



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

18 March 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 MARCH 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 K Critchley (Deputy Mayor)
Councillor D Budd
Councillor D Cleaton
Councillor M Cotton
Councillor A Dallimore
Councillor I Davey
Councillor B Dean
Councillor S Dean

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

24 MARCH 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 interest relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

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

4. Confirmation of minutes of previous meeting held on Tuesday 24 February 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 Tuesday 24 February 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) Neighbourhood Plan Steering Group – 12/02/2026
- b) Planning and Transport Committee – 10/02/2026 & 24/02/2026
- c) Policy, Resources and Finance Committee – 13/01/2026

10. Internal Audit Report

To consider and note the second interim Internal Audit Report.

11. Review of Howards Lane Car Park Permit Charges

To consider the charges for reserved and unreserved car park permits in Howards Lane Car Park for the 2026/27 financial year.

12. Statement of Reasonable Expectations

To consider the approval of the Statement of Reasonable Expectations from Dorset Council.

13. Removal of items from Asset Register – TO FOLLOW

To consider and note the list of items to be removed from the Asset Register.

14. Annual Risk Management Strategy Scheme

To consider the recommendation from Policy Resources and Finance to approve the Annual Risk Management Strategy Scheme.

15. Public Toilet Cleaning Contract – TO FOLLOW

To consider and approve the recommendation from Policy Resources and Finance Committee in respect of the contractor for the Public Toilet Cleaning Contract.

16. Asset Transfer Heads of Terms of Lease

To consider and approve the Heads of Terms of Lease.

17. Town Council Action List

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

18. Report of Museum Co-ordinator

To note report of Museum Co-ordinator.

19. Town Clerk's Update

To note the verbal update from Town Clerk.

20. Any other items the Mayor deems urgent

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

21. Date of next meeting

To note the date of the next meeting, which is scheduled for **Tuesday 28 April 2026 at 7.30 pm.**



Item 4

Minutes of a meeting of the Town Council held on 24 February 2026 in the Council Chamber, Town Hall, East Street, Wareham at 7.30pm.

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

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

TC 169/25-26 Apologies for absence

Apologies were received and accepted from Cllr D Cleaton, Cllr I Davey, Cllr Z Gover, Cllr R Holloway and Cllr M Tighe. Cllr Critchley agreed to chair the meeting.

TC 170/25-26 Declarations of interest

There were no declarations of interest.

TC 171/25-26 Public participation time

There was one member of the public present, who did not wish to speak.

TC 172/25-26 Confirmation of the minutes of the previous meeting

TC 163/25-26 Inclusion of precept figures which would have resulted from the use of £50,000 from the General Fund.

It was **RESOLVED** that subject to the above amendments, the minutes of the meeting of the Town Council held on 27 January 2026 be **APPROVED** and would be signed by the Deputy Mayor following the meeting.

TC 173/25-26 Matters arising from the minutes of the previous meeting

There were no matters arising.

TC 174/25-26 Reports by Dorset Councillors and representatives on outside bodies

The Town Clerk noted Cllr Ezzard's wish for the Purbeck Shuttle 200 update to be emphasised and that Purbeck Community Rail Partnership would approach the Town Council in future to seek funding. The Town Clerk noted a meeting she attended the previous week with stakeholders highlighting the Purbeck Community Rail Partnership was likely to receive contributions from Dorset Council, Perenco and others.

Cllr Robinson noted his attendance at the Town Band's Annual General Meeting and reported that the band had had a successful financial year. The Town Band wished to relay its thanks to the Town Council for the £500 grant received earlier in the year. Cllr Robinson also noted that he had supported the Town Band in switching to a more cost-effective energy provider.

The report from Cllr Ezzard was NOTED.

TC 175/25-26 Payments for outstanding creditors

Council considered the list of payments for approval.

It was **RESOLVED** that payments in the sum of £703,694.92 be approved.

TC 176/25-26 To receive such communications as the Town Mayor may wish to place before the Council

There were no communications placed before Council.

TC 177/25-26 Reports from committees and sub-groups

Cllr Wheatley enquired whether the trampoline and subsequently been installed at the Carey Hall Play Area. The Deputy Town Clerk confirmed it had been installed.

The minutes from the following meetings were NOTED:

- 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 – 11/11/2025 noted in the previous meeting.

TC 178/25-26 Review of the Effectiveness and Independence of the Internal Audit Function

Council noted the report regarding the effectiveness, independence and competence of Council's internal auditor in accordance with Regulation 6 of the Accounts and Audits Regulations 2015 and to support Assertions 2 and 6 of the Annual Governance and Accountability Return (AGAR).

It was **RESOLVED** that the Council confirms its annual review of the effectiveness of internal control and Internal Audit, and is satisfied that adequate and effective arrangements are in place.

TC 179/25-26 Signing and Sealing of Purchase Documents

The Town Clerk noted the completion for the purchase of 2 North Street was imminent and highlighted the requirements for the signing and sealing of the transfer document for the Solicitor in accordance with Standing Orders.

The Town Clerk noted the building's current condition, future opportunities for Councillors to visit the building, the prudence of capturing before and after photographs to keep members of the public abreast of the project's development and the way the project will be managed.

It was **RESOLVED** that the transfer document be duly signed and sealed in accordance with Standing Orders.

TC 180/25-26 Draft Reserves Policy

Council considered the draft reserves policy with the Town Clerk noting the requirements for Council to annually review its reserve policy.

It was **RESOLVED** that the reserves policy be approved.

TC 181/25-26 Council Bank Account Mandate

Council reviewed the current bank mandate for the Council and held a considered discussion regarding the practicalities of amending authorised bank signatories, the number of authorised signatories to be added and a suitable frequency of reviewing this.

It was **RESOLVED** that having reviewed its bank mandate and authorised signatories, Council confirmed that they remain accurate and compliant with Council's Financial Regulations and that Cllr S Dean be added as an authorised bank signatory and a further review be carried out following the Annual Town Council meeting.

TC 182/25-26 Old School Playing Field Asset Transfer

The Town Clerk noted her correspondence with Dorset Council regarding the Old School Playing Field Asset Transfer and that information had only been forthcoming that same afternoon which had been too late to facilitate a paper being drafted. Correspondence from both Dorset Council and Wareham Rangers Football Club was shared which demonstrated a pressing need for the Town Council to secure the asset transfer of the Old School Playing Field.

The Town Clerk noted that the 30-year lease offered by Dorset Council in its correspondence was not subject to further negotiation and that other parties may be offered a lease of the Old School Playing Field should the Town Council not accept this.

Councillors thoroughly considered the implications of maintaining and operating the Old School Playing Field for the purposes of organised sports and noted the disappointment that more favourable lease terms could not be secured at present. The prudence of accepting the 30-year lease offered by Dorset Council to secure the site's usage and meet the needs of sporting provisions was considered important.

It was **RESOLVED** that the Town Council accepts the offer of a 30-year lease for the Old School Playing Field and for the Town Clerk to proceed with obtaining Heads of Terms.

TC 183/25-26 Town Council Action List

The Town Council Action List was NOTED.

TC 184/25-26 Report of the Museum Co-ordinator

Councillors noted their pleasure at the positive nature of the museum's growing activity and that thanks to be relayed to the Museum Co-ordinator.

Cllr S Dean noted the vinyl night fundraiser on the evening of 27 February 2026 in support of the museum and encouraged councillors to attend. The Town Clerk noted that Mr K Burt, a Grounds Operative at the Town Council, had volunteered his time and vinyl collection to facilitate the evening. The Town Clerk highlighted the generosity of local businesses in donating raffle prizes for the evening which had been very much appreciated.

It was **RESOLVED** that Councillors held a vote of thanks to all the businesses in Wareham for their generous support of the vinyl night fundraiser.

The report of the Museum Co-ordinator was NOTED.

TC 185/25-26 Town Clerk's Update

The Town Clerk noted that the most substantive updates had been covered within the meeting's agenda other than the operational running of the Council.

The Town Clerk's update was NOTED.

TC 186/25-26 Any other items the Mayor deems urgent

There was no other business deemed urgent.

TC 187/25-26 Date of next meeting

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

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

DRAFT



Wareham Neighbourhood Plan Steering Group

Notes of the meeting held 7.00pm, on the 12th February 2026 in the Town Hall, East Street, Wareham

	Item	Outcome of discussion	Action/ Responsible member
	Present	Cllr A Bolton (Arne Parish Council), Cllr D. Budd, Cllr K Critchley, Cllr S Cranshaw (Arne Parish Council), Cllr S Dean, S Dickins (Deputy Town Clerk), D Evans, H Evans, N Fagan, Cllr V Green, Cllr D Robinson, T Warrick.	
1	Apologies	Apologies: Cllr M Cotton, Cllr R Dean, Cllr B Ezzard, Cllr Z Gover, Cllr R Holloway, J Pope, Cllr S Wheatley.	
2	Notes of the meeting held on 13 th November 2025 and Matters arising	Typo on page 2 line 1 "site" should read "sight". Agreed as a correct record. There were no matters arising:	
3	Budget Decision of Wareham Town Council for Neighbourhood Plan Support	It was noted that there is £2000 remaining in the current financial year for Wareham Neighbourhood Plan and that the Town Council has agreed to a budget of £23,000 for the year 2026/7.	
4	Government funding for	Following the spending review, the DAPTC had sent a letter in 2025 to the Government asking that the cut in support for Parish and Town Councils in	Town Council letter asking the Government to

	neighbourhood plan support	<p>preparing/ reviewing neighbourhood plans be reconsidered and Wareham Town Council had written in support. The Government spokesperson had responded that there there is sufficient expertise locally to carry out this work and that the funding was no longer necessary. This is incorrect in that some of the technical work eg preparing a Habitats Regulations Assessment and a Strategic environmental Assessment requires professional expertise that would not be found locally. A number of organisations are now reiterating the call for the finding to be reinstated. Proposed that Wareham Town Council resend their letter copying it to the DAPTC. Arne PC will also consider sending a letter.</p> <p>Cllr S Dean suggested that the WNP should be delayed awaiting the outcome of the Dorset Local Plan and The Boundary Review. However, it was pointed out that the reason for progressing the plan was to help protect Wareham from speculative development. WNP would no longer hold weight when considering planning applications when it is 5 years old and the Purbeck Local Plan will carry less weight in view of the new housing figures and the lack of a 5 year land supply in Dorset.</p>	reconsider the cut in neighbourhood plan support for Parish and Town Councils, copy to DAPTC.
5	Update from meeting with Ed Gerry (Dorset Council)	<p>A meeting had been held on Zoom with Ed Gerry Dorset Council's Community Planning Manager to go through a number of issues regarding the review of the review of the Plan:</p> <ul style="list-style-type: none"> • With Wareham Neighbourhood Plan (WNP) coming up to 5 years since it was made in November 2021, the Town Council is keen to put the Plan into a strong position to be able to fend off potential pressure for development north of Wareham, particularly since DC do not have a 5 year land supply • It was noted that some of the housing allocations will no longer be progressing eg the Hospital site and Bonnets Lane. • Housing requirement for WNP was 305 and very little of the allocations have progressed on site, although planning applications have been approved on 3 sites. EG to consider with colleagues revised housing requirement according to new methodology 	

- The options for Dorset Local Plan included the site West of Westminster Road, south of Seven Barrows Farm which would require the Green Belt boundary being moved. There is current uncertainty over which options will be pursued by Dorset Council whilst the responses to the consultation are being analysed.
- Dorset Retail Study is at an advanced stage and should be in the public domain in 2- 3 month's time. At the latest by May.
- Green Belt Review is less well advanced
- Reg 18 Dorset Local Plan to be published for consultation in August and it would be helpful for the Neighbourhood Plan reviews at Wareham and Arne to know in advance proposals in these parishes if possible. EG to liaise with colleagues
- 9000 responses to the options consultation were received which will be published in the Spring (2-3 months time)
- Development of Middle School site suffering from severe delays: EG to look into this.
- SW Ambulance Trust site adjoins the Doctor's surgery and would need to move as well as Doctor's surgery in order to release this site. HE to contact SW Ambulance Property Team
- Westminster Road – the delays on dealing with planning applications have meant that owners are no longer wishing to pursue housing. A major issue was viability. Perhaps Dorset could set up a Brownfield First fund to help unlock sites possibly with support from Homes England. EG to consider.
- Agreed that it would be helpful to coordinate consultation on the Local Plan and neighbourhood plans.
- It was commented that it may be advantageous for the Local Plan to follow the new NPPF methodology as otherwise it could be out-of-date on adoption..

<p>6</p>	<p>Next steps of review of Wareham Neighbourhood Plan</p>	<p>DE explained the process of reviewing the neighbourhood plan.</p> <ol style="list-style-type: none"> 1. Consider what changes need to be made to the Plan in the light of a revised housing requirement, change in proposals including to the former Middle School site, Bonnets Lane and Hospital sites. 2. Assess whether the modifications are material or non-material modifications. 3. Check Plan against national and local policies including the new National Planning Policy Framework / Purbeck Local Plan. 4. Look at additional evidence including Green Belt Review, Retail study etc 5. Carry out screening and consider if the HRA and /or SEA need reviewing 6. Carry out Reg 14 consultation (6 weeks) 7. Consider comments from public and statutory consultees and amend Plan for consideration by WTC 8. Submit draft revised NP to Dorset Council as planning authority 9. If content they will submit to an independent examiner to consider whether it meets the basic conditions 10. The examiner will consider whether or not the Plan needs to go to referendum depending on significance of changes 11. Dorset Council will then consider making the Plan <p>It was agreed that we could make a start on this by:</p> <ul style="list-style-type: none"> • Checking the WNP against the new proposed NPPF • Checking the Plan against the Purbeck Local Plan • Considering what other changes to the Plan are needed to bring it up-to-date • Consider next steps in appointing a consultant to support the review • Prepare an outline programme for the next meeting 	<p>DE/NF/TW to make a start on considering the WNP against national and local policies and identifying policies which need to be updated.</p> <p>HE to prepare a draft outline programme for the next meeting</p> <p>DE/KC to bring back proposals for the appointment of a consultant to support the work of the Group to the next meeting</p>
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<p>7</p>	<p>Comments on revised National Planning Policy Framework Consultation</p>	<p>A report had been circulated in advance of the meeting prepared by the vice-chair, NF and TW. The consultation response form includes 225 questions but only 37 are relevant to neighbourhood plans. The revised NPPF has created 2 categories of policy: Plan-making and Decision-making which is considered helpful. There is an overall supportive approach to development with a default of “Yes” to development within settlements and high densities in some areas. There is a target of 30 months for preparation of Local Plans.</p> <p>Policy S4J: Particular concern was expressed regarding Policy S4J which would lead to speculative development as it does not allow time for Local Plans to be prepared. There is currently only one local authority in the South West with an up-to-date local plan in place (Purbeck) but even this is now out-of-date due to the new housing requirement methodology. There is clearly a need for transitional arrangements before this Policy comes into effect.</p> <p>P7 The new methodology for calculating housing numbers has resulted in a large increase in the rural areas (but reduction in London/cities) resulting in unachievable housing targets.</p> <p>National Parks and Landscapes: P11 This states that the definition of major development will be for local determination which would lead to uncertainty and delay in decision-making. It was considered that this needs to be clarified and 10 or more dwellings would be an appropriate figure.</p> <p>Agreed that the report would provide the basis for a response to the NPPF and that the report would also be passed to the Town Council Planning and Transportation Committee on 24th February to assist in the Town Council’s response.</p> <p>Arne PC will also consider making a response. Cllr Cranshaw commented that Arne will be considering whether it not to pursue a review and that they</p>	<p>DE to respond to the consultation on behalf of the WNPSG</p> <p>Deputy Clerk to support the WTC Planning and Transportation Committee in preparing the WTC response</p>
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		recognised the commitment the work involved. It was pointed out that the support of a consultant could assist in easing the task.	
8	Any urgent items	There were none.	
9	Date of next meeting	Thursday 12 th March 2026	ALL

Draft

Item 9b(i)



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 10 February 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: N Gray, Town Clerk & RFO, S Dickins, Deputy Town Clerk

P&T 138/25-26 Apologies for absence

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

P&T 139/25-26 Declarations of interest

There were no declarations of interest.

P&T 140/25-26 Public participation time

There was one member of the public present who did not wish to speak.

P&T 141/25-26 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 27 January 2026 were approved and were signed by the Chair following the meeting.

P&T 142/25-26 Matters arising from the minutes of the previous meeting

There were no matters arising.

P&T 143/25-26 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/TRC/2026/00329
Location: 11 Bonnets Lane Wareham BH20 4HA
Proposal: Multi-stemmed Willow – Remove

Decision: Respond with Comment – No reason to fell, a trim would be sufficient.

Application Number: P/TRC/2026/00305
Location: Located in the courtyard on the land adjoining 13 Church Street Wareham BH20 4NF
Proposal: T1 Yew – Fell. T2 Yew – Fell.
T3 Yew – Fell. T4 Yew – Fell.

Decision: Respond with Comment – No reason to fell, a trim would be sufficient.

P&T 144/25-26 Planning Decisions

The planning decisions report was noted.

P&T 145/25-26 Any other items the Chairman deems urgent

There were no items deemed urgent.

P&T 146/25-26 Date of next meeting

It was noted that the next meeting of the Planning and Transport Committee was scheduled for Tuesday 24 February 2026 at 7:00pm.

Chairman.....

Date.....



Minutes of a meeting of the Planning and Transport Committee held on Tuesday 24 February 2026 in the Council Chamber, Town Hall, East Street, Wareham at 7.00pm.

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

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

P&T 147/25-26 Apologies for absence

Apologies for absence were received and accepted from Cllr D Cleaton and Cllr M Tighe. Cllr Robinson sat as the Chair in Cllr Tighe’s absence.

P&T 148/25-26 Declarations of interest

There were no declarations of interest.

P&T 149/25-26 Public participation time

There were no members of the public present.

P&T 150/25-26 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the meeting held on 10 February 2026 were approved and were signed by the Chair.

P&T 151/25-26 Matters arising from the minutes of the previous meeting

There were no matters arising.

P&T 152/25-26 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/CLP/2026/00697
Location: 3 Hutchins Lane Wareham BH20 4FF
Proposal: To convert single storey garage to provide a dry household store and library including two windows on rear elevation and to change garage door to a sliding folding door set.

Decision: NOTED

Application Number: P/HOU/2026/00131
Location: 109 Wessex Oval Wareham BH20 4BS
Proposal: Erect single storey rear extension

Decision: NO OBJECTION

P&T 153/25-26 Planning Decisions

The planning decisions report was noted.

P&T 154/25-26 National Planning Policy Framework Consultation Response Recommendation

The Committee considered the recommended National Planning Policy Framework Consultation response from the Neighbourhood Plan Steering Group, noting a discrepancy between the length of time the recommended response outlined for new style local plans to be produced.

A number of minor typing errors and contextual clarifications were also noted with the Committee requesting amendments be done as required prior to submission.

It was **RESOLVED** to accept the response recommendation from the Neighbourhood Plan Steering Group to the National Planning Policy Framework Consultation subject to the clarifications and minor typing errors, and to delegate the response submission to the Deputy Clerk.

P&T 155/25-26 Worgret Road Speed / Warning Signs

The Committee noted the information from Dorset Council regarding the removal of the speed indicator signs on Worgret Road, commenting on the risk that removal may result in speeds increasing.

P&T 156/25-26 Any other items the Chairman deems urgent

Cllr Robinson noted the crossing conditions at the Saxon Roundabout when the underpass was flooded and unable to be used, requesting that an agenda item be brought to the next meeting. The Town Clerk advised that she has spoken with Dorset Council highways about the issue and they had confirmed that they were looking into safety measures for crossing at the site.

P&T 157/25-26 Date of next meeting

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

Chairman.....

Date.....



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 13 January 2026 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, R Holloway, L Kirk, M Tighe and S Wheatley.

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

Also present: Councillors D Cleaton, M Cotton, A Dallimore, I Davey and M Hill.

PRF 060/25-26 Apologies for absence

There were no apologies for absence.

PRF 061/25-26 Declarations of interest

There were no declarations of interest.

PRF 062/25-26 Public participation time

There were two members of the public present, one of whom spoke in support of the Town Council including provision for Neighbourhood Plan funding within its budget recommendation to Full Council.

PRF 063/25-26 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 11 November 2025, were **APPROVED** subject to the following amendments and would be signed by the Chair following the meeting.

PRF 046/25-26: Amendment of “pecuniary” to “non-pecuniary” in both instances.

PRF 054/25-26: Removal of superfluous last clause in the final sentence of the first paragraph.

PRF 064/25-26 Matters arising from the minutes of the previous meeting

There were no matters arising.

PRF 065/25-26 Payment of outstanding creditors

The Committee considered the list of payments for approval.

It was **RESOLVED** that the payments to creditors in the sum of £43,377.06 be APPROVED.

PRF 066/25-26 Bank Reconciliations

The Town Clerk advised that a 5p adjustment had been required following receipt of the Joint Burial Committee final accounts after the Town Council's accounts had been submitted to External Audit. This required the bank reconciliations to be re-run from 1 April to ensure the accounts were balancing.

It was **RESOLVED** to APPROVE the bank reconciliations from April to December 2025.

PRF 067/25-26 Q3 Budget Monitoring

The Committee considered the Q3 budget position for the 2025/26 financial year.

The Q3 budget position for the 2025/26 financial year was NOTED.

PRF 068/25-26 Howards Lane Car Park Cash Collection Contract

The Committee considered the report regarding the review of contractors to manage the Town Council's cash collections from the Howards Lane car parking terminals.

It was **RESOLVED** that RMS Cash Solutions Limited TA Pivotal be appointed to provide fortnightly cash collections from the Howards Lane car parking terminals at a cost of £16 (excluding VAT) per terminal per visit and 0.95% (excluding VAT) coin processing fee to be drawn from the "Howards Lane Car Park – Cash Payment Fees" cost centre.

It was **RESOLVED** that delegated authority be given to officers to increase the service frequency to weekly collections should business needs demand more frequent collection in the summer months.

PRF 069/25-26 Interim Audit Report

The Committee received and noted the interim internal audit report 2025/26 following the internal auditor's first visit and the management responses provided.

The Interim Audit Report was NOTED.

PRF 070/25-26 2026/27 Draft Budget and Precept Setting

The Town Clerk presented the options which had been drafted for the 2026/27 budget, explaining that Appendix A showed the total budget including all items requested by all committees and Appendix B showing the total budget including all items requested by all committees with a £50,000 deficit funded by the general reserve to reduce the precept burden.

Option A would result in an increase of £52.43 per annum on a Band D property, or £1 per week, or 14p per day, and would take Band D from £247.55 to £299.98. This equated to 21.18%.

Option B would result in an increase of £30.70 per annum on a Band D property, or 59p per week, or 8p per day. This would take a Band D from £247.55 to £278.95. The equated to 12.40%.

Both options were considered at length with the Town Clerk advising Council as its RFO that to use its general reserve would leave Council financially vulnerable at a time where it would be undertaking some major projects.

Consideration was given to the Neighbourhood Plan budget line, including whether it was required in the 2026/27 financial year at all, or whether the burden to the taxpayer could be spread across 2 years. It was agreed that as the budget had been produced with it included, and the total annual increase was only £2.43 above the indicative rise for the Museum purchase alone, so the public were already prepared for that level of increase. It was also noted

that even though a budget line had monies set within it, it did not mean all the monies must be spent.

It was **RESOLVED** to recommend to full council the approval of the proposed draft budget at £690,430 with a proposed precept increase of 21.18%.

PRF 071/25-26 Any other items the Chairman deems urgent

There were no items deemed urgent.

PRF 072/25-26 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 10 March 2026**.

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



FINAL

Item 10

Internal audit report 2025/26

Visit 2 of 3

WAREHAM TOWN COUNCIL

Date: 13th March 2026

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

Introduction

This report contains a note of the audit recommendations made to Wareham Town Council following the carrying out of internal audit testing on site on the 12th March 2026, with later remote working.

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

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

Audit Opinion

As this audit report is an interim one, no audit opinion is offered at this stage.

The report issued after the final visit for 2025/26 (which will be in May 2026) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Risk
2. Budgetary Control
3. Payroll

Audit Recommendations

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

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

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

Rating	Number
High	2
Medium	0
Low	1
Information	0
TOTAL	3

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

Darkin Miller ~ Chartered Accountants
2025/26 INTERNAL AUDIT OF WAREHAM TOWN COUNCIL
FINAL REPORT VISIT 2 OF 3: 13th MARCH 2026

Appendix 1 – Recommendations and Action Plan

Recommendation number	Detail	Priority (Low/Medium/High)	Management Response	Responsible Officer	Due Date
3.1 – Ensure Joint Burial Committee is regularised as soon as possible	<p>The Clerk updated me on progress with regularising the position with the Joint Burial Committee. Wareham Town Council has taken advice from Roger Taylor, the leading authority on burial committees. Mr Taylor met with representatives of the three councils involved in the burial committee on 11/03/26 and advised them that the current operation is not lawful, with implications reaching far beyond mere administration.</p> <p>The Clerk also provided a summary to me of the recent high profile February 2026 judgment in the case of Middlewich Town Council v Middlewich Cemetery Joint Committee Board & Others which had been forward to her by Mr Taylor. Given the significance and relevance of this case it is worth noting the key findings and implications for Councils which continue to operate an arm’s length and unlawful Joint Burial Committee so that Members can understand their potential personal liability.</p> <p>The Court found that the Cemetery Board in the matter concerned had operated independently after 1974 (when responsibility legally had to transfer to the Town Council) and that there was no formal accountability to the Town Council. It identified serious record-keeping failures and significant financial irregularities.</p> <p>The implications from the case noted that arrangements for the administration of the committee may be unlawful where:</p> <ul style="list-style-type: none"> - Committees operate independently of the councils. - Volunteers without formal appointment control operations. - Bank accounts are outside council oversight. - Land ownership is unclear or unregistered. - Financial controls are weak or undocumented.' <p>The Clerk noted that it has recently come to light that the Diocese of Salisbury has registered title to one cemetery ground and part of another with the Land Registry. The Clerk for the Burial Committee advised at a meeting in 2025 that the Land</p>				

	<p>Registrar had refused to liaise with the Joint Burial Committee as it has no legal standing. This matter cannot be resolved until the legal position is regularised.</p> <p>The case summary went on to note that there are potential legal risks around:</p> <ul style="list-style-type: none"> '- Ultra views decisions. - Personal liability for misapplied funds. - Audit intervention and governance reports. - Insurance or indemnity gaps.' <p>Given the Joint Burial Committee is not a separate legal entity, the legality of any contract it enters into would be called into question. This includes contracts for the provision of goods or services as well as the provision of insurance cover. In the event of fraud, error or health and safety issues including corporate manslaughter, liability may fall on individual councillors and the clerks to the partner councils.</p> <p>The case summary went on to note steps for a recommended compliance review. These are to urgently review:</p> <ul style="list-style-type: none"> '- Legal basis of joint committee arrangement. - Membership and appointment procedures. - Cemetery land ownership registration. - Banking controls and financial regulations compliance. - Statutory burial record compliance. - Insurance and indemnity cover.' 				
	<p>I recommend that the Council continues to take steps to regularise the position with the Joint Burial Committee in order to ensure that burial administration is undertaken in a lawful and compliant manner, and in order to ensure that officers and members are protected in</p>	<p>H</p>	<p>The matter is being dealt with by Mr Roger Taylor, solicitor retained by Wareham Town Council, with liaison from the other Councils involved and it is anticipated that it will be resolved before Autumn 2026.</p>	<p>Town Clerk & RFO</p>	<p>November 2026</p>

	the event of fraud, error, and/or health and safety issues.				
3.2 – Add risk(s) to risk register	I further recommend that the Council considers including the risks associated with the continued operation of the unlawful committee on its risk register in order to ensure that they are properly managed.	H	The risk assessment and strategy had been presented to the Policy Resources and Finance Committee on 10 March for recommendation to full Council on 24 April. This matter will now be included on the register for the full Council to note.	Town Clerk & RFO	24/03/2026
7.1 – Check employee pension contribution rate	<p>I checked to see that pension contributions had been correctly calculated and paid over for one sample month. I found that the correct employer rate was used and that the correct employee rate was used with the exception of one employee, the rate for whom appeared to be both higher than the rate for that salary banding and to not correspond with any contribution rate.</p> <p>I recommend that the employee contribution is checked with the payroll bureau to ensure that the correct amount has been deducted and paid over, with any corrections made as necessary.</p>	L	The matter has been referred to Dorset Payroll Service for their explanation and confirmation of any correction required by them to rectify the matter.	Town Clerk & RFO	31/03/2026



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: Tuesday 24 March 2026

Agenda Item: 11

Subject:	Review of Car Park Permit Charges
Prepared by:	Katy Babbs, Administration Officer
Purpose of Report:	To review the current parking permit charges and consider the charges to be set for 2026/27 financial year
Background:	The permits for Howard's Lane car park were last reviewed in 2025 and were not increased. The fees should ideally be reviewed annually.
Key Points:	<p>Current charges per annum are as follows:</p> <ul style="list-style-type: none"> • reserved bay permits = £496.00 • commercial permits = £677 • unreserved bay permits = £373 <p>There are seven reserved bays with only five in use, leaving two bays vacant.</p> <p>There are no commercial permits in operation.</p> <p>There are 30 unreserved permits issued, with only 7 of those paid for. The unpaid permits are made up of Councillors, the Town Crier, Museum Volunteers and the Clock Winder. The Council staff are parking in the rear of 2 North Street to free up paid spaces in the car park, but permits are available to them when this is not possible when works or events are taking place.</p> <p>The income budget for 2025/26 financial year for reserved bays was £1,500 with an income budget for unreserved bays of £2,000. Actual income for 2025/26 financial year has been £1859.66 for reserved bays and £1910.19 for unreserved bays. The total car park permits budgets for the 2025/26 have made a £269.85 surplus.</p>
Implications:	<p>Increasing prices could worsen vacancies, reduce uptake further and create a perception of poor value.</p> <p>There is no evidence of excess demand, which is usually the justification for price increases.</p> <p>Keeping charges stable for 2026/27 would be advisable because income targets have already been met and demand is not strong enough to justify increases.</p>
Recommendation:	To review the permit fees and determine whether an increase is required for 2026/2027.

Briefing Note for Chairs & Clerks

Statement of Reasonable Expectations (SoRE)

1. Background to the Statement of Reasonable Expectations (SoRE)

Over the last year, DAPTC has strengthened its work on improving partnership and communication between parish and town councils and Dorset Council. This follows the themes highlighted in the **Fresh Start Report** and continued conversations with member councils. DAPTC also surveyed parish meetings and parish councils between July and November 2025 which also supported the need for better working relations. This report will be published imminently and shared amongst our parish meetings and parish councils.

The **Statement of Reasonable Expectations (SoRE)** has been created as a shared understanding of:

- what parishes and town councils can reasonably expect from Dorset Council, and
- what Dorset Council can reasonably expect from parishes and town councils.

It is a statement intended to support partnership working with:

- clearer, more consistent engagement,
- stronger mutual respect and understanding,
- early resolution of issues and misunderstandings,
- aligned working practices across the county.

The SoRE is **not a legally binding document**. Instead, it sets out a mutually agreed framework that reflects how the local governance system in Dorset can work more effectively.

Member councils are encouraged to approach the SoRE **through the lens of the whole parish and town council community**, recognising that its purpose is to support collective improvement and a coherent sector voice in dealings with Dorset Council.

Video Link: [Statement of Reasonable Expectations](#)

2. Important Points for Member Councils to Note

To support constructive engagement and a smooth decision-making process ahead of the AGM, councils are asked to consider the following:

2.1 Providing significant feedback or suggested alterations

If your council has major feedback, suggested amendments, or concerns, DAPTC will be collating these.

A **12–18 month review** will take place with Dorset Council to consider any refinements or additions based on real-world experience of using the document.

2.2 How the SoRE will be measured

Some councils have asked how the expectations will be assessed in practice. Dorset Council has also raised this during discussions.

The approach to measurement and evaluation will form part of DAPTC’s **next phase of joint work** with Dorset Council following adoption of the document.

2.3 Supporting the SoRE, even if submitting feedback

If your council is broadly supportive of the SoRE but still has comments to offer, **please do not let that prevent you from supporting its adoption.**

The document is designed to evolve, and constructive feedback is both expected and welcomed—without needing to delay or block the initial agreement.

3. Suggested Agenda Wording (for parish & town council meetings before 30 May 2026)

Agenda Item: DAPTC Statement of Reasonable Expectations (SoRE)

“To consider the draft DAPTC Statement of Reasonable Expectations (SoRE) and determine this council’s response ahead of the DAPTC 2025 AGM on 30 May 2026. Councillors are asked to review the proposal through the lens of the wider parish and town council community and its collective relationship with Dorset Council. Councils are also invited to offer any significant feedback or suggested amendments, which DAPTC will gather for a review with Dorset Council in 12–18 months.”

Please accompany the agenda item with the SoRE document.

4. Draft Opening Statement for the Chair of Your Council

“Colleagues, the next item is the Statement of Reasonable Expectations — the SoRE. This has been developed by DAPTC through discussions with parish and town councils and with Dorset Council. It sets out, clearly, what we as parish and town councils can reasonably expect from Dorset Council, and what they can reasonably expect from us.

Its purpose is to strengthen partnership working, improve communication, and support a more consistent and respectful approach across the whole local government community in Dorset.



As you consider this item, I ask you to view it not only from the perspective of our own council but through the lens of the entire parish and town council sector. Our collective voice is strongest when we act together.

If our council is broadly supportive but has feedback or suggested refinements, please know this will be gathered and considered as part of a review with Dorset Council in 12 to 18 months. Please do not let any suggestions for improvement prevent you from supporting adoption of the document today.”

4. Voting at the AGM

Your council’s delegate will be able to vote online just before the AGM or on the day of the AGM. Details about how to vote will be issued in May.

~End~

Statement of Reasonable Expectations

Introduction

This statement sets out the reasonable expectations for partnership working between Parish and Town Councils¹ and Dorset Council.

Dorset Association of Parish and Town Councils (DAPTC) enters into this agreement in its role representing and supporting its member Parish and Town Councils throughout Dorset.

Both parties support a shared commitment to the communities and residents of Dorset. The statement aims to foster better working relationships, enhance democratic representation, and ensure effective service delivery for the benefit of local communities.

1. Mutual Respect and Recognition

- i. Dorset Council recognises Parish and Town Councils as statutory, democratically elected bodies with legislated roles and responsibilities, the power of taxation and a deep understanding of local issues.
- ii. Parish and Town Councils respect Dorset Council's role as the democratically elected Principal Authority in strategic planning and delivery of a range of statutory services across its area.
- iii. Dorset Council also recognises the role played by DAPTC in representing the collective views and interests of most Town and Parish Councils.
- iv. Both parties commit to a spirit of cooperation, valuing each other's contributions and responsibilities, with a view to ensuring an effective and appropriate response to the differing needs and priorities of local places and communities.

2. Communication and Engagement

- i. Dorset Council and Parish and Town Councils will recognise and foster the importance of a constructive and regular working relationship between the Dorset Council Ward Member and the parish meeting, parish council or town council they liaise with. This relationship should be based on openness, mutual respect and timely communication, supporting the effective flow of local knowledge, community priorities and informed decision making.
- ii. Dorset Council will provide best effort provision of timely and relevant updates on policies, projects, and decisions affecting local communities, and will consult

¹ Parish and Town Councils includes precept raising bodies such as Parish Meetings.

with Parish and Town Councils well before making decisions or policy changes that impact their role and operations or the wellbeing of their place and community.

- iii. Parish and Town Councils will share local insights and concerns to inform Dorset Council's decision making by attending regular forums or liaison meetings when established to facilitate open dialogue and exchange of views.
- iv. Clear points of contact will be maintained to ensure smooth communication, by all parties.
- v. Engagement periods will allow sufficient time for meaningful input, and each party undertakes to consider the other's views and insights before making decisions, to seek clarification where necessary, and provide meaningful feedback.

3. Support and Capacity Building

- i. Dorset Council, Parish and Town Councils, and DAPTC will collaborate to identify key areas for guidance and training and determine the most effective methods of delivery. This joint effort will aim to enhance the capabilities of Parish and Town Councils and support the expansion of their role within the local governance framework.
- ii. Resources, toolkits, and best practice examples will be shared between the parties to support effective local governance.
- iii. Parish and Town Councils will proactively seek opportunities to upskill and enhance their role in service delivery in key areas agreed by both parties, community leadership and engagement.
- iv. Parish and Town Councils will develop financial and strategic plans for the short, medium, and longer term to set out their ambitions for the community around them and enhance their role in place management.
- v. Elected members for all parties should be supported and trained to understand the benefits of co-working and partnering toward better outcomes for communities they jointly serve.
- vi. Development of personnel in Parish and Town Councils, particularly those in senior roles like Clerks, will be encouraged to enable them to undertake broader roles and responsibilities effectively.

4. Collaborative Working

- i. Dorset Council, Ward Members and Parish and Town Councils are encouraged to work directly and collaboratively to identify, design and deliver projects that bring mutual benefit to local communities. This includes early engagement on opportunities, transparent sharing of relevant information, and a shared commitment to achieving positive, practical outcomes for residents.
- ii. Dorset Council, Ward Members and Parish and Town Councils will work together to identify, explore, and, where mutually agreed, pursue opportunities for joint

initiatives and shared services, and including the transfer or devolution of assets and services.

- iii. Partnership working and a problem-solving approach will be adopted to address challenges collectively and improve local service delivery and community outcomes.
- iv. Dorset Council will work constructively with Parish and Town Councils to facilitate changes through Community Governance Reviews where these strengthen democratic representation.
- v. Greater collaboration between neighbouring Parish and Town Councils will be encouraged to ensure best value asset management and service delivery.

5. Transparency and Accountability

- i. Decisions and actions will be made transparently, with clear explanations provided for major policy changes or service alterations.
- ii. All parties will uphold transparency in their own operations, ensuring local communities are informed and engaged.
- iii. Mechanisms for feedback and review will be in place to assess the effectiveness of collaboration and address any issues constructively.
- iv. This statement will be reviewed jointly on a periodic basis.

Conclusion

This statement represents a shared commitment to strengthening democratic representation and delivering better outcomes for Dorset's communities. By fostering mutual trust, engagement, and cooperation, Parish and Town Councils and Dorset Council can work together effectively to serve the needs of residents.

Signed by

Nick Ireland, Leader of Dorset Council

Date:

KD Johnson, Chair DAPTC Board

Date:

Catherine Howe, Chief Executive Dorset Council

Date:

Neil Wedge, Chief Executive DAPTC

Date:



WAREHAM TOWN COUNCIL – REPORT

Meeting Date: 24 March 2026

Agenda Item: 14

Subject:	Risk Management Strategy and Scheme
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider and recommend for approval the Risk Management Policy and Strategy.
Background:	<p>Financial Regulations for the Council require the following:</p> <p>Risk management and internal control</p> <p>2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.</p> <p>2.2. The Clerk as RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.</p> <p>2.3. When considering any new activity, the Clerk as the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.</p> <p>2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.</p> <p>2.5. The accounting control systems determined by the RFO must include measures to:</p> <ul style="list-style-type: none"> • ensure that risk is appropriately managed; • ensure the prompt, accurate recording of financial transactions; • prevent and detect inaccuracy or fraud; and • allow the reconstitution of any lost records; • identify the duties of officers dealing with transactions and • ensure division of responsibilities.
Key Points:	<p>The Risk Management Policy and Strategy was scrutinised by Policy Resources and Finance for ratification by Full Council on 24 March 2026.</p> <p>The Internal Audit carried out on Thursday 12 March identified the need to include the risks concerning the Wareham Burial Joint Committee on the Risk Management and Strategy until the matter has been rectified.</p> <p>It is essential to the governance of the Council that it reviews its risk strategy annually to ensure that it is taking preventative measures and mitigating against risk as much as practicable.</p>

Implications:	<p>Failure to properly scrutinise financial risk could leave the Council open to various financial losses, as detailed in the risk assessment.</p> <p>Failure to approve a properly scrutinised Risk Management Policy and Strategy would cause breach of Financial Regulations and would result in the Council not being able to meet its External Audit requirements.</p>
Recommendation:	To consider and recommend for approval the Risk Management Policy and Strategy.



Wareham Town Council

Risk Management Strategy

Version: 3.0

Date of Approval:

Minute No:

Previous Version: 2.0 Approved: 22/01/25 Min No: TC 161/25

RISK MANAGEMENT STRATEGY

1 Introduction

1.1 This document forms the Council's Risk Management Strategy. It sets out:

- What is risk management.
- Why does the Council need a risk management strategy.
- What is the Council's philosophy on risk management.
- What is the risk management process.
- Roles and responsibilities.
- Future monitoring.

1.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Council.
- Integrate risk management into the culture of the organisation.
- Embed risk management through the ownership and management of risk as part of all decision-making processes; and
- Manage risk in accordance with best practice.

2 What is Risk Management?

2.1 'Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements.' Audit Commission, Worth the Risk: Improving Risk Management in Local Government, (2001: 5)

2.2 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety but applies to all aspects of the Council's work.

2.3 Risks can be classified into various types, but it is important to recognise that for all categories direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

Strategic Risk - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worse-case scenario Government intervention.

Compliance Risk - failure to comply with legislation, laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals and the inability to enforce contracts.

Financial Risk - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

Operating Risk - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.

- 2.4 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration might not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.
- 2.5 Risk is not restricted to potential threats but can relate to missed opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

3 Why does the Council need a Risk Management Strategy?

- 3.1 Risk management will strengthen the ability of the Council to achieve its objectives and enhance the value of services provided.
- 3.2 The Risk Management Strategy will help to ensure that all Committees/service areas understand risk, and that the Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.
- 3.3 Strategic risk management is also an important element in demonstrating continuous service improvement.
- 3.4 There is a requirement under the Accounts and Audit Regulations 2011 to establish and maintain a systematic strategy, framework and process for managing risk.

4. Risk Management Policy Statement

- 4.1 The Council recognises that it has a responsibility to manage risks effectively to protect its employees, assets, liabilities and community against potential losses, to minimize uncertainty in achieving its goals and objectives and to maximize the opportunities to achieve its vision.
- 4.2 The Council is aware that some risks can never be eliminated fully, and it has in place a strategy that provides a structured, systematic and focused approach to managing risk. Risk management is an integral part of the Council's management processes.

5. Implementing the Strategy

5.1 Risk Control

Risk control is the process of taking action to minimize the likelihood of the risk occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

Elimination – the circumstances from which the risk arises are removed so that the risk no longer exists.

Reduction – loss control measures are implemented to reduce the impact/ likelihood of the risk occurring.

Transfer – the financial impact is passed to others e.g., by revising contractual terms.

Sharing - the risk is shared with another party.

Insuring - insure against some or all the risk to mitigate financial impact; and

Acceptance – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated by applying the risk management process will help to ensure that risks can be avoided or minimized in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

5.3 Risk Management System

Risk Identification – Identifying and understanding the hazards and risks facing the Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed.

Risk Analysis – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

Risk Prioritisation - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored using a matrix. This will require a numeric value to be given to both the likelihood of the risk happening and the impact of the impact if it did, based upon the scoring identified in the Risk Management Schedule Risk Matrix.

6. Roles and Responsibilities

6.1 It is important that risk management becomes embedded in the everyday culture and performance management process of the Council. The roles and responsibilities set out below are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is in the right place. The process must be driven from the top but must also involve staff throughout the organisation.

6.2 Elected Members – risk management is seen as a key part of the Elected Member's stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, including:

- a) Approval of the Risk Management Strategy.
- b) Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed.
- c) Consideration, and if appropriate, endorsement of the Annual Governance Statement; and
- d) Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

6.3 Employees – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Town Clerk.

- 6.4 Volunteers – will undertake their roles under guidance from the Museum Manager, or in their absence the Town Clerk or Deputy Clerk. They will ensure that any identified risks are duly reported which may impact their volunteering.
- 6.5 Town Clerk – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the Risk Management Strategy. The Town Clerk will:
- (a) provide advice as to the legality of policy and service delivery choices.
 - (b) provide advice on the implications for service areas of the Council's corporate aims and objectives.
 - (c) update the Council on the implications of new or revised legislation.
 - (d) assist in handling any litigation claims.
 - (e) provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work-related illness or injury.
 - (f) advise on any health and safety implications of the chosen or proposed arrangements for service delivery.
- 6.6 Responsible Finance Officer – as the Council's Section 151 Officer the Responsible Finance Officer (in Wareham Town Council this is also the Town Clerk) will:
- (a) assess and implement the Council's insurance requirements.
 - (b) assess the financial implications of strategic policy options.
 - (c) provide assistance and advice on budgetary planning and control.
 - (d) ensure that the Council's financial procedures allow effective budgetary control.
 - (e) maintain the Council's Risk Management Schedule.
- 6.7 Role of Internal Audit – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Council that the necessary risk management systems are in place and all significant business risks are being managed effectively.
- Internal Audit assists the Council in identifying both its financial and operational risks and seeks to assist the Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud. Internal Audit reports, and any recommendations contained within, will help to shape the Annual Governance Statement.
- 6.8 Policy Resources and Finance Committee – Review and future development of the Risk Management Policy and Strategy will be overseen by the Policy Resources and Finance Committee and shall make recommendations for its adoption to Full Council.
- 6.9 Training – Risk Management training will be provided to Elected Members and staff through a variety of mediums. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.
- 6.10 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly.

7. Future Monitoring

7.1 Review of Risk Management Strategy - This Strategy will be reviewed annually in August.

8. Conclusion

8.1 The adoption of a sound risk management approach should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuous service improvement and effective corporate governance.

DRAFT

Wareham Town Council Risk Management Schedule

RISK MANAGEMENT

Notes

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Town Council to identify all potential risks inherent in the place or practices. Based on a recorded assessment the Town Council should then take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimize them. In conducting this exercise, the following plan was followed.

- Identify the areas to be reviewed.
- Identify what the risk may be and level of risk
- Evaluate the management and control of the risk and record all findings.
- Review, assess and revise if required.

This report will be reviewed and updated on an annual basis.

Key

L low risk
M Medium Risk
H High Risk.

ASSESSMENT OF RISK

Each risk identified will be objectively assessed in terms of its “likelihood” and “impact” upon the Town Council.

Likelihood

		Probability	Frequency
4	Almost Certain	>90%	Frequent Occurrence
3	Likely	>60%	Regular Occurrence
2	Possible	>10%	Occasional Occurrence
1	Unlikely	<10%	Has never occurred

Impact

		Risk Threat
4	Major	Financial Impact >£400,000 Fatality/life-changing injuries to staff or public/regulatory intervention – prosecution/service disruption/extensive legal proceedings against the Council.
3	Serious	Financial Impact >£200,000 Adverse media attention/public complaints/adverse findings by auditors -ICO- Ombudsman/significant service disruption/project delivery delayed or suspended/legal action.
2	Significant	Financial Impact >£50,000 Adverse service-user complaints/some service disruption/minor injuries or “near-misses” to staff and public
1	Minor	Financial Impact less than £5,000/isolated complaints/minor service disruption.

Risk Matrix

Likelihood	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
	1	2	3	4	

Impact

Area	Risk(s) Identified	Impact	Likelihood	Level	Control of risk/management (bold indicates areas where work is needed)	Review/assess/revise
Assets	Protection of workplace assets	1	1	L	Office and office furniture insured.	Ensure all equipment is fit for purposes, review insurance annually.
	Security of buildings, equipment etc.,	2	2	M	Double Lock on Council Office door. Anyone issued with keys must sign to say they have been received. CCTV installed.	Monthly review of signing sheet for anyone who should be removed and keys returned.
	Theft or vandalism of Council Vehicles Vehicle damage	1	3	M	Vehicles kept locked and empty in Howards Lane Car Park in sight of CCTV. Vehicles kept locked on site when unattended. Full Comprehensive insurance for all Council Vehicles Ground Staff reminded of responsibilities in respect of driving Council Vehicles as part of the staff handbook.	Annual review of insurance. Review of staff driving licenses every 3 years.

	Maintenance of buildings	3	2	M	<p>Inspections of outside of properties required as appropriate.</p> <p>Play parks are inspected weekly by the Grounds Team and annually by outside contractor.</p>	<p>Deputy Town Clerk to review weekly check sheets.</p> <p>Council to receive reports from outside contractors to review and consider any necessary works.</p>
	Loss of Clockwinder	6	2	M	<p>Clockwinder is currently the only individual who knows how to wind the Town Hall Clock. No contingency in place. Health and Safety impact on access also raised. Clock Winder texts Clerk on arrival and again on leaving when winding the clock to ensure safety for lone working. Consideration should be given to automation in the future.</p>	<p>Remain under review until such time as budget will allow.</p>
	Civic Regalia - risk of theft.	3	1	L	<p>Items are insured. Mayor to be accompanied at civic functions to reduce risk of robbery when in civic regalia.</p> <p>Chain and other items of value to be kept in the Town Council Safe.</p>	<p>Update and review insurance annually.</p>
	Ongoing Management of Trees identified as requiring immediate/moderate attention.	4	2	H	<p>Tree survey carried out in early 2023 consultants instructed as and when required management for those problem trees identified and being actively managed.</p>	<p>Submission where appropriate to LPA for TPO consent managed by consultants on instruction.</p> <p>Existing procedures adequate.</p>
Finance	Banking	1	1	L	<p>Funds all held at Lloyds Bank.</p>	<p>Ensure the bank accounts are relevant and fit for purpose.</p>
	Loss of cash through theft or dishonesty	1	1	L	<p>No petty cash in the office.</p> <p>Museum is the only cash handled, donations are put in locked donation vessels and are emptied and banked weekly by the office, with the transaction entered onto the accounts system with a scan of the paying in book.</p> <p>Museum sales are now managed via a till which is balanced daily via an X reading and a</p>	<p>Existing procedures adequate</p>

					<p>Z reading at the end of each week. Takings are banked twice weekly with the transaction entered on the accounts system.</p> <p>Volunteers write in a book the sales they have made for stock control purposes.</p> <p>Insured for loss of money to a limit of £250,000 per incident with additional cover for specific situation.</p>	
	Financial controls and records	1	1	L	<p>Monthly reconciliation prepared by Clerk/RFO and reported publicly to Members. Financial regulations approved and adhered to. Internal and external audit are carried out annually.</p> <p>Scribe Accounting has enabled members read only access to the accounts for transparency.</p>	Monitor
	Comply with HMRC Regulations	2	2	M	<p>Use help line when necessary. VAT payments and claims calculated automatically by Scribe accounting system and submitted by Clerk/RFO. VAT reclaimed quarterly. Internal and external auditor to provide double check.</p>	Existing procedures adequate
	Sound budgeting to underlie annual precept	2	1	M	<p>Budget produced annually based on previous expenditure and any planned work, from figures prepared by Clerk/RFO.</p>	Existing procedures adequate
	Complying with borrowing restrictions	1	1	L	<p>No new borrowing can be taken until 12 months following the last loan taken (February 2026). If a loan is considered current financial regulations are to be followed.</p>	Existing procedures adequate
Insurance	PublicLiability (statutory)	4	1	L	<p>Continue existing cover (£10m)</p>	Review annually with broker

	Employers Liability (statutory)	4	1	L	Continue existing cover (£10m)	Review annually with broker
	Vehicle Insurance (statutory)	2	2	L	Insurance renewed annually with vehicle depreciation factored.	Review annually with broker
	Fidelity Guarantee Insurance	4	1	L	Cover extended to £1,000,000 in 2025 and will be monitored at year end to assess future need for any increase in cover.	Review annually with broker – possible rise in 2026 for the following year to provide adequate cover.
	Property	4	1	L	A 5 yearly building revaluation exercise should be completed. Last revaluation of all Council property is unknown. The completed purchase of 2 North Street now gives a lead in to this work being required.	A revaluation should be undertaken at the earliest opportunity and then reviewed with broker.
	Personal Accident.	3	2	M	£500,000 per individual with £2,000,000 per incident. Further cover for specific incidents is also covered.	Review annually with broker
	Terrorism	1	1	L	Currently there is no cover in place. Risk is very low and unlikely.	Council to consider before next insurance renewal.
	Business Interruption	1	1	L	Existing cover (£87,670) covers revenue only.	Review annually with broker.
Payroll	Loss of data on PC due to system fault.	1	1	L	External IT company manage all Council technology and there is adequate Insurance cover for loss of data in place.	Existing procedures adequate
	Incorrect pay paid to employees	1	2	L	Payroll outsourced to Dorset Council with automatic BACs transfer in place to avoid manual transactions. Checks by Clerk carried out before payroll is authorised for payment, and payments authorised by Council each month.	Existing procedures adequate
	Loss of services of employee.	2	1	L	Job roles and descriptions to be kept up-to-date and re-drafted accordingly, ready for immediate advertisement should a vacancy arise.	Review annually

Administration	Payment arrangements	1	1	L	<p>Continue with requirement to report all payments to Council or Policy Resources and Finance Committee for approval.</p> <p>Continue with requirement for signatories on Bank Mandates.</p> <p>Bank mandate and signatories to be reviewed annually. Financial Regulations in place.</p>	Existing procedures adequate
	Reconciliation	1	1	L	<p>Continue with bank reconciliation to be carried out on the receipt of each statement.</p>	Existing procedures adequate
	Agency advice	1	1	L	<p>Continue with memberships of SLCC, NALC and DAPTC,</p>	Existing procedures adequate
Minutes/ agenda/ notices/ statutory documents	Accuracy and legality of business conducted	1	1	L	<p>Minutes, agenda and public notices are produced by the Clerk to comply with legal requirements. Minutes are approved and signed at the following Council/Committee meeting. Minutes and agenda are displayed according to legal requirements. Meetings are managed by the respective Chair.</p>	Existing procedures adequate
Election Costs	An election is requested	2	2	M	<p>Elections cannot be controlled. In election year or if a casual vacancy occurs, the electorate can call for an election, cost to be borne by the Town council. An amount is set aside each year via contingency in the budget to allow for an election.</p>	Existing procedures adequate
Car Park	Increase in net expenditure.	2	2	L	<p>Annual budget approved and precept raised for anticipated expenditure. All expenditure can be reasonably anticipated and dealt with by budget monitoring and setting process.</p>	Existing procedures adequate
	liability	2	3	M	<p>Insured risk and insurance adequate.</p>	Existing procedures adequate

Museum	Loss of volunteer support.	4	1	M	<p>A rota system is worked by volunteers and the museum is well supported, with volunteers stepping in to cover sickness etc.</p> <p>Volunteer recruitment is carried out annually by the Manager and Curator.</p>	Existing procedures adequate
	Damage or Loss of artifacts.	3	1	L	<p>Five CCTV cameras are located in the museum.</p> <p>Museum insured as part of the Town Council's insurance.</p> <p>Poor storage facilities could result in damage and adequate storage should be sought for items not on display.</p>	Museum renovation and expansion to include storage facilities to be included in the 2 North Street project. Care will need to be sought for the storage and transfer of artifacts whilst work is being carried out.
Precept	Annual precept not the result of proper detailed consideration.	3	1	L	<p>Continue to present budget in Autumn for approval by January the following year</p>	Existing procedures adequate
	Inadequate monitoring of performance.	3	2	L	<p>Continue to regularly consider budget monitoring report (quarterly)</p>	Existing procedures adequate
	Illegal expenditure.	3	1	L	<p>Continue to ensure that all expenditure is within legal powers.</p>	Existing procedures adequate
	Failure to apply	1	1	L	<p>Clerk submits precept request immediately following the authorisation at Full Council before the deadline.</p>	Existing procedures adequate
Accounting	Non-standard and/or non-compliant records kept.	1	1	L	<p>Continue to require adequate, complete and statutory financial records and accounts. All invoices and payments logged and reported to Council/Committees.</p> <p>All Councillors have read only access to the full accounting system to check at their leisure.</p>	Existing procedures adequate

	Non-compliance with statutory deadlines for the completion/ approval/ submission of accounts and other financial returns.	1	1	L	Continue to ensure that all accounts and returns are completed and submitted by the deadlines.	Existing procedures adequate
	Non-compliance with Internal Audit requirements.	1	1	L	Internal auditor carries out 3 inspections rather than the standard interim inspection followed by a full inspection.	Internal auditor to be reviewed every 3 years. Any new Council to review and appoint following elections.
Contracts	Ensure continued value for money coupled with continuity of work.	2	2	M	Ensure financial regulations are followed.	Existing procedures adequate
	Contractors	2	1	L	Check relevant paperwork to ensure they are qualified to carry out work contracted to do. Check to ensure they have relevant insurance in place.	Existing procedures adequate
Liability						
Employer Liability	Comply with Employment Law	2	1	L	SouthWest Councils and Peninsula retained under contract to provide all advice in relation to any HR matters.	Existing procedures adequate
	Comply with Inland Revenue requirements	2	1	L	Regular advice from HMRC. Internal and external auditor carries out annual checks. Payroll out- sourced.	Existing procedures adequate
	Safety of Staff and visitors	2	2	M	CCTV covers office and Town Hall entrances, as well as car park. Lone working discouraged where possible, but where it is essential, communication lines are set up to provide safety.	Existing procedures adequate

	Computer back up	1	1	L	<p>Accounts package provider backs up daily.</p> <p>Web provider backs up computer systems weekly.</p> <p>IT software company provide server back-up daily.</p>	Existing procedures adequate
Legal Liability	Ensuring activities are within legal powers	2	2	M	<p>Clerk to clarify legal position on any new proposal. Legal advice to be sought where necessary.</p> <p>PSTAX retained annually in respect of VAT and tax advice for all projects and business involving VAT.</p>	Existing procedures adequate
	Proper and timely reporting via the Minutes	1	1	L	<p>Council meets every fourth Tuesday of the month with committees meeting cyclically on the second Tuesday of the month. Both receive and approve minutes of meetings held in interim. Minutes made available to press and public at the Town Council office and via the website.</p>	Existing procedures adequate
	Loss of data on PC due to system fault.	1	1	L	<p>External IT company manage all Council technology and there is adequate Insurance cover for loss of data in place.</p>	Existing procedures adequate
	Proper document control	1	1	L	<p>Central electronic files system accessed by all office staff, backed up on external server.</p> <p>Publication Scheme can be found on the website.</p>	Existing procedures adequate
	Freedom of Information	1	1	L	<p>Timely response in line with statutory time frames. Publication Scheme available on Website.</p>	Existing procedures adequate
	Data Protection	1	1	L	<p>The Town Council is registered with the Information Commissioners' Office.</p>	Existing procedures adequate

Grant's and support payable	Power to pay. Authorisation to pay	1	1	L	The Town Council has a Grants to Local Organisations Policy and all requests for grants are considered by the Town Council in accordance with that policy.	Existing procedures adequate
Grant's receivable	Receipt of monies	1	1	L	The Town Council may apply for and receive grants it wishes to seek where applicable.	Existing procedures adequate
General						
	Wareham Burial Joint Committee	4	3	H	The Joint Burial Committee has been determined as having no separate legal entity, and therefore the legality of any contract it enters into would be called into question. This includes contracts for the provision of goods or services as well as the provision of insurance cover. In the event of fraud, error or health and safety issues including corporate manslaughter, liability may fall on individual Councillors and the clerks to the partner councils.	The matter is being dealt with by Mr. Roger Taylor, solicitor retained by Wareham Town Council, with liaison from the other Councils involved and it is anticipated that it will be resolved before Autumn 2026.
	Complaint's procedure	1	1	L	Complaints Procedure available on Website.	Existing procedures adequate
Councillors' propriety	Registers of Interests	4	2	M	Register of interest completed and Councillors responsible for updating as and when required. All Councillors Register of Interests are available via links on the website.	Existing procedures adequate

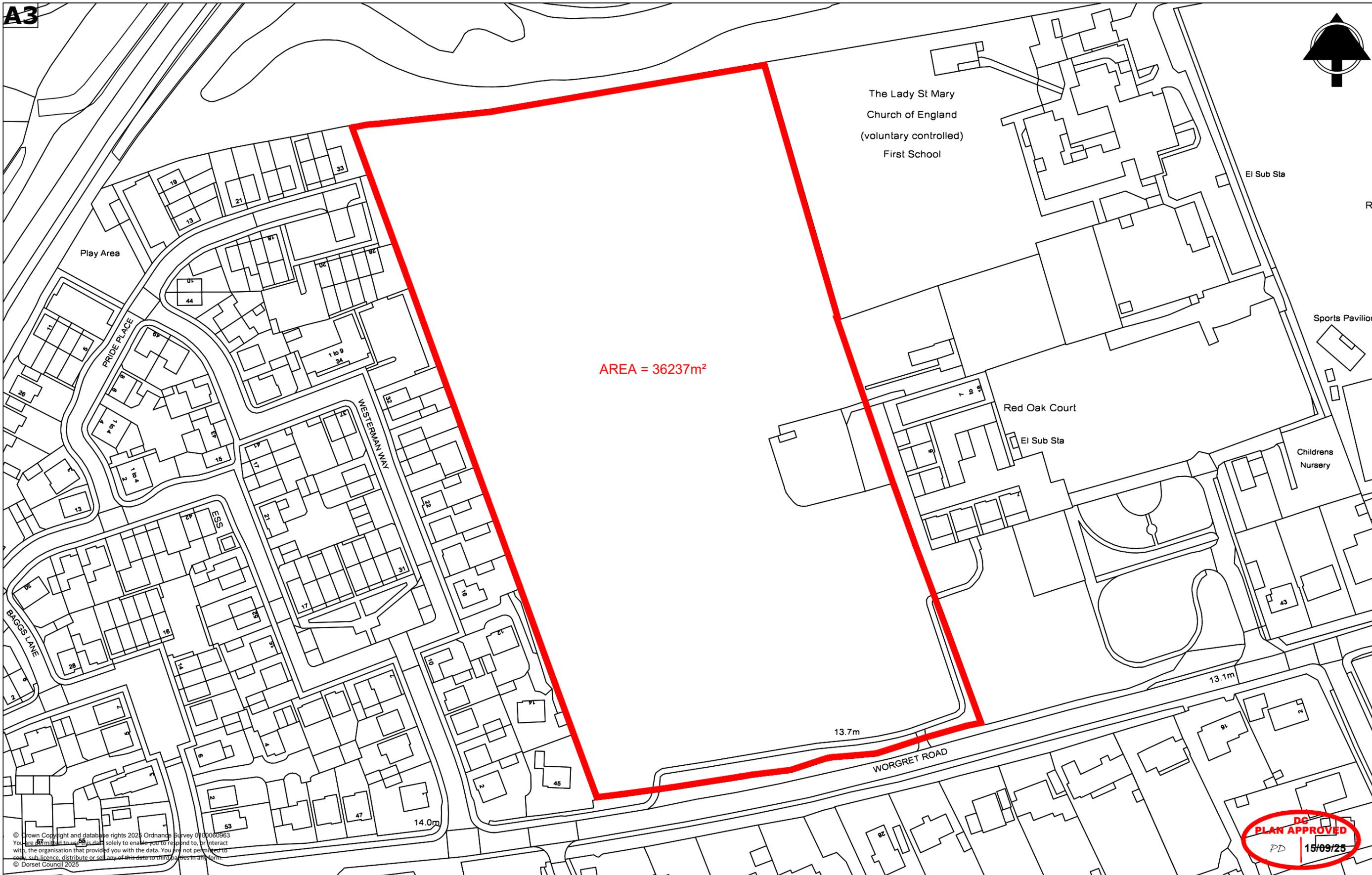
HEADS OF TERMS**Subject to Contract & Council Approvals****Leasehold of Playing Field, Worgret Road, Wareham. Part of Land Registry Title number DT361547****Version: 10/03/26**

1	Proposed Transaction	The Landlord intends to grant the TENANT a LEASE on the following Heads of Terms. The heads of terms are not intended to create any legally binding obligations. They are subject to contract, completion of formally executed legal documentation and Council approval.
2	Landlord	Dorset Council County Hall Colliton Park Dorchester DT1 1XJ Attention of: Paul Disbury
3	Tenants	Wareham Town Council Town Hall, East Street, Wareham, Dorset, BH20 4NS 01929 553006 Email: office@wareham-tc.gov.uk
4	Vendor's Solicitor	Dorset Council Legal Services County Hall, Colliton Park, Dorchester DT1 1XJ Attention of: John Llewelyn
5	Purchaser's Solicitor	TBC
6	Property	Part of Land Registry DT361547 land at Wareham Middle School, Worgret Road, Wareham and Wareham Children's Centre, Streche Road, Wareham. Shown for identification purposes on the attached plan
7	Tenure	Leasehold
8	Term	50 Years
9	Commencement Date	Upon completion of the lease
10	Permitted Use	To use the property for community sports, recreation and playing field use.
11	Wayleaves & Easements	There may be wayleaves and easements in place on the land in relation to electricity, water and telecommunications. The tenant waives any rights over the income from those agreements and allows access

		with reasonable notice (except in emergencies where access is granted immediately) for the landlord or providers to inspect, repair and maintain those services. This is provided on the basis that the landlord makes good any works that are carried out.
12	Rent	1 Peppercorn per annum
13	Repairs	The tenant is to be responsible for all repairs and keeping the property into a condition which complies with all health & safety and statutory compliance requirements.
14	Outgoings	Tenants to be responsible for all outgoings including business rates.
15	Insurance	Tenant to insure.
16	Alienation	Not Permitted
17	Alterations	Alterations permitted subject to Landlords consent, not to be unreasonably withheld or delayed.
18	Covenants	No to cause a nuisance or annoyance to neighbouring residents. Not to object to the proposed gateway development adjoining as a leaseholder.
19	Compliance of Laws	Tenant to comply with any relevant statutes/laws
20	Conditions	The agreement is subject to: a. Contract b. Dorset Council approvals c. Open space notice etc.
21	Rights Granted for the benefit of the Property	N/A
22	Rights Reserved over the property	The right of access to any utilities and associated infrastructure on the land.
23	Landlord's Break Clause	After the expiry of the 3rd anniversary of the commencement, Landlord can terminate the lease at any time during the term, upon serving a minimum of 12 months written notice, conditional upon a requirement for educational use.
24	3rd Party Rights	The property is transferred with any existing 3rd party rights.
25	VAT	TBC
26	Disposal of Public Open Space	Before the agreement can be completed Dorset Council is required to advertise the disposal of public open space and consider any objections.

27	Costs	Each party to bear their own legal costs. Purchaser to pay any advertising cost.
28	Status of Heads of Terms	These heads of terms are not intended to create any legally binding obligations. They are subject to contract, completion of formally executed legal documentation and Dorset Council approvals.

DRAFT



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DC
PLAN APPROVED
 PD 15/09/25



Site/Property
 LAND AT WORGRET ROAD
 WAREHAM
 DORSET

Drawing Title
 LEASE PLAN

Scale 1:1250 @ A3 Date 15/09/2025 Drawn RT

UPRN Drawing Number
PD4677

Item 17

ACTION LIST				
DATE / MEETING /	SUBJECT	ACTION	PROGRESS & DATE COMPLETED	PROJECT OWNER/ RESPONSIBLE
10.03.2026 PRF PRF 087/25-26	Howards Lane Public Convenience Cleaning Contract	To consider a suitable firm to appoint for the cleaning of the Town Council's public conveniences over the next 4 years	UPDATE: Committee considering and scoring tenders received to form a recommendation for Full Council on 24.03.2026	Policy, Resources and Finance Committee / Deputy Clerk
10.03.2026 PRF PRF 082/25-26	Annual Risk Assessment	To consider and review the Town Council's Annual Risk Assessment	UPDATE: Policy Resource and Finance Committee considered and reviewed Annual Risk Assessment for consideration and approval of Full Council on 24.03.2026	Town Clerk
10.03.2026 PRF PRF 081/25-26	Croquet Lawn Fee Rate	To agree croquet fee rate and relay this to the croquet club	UPDATE: 17.03.2026 Fee rates agreed at PRF, relayed to croquet club. Lawn being installed ahead of the beginning of the croquet season in April.	Deputy Town Clerk
10.03.2026 PRF PRF 080/25-26	Annual Fire Monitoring Safety	To review the Town Council's annual fire monitoring provision	UPDATE: Committee resolved to appoint PD Fire and Safety. Appointment and arrangements for compliance works being undertaken.	Administration Officer
08.07.2025 / 09.09.2025 / 27.01.2026 / 10.03.2026 P&T / PR&F P&T 028/25-26 / PRF 041/25-26 / P&T 133/25-26 / PRF 079/25-26	20 Mph zone within Wareham's Saxon Walls	To commission speed surveys within the Saxon Walls in support of a 20mph scheme	UPDATE: 10.03.2026 Policy Resource and Finance Committee asked for clarification of whether speed surveys are a required expenditure for the pursuance of a 20mph zone. Clarification being sought. Earmarked reserve of £895 to be created should surveys be required.	Deputy Town Clerk
10.03.2026 P&T P&T 165/25-26	Saxon Roundabout Pedestrian Crossing Safety	To request enhance safety measures for crossing at the Saxon Roundabout when the underpass is impassable.	UPDATE: 12.03.2026 Responsible Dorset Council officer contacted with request from P&T. Awaiting response.	Town Clerk

24.02.2026 Full Council TC 182/25-26	Former Middle School Playing Fields Asset Transfer	To accept and secure a 30-year lease of the former Middle School Playing Fields	UPDATE: 12/03/2026 Further meeting held and discussion resulted in Dorset agreeing a 50 year lease - agenda item to agree HOT's.	Town Clerk
24.02.2026 Full Council TC 179/25-26	Signing and Sealing of Purchase Documents	To sign and seal transfer document to complete the 2 North Street Purchase	UPDATE: 25.02.2026 Documents duly signed and sealed.	Town Clerk / Cllr M Cotton / Cllr S Dean
10.02.2026 Amenities A 048/25-26	Town Hall Roof Repair	To appoint a contractor to complete roof repairs to the Town Hall.	UPDATE: 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 recieved.	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.	UPDATE: 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.	UPDATE: 03.03.2026 Site meeting with Dorset Mind officer at bench location to support in narrative creation and photographs of bench site to aid in corporate fundraising for 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.	UPDATE: 03.03.2026 Dorset Council hold no objection to bin location. Historic England contacted to understand if Scheduled Monoment Consent is required.	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.	UPDATE: 09.03.2026 Clarifications required for the Town Council's consultation response made and response submitted.	Deputy Town Clerk / Neighbourhood Plan Steering Group
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.	UPDATE: 24.02.2026 Dorset Council responded to request. 50mph signs cannot be moved due to DfT Policy in Traffic Signs Manual Chapter 3. Request for yellow bars escaleted to responsible officer in Dorset Council to investigate installation at the site.	Deputy Town Clerk
13.01.2026	Church Street Traffic	Potential pedestrian safety	UPDATE: 14.01.2026 Residents encouraged to report	Deputy Town Clerk

P&T P&T 123/25-26	Management Request	improvements to be investigated with Dorset Council for Church Street and returned to Committee for consideration.	collisions and near misses via DC reporting portal and Police reporting site to build an empirical picture for Dorset Council.	
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.	UPDATE: 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.	UPDATE: 27.01.2026 Mower delivered, Lantra training for colleagues scheduled 20.03.2026	Deputy Town Clerk
25.11.2025 Full Council TC 124/25-26	Asset Transfer Letter	To write to Cllr Richard Biggs, Deputy Leader and Portfolio Holder for Property & Assets, Economic Growth & Levelling Up, to reaffirm the Town Council's position in relation to the asset transfer of former Middle School Playing field.	UPDATE: Completed but Officer contact superceded.	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.	UPDATE: 10.03.2026 Policy, Resource and Finance Commiittee resolved to remain with current providers.	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.	UPDATE: 27.02.2026 2 North Street Completion carried out. EOI for NLHF being drafted in consultation with Vicky De Wit and Talis. Submission expected before end of March.	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.	UPDATE: 18/03/2026 Numerous attempts to contact Healthmatic made with no response having been received.	Town Clerk / Deputy Town Clerk
24/10/2023 PR&F	Public Engagement	Town Clerk to draft a Community Engagement Strategy and Policy	UPDATE: Item delayed due to PWLB work and Dorset Consultations, will present to Council in early 2026.	Deputy Town Clerk

PRF 054/23		for consideration at a future meeting.		
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.	UPDATE: 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+D54+A48:E69+A42:E69+D54+A48:E6+A48:E69



Wareham Town Council – REPORT

Meeting Date: 24 March 2026

Agenda Item: 18

Subject:	Report of the Museum Co-ordinator
Prepared by:	Katie Seal, Museum Co-ordinator
Purpose of Report:	To note report of Museum Co-ordinator.
Background:	<p>Wareham Town Museum provides historical and cultural opportunities for residents and visitors of Wareham. These services are provided through the running of the museum’s exhibitions during the museum’s open season as well as a range of community outreach activities, such as museum events, talks and workshops.</p> <p>The Report of the Museum Co-ordinator is a standing report to Council to inform members of the work undertaken by the Museum co-ordinator and volunteers and ongoing development work of the museum as a service.</p>
Key Points:	<p>Volunteers</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>Following up on last month’s report, we now have two potential new volunteers who have expressed interest in joining the museum team. We are also looking ahead to the museum’s full-time reopening at the end of the month.</p> <p>Events and Engagement</p> <p>Like last month, 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, alongside other events such as Vinyl Night.</p> <p>Further events such as a quiz in June and another vinyl night in the autumn are being planned.</p> <p>We also have three work experience students booked for the summer – two in June and one in July – providing an excellent opportunity for the museum to engage with a younger age group.</p> <p>Winter Lectures Continue</p> <p>The Winter Lecture series has continued to be very popular! At the time of writing, eight of the ten talks have taken place, with attendees engaging enthusiastically and showing great pride in the series. People have also been very generous with their donations, which</p>

currently total £916.41. With two lectures still to come, we are hopeful of reaching the £1,000 mark by the end of the series.

I would like to 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 sessions can continue smoothly. A big thank you also goes to Katy, who is always on hand to assist during what is an especially busy day for me, as well as to our regular volunteers who reliably help with seating arrangements and teas and coffees. The series certainly would not run as smoothly without them!

Vinyl Night Fundraiser – 27 February 2026

Vinyl Night was a great success! The evening ran smoothly, and everyone genuinely had a wonderful time. We raised a total of £445.55, and the raffle was particularly popular with attendees. I would like to extend a big thank you to all the local businesses who kindly donated prizes for the raffle:

- Garden Gate Tea Room
- Kaffs Coffee Pot
- Heirlooms Jewellery
- The Tank Museum
- Dorset Museum & Art Gallery
- Barnett's Barbers
- Special Days
- B Curtis Butchers
- Wareham Beerex
- Londis

A huge thank you also goes to all our wonderful museum volunteers who generously donated prizes. I must also extend a massive thank you to the Town Council staff for their support – everyone took on a role that night, and I couldn't ask for a better team! The event was so well received that multiple attendees asked whether we would host more in the future.

A very special thank you goes to Keith Burt, who did an amazing job as DJ for the night, and to the fantastic crew who ensured the music played flawlessly all evening.

Junior Archaeologist: Build a Skeleton – 9 April 2026

We have a '*Junior Archaeologist: Build a Skeleton*' workshop scheduled for the Easter holidays at Wareham Library. Bournemouth University has very kindly lent us full-size replica skeletal bones, allowing children to mimic excavating a skeleton and then assembling the bones themselves. It's a wonderful way to engage kids with both history and science!

We are charging £2 per child, which includes a small gift for them to take home. This will help them remember the human skeleton and the names of the bones.

Winter Lecture Series 2026

We have one winter lecture left for the season: -

- 25 March – Helen Baggot (Author): *Posted in the Past*

Week after week, visitors have been sharing how much they are enjoying the talks and praising the speakers. Many comment that they simply can't miss a session and will be disappointed when the end.

Partnerships and Loans

Our relationship with Bournemouth University remains strong. I recently had a very successful meeting with Martin Smith and Adam Redford, discussing a collaborative project to 3D print a small selection of burials from the local Durotriges dig at Winterbourne Kingston. The aim is to create a new, accessible, and engaging way to handle human remains, allowing people who are visually impaired, for example, to engage with them for the first time.

We believe this may be the first time such an approach has been applied to burials in a museum setting. It is also part of a research project, which means the work will eventually be published in an academic journal. Initially, we plan to explore creating a display in a smaller museum. Once the larger museum is built, there will be an opportunity to display an entire Iron Age cemetery for the first time (the models will not be full-size).

This project has also created other exciting possibilities. For example, we could create a 3D printed replica of the Saxon sword to display alongside its story, rather than relying on just a photo. My vision for the adjacent Saxon storyboard is to 3D print the Saxon walls as a model, giving them the prominence and attention they deserve.

We had members from the T.E Lawrence society visit us the morning of Wednesday 4 March (prior to a talk) where I facilitated getting the recently acquired collection out for the group. They were very thankful and very enthusiastic about the project next door that the society has kindly paid for the Perspex for the Lawrence door we are waiting to display in the current museum with all the recorded heights of Lawrence and his siblings on. I also met a gentleman who has very kindly offered to donate £50,000 for the new museum project and have since had it in writing to confirm his intention, as well as this he is very kindly going to leave us more Lawrence items that have actual relevance to Lawrence after he passes. This is an amazing development for the museum and for the preservation of T.E Lawrence's memory and the way in which we continue to preserve his legacy.

We have also received a very generous £1000 donation from a local resident for the new museum project. These donations are extremely generous and very much appreciated, as it is these acts of generosity which will contribute to the grant funding bid's success as it demonstrates the support for the project outside of the Council.

	<p>We are also exploring a collaboration with an upcoming Dorset Museum exhibition which would also lead to the Saxon sword coming back for a temporary display in the current museum.</p> <p>Cataloguing Project</p> <p>Progress continues with the cataloguing project, with several items now officially recorded – the first since July 2024. Volunteer Mike has been running training sessions with some of the other volunteers, while Ben has been invaluable in helping plan the procedure alongside me.</p>
<p>Implications:</p>	<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>
<p>Recommendation:</p>	<p>To note the report of the Museum Co-ordinator for information.</p>