



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

13 May 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 19 MAY 2025** in the Council Chamber, Town Hall, East Street, Wareham at **19:30 hrs** (or on the rising of Planning and Transport if later) for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Nicola Gray
Town Clerk

Please contact the Town 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

19 May 2026 at 7.30pm

1. Election of Chair

To elect a Chair for the 2026/27 municipal year.

2. Election of Deputy Chair

To elect a Deputy Chair for the 2026/27 municipal year.

3. Apologies for absence

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

4. 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)

5. 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)

6. Confirmation of minutes of previous meeting held on 10 March 2026

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

7. Matters arising from the minutes of the last meeting held on 10 March 2026

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

8. 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.

9. Bank Reconciliation – TO FOLLOW

To approve the bank reconciliations for April 2026.

8. Remembrance 2026 Flag and Council Engagement

To consider the purchase of a Remembrance Flag 2026 and Council's further engagement with marking Remembrance.

9. Any other items the Chair 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).

10. Date of next meeting

To note the date of the next meeting, which is scheduled for **TUESDAY 14 July 2026**.



Minutes of a meeting of the Policy, Resources and Finance Committee held on Tuesday 10 March 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 and M Tighe.

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

PRF 073/25-26 Apologies for absence

Apologies were received and accepted from Cllr S Wheatley.

PRF 074/25-26 Declarations of interest

There were no declarations of interest.

PRF 075/25-26 Public participation time

There were no members of the public present.

PRF 076/25-26 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 13 January 2026, were **APPROVED** subject to the following amendments and would be signed by the Chairman following the meeting.

PRF 063/25-26 inclusion of "by the" preceding "Chairman".

PRF 077/25-26 Matters arising from the minutes of the previous meeting

There were no matters arising.

PRF 078/25-26 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 £15,275.54 be **APPROVED**.

PRF 079/25-26 20mph within Saxon Walls

The Committee considered the cost recommendation from the Planning and Transport Committee regarding four speed surveys in pursuance of a 20mph zone within the Saxon Walls.

The Committee noted a Dorset Council press release regarding the requirements for requests of 20mph schemes within a Town or Parish. Clarification would need to be sought as to whether the commissioning of speed surveys was still required in these cases or whether it could be done by direct request.

The Committee noted the prudence of establishing an earmarked fund to enable the commissioning of the speed surveys should the information not be forthcoming within the current financial year and it was ascertained they would be required.

It was noted that the Planning and Transport Committee would be updated once these clarifications had been sought.

It was **RESOLVED** that officers would investigate whether the commissioning of speed surveys was a prerequisite for participating in establishing the feasibility of a 20mph zone within the Saxon Walls.

It was **RESOLVED** that £895 for speed surveys be earmarked in the new financial year should commissioning speed surveys be a requirement for a 20mph request.

PRF 080/25-26 Annual Fire Monitoring Safety

The Committee reviewed the Town Council's annual fire safety monitoring and considered the quotes received.

It was **RESOLVED** that PD Fire and Safety be appointed to provide the Town Council's annual fire safety monitoring at a cost of £583 excluding VAT to be taken from the appropriate respective budget lines for the sites.

PRF 081/25-26 Croquet Lawn Fee Rate

The Committee considered the report regarding the revision of the fee rate applicable to the hire of a singular Town Council croquet lawn for both two days per week and three days per week options.

It was **RESOLVED** that a fee rate of £225 be applied for three days per week hire and £160 be applied for two days hire.

PRF 082/25-26 Annual Risk Assessment

The Committee reviewed and considered the Town Council's Annual Risk Assessment noting the reference to the "museum manager" under 6.4 to be updated to "museum co-ordinator".

It was **RESOLVED** that the Annual Risk Assessment be recommended to Full Council, subject to the above amendment from Museum Manager to Museum Co-Ordinator.

PRF 083/25-26 Draft Children and Vulnerable Adults Protection Policy

The Committee considered the Draft Children and Vulnerable Adults Protection Policy with the Town Clerk noting the need to ensure a suitable policy be in place given the museum's increasing engagement with young people and other vulnerable groups, as well as it often being a prerequisite for grant funding submissions.

It was **RESOLVED** that the Children and Vulnerable Adults Protection Policy be APPROVED.

PRF 084/25-26 Draft Petition Policy

The Committee considered the Draft Petition Policy noting two typographical amendments for correction and the need to ensure the first paragraph within section four be written more clearly.

It was **RESOLVED** that the Draft Petition Policy be APPROVED, subject to the typographical amendments and clearer wording of section four's first paragraph.

PRF 085/25-26 Howards Lane Car Parking Card Payment Processing

The Committee reviewed and considered the Howards Lane Car Park card payment processing provision.

The Town Clerk noted that following the UK's exit from the European Union, some of the firms engaged in processing the Town Council's car park card payments were no longer eligible to trade in the UK. Subsequently the Town Council's car park payment processing had been transferred to a partner firm that was able to trade in the UK for this element of the payment processing.

It was **RESOLVED** that the Town Council proceed its current card payment processing provider, 3C Payment UK Ltd and Planet.

PRF 086/25-26 Confidential Session

It was **RESOLVED** that the public and press not be excluded at this point of the meeting as the awarding of tenders was not a confidential matter and that any commercially sensitive information would normally be redacted.

PRF 087/25-26 Howards Lane Public Convenience Cleaning Contract

The Town Clerk explained that the tender packs could not be distributed to members in sufficient time for the Committee to review them ahead of this meeting, and that the value of the contract would require approval from Full Council. It was noted that the tender packs could instead be circulated to Committee members shortly after the meeting, allowing members to assess them in line with the agreed scoring criteria and submit their scores to the office for collation, forming the Committee's recommendation to full Council.

It was **RESOLVED** that Committee members would evaluate the tenders received and submit their individual scores to the office for collation, in order to form a recommendation to Full Council by Wednesday, 18 March 2026.

PRF 088/25-26 Any other items the Chairman deems urgent

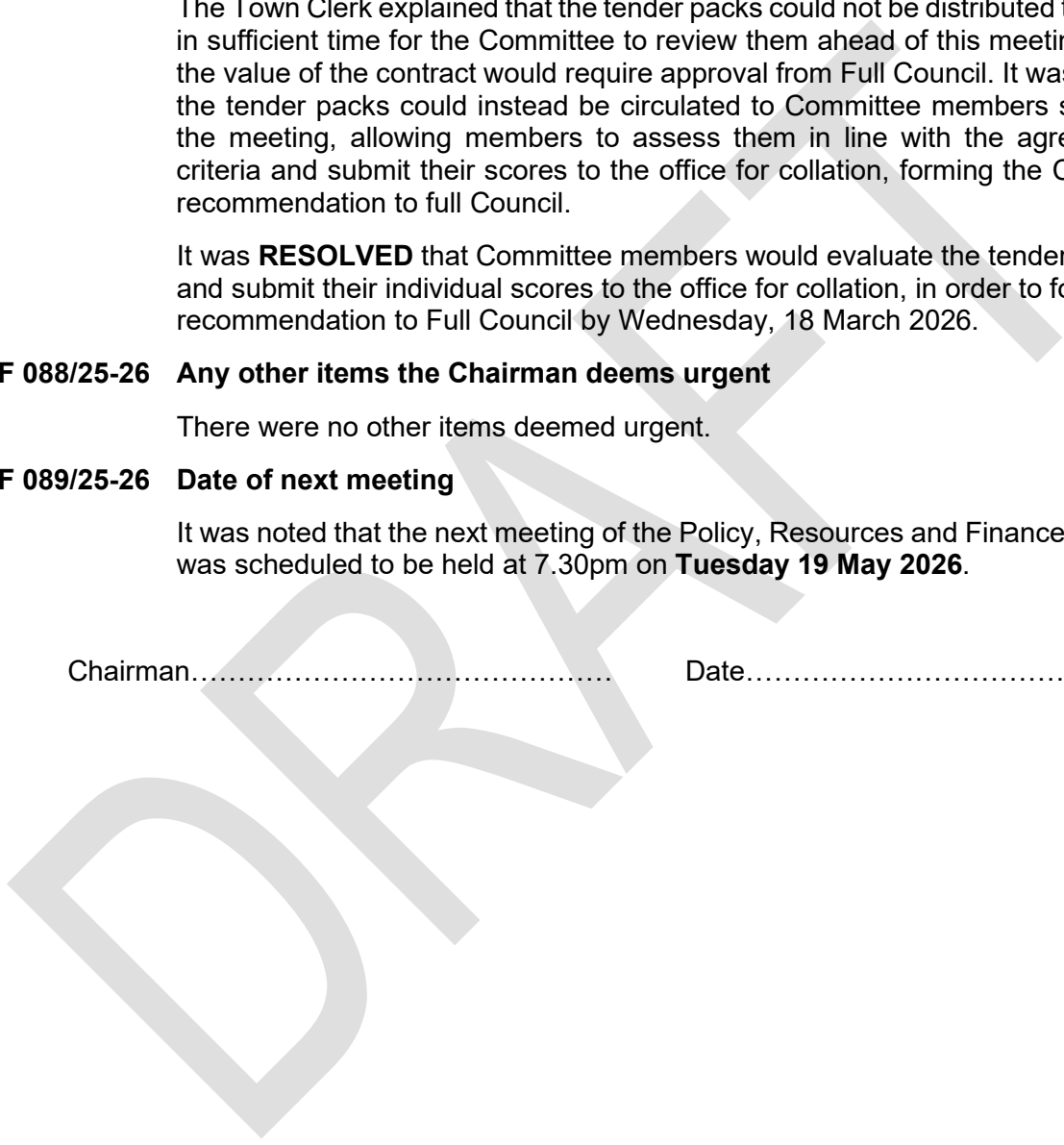
There were no other items deemed urgent.

PRF 089/25-26 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 19 May 2026**.

Chairman.....

Date.....



POLICY RESOURCES AND FINANCE COMMITTEE REPORT



Meeting Date: 19 May 2026


Agenda Item: 8

Subject:	Remembrance 2026 Flag and Council Engagement
Prepared by:	Sam Dickins, Deputy Town Clerk
Purpose of Report:	To consider the purchase of a Remembrance Flag 2026 and Council's further engagement with marking Remembrance.
Background:	<p>The Town Council was contacted by Bruno Peek CVO OBE OPR, Pageant Master, on 05 January 2026 regarding Wareham's engagement with Remembrance events on 11 November 2026.</p> <p>Mr Peek CVO OBE OPR is encouraging local authorities to engage with recommended activities on Remembrance Day (Wednesday 11 November 2026) as well as to purchase and fly a "Flag of Peace Throughout The Nations".</p>
Key Points:	<p>Remembrance Day Activities</p> <p>Along with engaging with annual Remembrance Parades, Wareham Town Council has historically supported in marking Remembrance Day with activities recommended by the Pageant Master.</p> <p>The Pageant Master is recommending that local authorities engage in the following activities:</p> <ul style="list-style-type: none"> - Inviting a Town Crier to read a "<i>Proclamation of Peace</i>" (10:55am) - Flying a Flag of Peace Throughout The Nations¹ (10:57am) - The Lighting of a Lamp Light of Peace² (Beginning the 2-minute silence) - Reading "<i>A Prayer for World Peace</i>" (11.05am) - Inviting a young person to read "<i>The Youth Lamp Light of Peace</i>" (Following the above reading) <p>The above list is not intended to be an exclusive or exhaustive programme of activities and Council may wish to add appropriate elements, or not to observe some of the Pageant Master's recommendations.</p> <p>Council may additionally wish to invite a representative of the Church to lead in a prayer.</p> <p>Proclamations and prayers marked with "<i>quotation marks and italics</i>" have set recommended texts to be read.</p>

¹ <https://the-flag-company.co.uk/FlagofPeacethroughoutNations/>

² <https://berryuseful.co.uk/products/lamp-light-of-peace>



	<p>Flag of Peace Throughout the Nations</p> <p>The Flag of Peace Throughout The Nations would need to be purchased for the Town Council to fully participate in Pageant Master’s recommendations.</p>  <p>The Town Council's flag poles accommodate 60” x 36” flags, requiring an expenditure of £32.49 (excl. VAT). This expenditure could be drawn from the “Council – Civic Events” cost centre, which currently holds £2,000.</p>
<p>Implications:</p>	<p>Residents and other stakeholders may view a lack of Council engagement in Remembrance Day activities as Council failing to uphold civic responsibilities.</p> <p>There are minor, budgeted financial implications in full participation of the Pageant Master’s recommendations as the flag would need to be purchased.</p>
<p>Recommendation:</p>	<p>To consider the purchase of a Remembrance Flag 2026 and Council’s further engagement with marking Remembrance.</p>