.57 (41%)	582.57
Personnel			0.00 (N/A)	1,000.00	1,067.15	-67.15 (-6%)	-67.15
Play Areas			0.00 (N/A)	1,000.00	27,018.65	-26,018.65 (-2601%)	-26,018.65
Policy Resources & Finance Income	35,000.00	29,965.91	-5,034.09 (-14%)			0.00 (N/A)	-5,034.09
Precept	510,270.00	510,270.00	0.00 (N/A)			0.00 (N/A)	0.00
Professional Fees			0.00 (N/A)	10,800.00	19,894.72	-9,094.72 (-84%)	-9,094.72
Quay Toilets		85.68	85.68 (8568%)	21,000.00	20,543.64	456.36 (2%)	542.04
Recreation Ground	3,250.00	2,400.00	-850.00 (-26%)	5,250.00	5,355.74	-105.74 (-2%)	-955.74
Skate Park			0.00 (N/A)			0.00 (N/A)	0.00
Staff Costs			0.00 (N/A)	392,250.00	317,557.14	74,692.86 (19%)	74,692.86
Tourist Information Office			0.00 (N/A)			0.00 (N/A)	0.00
Town Crier			0.00 (N/A)	500.00	475.15	24.85 (4%)	24.85
Town Features and Furniture		262.73	262.73 (26273%)	5,000.00	5,604.56	-604.56 (-12%)	-341.83
Town Hall	6,500.00	6,909.64	409.64 (6%)	42,050.00	40,806.78	1,243.22 (2%)	1,652.86
Vehicles			0.00 (N/A)	5,200.00	4,435.56	764.44 (14%)	764.44
Wareham Burial Joint Committee			0.00 (N/A)	15,850.00	15,833.70	16.30 (0%)	16.30
Wareham Burial Joint Committee Ac		29,526.26	29,526.26 (295262%)		23,567.77	-23,567.77 (-23567%)	5,958.49
NET TOTAL	634,630.00	678,229.41	43,599.41 (6%)	634,630.00	687,754.14	-53,124.14 (-8%)	-9,524.73

Total for ALL Cost Centres

678,229.41

687,754.14

V.A.T.

25,136.75

29,919.05

GROSS TOTAL

703,366.16

717,673.19

Wareham Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
3 East Street								
Gas				86.34				
Electric								
Water								
Rates								
SUB TOTAL				86.34				
Audit								
Internal Audit			1,500.00	1,126.29			1,300.00	1,806.17
External Audit			1,700.00	1,365.00			1,500.00	1,680.00
SUB TOTAL			3,200.00	2,491.29			2,800.00	3,486.17
Banking								
Bank Charges			450.00	135.60			100.00	273.74
Bank Interest	5,000.00	15,994.45		15.50	60.00	6,312.19		
Stripe Fees			100.00	42.33				62.84
VAT Reclaim						52.27		183.02
SUB TOTAL	5,000.00	15,994.45	550.00	193.43	60.00	6,364.46	100.00	519.60
Build Project Group								
Consultancy Fees			6,000.00				6,000.00	
Architect			1,000.00				1,000.00	
SUB TOTAL			7,000.00				7,000.00	
Christmas Market								
Road Closures - Christmas			300.00				500.00	265.00
Advertising - Christmas			500.00				1,000.00	124.50
Insurance - Christmas			500.00				500.00	
Stallholders	750.00							
SUB TOTAL	750.00		1,300.00				2,000.00	389.50
Council								
Mayor			2,500.00	1,828.18			2,500.00	2,331.38
Deputy Mayor			250.00	37.80			200.00	77.40
Regalia & Gowns			300.00	162.00				
Mayor's Charity		2,251.74				216.50		200.00
Election Expenses				5,497.02			1,500.00	
Ceremonial Photo's								

Wareham Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Civic Events			4,000.00	3,869.09			4,000.00	2,493.06
General Events			1,500.00	541.67			1,500.00	885.87
Mileage - Councillors			500.00				500.00	
Grants			6,000.00	6,600.00			6,000.00	6,000.00
Purbeck Youth Centre			5,000.00	5,000.00			4,500.00	4,500.00
Debt Write off								107.00
Councillor Training				65.00				
SUB TOTAL		2,251.74	20,050.00	23,600.76		216.50	20,700.00	16,594.71
Depot								
Rent			2,650.00	-2,208.43			10,000.00	10,023.14
Equipment							250.00	
Electricity - Depot			250.00	176.15			750.00	268.79
Water - Depot		51.53	160.00	175.95			250.00	155.74
Insurance - Depot			275.00	65.01			400.00	260.79
Service Charge - Depot			250.00	259.12			500.00	518.24
Maintenance - Depot			250.00	2.50			500.00	
Rates - Depot		145.97	2,000.00	796.13			4,000.00	3,248.49
SUB TOTAL		197.50	5,835.00	-733.57			16,650.00	14,475.19
Floral Displays								
Plants for Display	750.00	1,380.00	6,000.00	3,575.50			5,500.00	4,544.00
Floral Display Donations					1,000.00	803.33		
Wareham in Bloom Reserve		737.10		6,188.24				3,038.71
SUB TOTAL	750.00	2,117.10	6,000.00	9,763.74	1,000.00	803.33	5,500.00	7,582.71
General Tree Survey								
Tree Survey							5,000.00	4,840.00
SUB TOTAL							5,000.00	4,840.00
Hauses Field								
Tree Works - Hauses			500.00				500.00	500.00
Grass Cutting - Hauses			3,000.00	1,746.01			3,000.00	1,720.40
Maintenance - Hauses			750.00	668.82			1,000.00	1,041.13
Play Area Maintenance			500.00	2,098.57				
SUB TOTAL			4,750.00	4,513.40			4,500.00	3,261.53
Honorariums								
Honorariums			1,675.00	1,950.00		500.00	2,175.00	2,175.00

Wareham Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
SUB TOTAL			1,675.00	1,950.00		500.00	2,175.00	2,175.00
Howards Lane Car Park								
Rates - HL CP			11,000.00	9,980.00			12,000.00	9,955.05
New Equipment - HL CP			1,000.00			520.00	1,000.00	1,807.50
Tickets			300.00	275.60			300.00	275.60
Card Payment fees			1,500.00	1,562.86			2,000.00	1,026.32
Cash Payment Fees			2,000.00	3,746.59		252.08	2,500.00	2,440.77
Maintenance - HL CP			2,000.00				500.00	222.82
Card Payment Commission Payable		-43.81	850.00	976.68			850.00	839.06
Phone Payment Commission Payable		-178.83	1,500.00	1,560.47			1,500.00	1,288.53
Parking - Card Income	15,000.00	20,614.39			13,500.00	16,679.25		
Parking - Cash Income	30,000.00	26,855.76			40,000.00	30,180.49		
Parking - Phone Payments	20,000.00	17,014.51			15,000.00	20,810.39		6.20
Parking Permits - Reserved Bays	2,000.00	826.66			3,500.00	1,239.99		
Parking Permits - Unreserved	2,500.00	2,486.64			4,000.00	3,858.92		
Parking Permits - Commercial	700.00				500.00	564.17		
Payment Machine Costs			1,000.00	910.44				2,266.46
EV Charging Point Income	100.00	329.10				44.67		
SUB TOTAL	70,300.00	67,904.42	21,150.00	19,012.64	76,500.00	74,149.96	20,650.00	20,128.31
Howards Lane Toilets								
Cleaning - HL Toilets			13,000.00	13,090.37			1,000.00	12,440.42
Maintenance - HL Toilets			2,000.00	375.42			1,000.00	2,631.49
Water - HL Toilets			1,000.00	1,239.00			1,000.00	1,021.93
Electricity - HL Toilets			1,000.00	1,601.28			1,000.00	747.90
Consumables				899.23				
SUB TOTAL			17,000.00	17,205.30			4,000.00	16,841.74
Mill Lane								
Maintenance - ML			2,500.00	696.69			4,000.00	1,853.95
PWLB Roof Loan							4,400.00	4,346.76
PWLB Loan Interest payment								56.81
Annual Maintenance Items			500.00	231.08				196.25
SUB TOTAL			3,000.00	927.77			8,400.00	6,453.77
Museum								
Rates - Museum				0.50			1,800.00	
Events	300.00	1,185.81	2,000.00	1,017.16	300.00	310.85	300.00	93.75

Wareham Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Telephone			450.00	398.13				384.83
Stationery			150.00	136.32			150.00	110.49
Security Alarm			80.00	80.00				265.07
Stock (for Resale)	1,000.00	1,950.21	1,300.00	1,291.63	1,000.00	1,463.85	700.00	631.29
Card Sales Commission			15.00	21.85			15.00	7.20
Subscriptions			150.00	90.00			150.00	110.00
Display Cabinet Reserve			750.00				500.00	
New Equipment		19.95	1,500.00	878.88			1,000.00	718.84
Equipment Maintenance			750.00	59.14			500.00	277.46
Cleaning/Maintenance/Improvements			350.00	13.35			150.00	204.95
Training			150.00				150.00	
Signage			500.00	90.00			150.00	195.00
Mileage			50.00				50.00	
Sundries			25.00	2.50			25.00	10.65
Donations	1,500.00	4,363.52			1,500.00	3,202.72		
Activities Donations	10.00	62.00			10.00	231.17		
IT Provision				186.84				
Property Development				90,350.00				
SUB TOTAL	2,810.00	7,581.49	8,220.00	94,616.30	2,810.00	5,208.59	5,640.00	3,009.53
Neighbourhood Plan								
Neighbourhood Plan								
SUB TOTAL								
Northmoor Allotments								
Allotment Rents			350.00	326.88			350.00	326.88
SUB TOTAL			350.00	326.88			350.00	326.88
Office Costs								
Insurance		2,762.49	8,000.00	8,279.86			8,000.00	8,121.25
Office Expenditure			2,500.00	2,027.22			2,500.00	4,122.63
Telephones			2,500.00	3,170.34			2,500.00	3,050.60
Premises Licence			1,500.00				1,500.00	13.36
Computers			1,500.00	2,868.97			1,500.00	621.24
Software Support			8,000.00	9,228.09			8,000.00	9,467.30
Website Production			750.00	295.00			300.00	600.00
Office Cleaning			500.00				500.00	123.72
CCTV			1,500.00	1,114.66			1,500.00	798.36
Contingency			1,500.00	1,162.47		28.31	2,000.00	151.40

Wareham Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Health & Safety Mitigation			1,000.00	535.93			2,000.00	99.00
General Office Reserve			4,000.00	224.88			8,000.00	180.99
CCTV Reserve								1,000.00
CCTV From Car Park Maintenance								5,850.00
CCTV from Property maintenance								7,653.95
Software Subscriptions				1,914.45				
SUB TOTAL		2,762.49	33,250.00	30,821.87		28.31	38,300.00	41,853.80
Pavilion								
Gas - Pavilion							100.00	
Water - Pavilion			500.00	593.00			500.00	480.78
Electric - Pavilion			400.00	224.43			400.00	253.39
Maintenance - Pavilion			500.00				500.00	379.10
SUB TOTAL			1,400.00	817.43			1,500.00	1,113.27
Personnel								
Advertising Staff Vacancies			1,000.00	1,067.15			500.00	208.95
SUB TOTAL			1,000.00	1,067.15			500.00	208.95
Play Areas								
Play Area Maintenance - Rec							500.00	100.00
Play Area Contingency - Rec			1,000.00	403.70			5,000.00	
PWLB Play Areas Loan Repayments				12,564.65			24,500.00	12,564.65
PWLB Loan Interest Payments				10,907.69				11,489.43
Play Area 2.5% Retention				3,142.61				5,060.30
SUB TOTAL			1,000.00	27,018.65			30,000.00	29,214.38
Policy Resources & Finance Income								
Rents Received	35,000.00	29,965.91			40,000.00	32,216.00		
SUB TOTAL	35,000.00	29,965.91			40,000.00	32,216.00		
Precept								
Precept	510,270.00	510,270.00			495,945.00	495,945.00		
SUB TOTAL	510,270.00	510,270.00			495,945.00	495,945.00		
Professional Fees								
H&S Consultancy Fees			3,800.00	965.77			3,800.00	3,728.57
Consultancy Fees			2,000.00	1,000.00			2,000.00	
Subscriptions			2,500.00	3,274.14			2,500.00	2,675.68

Wareham Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Legal Fees & Costs			2,500.00	11,686.59			2,500.00	1,015.00
Payroll Service				2,968.22				
SUB TOTAL			10,800.00	19,894.72			10,800.00	7,419.25
Quay Toilets								
Cleaning - Quay Toilets			13,000.00	13,065.44			1,000.00	12,381.75
Maintenance - Quay Toilets			2,000.00	2,837.50			2,000.00	2,579.46
Water - Quay Toilets		85.68	4,500.00	2,352.50			4,500.00	3,770.00
Electricity - Quay Toilets			1,500.00	1,388.98			1,500.00	1,032.54
Consumables				899.22				
SUB TOTAL		85.68	21,000.00	20,543.64			9,000.00	19,763.75
Recreation Ground								
Maintenance - Rec			2,000.00	2,782.32			1,500.00	3,911.39
Grass Cutting			2,500.00	1,949.27			2,500.00	1,568.90
New Equipment - Rec			250.00	24.15			250.00	
Play Area Maintenance - Rec			500.00	600.00				
Football Pitch Hire	1,000.00	1,200.00			1,000.00	1,300.00		
Croquet Pitch Hire	1,500.00	1,100.00			1,500.00	1,200.00		
Cricket Pitch Hire	750.00	100.00			750.00	1,150.00		
SUB TOTAL	3,250.00	2,400.00	5,250.00	5,355.74	3,250.00	3,650.00	4,250.00	5,480.29
Skate Park								
Skate Park								
SUB TOTAL								
Staff Costs								
Salaries			235,000.00	182,390.14			260,000.00	156,689.53
HMRC			76,000.00	63,428.76			30,000.00	55,897.08
Pension Contributions			77,000.00	67,332.81			59,200.00	55,604.90
Meetings & Trainings			3,000.00	3,096.18			3,000.00	2,199.00
Uniform			750.00	882.08			500.00	145.49
Mileage - Staff			500.00	427.17			500.00	289.72
SUB TOTAL			392,250.00	317,557.14			353,200.00	270,825.72
Tourist Information Office								
Website Costs - TIC							2,400.00	
SUB TOTAL							2,400.00	

Wareham Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Town Crier								
Town Crier Competition			500.00	440.15			500.00	487.30
Membership				35.00				
SUB TOTAL			500.00	475.15			500.00	487.30
Town Features and Furniture								
Street Lighting			2,000.00	2,532.96			1,750.00	3,061.85
War Memorial Maintenance			250.00				250.00	
General Maintenance		262.73	1,500.00	1,633.31			1,500.00	2,145.08
Street Furniture & Seats			1,000.00	1,000.00		2,666.67	1,000.00	2,608.22
Bus Shelter Maintenance			250.00	438.29			250.00	250.00
Gateway Stones							3,000.00	1,045.00
SUB TOTAL		262.73	5,000.00	5,604.56		2,666.67	7,750.00	9,110.15
Town Hall								
Electric - Town Hall			3,000.00	4,965.66			3,000.00	2,262.78
Gas - Town Hall			4,000.00	3,263.20			4,000.00	2,961.34
Water - Town Hall			1,300.00	815.54			1,300.00	-1,377.91
Rates - Town Hall			12,000.00	19,501.24			12,000.00	11,698.33
Advertising			500.00				500.00	
Equipment - New			2,500.00	181.36			2,500.00	442.68
Equipment & Buildings Maintenance			15,000.00	7,293.06			10,000.00	7,995.77
Replacement Windows			2,000.00				2,000.00	
Stair Lift			750.00	820.00			750.00	
Cleaning - Town Hall			1,000.00	1,005.69			1,000.00	369.03
Corn Exchange Hire	5,000.00	5,975.04		0.22	3,200.00	5,234.52		0.50
Weddings - Chamber	1,500.00	229.17			500.00	1,479.18		
Refuse Collection				2,739.06				3,195.82
Council Chamber Hire		705.43				458.33		50.00
Water Cooler				221.75				
SUB TOTAL	6,500.00	6,909.64	42,050.00	40,806.78	3,700.00	7,172.03	37,050.00	27,598.34
Vehicles								
Service & Maintenance			1,200.00	785.25			1,200.00	361.46
Fuel			1,000.00	859.60			2,000.00	847.21
Insurance			250.00	762.58			1,000.00	150.00
Machinery & Equipment			2,500.00	1,358.13			2,500.00	666.83
Vehicle Tax			250.00	670.00				640.00

Wareham Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
SUB TOTAL			5,200.00	4,435.56			6,700.00	2,665.50
Wareham Burial Joint Committee								
WBJC - Wareham TC Contribution			15,850.00	15,833.70			15,850.00	7,916.85
SUB TOTAL			15,850.00	15,833.70			15,850.00	7,916.85
Wareham Burial Joint Committee Accounts								
Wareham Burial Joint Committee AGAR Staff Costs				3,820.69				4,216.94
Wareham Burial Joint Committee AGAR Receipts		29,526.26				27,457.85		
Wareham Burial Joint Committee AGAR Payments				19,747.08				21,729.02
Wareham BJC AGAR Precept								
SUB TOTAL		29,526.26		23,567.77		27,457.85		25,945.96
NET TOTAL	634,630.00	678,229.41	634,630.00	687,754.14	623,265.00	656,378.70	623,265.00	549,688.15
V.A.T.		25,136.75		29,919.05		61,265.55		29,276.21
GROSS TOTAL		703,366.16		717,673.19		717,644.25		578,964.36

FINAL

Item 12

Internal audit report 2024/25

Visit 3 of 3

WAREHAM TOWN COUNCIL

Date: 17th June 2025

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

Introduction

This report contains a note of the audit recommendations made to Wareham Town Council following the carrying out of internal audit testing on site on the 5th June 2025 with further remote working.

The audit work has been carried out in accordance with Wareham Town Council's bespoke Internal Audit programme, which is based on Appendix 9 of the 2014 'Governance and Accountability for Local Councils: A Practitioners' Guide' as supplemented by the additional tests required by later AGARs.

An internal audit covers the review of the operation of the Council's internal control environment. It is not designed to review and give full assurance over every transaction carried out by the Council. Instead it enables the auditor, following the sample testing of a number of different types of transaction, to give an opinion as to whether or not the control objectives are being achieved across a range of financial and governance systems.

Audit Opinion

The internal audit for 2024/25 has now been completed in accordance with the provisions of the Practitioners' Guide and the CIPFA code of internal audit practice.

Based on the sample testing carried out at this final audit visit and during the year, all of the Council's current financial controls reviewed during the testing appear to be operating effectively with the exception of:

Test N: Publication

I checked to see that the Council complied with the publication requirements of the 2023/24 AGAR. The Council was required to publish the notice of Public Rights, and the unaudited ss1 and 2 of the AGAR before 27/06/24 (the start of its public rights period), and to keep this information on its website until after 07/08/24 (the end of its public rights period). The Council's website audit trail shows that the public rights information was published on 27/06/24. The public rights notice was still on the website at 03/12/24, but the unaudited AGAR was removed before that point. It is likely that it was removed when the notice of conclusion and audited AGAR was published, but there is no evidence to prove this.

The Council was required to publish the Notice of Conclusion of Audit, s3 external audit report, and audited ss1 and 2 of the AGAR before 30/09/24. The Council was published the required documents on 02/09/24.

As a result of the Council publishing the public rights information on the day its public rights period started (instead of one day before as required) and being unable to prove the date of removal of the unaudited AGAR, I responded 'no' to this test.

Audit Recommendations

Recommendations made during the audit are shown in appendix one to this report.
Recommendations are graded as follows:

Rating	Significance
High	Either a critical business risk is not being adequately addressed or there is substantial non-conformity with regulations and accepted standards.
Medium	Either a key business risk is not being adequately addressed or there is a degree of non-conformity with regulations and accepted standards.
Low	Either minor non-conformity with procedure or opportunity to improve working practices further.

The number of recommendations made at this audit visit and their priority are summarised in the following table:

Rating	Number
High	2
Medium	1
Low	1
Information	1
TOTAL	5

The number of recommendations made at all of the audit visits in 2024/25 and their priorities are summarised in the following table:

Rating	Number			
	Visit 1	Visit 2	Visit 3	TOTAL
High	1	1	2	4
Medium	0	0	1	1
Low	1	5	1	7
Information	0	0	1	1
TOTAL	2	6	5	13

I would like to thank Nicola Gray BA (Hons), PGDip Law, PSLCC, Town Clerk for her assistance during this audit.

Darkin Miller ~ Chartered Accountants
2024/25 INTERNAL AUDIT OF WAREHAM TOWN COUNCIL
FINAL REPORT VISIT 3 OF 3: 17th JUNE 2025

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
7.1 – Check scale point for employee	<p>I checked to see that salaries agreed with those approved by the Council. I found that all hours agreed to contracted hours, but that one employee was still on the contract scale point rate in spite of an increase agreed by Personnel Committee during the year. Dorset Council confirmed that an error was made and that the backpay due will be paid in the June 2025 payroll.</p> <p>I recommend that payment is made as planned.</p>	L	<p>A copy of the email which was sent to Dorset with the minute and resolution was shared with the IA and it was acknowledged by Dorset Council that this was their error. The matter was immediately corrected by Dorset Council and back pay to the affected member of staff would be paid in June's pay.</p> <p>Completed.</p>	Town Clerk & RFO	
7.2 – Amend detailed contract for one salaried employee and get signed contract for zero hours employee	<p>I checked to see that all employees have contracts of employment with clear terms and conditions. I found that all salaried and one zero hours staff have signed contract with clear terms, but that there is no signed contract in place for a second member of staff on a zero hours contract. The Clerk confirmed that a job description and person specification were provided.</p> <p>I did note that there was a difference between the statement of terms and detailed contract for one employee. The Clerk confirmed that the front</p>	M	<p>Missing contract signed and copy now held on file.</p> <p>Completed.</p> <p>Contract error corrected and agreed with employee. Copy saved on file.</p> <p>Completed.</p>	Town Clerk & RFO	

	<p>page statement was correct (this agreed to a Personnel Committee minute)</p> <p>I recommend that a signed contract is put in place with the remaining zero hours employee, and that the detailed contract for the second employee is updated in order to ensure that the Council has evidence that terms of employment have been agreed.</p>				
10.1 – Ensure burial function made legally compliant in 25/26	<p>I checked to see that appropriate action had been taken in respect of the internal and external audit recommendations made in the 23/24 audit. I found that most items had been actioned, but that there were still difficulties in obtaining the detailed financial information needed to support the Council's share of the Joint Burial Committee's figures. Figures were only obtained on the day of the final site visit after the Clerk and Internal Auditor had confirmed that, in the absence of the detailed cashbook, bank reconciliations and year-end bank statements to support both the 23/24 and 24/25 figures, it would not be possible for either to give assurance that the figures in the Council's accounts were correct, meaning that the Council would fail to approve its accounts before the statutory deadline of 30/06/25.</p> <p>The figures for the Burial Committee for 23/24 and 24/25 were revised again on 16/06/25 per statements issued on that date. Section 2 of the</p>	H	Noted. Will be raised at full council both when the Annual Governance Return is signed off and placed on the following full council agenda to specifically address issues raised within this audit.	Town Clerk & RFO and Councillors	24/06/2025 and 22/07/2025

	<p>restated 23/24 accounts did not cast (the reserves c/f did not equal b/f reserves plus income less expenditure). The 23/24 figures noted in the 24/25 statement did not agree to the restated 23/24 figures, staff costs for both years incorrectly included mileage (which the Practitioner's Guide requires to be treated as other payments) and the total for fixed assets for 24/25 had been amended from £31,670 to £29,746. The late provision of changing figures made it difficult to ensure that the Council's statutory accounts were completed within deadline.</p> <p>I noted that no action had been taken to ensure that the operation of the Committee was legally compliant. The Practitioner's Guide does not permit Joint Committees to hold their own contracts, bank accounts or assets as, following a change to the smaller body audit regime several years ago, Joint Committees are no longer considered separate legal entities. In 23/24 I noted that the other four Councils for whom I complete internal audits which did used to consolidate results from a separate Joint Burial Committee have all seen the Joint Committees dissolved and the functions transferred to the largest partner, and I recommended that the Council considers how to ensure that the burial function is managed in a legally compliant way. I was told that this did not happen in 24/25 as the</p>				
--	---	--	--	--	--

	<p>recommendation met with resistance from some Council members. Note that this means that the Council will need to tick 'no' to box 7 of the Annual Governance Statement, and provide an explanation to the External Auditor as to how to remedy the defect.</p> <p>Given the issues with obtaining timely, accurate information for the 24/25 year-end, and the ongoing issues with the legality of the current operation, I recommend that the Council considers bringing the burial function in-house in 2025/26 or risk reputational damage at a time when it is seeking to deliver a high-profile project.</p>				
10.2 – Check Burial Committee reserves	<p>I checked to see that reserve funds were adequate and regularly reviewed. I found that the Council holds £509k of reserves at 31/03/25, with general reserves giving 44% cover over the 24/25 expenditure (good practice is for the general reserve to be set at 25% to 100% of in-year expenditure to cover unexpected items). The Council's share of the Wareham Joint Burial Committee is £84k, which is 356% of cover for the Council's share of burial expenditure for 24/25. This appears to be 3.5 times higher than required.</p> <p>I recommend that the Council reviews the level of reserves held by the Joint Burial Committee to ensure that it is set at an appropriate level, and</p>	H	Noted. Will be raised at full council both when the Annual Governance Return is signed off and placed on the following full council agenda to specifically address issues raised within this audit.	Town Clerk & RFO and Councillors	24/06/2025 and 22/07/2025

	that it takes steps to reduce the reserve accordingly.				
10.3 – Adjusted errors	<p>The following errors were adjusted during the audit:</p> <ol style="list-style-type: none"> 1. The prior year value of assets was increased by £599 to reflect the identification of assets owned by the Council before 01/04/25. 2. The current year value of assets was reduced by £250 to remove a duplicated asset shown on the draft register. 3. £73.5k of 24/25 staff costs were moved from other payments to staff costs following a misclassification in Scribe. 4. The 23/24 bank balance was reduced by £184 relating to unrecorded lodgements for Stripe income. This resulted in the reduction of other receipts by £157, other payments by £3 and an increase in the VAT debtor of £31. This reduced c/f reserves 23/24 by £184. 5. The 23/24 Burial Committee other receipts and other payments were increased by £103, being the Council's 57.31% share of restated figures relating to a bounced cheque. There was no impact on reserves. 	Info	Information noted – the completion of the accounts for the 2024/25 financial year have been particularly challenging because of the Burial Committee impact and a Scribe Accounting system error, both of which impacted the previous financial year also, resulting in two years' worth of accounts requiring attention. Some 10 days have been spent trying to reach finalised figures, and I would like to thank both Scribe and the Internal Auditor for their time and assistance during this time.	Town Clerk & RFO	N/A

Annual Governance and Accountability Return 2024/25 Form 3

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

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

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

Publication Requirements

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

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

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

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

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

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

Annual Internal Audit Report 2024/25

EN Wareham Town Council

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

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes). SEE APPENDED NOTE		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

03/12/2024 20/03/2025 05/06/2025

Name of person who carried out the internal audit

Mrs R Darkin-Miller LLB(Hons) BFP FCA

Signature of person who carried out the internal audit



Date

16/06/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

Wareham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

and recorded as minute reference:

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

Chair

Clerk

www.wareham-tc.gov.uk

Section 2 – Accounting Statements 2024/25 for

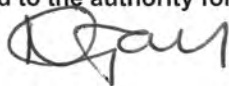
Wareham Town Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	512,142	595,692	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	495,945	510,270	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	Restated 159,443	166,104	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	282,719	318,972	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	28,458	23,472	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	Restated 260,661	336,666	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	Restated 595,692	592,955	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	Restated 621,205	606,898	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	Restated 2,786,989	2,800,765	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	238,728	226,164	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

16/06/2025

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

as recorded in minute reference:

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

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

Wareham Town Council

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Internal Auditor note on test N: Publication

I checked to see that the Council complied with the publication requirements of the 2023/24 AGAR. The Council was required to publish the notice of Public Rights, and the unaudited ss1 and 2 of the AGAR before 27/06/24 (the start of its public rights period), and to keep this information on its website until after 07/08/24 (the end of its public rights period). The Council's website audit trail shows that the public rights information was published on 27/06/24. The public rights notice was still on the website at 03/12/24, but the unaudited AGAR was removed before that point. It is likely that it was removed when the notice of conclusion and audited AGAR was published, but there is no evidence to prove this.

The Council was required to publish the Notice of Conclusion of Audit, s3 external audit report, and audited ss1 and 2 of the AGAR before 30/09/24. The Council was published the required documents on 02/09/24.

As a result of the Council publishing the public rights information on the day its public rights period started (instead of one day before as required) and being unable to prove the date of removal of the unaudited AGAR, I responded 'no' to this test.



R Darkin-Miller LLB (Hons) BFP FCA 16/06/2025

Section 1 – Annual Governance Statement 2024/25

7. We took appropriate action on all matters raised in reports from internal and external audit – NO

Wareham Town Council has not reviewed the position of the Burial Committee, which has continued through the financial year 2024/25. Given the Internal Auditor has raised this issue on a number of previous audits for Wareham Town Council without it being properly addressed, the Clerk cannot allow the Council to assert a positive response to box 7 of the Annual Governance Statement 2024/25.

The Council acknowledges that the Burial Committee holds accounts, contracts and assets which is contrary to the smaller body audit regime and the Clerk/RFO has raised the matter with the Council for addressing as a result of the Internal Audit findings.

The position of the Burial Committee will be addressed during the 2025/26 financial year to ensure compliance with the Audit findings.

Name of Smaller authority: WAREHAM TOWN COUNCIL

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 25 June 2025 (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Nicola Gray, TOWN CLERK & RFO WAREHAM TOWN COUNCIL EAST STREET WAREHAM DORSET BH20 4NS office@wareham-tc.gov.uk 01929 553006</p> <p>commencing on (c) Friday 27 June 2025</p> <p>and ending on (d) Thursday 7 August 2025</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p>5. This announcement is made by (e) Nicola Gray, Town Clerk & RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2025 for 2024-25 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here

means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Item 16

CONFLICT OF INTEREST WITH BDO LLP

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

Name of Smaller Authority	Wareham Town Council
---------------------------	----------------------

☐

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

☐

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

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Item 17

ACTION LIST						
DATE OF MEETING	COMMITTEE	SUBJECT	MINUTE NUMBER	ACTION	PROGRESS & DATE COMPLETED	PROJECT OWNER/ RESPONSIBLE
10.6.25	Amenities	Hauses Field Facilities	A 009/25-26	The committee considered the report regarding potential additional facilities for Hauses Field. It was agreed that the Chairman and Vice Chairman would visit Hauses Field with the Deputy Town Clerk to consider and investigate the issues highlighted. It was RESOLVED that further investigation of enhancing facilities at Hauses Field be carried out for report and consideration as to what facilities would be feasible for the Council to provide both spatially and financially at the next meeting, after which public engagement would take place	The Deputy Clerk, Chair and Vice-chair of Amenities met at Hauses field to investigate possible solutions to enhance the facilities at Hauses Field on 12.06.2025	Deputy Clerk
15.4.25	P&T	Wareham Parking, Speeding and Traffic Issues	P&T 182/25	Members considered the report noting their considerations may benefit from a second walk around of members of the Planning and Transport Committee. It was RESOLVED for a walkabout with members of the Planning and Transport Committee to be convened.	To be arranged with new committee	Deputy Clerk

11.02.25	Amenities	Benches - Red Lion Hotel	A 051/25	It was RESOLVED to progress with the removal of the two benches and delegate the arrangements for an alternative, suitable location to be identified to the Town Clerk	The Red Lion Hotel owner notified of council decision and will work with Town Clerk and Dorset Highways to identify a suitable alternative site, near the bus stop.	Town Clerk / Deputy Clerk
24/10/23	PR&F	Public Engagement	PRF 054/23	Town Clerk to draft a Community Engagement Strategy and Policy for consideration at a future meeting.	UPDATE: Being drafted alongside the Corporate Plan and Museum Strategy Plan. 1st draft initially scheduled for 26th Nov, postponed to PR&F 08/07/25. Strategy currently being drafted for consideration by the newly elected Council. Being prepared for September PR&F Meeting.	Town Clerk / Deputy Clerk
11/07/23	Full Council	Youth Council Proposal	TC 042/23	Council supported Cllr Cotton in investigating the possibility of a Youth Council in Wareham and bring back any proposals for approval.	UPDATE: The Clerk has a meeting arranged with a Teacher and group of students on 26/6/2025 to discuss the initial steps required for setting up a Youth Council. Cllr Tighe advised that she has had contact with the school and will be updating the Deputy Clerk in due course.	Deputy Clerk/ Cllrs Cotton & Tighe



WAREHAM TOWN COUNCIL REPORT

Meeting Date: 24 June 2025

Agenda Item: 18

Subject:	Report of the Museum Co-ordinator
Prepared by:	Katie Seal, Museum Co-ordinator
Purpose of Report:	To provide an update on issues arising and confirmation of Museum Co-ordinator's actions.
Background:	<p>Wareham Town Museum provides historical and cultural opportunities for residents and visitors of Wareham. These services are provided through the running of the museum's exhibitions during the museum's open season as well as a range of community outreach activities, such as museum events, talks and workshops.</p> <p>The Report of the Museum Co-ordinator is a standing report to Council to inform members of the work undertaken by the Museum co-ordinator and volunteers and ongoing development work of the museum as a service.</p>
Key Points:	<p>The museum has enjoyed a busy start to the season, with visitor numbers exceeding 60 on some days. It has welcomed two school groups so far, with children engaging enthusiastically with the displays. Feedback from visitors has been overwhelmingly positive, both in the visitor book and through word of mouth. Many have commented on how impressed and surprised they were by the museum's range of exhibits. Interestingly, several local residents mentioned they hadn't realised Wareham had a museum until they noticed the banner being put out—prompting them to visit for the first time.</p> <p>The Museum welcomed two school groups over the past month. The first was a planned visit from 24 pupils from Wool Primary School, who were exceptionally well behaved and showed great enthusiasm during their time here. Object handling stations were set up in the Corn Exchange, where the children had the opportunity to carefully handle Roman pottery, flint tools, coin replicas, and a 3D-printed skull of the Kimmeridge Woman – a clear favourite!</p> <p>The second visit was an unexpected one from Bishopsgate School in Windsor. Originally planning to visit Kimmeridge, their trip was diverted to Wareham at the last minute due to severe wet weather – bringing all 59 children to the museum! Despite the short notice, the pupils were wonderfully behaved and enjoyed exploring the museum.</p> <p>A huge thank you to the volunteers, Peter and Mike, who were outstanding in welcoming both groups and providing support throughout the visits. Their willingness to assist and answer questions made a real difference.</p> <p>V.E. Day Event – Thursday 8th May</p> <p>The V.E. Day event was a great success, attracting several families and children throughout the day. Visitors enjoyed a lively atmosphere</p>

	<p>with wartime music, “make your own bunting” and colouring stations, a victory garden seed giveaway, and a popular ration book trail.</p> <p>The Memory Tree Wall was especially well received, encouraging people to reflect and contribute personal memories or thoughts about the wartime era.</p> <p>The Museum was also fortunate to receive a wonderful donation from the Wareham Woollies knitting group: a beautifully detailed knitted street party scene, which is now proudly on display in the museum. In addition, local artist Michelle Rebello painted a stunning canvas to complement the display.</p> <p>A special thank you to Councillors Marion Cotton, Ian Davey and Bob Dean, and volunteer Laura, who all attended and showed their support for the event in various ways.</p> <p>Lawrence of Arabia 90th Commemorations Events – Friday 16th and Saturday 17th May</p> <p>The Lawrence of Arabia events held on the 16th and 17th of May were a great success. Friday evening’s film screening attracted a good turnout of around 20–30 people, with positive feedback from attendees who appreciated the opportunity to explore alternative theories surrounding Lawrence’s death.</p> <p>Saturday’s lecture day was particularly well received, with each of the four talks drawing an audience of around 50–60 people. Feedback was overwhelmingly positive, with many visitors praising the quality and depth of the talks delivered by Nicholas, Martin, Roger, and Andrew.</p> <p>In total, £241 was raised in donations from the event – an increase of nearly 300% compared to a typical week’s donations, which is a fantastic result and a reflection of the high level of engagement.</p> <p>Special thanks go to Ray Little for kindly loaning a selection of items for display during the event, including a bronze maquette of Lawrence’s effigy and a 1/6 scale model of his Brough Superior SS100 motorcycle.</p> <p>The Museum was also very grateful to Dave Parham and Tom Cousins from the Maritime Department at Bournemouth University, who have loaned a display cabinet from their MAST unit. This gave an opportunity to exhibit more Lawrence-related artefacts during the event, with the cabinet having been moved to the Lawrence of Arabia exhibition area, where it will remain for the rest of the season.</p> <p>Recent Donations</p> <p>There has recently been a rise in interest from members of the public wishing to donate artefacts to the museum. Two notable additions include:</p> <ul style="list-style-type: none"> • Scabbard Fragment (18th century–modern): The bottom half of a military sabre scabbard, originally found a few years ago
--	--

by a utility company digging on Bestwall Road. The object was held onto by the Wareham Town council grounds team, who recognised its potential significance. After being initially declined, the item was reconsidered due to its possible maritime connection – particularly if it proves to be Napoleonic in date. A specialist from the Somerset Finds Liaison Team kindly confirmed the object's identification and date range. The Museum is grateful to the grounds team for preserving the item so responsibly.

- WW2 Warden's Air Raid Whistle: This whistle was manufactured in Birmingham and belonged to a local resident whose father used it during his service as an air raid warden in Poole. It's a poignant and personal addition to the growing collection of Second World War material with strong local connections.

Archiving Project

The MODES collection management software licences have now been obtained and successfully installed on three computers which marks an important step forward in the organisation and long-term care of the collections.

The archiving process is set to begin shortly. A volunteer rota system will be introduced to ensure that as many team members as possible can take part in this important work. Sessions are expected to run for two hours, twice a week, allowing for a manageable and collaborative approach to cataloguing the collection.

Academic Collaborations

The Museum continues to benefit from strong links with Bournemouth University:

In May, Tom Cousins visited the museum to examine some of the maritime materials, helping to confirm provenance and refine the dating of several objects.

On 19th June, Professor Kate Welham will be visiting to assess a selection of the archaeological glass artefacts, providing expert insight into their context and significance.

Dr Martin Smith has also expressed interest in accepting two human skulls from the collection on loan. These will be studied as part of a Master's-level research project. The aim is to obtain scientific assessments of the skulls' sex, age estimation, pathological conditions, and any signs of traumatic injury. This research will significantly enhance our understanding of these remains, ensuring they are interpreted and recorded with as much scientific accuracy as possible.

Coasts in Mind Workshop – 10th June

Hazel and Oliver from Coasts in Mind delivered a fantastic workshop for the volunteers and members of the public, offering an opportunity to get involved in digitally archiving photographs and sharing personal

	<p>memories of Wareham. Using images from the museum's collection alongside selected artefacts, participants were able to contribute valuable insights and stories.</p> <p>This workshop has been especially beneficial for the museum's ongoing archiving efforts. Hazel and Oliver kindly scanned the photographs and sent digital copies following the session, significantly supporting our digitisation process.</p> <p>Future Displays</p> <p>Plans are underway to refresh several of the displays soon. I am currently developing new interpretation panels for the Great Fire of Wareham exhibition. These panels have been carefully designed to be fully accessible to all visitors, featuring cleaner layouts, larger text, and concise summaries to support neurodiverse audiences. Colour choices have also been selected with colour vision deficiencies in mind to ensure readability.</p> <p>The East Stoke Roman Coin Hoard will soon be going on display, and I have been working on identifying the most suitable location within the museum for this new addition.</p> <p>In addition, the Percy Westerman material will be relocated to the former Co-op display, which is being transformed into a 1900s-style bookshop. This new display will feature a selection of books from the museum's archive alongside child-friendly "penny dreadfuls" to encourage younger visitors to engage with the exhibition.</p> <p>Oral History Project: Our Identity – Past, Present and Future</p> <p>We are still awaiting the release of funding from Dorset Council for the oral history project. Despite following up, no payment has been received to date, which means I have not yet been able to purchase the necessary recording equipment or begin preparatory work.</p> <p>However, I have been assured that, due to the project starting later than originally planned, we will be granted an extension to complete the work within a revised timeframe. I will begin progressing the project as soon as the funding is received.</p>
Implications:	<p>The museum is a significant public service to the town and the reporting of its activities for Council allows members to contribute more fully to shaping its future development.</p> <p>The strategic documents drafted by the Museum Co-ordinator are key enablers to future developments for the museum.</p> <p>Elements of the Museum's services are supported by the successful application of grants and their reporting is brought for information and report.</p>
Recommendation:	To note the report of the Museum Co-ordinator for information.