



Town Hall
East Street
Wareham
Dorset
BH20 4NS

3 September 2025

To: All Members of the Policy, Resources and Finance Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** to be held on **TUESDAY 9 SEPTEMBER 2025** in the Council Chamber, Town Hall, East Street, Wareham at **19:30 hrs** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray
Town Clerk

Please contact the Town Council Office on 01929 553006 if you need any further information on this Agenda.

Members of the Policy, Resources and Finance Committee

Councillor S Dean (Chairman)
Councillor D Budd
Councillor K Critchley
Councillor V Green
Councillor M Tighe

Councillor Z Gover (Vice Chair)
Councillor B Dean
Councillor R Holloway
Councillor L Kirk
Councillor S Wheatley

A G E N D A

**Tuesday 9 September 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 'Protocol for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on Tuesday 8 July 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 8 July 2025

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

6. Payment of outstanding creditors – TO FOLLOW

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

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

7. Bank Reconciliation – August 2025 – TO FOLLOW

To approve the bank reconciliation for August 2025.

8. IT and Cyber Security Policy

To consider and approve the draft IT and Cyber Security Policy.

9. Document Retention and Disposal Policy

To consider and approve the draft Document Retention and Disposal Policy.

10. Environmental and Biodiversity Policy

To consider and approve the draft Environmental and Biodiversity Policy.

11. Howards Lane signage

To retrospectively approve the cost of the signage for Howards Lane Car Park already agreed by email.

12. PS Tax Consultancy

To consider the proposal to engage PS Tax Consultancy in respect of Tax and VAT matters for upcoming projects.

13. Speed Survey Costs

To consider the costs in relation to speed surveys recommended by the Planning and Transport Committee.

14. Chamber Clock

To consider a donation to the Motor Neurone Disease Association in substitution of a fee for the clock repair.

15. Any other items the Chairman deems urgent

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

16. Date of next meeting

To note the date of the next meeting, which is scheduled for
TUESDAY 11 November 2025



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 08 July 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.30pm.

Committee Members Present: Councillors Z Gover (Deputy Chair), D Budd, K Critchley, V Green, L Kirk and M Tighe.

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

PRF 015/25-26 Apologies for absence

Apologies were received and accepted from Cllr B Dean, Cllr S Dean, Cllr Holloway and Cllr Wheatley.

PRF 016/25-26 Declarations of interest

There were no declarations of interest.

PRF 017/25-26 Public participation time

There were three members of the public present, one of whom wished to speak.

Cllr Robinson, who was attending the meeting as part of the public gallery, wished to speak about item 11, Town Band Premises Rent. Cllr Robinson noted he was speaking in his capacity as the representative of the Council for the Town Band and had made the group's enthusiasm and contributions to Wareham's identity clear. Cllr Robinson further noted the Town Band's modest budget and spoke in support of waiving the rent for their premises as a positive gesture to the Town Band.

PRF 018/25-26 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 20 May 2025, were **APPROVED** and signed by the Deputy Chair.

PRF 019/25-26 Matters arising from the minutes of the previous meeting

There were no matters arising.

The Deputy Chair moved agenda item 11, Town Band Premises Rent, to be dealt with before agenda item 6, payment of outstanding creditors, to enable members of the public present to hear the discussion.

PRF 020/25-26 Town Band Premises Rent

Cllr Gover invited Cllr Robinson to join the committee's discussion in respect of the Town Band premises rent.

The Committee considered the report, which requested the Town Council consider ceasing the charge of rent to the Town Band for its premises lease, and noted that if Council proceeded with the request, it would set a precedent for other charitable and voluntary organisations, with which the Town Council had leases with. The Committee also noted the availability of grants for such organisations to support with their running costs, including the Town Council's own grants scheme.

It was **RESOLVED** to not to cease the existing rental charges for the Town Band premises, but to encourage and signpost the Town Band to appropriate available funding streams including encouraging it to apply for a Town Council grant.

PRF 021/25-26 Payment of outstanding creditors

Councillors considered the list of payments for approval.

It was **RESOLVED** that the payments to creditors in the sum of £18,255.46 be approved.

PRF 022/25-26 Bank Reconciliation – May 2025 and June 2025

The Committee considered the bank reconciliations for May and June 2025.

It was **RESOLVED** to approve the bank reconciliations for May and June 2025.

PRF 023/25-26 2025/26 Grant Application Policy and Form

The Town Clerk noted the grant application policy and form had undergone minimal change, with the only notable addition being the inclusion of an End of Grant Report Form to ensure transparency, impact and good financial governance.

Cllr Budd noted the use of the words electoral area and parish being used interchangeably and suggested the word parish only be used for ease of understanding for the public. In addition, number 7 of the Grant Application Process appeared wordy and not easy to understand. The Clerk would revise the wording to *“The Council’s Policy Resources and Finance Committee will normally consider grant applications at its meeting in November for ratification at the following Full Council meeting; however, the Committee may accept and determine applications at other times in the financial year as it sees fit.”*

It was **RESOLVED** to approve the Grant Application Policy and Form for the 2025/26 financial year, subject to the noted amendments.

PRF 024/25-26 Howard’s Lane Car Park Permit Charges

The Committee considered the report noting the cost which would be incurred if changes were made mid-year.

It was **RESOLVED** maintain the current Howard’s Lane Car Park permit charges with consideration given to any changes during budget setting for the 2026/27 financial year.

PRF 025/25-26 Cricket Pitch Hire Fee

The Committee considered the report noting the request to change the charging structure from seasonal to per match had been done at the cricket clubs request at the beginning of the previous season. It was further noted that once the change had been made to return to per match charging, this would not change again going forward.

It was **RESOLVED** to remove the Cricket Pitch flat seasonal rate for the Cricket Club and charge £50 per match hereafter.

PRF 026/25-26 Remembrance Sunday Road Closure

The Committee considered the report noting the price had not significantly changed from the previous year, which was very positive.

It was **RESOLVED** to appoint Core Highways (Regions) Ltd to supply road closures for the Remembrance Sunday Parade at a cost of £2,221.12 (excl. VAT) from the Council – Civic Events budget line.

PRF 027/25-26 Any other items the Chairman deems urgent

The Town Clerk noted receipt of a quote for the repair of the Council Chamber’s antique clock, which would be shared with all Councillors for approval via email, and would then be taken to the Full Council meeting on Tuesday 22 July 2025 for retrospective approval should the quote be agreed.

PRF 028/25-26 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 9 September 2025**.

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

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POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 9 September 2025

Agenda Item: 8 and 9

Subject:	IT and Cyber Security Policy and Document Retention and Disposal Policy
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider and approve the IT and Cyber Security Policy and Document Retention and Disposal Policy.
Background:	Assertion 10 of the Smaller Authorities Proper Practices Panel (SAPPP) Practitioners Guide 2025 has been introduced in 2025, which requires all Councils to have an IT policy, .gov domain emails and websites.
Key Points:	<p>The attached draft policies have been drafted following guidance from SAPPP, SLCC, NALC and the Council's HR and H&S support service from Peninsula.</p> <p>The IT policy makes reference to the Document Retention and Disposal Policy.</p>
Implications	Failure to comply with the Practitioners Guide would result in failing assertion 10 and therefore a qualified audit would be applied.
Recommendation	To consider and approve the draft policies.



WAREHAM
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WAREHAM TOWN COUNCIL IT AND CYBERSECURITY POLICY

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INTRODUCTION

- 1.1 Wareham Town Council has a duty to ensure the proper security and privacy of its computer systems and data. All users have some responsibility for protecting these assets.
- 1.2 The Town Clerk is responsible for the implementation and monitoring of this policy but may delegate that responsibility to another officer.
- 1.3 Line managers have a responsibility to ensure that staff they supervise comply with this policy.

GENERAL PRINCIPLES

- 1.4 All employees, members and other users should be aware of the increasingly sophisticated scams and risks posed to cybersecurity and when in any doubt should seek guidance from the Town Clerk. As a general rule, users will never be asked to share passwords by email and users should be aware of odd language used in emails which may indicate a fraudulent email.
- 1.5 All employees, members and other users of Council IT equipment must be familiar with and abide by the regulations set out in the Council's Data Retention and Disposal Policy.
- 1.6 All Council devices will have up-to-date antivirus software installed and this must not be switched off for any reason without the authorisation of the Town Clerk.
- 1.7 All users are reminded that deliberate unauthorised use, alteration, or interference with computer systems, software or data is a breach of this policy and in some circumstances may be a criminal offence under the Computer Misuse Act 1990.
- 1.8 All software installed on Council devices must be fully licensed and no software should be installed without authorisation from the Town Clerk.

TRAINING AND GUIDANCE

- 1.9 Employees and volunteers will be provided with regular cybersecurity training as is appropriate for their role and level of systems access.
- 1.10 Members will be provided with a brief overview of cybersecurity measures as part of induction and may be provided with more in-depth training as required.

GENERAL IT POLICY

EMPLOYEES/VOLUNTEERS

- 2.1 All employees will be assigned a Council email address as appropriate. Volunteers may also be assigned a Council e-mail address where necessary.
- 2.2 Personal use of Council IT equipment is permitted but should be kept to a minimum during working hours. Reasonable use of the internet during working hours is permitted.
- 2.3 The Council reserves the right to monitor all activity on company devices. This includes monitoring of clocking in and out, email activity and internet usage for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring usage will mean processing personal data.

MEMBERS

- 2.4 All members will be provided with a Council e-mail address and must use this for all Council business.
- 2.5 Members are reminded that any e-mail sent or received in their capacity as a Town Councillor is Council data and any e-mails may have to be disclosed following requests under the Data Protection Act or Freedom of Information Act. This includes e-mails on Personal Accounts when acting as a Councillor.
- 2.6 A copy of all e-mail received on the Councillor e-mail accounts is kept on the server in line with the Council's Data Protection and Retention Policy.
- 2.7 A copy of all e-mail sent from Councillor e-mail accounts on the webmail is kept on the server; it is recommended that members not using webmail to access e-mail should set up a rule to ensure a copy of e-mail is kept on the server.
- 2.8 Members using social media in their capacity as Councillors must make it clear they are speaking in a personal capacity and not representing the view of the Council.
- 2.9 Members should ensure they are adhering to the Council's code of conduct when using social media.
- 2.10 Members must ensure that any personal devices used to access Council systems (including email, websites and data) are password protected, and access is restricted solely to the member.

WEBSITES AND SOCIAL MEDIA

- 3.1 Officers shall ensure that any websites operated by the Council are regularly reviewed to ensure content is accurate and up to date. Websites shall also be monitored for unauthorised access and abuse.
- 3.2 Council social media accounts will be operated by officers.
- 3.3 All Council social media messages must be non-political, uncontroversial and used to promote/highlight the Town.
- 3.4 Approval must be obtained from the Town Clerk prior to the creation of any Council websites or social media accounts.

PASSWORD PROTECTION

- 7.1 All Council computers and systems must be protected by passwords to prevent unauthorised access.
- 7.2 Where possible, two factor authentication should be utilised.
- 7.3 Users should ensure that unattended devices are password protected.
- 7.4 Passwords must conform to the criteria set out by the Council's IT service provider.
- 7.5 Where possible, generic user accounts should be avoided.
- 7.6 Where users have unique access permissions and/or accounts for systems, these must not be shared with other users
- 7.7 Different passwords should be used for different devices and accounts.
- 7.8 Passwords should be routinely changed.
- 7.9 Passwords should not be written down or left in unsecure locations.

PORTABLE DEVICES

- 5.1 All portable devices (including tablets and mobile phones) must be protected to prevent unauthorised access. This can be by use of passwords, passcodes or other biometric measures as applicable.
- 5.2 Passcodes must be appropriate for the device and the level of risk that unauthorised access poses to the organisation; where devices can access Council data or other systems, passcodes must be unique and not easily guessable.
- 5.3 Particular care must be taken when using removable media to transmit data as such media are easily lost or intercepted. Any sensitive information (including personal data, confidential documents or data which could impact on the rights or

reputation of any person or organisation including the Council) placed on removable media must be suitably protected by password or encrypted.

INCIDENT REPORTING

6.1 All members, employees or volunteers must report any incidents which could pose a risk to the Council's systems or data security to the Town Clerk without delay. This includes but is not limited to:

- a. Lost devices
- b. Potential risk arising from phishing emails/websites
- c. Passwords having been shared
- d. Unauthorised access to systems

MISUSE OF IT

7.1 IT systems will be monitored for misuse, and all misuse is prohibited.

7.2 Misuse includes, but is not limited to:

- a. Creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material
- b. Creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
- c. Creation or transmission of defamatory material
- d. Transmission of material which in any way infringes the copyright of another person
- e. Transmission of unsolicited commercial advertising material to networks belonging to other organisations
- f. Deliberate actions or activities with any of the following characteristics:
 - i. Wasting staff effort or networked resources
 - ii. Corrupting or destroying other users' data
 - iii. Violating the privacy of other users
 - iv. Disrupting the work of other users
- g. Other misuse of the networked resources by the deliberate introduction of viruses/malware
- h. Playing games during working hours
- i. Altering the setup or operating perimeters of any computer equipment without authority.

7.3 Unauthorised access, use, destruction, modification and/or distribution of Council information, systems or data is prohibited.



WAREHAM
Town Council

Wareham Town Council Data Retention and Disposal Policy

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2. Introduction

- 21 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.
- 22 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 23 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 24 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 25 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

3. Scope and Objectives of the Policy

- 3.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 3.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 3.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 3.4 Records should not be destroyed if the information can be used as evidence to prove

that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

4. Roles and Responsibilities for Document Retention and Disposal

- 4.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 4.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

5. Document Retention Protocol

- 5.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 5.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 5.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 5.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 5.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

6. Document Disposal Protocol

- 6.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 6.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept complying with the General Data Protection Regulations.
- 6.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in wastepaper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 6.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
 - the Freedom of Information Act or cause reputational damage.
 - Where computer records are deleted, steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 6.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

7. Data Protection Act 2018 – Obligation to Dispose of Certain Data

- 7.1 The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:
- Data that relates to a living individual who can be identified:
- a) from the data, or
 - b) from those data and other information, which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of

the intentions of the Council or other person in respect of the individual.

- 72 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 73 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and shall not be processed unless specific conditions are met.
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
 - Personal data shall be adequate, relevant, but not excessive.
 - Personal data shall be accurate and up to date.
 - Personal data shall not be kept for longer than is necessary.
 - Personal data shall be processed in accordance with the rights of the data subject.
 - Personal data shall be kept secure.
- 74 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

8. Scanning of Documents

- 8.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 82 As a general rule hard copy of scanned documents should be retained for three months after scanning.
- 83 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

9. Review of Document Retention

- 9.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 92 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 12th edition, Chapter 11
 - NALC LTN 40 – *Local Councils' Documents and Records*, January 2013
 - NALC LTN 37 – *Freedom of Information*, July 2009
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

10. List of Documents

- 10.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

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Record	Statutory Retention Period	Authority
Accounting	6 years from the date they were made.	s. 388 Companies Act 2006 Note that accounting records may be required to be kept for longer periods under other legislation or for tax reasons.
Accident books, accident records/reports	3 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 (SI 2013/1471) and Limitation Act 1980. Special rules apply concerning incidents involving hazardous substances (see medical records below)
Income Tax, NI returns, HMRC correspondence	6 years as best practice to allow for civil claim (3 years after the end of the financial year is statutory).	The Income Tax (Employments) Regulations 1993 and Limitation Act 1980
Children/young adults	Until the child reaches 21	Limitation Act 1980
Retirement Benefits Schemes	6 years from the end of the scheme year	The Retirement Benefits Schemes (Information Powers) Regulations 1995
Statutory Maternity Pay (calculations, certificates, medical evidence)	3 years after the end on the tax year in which the period ends	Statutory Maternity Pay (General) Regulations 1986
Wage/salary (overtime, bonuses, expenses)	6 years	Taxes Management Act 1970
NMW	3 years after the end of the consequent pay reference period	National Minimum Wage Act 1998
Working time	2 years after they are made	The Working Time Regulations 1998

Record	Recommended Retention Period
Application forms and interview notes	6 months to a year
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently
Inland Revenue/HMRC approvals	Permanently
Medical Records (various under COSHH, Asbestos, etc.)	Good practice until individual is 100 years old
Money purchase details	6 years after transfer or value taken
Parental leave	Until child is 18 (birth/adoption)
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy
Pensioners' records	12 years after end of benefit
Personnel files, training records (disciplinary records, grievance records)	6 years after end of employment
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years after date of redundancy
Statutory Sick Pay records, calculations, certificates, self-certificates	at least 3 months after the end of the period of sick leave, but 6 years after the employment ceases advisable
Timecards / Timesheets	2 years after audit
Trade Union agreements	10 years after end
Trust deeds and rules and Trustees' minute books	Permanently
Works Council minutes	Permanently

POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 9 September 2025

Agenda Item: 10

Subject:	Environment and Biodiversity Policy
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider and approve the draft environment and biodiversity policy.
Background:	<p>The Environment Act 2021 introduced the biodiversity duty which requires public authorities who operate in England to consider what they can do to conserve and enhance biodiversity in England.</p> <p>Adopting and following an environment and biodiversity policy would enable Wareham Town Council to demonstrably comply with this duty, evidencing the work Wareham Town Council already delivers in this space and identifying further opportunities for the Council to deliver against this duty.</p>
Key Points:	<p>Public bodies must I) consider what they can do to conserve and enhance biodiversity II) agree policies and specific objectives from these considerations. III) act to deliver the policies and achieve their objectives.</p> <p>Consideration must be made to relevant local strategies. This environment and biodiversity policy has been drafted with consideration made to the Nature Recovery Dorset draft strategy, which covers the three areas expected under the duty and can be found on this link: https://www.dorsetcouncil.gov.uk/dorset-s-local-nature-recovery-strategy</p> <p>Wareham Town Council's parish comprises a primarily built area containing parcels of riverside meadows, heathland and improved grasslands for farming. This means not all activities which contribute to biodiversity may be as applicable to Wareham. Wareham Town Council does not own all the areas of land where biodiversity activities may be possible and does not have the powers to compel owners to take specific actions.</p> <p>This policy focusses on the actions Wareham Town Council can take to conserve and enhance biodiversity.</p> <p>These policies must be reconsidered at least every five years but may be considered more frequently.</p>
Implications:	<p>Compliance – Failure to adopt and follow an environment and biodiversity policy will mean Wareham is not fulfilling its obligations under the biodiversity duty.</p> <p>Resource – Some activities to conserve and enhance biodiversity may have more substantial resource implications.</p> <p>Reputation – Failure to conduct activities to conserve and enhance biodiversity may be unpopular with residents and other stakeholders.</p>
Recommendation:	To consider and approve the draft environment and biodiversity policy.



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Town Council

WAREHAM TOWN COUNCIL ENVIRONMENT AND BIODIVERSITY POLICY

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INTRODUCTION

Wareham is a historic market town situated on the rivers Frome and Piddle or Trent in Dorset. Wareham Town, the parish for which Wareham Town Council is responsible, is primarily comprised of Wareham's urban town landscape with several small green spaces and areas within it surrounded by riverside meadows, meadows and heathland. Wareham is located in the Dorset National Landscape, formerly the Purbeck AONB, and notably contains both the Wareham Common and Wareham Meadows Sites of Special Scientific Interest.

This policy sets out how Wareham Town Council strives to conserve and enhance biodiversity and has been created considering where the Town Council has agency over land it owns directly, land and spaces it cares for on behalf of residents as well as its leadership role with partners and residents in and around Wareham.

This policy belongs to Wareham Town Council and should be monitored regularly and must be reviewed no less frequently than every five years.

GENERAL PRINCIPLES

Wareham Town Council seeks to fulfil its duty to conserve and enhance biodiversity within the following areas:

- 1.1 Managing Council land with biodiversity in mind
- 1.2 Our approach to caring for Public Spaces
- 1.3 Community Engagement and Support
- 1.4 Environment and Biodiversity Consciousness in the Organisation

Beyond the above areas, Wareham Town Council seeks to align its environmental and biodiversity-supporting activities with best practice and guidance as they become available, as well as relevant legislation and biodiversity strategies, not limited to the Nature Recovery Dorset Strategy¹.

¹ <https://www.dorsetcouncil.gov.uk/dorset-s-local-nature-recovery-strategy>

MANAGING COUNCIL LAND WITH BIODIVERSITY IN MIND

Wareham Town Council's land offers a variety of habitats supporting biodiversity. Wareham Town Council will protect these habitats where possible and enhance or create habitats.

MAINTAINING HABITATS

Wareham Town Council owns and manages several amenity green spaces such as the Recreation Ground, Hauses Field, various play areas and small parcels of land. These areas differ from one another in their contributions towards biodiversity in Wareham. Wareham Town Council seeks to protect and enhance their biodiversity contributions broadly in the following ways:

- 2.1 Maintaining green spaces and biodiverse areas on Wareham Town Council land, avoiding depleting this where practicable and enhancing other areas to offset any required development if needed.
- 2.2 Keeping a robust regime of maintenance and surveillance for trees on Wareham Town Council land to ensure their health and safety.
- 2.3 Continuously monitoring land owned by Wareham Town Council to identify any emergent threats to biodiverse spaces and mitigate against these.
- 2.4 Identifying invasive species on Wareham Town Council land and removing them where practicable.
- 2.5 Following best practice regarding hedge maintenance to avoid undue disturbance of birds and other species reliant on hedge habitats.
- 2.6 Reducing the use of glyphosate pesticides on Wareham Town Council land as much as is practicable, only using glyphosate where an alternative cannot be deployed.

CREATING AND ENHANCING HABITATS

While managing its land and facilities, there are opportunities for Wareham Town Council to enhance or create habitats to support biodiversity, both temporarily and more permanently.

- 3.1 Creating shelters by leaving dead wood and other vegetation to support biodiversity following hedge and tree maintenance where possible.
- 3.2 Ongoing consideration of where suitable plants and vegetation can be introduced to enhance biodiversity where practicable and resource allows.

OUR APPROACH TO CARING FOR PUBLIC SPACES

Wareham Town Council's activities extend beyond land and facilities it owns and much of its work maintains, beautifies and otherwise enhances the wider town and public realm. Wareham Town Council considers how it can both reasonably protect and enhance biodiversity and the environment beyond land it owns directly.

- 4.1 Creating stepping-stone corridors for pollinators by installing and maintaining planters throughout the town.
- 4.2 Reducing use of pesticides and glyphosates in the public realm where possible, using agricultural vinegar and other alternative methods.
- 4.3 Removing litter and other biodiversity endangering materials from the public realm, collaborating with Dorset Council to remove risks Wareham Town Council cannot remove directly.
- 4.4 Stewardship in local development by creating, monitoring and updating a neighbourhood plan to further protect green and amenity spaces important to residents and for biodiversity from less-suitable development.
- 4.5 Wareham Town Council responds to all planning applications within Wareham Town Parish as a statutory consultee and uses this opportunity to act as a local consultative voice and critical friend ensuring biodiversity has not been unduly overlooked in local development.

COMMUNITY ENGAGEMENT AND SUPPORT

Wareham Town Council's role in community leadership is central to the town. Its proximity as the closest form of government to residents as well as its prominent location within the town enable it to closely engage with and support residents, voluntary groups and other partners in furthering the protection and enhancement of biodiversity in Wareham.

- 5.1 Town Council Councillors are annually appointed to serve as representatives on outside bodies, many of which are engaged with work supporting the environment and biodiversity in the area. Councillor engagement with these groups fosters collaboration between these groups and the Town Council and helps to triage support or guidance where appropriate.
- 5.2 Wareham Town Council works closely with voluntary organisations within the town to contribute to biodiversity-supporting initiatives. This work includes logistical and financial support to groups such as the Wareham Community Growers and Northmoor Wildlife Haven as well as permitting biodiverse initiatives on Wareham Town Council land.

- 5.3 Local and regional groups engaged in environmental, and biodiversity work frequently use Wareham Town Council's facilities to meet and host events. Facilitating these events is a key area of logistical support for these groups enabling them to carry out their activities and outreach work at financially sustainable rates.

ENVIRONMENTAL AND BIODIVERSITY CONSCIOUSNESS IN THE ORGANISATION

- 6.1 Environmental and biodiversity foresight in procurement, ensuring considerations are made for the environmental and biodiversity implications of goods, equipment, services and developments procured by the Town Council.
- 6.2 Adoption, monitoring and awareness of policies informing Wareham Town Council's actions to deliver against the Biodiversity Duty
- 6.3 Awareness raising of biodiversity-supporting actions and policies for service-delivering officers.

BIODIVERSITY ACTIONS

Wareham Town Council has identified the below as tangible, key actions for it to deliver against its ambitions to protect and enhance biodiversity in Wareham. The action list acts as a guide for the Town Council's actions across its activities but may not be exhaustive. Wareham Town Council may identify further actions throughout the course of transacting its business which further benefit biodiversity.

ACTION	LOCATION(S)	DATE / FREQUENCY
Maintaining WTC sites of lesser biodiversity value with biodiversity in mind – Avoiding use of pesticides where possible, allowing material from hedge cutting to be left for local mammals, insects. Ensuring hedge cutting is carried out outside of birdnesting seasons.	Wareham Recreation Ground Hausen Field Drax Play Area Carey Hall Lands Land at Bestwall Road	Ongoing
Ensuring built features / buildings / other developments have biodiversity net gain principals in mind.	All WTC locations	Ongoing
Monitoring sites for invasive species which threaten biodiversity and removing them where possible	All WTC locations	Ongoing

Monitoring the health of trees on Wareham Town Council's land, following guidance and required remedial action to ensure their health and the safety of site users.	All WTC locations	3-yearly
Monitoring Wareham Town Council land to identify unforeseen risks to the sites' biodiversity	Wareham Recreation Ground Hauses Field Drax Play Area Carey Hall Lands All other WTC locations	Daily Ongoing
Identifying where biodiversity-supporting vegetation can be introduced	All WTC locations	As funding, practicality and Council support allows
Supporting planter stocking throughout the locality Supporting the maintenance of planters throughout the locality	Various sites within Wareham	Biannual Ongoing
Reduction or elimination of glyphosate usage for weedkilling in the locality and at WTC sites	Various sites within Wareham	Within 1 year, thereafter ongoing
Removal of stray litter from local environment	Various sites within Wareham	Daily
Reporting of complex or larger biodiversity hazards to Dorset Council	Various sites within Wareham	Ongoing
Consideration of biodiversity impacts within planning applications	Various sites within Wareham	Fortnightly
Consideration of biodiversity impacts within Wareham Neighbourhood Plan	Wareham Town Parish and adjoining areas	Neighbourhood Plan Reviews
Appointment of Council representatives to external bodies engaged in biodiversity work	Various sites within Wareham	Annually, Annual Town Council Meeting
Collaboration with voluntary organisations and other partners delivering biodiversity-supporting work	Various sites within Wareham	Ongoing

Responding to consultations affecting the Wareham area in respect to biodiversity	Wareham Town Parish and adjoining areas	Ongoing
Facilitating voluntary organisations and other partners delivering biodiversity-supporting work in WTC buildings	Town Hall	Ongoing
Ensuring financial accessibility for voluntary organisations and other partners delivering biodiversity-supporting work to host events in WTC buildings	Town Hall	Annually, PR&F
Ensuring environmental, sustainability, biodiversity and net-gain considerations in procurement exercises	All WTC locations	Ongoing, During tender specification drafting
Adoption and monitoring of Biodiversity policy	All WTC locations	No less frequently than every 5 years
Awareness and best-practice sharing of biodiversity for officers	Wareham Town Parish	Ongoing

POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 9 September 2025

Agenda Item: 11

Subject:	Howard's Lane Car Park Signage Expenditure – Retrospective Approval
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To retrospectively approve the cost of the signage for Howard's Lane Car Park.
Background:	<p>A requirement for parking enforcement in Howards Lane Car Park meant new signage needed to be acquired to comply with the Traffic Regulation Order.</p> <p>A prolonged exchanged between Wareham Town Council and Dorset Council officers to ensure compliant language for the signage led to an inability to understand that the new signage would be over an officer / officer and chair spending threshold until after the signage order and installation.</p>
Key Points:	<p>The new signage was a requirement of the Traffic Regulation Order being enforceable. Without compliant signage, Dorset Council would not invoice Wareham Town Council for the Service Level Agreement to commence issuing penalty notices.</p> <p>The expenditure for the replacement of the signs totalled £1172 (excl. VAT). Appropriate budget lines to cover the expenditure have been identified as £833.33 (excl. VAT) being taken from "Howards Lane Car Park" – "New Equipment" and the remaining £338.67 (excl. VAT) coming from "Howards Lane Car Park" – "Maintenance".</p>
Implications:	Financial governance and audit – Failure to approve the expenditure leaves the Council in an unclear position having already received the required service from an external firm.
Recommendation:	To retrospectively approve the expenditure for new signage in Howard's Lane Car Park.

POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 9 September 2025

Agenda Item: 12

Subject:	PS Tax Consultancy
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider the proposal to engage PS Tax Consultancy in respect of Tax and VAT matters for upcoming projects.
Background:	<p>The Clerk attending a free one-off VAT training session with PS Tax earlier in the year with a view to establishing the tax compliance of any future projects which the Council undertakes. From that training it became apparent that the tax implications of larger projects were complex and could potentially be beyond the skillset of Clerks and RFO's.</p> <p>PS Tax have subsequently devised a subscription option to protect Councils and be on hand to deal with the complexities of tax issues for larger projects.</p>
Key Points:	<p><u>Proposal for Local Council Tax Club Membership</u></p> <p>The Local Council Tax Club annual subscription fee would be £2,750 plus VAT and will give you and any nominated Council officers/Members access to the following package of services and benefits:</p> <p>Helplines – We have two helplines – one covering VAT and Stamp Duty Land Tax (SDLT), and another covering Employment Tax (PAYE /NI) and Construction Industry Scheme (CIS).</p> <p>The helplines can be contacted by email or phone and are designed to handle relatively straightforward queries, which, as a rule of thumb, means questions that take no more than one hour to resolve. There is no limit to the number of this type of question. We encourage our 'Club' members to think of the helpline as a first port of call for any query, even those which are more complex. In such cases, the helpline acts as a kind of initial triage service for project review from which further advice might be recommended. We respond to all helpline questions within 24 hours of their receipt.</p> <p>Forums – We run three Club forums per year (in March, July and November). Lasting no more than 90 minutes, the Forums are presented online (via Teams) and cover the latest issues impacting Local Council tax compliance. They are a good opportunity to network with other local Council members. We follow up each Forum with comprehensive set of notes on each of the topics covered.</p> <p>Annual Review – Included in the membership subscription and beyond the helpline service, we would offer an annual review. This would entail an annual meeting (via Teams) to discuss the Council's current activities and, therefore, enable us to assess the potential associated tax issues in advance. The Annual Review might also be used to assist with such things as the Council's annual partial exemption calculation, or undertaking an employment status review, perhaps. How this review is used, year by year, will be up to you.</p> <p>Discounted Consultancy/Training — Where advice that goes beyond the helpline's remit is needed, we will provide a fee quote for you to consider based upon a specially discounted 'Local Council Club' rate of £210 plus VAT per hour. The choice is then entirely yours as to whether to proceed with the</p>

	<p>consultancy advice; there is no obligation on you to do so. We will never invoice for consultancy services without your prior agreement to the terms. We provide a range of discounted training modules, from introductory awareness sessions for people very new to tax, or those wanting a refresher, to more specialised sessions covering such things as Land and Property VAT, or the Construction Industry Scheme.</p> <p>If you would like to subscribe to the Club for the current year, we would charge a pro-rata membership fee.</p>
Implications	Higher Compliance Risk – VAT, employment tax, CIS, and SDLT are complex areas where councils often face scrutiny. Without expert support there's a greater risk of misinterpretation of tax rules, whilst incorrect treatment of transactions could lead to HMRC penalties, interest charges, or reputational damage. The Council may also miss out on legitimate tax savings or exemptions.
Recommendation	To consider the opportunity to take out a subscription for tax advice and consultancy.

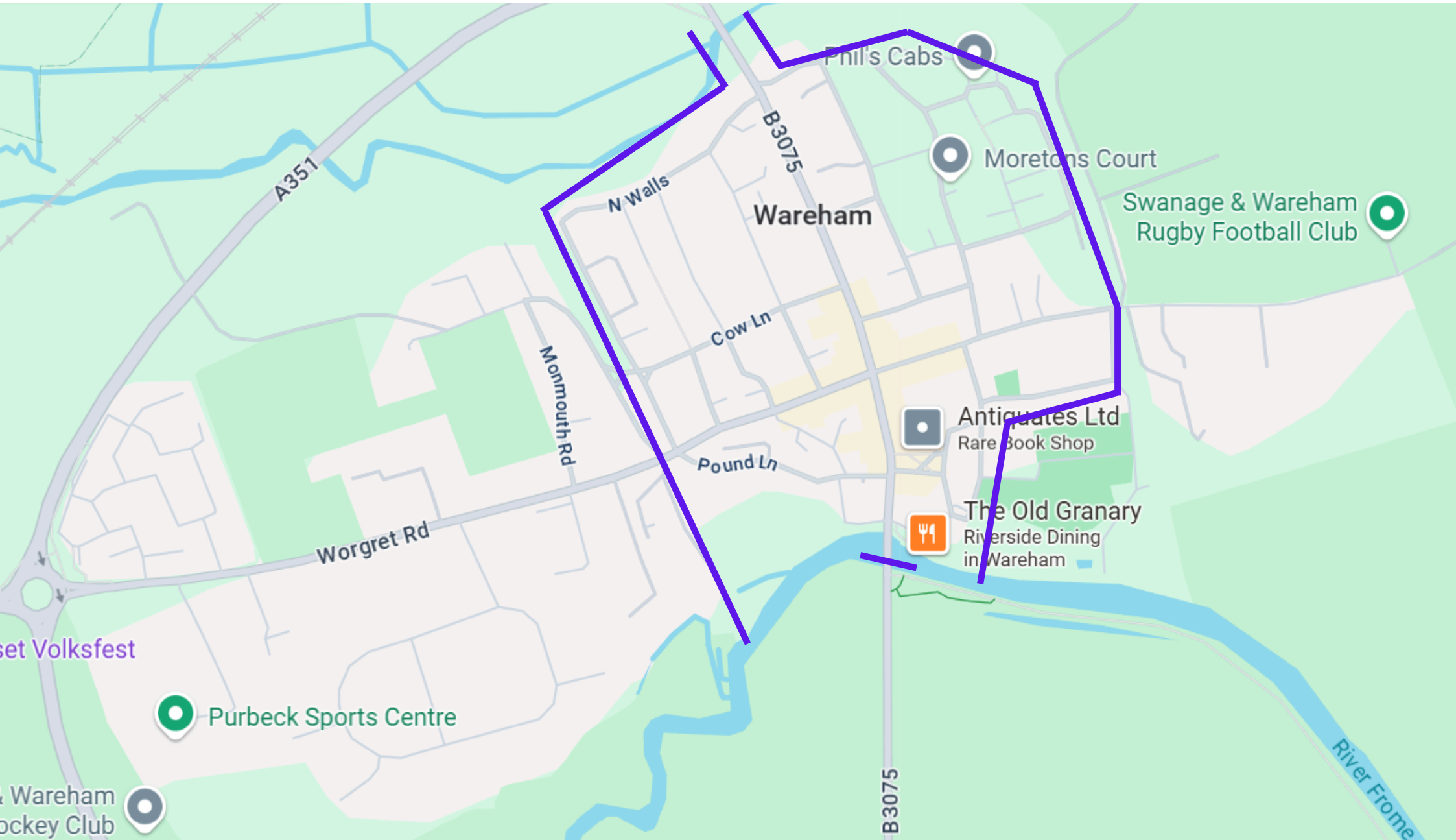
POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 9 September 2025

Agenda Item: 13

Subject:	Speed Survey Costs
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider the costs in relation to speed surveys recommended by the Planning and Transport Committee.
Background:	<p>On 8 July 2025 the Planning and Transport Committee resolved to explore a 20 Mph limit within the Saxon Walls in Wareham, P&T 028/25-26.</p> <p>To pursue this Dorset Council requires four speed surveys within the proposed area. There is no budget allocated towards this activity. In line with Wareham Town Council's Financial Regulations the expenditure is brought for consideration at the Policy, Resources and Finance Committee.</p>
Key Points:	<p>The intended area requires four speed surveys at a total cost of £895 (excl. VAT). The proposed area for 20 Mph implementation is indicated in Appendix 1, within the marked blue area.</p> <p>It cannot be guaranteed that the area proposed by Wareham Town Council will meet the threshold for the implementation of a 20 Mph limit, though feedback from Dorset Council officers indicates the area has a significant possibility of being accepted for the scheme.</p> <p>Limited government grant funding is available for 20mph limits, though this can only be used if the location meets prioritisation criteria (which can be found https://www.dorsetcouncil.gov.uk/w/20-mile-per-hour-mph-policy Failure to qualify would result in Wareham Town Council being expected to fund this.</p> <p>No budget line exists for this purpose, and monies would need to be identified.</p> <p>The sum of £895 (excl. VAT) could be drawn from "Professional Fees" – "Consultancy Fees" or "Town Features and Furniture – "General Maintenance".</p> <p>Using "Town Features and Furniture – "General Maintenance" could prohibit the Town Council's ability to cover other activities normally supported through this budget line.</p>
Implications	Financial – There is no budget line for this expenditure. Considerations should be made for any unbudgeted expenditures to ensure the Council's ongoing financial stability and ability to carry out required activities.
Recommendation	To consider the Planning & Transport Committee's request for expenditure for Speed Surveys.

Appendix 1



POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 9 September 2025

Agenda Item: 14

Subject:	Chamber Clock
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider a donation to the Motor Neurone Disease Association in substitution of a fee for the clock repair.
Background:	<p>The Town Council Chamber Clock stopped and the Clockwinder was not able to get it functioning. Quotes were sought with only one obtained and willing to carry out investigation, it being over £1000 before any repairs were established.</p> <p>Cllr Davey offered to engage the services of a friend who was a hobbyist with clocks and arranged to drop the clock to him.</p> <p>The Clock was returned a week or so later fully working. Unfortunately, the clock has been losing time, and the gentleman has been back on several occasions to try and sort it out further. It is hoped that it is now repaired and fully working.</p>
Key Points:	<p>The gentleman concerned would not accept any payment for the repair, and it was suggested that Council may wish to make a donation to Cllr Davey's charity that he is supporting as The Worshipful Master for the Masons, which is Motor Neurone Disease.</p> <p>Grants are usually given as part of the grant procedure; however, one off grant's may be given at other times of the year. Unless Council decides to use an alternative budget for a donation, the grant budget would be reduced by whatever donation is deemed appropriate if it is agreed to proceed.</p>
Implications	<p>Financial – a reduction in the grants budget line would restrict other grants.</p> <p>Reputational – to not reward the work of a volunteer who has spent time and effort for the Council could be deemed as unfair.</p>
Recommendation	To consider the request to make a donation to MNDA in return for repair work to the Chamber Clock.