



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

4 MARCH 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 10 MARCH 2026** in the Council Chamber, Town Hall, East Street, Wareham at **7:30pm** 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



10 MARCH 2026 at 7:30pm

1. Apologies for absence

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

2. Declarations of interest

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

3. Public participation time

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

4. Confirmation of minutes of previous meeting held on Tuesday 13 January 2026

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

5. Matters arising from the minutes of the last meeting held on Tuesday 13 January 2026

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. 20mph within Saxon Walls – Speed Surveys – TO FOLLOW

To consider a recommendation from the Planning and Transport Committee to commission speed surveys in pursuance of a 20mph zone in the Saxon Walls.

8. Annual Fire Monitoring Safety – TO FOLLOW

To review the current annual fire safety monitoring and consider the quotes received.

9. Croquet Lawn Fee Rate – TO FOLLOW

To consider a revised fee rate for the use of the croquet lawn at the Recreation Ground.

10. Annual Risk Assessment – TO FOLLOW

To consider and review the Town Council's annual risk assessment.

11. Draft Children and Vulnerable Adults Protection Policy – TO FOLLOW

To consider the Draft Children and Vulnerable Adults Protect Policy.

12. Draft Petition Policy – TO FOLLOW

To consider the revised Draft Petition Policy.

13. Howards Lane Car Parking Card Payment Processing – TO FOLLOW

To review and consider the Howards Lane Car Park card payment processing provision.

14. 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).

15. Confidential Session

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

16. Howards Lane Public Convenience Cleaning Contract – TO FOLLOW

To consider received tender submissions and recommend a successful contractor to Full Council for approval.

17. Date of next meeting

To note the date of the next meeting, which is scheduled for **TUESDAY 19 MAY 2026 at 7:30pm.**



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 13 January 2026 in the Council Chamber, Town Hall, East Street, Wareham at 7.30pm.

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

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

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

PRF 060/25-26 Apologies for absence

There were no apologies for absence.

PRF 061/25-26 Declarations of interest

There were no declarations of interest.

PRF 062/25-26 Public participation time

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

PRF 063/25-26 Confirmation of the minutes of the previous meeting

It was **RESOLVED** that the minutes of the previous meeting of the Policy, Resources and Finance Committee, held on 11 November 2025, were **APPROVED** subject to the following amendments and would be signed Chairman following the meeting.

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

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

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

There were no matters arising.

PRF 065/25-26 Payment of outstanding creditors

The Committee considered the list of payments for approval.

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

PRF 066/25-26 Bank Reconciliations

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

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

PRF 067/25-26 Q3 Budget Monitoring

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

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

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

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

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

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

PRF 069/25-26 Interim Audit Report

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

The Interim Audit Report was NOTED.

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

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

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

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

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

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

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

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

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

There were no items deemed urgent.

PRF 072/25-26 Date of next meeting

It was noted that the next meeting of the Policy, Resources and Finance Committee was scheduled to be held at 7.30pm on **Tuesday 10 March 2026**.

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

DRAFT

Wareham Town Council

09 March 2026 (2025-2026)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
888	Office Expenditure	04/03/2026		Lloyds Bank Business	DEB	Postage	Royal Mail (Fee to pay onli	E	1.50		1.50
											1.50
891	Meetings & Trainings	05/03/2026		Lloyds Bank Business	DEB	Staff Training - First Aid	Ark Medical Solutions	Z	479.70		479.70
											479.70
892	Card Payment fees	11/03/2026		Lloyds Bank Business	FPO	Car park credit card processing	3C Payment UK Ltd	S	111.47	22.29	133.76
											133.76
893	Water Cooler	11/03/2026		Lloyds Bank Business	FPO	Water Cooler Rental	Eden Springs UK Ltd	S	5.39	1.08	6.47
											6.47
894	Cleaning - Town Hall	11/03/2026		Lloyds Bank Business	FPO	Consumables	Eastern Shires Purchasing	S	40.90	8.18	49.08
											49.08
895	Gas - Town Hall	14/03/2026		Lloyds Bank Business	DD	Town Hall gas monthly gas use	Crown Gas & Power Ltd	S	613.37	122.67	736.04
											736.04
896	Grass Cutting	11/03/2026		Lloyds Bank Business	FPO	Grass cutting	Countrywide Grounds Main	S	230.00	46.00	276.00
896	Grass Cutting - Hauses	11/03/2026		Lloyds Bank Business	FPO	Grass cutting	Countrywide Grounds Main	S	115.00	23.00	138.00
											414.00
897	Refuse Collection	16/03/2026		Lloyds Bank Business	DD	Town Hall monthly refuse colle	Dorset Council Accounts Pe	Z	94.82		94.82
											94.82
898	New Equipment	02/03/2026		Lloyds Bank Business	FPO	Items for Museum display	Displays (UK) Limited	S	131.86	26.37	158.23
											158.23
899	Office Expenditure	11/03/2026		Lloyds Bank Business	FPO	Monthly Photocopier Useage	Clarity Copiers Ltd	S	45.40	9.08	54.48
											54.48
900	Maintenance - HL Toilets	27/03/2026		Lloyds Bank Business	DD	PHS sanitary collection contrac	PHS Group	S	230.89	46.18	277.07
											277.07
901	Maintenance - Quay Toilets	27/03/2026		Lloyds Bank Business	DD	PHS sanitary collection contrac	PHS Group	S	407.82	81.56	489.38
											489.38
902	Uniform	11/03/2026		Lloyds Bank Business	FPO	Grounds Staff Uniform	Workwear Express Ltd	S	30.23	6.05	36.28
											36.28
903	Software Subscriptions	11/03/2026		Lloyds Bank Business	FPO	Parish Online Subscription	Parish Online Mapping	S	150.00	30.00	180.00
											180.00
904	Fuel	09/03/2026		Lloyds Bank Business	DD	Vehicle Fuel	Fuelcard Services T/A My M	S	79.89	15.98	95.87
											95.87
905	WBJC - Wareham TC Contribut	11/03/2026		Lloyds Bank Business	FPO	Cemetery Contribution	Wareham Burial Joint Com	Z	7,916.85		7,916.85
											7,916.85
906	Maintenance - Rec	11/03/2026		Lloyds Bank Business	FPO	Topsoil and Sand - Recreation	BradforDs Building Supplies	S	85.15	17.03	102.18
											102.18
907	Service & Maintenance	11/03/2026		Lloyds Bank Business	FPO	Vehicle MOT	M J White Ltd	E	54.00		54.00
											54.00
908	Cleaning - Town Hall	27/02/2026		Lloyds Bank Business	DEB	Consumables	Savers Stores Plc	S	7.47	1.50	8.97
											8.97

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
909	Cleaning - Town Hall	04/03/2026		Lloyds Bank Business	DEB	Consumables	Savers Stores Plc	S	3.14	0.63	3.77
											3.77
910	Equipment & Buildings Mainten	11/03/2026		Lloyds Bank Business	FPO	Toilet Replacement - Town Hal	JL Plumbing & Heating Ltd	S	850.00	170.00	1,020.00
											1,020.00
911	Machinery & Equipment	11/03/2026		Lloyds Bank Business	FPO	Jerry Cans for Ride on Mower	Trade UK	S	27.48	5.50	32.98
911	Machinery & Equipment	11/03/2026		Lloyds Bank Business	FPO	Jerry Cans for Ride on Mower	Trade UK	S	8.32	1.67	9.99
											42.97
912	General Maintenance	11/03/2026		Lloyds Bank Business	FPO	Paint brushes	Trade UK	S	22.70	4.55	27.25
											27.25
913	Equipment - New	11/03/2026		Lloyds Bank Business	FPO	Drill and Electric Compressor w	Trade UK	S	166.66	33.33	199.99
913	Equipment - New	11/03/2026		Lloyds Bank Business	FPO	Drill and Electric Compressor w	Trade UK	S	87.48	17.50	104.98
											304.97
914	Software Support	11/03/2026		Lloyds Bank Business	FPO	Monthly IT Provision	Rejuvenate	S	676.24	135.25	811.49
											811.49
915	General Events	11/03/2026		Lloyds Bank Business	FPO	Museum Lecture series	Martin Gething	Z	20.00		20.00
											20.00
916	Telephones	11/03/2026		Lloyds Bank Business	FPO	Office Telephone Line Rental	Rejuvenate	S	76.56	15.31	91.87
											91.87
917	Telephones	10/03/2026		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	185.50	37.10	222.60
917	Payment Machine Costs	10/03/2026		Lloyds Bank Business	DD	Mobile phone and car park tick	EE	S	7.10	1.42	8.52
											231.12
918	Equipment & Buildings Mainten	11/03/2026		Lloyds Bank Business	FPO	PAT Testing	JR PAT Testing Limited	S	181.60	36.32	217.92
											217.92
919	Ride On Mower Purchase	11/03/2026		Lloyds Bank Business	FPO	Tracker for Mower	Hunt Forest Group Ltd.	S	650.00	130.00	780.00
											780.00
920	Equipment & Buildings Mainten	06/03/2026		Lloyds Bank Business		Annual Boiler service	Asbury Heating Maintenan	S	362.92	72.58	435.50
											435.50
Total									14,157.41	1,118.13	15,275.54

POLICY RESOURCES AND FINANCE COMMITTEE REPORT



Meeting Date: 10 March 2026

Agenda Item: 7

Subject:	20mph within Saxon Walls – Speed Surveys
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider a recommendation from the Planning and Transport Committee to commission speed surveys in pursuance of a 20mph zone in the Saxon Walls.
Background:	<p>The Planning and Transport Committee resolved on 8 July 2025 to recommend speed surveys in the Saxon Walls for a potential 20mph zone.</p> <p>The unbudgeted expenditure was recommended to the Policy, Resource and Finance Committee on 9 September 2025 for authorisation, where questions regarding the speed survey locations and primarily the extent of current, actual speeding within the Saxon Walls were raised.</p> <p>The matter was referred back to the Planning and Transport Committee to consider Community Speed Watch data within the Walls to understand whether speeding is currently taking place, though it has since been established that speed data from the Community Speed Watch Group or from Dorset Police will not be available due to constraints in site allocations.</p> <p>The Planning and Transport Committee resolved at its meeting on 27 January 2026 to recommend the expenditure to the Policy, Resources and Finance Committee.</p>
Key Points:	<p>The Planning and Transport Committee considered the benefits and implications of a 20mph zone within the Saxons Walls and has identified it as a desirable outcome for the town.</p> <p>To pursue this, 4 speed surveys will need to be commissioned at a cost of £895 (excluding VAT).</p> <p>This report notes a clarification that the speed survey costs were erroneously reported as costing “£875 (excl. VAT)”, where the actual cost is £895 (excl. VAT).</p> <p>The original report can be found within the Planning and Transport Committee reports for the 27 January 2026 meeting, however, where the Policy Resources and Finance Committee had raised a request for speed data to be gathered from the Community Speed Watch Group the report noted:</p> <p><i>Speeding data within the Saxon Walls:</i></p> <p><i>Through discussions and reports from the Community Speed Watch Group it became clear that the group could not be allocated sites within the Wareham Walls. This was as a result of the group’s data collection sites being allocated by a Dorset Police coordinator, and Dorset Police’s reluctance to allocate sites within the Saxon Walls over sites outside of this area.</i></p> <p><i>Dorset Police were contacted to gain an understanding of whether they hold any speeding data within the Saxon Walls. They confirmed that only North Street had been on an enforcement monitoring list, but not for speed related issues.</i></p>



	<p><i>Dorset Police indicated that they would add North Street to their visit rota for speed, though it may take several months or years before any substantial data was available.</i></p> <p><i>As a result, Wareham Town Council is unable to gather speeding data from other organisations and would need to commission speed surveys from Dorset Council to make this data available.</i></p> <p>This is an unbudgeted expenditure requiring the Policy, Resources and Finance Committee to identify a suitable cost centre for the expenditure and to authorise the unbudgeted cost.</p> <p>“Town Features and Furniture - General Maintenance” has been identified by officers as a potentially suitable cost centres for this activity, both of which have sufficient funds available to cover the cost.</p>
<p>Implications:</p>	<p>Financial – There is no budget line for this expenditure. Considerations should be made for any unbudgeted expenditures to ensure the Council’s ongoing financial stability and ability to carry out required activities.</p>
<p>Recommendation:</p>	<p>To consider the recommendation from the Planning and Transport Committee to commission speed surveys in pursuance of a 20mph zone within the Saxon Walls and allocate a budget spend for such work.</p>

POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 10 March 2026

Agenda Item: 8

Subject:	Annual Fire Safety Monitoring Review
Prepared by:	Katy Babbs, Administration Officer
Purpose of Report:	To review the current annual fire safety monitoring and consider the quotes received.
Background:	<p>Council is responsible for ensuring all Council-owned and managed buildings comply with relevant fire safety legislation and standards. This includes the annual inspection, testing to maintain compliance and ensure the safety of staff, facility users, and the community.</p> <p>Council currently engages an external contractor to undertake these annual fire safety monitoring services. As part of Council's routine contract review and governance processes, the existing arrangement is being reviewed to assess performance, compliance, and value for money. Comparative quotations have been obtained to support this review.</p> <p>This report outlines the findings of the review and seeks Council's direction regarding the ongoing provision of these services.</p>
Key Points:	<p>The proposed contract covers the following locations</p> <ul style="list-style-type: none"> • Town Hall and Museum including 3 East Street • Citizens Advice Bureau and Band Room, Mill Lane • Pavilion • Wareham Quay Toilets and Howards Lane Toilets <p>Services include annual monitoring unless otherwise stated</p> <ul style="list-style-type: none"> • Emergency lighting points – 33 points across all sites (6 monthly) • Annual monitoring of Fire Call Points – 13 points across all sites • Annual monitoring of Bell Alarms – 10 points across all sites • Smoke detectors – 30 points across all sites • Fire Extinguisher monitoring – 24 across all sites <p>The quotes can be found at Appendix A.</p>
Implications:	<p>Under the Regulatory Reform (Fire Safety) Order 2005, the "Responsible Person" (usually the employer, building owner, landlord, or managing agent) must ensure fire safety systems are maintained in efficient working order.</p> <p>If statutory checks are not carried out:</p> <ul style="list-style-type: none"> • The Fire Authority can issue an Enforcement Notice requiring the problem to be fixed. • They may issue an Alterations Notice if the building poses a high risk. • They can issue a Prohibition Notice preventing the building (or part of it) from being used. <p>Serious breaches can lead to criminal prosecution.</p>

	<p>Possible penalties include:</p> <ul style="list-style-type: none">• Unlimited fines• Up to 2 years imprisonment• A criminal record for the responsible person
Recommendation:	<p>To consider the quotes and resolve to appoint a company to undertake the Council's annual fire safety monitoring and maintenance.</p>

Appendix A

Site	Quotation 1	Quotation 2	Quotation 3
Town Hall and Museum (combined with 3 East Street) Fire Safety	£250 + VAT	£710 + VAT (£245 + VAT initial takeover fee not inc)	£355 + VAT
2 Mill Lane & Band Room Fire Safety	£180 + VAT	£370 + VAT (£110 +VAT initial takeover fee not inc)	£355 + VAT
Pavilion (2 fire extinguishers only)	£25 + VAT attendance fee + £7 per extinguisher (minimum charge £40)	£45 + VAT flat rate for both	£80 + VAT
Public Toilets (Howards Lane and The Quay) Emergency Lighting only	£180 + VAT	£110 + VAT	£210 + VAT
Annual Fee	£650 +VAT (however, multi-site discount offer £583 +VAT)	£1235 + VAT (first year cost to inc takeover fee (£355 +VAT)	£810 + VAT
Fire Alarm Monitoring (linked with Southern Monitoring) Single path digi-air unit	£150 +/- 10% + VAT (not included in the above - final costs subject to confirmation from monitoring provider)	£235 + VAT first year only (not included in the above) The ongoing monitoring of the fire alarm only is included in the £710 +VAT per year.	£145 + VAT (not included in total above) Current provider – intruder alarm and panic alarm monitoring totals £305 +VAT not included in this quote process – to be considered separately another time.

Fire Safety monitoring to include the following.

- Fire alarm (6 monthly)
- Emergency lighting points – 33 points across all sites (6 monthly)
- Annual monitoring of Fire Call Points – 13 points across all sites
- Annual monitoring of Bell Alarms – 10 points across all sites
- Annual monitoring of Smoke detectors – 30 points across all sites
- Annual monitoring of Fire Extinguisher monitoring – 24 across all sites

POLICY RESOURCES AND FINANCE COMMITTEE REPORT



Meeting Date: 10 March 2026

Agenda Item: 9

Subject:	Croquet Lawn Fee Rate
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider a revised fee rate for the use of the croquet lawn at the Recreation Ground
Background:	<p>The Town Council has been approached by the local croquet club, which formerly hired two croquet lawns from the Town Council, to return to using the Town Council's facilities after they moved to another site in the previous season.</p> <p>During the period in which the local croquet club were not using Town Council facilities, parts of the Recreation Ground previously used by local croquet club have been repurposed to accommodate the increased demand in youth football.</p> <p>This has resulted in the Town Council only being able to accommodate one croquet lawn rather than the two previously located at the Recreation Ground.</p> <p>This paper has been circulated to follow as officers were pending a site visit with the local croquet club.</p> <p>As the level of facilities the Town Council can offer the croquet club has changed, it is appropriate for the Town Council to reconsider the fee rate applicable for the use of the facilities.</p>
Key Points:	<p>Wareham Town Council can accommodate one croquet lawn in playable condition at the Recreation Ground. This is a result of increased youth football sporting provision following the croquet club leaving, vehicle access requirements and the Recreation Ground's grass and surface conditions.</p> <p>Officers have engaged closely with the local croquet club to ensure understanding of the reduction in sporting capacity and met with the croquet club on site to confirm acceptable, playable conditions.</p> <p>The croquet club formerly used 2 croquet lawns for 2 days a week during the croquet season.</p> <ul style="list-style-type: none"> - The previous fee rate for this was £200 per month. <p>As the croquet club will only have one lawn to play on, it has requested that the Town Council considers allowing 3 days for play within its season rate.</p> <p>To help inform the fee rate setting, officers have provided an analysis of the required resource commitment for previous seasons and a proposed arrangement of one lawn for 3 days and one lawn for 2 days on Appendix 1.</p> <p>The Town Council has historically effectively subsidised the cost of croquet at the Recreation Ground by approximately £583.12.</p>



	<p>To remain at comparable levels of subsidy for the two possible rates of use for the croquet court, Council would need to charge approximately the following.</p> <p>Fee rate 1 (3 days' use): £225 per month (costing £669.52 to subsidise)</p> <p>Fee rate 2 (2 days' use): £160 per month (costing £521.94 to subsidise)</p> <p>While the costs in appendix 1 reflect the full staffing costs of servicing and maintaining the areas, these costs are diluted by other tasks officers engage in while at site, for example performing playground checks, maintenance and field grass cutting which they would need to be at the Recreation Ground for.</p> <ul style="list-style-type: none"> - The Committee should consider which rates for both types of usage it wishes to set, whether it wishes to subsidise croquet play and if so to what extent.
<p>Implications:</p>	<p>Financial Implications: Subsidising organised sport adds an additional strain to the precept.</p> <p>Potential loss of community benefit: Should the croquet club financially be unable to continue as a result of cost increases, this would result in the potential loss of organised, sporting community provision in Wareham and its social and wellbeing benefit.</p> <p>Reputational Risk: A substantial increase in the fee rate despite fewer available lawns which is not well communicated with stakeholders may harm Council's reputation with stakeholders.</p>
<p>Recommendation:</p>	<p>To consider a revised fee rate for the use of the croquet lawn at the Recreation Ground</p>

	Previous Seasons (2 lawns played over 2 days)	Proposed season (1 lawn played over 3 days) Annual Costs FEE RATE 1	Proposed season (1 lawn played over 2 days) Annual Costs FEE RATE 2
Grass cutting time (inc. NI & Pensions)	≈ 16.8 hours (£356.85)	≈ 8.4 hours (£188.16)	≈ 8.4 hours (£188.16)
Pitch marking time (inc. NI & Pensions)	≈ 7 hours (£148.69)	≈ 4 hours (£89.60)	≈ 4 hours (£89.60)
Pavilion Clearing time (inc. NI & Pensions)	≈ 48 hours (£1,019.58)	≈ 72 hours (£1,612.76)	≈ 48 hours (£1,075.18)
Line Marking Paint	≈ £138 (2.5L fortnightly)	≈ £69 (2.5L fortnightly)	≈ £69 (2.5L fortnightly)
Petrol (mower)	≈ £120	≈ £60	≈ £60
Total Expenditure	≈ £1783.12	≈ £2,019.52	≈ £1481.94
Actual Monthly Cost (per 6-month season)	£297.19	£336.59	£246.99
Total Receipts	+ £1,200 (£200 pm)	£1350	£960
Shortfall	≈ -£583.12	≈ -£669.52	≈ -£521.94

These costings have been compiled using as much information as is available to officers but should be treated as estimates rather than absolute figures.

Cutting time can be subject to decrease in hot weather but ordinarily requires weekly cuts. Grass does not need to be cut more frequently than weekly. Exact amounts of paint and petrol may vary.



POLICY RESOURCES AND FINANCE COMMITTEE – REPORT

Meeting Date: 10 March 2026

Agenda Item: 10

Subject:	Risk Management Strategy and Scheme
Prepared by:	Nicola Gray, Town Clerk & RFO
Purpose of Report:	To consider and recommend for approval the Risk Management Policy and Strategy.
Background:	<p>Financial Regulations for the Council require the following:</p> <p>Risk management and internal control</p> <p>2.1. The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.</p> <p>2.2. The Clerk as RFO shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.</p> <p>2.3. When considering any new activity, the Clerk as the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.</p> <p>2.4. At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.</p> <p>2.5. The accounting control systems determined by the RFO must include measures to:</p> <ul style="list-style-type: none"> • ensure that risk is appropriately managed; • ensure the prompt, accurate recording of financial transactions; • prevent and detect inaccuracy or fraud; and • allow the reconstitution of any lost records; • identify the duties of officers dealing with transactions and • ensure division of responsibilities.
Key Points:	The Risk Management Policy and Strategy is to be scrutinised by Policy Resources and Finance for ratification at Full Council on 24 March 2026.
Implications:	<p>Failure to properly scrutinise financial risk could leave the Council open to various financial losses, as detailed in the risk assessment.</p> <p>Failure to approve a properly scrutinised Risk Management Policy and Strategy would cause breach of Financial Regulations and would result in the Council not being able to meet its External Audit requirements.</p>
Recommendation:	To consider and recommend for approval the Risk Management Policy and Strategy.



Wareham Town Council

Risk Management Strategy

RISK MANAGEMENT STRATEGY

1 Introduction

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

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

1.2 The objectives of this strategy are to:

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

2 What is Risk Management?

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

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

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

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

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

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

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

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

3 Why does the Council need a Risk Management Strategy?

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

4. Risk Management Policy Statement

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

5. Implementing the Strategy

5.1 Risk Control

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

Options for control include:

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

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

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

Sharing - the risk is shared with another party.

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

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

5.2 Risk Monitoring

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

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

5.3 Risk Management System

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

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

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

6. Roles and Responsibilities

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

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

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

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

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

7. Future Monitoring

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

8. Conclusion

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

DRAFT

Wareham Town Council Risk Management Schedule

RISK MANAGEMENT

Notes

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

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

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

Key

L low risk
M Medium Risk
H High Risk.

ASSESSMENT OF RISK

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

Likelihood

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

Impact

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

Risk Matrix

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

Impact

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

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

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

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

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

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

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

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

Grant's and support payable	Power to pay. Authorisation to pay	1	1	L	The Town Council has a Grants to Local Organisations Policy and all requests for grants are considered by the Town Council in accordance with that policy.	Existing procedures adequate
Grant's receivable	Receipt of monies	1	1	L	The Town Council may apply for and receive grants it wishes to seek where applicable.	Existing procedures adequate
General						
	Complaint's procedure	1	1	L	Complaints Procedure available on Website.	Existing procedures adequate
Councillors' propriety	Registers of Interests	4	2	H	Register of interest completed and Councillors responsible for updating as and when required. All Councillors Register of Interests are available via links on the website.	Existing procedures adequate



**Wareham Town Council
And
Wareham Town Museum**

**DRAFT CHILD AND VULNERABLE ADULTS'
PROTECTION POLICY**

Policy Statement

Wareham Town Council (“the Council”) and Wareham Town Museum (the “Museum”) are committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council or Museum.

The Council and Museum recognises that service users must be safeguarded from all forms of abuse wherever and however it might occur, within the family, others or from abusive behaviour on the part of the service’s staff. It takes every possible action to prevent abuse and to deal with it promptly and effectively if it occurs or is reported as occurring.

Policy Objective

To ensure that, where possible all facilities and activities offered by the Council and Museum are designed and maintained to limit risk to children and vulnerable people.

To promote the general welfare, health, and development of children by being aware of child protection issues and to be able to respond where appropriate as a local government organisation.

To develop procedures in recording and responding to accidents and complaints and to alleged or suspected incidents of abuse and neglect.

As the Council or Museum do not directly provide care or supervision services to children, it expects all children using its facilities to do so with the consent and the necessary supervision of a parent or other responsible adult.

The Council and Museum undertake to work in compliance with No Secrets (the Department of Health guidance on multi-service policies and other national policy documents and procedures to protect vulnerable adults from abuse) as well as observing the relevant sections of CQC’s Essential Standards. The Council and Museum both work in accordance with local Safeguarding Vulnerable Adults protocols and multi-service working guidelines (these should be available from the principal authority’s Safeguarding Protection of Vulnerable Adults unit).

The Council and Museum recognise that service users who might lack mental capacity are particularly vulnerable to abuse and exploitation. It is accordingly mindful of the need to follow the principles and practice guidance that has accompanied the Mental Capacity Act 2005. These apply particularly to investigations of possible abuse in which it is important to seek means of ascertaining the experiences and views of any victim or indeed alleged perpetrator who might lack capacity, for example, by seeking the services of independent advocates. (See also the Council and Museum’s policy on Working with Service Users who Might Lack Mental Capacity).

The Council and Museum make all staff aware of the policy and instruct them in the specific procedures for preventing, observing and reporting suspicions or signs of abuse. In reporting possible abuse, staff are made fully aware of the service’s whistleblowing policy, which recognises that the safety of service users is always their paramount concern. All service users and stakeholders are made aware of the Council and Museum’s determination to take action where it comes across abuse. (See also policy on Whistleblowing.)

Aims

The aim of this policy document is to guide staff, members and volunteers of Wareham Town Council and Wareham Town Museum should any child protection issue arise during their

work.

Principles

The policy is based on the service's conviction that:

- vulnerable people are at risk of abuse in varied forms
- they are in a position to be abused by different people, including family members, friends, strangers and possibly service staff.
- it has a duty of care to do everything possible to prevent, report and tackle abuse wherever it is encountered.

Recognising Abuse

The Council and Museum expect their staff to be vigilant regarding the welfare of service users. It provides staff training so that they can recognise the risks and signs of abuse. It acknowledges that abuse may take any of the following forms and more than one might be present in an abusive situation:

- physical abuse
- neglect
- psychological abuse
- financial or material abuse
- sexual abuse
- racial, discriminatory, religious or cultural abuse
- failure to prevent self-harm
- inhuman or degrading treatment.

Responsibilities and Procedures

The role of Child Protection Officer will be appointed to the Town Clerk, or Deputy Clerk in the Town Clerk's absence, and his/her responsibilities will include:

- Ensuring that before any Council or Museum organised event with children or vulnerable people, the Child Protection Officer has briefed participants appropriately.
- Ensuring that members are aware of the risk they may face in certain circumstances whilst carrying out their duties.
- Ensuring that whilst Council members are unlikely to be involved with children during the performance of their duties, they are mindful of the risk they face.
- Ensuring that before any volunteers or paid members of staff are recruited to work with children and vulnerable people they are interviewed, and two references taken up.
- Such employees will be required to have a DBS check made by the Council and a risk assessment be carried out.
- All new Councillors are to be provided with a copy of the child protection policy and are required to acknowledge they will abide by it.

Councillors and staff will adhere to the 'List of Recommended Behaviour' namely:

- A minimum of two adults present when supervising children.
- Not playing physical contact games.
- Adults to always wear appropriate clothing
- Ensure that accidents are recorded in an accident book.
- Never do anything of a personal nature for a young person.

Staff and volunteers must:

- Avoid one-to-one situations with children or vulnerable adults.
- Never engage in inappropriate physical contact or language.
- Obtain written consent for photography or digital media use.
- Maintain professional boundaries at all times.

Reporting Abuse

Any member of staff who knows or believes that abuse is occurring has an obligation to report it as quickly as possible to their manager. If the victim requests that the matter should not be reported, the staff member should inform them that they have a duty to report the matter. The staff member should then reassure the service user that the matter will not be taken further than the manager without their consent unless there are exceptional circumstances. The service will take vigorous action against anyone trying to suppress a possible report of abuse.

Action in Emergency Situations

If the situation is an emergency, with a service user in immediate danger, staff are instructed to call for assistance immediately. They should give any necessary first aid and contact appropriate emergency services if necessary. If the abuser remains present and poses a threat to any service staff present as well as the victim, staff are not expected to put themselves at risk of violence or other harm. They should then put into action service procedures on how to respond to abusive, aggressive or violent behaviour, which forms part of the service's policies on health and safety of its staff. (See policy on dealing with violence and aggression.)

Immediate Action to be Taken by Managers

When a manager receives a report of suspected, imminent or actual abuse, an investigation must be opened as soon as possible. The staff member investigating the abuse takes steps to arrange for the service user to be interviewed and, if possible, to give their consent to further investigation and action. If the service user refuses consent, their wishes must be respected unless the manager judges that they or others are in serious danger or if they are clearly incapable of making an informed decision.

In cases of proven or suspected incapacity, the manager acts in accordance with the "best interests" principle laid down in the Mental Capacity Act 2005 and pursues the matter by obtaining the services of an independent advocate or another independent representative to elicit the service user's views and wishes.

If the suspected abuser is a member of the service's staff, the manager takes appropriate steps under the disciplinary procedure. The service expects its staff to take all possible steps to co-operate with further investigations by the local authority safeguarding unit, CQC investigating inspectors and the police if involved.

Referral to External Agencies

Where the vulnerable person is thought to be at risk of further abuse, the situation should be reported as soon as possible to the manager of the principal authority's safeguarding unit who will take a decision on whether further investigation is needed under the principal authority's safeguarding procedures.

Reporting to the Police

If it is suspected that a criminal act might have been committed, the situation will be reported to the police. Every effort should be made not to interfere with possible evidence.

Action Generally

Records of all incidents or allegations made by any young person or vulnerable adult to any committee member, member of staff or volunteer will be kept in an incident book. The incident book will be presented to the Town Council full meeting for inspection at least annually if any allegations or incidents take place.

In the event of a contractor working directly for the Council or Museum who is deemed to be working in any area where children may be at risk, then that contractor will be asked to provide their Child Protection Policy.

Declaration

Wareham Town Council and Wareham Town Museum are fully committed to safeguarding the well-being of children by protecting them from physical, sexual, emotional harm and neglect.

All members of Wareham Town Council should read the Council's Child Protection Policy. Having read the Policy, they should be proactive in providing a safe environment for children and vulnerable people who are involved in Town Council activities.

This Policy will be reviewed every three years from the date of adoption, or sooner if there are any legislation changes.

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POLICY RESOURCES AND FINANCE COMMITTEE REPORT

Meeting Date: 10 March 2026

Agenda Item: 12

Subject:	Draft Petition Policy
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider the revised Draft Petition Policy.
Background:	<p>Wareham Town Council's petitions policy was last reviewed in March 2021.</p> <p>Regularly reviewing policies and procedures is an important tool to ensure these remain suitable for purpose as the nature of the Town Council's work and environment change, as well as any amendments in legislation.</p>
Key Points:	<p>This draft petition policy has been created via a review of the Town Council's existing petitions policy and by considering best practice examples from comparable Council's in the local government sector.</p> <p>The existing petitions policy included reference to committees which no longer exist at the Town Council.</p> <p>The existing petitions policy is, in places, overly procedure and threshold driven and included provisions which would hinder the Town Council in considering a petition in an efficient and timely manner and have been revised in this draft.</p> <p>This review of the petitions policy has sought to add up to date clarity for how the Town Council would handle a petition, what type of subjects can and cannot be petitioned for or against, and how a resident might raise concerns if it is felt the petition has not been correctly addressed.</p>
Implications:	<p>Policies or procedures which are no longer reflective of how the Town Council functions remove clarity for residents and officers in how to correctly respond to approach a matter.</p> <p>An out-of-date petitions policy would expose the Town Council to risk of challenge if it cannot follow its formally adopted procedure.</p>
Recommendation:	To consider and approve the revised Draft Petition Policy.



WAREHAM
Town Council

**WAREHAM TOWN COUNCIL
PETITION POLICY**

DRAFT

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INTRODUCTION

Wareham Town Council is the first tier of local government it acts as an advocate for the needs, wants and concerns of the people of Wareham to partners.

Wareham Town Council welcomes engagement from our residents, visitors, businesses and other members of the community in a variety of ways and embraces that the submission of petitions is a core element of civil engagement in our democracy.

WHAT IS A PETITION?

A petition is a formal, written request for the Town Council to act in a certain manner or to conduct or cease a specified activity. This policy sets out how Wareham Town Council handles and responds to petitions received.

Petitions submitted to the Town Council must include the following elements:

- **A clear purpose or request, which allows itself to be easily interpreted.** What does the petitioner want the Town Council to do or consider?
- **Contact information for the person organising the petition.** This allows the Town Council to liaise with this person regarding the progress and outcome of a petition.
- **The names, addresses and a clear signature.** Petition signatories must live within the Wareham Town parishcouncil electoral area. Petitioners must ensure that signatories understand where the petition will be submitted and consent to their information being used for this purpose.

Residents considering a petition are encouraged to engage with the Town Council for guidance around petitioning appropriately and to understand if an issue could be resolved without a petition.

Petitions must be submitted to the Town Council in writing and should be addressed to the Town Clerk. This can be done either by;

- Submitting a petition via email: office@wareham-tc.gov.uk

Or

- Submitting a petition via normal post or personally to the Town Hall

**Town Clerk
Wareham Town Council
Town Hall
East Street
Wareham
BH20 4NS**

WHAT ARE THE POSSIBLE OUTCOMES OF A PETITION?

Petition outcomes will vary depending on the nature of the petition but may take the form of one of the following outcomes. This list is not exhaustive, and the Council may take other appropriate action.

- Taking the action requested in the petition
- Considering the petition at an appropriate Town Council meeting
- Holding an enquiry into the matter
- Undertaking research into the matter
- Holding a public meeting
- Holding a public consultation
- Holding a meeting with petitioner(s)
- Calling a referendum
- Responding to the petition organiser explaining the Town Council's position, or providing more information
- Reject the petition if deemed appropriate in accordance with this policy
- Referring the petitioner to another organisation which holds responsibility for the matter

Once a petition has been considered by the Town Council, its outcome will be shared with the petition organiser.

HOW DOES THE TOWN COUNCIL HANDLE PETITIONS IT RECEIVES?

The Town Council will confirm receipt of a petition to the petition organiser, within 10 working days. The Town Council will investigate whether the petition is eligible for consideration in line with this policy in this time.

If the Town Council requires clarifications from the petition organiser to understand a petition, it will seek to make any required clarifications within a further 10 working days.

The Town Council will arrange for eligible petitions to be considered by the relevant Council Committee which holds responsibility for the matter as an agenda item.

The nature of a petition may require the Town Council to gather more information to ensure Council can properly consider the petition. The petition organiser will be informed of the

expected timeline for the petition's consideration, and which Council Committee holds responsibility for the matters raised in the petition.

Petitioners may attend the relevant Committee or Council meeting and speak about the petition in accordance with the public section of that meeting.

The Town Council will maintain either a copy or original copy of all submitted petitions for its records in line with its Retention of Documents and Records policy, Data Protection Policy and General Data Protection Regulations.

Once a petition has been considered by Council or an appropriate Committee, the petition organiser will be informed of the outcome and Council's decision will be implemented.

The Town Council's decision regarding a petition is democratically made and further petitions on the same matter will not be accepted and nor may it be appealed.

WHICH PETITIONS WILL THE TOWN COUNCIL REJECT?

In line with this policy, the Town Council will reject petitions which are considered not suitable by the Town Council, this may include but is not limited to:

- Requests for action which are illegal or unlawful.
- Petitions whose purpose remains unclear despite attempted clarifications.
- Petitions which are a complaint against an individual Town Council officer, or group of officers. Complaints against officers must be submitted in line with the Council's Complaints Procedure.
- Petitions which are a complaint against an individual Town Council Councillor, or group of Councillors. Complaints against Councillors must be made to the Monitoring Officer in line with Council's Complaints Procedure.
- Petitions submitted by members of the public who are not resident in within the Wareham Town electoral area.
- Petitions whose signatories appear to not live within the Wareham Town electoral area and cannot be authenticated.
- Petitions which are malicious, abusive, vexatious or intended only to cause harm or distress.
- Petitions whose request is outside of the Council's power.
- Petitions whose basis is misleading for signatories.
- Petitions requesting action which Council handles through an alternative, established process. I.e. A request to respond to a planning application in a particular manner.

- Petitions which have been considered in the last 6 months or are materially similar in nature to another petition considered within this period.

Should the Town Council reject a petition, the petition organiser will be informed of the petition's rejection along with the reason for the rejection within 10 days.

WHAT HAPPENS IF I FEEL MY PETITION HAS NOT BEEN ADDRESSED OR WAS UNFAIRLY REJECTED?

If a petition organiser has concerns that a petition has not been given due consideration by the Town Council or Council Officers or believes that a petition has been unfairly rejected in line with this policy, a complaint may be submitted in line with the Town Council's Complaints Procedure.

POLICY RESOURCES AND FINANCE COMMITTEE REPORT



Meeting Date: 10 March 2026

Agenda Item: 14

Subject:	Howards Lane Car Parking Card Payment Processing
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To review and consider the Howards Lane Car Park card payment processing provision.
Background:	<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 had been scheduled for the Committee's meeting on 10 March 2026, to allow the Committee to consider these more thoroughly without detracting from budget setting considerations.</p> <p>Regular review of procured services is a valuable tool to securing the best value for money for the local taxpayer.</p>
Key Points:	<p>Wareham Town Council's Current Car Park Card Payment Processing Provision</p> <p>Wareham Town Council's card processing provision was formerly supplied through Worldline. Following Brexit a number of financial companies, including Worldline's trading arm overseeing car parking payment provisions, left the market. During this process, this element of Worldline's business was transferred to their partner firm to ensure business continuation. To allow the car machines to continue to take card payments, the Town Council was required to enter a transitional agreement with this partner firm, who continued to offer this financial service at the agreed rate with Worldline.</p> <p>Card Processing – Howards Lane Car Park</p> <p>Officers have engaged with sector colleagues and service providers to identify suitable companies which can provide card payment processing services for the Howards Lane Car Park.</p> <p>While numerous firms offer card payment processing services, these firms must be able to integrate their card payment processing software and package with the card payment terminals hard- and software. Many card payment processing firms also only service "manned devices", meaning they are unable to support car park payment terminals.</p> <p>This means not all providers can service any car parking terminal.</p> <p>Officers engaged with the Car Park terminal manufacturer to understand which card processing firms could be integrated with the existing car park terminals.</p> <p>The Town Council's current car parking terminals are no longer the most recent car parking terminals, and as a result are not a system terminal manufacturer are actively developing to identify new business partners to integrate into the software to allow for payment processing.</p>



This means that presently only the Town Council's existing suppliers for card processing can work within the terminals, without a prospect of new suppliers being integrated.

The terminal manufacturer suggested that if the Town Council would like to change provider to a single provider solution, it could explore upgrading its contactless machine terminals within the existing machines to transfer to its preferred partner, rather than Council existing provider.

The cost of upgrading the Town Council's two terminals would total £1,600 (excl. VAT).

The Town Council's current card processing providers contract would require the Town Council to issue a termination notice, which has yet to be established.

A comparison of the ongoing costs for card processing between the Town Council's existing payment processing method, and the potential payment provider following an upgrade is outlined in the table below.

Figures below are based on an annual picture of card transactions.

	Current Providers (excl. VAT)	Upgraded Provider (excl. VAT)
Transaction Charge per transaction (15,543 total transactions)	£0.10 (£1,554.30)	£0.14
Processing fees (£24,694.70 gross card transactions)	≈ 4.4% (≈ £1,086.57)	Included as standard (although £1,600 to upgrade the machines for this company's use)
TOTAL Annual	≈ £2,640.87	£2,176.02

Based on the above, officers would recommend Council considers in investing in an upgraded card payment processing system available through the Council's current provider to realise a return on investment over the next 4-5 years.

If Council wished to explore further options for card payment processing providers, it may wish to explore terminal replacements or upgrades and identifying the corresponding companies which could support newly installed terminals. This could be expected to cost within the region of £9,000 excluding VAT, though this figure is only indicative.

The cash payment commission and handling, along with the terminal software to facilitate card payments and machine operations are separate contracts, in addition to this.



	<p>This cost for the £1,600 upgrade could be drawn “Howards Lane Car Park – Payment Machine Costs 158”. This would constitute a £394.10 overspend, which the Committee would need to authorise.</p>
Implications:	<p>Financial Loss - Failure to effectively review and appoint the best value for money provisions for card processing payment services would lead to ineffective use of public money.</p> <p>Incompatible Integration – Appointment of an opportunistic firm which cannot properly integrate with the existing car parking terminals could lead to these machines being unable to take card payments and the Council having erroneously ended a contract which it needs to re-enter.</p>
Recommendation:	<p>To consider the proposed current contract payments alongside the only alternative</p>