



**Wareham**  
Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

7 January 2026

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

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **POLICY, RESOURCES AND FINANCE COMMITTEE** to be held on **TUESDAY 13 JANUARY 2026** in the Council Chamber, Town Hall, East Street, Wareham at **19:30 hrs** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray

Town Clerk

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

**Members of the Policy, Resources and Finance Committee**

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

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



**13 January 2026 at 7.30pm**

**1. Apologies for absence**

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

**2. Declarations of interest**

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

**3. Public participation time**

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

**4. Confirmation of minutes of previous meeting held on 11 November 2025**

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

**5. Matters arising from the minutes of the last meeting held on 11 November 2025**

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

**6. Payment of outstanding creditors – TO FOLLOW**

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

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

**7. Bank Reconciliations**

To note and approve the Bank Reconciliations from April to December 2025 following adjustment.

**8. Q3 Budget Monitoring**

To note the Q3 Budget position for the 2025/26 financial year.

**9. Howards Lane Car Park Cash Collection Contract**

To consider and appoint contractor.

**10. Interim Audit Report**

To receive and note the first visit of the Internal Auditor and management response.

**11. 2026/27 Draft Budget and Precept Setting – TO FOLLOW**

To consider the 2026/27 draft budget and precept setting for recommendation to Full Council.

**12. Any other items the Chairman deems urgent**

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

**13. Date of next meeting**

To note the date of the next meeting, which is scheduled for **TUESDAY 10 MARCH 2026**



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

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

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

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

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

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

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

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

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

There were no members of the public present.

**PRF 048/25-26 Confirmation of the minutes of the previous meeting**

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 09 September 2025, were **APPROVED** subject to the following amendments and would be signed by the Chairman following the meeting.

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

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

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

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

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

Councillors considered the list of payments for approval.

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

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

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

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

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

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

The Committee considered the bank reconciliation for September 2025.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**PRF 059/25-26 Date of next meeting**

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at 7.30pm on **Tuesday 13 January 2026**.

Chairman.....

Date.....

# POLICY RESOURCES AND FINANCE COMMITTEE REPORT



Meeting Date: 13 January 2025

## Agenda Item: 7

<b>Subject:</b>	Bank Reconciliation – December 2025
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To Approve the December 2025 Bank Reconciliation.
<b>Background:</b>	Each month the bank accounts are reconciled with the accounts package to ensure that every transaction can be accounted for to the correct date, payee and amount. The reconciliation is then produced with the cashbook totals highlighted for Council to confirm they match and approve.
<b>Key Points:</b>	<p>The Internal Audit visit in December highlighted the different balance of the Burial Board bank statement from that which had been submitted for final accounts, and the opening bank balance statement in April, by 5p. Once corrected on the Wareham Town Council accounts, it resulted in all the bank reconciliations back to April 2025 not balancing.</p> <p>The opening statement has been restated on the accounts and all bank reconciliations re-run. These are attached for transparency and completeness, along with the December reconciliation which requires approval.</p>
<b>Implications:</b>	<p>Materiality and Risk Assessment – Although the discrepancy was only 5p and therefore not financially material, the existence of unreconciled differences - regardless of value – can raise audit and governance concerns if not promptly identified, explained, and corrected.</p> <p>Transparency and Governance – Restating the opening balance and re-running all affected reconciliations, with full documentation provided, supports transparency and demonstrates good governance.</p>
<b>Recommendation:</b>	To note and approve the Bank Reconciliations.

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 30/04/2025</b>			
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 30/04/2025		306,168.14
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/04/2025		913,065.65
<b>A</b>	<b>Cash in Hand 30/04/2025</b> (per Cash Book)		<b>864,091.88</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	25.00	
	Lloyds Bank Business Account (Pa 31/05/2025	19,884.02	
	Lloyds Bank Receipts 31/05/2025	287,548.82	
	Wareham Burial Joint Committee 31/05/2025	83,944.40	
	CCLA (PSDF) 31/05/2025	472,689.64	
			<b>864,091.88</b>
	Less unpresented payments		
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>864,091.88</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

## Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
52	30/04/2025	Lloyds Bank Busin	Play Area Continge	FPO	Equipment maintenance	Trade UK	-13.32	-2.66	-15.98	870,992.72	30/04/2025
42	30/04/2025	Lloyds Bank Busin	Allotment Rents	FPO	Allotment Land Rent	Morden Estates Comp	-163.44	-32.69	-196.13	870,796.59	30/04/2025
68	30/04/2025	Lloyds Bank Busin	Grass Cutting - Ha	FPO	Grass cutting	Countrywide Grounds	-110.83	-22.17	-133.00	870,663.59	30/04/2025
98	30/04/2025	Lloyds Bank Busin	Plants for Display	FPO	Compost Summer Plants	Trade UK	-210.00	-42.00	-252.00	870,411.59	30/04/2025
106	30/04/2025	Lloyds Bank Busin	Plants for Display	FPO	Summer Plants	Holme for Gardens	-3,206.25	-641.25	-3,847.50	866,564.09	30/04/2025
12	30/04/2025	Lloyds Bank Busin	Rates - Museum	FPO	Museum Rates	Dorset Council Accour	-0.50		-0.50	866,563.59	30/04/2025
43	30/04/2025	Lloyds Bank Busin	Events	FPO	Museum talk - Mike Randall	Mike Randall	-65.00		-65.00	866,498.59	30/04/2025
58	30/04/2025	Lloyds Bank Busin	Events	FPO	Refreshments for museum lecture series	Paul Willis	-3.40		-3.40	866,495.19	30/04/2025
59	30/04/2025	Lloyds Bank Busin	Events	FPO	Museum Events	Katie Seal	-7.00		-7.00	866,488.19	30/04/2025
85	30/04/2025	Lloyds Bank Busin	Security Alarm	FPO	Annual Intruder Alarm Service	Dorset Electrical & Fir	-80.00	-16.00	-96.00	866,392.19	30/04/2025
69	30/04/2025	Lloyds Bank Busin	Stock (for Resale)	FPO	Museum Books for resale	Amberwood Graphics	-99.50		-99.50	866,292.69	30/04/2025
100	30/04/2025	Lloyds Bank Busin	Stock (for Resale)	FPO	Museum stock for resale	Giftstones Limited T/A	-57.00	-11.40	-68.40	866,224.29	30/04/2025
100	30/04/2025	Lloyds Bank Busin	Stock (for Resale)	FPO	Museum stock for resale	Giftstones Limited T/A	-60.00	-12.00	-72.00	866,152.29	30/04/2025
100	30/04/2025	Lloyds Bank Busin	Stock (for Resale)	FPO	Museum stock for resale	Giftstones Limited T/A	-7.95	-1.59	-9.54	866,142.75	30/04/2025
116	30/04/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.56		-0.56	866,142.19	30/04/2025
57	30/04/2025	Lloyds Bank Busin	New Equipment	FPO	Office Supplies	Viking Direct	-74.49	-14.90	-89.39	866,052.80	30/04/2025
105	30/04/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	Tradewind Graphics L	-22.00	-4.40	-26.40	866,026.40	30/04/2025
51	30/04/2025	Lloyds Bank Busin	Cleaning/Maintena	FPO	Equipment for Museum maintenance	Trade UK	-34.12	-6.83	-40.95	865,985.45	30/04/2025
34	30/04/2025	Lloyds Bank Busin	Signage	FPO	Text panel for museum	Tradewind Graphics L	-55.00	-11.00	-66.00	865,919.45	30/04/2025
108	30/04/2025	Lloyds Bank Busin	Corn Exchange Hir	FPI	Refund for Corn Exchange Hire	Youth Sports Trust	-67.08	-13.42	-80.50	865,838.95	30/04/2025
33	30/04/2025	Lloyds Bank Busin	Refuse Collection	DD	Town Hall monthly refuse collection	Suez Recycling & Rec	-240.80	-48.16	-288.96	865,549.99	30/04/2025
84	30/04/2025	Lloyds Bank Busin	Annual Maintenanc	FPO	annual fire extinguisher visit	Dorset Electrical & Fir	-18.75	-3.75	-22.50	865,527.49	30/04/2025
86	30/04/2025	Lloyds Bank Busin	Annual Maintenanc	FPO	Maintenance of fire alarm system	Dorset Electrical & Fir	-85.00	-17.00	-102.00	865,425.49	30/04/2025
63	30/04/2025	Lloyds Bank Busin	Payment Machine	FPO	Car Park Machine Webhosting Cost	Metric Group Ltd	-54.00	-10.80	-64.80	865,360.69	30/04/2025
36	30/04/2025	Lloyds Bank Busin	Water Cooler	FPO	Water Cooler Rental	Eden Springs UK Ltd	-18.32	-3.66	-21.98	865,338.71	30/04/2025
48	30/04/2025	Lloyds Bank Busin	Gas	FPO	Gas Usage - 3 East Street	Utility Warehouse T/A	-48.31	-2.42	-50.73	865,287.98	30/04/2025
99	30/04/2025	Lloyds Bank Busin	Self Watering Plant	FPO	Self Watering Wall Planters for Town Hall	Amberol Ltd	-996.75	-199.35	-1,196.10	864,091.88	30/04/2025
85	01/05/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	2.00		2.00	864,093.88	31/05/2025
93	01/05/2025	Lloyds Bank Busin	Water - Town Hall	DD	Town Hall monthly water usage charge	Water2Business 09621	-89.50		-89.50	864,004.38	31/05/2025
89	01/05/2025	Lloyds Bank Busin	Rates - Town Hall	DD	Town Hall Rates	Dorset Council Accour	-1,422.00		-1,422.00	862,582.38	31/05/2025
97	01/05/2025	Lloyds Bank Busin	Cleaning - HL Toile	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	861,233.57	31/05/2025
91	01/05/2025	Lloyds Bank Busin	Water - HL Toilets	DD	Howards Lane toilets monthly water usage charg	Water2Business 2697:	-217.00		-217.00	861,016.57	31/05/2025
97	01/05/2025	Lloyds Bank Busin	Cleaning - Quay Tc	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	859,667.76	31/05/2025
92	01/05/2025	Lloyds Bank Busin	Water - Quay Toile	DD	Quay toilets monthly water usage	Water2Business 2688	-201.00		-201.00	859,466.76	31/05/2025

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 31/05/2025</b>			
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 31/05/2025		318,737.84
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/05/2025		925,635.35
<b>A</b>	<b>Cash in Hand 31/05/2025</b> (per Cash Book)		<b>825,682.37</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/05/2025	25.00	
	Lloyds Bank Business Account (Pa 31/05/2025	10,562.37	
	Lloyds Bank Receipts 31/05/2025	256,727.50	
	Wareham Burial Joint Committee 31/05/2025	83,944.40	
	CCLA (PSDF) 31/05/2025	474,423.10	
			<b>825,682.37</b>
	Less unpresented payments		
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>825,682.37</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

## Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
112	27/05/2025	Lloyds Bank Recei	Donations	DEP 501241	Museum Sales and Donation	Wareham Museum	80.15		80.15	839,326.24	31/05/2025
193	27/05/2025	Lloyds Bank Busin	Machinery & Equip	DD	Equipment Fuel	Fuelcard Services T/A	-6.83	-1.37	-8.20	839,318.04	31/05/2025
197	27/05/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.72		-0.72	839,317.32	31/05/2025
121	28/05/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	57.23		57.23	839,374.55	31/05/2025
115	28/05/2025	Lloyds Bank Recei	Rents Received	FPI	Quarterly rent	Citizens Advice Bureau	662.50		662.50	840,037.05	31/05/2025
120	28/05/2025	Lloyds Bank Recei	Parking - Card Inc	FPI	Car Park Card Receipts	Worldline Financial Se	518.00	103.60	621.60	840,658.65	31/05/2025
119	28/05/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	327.58	65.52	393.10	841,051.75	31/05/2025
114	28/05/2025	Lloyds Bank Recei	Floral Display Dona	DEP 501242	Planter Sponsorship	Joint Lodges Manager	525.00		525.00	841,576.75	31/05/2025
116	28/05/2025	Lloyds Bank Recei	Floral Display Dona	FPI	Planter Sponsorship	Heirlooms Jewellery L	75.00		75.00	841,651.75	31/05/2025
198	28/05/2025	Lloyds Bank Recei	Card Payment Con	Auto deduct	Car park credit card processing fees	Worldline Financial Se	-22.49	-4.50	-26.99	841,624.76	31/05/2025
199	28/05/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.97		-0.97	841,623.79	31/05/2025
122	29/05/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	7.24		7.24	841,631.03	31/05/2025
200	29/05/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.12		-0.12	841,630.91	31/05/2025
123	30/05/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	21.00		21.00	841,651.91	31/05/2025
178	30/05/2025	Lloyds Bank Busin	Salaries	BACS	Monthly salaries	Dorset Council Accour	-15,451.33		-15,451.33	826,200.58	31/05/2025
201	30/05/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.35		-0.35	826,200.23	31/05/2025
125	30/05/2025	Lloyds Bank Busin	Refuse Collection	DD	Town Hall monthly refuse collection	Suez Recycling & Rec	-256.55	-51.31	-307.86	825,892.37	31/05/2025
134	31/05/2025	Lloyds Bank Busin	Corn Exchange Hir	FPO	Refund for Corn Exchange Hire	The Koru Project	-175.00	-35.00	-210.00	825,682.37	31/05/2025
117	02/06/2025	Lloyds Bank Recei	Stock (for Resale)	DEP 501243	Museum Sales and Donation	Wareham Museum	13.50		13.50	825,695.87	30/06/2025
129	02/06/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	12.00		12.00	825,707.87	30/06/2025
124	02/06/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	825,728.87	30/06/2025
124	02/06/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	825,749.87	30/06/2025
124	02/06/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	825,770.87	30/06/2025
124	02/06/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	825,791.87	30/06/2025
124	02/06/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	825,812.87	30/06/2025
124	02/06/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	825,833.87	30/06/2025
124	02/06/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	825,854.87	30/06/2025
127	02/06/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	174.50	34.90	209.40	826,064.27	30/06/2025
117	02/06/2025	Lloyds Bank Recei	Donations	DEP 501243	Museum Sales and Donation	Wareham Museum	61.57		61.57	826,125.84	30/06/2025
118	02/06/2025	Lloyds Bank Recei	Donations	TRAVEL BUYB	Museum donations	Wareham Museum	7.59		7.59	826,133.43	30/06/2025
171	02/06/2025	Lloyds Bank Busin	Water - Town Hall	DD	Town Hall monthly water usage charge	Water2Business 09621	-89.50		-89.50	826,043.93	30/06/2025
166	02/06/2025	Lloyds Bank Busin	Rates - Town Hall	DD	Town Hall Rates	Dorset Council Accour	-1,422.00		-1,422.00	824,621.93	30/06/2025
173	02/06/2025	Lloyds Bank Busin	Cleaning - HL Toile	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	823,273.12	30/06/2025
169	02/06/2025	Lloyds Bank Busin	Water - HL Toilets	DD	Howards Lane toilets monthly water usage charg	Water2Business 2697	-217.00		-217.00	823,056.12	30/06/2025

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 30/06/2025</b>		
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 30/06/2025		329,489.27
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/06/2025		936,386.78
<b>A</b>	<b>Cash in Hand 30/06/2025</b> (per Cash Book)		<b>145,903.76</b>
			<b>790,483.02</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2025	25.00	
	Lloyds Bank Business Account (Pa 30/06/2025	6,233.91	
	Lloyds Bank Receipts 30/06/2025	224,111.51	
	Wareham Burial Joint Committee 30/06/2025	83,944.40	
	CCLA (PSDF) 30/06/2025	476,168.20	
			<b>790,483.02</b>
	Less unpresented payments		
			<b>790,483.02</b>
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>790,483.02</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

## Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
212	25/06/2025	Lloyds Bank Busin	Events	FPO	T E Lawrence Event	Martin Gething	-25.00		-25.00	806,560.58	30/06/2025
273	25/06/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.07		-0.07	806,560.51	30/06/2025
194	25/06/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	W Pond & Co.	-5.63	-1.13	-6.76	806,553.75	30/06/2025
213	25/06/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	Viking Direct	-14.22	-2.84	-17.06	806,536.69	30/06/2025
216	25/06/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	Trade UK	-10.83	-2.17	-13.00	806,523.69	30/06/2025
246	25/06/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	Trade UK	-4.24	-0.85	-5.09	806,518.60	30/06/2025
248	25/06/2025	Lloyds Bank Busin	New Equipment	FPO	Assorted equipment	Eastern Shires Purcha	-8.30	-1.66	-9.96	806,508.64	30/06/2025
252	25/06/2025	Lloyds Bank Busin	Cleaning/Maintena	FPO	Replacement Lightbulb - Museum	W Pond & Co.	-2.92	-0.58	-3.50	806,505.14	30/06/2025
230	25/06/2025	Lloyds Bank Busin	Membership	FPO	Town Crier Membership	AHGTC	-30.00		-30.00	806,475.14	30/06/2025
234	25/06/2025	Lloyds Bank Busin	Water Cooler	FPO	Water Cooler Rental	Eden Springs UK Ltd	-42.87	-8.57	-51.44	806,423.70	30/06/2025
167	26/06/2025	Lloyds Bank Recei	Donations	FPI	Museum donation	Sum Up	10.00		10.00	806,433.70	30/06/2025
271	26/06/2025	Lloyds Bank Busin	Equipment & Buildi	BACS	Dorset Council Road Space Booking - Flag Repla	Dorset Council Accour	-25.00		-25.00	806,408.70	30/06/2025
208	26/06/2025	Lloyds Bank Busin	Events	FPO	T E Lawrence Event	Roger Holehouse	-15.00		-15.00	806,393.70	30/06/2025
274	26/06/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.17		-0.17	806,393.53	30/06/2025
272	26/06/2025	Lloyds Bank Busin	New Equipment	DEB	Museum Equipment	Preservation Equipme	-51.30	-10.26	-61.56	806,331.97	30/06/2025
168	27/06/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	5.98		5.98	806,337.95	30/06/2025
163	27/06/2025	Lloyds Bank Recei	Donations	DEP 501248	Museum donations	Wareham Museum	53.42		53.42	806,391.37	30/06/2025
275	27/06/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.10		-0.10	806,391.27	30/06/2025
138	30/06/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	10.30		10.30	806,401.57	30/06/2025
165	30/06/2025	Lloyds Bank Recei	Stock (for Resale)	DEP 501249	Museum Donation & Sale	Wareham Museum	35.29		35.29	806,436.86	30/06/2025
169	30/06/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Wareham Slimming W	55.00	11.00	66.00	806,502.86	30/06/2025
164	30/06/2025	Lloyds Bank Recei	Weddings - Chamb	FPI	Hire of Council Chamber	Michael Dizon	23.75	4.75	28.50	806,531.36	30/06/2025
165	30/06/2025	Lloyds Bank Recei	Donations	DEP 501249	Museum Donation & Sale	Wareham Museum	50.00		50.00	806,581.36	30/06/2025
264	30/06/2025	Lloyds Bank Busin	Salaries	BACS	Monthly salaries	Dorset Council Accour	-15,760.37		-15,760.37	790,820.99	30/06/2025
276	30/06/2025	Lloyds Bank Busin	Machinery & Equip	DD	Fuel for Equipment	Fuelcard Services T/A	-13.95	-2.79	-16.74	790,804.25	30/06/2025
278	30/06/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.17		-0.17	790,804.08	30/06/2025
237	30/06/2025	Lloyds Bank Busin	Refuse Collection	DD	Town Hall monthly refuse collection	Suez Recycling & Rec	-267.55	-53.51	-321.06	790,483.02	30/06/2025
179	01/07/2025	Lloyds Bank Busin	Rents Received	SO	Purbeck View Caravan Park Rent	Park Home Improvem	5,500.00		5,500.00	795,983.02	31/07/2025
170	01/07/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	We Buy Vintage	140.00	28.00	168.00	796,151.02	31/07/2025
172	01/07/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Sustainable Wareham	38.33	7.67	46.00	796,197.02	31/07/2025
172	01/07/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Sustainable Wareham				796,197.02	31/07/2025
172	01/07/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Sustainable Wareham				796,197.02	31/07/2025
174	01/07/2025	Lloyds Bank Recei	Parking - Card Inc	FPI	Car Park Card Receipts	Worldline Financial Se	557.67	111.53	669.20	796,866.22	31/07/2025
173	01/07/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	565.79	113.16	678.95	797,545.17	31/07/2025

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 31/07/2025</b>		
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 31/07/2025		351,477.18
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/07/2025		958,374.69
<b>A</b>	<b>Cash in Hand 31/07/2025</b> (per Cash Book)		<b>211,000.51</b>
			<b>747,374.18</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2025	25.00	
	Lloyds Bank Business Account (Pa 31/07/2025	33,472.95	
	Lloyds Bank Receipts 31/07/2025	152,090.52	
	Wareham Burial Joint Committee 31/07/2025	83,944.40	
	CCLA (PSDF) 31/07/2025	477,841.31	
			<b>747,374.18</b>
	Less unpresented payments		
			<b>747,374.18</b>
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>747,374.18</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

## Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
372	29/07/2025	Lloyds Bank Busin	Maintenance - Rec	DEB	Assorted equipment	Mole Country Stores	-16.66	-3.33	-19.99	763,234.06	31/07/2025
372	29/07/2025	Lloyds Bank Busin	Maintenance - Rec	DEB	Assorted equipment	Mole Country Stores	-6.00	-1.20	-7.20	763,226.86	31/07/2025
376	29/07/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.34		-0.34	763,226.52	31/07/2025
353	30/07/2025	Lloyds Bank Busin	Town Crier Compet	FPO	Annual Town Crier Competition	Wareham Conservativ	-260.42	-52.08	-312.50	762,914.02	31/07/2025
223	31/07/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	583.29	116.66	699.95	763,613.97	31/07/2025
222	31/07/2025	Lloyds Bank Recei	Football Pitch Hire	FPI	Football Pitch Hire	Wareham Rangers Fo	50.00		50.00	763,663.97	31/07/2025
357	31/07/2025	Lloyds Bank Busin	Salaries	BACS	Monthly salaries	Dorset Council Accour	-15,466.69		-15,466.69	748,197.28	31/07/2025
375	31/07/2025	Lloyds Bank Busin	Meetings & Trainin	FPO	Sam Dickins - CiLCA Qualification Registration	SLCC Enterprises	-450.00		-450.00	747,747.28	31/07/2025
373	31/07/2025	Lloyds Bank Busin	Equipment & Buildi	DEB	Clock for Council Chamber	B & Q	-66.74		-66.74	747,680.54	31/07/2025
284	31/07/2025	Lloyds Bank Busin	Refuse Collection	DD	Town Hall refuse collection	Suez Recycling & Rec	-255.30	-51.06	-306.36	747,374.18	31/07/2025
221	01/08/2025	Lloyds Bank Recei	Stock (for Resale)	DEP 501432	Museum Shop Sales	Wareham Museum	58.95		58.95	747,433.13	29/08/2025
227	01/08/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	9.00		9.00	747,442.13	29/08/2025
333	01/08/2025	Lloyds Bank Busin	Water - Town Hall	DD	Town Hall monthly water usage charge	Water2Business 09621	-89.50		-89.50	747,352.63	29/08/2025
329	01/08/2025	Lloyds Bank Busin	Rates - Town Hall	DD	Town Hall Rates	Dorset Council Accour	-1,422.00		-1,422.00	745,930.63	29/08/2025
374	01/08/2025	Lloyds Bank Busin	Cleaning - Town H	DEB	Cleaning materials	Savers Stores Plc	-5.00	-1.00	-6.00	745,924.63	29/08/2025
334	01/08/2025	Lloyds Bank Busin	Cleaning - HL Toile	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	744,575.82	29/08/2025
331	01/08/2025	Lloyds Bank Busin	Water - HL Toilets	DD	Howards Lane toilets monthly water usage charg	Water2Business 2697:	-217.00		-217.00	744,358.82	29/08/2025
334	01/08/2025	Lloyds Bank Busin	Cleaning - Quay Tc	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	743,010.01	29/08/2025
332	01/08/2025	Lloyds Bank Busin	Water - Quay Toilet	DD	Quay toilets monthly water usage	Water2Business 2688	-201.00		-201.00	742,809.01	29/08/2025
327	01/08/2025	Lloyds Bank Busin	Rates - HL CP	DD	Howards Lane car park rates	Dorset Council Accour	-998.00		-998.00	741,811.01	29/08/2025
330	01/08/2025	Lloyds Bank Busin	Water - Pavilion	DD	Pavilion - Water Charge	Water2Business 0961:	-48.00		-48.00	741,763.01	29/08/2025
378	01/08/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.15		-0.15	741,762.86	29/08/2025
328	01/08/2025	Lloyds Bank Busin	Rates	DD	3 East Street Rates	Dorset Council Accour	-756.00		-756.00	741,006.86	29/08/2025
187	04/08/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	5.95		5.95	741,012.81	29/08/2025
276	04/08/2025	CCLA (PSDF)	Bank Interest		Bank interest	CCLA	1,715.48		1,715.48	742,728.29	31/08/2025
230	04/08/2025	Lloyds Bank Recei	Rents Received	FPI	Quarterly rent	Dan Critchley	62.50		62.50	742,790.79	29/08/2025
391	04/08/2025	Lloyds Bank Busin	Fuel	DD	Grounds Vehicle Fuel	Fuelcard Services T/A	-48.71	-9.74	-58.45	742,732.34	29/08/2025
379	04/08/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.10		-0.10	742,732.24	29/08/2025
232	05/08/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	31.69		31.69	742,763.93	29/08/2025
235	05/08/2025	Lloyds Bank Recei	Parking - Card Inc	FPI	Car Park Card Receipts	Worldline Financial Se	800.33	160.07	960.40	743,724.33	29/08/2025
383	05/08/2025	Lloyds Bank Recei	Card Payment Con	Auto deduct	Car park credit card processing fees	Worldline Financial Se	-36.17	-7.24	-43.41	743,680.92	29/08/2025
380	05/08/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.54		-0.54	743,680.38	29/08/2025
233	06/08/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	10.00		10.00	743,690.38	29/08/2025
381	06/08/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.17		-0.17	743,690.21	29/08/2025

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 31/08/2025</b>		
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 31/08/2025		363,347.48
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/08/2025		970,244.99
<b>A</b>	<b>Cash in Hand 31/08/2025</b> (per Cash Book)		<b>266,179.20</b>
			<b>704,065.79</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2025	25.00	
	Lloyds Bank Business Account (Pa 31/08/2025	20,466.55	
	Lloyds Bank Receipts 31/08/2025	120,073.05	
	Wareham Burial Joint Committee 31/08/2025	83,944.40	
	CCLA (PSDF) 31/08/2025	479,556.79	
			<b>704,065.79</b>
	Less unpresented payments		
			<b>704,065.79</b>
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>704,065.79</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

## Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
429	27/08/2025	Lloyds Bank Busin	Maintenance - HL C	FPO	Howards Lane Car Park signs	Tradewind Graphics Ltd	-338.67	-67.73	-406.40	723,278.89	29/08/2025
449	27/08/2025	Lloyds Bank Recei	Card Payment Con	Auto deduct	Car park credit card processing fees	Worldline Financial Se	-37.03	-7.41	-44.44	723,234.45	29/08/2025
393	27/08/2025	Lloyds Bank Busin	Maintenance - Rec	FPO	Replacement Goal Post - Wareham Town Council	Brian Collins (Wareham	-722.50		-722.50	722,511.95	29/08/2025
413	27/08/2025	Lloyds Bank Busin	Grass Cutting	FPO	Grass cutting	Countrywide Grounds	-222.50	-44.50	-267.00	722,244.95	29/08/2025
413	27/08/2025	Lloyds Bank Busin	Grass Cutting - Hal	FPO	Grass cutting	Countrywide Grounds	-110.83	-22.17	-133.00	722,111.95	29/08/2025
430	27/08/2025	Lloyds Bank Busin	Events	FPO	Reimbursement for Refreshments for Museum Ta	Katie Seal	-5.25	-1.05	-6.30	722,105.65	29/08/2025
416	27/08/2025	Lloyds Bank Busin	Telephone	DD	Museum Telephone	BT	-36.95	-7.39	-44.34	722,061.31	29/08/2025
399	27/08/2025	Lloyds Bank Busin	Stationery	FPO	Museum Volunteer Lanyards	We Print Gifts Ltd	-49.81	-9.96	-59.77	722,001.54	29/08/2025
392	27/08/2025	Lloyds Bank Busin	Stock (for Resale)	FPO	Museum Books for resale	Books for Bugs	-49.90		-49.90	721,951.64	29/08/2025
401	27/08/2025	Lloyds Bank Busin	Stock (for Resale)	FPO	Museum stock for resale	Wareham Carnival Co	-40.00		-40.00	721,911.64	29/08/2025
452	27/08/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.59		-0.59	721,911.05	29/08/2025
395	27/08/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	Tradewind Graphics Ltd	-285.50	-57.10	-342.60	721,568.45	29/08/2025
397	27/08/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	B & Q	-3.33	-0.67	-4.00	721,564.45	29/08/2025
445	27/08/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	Viking Direct	-71.94	-14.39	-86.33	721,478.12	29/08/2025
445	27/08/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	Viking Direct	-26.44	-5.29	-31.73	721,446.39	29/08/2025
445	27/08/2025	Lloyds Bank Busin	New Equipment	FPO	Museum Equipment	Viking Direct	11.99	2.40	14.39	721,460.78	29/08/2025
432	27/08/2025	Lloyds Bank Busin	Consumables	FPO	Jumbo toilet rolls	Bunzl UK Ltd T/A Com	-184.00	-36.80	-220.80	721,239.98	29/08/2025
432	27/08/2025	Lloyds Bank Busin	Consumables	FPO	Jumbo toilet rolls	Bunzl UK Ltd T/A Com	-184.00	-36.80	-220.80	721,019.18	29/08/2025
411	27/08/2025	Lloyds Bank Busin	Water Cooler	FPO	Water Cooler Rental	Eden Springs UK Ltd	-43.82	-8.76	-52.58	720,966.60	29/08/2025
448	27/08/2025	Lloyds Bank Busin	Gas	FPO	Gas Usage - 3 East Street	Utility Warehouse T/A	-48.49	-2.42	-50.91	720,915.69	29/08/2025
390	27/08/2025	Lloyds Bank Busin	Drax Play Area	FPO	Items for Grounds Team	Trade UK	-13.32	-2.67	-15.99	720,899.70	29/08/2025
394	27/08/2025	Lloyds Bank Busin	Drax Play Area	FPO	Assorted equipment	Eastern Shires Purcha	-101.00	-20.20	-121.20	720,778.50	29/08/2025
394	27/08/2025	Lloyds Bank Busin	Drax Play Area	FPO	Assorted equipment	Eastern Shires Purcha	-22.00	-4.40	-26.40	720,752.10	29/08/2025
264	28/08/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	36.50		36.50	720,788.60	29/08/2025
263	28/08/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	547.17	109.43	656.60	721,445.20	29/08/2025
459	28/08/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.61		-0.61	721,444.59	29/08/2025
265	29/08/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	66.50		66.50	721,511.09	29/08/2025
436	29/08/2025	Lloyds Bank Busin	Salaries	DD	Monthly salaries	Dorset Council Accour	-17,144.42		-17,144.42	704,366.67	29/08/2025
460	29/08/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-1.12		-1.12	704,365.55	29/08/2025
410	29/08/2025	Lloyds Bank Busin	Refuse Collection	DD	Town Hall monthly refuse collection	Suez Recycling & Rec	-249.80	-49.96	-299.76	704,065.79	29/08/2025
266	01/09/2025	Lloyds Bank Recei	Stock (for Resale)	DEP 501436	Museum Sales and Donation	Wareham Museum	15.25		15.25	704,081.04	30/09/2025
283	01/09/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	13.10		13.10	704,094.14	30/09/2025
268	01/09/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Nicky and Matthew Mi	41.67	8.33	50.00	704,144.14	30/09/2025
267	01/09/2025	Lloyds Bank Recei	Football Pitch Hir	FPI	Football Pitch Hire	Brian Collins (Wareham	30.00		30.00	704,174.14	30/09/2025

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

<b>Bank Reconciliation at 30/09/2025</b>			
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 30/09/2025		656,145.55
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/09/2025		1,263,043.06
<b>A</b>	<b>Cash in Hand 30/09/2025</b> (per Cash Book)		<b>934,976.64</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	25.00	
	Lloyds Bank Business Account (Pa 30/09/2025	20,839.44	
	Lloyds Bank Receipts 30/09/2025	348,940.81	
	Wareham Burial Joint Committee 30/09/2025	83,944.40	
	CCLA (PSDF) 30/09/2025	481,226.99	
			<b>934,976.64</b>
			934,976.64
			<b>934,976.64</b>
<b>A = B Checks out OK</b>			

## Wareham Town Council

## Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
298	26/09/2025	Lloyds Bank Recei	Precept	BGC	Precept	Dorset Council Accour	281,440.00		281,440.00	953,811.84	30/09/2025
535	26/09/2025	Lloyds Bank Busin	Office Expenditure	DEB	Land Registry Documents	HM Land Registry	-42.00		-42.00	953,769.84	30/09/2025
538	26/09/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.31		-0.31	953,769.53	30/09/2025
299	29/09/2025	Lloyds Bank Recei	Stock (for Resale)	DEP 501440	Museum Sales and Donation	Wareham Museum	13.00		13.00	953,782.53	30/09/2025
302	29/09/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	24.00		24.00	953,806.53	30/09/2025
297	29/09/2025	Lloyds Bank Recei	Corn Exchange Hir		Hire of Corn Exchange	Syncop 8 Dance Studi	17.50	3.50	21.00	953,827.53	30/09/2025
299	29/09/2025	Lloyds Bank Recei	Donations	DEP 501440	Museum Sales and Donation	Wareham Museum	70.94		70.94	953,898.47	30/09/2025
537	29/09/2025	Lloyds Bank Busin	Subscriptions	FPO	Museum Database Membership Fee	Modes Users Associat	-2,700.00	-540.00	-3,240.00	950,658.47	30/09/2025
539	29/09/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.41		-0.41	950,658.06	30/09/2025
533	29/09/2025	Lloyds Bank Recei	Stripe Fees	Auto deduct	Stripe Transaction Fee	Stripe	-0.52		-0.52	950,657.54	30/09/2025
300	30/09/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	0.83	0.17	1.00	950,658.54	30/09/2025
300	30/09/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	0.83	0.17	1.00	950,659.54	30/09/2025
300	30/09/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	0.83	0.17	1.00	950,660.54	30/09/2025
303	30/09/2025	Lloyds Bank Recei	Parking - Card Incc	FPI	Car Park Card Receipts	Worldline Financial Se	539.08	107.82	646.90	951,307.44	30/09/2025
518	30/09/2025	Lloyds Bank Busin	Salaries	BACS	Monthly salaries	Dorset Council Accour	-15,999.19		-15,999.19	935,308.25	30/09/2025
540	30/09/2025	Lloyds Bank Recei	Card Payment Con	Auto deduct	Car park credit card processing fees	Worldline Financial Se	-23.54	-4.71	-28.25	935,280.00	30/09/2025
485	30/09/2025	Lloyds Bank Busin	Refuse Collection	DD	Town Hall monthly refuse collection	Suez Recycling & Rec	-252.80	-50.56	-303.36	934,976.64	30/09/2025
321	01/10/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	19.99		19.99	934,996.63	31/10/2025
304	01/10/2025	Lloyds Bank Busin	Rents Received	SO	Purbeck View Caravan Park Rent	Park Home Improvem	5,500.00		5,500.00	940,496.63	31/10/2025
305	01/10/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	The Little Shop of Calr	26.25	5.25	31.50	940,528.13	31/10/2025
507	01/10/2025	Lloyds Bank Busin	Water - Town Hall	DD	Town Hall monthly water usage charge	Water2Business 09621	-89.50		-89.50	940,438.63	31/10/2025
503	01/10/2025	Lloyds Bank Busin	Rates - Town Hall	DD	Town Hall Rates	Dorset Council Accour	-1,422.00		-1,422.00	939,016.63	31/10/2025
508	01/10/2025	Lloyds Bank Busin	Cleaning - HL Toile	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	937,667.82	31/10/2025
509	01/10/2025	Lloyds Bank Busin	Maintenance - HL 1	DD	PHS sanitary collection contract	PHS Group	-10.89	-2.18	-13.07	937,654.75	31/10/2025
505	01/10/2025	Lloyds Bank Busin	Water - HL Toilets	DD	Howards Lane toilets monthly water usage charge	Water2Business 2697:	-217.00		-217.00	937,437.75	31/10/2025
508	01/10/2025	Lloyds Bank Busin	Cleaning - Quay Tc	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	936,088.94	31/10/2025
509	01/10/2025	Lloyds Bank Busin	Maintenance - Qua	DD	PHS sanitary collection contract	PHS Group	-7.48	-1.50	-8.98	936,079.96	31/10/2025
506	01/10/2025	Lloyds Bank Busin	Water - Quay Toilet	DD	Quay toilets monthly water usage	Water2Business 2688	-201.00		-201.00	935,878.96	31/10/2025
501	01/10/2025	Lloyds Bank Busin	Rates - HL CP	DD	Howards Lane car park rates	Dorset Council Accour	-998.00		-998.00	934,880.96	31/10/2025
504	01/10/2025	Lloyds Bank Busin	Water - Pavilion	DD	Pavilion - Water Charge	Water2Business 0961:	-48.00		-48.00	934,832.96	31/10/2025
549	01/10/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.34		-0.34	934,832.62	31/10/2025
502	01/10/2025	Lloyds Bank Busin	Rates	DD	3 East Street Rates	Dorset Council Accour	-756.00		-756.00	934,076.62	31/10/2025
318	02/10/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	14.25		14.25	934,090.87	31/10/2025
381	02/10/2025	CCLA (PSDF)	Bank Interest	Income Reinve	Bank interest	CCLA	1,591.80		1,591.80	935,682.67	31/10/2025

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 31/10/2025</b>		
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 31/10/2025		679,914.26
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/10/2025		1,286,811.77
<b>A</b>	<b>Cash in Hand 31/10/2025</b> (per Cash Book)		<b>375,430.92</b>
			<b>911,380.85</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	25.00	
	Lloyds Bank Business Account (Pa 31/10/2025	30,835.03	
	Lloyds Bank Receipts 31/10/2025	163,757.63	
	Wareham Burial Joint Committee 31/10/2025	83,944.40	
	CCLA (PSDF) 31/10/2025	632,818.79	
			<b>911,380.85</b>
	Less unpresented payments		
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>911,380.85</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

## Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
595	29/10/2025	Lloyds Bank Busin	Stock (for Resale)	FPO	Museum Books for resale	Pen and Sword Books	-113.75		-113.75	930,361.12	31/10/2025
621	29/10/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.03		-0.03	930,361.09	31/10/2025
587	29/10/2025	Lloyds Bank Busin	New Equipment	FPO	Assorted equipment	Viking Direct	-50.99	-10.20	-61.19	930,299.90	31/10/2025
596	29/10/2025	Lloyds Bank Busin	Equipment Mainter	FPO	Assorted equipment	Trade UK	-16.66	-3.33	-19.99	930,279.91	31/10/2025
643	29/10/2025	Lloyds Bank Busin	Sundries	FPO	Museum Archiving Subscription	Modes User Associatio	-2,700.00	-540.00	-3,240.00	927,039.91	31/10/2025
559	29/10/2025	Lloyds Bank Busin	Payment Machine	FPO	Car Park Machine Webhosting Cost	Metric Group Ltd	-54.00	-10.80	-64.80	926,975.11	31/10/2025
552	29/10/2025	Lloyds Bank Busin	Water Cooler	FPO	Water Cooler Rental	Eden Springs UK Ltd	-24.48	-4.90	-29.38	926,945.73	31/10/2025
607	29/10/2025	Lloyds Bank Busin	Water Cooler	FPO	Water Cooler Rental	Eden Springs UK Ltd	-20.84	-4.17	-25.01	926,920.72	31/10/2025
347	30/10/2025	Lloyds Bank Recei	Mayor's Charity	FPI	Monies raised for Mayors Charity	Max Beaumont c/o Lo	55.00		55.00	926,975.72	31/10/2025
351	30/10/2025	Lloyds Bank Recei	Parking - Cash Inc	BGC	Car Park cash receipts	Loomis UK Ltd	228.75	45.75	274.50	927,250.22	31/10/2025
358	30/10/2025	Lloyds Bank Recei	Donations	FPI	Museum donations	Sum Up	5.00		5.00	927,255.22	31/10/2025
622	30/10/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.08		-0.08	927,255.14	31/10/2025
359	31/10/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	23.00		23.00	927,278.14	31/10/2025
350	31/10/2025	Lloyds Bank Recei	Parking - Cash Inc	BGC	Car Park cash receipts	Loomis UK Ltd	209.75	41.95	251.70	927,529.84	31/10/2025
610	31/10/2025	Lloyds Bank Busin	Salaries	BACS	Monthly salaries	Dorset Council Accour	-15,865.64		-15,865.64	911,664.20	31/10/2025
623	31/10/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.39		-0.39	911,663.81	31/10/2025
555	31/10/2025	Lloyds Bank Busin	Refuse Collection	DD	Town Hall monthly refuse collection	Suez Recycling & Rec	-235.80	-47.16	-282.96	911,380.85	31/10/2025
360	03/11/2025	Lloyds Bank Recei	EV Charging Point	FPI	Electric Car Charging Contribution received	MER Charging UK Ltd	141.32	28.26	169.58	911,550.43	30/11/2025
576	03/11/2025	Lloyds Bank Busin	Water - Town Hall	DD	Town Hall monthly water usage charge	Water2Business 09621	-89.50		-89.50	911,460.93	30/11/2025
572	03/11/2025	Lloyds Bank Busin	Rates - Town Hall	DD	Town Hall Rates	Dorset Council Accour	-1,422.00		-1,422.00	910,038.93	30/11/2025
592	03/11/2025	Lloyds Bank Busin	Service & Maintene	FPO	Vehicle repairs	Lovell & Barnes Ltd	-65.00	-13.00	-78.00	909,960.93	30/11/2025
592	03/11/2025	Lloyds Bank Busin	Service & Maintene	FPO	Vehicle repairs	Lovell & Barnes Ltd	-280.00	-56.00	-336.00	909,624.93	30/11/2025
577	03/11/2025	Lloyds Bank Busin	Cleaning - HL Toile	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	908,276.12	30/11/2025
574	03/11/2025	Lloyds Bank Busin	Water - HL Toilets	DD	Howards Lane toilets monthly water usage charg	Water2Business 2697:	-217.00		-217.00	908,059.12	30/11/2025
577	03/11/2025	Lloyds Bank Busin	Cleaning - Quay Tc	DD	Daily clean of public toilets	Clean Deep Services I	-1,124.01	-224.80	-1,348.81	906,710.31	30/11/2025
575	03/11/2025	Lloyds Bank Busin	Water - Quay Toilet	DD	Quay toilets monthly water usage	Water2Business 2688'	-375.00		-375.00	906,335.31	30/11/2025
570	03/11/2025	Lloyds Bank Busin	Rates - HL CP	DD	Howards Lane car park rates	Dorset Council Accour	-998.00		-998.00	905,337.31	30/11/2025
573	03/11/2025	Lloyds Bank Busin	Water - Pavilion	DD	Pavilion - Water Charge	Water2Business 0961:	-48.00		-48.00	905,289.31	30/11/2025
642	03/11/2025	Lloyds Bank Busin	Events	DEB	Food for museum volunteers tea party	Tesco Stores Ltd	-16.40		-16.40	905,272.91	30/11/2025
571	03/11/2025	Lloyds Bank Busin	Rates	DD	3 East Street Rates	Dorset Council Accour	-756.00		-756.00	904,516.91	30/11/2025
401	04/11/2025	CCLA (PSDF)	Bank Interest	Income Reinve	Bank interest	CCLA	2,070.93		2,070.93	906,587.84	30/11/2025
348	04/11/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	906,608.84	30/11/2025
348	04/11/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	906,629.84	30/11/2025
348	04/11/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	Zumba	17.50	3.50	21.00	906,650.84	30/11/2025

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 30/11/2025</b>		
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 30/11/2025		688,290.70
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/11/2025		1,295,188.21
<b>A</b>	<b>Cash in Hand 30/11/2025</b> (per Cash Book)		<b>430,126.82</b>
			<b>865,061.39</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2025	25.00	
	Lloyds Bank Business Account (Pa 30/11/2025	28,018.81	
	Lloyds Bank Receipts 30/11/2025	118,183.46	
	Wareham Burial Joint Committee 30/11/2025	83,944.40	
	CCLA (PSDF) 30/11/2025	634,889.72	
			<b>865,061.39</b>
	Less unpresented payments		
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>865,061.39</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

## Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
377	19/11/2025	Lloyds Bank Recei	Corn Exchange Hir	DEP 501448	Hire of Corn Exchange	Andrew Childs Arts & I	38.75	7.75	46.50	886,059.95	30/11/2025
382	20/11/2025	Lloyds Bank Recei	Weddings - Chamb	FPI	Hire of Council Chamber	Steve Hinton	23.75	4.75	28.50	886,088.45	30/11/2025
384	20/11/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	336.21	67.24	403.45	886,491.90	30/11/2025
669	20/11/2025	Lloyds Bank Busin	Office Expenditure	DEB	Key cutting	Wareham Cobblers	-18.50		-18.50	886,473.40	30/11/2025
663	20/11/2025	Lloyds Bank Busin	Electric - Town Hall	DD	Town Hall Electricity Supply	Crown Gas & Power L	-469.19	-93.84	-563.03	885,910.37	30/11/2025
662	20/11/2025	Lloyds Bank Busin	Electricity - HL Toile	DD	Electricity - Howards Lane Toilets	Crown Gas & Power L	-75.53	-3.78	-79.31	885,831.06	30/11/2025
664	20/11/2025	Lloyds Bank Busin	Electricity - Quay T	DD	Quay Toilets Electricity	Crown Gas & Power L	-85.91	-4.30	-90.21	885,740.85	30/11/2025
665	20/11/2025	Lloyds Bank Busin	Electric - Pavilion	DD	Electricity - Pavilion	Crown Gas & Power L	-33.66	-1.68	-35.34	885,705.51	30/11/2025
710	24/11/2025	Lloyds Bank Busin	Equipment - New	FPO	Equipment for Grounds Team	BPS Access Solutions	-249.99	-50.00	-299.99	885,405.52	30/11/2025
659	24/11/2025	Lloyds Bank Busin	Telephone	DD	Museum Telephone	BT	-36.95	-7.39	-44.34	885,361.18	30/11/2025
681	24/11/2025	Lloyds Bank Busin	Software Subscript	DEB	Yearly Office Subscription	Canva	-83.33	-16.67	-100.00	885,261.18	30/11/2025
383	25/11/2025	Lloyds Bank Recei	Parking - Card Inc	FPI	Car Park Card Receipts	Worldline Financial Se	306.17	61.23	367.40	885,628.58	30/11/2025
385	25/11/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	157.87	31.58	189.45	885,818.03	30/11/2025
687	25/11/2025	Lloyds Bank Recei	Card Payment Con	Auto deduct	Car park credit card processing fees	Worldline Financial Se	-14.11	-2.82	-16.93	885,801.10	30/11/2025
683	26/11/2025	Lloyds Bank Busin	Civic Events	FPO	Remembrance Sunday	Core Highways (Regic	-2,221.12	-444.24	-2,665.36	883,135.74	30/11/2025
658	26/11/2025	Lloyds Bank Busin	Meetings & Trainin	FPO	Staff Training	Dorset Association of I	-75.00		-75.00	883,060.74	30/11/2025
685	26/11/2025	Lloyds Bank Busin	Mileage - Staff	FPO	Clerks Mileage Claim	Nicola Gray	-18.90		-18.90	883,041.84	30/11/2025
684	26/11/2025	Lloyds Bank Busin	Office Expenditure	FPO	Fire Safety Signs	Viking Direct	-32.43	-6.49	-38.92	883,002.92	30/11/2025
668	26/11/2025	Lloyds Bank Busin	CCTV	FPO	CCTV Remedial Works	Unique Fire and Secu	-350.00	-70.00	-420.00	882,582.92	30/11/2025
656	26/11/2025	Lloyds Bank Busin	Cleaning - Town H	FPO	Consumables	Eastern Shires Purcha	-46.10	-9.22	-55.32	882,527.60	30/11/2025
657	26/11/2025	Lloyds Bank Busin	Cleaning - Town H	FPO	Consumables	Trade UK	-18.97	-3.80	-22.77	882,504.83	30/11/2025
660	26/11/2025	Lloyds Bank Busin	Cleaning - Town H	FPO	Equipment for Grounds Team	Eastern Shires Purcha	-22.65	-4.53	-27.18	882,477.65	30/11/2025
657	26/11/2025	Lloyds Bank Busin	Service & Maintena	FPO	Consumables	Trade UK	-5.82	-1.17	-6.99	882,470.66	30/11/2025
667	26/11/2025	Lloyds Bank Busin	Insurance	FPO	Motor Insurance	Zurich Municipal	-879.10		-879.10	881,591.56	30/11/2025
661	26/11/2025	Lloyds Bank Busin	Cash Payment Fee	FPO	Coin collection monthly services	Loomis UK Ltd	-357.58	-71.52	-429.10	881,162.46	30/11/2025
666	26/11/2025	Lloyds Bank Busin	Gas	FPO	Gas Usage - 3 East Street	Utility Warehouse T/A	-60.10	-3.01	-63.11	881,099.35	30/11/2025
701	27/11/2025	Lloyds Bank Busin	Office Expenditure	DEB	Key cutting	Wareham Cobblers	-8.00		-8.00	881,091.35	30/11/2025
390	28/11/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	145.00	29.00	174.00	881,265.35	30/11/2025
670	30/11/2025	Lloyds Bank Busin	Salaries	BACS	Monthly salaries	Dorset Council Accour	-15,876.90		-15,876.90	865,388.45	30/11/2025
631	30/11/2025	Lloyds Bank Busin	Refuse Collection	DD	Town Hall monthly refuse collection	Suez Recycling & Rec	-272.55	-54.51	-327.06	865,061.39	30/11/2025
393	01/12/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	15.00		15.00	865,076.39	31/12/2025
386	01/12/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Corn Exchange Hire	The British Trombone	38.33	7.67	46.00	865,122.39	31/12/2025
388	01/12/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Hire of Corn Exchange	Zumba	17.50	3.50	21.00	865,143.39	31/12/2025
388	01/12/2025	Lloyds Bank Recei	Corn Exchange Hir	FPI	Hire of Corn Exchange	Zumba	17.50	3.50	21.00	865,164.39	31/12/2025

# Wareham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (Clerk/RFO etc)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Role (RFO/Chair of Finance etc)

	<b>Bank Reconciliation at 31/12/2025</b>		
	Cash in Hand 01/04/2025		606,897.51
	<b>ADD</b> Receipts 01/04/2025 - 31/12/2025		696,367.00
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/12/2025		1,303,264.51
<b>A</b>	<b>Cash in Hand 31/12/2025</b> (per Cash Book)		<b>480,692.16</b>
			<b>822,572.35</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/12/2025	25.00	
	Lloyds Bank Business Account (Pa 31/12/2025	18,893.62	
	Lloyds Bank Receipts 31/12/2025	82,742.94	
	Wareham Burial Joint Committee 31/12/2025	83,944.40	
	CCLA (PSDF) 31/12/2025	636,966.39	
			<b>822,572.35</b>
	Less unpresented payments		
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>822,572.35</b>
	<b>A = B Checks out OK</b>		

## Wareham Town Council

### Transactions for All Banks (From 01/04/2025 to 31/12/2025)

Voucher	Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
421	22/12/2025	Lloyds Bank Recei	Stock (for Resale)	FPI	Museum Card Sales	Sum Up	6.00		6.00	836,793.92	31/12/2025
415	22/12/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	343.50	68.70	412.20	837,206.12	31/12/2025
414	22/12/2025	Lloyds Bank Recei	Football Pitch Hire	FPO	Football Pitch Hire	Wareham Rangers Fo	50.00		50.00	837,256.12	31/12/2025
410	22/12/2025	Lloyds Bank Recei	Donations	DEP 501451	Museum Sales and Donation	Wareham Museum	20.23		20.23	837,276.35	31/12/2025
772	22/12/2025	Lloyds Bank Recei	Card Sales Commi	Auto deduct	Sum Up Charges	Sum Up	-0.10		-0.10	837,276.25	31/12/2025
417	23/12/2025	Lloyds Bank Recei	Parking - Card Inc	FPI	Car Park Card Receipts	Worldline Financial Se	382.08	76.42	458.50	837,734.75	31/12/2025
760	23/12/2025	Lloyds Bank Recei	Card Payment Con	Auto deduct	Car park credit card processing fees	Worldline Financial Se	-19.62	-3.93	-23.55	837,711.20	31/12/2025
736	23/12/2025	Lloyds Bank Busin	Telephone	DD	Museum Telephone	BT	-36.95	-7.39	-44.34	837,666.86	31/12/2025
418	29/12/2025	Lloyds Bank Recei	Parking - Card Inc	FPI	Car Park Card Receipts	Worldline Financial Se	263.17	52.63	315.80	837,982.66	31/12/2025
416	29/12/2025	Lloyds Bank Recei	Parking - Cash Inc	TFR	Car Park cash receipts	Loomis UK Ltd	382.83	76.57	459.40	838,442.06	31/12/2025
761	29/12/2025	Lloyds Bank Recei	Card Payment Con	Auto deduct	Car park credit card processing fees	Worldline Financial Se	-13.81	-2.76	-16.57	838,425.49	31/12/2025
768	31/12/2025	Lloyds Bank Busin	Salaries	BACS	Monthly salaries	Dorset Council Accour	-15,853.14		-15,853.14	822,572.35	31/12/2025
<b>CLOSING BALANCE - 31/12/2025</b>											<b>822,572.35</b>
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Meeting Date: 13 January 2026

**Agenda Item: 8**

<b>Subject:</b>	Q3 Budget Monitoring Report
<b>Prepared by:</b>	Nicola Gray, Town Clerk & RFO
<b>Purpose of Report:</b>	To receive and note the Q3 budget position for the 2025/26 financial year.
<b>Background:</b>	<p>Quarterly budget reporting is required as part of financial regulations and the Joint Panel on Accountability and Governance – Practitioners Guide 2025.</p> <p>For ease of reference:</p> <p>Q1 = April – June      Q2 = July – September      Q3 = October – December      Q4 = January - March</p>
<b>Key Points:</b>	<p>The budgeted income and expenditure of £686,330.00 for the year is currently seeing £672,613.44 accumulative income to the end of the third quarter, and accumulative expenditure of £458,021.05.</p> <p>This means £27,687.38 (16%) less expenditure than budgeted and £1,336.15 (4%) more Income than budgeted for the period.</p> <p>Most areas are running to or just under budget at Q3, and it is expected that the year will end positively. Some items to note:</p> <p><b><u>3 East Street</u></b>      Rates are running ahead of budget due to not knowing the rateable value of the property until post budget setting in early 2025. This can be adjusted to ensure enough budget is allocated in 2026/27.</p> <p><b><u>Bank Interest</u></b>      Bank interest is now seeing a significant increase due to the transfer of funds in to the CCLA investment account.</p> <p><b><u>Mayor's Charity</u></b>      The figure in the budget line is from the 2024/25 Mayoral year and will be an adjustment at year end.</p> <p><b><u>Howards Lane Toilets Cleaning</u></b>      Unfortunately, the delay in the rebuild has impacted the amount of cleaning required and has resulted in the budget being overspent for Q3, but this is expected to balance with the rebuild happening later in the financial year.</p>
<b>Implications</b>	<p>It is required, as part of the Town Council's internal controls, to monitor the budget at least on a quarterly basis. Failure to do so would result in not being able to satisfy the external audit checks at year end in respect of internal controls.</p> <p>Close budget monitoring should be carried out to ensure the Council finances are on track. Members should be checking for any anomalies and unusual variances which have not been explained.</p>
<b>Recommendation</b>	To receive and note the report.

**Wareham Town Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - All Cost Centres and Codes)**

7 January 2026 (2025-2026)

3rd Quarter							Accumulative to end of 3rd quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
<b>3 East Street</b>													
172 Gas			(N/A)	249.99	136.31	113.68(45%)			(N/A)	750.01	337.97	412.04(54%)	
173 Electric			(N/A)	249.99		249.99(N/A)			(N/A)	750.01		750.01(N/A)	
174 Water			(N/A)	249.99		249.99(N/A)			(N/A)	750.01		750.01(N/A)	
175 Rates			(N/A)	1,875.00	2,268.00	-393.00(-20%)			(N/A)	5,625.00	6,808.54	-1,183.54(-21%)	
177 Maintenance			(N/A)	625.00		625.00(N/A)			(N/A)	1,875.00		1,875.00(N/A)	
<b>Sub Total for 3 East Street</b>			(N/A)	<b>3,249.97</b>	<b>2,404.31</b>	<b>845.66(26%)</b>			(N/A)	<b>9,750.03</b>	<b>7,146.51</b>	<b>2,603.52(26%)</b>	
<b>Audit</b>													
20 Internal Audit			(N/A)	375.00		375.00(N/A)			(N/A)	1,125.00	1,080.09	44.91(3%)	
21 External Audit			(N/A)	425.00	1,365.00	-940.00(-221%)			(N/A)	1,275.00	1,365.00	-90.00(-7%)	
<b>Sub Total for Audit</b>			(N/A)	<b>800.00</b>	<b>1,365.00</b>	<b>-565.00(-70%)</b>			(N/A)	<b>2,400.00</b>	<b>2,445.09</b>	<b>-45.09(-1%)</b>	
<b>Banking</b>													
29 Bank Charges			(N/A)	112.50	46.05	66.45(59%)			(N/A)	337.50	123.17	214.33(63%)	
127 Bank Interest	2,499.99	6,017.35	3,517.36(140%)			(N/A)	7,500.01	17,092.77	9,592.76(127%)		15.35	-15.35(N/A)	
146 Stripe Fees			(N/A)	24.99	1.15	23.84(95%)			(N/A)	75.01	17.32	57.69(76%)	
148 VAT Reclaim			(N/A)			(N/A)			(N/A)			(N/A)	
<b>Sub Total for Banking</b>	<b>2,499.99</b>	<b>6,017.35</b>	<b>3,517.36(140%)</b>	<b>137.49</b>	<b>47.20</b>	<b>90.29(65%)</b>	<b>7,500.01</b>	<b>17,092.77</b>	<b>9,592.76(127%)</b>	<b>412.51</b>	<b>155.84</b>	<b>256.67(62%)</b>	
<b>Build Project Group</b>													
108 Consultancy Fees			(N/A)	2,500.00		2,500.00(N/A)			(N/A)	7,500.00		7,500.00(N/A)	
109 Architect			(N/A)	500.00		500.00(N/A)			(N/A)	1,500.00		1,500.00(N/A)	
<b>Sub Total for Build Project Group</b>			(N/A)	<b>3,000.00</b>		<b>3,000.00(N/A)</b>			(N/A)	<b>9,000.00</b>		<b>9,000.00(N/A)</b>	
<b>Christmas Market</b>													
105 Road Closures - Christmas			(N/A)			(N/A)			(N/A)			(N/A)	
106 Advertising - Christmas			(N/A)			(N/A)			(N/A)			(N/A)	
107 Insurance - Christmas			(N/A)			(N/A)			(N/A)			(N/A)	
159 Stallholders			(N/A)			(N/A)			(N/A)			(N/A)	
<b>Sub Total for Christmas Market</b>			(N/A)			(N/A)			(N/A)			(N/A)	
<b>Council</b>													
1 Mayor			(N/A)	625.00	85.50	539.50(86%)			175.00	175.00(N/A)	1,875.00	299.45	1,575.55(84%)
2 Deputy Mayor			(N/A)	75.00		75.00(N/A)			(N/A)	225.00	43.65	181.35(80%)	
3 Regalia & Gowns			(N/A)	50.00		50.00(N/A)			(N/A)	150.00		150.00(N/A)	
4 Mayor's Charity	125.00		125.00(N/A)			(N/A)	2,248.24	2,248.24(N/A)			4,114.98	-4,114.98(N/A)	
5 Election Expenses			(N/A)			(N/A)			(N/A)			(N/A)	
6 Ceremonial Photo's			(N/A)			(N/A)			(N/A)			(N/A)	
7 Civic Events			(N/A)	1,000.00	2,471.12	-1,471.12(-147%)			(N/A)	3,000.00	3,534.72	-534.72(-17%)	
8 General Events			(N/A)	500.00	46.60	453.40(90%)			(N/A)	1,500.00	167.40	1,332.60(88%)	
15 Mileage - Councillors			(N/A)	62.50		62.50(N/A)			(N/A)	187.50		187.50(N/A)	

**Wareham Town Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - All Cost Centres and Codes)**

7 January 2026 (2025-2026)

3rd Quarter							Accumulative to end of 3rd quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
26 Grants			(N/A)	2,000.00	8,000.00	-6,000.00(-300%)			(N/A)	6,000.00	8,000.00	-2,000.00(-33%)	
27 Purbeck Youth Centre			(N/A)	1,250.00	660.00	590.00(47%)			(N/A)	3,750.00	660.00	3,090.00(82%)	
166 Councillor Training			(N/A)			(N/A)			(N/A)			(N/A)	
<b>Sub Total for Council</b>	<b>125.00</b>	<b>125.00(N/A)</b>		<b>5,562.50</b>	<b>11,263.22</b>	<b>-5,700.72(-102%)</b>		<b>2,423.24</b>	<b>2,423.24(N/A)</b>		<b>16,687.50</b>	<b>16,820.20</b>	<b>-132.70(-0%)</b>
<b>Depot</b>													
51 Rent			(N/A)			(N/A)			(N/A)				(N/A)
52 Equipment			(N/A)			(N/A)			(N/A)				(N/A)
53 Electricity - Depot			(N/A)			(N/A)			(N/A)				(N/A)
54 Water - Depot			(N/A)			(N/A)			(N/A)				(N/A)
55 Insurance - Depot			(N/A)			(N/A)			(N/A)				(N/A)
56 Service Charge - Depot			(N/A)			(N/A)			(N/A)				(N/A)
57 Maintenance - Depot			(N/A)			(N/A)			(N/A)				(N/A)
58 Rates - Depot			(N/A)			(N/A)			(N/A)				(N/A)
<b>Sub Total for Depot</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>				<b>(N/A)</b>
<b>Floral Displays</b>													
103 Plants for Display	250.00		-250.00(N/A)	1,750.00	733.34	1,016.66(58%)	750.00	80.00	-670.00(-89%)	5,250.00	4,658.59	591.41(11%)	
139 Floral Display Donations			(N/A)			(N/A)		885.00	885.00(N/A)				(N/A)
145 Wareham in Bloom Reserve			(N/A)			(N/A)			(N/A)				(N/A)
184 Self Watering Planters Reserve			(N/A)			(N/A)			(N/A)		996.75	-996.75(N/A)	
<b>Sub Total for Floral Displays</b>	<b>250.00</b>		<b>-250.00(N/A)</b>	<b>1,750.00</b>	<b>733.34</b>	<b>1,016.66(58%)</b>	<b>750.00</b>	<b>965.00</b>	<b>215.00(28%)</b>	<b>5,250.00</b>	<b>5,655.34</b>	<b>-405.34(-7%)</b>	
<b>General Tree Survey</b>													
104 Tree Survey			(N/A)			(N/A)			(N/A)				(N/A)
<b>Sub Total for General Tree Survey</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>				<b>(N/A)</b>
<b>Hauses Field</b>													
100 Tree Works - Hauses			(N/A)	250.00		250.00(N/A)			(N/A)	750.00		750.00(N/A)	
101 Grass Cutting - Hauses			(N/A)	625.00	332.49	292.51(46%)			(N/A)	1,875.00	997.47	877.53(46%)	
102 Maintenance - Hauses			(N/A)	250.00		250.00(N/A)			(N/A)	750.00		750.00(N/A)	
163 Play Area Maintenance			(N/A)	750.00		750.00(N/A)			(N/A)	2,250.00		2,250.00(N/A)	
<b>Sub Total for Hauses Field</b>			<b>(N/A)</b>	<b>1,875.00</b>	<b>332.49</b>	<b>1,542.51(82%)</b>			<b>(N/A)</b>	<b>5,625.00</b>	<b>997.47</b>	<b>4,627.53(82%)</b>	
<b>Honorariums</b>													
17 Honorariums			(N/A)	2,000.00		2,000.00(N/A)			(N/A)	2,000.00	2,000.00		(0%)
<b>Sub Total for Honorariums</b>			<b>(N/A)</b>	<b>2,000.00</b>		<b>2,000.00(N/A)</b>			<b>(N/A)</b>	<b>2,000.00</b>	<b>2,000.00</b>		<b>(0%)</b>
<b>Howards Lane Car Park</b>													
77 Rates - HL CP			(N/A)	3,000.00	2,994.00	6.00(0%)			(N/A)	9,000.00	8,982.00	18.00(0%)	
78 New Equipment - HL CP			(N/A)	250.00		250.00(N/A)			(N/A)	750.00	833.33	-83.33(-11%)	
79 Tickets			(N/A)	125.00		125.00(N/A)			(N/A)	375.00	295.60	79.40(21%)	
80 Card Payment fees			(N/A)	500.01	430.30	69.71(13%)			(N/A)	1,499.99	1,543.26	-43.27(-2%)	

**Wareham Town Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - All Cost Centres and Codes)**

7 January 2026 (2025-2026)

3rd Quarter							Accumulative to end of 3rd quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
81 Cash Payment Fees			(N/A)	750.00	1,072.74	-322.74(-43%)			(N/A)	2,250.00	3,282.05	-1,032.05(-45%)	
82 Maintenance - HL CP			(N/A)	250.00		250.00(N/A)			(N/A)	750.00	338.67	411.33(54%)	
83 Card Payment Commission Payat			(N/A)	249.99	225.12	24.87(9%)			(N/A)	750.01	933.39	-183.38(-24%)	
84 Phone Payment Commission Pay			(N/A)	500.01	445.68	54.33(10%)			(N/A)	1,499.99	1,435.45	64.54(4%)	
131 Parking - Card Income	4,500.00	4,717.43	217.43(4%)			(N/A)	13,500.00	20,640.10	7,140.10(52%)			(N/A)	
132 Parking - Cash Income	7,500.00	5,585.25	-1,914.75(-25%)			(N/A)	22,500.00	19,187.73	-3,312.27(-14%)			(N/A)	
133 Parking - Phone Payments	5,000.00	4,085.46	-914.54(-18%)			(N/A)	15,000.00	13,174.56	-1,825.44(-12%)			(N/A)	
134 Parking Permits - Reserved Bays	375.00		-375.00(N/A)			(N/A)	1,125.00	1,652.99	527.99(46%)			(N/A)	
135 Parking Permits - Unreserved	500.00		-500.00(N/A)			(N/A)	1,500.00	310.83	-1,189.17(-79%)			(N/A)	
136 Parking Permits - Commercial			(N/A)			(N/A)			(N/A)			(N/A)	
158 Payment Machine Costs			(N/A)	375.00	75.30	299.70(79%)			(N/A)	1,125.00	225.90	899.10(79%)	
160 EV Charging Point Income	25.00	141.32	116.32(465%)			(N/A)	75.00	305.09	230.09(306%)			(N/A)	
<b>Sub Total for Howards Lane Car Park</b>	<b>17,900.00</b>	<b>14,529.46</b>	<b>-3,370.54(-18%)</b>	<b>6,000.01</b>	<b>5,243.14</b>	<b>756.87(12%)</b>	<b>53,700.00</b>	<b>55,271.30</b>	<b>1,571.30(2%)</b>	<b>17,999.99</b>	<b>17,869.65</b>	<b>130.34(0%)</b>	
<b>Howards Lane Toilets</b>													
69 Cleaning - HL Toilets			(N/A)	2,499.99	3,372.03	-872.04(-34%)			(N/A)	7,500.01	10,116.09	-2,616.08(-34%)	
70 Maintenance - HL Toilets			(N/A)	249.99	10.89	239.10(95%)			(N/A)	750.01	10.89	739.12(98%)	
71 Water - HL Toilets			(N/A)	375.00	651.00	-276.00(-73%)			(N/A)	1,125.00	1,842.00	-717.00(-63%)	
72 Electricity - HL Toilets			(N/A)	375.00	329.46	45.54(12%)			(N/A)	1,125.00	979.20	145.80(12%)	
167 Consumables			(N/A)			(N/A)			(N/A)		753.60	-753.60(N/A)	
181 Toilet Rebuild			(N/A)			(N/A)			(N/A)			(N/A)	
<b>Sub Total for Howards Lane Toilets</b>			<b>(N/A)</b>	<b>3,499.98</b>	<b>4,363.38</b>	<b>-863.40(-24%)</b>			<b>(N/A)</b>	<b>10,500.02</b>	<b>13,701.78</b>	<b>-3,201.76(-30%)</b>	
<b>Mill Lane</b>													
96 Maintenance - ML			(N/A)	625.00	428.47	196.53(31%)			(N/A)	1,875.00	728.89	1,146.11(61%)	
97 PWLB Roof Loan			(N/A)			(N/A)			(N/A)			(N/A)	
155 PWLB Loan Interest payment			(N/A)			(N/A)			(N/A)			(N/A)	
157 Annual Maintenance Items			(N/A)	125.00		125.00(N/A)			(N/A)	375.00	249.97	125.03(33%)	
<b>Sub Total for Mill Lane</b>			<b>(N/A)</b>	<b>750.00</b>	<b>428.47</b>	<b>321.53(42%)</b>			<b>(N/A)</b>	<b>2,250.00</b>	<b>978.86</b>	<b>1,271.14(56%)</b>	
<b>Museum</b>													
111 Rates - Museum			(N/A)	249.99		249.99(N/A)			(N/A)	750.01	0.50	749.51(99%)	
112 Events	125.00		-125.00(N/A)	125.00	37.86	87.14(69%)	375.00		-375.00(N/A)	375.00	425.22	-50.22(-13%)	
113 Telephone			(N/A)	125.01	110.85	14.16(11%)			(N/A)	374.99	332.55	42.44(11%)	
114 Stationery			(N/A)	37.50	5.79	31.71(84%)			(N/A)	112.50	55.60	56.90(50%)	
115 Security Alarm			(N/A)	25.00		25.00(N/A)			(N/A)	75.00	80.00	-5.00(-6%)	
116 Stock (for Resale)	375.00	472.35	97.35(25%)	375.00	395.56	-20.56(-5%)	1,125.00	2,901.15	1,776.15(157%)	1,125.00	2,224.46	-1,099.46(-97%)	
117 Card Sales Commission			(N/A)	6.25	6.06	0.19(3%)			(N/A)	18.75	35.51	-16.76(-89%)	
118 Subscriptions			(N/A)	625.00		625.00(N/A)			(N/A)	1,875.00	2,771.00	-896.00(-47%)	
119 Display Cabinet Reserve			(N/A)			(N/A)			(N/A)			(N/A)	
120 New Equipment			(N/A)	250.00	50.99	199.01(79%)			(N/A)	750.00	1,033.94	-283.94(-37%)	
121 Equipment Maintenance			(N/A)	125.00	16.66	108.34(86%)			(N/A)	375.00	16.66	358.34(95%)	

**Wareham Town Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - All Cost Centres and Codes)**

7 January 2026 (2025-2026)

3rd Quarter							Accumulative to end of 3rd quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance		Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
122 Cleaning/Maintenance/Improvement			(N/A)	37.50	18.98	18.52(49%)			(N/A)	112.50	65.18	47.32(42%)	
123 Training			(N/A)	37.50		37.50(N/A)			(N/A)	112.50		112.50(N/A)	
124 Signage			(N/A)	62.50		62.50(N/A)			(N/A)	187.50	55.00	132.50(70%)	
125 Mileage			(N/A)	12.50		12.50(N/A)			(N/A)	37.50		37.50(N/A)	
126 Sundries		2,000.00	2,000.00(N/A)	6.25	477.25	-471.00(-7536%)		2,000.00	2,000.00(N/A)		18.75	491.50	-472.75(-2521%)
141 Donations	625.00	469.03	-155.97(-24%)			(N/A)	1,875.00	3,023.74	1,148.74(61%)			(N/A)	
142 Activities Donations		25.00	-25.00(N/A)			(N/A)	75.00		-75.00(N/A)			(N/A)	
169 IT Provision			(N/A)			(N/A)			(N/A)			(N/A)	
176 Property Development			(N/A)			(N/A)			(N/A)			(N/A)	
<b>Sub Total for Museum</b>	<b>1,150.00</b>	<b>2,941.38</b>	<b>1,791.38(155%)</b>	<b>2,100.00</b>	<b>1,120.00</b>	<b>980.00(46%)</b>	<b>3,450.00</b>	<b>7,924.89</b>	<b>4,474.89(129%)</b>	<b>6,300.00</b>	<b>7,587.12</b>	<b>-1,287.12(-20%)</b>	
<b>Neighbourhood Plan</b>													
16 Neighbourhood Plan			(N/A)			(N/A)			(N/A)			(N/A)	
<b>Sub Total for Neighbourhood Plan</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>	
<b>Northmoor Allotments</b>													
99 Allotment Rents			(N/A)	82.50		82.50(N/A)			(N/A)	247.50	163.44	84.06(33%)	
<b>Sub Total for Northmoor Allotments</b>			<b>(N/A)</b>	<b>82.50</b>		<b>82.50(N/A)</b>			<b>(N/A)</b>	<b>247.50</b>	<b>163.44</b>	<b>84.06(33%)</b>	
<b>Office Costs</b>													
28 Insurance			(N/A)	2,125.00	7,107.07	-4,982.07(-234%)			(N/A)	6,375.00	7,107.07	-732.07(-11%)	
30 Office Expenditure			(N/A)	750.00	606.56	143.44(19%)			(N/A)	2,250.00	1,605.99	644.01(28%)	
31 Telephones			(N/A)	750.00	786.38	-36.38(-4%)			(N/A)	2,250.00	2,358.85	-108.85(-4%)	
32 Premises Licence			(N/A)	375.00		375.00(N/A)			(N/A)	1,125.00	1,400.00	-275.00(-24%)	
33 Computers			(N/A)	249.99		249.99(N/A)			(N/A)	750.01	904.38	-154.37(-20%)	
34 Software Support			(N/A)	2,499.99	2,014.02	485.97(19%)			(N/A)	7,500.01	7,171.15	328.86(4%)	
35 Website Production			(N/A)	125.00		125.00(N/A)			(N/A)	375.00	295.00	80.00(21%)	
36 Office Cleaning			(N/A)	62.49		62.49(N/A)			(N/A)	187.51		187.51(N/A)	
37 CCTV			(N/A)	1,000.00	450.54	549.46(54%)			(N/A)	3,000.00	2,202.38	797.62(26%)	
38 Contingency			(N/A)	250.00		250.00(N/A)			(N/A)	750.00		750.00(N/A)	
39 Health & Safety Mitigation			(N/A)	250.00	360.00	-110.00(-44%)			(N/A)	750.00	360.00	390.00(52%)	
40 General Office Reserve			(N/A)	1,000.00	510.00	490.00(49%)			(N/A)	3,000.00	510.00	2,490.00(83%)	
152 CCTV Reserve			(N/A)			(N/A)			(N/A)			(N/A)	
153 CCTV From Car Park Maintenance			(N/A)			(N/A)			(N/A)			(N/A)	
154 CCTV from Property maintenance			(N/A)			(N/A)			(N/A)			(N/A)	
171 Software Subscriptions			(N/A)		133.25	-133.25(N/A)			(N/A)		233.09	-233.09(N/A)	
<b>Sub Total for Office Costs</b>			<b>(N/A)</b>	<b>9,437.47</b>	<b>11,967.82</b>	<b>-2,530.35(-26%)</b>			<b>(N/A)</b>	<b>28,312.53</b>	<b>24,147.91</b>	<b>4,164.62(14%)</b>	
<b>Pavilion</b>													
86 Water - Pavilion			(N/A)	187.50	144.00	43.50(23%)			40.85	40.85(N/A)	562.50	436.00	126.50(22%)
87 Electric - Pavilion			(N/A)	125.01	106.55	18.46(14%)			(N/A)	374.99	296.46	78.53(20%)	
88 Maintenance - Pavilion			(N/A)	250.00		250.00(N/A)			(N/A)	750.00		750.00(N/A)	

**Wareham Town Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - All Cost Centres and Codes)**

7 January 2026 (2025-2026)

3rd Quarter							Accumulative to end of 3rd quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
<b>Sub Total for Pavilion</b>			(N/A)	562.51	250.55	311.96(55%)		40.85	40.85(N/A)	1,687.49	732.46	955.03(56%)	
<b>Personnel</b>													
110 Advertising Staff Vacancies			(N/A)	125.00	125.00(N/A)				(N/A)	375.00	375.00(N/A)		
<b>Sub Total for Personnel</b>			(N/A)	125.00	125.00(N/A)				(N/A)	375.00	375.00(N/A)		
<b>Play Areas</b>													
93 Play Area Contingency			(N/A)			(N/A)			(N/A)	16.61	-16.61(N/A)		
94 PWLB Play Areas Loan Repayme			(N/A)			(N/A)			(N/A)	6,282.32	-6,282.32(N/A)		
156 PWLB Loan Interest Payments			(N/A)			(N/A)			(N/A)	5,235.69	-5,235.69(N/A)		
162 Play Area 2.5% Retention			(N/A)			(N/A)			(N/A)		(N/A)		
178 Drax Play Area			(N/A)	125.00	125.00(N/A)				(N/A)	375.00	136.32	238.68(63%)	
185 Carey Play Area			(N/A)			(N/A)			(N/A)		(N/A)		
<b>Sub Total for Play Areas</b>			(N/A)	125.00	125.00(N/A)				(N/A)	375.00	11,670.94	-11,295.94(-3012%)	
<b>Policy Resources &amp; Finance Inco</b>													
128 Rents Received	6,250.00	6,422.00	172.00(2%)			(N/A)	18,750.00	19,181.50	431.50(2%)			(N/A)	
<b>Sub Total for Policy Resources &amp; Finance</b>	<b>6,250.00</b>	<b>6,422.00</b>	<b>172.00(2%)</b>			(N/A)	<b>18,750.00</b>	<b>19,181.50</b>	<b>431.50(2%)</b>			(N/A)	
<b>Precept</b>													
143 Precept			(N/A)			(N/A)	562,880.00	562,880.00	(0%)			(N/A)	
<b>Sub Total for Precept</b>			(N/A)			(N/A)	<b>562,880.00</b>	<b>562,880.00</b>	<b>(0%)</b>			(N/A)	
<b>Professional Fees</b>													
22 H&S Consultancy Fees			(N/A)	999.99	962.76	37.23(3%)			(N/A)	3,000.01	2,888.28	111.73(3%)	
23 Consultancy Fees			(N/A)	625.00		625.00(N/A)			(N/A)	1,875.00	1,375.00	500.00(26%)	
24 Subscriptions			(N/A)	625.00		625.00(N/A)			(N/A)	1,875.00	3,282.80	-1,407.80(-75%)	
25 Legal Fees & Costs			(N/A)	2,500.00		2,500.00(N/A)			(N/A)	7,500.00	7,500.00(N/A)		
164 Payroll Service			(N/A)	500.00		500.00(N/A)			(N/A)	1,500.00	1,196.80	303.20(20%)	
<b>Sub Total for Professional Fees</b>			(N/A)	<b>5,249.99</b>	<b>962.76</b>	<b>4,287.23(81%)</b>			(N/A)	<b>15,750.01</b>	<b>8,742.88</b>	<b>7,007.13(44%)</b>	
<b>Quay Toilets</b>													
73 Cleaning - Quay Toilets			(N/A)	3,500.01	3,372.03	127.98(3%)			(N/A)	10,499.99	10,116.09	383.90(3%)	
74 Maintenance - Quay Toilets			(N/A)	500.01	737.47	-237.46(-47%)			(N/A)	1,499.99	876.43	623.56(41%)	
75 Water - Quay Toilets			(N/A)	875.01	951.00	-75.99(-8%)			(N/A)	2,624.99	2,157.00	467.99(17%)	
76 Electricity - Quay Toilets			(N/A)	375.00	252.77	122.23(32%)			(N/A)	1,125.00	804.56	320.44(28%)	
168 Consumables			(N/A)			(N/A)			(N/A)		753.65	-753.65(N/A)	
<b>Sub Total for Quay Toilets</b>			(N/A)	<b>5,250.03</b>	<b>5,313.27</b>	<b>-63.24(-1%)</b>			(N/A)	<b>15,749.97</b>	<b>14,707.73</b>	<b>1,042.24(6%)</b>	
<b>Recreation Ground</b>													
89 Maintenance - Rec			(N/A)	625.00	748.08	-123.08(-19%)			(N/A)	1,875.00	2,389.98	-514.98(-27%)	
90 Grass Cutting			(N/A)	625.00	667.50	-42.50(-6%)			(N/A)	1,875.00	2,002.50	-127.50(-6%)	
91 New Equipment - Rec			(N/A)	62.50		62.50(N/A)			(N/A)	187.50		187.50(N/A)	

**Wareham Town Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - All Cost Centres and Codes)**

3rd Quarter							Accumulative to end of 3rd quarter						
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	
92 Play Area Maintenance - Rec			(N/A)	125.00		125.00(N/A)			(N/A)	375.00	149.00	226.00(60%)	
137 Football Pitch Hire	250.00	740.00	490.00(196%)			(N/A)	750.00	1,520.00	770.00(102%)			(N/A)	
138 Croquet Pitch Hire	375.00		-375.00(N/A)			(N/A)	1,125.00	600.00	-525.00(-46%)			(N/A)	
140 Cricket Pitch Hire	187.50		-187.50(N/A)			(N/A)	562.50	375.00	-187.50(-33%)			(N/A)	
179 Cricket Wicket Maintenance			(N/A)			(N/A)			(N/A)		8,672.00	-8,672.00(N/A)	
<b>Sub Total for Recreation Ground</b>	<b>812.50</b>	<b>740.00</b>	<b>-72.50(-8%)</b>	<b>1,437.50</b>	<b>1,415.58</b>	<b>21.92(1%)</b>	<b>2,437.50</b>	<b>2,495.00</b>	<b>57.50(2%)</b>	<b>4,312.50</b>	<b>13,213.48</b>	<b>-8,900.98(-206%)</b>	
<b>Staff Costs</b>													
9 Salaries			(N/A)	56,250.00	47,595.68	8,654.32(15%)			(N/A)	168,750.00	143,335.43	25,414.57(15%)	
10 HMRC			(N/A)	22,500.00	19,686.03	2,813.97(12%)			(N/A)	67,500.00	58,069.87	9,430.13(13%)	
11 Pension Contributions			(N/A)	21,249.99	18,348.51	2,901.48(13%)			(N/A)	63,750.01	54,848.77	8,901.24(13%)	
12 Meetings & Trainings			(N/A)	875.01	535.00	340.01(38%)			(N/A)	2,624.99	2,215.00	409.99(15%)	
13 Uniform			(N/A)	187.50		187.50(N/A)			(N/A)	562.50	348.92	213.58(37%)	
14 Mileage - Staff			(N/A)	125.00	58.13	66.87(53%)			(N/A)	375.00	185.97	189.03(50%)	
<b>Sub Total for Staff Costs</b>	<b>(N/A)</b>	<b>101,187.50</b>	<b>86,223.35</b>	<b>14,964.15(14%)</b>			<b>(N/A)</b>	<b>303,562.50</b>	<b>259,003.96</b>	<b>44,558.54(14%)</b>			
<b>Tourist Information Office</b>													
98 Website Costs - TIC			(N/A)			(N/A)			(N/A)			(N/A)	
<b>Sub Total for Tourist Information Office</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>	
<b>Town Crier</b>													
18 Town Crier Competition			(N/A)	112.50		112.50(N/A)			(N/A)	337.50	317.06	20.44(6%)	
165 Membership			(N/A)			(N/A)			(N/A)	50.00	30.00	20.00(40%)	
<b>Sub Total for Town Crier</b>			<b>(N/A)</b>	<b>112.50</b>		<b>112.50(N/A)</b>			<b>(N/A)</b>	<b>387.50</b>	<b>347.06</b>	<b>40.44(10%)</b>	
<b>Town Features and Furniture</b>													
63 Street Lighting			(N/A)	549.99		549.99(N/A)			34.58	34.58(N/A)	1,650.01	563.85	1,086.16(65%)
64 War Memorial Maintenance			(N/A)	62.50	300.00	-237.50(-380%)			(N/A)	187.50	300.00		-112.50(-60%)
65 General Maintenance			(N/A)	375.00	26.90	348.10(92%)			(N/A)	1,125.00	103.38		1,021.62(90%)
66 Street Furniture & Seats			(N/A)	375.00		375.00(N/A)			(N/A)	1,125.00	335.60		789.40(70%)
67 Bus Shelter Maintenance			(N/A)	125.00		125.00(N/A)			(N/A)	375.00			375.00(N/A)
68 Gateway Stones			(N/A)			(N/A)			(N/A)				(N/A)
<b>Sub Total for Town Features and Furniture</b>			<b>(N/A)</b>	<b>1,487.49</b>	<b>326.90</b>	<b>1,160.59(78%)</b>			<b>34.58</b>	<b>34.58(N/A)</b>	<b>4,462.51</b>	<b>1,302.83</b>	<b>3,159.68(70%)</b>
<b>Town Hall</b>													
41 Electric - Town Hall			(N/A)	875.01	1,277.75	-402.74(-46%)			(N/A)	2,624.99	3,390.12		-765.13(-29%)
42 Gas - Town Hall			(N/A)	750.00	1,291.06	-541.06(-72%)			(N/A)	2,250.00	2,300.25		-50.25(-2%)
43 Water - Town Hall			(N/A)	249.99	268.50	-18.51(-7%)			(N/A)	750.01	789.50		-39.49(-5%)
44 Rates - Town Hall			(N/A)	4,250.01	4,266.00	-15.99(-0%)			(N/A)	12,749.99	12,799.50		-49.51(-0%)
45 Advertising			(N/A)	125.00		125.00(N/A)			(N/A)	375.00			375.00(N/A)
46 Equipment - New			(N/A)	375.00	521.41	-146.41(-39%)			(N/A)	1,125.00	738.54		386.46(34%)
47 Equipment & Buildings Maintenance			(N/A)	3,750.00	490.05	3,259.95(86%)			(N/A)	11,250.00	3,616.07		7,633.93(67%)
48 Replacement Windows			(N/A)			(N/A)			(N/A)				(N/A)

**Wareham Town Council - Quarter 3**  
**(01/10/2025 to 31/12/2025 - All Cost Centres and Codes)**

7 January 2026 (2025-2026)

3rd Quarter							Accumulative to end of 3rd quarter							
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance		
49 Stair Lift			(N/A)	187.50	820.00	-632.50(-337%)			(N/A)	562.50	820.00	-257.50(-45%)		
50 Cleaning - Town Hall			(N/A)	375.00	247.87	127.13(33%)			(N/A)	1,125.00	709.28	415.72(36%)		
129 Corn Exchange Hire	1,500.00	1,193.45	-306.55(-20%)				(N/A)	4,500.00	3,534.10	-965.90(-21%)		67.08	-67.08(N/A)	
130 Weddings - Chamber	375.00	230.00	-145.00(-38%)				(N/A)	1,125.00	673.75	-451.25(-40%)			(N/A)	
144 Refuse Collection			(N/A)	624.99	553.39	71.60(11%)			(N/A)	1,875.01	2,404.18	-529.17(-28%)		
147 Council Chamber Hire	125.00		-125.00(N/A)				(N/A)	375.00	96.46	-278.54(-74%)			(N/A)	
170 Water Cooler			(N/A)		64.33	-64.33(N/A)			(N/A)		194.81	-194.81(N/A)		
180 Council Chamber Curtains			(N/A)			(N/A)			(N/A)		7,890.00	-7,890.00(N/A)		
182 Flag Pole Replacement			(N/A)			(N/A)			(N/A)		2,760.00	-2,760.00(N/A)		
<b>Sub Total for Town Hall</b>	<b>2,000.00</b>	<b>1,423.45</b>	<b>-576.55(-28%)</b>	<b>11,562.50</b>	<b>9,800.36</b>	<b>1,762.14(15%)</b>	<b>6,000.00</b>	<b>4,304.31</b>	<b>-1,695.69(-28%)</b>	<b>34,687.50</b>	<b>38,479.33</b>	<b>-3,791.83(-10%)</b>		
<b>Vehicles</b>														
59 Service & Maintenance			(N/A)	500.00	411.22	88.78(17%)			(N/A)	1,500.00	424.53	1,075.47(71%)		
60 Fuel			(N/A)	249.99	167.28	82.71(33%)			(N/A)	750.01	500.35	249.66(33%)		
61 Insurance			(N/A)	200.00	879.10	-679.10(-339%)			(N/A)	600.00	879.10	-279.10(-46%)		
62 Machinery & Equipment			(N/A)	625.00	18.81	606.19(96%)			(N/A)	1,875.00	85.34	1,789.66(95%)		
161 Vehicle Tax			(N/A)	187.50	345.00	-157.50(-84%)			(N/A)	562.50	345.00	217.50(38%)		
186 Ride On Mower Purchase			(N/A)			(N/A)			(N/A)			(N/A)		
<b>Sub Total for Vehicles</b>			<b>(N/A)</b>	<b>1,762.49</b>	<b>1,821.41</b>	<b>-58.92(-3%)</b>			<b>(N/A)</b>	<b>5,287.51</b>	<b>2,234.32</b>	<b>3,053.19(57%)</b>		
<b>Wareham Burial Joint Committee</b>														
19 WBJC - Wareham TC Contribution			(N/A)	3,962.50		3,962.50(N/A)			(N/A)	11,887.50	7,916.85	3,970.65(33%)		
<b>Sub Total for Wareham Burial Joint Comm</b>			<b>(N/A)</b>	<b>3,962.50</b>		<b>3,962.50(N/A)</b>			<b>(N/A)</b>	<b>11,887.50</b>	<b>7,916.85</b>	<b>3,970.65(33%)</b>		
<b>Wareham Burial Joint Committee</b>														
149 Wareham Burial Joint Committee			(N/A)			(N/A)			(N/A)			(N/A)		
150 Wareham Burial Joint Committee			(N/A)			(N/A)			(N/A)			(N/A)		
151 Wareham Burial Joint Committee			(N/A)			(N/A)			(N/A)			(N/A)		
183 Wareham BJC AGAR Precept			(N/A)			(N/A)			(N/A)			(N/A)		
<b>Sub Total for Wareham Burial Joint Comm</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>		
<b>TOTALS.....</b>	<b>30,862.49</b>	<b>32,198.64</b>	<b>1,336.15(4%)</b>	<b>173,069.93</b>	<b>145,382.55</b>	<b>27,687.38(16%)</b>	<b>655,467.51</b>	<b>672,613.44</b>	<b>17,145.93(2079%)</b>	<b>515,260.07</b>	<b>458,021.05</b>	<b>57,239.02(-164%)</b>		
NET Variance Quarter 3 .....							29,023.53	NET accumulative variance to END of Quarter 3.....						
														74,384.95



Meeting Date: 13 January 2026

**Agenda Item: 9**

<b>Subject:</b>	Howards Lane Car Park Cash Collection Contract
<b>Prepared by:</b>	Sam Dickins, Deputy Town Clerk
<b>Purpose of Report:</b>	To consider and appoint contractor
<b>Background:</b>	<p>The contents of this paper were originally scheduled for consideration at the Policy, Resources and Finance on 11 November 2025, but were deferred to allow sufficient officer research and due diligence to take place before being put to the Committee. Card processing payment provisions have been scheduled for the Committee's meeting on 10 March 2026, to allow the Committee to consider these more thoroughly and for outstanding information and clarification to be made.</p> <p>Council has procured its cash collection services for the Howards Lane Car Park from its current provider for a considerable period.</p> <p>Regular review of procured services is a valuable tool to securing the best value for money for the local taxpayer.</p>
<b>Key Points:</b>	<p><b>Cash Collection Frequency:</b></p> <p>The Town Council's parking machines are collected from twice, weekly. The current cost is displayed on the corresponding overleaf and <b>highlighted yellow</b>. The machine typically accepts £2, £1, 50p, 20p, 10p and 5p coins, which are stored within a reinforced vault in the machine until collected.</p> <p>The vault is 6 litres and measures the coins held at any one time using an electronic counter for coins paid in. The machines' manufacturer has confirmed that the machines can typically accommodate 1700 – 1800 coins, dependant on denominations used.</p> <p>Officers took earnings reports from both machines over a 13-month sample period to project the most efficient frequency for collection.</p> <p>The busiest machine took a mean average of 2185 coins monthly, with highs of 3267 coins and lows of 1462 coins, meaning the Council would need to explore a minimum of twice monthly collections to avoid periods where the machines are out of service due to their vaults being full.</p> <p>Twice monthly (fortnightly) collections are identified as the most efficient collection frequency for the Town Council, ensuring the machines remain operational throughout the year while decreasing the current frequency of collections 4-fold.</p> <p>Less frequent collections than this would pose a high likelihood and near certainty that the car park terminals' vaults become over-full and temporarily unable to accept cash payments until their next collection.</p> <p>Council should consider reviewing its coinage intake at a future stage to identify whether cash collections can be made even less frequent to reduce the overall cost of the cash collection provision.</p>



	<p><b>Cash Collection Quotes:</b></p> <p>Officers have engaged with sector colleagues and service providers to identify suitable companies which can service the Town Council. 6 companies were contacted and 3 quotes received.</p> <p>All cost within the overleaf are based on collections from both Town Council parking terminals at the indicated frequencies.</p> <p>Councillors should consider which firm the Town Council would like to appoint for the provision of this service.</p> <p>While the officer forecast and investigation strongly indicate that fortnightly provision would suitably meet Council's needs, it may be prudent for Council to make provisions to ensure collections can be made more frequently should cash volumes changes or the identified frequency presents limitations to Council.</p>
<b>Implications:</b>	<p><b>Financial Loss</b> - Failure to effectively review and appoint the best value for money provisions for cash collections services would lead to ineffective use of public money.</p> <p><b>Compliance and Safety</b> - Failure to appoint or secure a qualified cash in transit courier poses financial, compliance and security risks to the Council and public money.</p>
<b>Recommendation:</b>	<p>To consider the officer recommendations for the appointment of cash collection services.</p> <p>To review the firm providing the Town Council with cash transit services in 3 years.</p> <p>To review the quantity of coinage the car parking terminals accept in 3 years with a view to making the collections less frequent as cash usage declines.</p>



## Cash Collection Quotes - Howards Lane Car Park

### Fortnightly Collections (26 collections per annum):

Company	Quoted collection and annual cost (Excl. VAT)	Coin Sorting Fee?	Total Annual Cost	Officer Recommendation
Contractor A	£80 per collection (£2,080 per annum)	No Coin Sorting Fee	£2,080 per annum	Do not appoint
Contractor B	£32 per collection (£832 per annum)	0.95% ≈ (£270.06 per annum*)	≈ £1,102.06 per annum*	Officer Recommendation
Contractor C	£115.95 per collection (£3,014.70 per annum)	0.99% ≈ (£281.43 per annum*)	≈ £3,296.13 per annum*	Do not appoint

### Weekly Collections (52 collections per annum):

Company	Quoted collection and annual cost (Excl. VAT)	Coin Sorting Fee?	Total Annual Cost	Officer Recommendation
Contractor A	£45 per collection (£2,340 per annum)	No Coin Sorting Fee	£2,340 per annum	Do not appoint
Contractor B	£26 per collection (£1,352 per annum)	0.95% ≈ (£270.06 per annum*)	≈ £1,622.06 per annum*	Do not appoint
Contractor C	£56.95 per collection (£2,961.40 per annum)	0.99% ≈ (£281.43 per annum*)	≈ £3,242.83 per annum*	Do not appoint

### Twice Weekly Collections (104 collections per annum):

Company	Quoted collection and annual cost (Excl. VAT)	Coin Sorting Fee?	Total Annual Cost	Officer Recommendation
Contractor A	£45.00 per collection (£4,680 per annum)	No Coin Sorting Fee	£4,680 per annum	Do not appoint
Contractor B	Quoted for Weekly & Fortnightly only	Quoted for Weekly & Fortnightly only	Quoted for Weekly & Fortnightly only	N/A
Contractor C	≈£41.26 per collection (£4,290.96 per annum) (£357.58 monthly charge)	0.99% ≈ (£281.43 per annum*)	≈ £4,572.39 per annum*	Do not appoint

\* - Figures marked with \* are based on a forecast of the previous year's takings to predict a likely cost. These figures should only be understood as indicative and are subject to variation.

FINAL

## **Item 10**

Internal audit report 2025/26

Visit 1 of 3

# **WAREHAM TOWN COUNCIL**

Date: 6<sup>th</sup> January 2026

Report author: R Darkin-Miller  
Email: [r.darkin@darkinmiller.co.uk](mailto: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 21<sup>st</sup> November 2025, 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 April, May or June 2026) will contain the audit opinion.

The following areas were reviewed during this audit visit:

1. Proper Book-keeping
2. Risk – minutes review
3. Petty Cash (confirmed n/a but counted the Museum float and confirmed the correct balance was held)
4. Income
5. Exemption (confirmed not covered)
6. Transparency
7. Public Rights
8. Publication

## **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	0
Information	0
<b>TOTAL</b>	<b>2</b>

I would like to thank Nicola Gray BA (Hons), PGDip Law, PSLCC, Town Clerk and RFO; and Katy Babbs, Administration Officer, for their assistance during this audit.

**Darkin Miller ~ Chartered Accountants**  
**2025/26 INTERNAL AUDIT OF WAREHAM TOWN COUNCIL**  
**FINAL REPORT VISIT 1 OF 3: 6<sup>th</sup> JANUARY 2026**

**Appendix 1 – Recommendations and Action Plan**

Recommendation number	Detail	Priority (Low/ Medium/ High)	Management Response	Responsible Officer	Due Date
5.1 – Request that finance software provider put in place proper aged debt and customer activity reports	<p>I reviewed the aged debt report and compared it to the report as at 31/03/25. The Clerk noted that the aged debt report does not report a true position of the monies owed to the Council and that to confirm how much a debtor owes, staff need to check the invoicing and receipts screens for any invoices shown as outstanding, part paid or overdue. I checked the overdue balance for one debtor who books hall hires a year in advance and found that of the £930 due per the outstanding or part paid list, only £558 appeared to be still outstanding according to my manual review of invoices and receipts. I noted that this agreed with a statement run for the debtor on that date, but that the customer activity report indicates £508 is owed. I noted that the customer activity report confusingly shows the last edited date as the date for invoices and receipts, rather than the date the invoices was raised and monies received.</p> <p>The ability to quickly and correctly identify balances outstanding on invoices is a critical one for debt management. Given the data exists within the finance system, it is difficult to understand why it is not possible to run both an aged debt report which shows actual balances owed aged by period (current, 30 days, 60 days, 90 days, 120 days+) or a customer activity report which records the</p>	H	Information passed to Scribe for consideration and response.	Town Clerk	22/12/2025

	<p>actual date of the invoice or receipt, the reference number and amount raised or paid.</p> <p>I recommend that the Council request that the finance system developer puts in place these reports as soon as possible in order to ensure that it can easily and confidently identify the amounts owed during the year for debt management purposes, and the amounts owed at the year-end for the purposes of inclusion in the year-end accounts.</p>				
5.2 – Carry out monthly reconciliations of car park income	<p>I checked a sample of receipts to confirm that all income due to the Council had been collected. I found that the Council does not currently carry out a reconciliation between the Metric back office system for cash and card payments made to its two car park ticket machines, and the reports provided by the card and cash collection suppliers. I carried out a reconciliation for two sample months and found that the differences between the reports were small, with a total difference of £14.80/0.2% between the ticket machine and supplier reports for June, and £35.80/0.7% between the reports for September.</p> <p>Whilst the differences are low for the two months tested, it is good practice to reconcile the reports in order to identify any issues with larger discrepancies between the takings reported by the ticket machines and those reported by the entities which bank the monies. This will help to reduce the risk of fraud and error. I recommend that the reports are reconciled monthly as part of the Council's budget monitoring processes.</p>	H	<p>Process now set up whereby Admin Officer carries out a monthly reconciliation.</p>	Admin Officer	01/12/2025