



Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

18 February 2026

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 FEBRUARY 2026** 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 V Green
Councillor K Critchley (Deputy Mayor)	Councillor M Hill
Councillor D Budd	Councillor R Holloway
Councillor D Cleaton	Councillor L Kirk
Councillor M Cotton	Councillor D Robinson
Councillor A Dallimore	Councillor M Tighe
Councillor I Davey	Councillor S Wheatley
Councillor B Dean	
Councillor S Dean	



**24 February 2026 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 27 January 2026**

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

**5. Matters arising from the minutes of the last meeting held on 27 January 2026**

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 – 09/12/2025
- b) Neighbourhood Plan Steering Group – 13/11/2025
- c) Personnel Committee – 14/10/2025
- d) Planning and Transport Committee – 13/01/2026 and 27/01/2026
- e) Policy, Resources and Finance Committee – 11/11/2025

**10. Review of the Effectiveness and Independence of the Internal Audit Function**

To consider and resolve that the Council has reviewed the effectiveness, independence and competence of its Internal Auditor in accordance with the Practitioners' Guide 2025 and the Accounts and Audit Regulations 2015, and to confirm the continued appointment for the 2025/26 financial year.

**11. Signing and Sealing of Purchase Document – Verbal**

To agree the Transfer document for 2 North Street be duly signed and sealed in accordance with Standing Orders.

**12. Draft Reserves Policy**

To consider, adopt and approve the Draft Reserves Policy in order to formalise the Council's approach to the management of General and Earmarked Reserves, and to ensure compliance with statutory requirements and current governance guidance.

**13. Council Bank Account Bank Mandate – TO FOLLOW**

To review the current bank mandate for the Council.

**14. Old School Playing Field Asset Transfer – TO FOLLOW**

To consider the offer from Dorset Council in respect of the Asset Transfer of the Old School Playing Field site.

**15. Town Council Action List**

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

**16. Report of Museum Co-ordinator**

To note report of Museum Co-ordinator.

**17. Town Clerk's Update – Verbal**

To note update from Town Clerk.

**18. 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).

**19. Date of next meeting**

To note the date of the next meeting, which is scheduled for **Tuesday 24 March 2026 at 7.30 pm.**

**Minutes of a meeting of the Town Council held on 27 January 2026  
in the Council Chamber, Town Hall, East Street, Wareham at  
7.30pm.**

**Members Present:** Councillors Z Gover (Mayor), K Critchley (Deputy Mayor), D Budd, D Cleaton, M Cotton, A Dallimore, I Davey, S Dean, V Green, R Holloway, L Kirk, D Robinson and M Tighe.

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

**TC 154/25-26 Apologies for absence**

Apologies were received and accepted from Cllrs B Dean, M Hill and S Wheatley.

**TC 155/25-26 Declarations of interest**

There were no declarations of interest.

**TC 156/25-26 Public participation time**

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

**TC 157/25-26 Confirmation of the minutes of the previous meeting**

It was **RESOLVED** the minutes of the meeting of the Town Council held on 16 December 2025 be **APPROVED** and were signed by the Mayor.

**TC 158/25-26 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**TC 159/25-26 Reports by Dorset Councillors and representatives on outside bodies**

The report from Cllr Holloway was **NOTED**.

Cllr S Dean noted that Wareham Carnival Committee held its Awards Evening on 17 January 2026 where £7500 in donations to local youth groups within Wareham had been distributed. Cllr Critchley noted his attendance at an assembly at Wareham St Mary CE VE Primary School who were thrilled to have received a £500 donation.

The Mayor noted her thanks to the Wareham Carnival Committee for the wonderful work it does for the town.

Cllr Robinson noted that Wareham Town Band would be holding its Annual General Meeting on 29 January 2026. The Mayor requested that her thanks be passed to the band for its contribution to the Remembrance Parade and wished the band luck for its coffee morning on 31 January 2026.

**TC 160/25-26 Payments for outstanding creditors**

Council considered the list of payments for approval.

It was **RESOLVED** that payments in the sum of £38,576.76 be approved.

**TC 161/25-26 To receive such communications as the Town Mayor may wish to place before the Council**

There were no communications placed before Council.

## TC 162/25-26 Reports from committees and sub-groups

The minutes from the following meetings were NOTED:

- a) Amenities Committee – 14/10/2025
- b) Personnel Committee – 14/10/2025
- c) Planning and Transport Committee – 25/11/2025 & 16/12/2025
- d) Policy, Resources and Finance – 11/11/2025

## TC 163/25-26 Budget and Precept setting 2026/27 Financial Year

Councillors considered the recommendation from the Policy, Resources and Finance Committee and a considered discussion regarding the budget and precept setting for the 2026/27 financial year ensued.

Cllr Holloway proposed an amendment of the recommendation from the Policy, Resources and Finance Committee to adopt a deficit budget, using £50,000 of the Town Council's general fund. Cllr Budd seconded the motion.

Cllr Budd requested a recorded vote in line with standing order 3, S.

**For:** Cllr D Budd, Cllr D Cleaton, Cllr V Green, Cllr R Holloway, Cllr D Robinson and Cllr M Tighe.

**Against:** Cllr M Cotton, Cllr A Dallimore, Cllr I Davey, Cllr S Dean, Cllr Z Gover and Cllr L Kirk.

**Abstentions:** Cllr K Critchley.

**Casting Vote:** In the equality of votes, Cllr Z Gover held the casting vote and voted against the motion.

The motion was not passed.

Cllr S Dean proposed that Council accept the recommendation of the Policy, Resources and Finance Committee contained within Appendix A. Cllr Cotton seconded the motion.

**For:** Cllr M Cotton, Cllr A Dallimore, Cllr I Davey, Cllr S Dean, Cllr Z Gover and Cllr L Kirk.

**Against:** Cllr D Budd, Cllr D Cleaton, Cllr V Green, Cllr R Holloway, Cllr D Robinson and Cllr M Tighe.

**Abstentions:** Cllr K Critchley.

**Casting Vote:** In the equality of votes, Cllr Z Gover held the casting vote and voted for the motion.

It was **RESOLVED** to APPROVE the 2026/27 balancing budget of £690,430.00.

It was **RESOLVED** to APPROVE an increase to the precept of 21.18% to £690,430.00.

Councillors noted the increase equated to £52.43 per annum on a Band D property, or £1 per week, or 14p per day, taking a Band D property from £247.55 to £299.98.

## TC 164/25-26 Town Council Action List

The Town Council Action List was NOTED.

**TC 165/25-26      Report of the Museum Co-Ordinator**

The Mayor drew Councillors' attention to a Charity Vinyl Night being hosted by the Town Museum on Friday 27 February 2026 to raise funds for the new museum project.

The report of the Museum Co-Ordinator was NOTED.

**TC 166/25-26      Town Clerk's Update**

The Town Clerk's Update was NOTED.

**TC 167/25-26      Any other items the Mayor deems urgent**

There were no other items deemed urgent.

**TC 168/25-26      Date of next meeting**

It was noted that the next meeting of the Town Council was scheduled to be held on Tuesday 24 February 2026 at 7:30 pm.

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

**Minutes of a meeting of the Amenities Committee held on Tuesday 9 December 2025 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.**

**Committee Members present:** Councillors V Green (Chairman), M Cotton, K Critchley, I Davey, M Hill and L Kirk.

**Officers present:** S Dickins, Deputy Town Clerk

**A 032/25-26 Apologies for absence**

Apologies for absence were received and accepted from Cllr Wheatley and Cllr Robinson.

**A 033/25-26 Declarations of interest**

There were no declarations of interest.

**A 034/25-26 Public participation time**

There were no members of the public present.

**A 035/25-26 Confirmation of the minutes of the previous meeting**

The minutes of the previous meeting of the Amenities Committee held on 14 October 2025 were **APPROVED** and signed by the Chairman.

**A 036/25-26 Matters arising from the minutes of the previous meeting**

Cllr Critchley noted his pleasure at the quality of the restoration and repair work at the St. Martin's-On-The-Walls War Memorial.

Cllr Cotton asked for an update regarding the remedial works required on fencing adjoining the Carey Play Area which was the responsibility of a housing association. The Deputy Town Clerk noted that the housing association has been in contact with the Town Council to advise that the respective occupiers had been instructed to carry out the repairs, and subsequent to that, members of staff from the housing association had been seen on site assessing the requirements for the repairs. The Deputy Town Clerk would remain in close contact with the housing association until the matter was resolved.

**A 037/25-26 Carey Play Area Replacement Trampoline Padding**

The Committee considered the quotes received for the repair of the Carey Play Area trampoline.

It was **RESOLVED** to appoint Wicksteed Leisure Limited to carry out the repairs to the trampoline at a cost of £1,474.39 (excluding VAT) with the expenditure being taken from the "Hauses Field – Play Area Maintenance" cost centre.

**A 038/25-26 Any other items the Chairman deems urgent**

The Deputy Town Clerk noted the correspondence received by the Town Council and Councillors from two residents in respect to the proposed MUGA development at Hauses Field and that the Town Council Office would acknowledge response of the correspondence.

**A 039/25-26 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 February 2026.

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

**Wareham Neighbourhood Plan Steering Group****Notes of the meeting held 7.00pm, on the 11<sup>th</sup> November 2025 in the Town Hall, East Street, Wareham**

	<b>Item</b>	<b>Outcome of discussion</b>	<b>Action/ Responsible member</b>
	Present	Cllr D. Budd, Cllr K Critchley, Cllr R Dean, Cllr S Dean, S Dickins (Deputy Town Clerk), D Evans, H Evans, Cllr Z Gover, Cllr V Green, Cllr M Hill, Cllr D Robinson, T Warrick.	
1	Apologies	Apologies: Cllr M Cotton, N Fagan, Cllr B Ezzard, Cllr M Hill, L. Kenyon, J Pope, Cllr S Wheatley.	
2	Notes of the meeting held on 9 <sup>th</sup> October 2025 and Matters arising	<p>Agreed as a correct record.</p> <p>Matter arising:</p> <ul style="list-style-type: none"><li>Revised Terms of Reference. The Deputy Clerk explained that the WNPSG is an Advisory Group of the Council rather than a Committee and proposed an additional paragraph be added to the terms of reference to cover the need for the Steering Group to respond to consultations etc. He also stated that he would assist with ensuring expenditure was referred to the correct committee for approval as necessary and assist with signing off expenditure up to £1000 by the Clerk. The revised Terms of Reference were agreed by the Group and will now need to be considered by a meeting of the Town Council.</li><li>Railway Crossing – it is understood that the original expiry date of the lease on the ground level railway crossing is not to be enforced. We</li></ul>	Deputy Clerk to report on revised terms of reference at the next Council meeting

		are still awaiting site of the agreement between Network Rail and Dorset Council regarding the retention of the pedestrian crossing.	
3	Wareham Neighbourhood Plan Review Draft Budget	<p>The Vice Chair explained the draft budget with supporting report which had been prepared in consultation with Dave Chapman of Locality. With Government funding to Town and Parish Councils having been cut, funding for the review will need to be found by the Town Council. Whilst much of the work can be undertaken by volunteers there are some technical studies which are required to meet the statutory requirements of the Regulation 14 and regulation 16 tests which will require technical expertise beyond the scope of the Group. Examples are the Habitats Regulation Assessment and Strategic Environmental Assessment. The cost of a full assessment would be in the region of £15000 each but since a refresh only is likely to be needed an estimate of £5000 each has been allowed for. A refresh of the Retail Impact assessment is also proposed since this will now be out of date and it is expected that there may be a further application for an out of town supermarket which the Town Council will wish to be in a strong position to make representations on. It was pointed out that applications for major development in Arne Parish would affect Wareham and that it would be helpful for the two Councils to be in touch with one another. It was agreed that Arne Parish be invited to send representatives to future Steering Group meetings.</p> <p>The Vice Chair explained that Dorset Council no longer has a 5 year land supply and that it is likely that speculative planning applications will be made by developers in the coming months. Having a neighbourhood plan that is up-to-date will put Wareham in a strong position to make representations on applications. The Purbeck Local Plan has recently been adopted will also be helpful. The Dorset Local Plan is being pursued under the old system of local planning for which the deadline for submission of a draft Plan is December 2026.</p>	<p>Deputy Clerk to arrange for a presentation on the draft budget to be made to councillors in advance of the Town Council budget being considered</p> <p>Deputy Clerk to ask Arne Parish Council to invite representatives to attend WNPSG meetings in future</p>

		<p>The Group was in agreement with the draft budget and it was agreed that a presentation be given to councillors in advance of setting next year's budget to explain the importance of reviewing the Neighbourhood Plan.</p>	
5	Former Middle School and Hospital, Surgery and Ambulance Station sites	<p>A response had been received from Adam Fitzgerald indicating that progress is expected on the procurement process on the former Middle school site in January. Cllr Ryan Holloway had spoken to Cllr Gill Taylor who explained that they are searching for a developer for this site and another in Bridport but that the cost of building work is causing viability issues. The minimum expected on the site is 60 dwellings including 12 supported housing to replace the temporary modular housing.</p> <p>Contact has also been made with Dr Alastair Ward who has confirmed that the doctor's surgery will be moving to the frontage of the former Middle School site. The GP Practice has a developer lined up (Providing Health Properties (PHP)) The business case was completed 1 year ago and negotiations are currently underway between the developer and the District Valuer on the value of the site. The Stage 2 Business Case will involve seeking planning permission. The Integrated Care Board will consider the Business Case. The GP Practise will seek a 25 year lease from the developer. It is not clear yet how much car parking is proposed. Dr Ward suggested that the WNPSG may like to act as a consultative body to involve the local community as the doctor's surgery scheme progresses..</p> <p>With regard to the Ambulance Station site there has been no progress on this although the Doctors surgery and ambulance station share the same building and there will need to be agreement for the site to be made available for development after the GP surgery has been relocated. It was suggested that perhaps the Fire station site be investigated as a possible relocation site for the ambulance station.</p>	<p>Vice Chair to contact Adam Fitzgerald in January for a further update</p> <p>Contact be made with SW Ambulance Service assets regarding Wareham's ambulance station site</p> <p>Cllr Ryan Holloway to put a members' motion to Dorset Council requesting a 99 year lease on the transfer of the former Wareham Middle School playing fields to Wareham Town Council</p>

		<p>It has been confirmed that the Hospital will remain in the existing location and that it is currently providing a range of some 40 services as well as bringing providers together.</p> <p>It has also been confirmed that there are no current plans to move Anglebury Court although it has been confirmed that some staff at Bonnets Lane have moved to Westport House.</p> <p>With regard to the proposed asset transfer of the former Middle School playing fields, Cllr Ryan Holloway reported that following his contact with the Dorset Council Portfolio Holder that Strategic Assets are looking again at this with a view to agreeing a 99 year lease. He had pointed out that there is no longer any obligation for Dorset Council to hold the playing fields for educational purposes since the school is an academy. Cllr Holloway will be putting a members' motion to Dorset Council proposing a 99 year lease.</p>	
	Dorset Design Code	<p>The Deputy Clerk reported that the consultants will be putting together templates for each town and have asked for input from the Steering Group to feed into this. It was reported that Chapter 7 of the Wareham Neighbourhood Plan sets out the design criteria for Wareham and the deputy Clerk agreed to let the consultants know.</p> <p>It was pointed out that an online consultation was currently taking place on the Design code and that representations could be made until 21<sup>st</sup> November.</p>	Deputy Clerk to refer the consultants to Chapter 7 of the Wareham Neighbourhood Plan
	Any urgent items	There were none.	
7	Date of next meeting	Thursday 8 <sup>th</sup> January 2026	ALL

**Minutes of a meeting of the Personnel Committee held on 14 October 2025 in the Council Chamber, Town Hall, East Street, Wareham at 2.30pm**

**Councillors Present:** Councillors K Critchley (Chair), I Davey (Deputy Chair), D Budd, Z Gover, V Green and L Kirk.

**Officer Present:** N Gray, Town Clerk and RFO

**P 013/25-26 Apologies for absence**

There were no apologies for absence.

**P 014/25-26 Declarations of Interest**

There were no declarations of interest.

**P 015/25-26 Public participation time**

There were no members of the public present.

**P 016/25-26 Confirmation of the minutes of the meeting held on 12 August 2025**

The Minutes of the meeting held on 12 August 2025 were **APPROVED** as a correct record of the meeting and would be signed by the Chairman following the meeting.

**P 017/25-26 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P 018/25-26 Any other items the Chairman deems Urgent**

There were no items deemed urgent.

**P 019/25-26 Date of the next meeting**

The next meeting would be held on 20 January 2026 at 2.30pm.

**P 020/25-26 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 021/25-26 Staff Salaries**

The Clerk provided a breakdown of the current budget position for staffing and the impact any increase would have on the 2026/27 budget. Members were asked to consider the staff pay scales in line with Standing Orders and in consideration of the levels of pay versus available budget. The Clerk left the room whilst members considered the matter.

It was **RESOLVED** to increase all staff across the board by one scale point, apart from the Administrative Officer, who would be increased to match the Grounds Team SCP level following the recent FILCA qualification she had obtained and the additional work she had absorbed as a result. The increase would take effect from 1 April 2026 and is a separate increase to the National Joint Council pay increase awarded nationally.

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



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 13 January 2026 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

**Committee Members Present:** Councillors M Tighe (Chair), D Budd, D Cleaton, M Cotton, A Dallimore, B Dean and M Hill.

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

**P&T 115/25-26 Apologies for absence**

Apologies were received and accepted from Cllr Robinson.

**P&T 116/25-26 Declarations of interest**

There were no declarations of interest.

**P&T 117/25-26 Public participation time**

There were four members of the public present, three of whom spoke in support of measures to improve pedestrian safety in Church Street.

**P&T 118/25-26 Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the meeting held on 16 December 2025 were **APPROVED** and were signed by the Chair.

**P&T 119/25-26 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P&T 120/25-26 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/LBC/2025/07382  
**Location:** St Marys Church Green Wareham BH20 4ND  
**Proposal:** Partially rebuild wall along Conniger Lane with new opening to war memorial.

**Decision:** NO OBJECTION

---

**Application Number:** P/CLP/2025/07618  
**Location:** 9 Trent Drive Wareham BH20 4DF  
**Proposal:** Convert half of the integral garage to form a WC and Utility including raising the flat roof to incorporate insulation and two roof lights

**Decision:** NOTED

---

## **P&T 121/25-26 Planning Decisions**

It was requested that Dorset Council be asked to follow up the declined application from Co-op regarding the illuminated sign, as it was still in situ.

The planning decisions report was noted.

## **P&T 122/25-26 Bere Road Vehicle Speed and Yellow Bars Traffic Calming**

The Committee considered the report regarding the received Police speeding data in Bere Road and the feasibility of requesting yellow bar traffic calming measures.

It was **RESOLVED** that a request for the implementation of yellow bars on Bere Road be made to Dorset Council and to delegate authority to officers to authorise a speed survey if Dorset Council felt the Police data was not sufficient.

It was **RESOLVED** that the moving of the 50mph signage away from the 30mph zone be requested.

## **P&T 123/25-26 Church Street Traffic Management Request**

The Committee considered a request from members of the public to support some form of traffic calming measures in Church Street. A discussion regarding pedestrian safety in Church Street and the need for Dorset Council to identify a suitable measure was given the Committee's support.

It was **RESOLVED** that the Committee support the case for improvements to be made in Church Street and that officers would request suitable options from Dorset Council for consideration by the Committee at a future meeting.

## **P&T 124/25-26 Any other items the Chairman deems urgent**

There were no items deemed urgent.

## **P&T 125/25-26 Date of next meeting**

It was noted that the next meeting of the Planning and Transport Committee was scheduled for **Tuesday 27 January 2026 at 7:00pm**.

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



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 27 January 2026 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

**Committee Members Present:** Councillors M Tighe (Chair), D Robinson (Vice Chair), D Budd, M Cotton and A Dallimore.

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

**P&T 126/25-26 Apologies for absence**

Apologies for absence were received and accepted from Cllrs D Cleaton, B Dean and M Hill.

**P&T 127/25-26 Declarations of interest**

There were no declarations of interest.

**P&T 128/25-26 Public participation time**

There were two members of the public present, neither of whom wished to speak.

**P&T 129/25-26 Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the meeting held on 13 January 2026 were approved and were signed by the Chair.

**P&T 130/25-26 Matters arising from the minutes of the previous meeting**

There were no matters arising.

**P&T 131/25-26 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:

<b>Application Number:</b>	<b>P/FUL/2026/00246</b>
<b>Location:</b>	<b>176 Northmoor Way Wareham BH20 4SH</b>
<b>Proposal:</b>	<b>Sever land and erect 1no detached 3no bedroom dwelling with access, parking and associated works</b>

<b>Decision:</b>	<b>NO OBJECTION</b>
------------------	---------------------

<b>Application Number:</b>	<b>P/LBC/2026/00218</b>
<b>Location:</b>	<b>Thornsaeta House 13 St Johns Hill Wareham BH20 4LZ</b>
<b>Proposal:</b>	<b>Retain emergency repair works to chimney</b>

<b>Decision:</b>	<b>NO OBJECTION</b>
------------------	---------------------

<b>Application Number:</b>	<b>P/PASO/2026/00231</b>
<b>Location:</b>	<b>Dorset NHS – Wareham Hospital Streche Road Wareham BH20 4RG</b>

**Proposal:** **Installation of a 34.65kWp roof mounted solar PV array to southern and western roof elevations**

**Decision:** **NOTED**

---

**P&T 132/25-26 Planning Decisions**

The planning decisions report was noted.

**P&T 133/25-26 20mph Limit within Wareham Walls**

The Committee considered the report regarding a potential 20mph zone within the Wareham Saxon Walls with a view to improve road safety, the discouragement of through traffic and benefits for pedestrians.

It was **RESOLVED** that the proposal for four speed surveys at a cost of £875 (excluding VAT) within the Wareham Walls be referred to the Policy, Resources and Finance Committee for approval.

**P&T 134/25-26 Parking on West Walls**

The Committee considered the report regarding potential measures to prevent parking on the scheduled monument on West Walls.

It was **RESOLVED** that the Committee supports either of the proposed options for physical barriers to be installed to protect the scheduled monument on the West Walls from parking damage.

**P&T 135/25-26 National Planning Policy Framework Consultation**

The Committee considered the report regarding the National Planning Policy Framework.

It was **RESOLVED** that the Neighbourhood Plan Steering Group be requested to prepare a draft consultation response for the Committee's subsequent consideration.

**P&T 136/25-26 Any other items the Chairman deems urgent**

There were no items deemed urgent.

**P&T 137/25-26 Date of next meeting**

It was noted that the next meeting of the Planning and Transport Committee was scheduled for Tuesday 10 February 2026 at 7:00pm.

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



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

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

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

### PRF 045/25-26 Apologies for absence

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

### PRF 046/25-26 Declarations of interest

Cllr S Dean declared a non-pecuniary interest in item 11 as chair of the Wareham Community Growers group.

Cllr Gover declared a non-pecuniary interest in item 11 as a member of the Wareham Choral Society.

### PRF 047/25-26 Public participation time

There were no members of the public present.

### PRF 048/25-26 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 09 September 2025, were **APPROVED** subject to the following amendments and would be signed by the Chairman following the meeting.

PRF 039/25-26: Addition of "to" following "RESOLVED". Amendment of "to the sum of..." to "in the sum of..."

PRF 041/25-26: Addition of "the" in the first sentence.

### PRF 049/25-26 Matters arising from the minutes of the previous meeting

Cllr Budd enquired whether there had been progress in engaging the Community Speed Watch Group in respect of PRF 041/25-26. The Deputy Town Clerk noted that the group had been contacted but they had raised concerns around volunteer capacity. Engagement with the Community Speed Watch Group would continue to progress the matter but it was highlighted that a key contact within the group was currently recovering following surgery.

### PRF 050/25-26 Payment of outstanding creditors

Councillors considered the list of payments for approval.

It was **RESOLVED** that the payments to creditors in the sum of £14,778.71 be approved.

### PRF 051/25-26 Q1 and Q2 Budget Monitoring

Councillors considered the 2025/26 financial year Q1 and Q2 budget positions with the Town Clerk noting quarters one and two had performed well but that significant expenditures were to be expected in quarter four.

Cllr Gover noted the strong performance of the Town Council's car parking receipts. The Town Clerk noted that while car park card payments had performed well, there was a slight underperformance for car park cash payments which had been predicted at the previous year's budget setting.

The Q1 and Q2 budget positions for the 2025/26 financial year were **NOTED**.

## **PRF 052/25-26 September Bank Reconciliation**

The Committee considered the bank reconciliation for September 2025.

It was **RESOLVED** to approve the bank reconciliation for September 2025.

## **PRF 053/25-26 Toilet Cleaning Contract**

The Committee considered the draft tender document for the toilet cleaning contract for the Howards Lane and Quay toilet facilities.

The Deputy Town Clerk noted typographical and grammatical corrections had been identified in the draft tender specification, which would be corrected prior to release.

Cllr Critchley noted that cleaning materials used by the successful tenderer must be environmentally appropriate to ensure alignment with Town Council policy, particularly given the proximity of The Quay toilets to the natural watercourse.

The Committee considered the required length of contract which should be sought for the tender. The Town Clerk noted that the tender process was work-intensive and suggested seeking appointment on a four-year basis as this would not tie in a future Council but give it enough time to get settled into position before a procurement exercise would be required.

It was **RESOLVED** that the draft tender document for the toilet cleaning contract for the Howards Lane and Quay toilet facilities be approved, subject to typographical and grammatical amendments, the inclusion of clarity around environmentally suitable cleaning materials and a four-year contract length being sought.

## **PRF 054/25-26 Howards Lane Car Park and Toilets Financial Collection Costs and Public Toilets Entry Fee**

The Town Clerk noted that the original scope of the paper had been reduced due to work-load constraints and to ensure that information being provided to the Committee for decision had undergone a suitable level of due diligence. This meant the only consideration required was for the Howards Lane Public Toilets' entry fee, following it being rebuilt.

The Committee considered an appropriate entry fee for the use of the Howards Lane Public Toilets against both the benchmarked entry fees in Dorset and the UK listed within the report and taking in the context of Wareham's population.

Members considered a number of different financial options from no charge through to 50p, and the impact they would have on the running costs of the facility.

It was **RESOLVED** that a charge of £0.50 be adopted for the use of the Howards Lane Public Toilets following their construction.

## **PRF 055/25-26 Ride on Mower Purchase**

The Committee considered the paper in respect of the purchase of a ride on mower which had already been agreed in principle with an earmarked reserve created in the 2025/26 budget. The Deputy Clerk noted the number of mowers which had been considered and how their specifications would benefit the Town Council having been taken into account before a recommendation was settled upon.

Cllr Critchley noted his thanks for the preparation of the report and highlighted that roadworthiness for mowers often required additions to mowers.

Cllr Gover enquired as to the life span of the recommended FD 13.09 Stage5 4WD. The Deputy Town Clerk noted that this would be dependent on the level of its usage and its maintenance regime but was expected to be between eight and ten years before Council might need to more frequently service and repair elements.

Cllr Gover suggested that the Town Council could budget towards a chosen mower's future replacement incrementally to prepare for a future replacement in the same way it does for work vehicles. The Town Clerk noted that this could be explored in the 2027/28 financial year budget.

It was **RESOLVED** that the purchase of an FD 13.09 Stage5 4WD (Grillo) with 61" rotary cutting deck from Hunt Forest be recommended to Full Council at a cost of £27,750 (excluding VAT) for authorisation with the expenditure to be taken from the "Ride on Mower" earmarked reserve.

#### **PRF 056/25-26 2025/26 Local Organisation Grant Awards**

The Town Clerk, as the Responsible Finance Officer, presented the report noting members should be made aware of the Purbeck Youth and Community Foundation's Charity Commission return which indicated noteworthy financial health before it considered the grant applications.

Councillors considered the grant applications received carefully considering the merits of each application and the limits of awards in accordance with its own policy.

It was **RESOLVED** to recommend to Full Council the awarding of the following grants to local organisations, using the Grants budget of £8,000 and the remaining £660 to be taken from "Council – Purbeck Youth Centre" to fulfil the £1000 grant amount to the Purbeck Youth and Community Foundation:

- £1,000 granted to the Father Christmas Parade
- £1,000 granted to the Christmas Lights Committee
- £1,000 granted to the Wareham Carnival Committee
- £500 granted to Sustainable Wareham
- £1,000 granted to Wareham Area Men's Shed
- £500 granted to Wareham Town Band
- £400 granted to Wareham Disabled Club
- £750 granted to Wareham & District Swimming Club
- £1,000 granted to Prime-Time Kids Club
- £250 granted to Wareham Community Growers
- £260 granted to Wareham Choral Society
- £1,000 granted to Purbeck Youth and Community Foundation

#### **PRF 057/25-26 Policy Resources and Finance Items for Draft Budget 2026/27**

Councillors considered the draft items for the 2026/27 financial year PR&F budget.

The Committee noted the prudence of reducing the "Council – Purbeck Youth Centre" budget line to zero, given that grants to the charity were now made through Council's Local Organisation Grant Awards, and that £1,000 be added to the "Council – Grants" budget line giving the Grants budget £9,000.

Cllr Critchley noted the current Councillor Training budget and that legislative changes regarding codes of conduct for elected members were being discussed by the government and enquired whether increased budget for training provision for councillors might be prudent. The Town Clerk noted that given the timescales this legislative change may happen at and it being subject to change this should be explored in a subsequent financial year if required.

The Town Clerk noted two honorarium-bearing positions were no longer in operation and asked the Committee if it considered a desire to increase the honorariums to be likely. The Town Clerk highlighted that the Junior Town Crier currently does not receive an honorarium which Council may wish to consider in future.

The Town Clerk noted that budgetary allocation for the museum business rates had been proposed at £10,000 and that this may be subject to change and reduction. Given the likelihood of Council being granted a six-month business rate amnesty, the Committee proposed reducing this budget line to £1,000.

It was **RESOLVED** to accept the Policy, Resource and Finance items for inclusion in the full draft budget, subject to the amendments recommended by the Committee.

**PRF 058/25-26 Any other items the Chairman deems urgent**

The Town Clerk noted that arrangements for free Christmas parking had not been considered this municipal year. The Town Clerk noted that, while no resolution could be made under this agenda item, the Committee may provide a steer which Council could later approve. The Committee noted support of free parking on Small Business Saturday to support local business.

**PRF 059/25-26 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 13 January 2026**.

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



Meeting Date: 24 February 2026

Agenda Item: 10

<b>Subject:</b>	Annual Review of the Effectiveness of Internal Audit and Internal Control Arrangements.
<b>Prepared by:</b>	Nicola Gray, Town Clerk and RFO
<b>Purpose of Report:</b>	To enable the Council to comply with Regulation 6 of the Accounts and Audit Regulations 2015 and support Assertions 2 and 6 of the Annual Governance and Accountability Return (AGAR).
<b>Background:</b>	The Council is now required annually to maintain an adequate and effective system of internal audit, review the effectiveness of internal control, and ensure the Internal Auditor is independent and competent.
<b>Key Points:</b>	<p>Council should consider the following matters and only proceed to confirming it has correctly undertaken the annual review of the effectiveness of internal control and Internal Audit if it is able to affirm all items.</p> <p><b>Independence of the Internal Auditor</b>  The Council confirms that the Internal Auditor is not a councillor, Clerk, or RFO, has no involvement in financial decision-making, and has no conflicts of interest.</p> <p><b>Competence</b>  The Internal Auditor demonstrates knowledge of smaller authority accounting, the Practitioners' Guide 2025, risk management, VAT and PAYE requirements.</p> <p><b>Scope of Internal Audit</b>  The Internal Audit programme covered accounting records, bank reconciliations, VAT, payroll, risk management, asset register, Standing Orders and Financial Regulations, budget monitoring, and follow-up of previous audit actions.</p> <p><b>Review of Internal Audit Reports</b>  Internal Audit reports were presented to Council, considered in full, minuted, and actions identified where required.</p> <p><b>Review of Overall Internal Control</b>  The Council has reviewed its Financial Regulations, Standing Orders, Risk Register, Insurance cover, Bank mandates, and Reserves policy in the current financial year.</p>

<b>Implications:</b>	<p>Breach of Statutory Duty – Regulation 6 requires councils to review the effectiveness of internal control before approving the Annual Governance Statement.</p> <p>Financial Risk Implications - without this review, risks increase in respect of fraud (especially online banking fraud), supplier mandate fraud, unauthorised payments, budget overspend, payroll errors, VAT errors, cyber incidents.</p> <p>If fraud occurs and controls were not reviewed Insurance providers may question whether reasonable precautions were taken and whether fidelity cover conditions were met which can affect claims.</p> <p>When councillors approve the AGAR, they are making a collective public declaration that the council's governance arrangements are effective. If the review has not been done Councillors could be criticised in an external audit report and there may be reputational damage. Members may be individually named in reports, and it could form part of a Code of Conduct complaint.</p>
<b>Recommendation:</b>	<p>That the Council confirms it has undertaken its annual review of the effectiveness of internal control and Internal Audit and is satisfied that adequate and effective arrangements are in place.</p>



Meeting Date: 24 February 2026

## Agenda Item: 12

<b>Subject:</b>	Draft Reserves Policy
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To consider, adopt and approve the Draft Reserves Policy in order to formalise the Council's approach to the management of General and Earmarked Reserves, and to ensure compliance with statutory requirements and current governance guidance.
<b>Background:</b>	<p>Wareham Town Council is required under the Local Government Finance Act 1992 to have regard to the level of reserves needed when setting its annual budget requirement. While there is no prescribed minimum level of reserves, best practice guidance requires councils to determine, justify and regularly review both general and earmarked reserves.</p> <p>The draft Reserves Policy has been prepared in line with:</p> <p>Local Government Act 1972</p> <ul style="list-style-type: none"> <li>• Local Government Finance Act 1992</li> <li>• Governance and Accountability for Smaller Authorities in England (Practitioners' Guide 2025)</li> <li>• The Good Councillor's Guide to Finance (NALC, 2025)</li> </ul> <p>The policy supports the Council's obligations under the Annual Governance and Accountability Return (AGAR), specifically the requirement to demonstrate effective financial management arrangements.</p>
<b>Key Points:</b>	<p>The policy provides a clear framework for determining appropriate reserve levels. It distinguishes between:</p> <ul style="list-style-type: none"> <li>• General Reserves (working balance/contingency)</li> <li>• Earmarked Reserves (held for specific projects or liabilities)</li> </ul> <p>It confirms that reserves must not be used to fund ongoing expenditure.</p> <p>It establishes that the General Reserve should not fall below 30% of routine expenditure.</p> <p>It ensures transparency by requiring annual review and justification of all reserves at budget setting.</p> <p>It strengthens governance by clarifying that expenditure from reserves requires proper Member approval in accordance with Financial Regulations.</p> <p>It provides reassurance to Internal and External Auditors regarding financial resilience and proper practice.</p>

<b>Implications:</b>	<p><b>Financial:</b> The policy does not create additional expenditure but formalises how reserves are assessed, justified and managed. It supports long-term financial planning and risk management.</p> <p><b>Legal and Governance:</b> Adoption ensures compliance with statutory requirements and proper practices guidance. It strengthens the Council's governance framework and audit readiness.</p> <p><b>Risk Management:</b> Maintaining appropriate reserve levels improves the Council's ability to respond to:</p> <ul style="list-style-type: none"> <li>• Unexpected expenditure</li> <li>• Inflationary pressures</li> <li>• Asset replacement requirements</li> <li>• Insurance excesses</li> <li>• Legal or election costs</li> <li>• Emergency or unforeseen events</li> </ul> <p><b>Reputational:</b> A clearly adopted Reserves Policy demonstrates transparency, accountability and responsible stewardship of public funds.</p>
<b>Recommendation:</b>	To consider and approve the draft Reserves Policy.



Wareham  
Town Council

**Wareham Town Council  
Reserves Policy**

DRAFT

Version:  
Date of Approval:  
Minute No:

## Contents

INTRODUCTION.....	3
POLICY AIMS .....	3
DEFINITIONS .....	3
Earmarked Reserves.....	3
General Reserves .....	4
LEGISLATION AND GUIDANCE.....	4
RECOMMENDED LEVELS .....	5
GENERAL RESERVES (General Fund) .....	5
EARMARKED RESERVES.....	6
CONCLUSION .....	7

DRAFT

Version:  
Date of Approval:  
Minute No:

## INTRODUCTION

Wareham Town Council is required by statute to maintain adequate financial reserves to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts which it must ensure are accounted for separately to the council's general funds. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

The Council's Internal and External Auditors review the council's reserves and their justification annually.

This policy sets out how the council will manage its General reserves (Contingency), and Earmarked Reserves.

## POLICY AIMS

- To maintain an appropriate balance between holding excessive reserves and retaining a prudent level of funds.
- To ensure reserves are held at an adequate and appropriate level for the Council's needs.
- To rely on advice from the Responsible Finance Officer when determining the appropriate reserve levels, primarily during the revenue budget setting process.
- To avoid accumulating excessive reserves that could be seen as holding onto public monies unnecessarily.
- To recognise the need to balance financial prudence with responsible financial management of precept funds.
- To adopt a transparent and accountable approach to managing the Council's reserve levels as part of overall financial stewardship.
- To maintain earmarked reserves to save for and plan the maintenance and replacement of the Council's key assets, such as play areas, to ensure they are adequately funded and cared for over the long-term.

## DEFINITIONS

Reserves can be categorised as earmarked or general.

### Earmarked Reserves

Earmarked reserves will be established on a "needs" basis, in line with anticipated requirements.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects but cannot

Version:

Date of Approval:

Minute No:

spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

Any decision to set up a reserve must be made by the Council. Expenditure from reserves can only be authorised by the Council.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

### **General Reserves**

General Reserves are funds which do not have any restrictions as to their use.

The General Reserve, also referred to as the General Fund, is not ringfenced (earmarked) for any specific expenditure, but is intended to cover the following working capital needs:

- To smooth the impact of uneven cashflow.
- To cover unexpected/emergency expenditure.
- To allow the Council to act in an agile manner.

The General Reserve will be replenished as part of the budget process in any year where it has been spent for unexpected/emergency expenditure.

Setting the level of General Reserves is one of several related decisions in the formulation of the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources.

### **LEGISLATION AND GUIDANCE**

Local Government Act 1972, Section 111, supports the ability to adopt a Reserves Policy as part of responsible financial management. This has previously been done as part of the Councils Financial Regulations.

Local Government Finance Act 1992, Section 32 requires local authorities to calculate their budget

Version:

Date of Approval:

Minute No:

requirement, which includes the provisions for reserves. Section 43 requires precepting authorities including Town Councils to determine the amount of their precept, which relies on understanding reserve levels.

Governance and Accountability for Smaller Authorities in England (Practitioners' Guide 2025) by the Smaller Authorities Proper Practices Panel recommends adopting a Reserves Policy and provides advice on appropriate reserve levels. The most recent publication (2025) is cited in this policy.

The Good Councillor's Guide to Finance (2025) by the National Association of Local Councils (NALC) for local Councillors emphasizes the importance of maintaining appropriate reserve levels and having a clear Reserves Policy.

In the Annual Governance and Accountability Return – Annual Governance Statement, the Council asserts;

*"We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements."*

To ensure a positive response, the Council needs to have regard to the need to put in place a Reserves Policy and have reviewed the level and purpose of all Earmarked Reserves.

## **RECOMMENDED LEVELS**

As with any financial entity, it is essential that the Council has sufficient reserves (general and earmarked) to finance both the day-to-day operations and future plans. There is no specific right to accumulate funds via the precept, therefore, all reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

The Practitioners' Guide 2025 (section 5) sets out the 'proper practices' for how the council must maintain its accounts and recommends that the minimum level of general reserves (contingency) should be between three and twelve months of net revenue expenditure. Net revenue expenditure is defined as precept, less amounts included in precept for loan repayment, capital projects and transfers to reserves.

For an authority of Wareham Town Council's size, it is recommended around three to five months is appropriate given its projects and risks to other income.

The above recommended minimum level does not affect the level of earmarked reserves and/or capital receipts reserves that may or should be held by the Council. There is no upper limit to earmarked reserves, only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually at budget setting) and should be separately identified and enumerated.

Should a Council have significant levels of earmarked reserves for a prolonged period of time without explanation, this would give rise to enquiries from internal and/or external auditors.

## **GENERAL RESERVES (General Fund)**

General Reserves are often referred to as the "working balance", money which is not earmarked for specific purposes, but rather sums of money held in anticipation of uneven cashflow or set aside to deal with unexpected events or emergencies. This is usually created through surpluses as a

Version:

Date of Approval:

Minute No:

result of activities being postponed, cancelled or coming in under budget. Reserves of this nature can be spent or earmarked at the discretion of members, subject to approval by the Council.

In assessing the level of the Town Council's general reserves, consideration needs to be given of the risks facing the Council in terms of any significant unforeseen expenditure requirements. This could include:

- Loss of staff, including long-term sick, and the potential requirement for interim staff.
- Insurance claims not met.
- Higher than expected election, and/or by-election costs.
- Unanticipated legal costs.
- Risks associated with inflation and cost of living crisis.
- Funding the repair and replacement of assets.
- Higher than expected debtors.
- Natural disasters or extreme weather events causing damage to Council property and infrastructure.
- Cyber-attacks or IT system failures which disrupt Council operations.
- Changes in legislation or regulations requiring unplanned expenditure.
- Reductions in external funding sources.
- Further major elements which could impact adversely on future precepts are:
- Capping of Town Council Precept by Central Government.
- Devolved services.

The optimum level for the General Reserve is determined by an assessment of the Council's potential exposure to financial risks. The level of contributions will be determined annually, taking account of the impact on council taxpayers, the availability of surpluses, and the level of earmarked reserves.

The General Reserve shall not be allowed to decrease to a figure less than 30% of routine budget expenditure as this will expose the Council to the risk of not being able to meet unforeseen costs.

## **EARMARKED RESERVES**

Earmarked Reserves should be established on a "needs" basis in line with anticipated requirements. Earmarked Reserves will increase through decisions of the Council and will decrease as they are spent on their specific intended purposes.

The purpose of an Earmarked Reserve is to set aside amounts for projects that extend beyond one year or as a contingency against a specific situation occurring. Once an Earmarked Reserve has been established by the Town Council it is the responsibility of the Responsible Financial Officer to ensure funds are spent in line with their purpose.

The purpose of each Earmarked Reserve should be reviewed annually to ensure that it is still relevant. If a specific reserve is no longer considered relevant or there is an overriding financial requirement to fund a priority elsewhere virement can be considered.

Expenditure from Earmarked Reserves, or virement can only be authorised by the Policy Resources and Finance Committee, and Full Council, within the delegated financial limits set in the Council's Financial Regulations.

All Earmarked Reserves are recorded separately within the accounts, listing the amount and its purpose.

Version:

Date of Approval:

Minute No:

## CONCLUSION

This Reserves Policy sets out the Town Council's approach to maintaining an appropriate level of financial reserves to support its operations and fulfil its responsibilities to the local community.

By adopting this policy, the Council commits to:

- Regularly reviewing the adequacy and purpose of both its general contingency reserves and earmarked reserves to ensure they continue to meet the identified needs.
- Making transparent, evidence-based decisions when setting reserve levels as part of the annual budget process.
- Utilising reserves judiciously and only for the intended purposes, with robust oversight and approval mechanisms.
- Reporting on the state of the Council's reserves in its annual financial statements and other public communications.
- Aligning reserve management practices with relevant legislation, regulations, and sector guidance to demonstrate sound financial stewardship.

The Council recognises that maintaining appropriate reserve levels is crucial for its financial resilience and ability to deliver services effectively. This policy will be subject to annual review to confirm it remains fit-for-purpose and supports the Council's strategic objectives.

Version:  
Date of Approval:  
Minute No:

ACTION LIST				
DATE / MEETING / MINUTE	SUBJECT	ACTION	PROGRESS & DATE COMPLETED	PROJECT OWNER/ RESPONSIBLE
10.02.2026 Amenities A 048/25-26	Town Hall Roof Repair	To appoint a contractor to complete roof repairs to the Town Hall.	<b>UPDATE:</b> 10.02.2026 Sufficient quantity of quotations not received in a timely manner for the Amenities Committee to consider, forecast approximately £7,500 (excl VAT). Committee resolved to delegate authority to Town Clerk and Chairman of Amenities to appoint a contractor once sufficient quotations had been received.	Town Clerk / Cllr V Green / Administration Officer
10.02.2026 Amenities A 047/25-26	Hedgehog Haven Scheme	To install up to 8 hedgehog boxes at suitable sites in Wareham.	<b>UPDATE:</b> Administration Officer liaising with local hedgehog experts to identify suitable locations to install up to 8 hedgehog houses, produced by the Mens Shed.	Administration Officer
10.02.2026 Amenities A 046/25-26	Dorset Mind – Chatty Bench Campaign	To arrange for the installation of a "chatty bench" to replace the bench adjacent the Saxon Roundabout and Northport	<b>UPDATE:</b> Administration Officer liaising with Dorset Mind branch regarding bench installation.	Administration Officer
10.02.2026 Amenities A 045/25-26	Dog Refuse Bin - Bell's Orchard / North Bestwall Road	To install a general waste bin at the land at Bell's Orchard / North Bestwall Road	<b>UPDATE:</b> 10.02.2026 Amenities Committee approved location and on-going maintenance model. Deputy Town Clerk liaising with Dorset Council and HE to clarify installation permission.	Deputy Town Clerk / Grounds Team
27.01.2026 P&T P&T 135/25-26	National Planning Policy Framework	To consider Wareham Town Council's response to the National Planning Policy Framework.	<b>UPDATE:</b> Neighbourhood Plan Steering Group recommended consultation response drafted and submitted to P&T Committee for consideration on 24.02.2026	Deputy Town Clerk / Neighbourhood Plan Steering Group
08.07.2025 / 09.09.2025 / 27.01.2026 P&T / PR&F P&T 028/25-26 / PRF 041/25-26 / P&T 133/25-26	20 Mph zone within Wareham's Saxon Walls	To commission speed surveys within the Saxon Walls in support of a 20mph scheme	<b>UPDATE:</b> 27.01.2026 Committee resolved to recommend the commissioning of speed surveys to investigate the suitability of a 20mph zone within the Saxon walls. Recommendation being brought to Policy, Resources and Finance on 10.03.2026.	Deputy Town Clerk

13.01.2026 P&T P&T 121/25-26	Co-op Illuminated Sign	To follow up with Dorset Council regarding the Co-op's declined illuminated sign	<b>UPDATE:</b> 27.01.2026 Illuminated sign moved inside of Co-op, not requiring planning.	Deputy Town Clerk
25.11.2025 / P&T P&T 101/25-26 / P&T 112/25-26	Vehicle Speed - Bere Road	To request yellow bars traffic calming and the movement of the 50mph signage away from the 30mph zone.	<b>UPDATE:</b> 14.01.2026 Dorset Council Highways officers contacted requesting yellow bars be installed on Bere Road and the movement of the 50mph signage further away from the 30mph zone.	Deputy Town Clerk
13.01.2026 P&T P&T 123/25-26	Church Street Traffic Management Request	Potential pedestrian safety improvements to be investigated with Dorset Council for Church Street and returned to Committee for consideration.	<b>UPDATE:</b> 14.01.2026 Residents encouraged to report collisions and near misses via DC reporting portal and Police reporting site to build an empirical picture for Dorset Council.	Deputy Town Clerk
13.01.2026 PRF PRF 068/25-26	Howards Lane Car Park Cash Collection Contract	RMS Cash Solutions Limited TA Pivotal be appointed to provide fortnightly cash collections from the Howards Lane car parking terminals.	<b>UPDATE:</b> 21.01.2026 Termination notice of current contract issued, final collection end of March. RMS Cash Solutions Limited TA Pivotal to begin collections 13.04.2026.	Deputy Town Clerk
25.11.2025 Full Council TC 130/25-26 / PRF 055/25-26	Ride on mower purchase	To consider and arrange the purchase of a ride on mower.	<b>UPDATE:</b> 27.01.2026 Invoice and insurance premium received. Delivery scheduled for 25.02.2026	Deputy Town Clerk
11.11.2025 PR&F PRF 054/25-26	Card Financial Collections for HL Car Park and Toilets	Financial collection quotes to be sought for HL Car Park and Toilets following not being includable for the meeting of 11.11.2025.	<b>UPDATE:</b> Card collection processing for Howards Lane Car Park and Howards Lane Toilets investigated. Report being produced for PR&F on 12.05.2026, and awaiting clarifications regarding HL project.	Deputy Town Clerk
12.08.25 Amenities A 028/25-26	Carey Play Area Replacement Trampoline Padding	Further quotes to be obtained from other play equipment suppliers and return to next amenities.	<b>UPDATE:</b> Installation completed	Deputy Town Clerk
08.07.2025 / 09.09.2025	20 Mph zone within Wareham's Saxon Walls	To engage the Community Speedwatch Group to build a	<b>UPDATE:</b> 27.01.2026 Committee resolved to recommend the commissioning of speed surveys in pursuance of a	Deputy Town Clerk

P&T / PR&F P&T 028/25-26 / PRF 041/25-26 / P&T		picture of indicative speeding data within the Wareham Walls and to conduct further investigation into the locations of potential speed surveys.	20mph zone within the walls. Community Speed Watch Data collection no longer feasible or timely.	
15.04.2025 P&T P&T 182/25 & P&T 028/25-26	Parking on West Walls	To investigate solutions to prevent parking on West Walls damaging the historic Saxon Walls Scheduled Monument.	<b>UPDATE:</b> 27.01.2026 Planning and Transport resolved to support proposed measures by Dorset Council to install barriers to prevent parking damage.	Deputy Town Clerk
03.03.2025 Full Council TC 192/25	Wareham Town Museum	To purchase and transform 2 North Street into the Town Museum.	<b>UPDATE:</b> 27.01.2026 PWLB loan received. Solicitors preparing completion documents for 2 North Street.	Town Clerk / Deputy Town Clerk / Museum Co-Ordinator
11.02.2025 Amenities A 055/25	Howards Lane Toilet Demolition and Reconstruction Project	To demolish and rebuild the Howards Lane Toilet Block.	<b>UPDATE:</b> Amenities received update on 10.02.2026. Town Clerk awaiting update to schedule meeting with Healthmatic.	Town Clerk / Deputy Town Clerk
24/10/2023 PR&F PRF 054/23	Public Engagement	Town Clerk to draft a Community Engagement Strategy and Policy for consideration at a future meeting.	<b>UPDATE:</b> Item delayed due to PWLB work and Dorset Consultations, will present to Council in early 2026.	Deputy Town Clerk
11/07/2023 Full Council TC 042/23	Youth Council Proposal	Council supported Cllr Cotton in investigating the possibility of a Youth Council in Wareham and bring back any proposals for approval.	<b>UPDATE:</b> 06.01.2026 Contact teacher re-contacted regarding ToR Drafting - Working document send on 08.12.2025 to arrange safeguarding and other considerations.	Deputy Town Clerk/ Cllr Cotton, Cllr Tighe



## Wareham Town Council – REPORT

Meeting Date: 24 February 2026

### Agenda Item: 16

<b>Subject:</b>	Report of the Museum Co-ordinator
<b>Prepared by:</b>	Katie Seal, Museum Co-ordinator
<b>Purpose of Report:</b>	To provide an update on issues arising and confirmation of Museum Co-ordinator's actions.
<b>Background:</b>	<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>
<b>Key Points:</b>	<p><b>Volunteers</b></p> <p>Our volunteers continue to remain in high spirits and are staying well connected during the museum's reduced winter opening period. Many are still eager to assist wherever possible, and there is a clear sense of enthusiasm building around the new museum project.</p> <p>I have now received confirmation regarding the hire of the Lions bus to provide transport for our planned volunteer visit to Poole Museum. We are currently awaiting confirmation from the museum on the proposed dates for our visit.</p> <p>Following up on last month's report, we now have two potential new volunteers expressing interest in joining the museum team.</p> <p><b>Events and Engagement</b></p> <p>February has flown by!</p> <p>The museum's social media continues to see steady growth, gaining new followers. The success of the Winter Lecture series has played an important role in raising this awareness.</p> <p>We welcomed a work experience student from The Purbeck School for the first week of February, and they did an outstanding job. Their experience included work for both the museum and the Town Council, and they contributed some excellent outputs, including reports, social media engagement, a story for the Blackmore Vale Magazine, and assistance with that week's Winter Lecture.</p> <p>It is wonderful to engage with local youth through these placements, helping to inspire the next generation to be passionate about the museum. After all, they will be the future custodians of both the museum and Wareham's history. This was the third work experience</p>

placement we have hosted in the past year, and we already have another scheduled for June!

### **Winter Lectures Continue**

The Winter Lecture series has been extremely popular, with nearly every session fully booked! The most attended talk was the recent one by Tom Cousins on maritime archaeology around the Isle of Purbeck and Poole Harbour. The timing was perfect, as Tom and the maritime department at Bournemouth University have been in the news recently following the uncovering of ship timbers from the Swash Channel wreck after the latest storm, making his talk a major talking point in town.

All the other lectures, including those by Dr Gill Clarke, Dr Martin Smith, and Steve Wallis, have also been very well received. At the time of writing, four of the ten talks have taken place, raising £444.66 in donations. With six lectures still to come, we are hopeful of reaching the £1,000 mark by the end of the series.

I must really commend the ground staff for their help every Wednesday without fail—they consistently set up everything perfectly for the lectures and then efficiently pack down and clear the hall within an hour, ensuring that yoga can go ahead smoothly! A big thank you also to Katy, who is always on hand to assist on what is an especially busy day for me.

### **Purbeck Sounds – Radio – 6<sup>th</sup> February 2026**

It was wonderful to welcome Cathy from Purbeck Sounds to the museum on the 6th. We were able to make some fantastic recordings featuring key items in our collection, including the Saxon sword, the Roman coin hoard, the Kimmeridge Woman, and exhibits relating to Wareham in WWI and WWII. The recordings are currently being edited, and while no air date has been confirmed yet, there are discussions about a future recording focused entirely on Lawrence of Arabia. With the society's collection now in the museum, this promises to be a great opportunity to raise our profile even further.

A huge thank you goes to our volunteers Ben, Pippa, Linda, and Martin, who not only provided support but also actively participated in the recordings and were featured on the show themselves.

### **Blind / Visually Impaired Group Visit – 12<sup>th</sup> February 2026**

A huge thank you to Pam and Richard, two of our dedicated museum volunteers, who joined me in visiting the blind and visually impaired group on the 12th. We brought along a replica of the Saxon sword, three Saxon coins, and some Roman pottery, making for a highly engaging and rewarding session. The group particularly enjoyed handling the objects, and it was wonderful to answer their thoughtful questions. It was also great to see some familiar faces at the group who have also been attending our winter lectures.

Pam and Richard went all out, wearing full Saxon attire and sharing a bit of storytelling after the objects had been passed around. It was

a fantastic visit and incredibly rewarding to explore and share Wareham's Saxon history together.

### **Fundraising Vinyl Night for the Museum – 27<sup>th</sup> February 2026**

Our vinyl fundraiser is just around the corner, and it's shaping up to be a fantastic evening! We've received tremendous interest from the local community, and I'm truly amazed by the generosity of local businesses who have donated some incredible raffle prizes. Prizes include a family ticket from The Tank Museum, two admission tickets from Dorset Museum, gorgeous amethyst earrings from Heirlooms, a voucher from The Garden Gate, a cream tea from Kaff's Coffee Pot, a £10 voucher from Curtis Butcher's, and even a free haircut voucher from Barnett's – plus many more!

It's truly inspiring to see such strong community support for our new museum project. The backing from the office and ground staff is immense, with everyone available on the night ready to help ensure the event runs smoothly. A special mention also goes to Keith Burt, who is generously offering his time, equipment, and DJ expertise free of charge for the evening!

### **Winter Lecture Series 2026**

We have six winter lectures left for the season: -

- 18<sup>th</sup> February – Phil Trim (Wessex Archaeology): *The Moors at Arne*
- 25<sup>th</sup> February – Dr Derek Pitman (BU and Time Team)
- 4<sup>th</sup> March – Martin Gething (National Trust Volunteer, Clouds Hill): *Rural Cottage Life in the 19<sup>th</sup> Century*
- 11<sup>th</sup> March – Dr Richard Marks (Oxford University): *Swanage Railways* – followed by a book signing
- 18<sup>th</sup> March – Oliver and Hazel (Coasts In Mind): *Mapping your Memories: Stories from the Coasts In Mind archive*
- 25<sup>th</sup> March – Helen Baggot (Author): *Posted in the Past*

Every week, visitors are telling me how amazing the talks are and how fantastic the speakers have been. Many say they simply can't miss a session, which is wonderful to hear.

### **Partnerships and Loans**

Discussions are ongoing with Wessex Archaeology regarding an archaeology day planned for April.

Our relationship with Bournemouth University remains strong, as reflected in the lecture programme. I am meeting with Dr Martin Smith this week to discuss a fantastic new collaborative project. While details are still under discussion, it promises to be a very exciting and unique initiative – one we don't believe has been done before in a heritage setting. The project will also allow Wareham Town Museum's name to appear in an academic journal because of the research aspect.

We have also been approached by other museums seeking advice. It is encouraging to see that our work is gaining recognition, with other

	<p>small-town museums looking to us for guidance as they explore expansion opportunities.</p> <p><b>Shop and Museum Maintenance</b></p> <p>The museum continues to welcome a steady stream of visitors during its reduced winter opening hours (Thursdays and Fridays, 10am–2pm). At least one day each week is particularly busy, demonstrating continued public interest even during the quieter months. With March approaching, preparations are well underway to reopen the museum full-time.</p> <p>This week, installation is underway for the new exhibition exploring the past, present, and future of the museum. The display will highlight the museum's humble beginnings, its growth and achievements, and the exciting opportunities ahead through the new museum project. The exhibition aims to inspire visitors and generate enthusiasm for what lies ahead.</p> <p><b>Cataloguing Project</b></p> <p>Progress continues with the cataloguing project, with ongoing discussions and planning alongside volunteers Ben and Mike. Following a few IT setbacks – which have now been resolved – we are planning a training day next month once the process has been finalised.</p>
<b>Implications:</b>	<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>
<b>Recommendation:</b>	<p>To note the report of the Museum Co-ordinator for information.</p>